

The Sovereign Grand Lodge, I.O.O.F.

**CONSTITUTION**  
**AND**  
**CODE OF GENERAL LAWS**

**INDEPENDENT ORDER OF ODD FELLOWS**

As adopted at the 2003 Session in Halifax, Nova Scotia.

This Constitution and Code contain all of the Laws of The Sovereign Grand Lodge of the Independent Order of Odd Fellows in force at the close of session 2003 except that included in the rituals and other unwritten work of the Order.

By Resolution adopted by The Sovereign Grand Lodge in Session in 1980, it was agreed to relocate the office of The Sovereign Grand Lodge to Winston-Salem, North Carolina. The move was completed in 1981 and has continued operation at this location since that time.

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The Sovereign Grand Lodge  
Independent Order of odd Fellows

WINSTON-SALEM, NORTH CAROLINA

PUBLISHED BY THE SOVEREIGN GRAND LODGE, I.O.O.F.

2004

## Preface to the Code of General Laws

### **PREFACE TO THE CODE 2004**

Our Code of General Laws has been revised from time to time, being placed in a loose-leaf form in 1977.

The Sub Committee on Legislation was appointed at the 2001 Session, consisting of G.R. D. Ed Muchow, G.R. George L. Glover, III, and G.R. W.T. 'Bill' Hayden. At the 2003 Session, the Committee brought in Bills that completely re-wrote the Code of General Laws, which was adopted by The Sovereign Grand Lodge.

The new Chapters regarding the various Grand Bodies and Component Units now propose Model Constitutions and By-laws, thereby eliminating reference from one Grand Body to another or component to another.

## The Sovereign Grand Lodge, I.O.O.F.

The revision from hard cover to loose-leaf was undertaken as follows:

In 1970, a complete revision of the Code of General Laws was recommended. G.R. H.H. Lummus, knowing the work that had been accomplished in Texas, was serving on the Sub-committee on Finance and gave his strong support to the proposal, as did G.R. Edward G. Hoffman who had done a similar job in Connecticut. Many others gave strong support.

A committee of G.R. Theodore Ehren of New Jersey, G.R. Tom H. King of Texas, G.R. Meriel D. Harris of Kentucky comprised the original Committee. The fruits were presented and adopted at the 1971 Sessions. Each year additional funds were appropriated until the task was substantially completed in 1976. Thus far in 1977 the previous work has been edited, corrected, omissions taken care of insofar as possible, and a table of contents prepared. After Brother King had a health failure, P.S.G.M. C. Everett Murphy and P.S.G.M. Shelby McCauley were added to the Committee and made many valuable contributions.

A special committee from the I.A.R.A., consisting of P.P. Rose Seeley and P.P. Evelyn Reese, met with the Code Revision Committee in San Antonio, together with G.R. William H. England, Chairman of the Sub-committee on Legislation, and ironed out all differences about I.A.R.A, Rebekah Assemblies and Rebekah Lodges. Their help was of inestimable value.

The entire Sub-committee on Legislation, consisting of Bros. William H. England of New York, Edward G. Hoffman of Connecticut, and Harry J. Shepherd of New Jersey, has been of much help, and G.R. Max M. Solomon, Chairman of the Committee on Printing Supplies, has worked tirelessly on the final editing.

There are undoubtedly a few errors and omissions, but in due time they will all be observed and corrected. It is our most earnest wish that we shall have a simple, understandable Constitution and Code of General Laws, without annotations, which can be amended when necessary but will be perpetually up-to-date and will never have to be revised or replaced in the future.

Our task is not complete. We have prepared a table of contents but could not prepare a comprehensive index in time to get the new Code printed by the 1997 Session.

## Preface to the Code of General Laws

### CERTIFICATE

This Code of General Laws has been prepared under the authority of The Sovereign Grand Lodge.

This edition is a new Code of General Laws, which includes all legislation enacted by The Sovereign Grand Lodge adopted at the 2003 Annual Session.

Manfred J. Bangert  
Sovereign Grand Secretary



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APPENDIX I

Report No. 149 – 1984

## Albuquerque Compact

**Whereas**, Odd Fellowship is international with men and women who desire to establish Universal Fraternity, under the Creator of the Universe, and to bring about peace and justice among mankind, predicated on the Ancient Tenets of Odd Fellowship:

To visit the sick, care for the widow and orphan, relieve the distressed and bury the dead, and

**Whereas**, there are various societies and entities practicing virtues under the name of Odd Fellowship.

**Now Therefore**, in order to form a more perfect basis for understanding and development, on this 20<sup>th</sup> day of September, A.D. 1984 at Albuquerque, New Mexico, in the United States of America, The Sovereign Grand Lodge, Independent Order of Odd Fellows under the leadership of the Right Honorable Ronald W. Hughes, Sovereign Grand Master, with his Executive Committee, and Robert W. Wepking, Sovereign Grand Secretary; meeting with the Independent European Jurisdictions represented by Right Honorable Dag Wallen, Grand Sire of Sweden, and Special Deputy Sovereign Grand Master for Europe; and Right Honorable Preben Rasmussen, Grand Sire of Denmark; and The Manchester Unity of Odd Fellows being represented by Thomas Nicholson, Grand Master of the Manchester Unity of Odd Fellows, Christine H. Feek, Deputy Grand Master and Reginald Henry, Secretary of the Order of The Manchester Unity of Odd Fellows; have assembled this day with a view to forming a compact that our respective Bodies and Units dedicate ourselves and our Units to work cooperatively to better understand each other, and to dispel differences to the best of our abilities.

**And to spread the message of Odd Fellowship to greater parts of the World.**

We accept the desirability that respective secretaries exchange information and create a channel of communication.

**It will be our desire to:**

- (a) Interchange visitation upon convention occasions.
- (b) Co-operate where practical on an international basis in projecting the principles of Odd Fellowship.

**And** it is our earnest hope that the time will be reached when all peoples of the world will recognize Odd Fellowship as a venerated movement working to establish Peace, Justice, Charity and Truth.

It is further proposed to meet regularly, at least triennially, at times agreed upon by the presiding officers of the organizations to further our goals.

**Finally** this compact acknowledges the individual rights of each of the constituent bodies to continue to operate under the existing structures and governments as laid down by their respective constitutions and is subject to ratification by the respective organization.

Done at Albuquerque, New Mexico this 20<sup>th</sup> day of September, A.D. 1984 in the United States of America.

Appendix I  
The Sovereign Grand Lodge, I.O.O.F. – Code of General Laws

/s/ Robert W. Wepking  
Sovereign Grand Secretary

By:  
/s/ Ronald W. Hughes  
Sovereign Grand Master

(Seal)

Manchester Unity of Odd Fellows

By:  
/s/ Thomas Nicholson  
Grand Master

/s/ Reginald Henry  
Secretary of the Order  
Manchester Unity of Odd Fellows

/s/ Christine Feek  
Deputy Grand Master

The European Independent Jurisdictions, I.O.O.F.

By:  
/s/ Dag Wallen  
Grand Sire of Sweden  
Deputy Sovereign Grand Master  
For Europe

/s/ Preben Rasmussen  
Grand Sire of Denmark

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APPENDIX II – THE SOVEREIGN GRAND LODGE, I.O.O.F.

**Resolution No. 5 – 2017** – by unanimous consent – adopted Thursday the 24<sup>th</sup> August 2017

The Executive Committee of The Sovereign Grand Lodge moved the following, which was referred to Committee on State of the Order.

***Be it Resolved***, that a Non-discrimination Policy be inserted into the Appendix of the Code of General Laws of The Sovereign Grand Lodge to read as follows:

**Non-Discrimination Policy**

The Independent Order of Odd Fellows (I.O.O.F.) will not discriminate against any individual on the basis of disability, age [other than that of minimum to join the Order (lodge, club or group)], ethnicity, gender, race, sexual orientation, religion or other social identity. The I.O.O.F. will make reasonable modifications in policies, practices, or procedures when such modifications are necessary to afford its services and facilities to individuals with disabilities, unless the modifications would fundamentally alter the nature of its services. The I.O.O.F. will not exclude any individual based on disability, age, ethnicity, gender, race, sexual orientation, religion or other social identity from the full and equal enjoyment of its services and facilities, unless the individual poses a direct threat to the health or safety of others, or him/herself, that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services. The I.O.O.F. will not exclude any individual from the full and equal enjoyment of its services and facilities because of the individual's association with a person of disability, age, ethnicity, gender, race, sexual orientation, religion or other social identity.



## CHAPTER I

CONSTITUTION  
OFTHE SOVEREIGN GRAND LODGE  
OF THE INDEPENDENT ORDER OF ODD FELLOWS**ARTICLE I. General Provisions**

- SEC. 1.** The purposes of the Independent Order of Odd Fellows are to promote the principles of Odd Fellowship throughout the world and seek to improve and elevate the character of man.
- A. The Order is, and shall forever continue to be, bound to charitable and beneficent works, in visiting the sick, relieving the distressed, burying the dead, and educating the orphan, and in the performance of all those reciprocal duties and benevolences which spring from our recognition of a Supreme Being and the Brotherhood of Man, and from the inculcation and practices of Friendship, Love and Truth; Faith, Hope and Charity; Purity; and Universal Justice.
- SEC. 2.** The Rituals are the supreme law of Odd Fellowship. The Constitution and Code of General Laws of The Sovereign Grand Lodge are secondary. Constitutions and by-laws of component units are next in precedence.
- SEC. 3.** The government of the Independent Order of Odd Fellows (Willey Odd Fellowship) shall be vested in a body which shall be known by the name, style and title of "The Sovereign Grand Lodge, Independent Order of Odd Fellows", herein after designated The Sovereign Grand Lodge.
- SEC. 4.** The Sovereign Grand Lodge is the source of all true and legitimate Odd Fellowship and possesses final and supervisory power over the Order.
- A. However the Independent Jurisdictions chartered by The Sovereign Grand Lodge, which generally follow the founding principles and ancient customs of the Order shall be the guiding force of Odd Fellowship within the regions in which they operate and shall individually possess final and supervisory powers over the Order within those regions (the area designated by their charter).
- SEC. 5.** The official language of The Sovereign Grand Lodge is the English language. All communications with The Sovereign Grand Lodge and all business carried on in The Sovereign Grand Lodge will be in the English language. This is in no way to limit or prohibit Grand Lodges or Local Lodges from using another language more appropriate to their needs.

**ARTICLE II. Exclusive Powers**

**SEC. 1.** The Sovereign Grand Lodge has exclusive power:

- A. To establish, regulate and control Rituals, ceremonies, lectures and the Unwritten Work of the Order.
- B. To prescribe forms for all cards, certificates, ceremonies, jewels and regalia and to serve as sole source of supply thereof.
- C. To prescribe minimum qualifications for membership in the Order.
- D. To organize component units under the direct supervision of The Sovereign Grand Lodge where no Grand Body exists.
- E. To grant charters to Grand Bodies. Only one Grand Body of each component may be established in any state, province, region or territory.
- F. To enact and construe its laws and actions, which shall be final. To authorize Grand Bodies to enact laws consistent with the Code of General Laws for promoting Odd Fellowship in the jurisdictions governed by them.
- G. To prohibit all members and components from resorting to civil courts prior to exhausting the tribunals of the Order, concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders.

**ARTICLE III. Members**

**SEC. 1.** The working members of The Sovereign Grand Lodge are the Grand Representatives from dues paying Grand Bodies.

**SEC. 2.** The elected, appointed, past presiding officers, Special and District Deputy Sovereign Grand Masters and Representatives from Independent Grand Lodges are nonvoting members, having the right only to make motions and debate questions.

**ARTICLE IV. Grand Representatives**

**SEC. 1.** Each Grand Lodge with a combined membership of 1,000 or more members, based on regular and non-contributing members from Odd Fellows Lodges, Junior Lodges, Rebekah Lodges and Theta Rho Girls' Clubs; each Grand Encampment with a combined membership of 1,000 or more members, based on regular and non-contributing members from Encampments and Ladies Encampment Auxiliaries; is entitled to two Grand Representatives. Those with less than 1,000 members are entitled to one Grand Representative. The General Military Council is entitled to one (1) Grand Representative. The International Association of Rebekah Assemblies is entitled to one (1) Grand Representative.



**SEC. 2.** The powers, duties and responsibilities of the Grand Representatives are set out in the Code of General Laws.

**SEC. 3.** The Sovereign Grand Lodge is the sole judge of qualifications of Grand Representatives and shall decide contested elections.

**SEC. 4.** District Deputy Sovereign Grand Masters, having jurisdiction of lodges in areas outside the North American Continent of 100 or more dues paying members, may serve as or select a Grand Representative with powers, duties and responsibilities of the Grand Representatives as set out in the Code of General Laws. No expense is to be incurred by The Sovereign Grand Lodge in implementing this Section except those already set forth in the Code of General Laws.

#### **ARTICLE V. Officers**

**SEC. I.** Officers.

A. The elective officers are: Sovereign Grand Master, Deputy Sovereign Grand Master, Sovereign Grand Warden, Sovereign Grand Secretary, Sovereign Grand Treasurer; who must be eligible to attend all Grand Bodies of the Order.

(1) The Sovereign Grand Master, Deputy Sovereign Grand Master and Sovereign Grand Warden, shall be elected annually on the second day of the annual session by majority vote of the Grand Representatives present.

(2) The Sovereign Grand Secretary and Sovereign Grand Treasurer shall be elected for terms of three years. Terms not to run concurrently.

(3) Installation shall take place prior to adjournment of the annual session.

B. The appointive officers are: Sovereign Grand Marshal, Sovereign Grand Conductor, Sovereign Grand Chaplain, Sovereign Grand Guardian, Sovereign Grand Messenger and Sovereign Grand Musician appointed by the Sovereign Grand Master, and Assistant Sovereign Grand Secretary appointed by the Sovereign Grand Secretary. All appointments shall be subject to ratification by The Sovereign Grand Lodge.

#### **ARTICLE VI. Impeachment**

**SEC. I.** An officer, member or Grand Representative may be impeached and removed from office, suspended or expelled from membership in The Sovereign Grand Lodge. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Sovereign Grand Secretary at any time but no action to impeach shall be taken until the accused has received three days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds vote

of the Grand Representatives present is required for conviction and punishment.

#### ARTICLE VII. Annual Session

##### <sup>21</sup>REGULAR SESSION

**SEC. 1.** Annual sessions shall be held at predetermined places on the third Monday of August or as otherwise provided in the Code of General Laws.

**A.** Special sessions shall be held in accordance with the Code.

**SEC. 2.** <sup>05</sup>It may also meet specifically on the call of the Sovereign Grand Master or upon the request of a majority of Grand Representatives, of which the Sovereign Grand Master shall cause sixty (60) days notice to be given to the Officers of The Sovereign Grand Lodge and to the Grand Representatives, communicating to them the purpose for which the special meeting is called, and in no case shall any other business be transacted at a called meeting unless by unanimous consent and adopted on roll call; provided, said meeting may be called on shorter notice, a majority of the Grand Representatives of record agreeing thereto.

##### <sup>21</sup>EXCEPTIONAL SESSION

**SEC. 3.** Should it be impracticable, from the prevalence of contagious disease or any other cause, for the annual session to be held at the place designated therefore, The Sovereign Grand Master with the concurrence of the Executive Committee shall have the power to determine at what date and/or place said session shall be held.

**SEC. 4.** <sup>21</sup>Provided further, that if, as the result of war or some widespread epidemic or other calamity, (and/or by direction of the government), it shall be inexpedient to hold the regular annual session, The Sovereign Grand Lodge shall have the power to omit the holding of such session and to determine at what date and place the next regular session shall be held, or, if The Sovereign Grand Lodge be not in session when such emergency occurs, such power may be exercised by the Sovereign Grand Master, the Grand Representatives of record being notified thereto, in which case the officers shall continue for one (1) year to hold their respective offices until the next succeeding session is held. The budget for the current year shall become the budget for the coming year.

<sup>21</sup>**A.** The Sovereign Grand Lodge may conduct business of The Sovereign Grand Lodge via: Post, e-mail, video link or other such technology if an in person Annual Communication is not practicable.

(1) Business that may be transacted:

- (a) Legislation that has been submitted as noted in Chapter II Sec. 16 A
- (2) and submitted to the Grand Representatives as noted in Chapter II

- Sec. 16 A (3); and reviewed by the Sub-Committee on Legislation.
- (b) Resolutions that have been submitted as noted in Chapter II Sec. 16 B (3) and submitted to the Grand Representatives as noted in Chapter II Sec. 16 B (3) (a).
  - (c) The Annual Budget Resolution formulated by the Sub-Committee on Finance.
  - (d) Ritual Resolution(s) – if the delay of meeting shall be extended to more than two (2) years.
  - (e) Should the Exception continue into a second (2<sup>nd</sup>) year (term) the election of officers: the Sovereign Grand Master and Deputy Sovereign Grand Master may be elevated in the normal course of progression; for the position of Sovereign Grand Warden, résumés shall accompany the distribution of the ballot, if a majority is not compiled the Sovereign Grand Secretary shall forward an additional ballot until such time a candidate shall receive a majority vote.

#### **ARTICLE VIII. Rules and Practices**

- SEC. 1.** A quorum is required for the transaction of business and consists of a majority of the elected Grand Representatives.
- SEC. 2.** The Sovereign Grand Lodge may determine its own Rules of Order; otherwise Robert's Rules of Order shall prevail.
- SEC. 3.** Voting. Voting for officers shall be by ballot. All other voting shall be by "yes" and "no", except that one-fifth (1/5) of the Grand Representatives present may demand a roll call vote. Except as otherwise provided in the Constitution, and in the Code of General Laws, a majority of a quorum shall prevail.

#### **ARTICLE IX. Revenues**

- SEC. 1.** The revenues shall be from charter fees, dues, assessments adopted in regular session, profit from the sale of supplies, investment income, donations, devises and bequests and income from any lawful source.

#### **ARTICLE X. Laws**

- SEC. 1.** All laws shall be passed by bills.
- SEC. 2.** All requirements for submitting bills, reference, report and action shall be as set forth in the Code of General Laws.
- SEC. 3.** From and after the adoption of the Revised Code of General Laws, all bills and sections pertaining to new laws shall follow the same order as set forth in the Revised Code in compiling the same in

sequence and in the index.

**ARTICLE XI. Amendments**

- SEC. 1.** A Bill to amend this Constitution must be submitted in writing, in duplicate, and sponsored by Grand Representatives from at least three jurisdictions. At the next annual session, the Committee on Legislation shall report on the amendment. A roll call vote shall then be taken with an affirmative vote of three-fourths (3/4) of the Grand Representatives present necessary for passage.
- SEC. 2.** Constitutional amendments become effective on January 1 following passage unless an emergency clause is adopted by a three-fourths vote when it shall become immediately effective.

## CHAPTER II

Code of General Laws  
of  
THE SOVEREIGN GRAND LODGE  
I.O.O.F.**SEC. 1. Duties of the Sovereign Grand Master.** (w/re: to Annual Session.)

A. Committees. The Sovereign Grand Master shall appoint committees. Only Grand Representatives shall serve on standing committees. Standing committees are indicated by an asterisk.

- (1) At the conclusion of the annual session, the following committees and subcommittees:
  - (a) Committee on Fraternal Relations.
  - (b)\* <sup>09</sup>Committee on Investigation of Grievances.
  - (c)\* Subcommittee on Drawing of Seats.
  - (d)\* Subcommittee on Finance.
  - (e)\* Subcommittee on Legislation.
  - (f)\* <sup>23</sup>Subcommittee on Ritualistic Work.
  - (g) Other committees as authorized.
- (2) Before July 15 of each year, the following committees and other appointments:
  - (a)\* Committee on Appeals and Petitions.
  - (b)\* Committee on Constitutions. (Before June 15 of each year.)
  - (c)\* Committee on Credentials.
  - (d)\* Committee on Judiciary.
  - (e) Legislative Counsel.
  - (f) Other committees as authorized.
- (3) Prior to each annual session, the following committees:

Committee on:

  - (a) Courtesies Extended.
  - (b)\* Distribution of Officers' Reports.
  - (c)\* Drawing of Seats.
  - (d)\* Finance.
  - (e)\* International Issues.
  - (f)\* Legislation.
  - (g) Memorials.
  - (h)\* Mileage and Per Diem.
  - (i)\* Miscellaneous Business.
  - (j)\* Patriarchal Degrees.
  - (k)\* Patriarchs Militant.
  - (l)\* Property.

- (m)\* Relief.
  - (n)\* State of the Order.
  - (o)\* Youth Activities. (Not including Youth Committee.)
  - (p) Other committees as authorized.
  - (4) Special Committees and Boards
    - (a) Odd Fellows and Rebekahs Arthritis Advisory Board
    - (b) Communications
    - (c) Educational Foundation
    - (d) Executive
    - (e) Membership
    - (f) Rebekah Matters
    - (g) <sup>17</sup>I.O.O.F. Pilgrimage for Youth
    - (h) Odd Fellows and Rebekahs Visual Research Foundation
    - (i) The S.G.L./I.A.R.A. Joint Youth
  - B. At annual sessions, the Sovereign Grand Master shall:
    - (1) Preside at all sessions of The Sovereign Grand Lodge, preserve order and enforce the laws or cause the same to be done during a temporary absence. During consideration of the Daily Calendar, a Past Sovereign Grand Master may be assigned to preside.
    - (2) Cast a vote only when The Sovereign Grand Lodge is equally divided, except on a ballot for officers.
    - (3) Fill vacancies in the various offices, committees and boards for the remainder of the term.
  - C. Passwords. The Sovereign Grand Master shall select and communicate:
    - (1) <sup>22</sup>Annual Traveling Passwords (A.T.P.W.) and explanation to be used by the Odd Fellows Lodges and the Encampments, Annual Word (A.W.) to be used in Junior Lodges, Annual Passwords (A.P.W.) to be used by Rebekah Lodges, Ladies Encampment Auxiliaries and Theta Rho Girls' Clubs, and Countersign to be used by the Patriarchs Militant, and Cadet Corps Platoon.
    - (2) Term Passwords, and Check Passwords applicable to each component of the Order not having a Grand Body.
- SEC. 2. Other duties of the Sovereign Grand Master.** (Not in annual session.)
- A. **Generally.**
    - (1) To have supervision over the affairs of the Order.
    - (2) To require all members to conform to the laws and customs of the Order.
    - (3) To have the same powers over units under The Sovereign Grand Lodge as the presiding officer of a Grand Body has over units under the Grand Body.
    - (4) To make recommendations considered necessary for amendment of the

Constitution and this Code, for submission to the Sovereign Grand Secretary forty-five (45) days prior to the annual session.

- (5) To execute all legal documents which shall be attested and acknowledged as required.
- (6) To appoint, with approval of the Executive Committee, a special committee of three (3) or more impartial members selected from the Committee on Investigation of Grievances to make a thorough investigation when of the opinion that the laws and customs of the Order have been violated and no proper action is being taken.

<sup>22</sup>Unless directly involved, the Sovereign Grand Master, Deputy Sovereign Grand Master, Sovereign Grand Warden, Sovereign Grand Secretary and Sovereign Grand Treasurer, shall be exempt from the status of not in good standing should the Grand Bodies and/or Units of their membership become involved in a suspension.

- (a) This committee shall proceed as a trial committee under the Trial Code and follow the same procedures regarding depositions, interrogatories, cross-interrogatories, and witnesses. The committee shall keep a complete record of its proceedings and make a full report of its findings, recommendations, and recommended disciplinary action to the Sovereign Grand Master. The report has the same force and effect as the report of a trial committee under the Trial Code.
  - (b) The Sovereign Grand Master shall determine venue of the trial.
  - (c) If the impartial committee finds that the member, members, officer, officers, or component body has violated the laws of the Order, the Sovereign Grand Master may, with approval of the Executive Committee, admonish, reprimand, fine, suspend, or expel the member, or may arrest or suspend the charter of the component body.
  - (d) The accused has all the rights provided by the Trial Code, to receive a copy of all charges and specifications, to present witnesses, to give testimony, and to cross-examine adverse witnesses.
  - (e) Any action taken must be reported in detail and in writing to the next regular annual session of The Sovereign Grand Lodge.
  - (f) If an appeal is filed the action taken shall remain in force until reversed by The Sovereign Grand Lodge.
  - (7) To remove from office any Committee Member of The Sovereign Grand Lodge who is found to be physically or mentally incapable or is willfully failing to perform prescribed duties, but only after due notice and hearing and concurrence of the Executive Committee, and to make an appointment to fill the unexpired term.
- B. Special Representatives and Visitations.**
- (1) The Sovereign Grand Master may commission:
    - (a) A Special Deputy over any component body under the supervision of

The Sovereign Grand Lodge or any Grand Body to perform all the duties specifically designated in the commission. Upon completion of the duty, the Deputy shall report in writing the action taken with recommendations.

- (b) <sup>06</sup>A Special Deputy to take control and supervision over the affairs of any component body under the supervision of The Sovereign Grand Lodge which is acting in violation of law, failing to meet its responsibilities, or unlawfully dissipating its assets. The officers of the component involved may continue to perform their duties under the supervision of the Special Deputy and to the extent allowed pending investigation into the affairs of each office. Where violations of the Code, as specified in Chapter XXXVIII, are detected by the Special Deputy, the implicated Grand Lodge Officer/s shall be suspended pending a trial. The Special Deputy shall initiate steps to conduct a trial following guidelines in Chapter XXXVIII. The suspension shall remain in effect until completion of the trial, a verdict being rendered, and the appeal process concluded. The accused may appeal the findings to The Sovereign Grand Lodge. When the situation has been alleviated the Special Deputy shall be relieved and commission terminated.
- (c) A Special Deputy to take charge of the property, funds, and affairs of a component under the supervision of The Sovereign Grand Lodge whose charter has been arrested, suspended, or forfeited. If the charter of a Grand Body is arrested, suspended, or forfeited, the components under it shall come under the immediate supervision of The Sovereign Grand Lodge and remain until the charter is restored.
- (d) The Sovereign Grand Master shall appoint a District Deputy Sovereign Grand Master for each nation, province, state, territory, or region in which there are lodges, but no Grand Body. Recommendation for the appointment of the Deputies shall come from the units of which the Deputy shall be commissioned. Such District Deputy shall be a Past Grand in good standing. A District Deputy over Encampments shall be a Past Chief Patriarch in good standing. One having jurisdiction over Rebekah lodges shall be a Past Noble Grand in good standing. The term of a District Deputy Sovereign Grand Master shall commence at the end of the annual session and end at the conclusion of the next annual session. The District Deputy shall be the special agent and representative of the Sovereign Grand Master, shall supervise the affairs of the Order in the district, and perform other duties as the Sovereign Grand Master may direct. At the expiration of the term the District Deputy shall be entitled to the rank of Past District Deputy Sovereign Grand Master and may acquire an appropriate jewel.



- (i) <sup>09</sup>The Grand Lodge of Europe, the Grand Lodge of Latin America and the Grand Lodge of Australasia shall recommend to the Sovereign Grand Master a member to serve as Deputy Sovereign Grand Master for their respective entity.
  - (e) Special Deputy Sovereign Grand Masters may be appointed for designated purposes or for a time certain, not to exceed the term of the Sovereign Grand Master.
  - (f) Forms for commissions shall be supplied by the Sovereign Grand Secretary, signed by the Sovereign Grand Master, and attested by the Sovereign Grand Secretary.
  - (2) The Sovereign Grand Master may visit jurisdictions upon invitation or send a representative.
    - (a) Dues paying jurisdictions requesting a visit from the Sovereign Grand Master should be prepared to receive the Sovereign Grand Master or the representative. In receiving a visitor from The Sovereign Grand Lodge, the jurisdiction shall cover all expenses with regards to room and meals for the duration of the invitation. Travel to the jurisdiction shall be from funds appropriated. Additional per diem beyond the invitation shall be at the officer's expense.
    - (b) Other jurisdictions may receive visitors from The Sovereign Grand Lodge at no cost to The Sovereign Grand Lodge.
- C. Expansion and Development.**  
The Sovereign Grand Master shall appoint:
- (1) Field Directors to obtain members and to revive and organize lodges and encampments in jurisdictions requesting assistance and in jurisdictions where no Grand Body exists.
  - (2) Special Deputies to organize a lodge in a particular area or lodges throughout a jurisdiction as assigned or in any jurisdiction where the consent of the executive officer of the component has been obtained.
- D. Decisions.** Requests for Decisions shall be forwarded to the office of the Sovereign Grand Secretary for filing.
- (1) Decisions shall be rendered by the Sovereign Grand Master only when requested in writing by a Grand Body or Accredited Grand Representative, or any official head of any unit of the Order under the direct supervision of The Sovereign Grand Lodge.
  - (2) All decisions of the Sovereign Grand Master are binding until The Sovereign Grand Lodge meets. The decisions are reported to and acted upon by the Grand Representatives. If sustained, and where a Code change is required, the Committee on Legislation shall prepare the appropriate legislation.
- E. Other Responsibilities.**
- (1) Enforce the laws of the Order and may not suspend them.
  - (2) <sup>16</sup>Shall not delegate the vested powers except as provided in the Code.

The exception shall be where the Sovereign Grand Masters' Jurisdiction is involved. In this case, the Deputy Sovereign Grand Master or Sovereign Grand Warden shall assume these duties through resolution, making final report to the Grand Representatives of The Sovereign Grand Lodge for adoption.

- (3) Has no authority to interfere with the affairs of a Grand Body or its Presiding Officer so long as it is in good standing and complying with the laws of the Order.
  - (4) Shall perform other duties as required by The Sovereign Grand Lodge.
  - (5) With consent of both jurisdictions involved, may transfer a component from one jurisdiction to another.
  - (6) May fill vacancies in office until adjournment of the next annual session, with approval of the Executive Committee.
  - (7) Shall issue proclamations and directives directing observances by appropriate ceremonies of the Anniversary of the Order, Anniversary of the Rebekah Degree, Wildey's Birthday, Colfax's Birthday, International Goodwill Day, and such other anniversaries and events as deemed necessary.
  - (8) Shall serve as Commander-in-Chief of the Patriarchs Militant.
- F. <sup>11</sup>**Issuance of Charter(s).**
- (1) An Odd Fellows Lodge may be organized upon receipt of a signed petition for a charter by a minimum of five (5) or more members of the Third Degree or a minimum of fifteen (15) persons qualified to become Odd Fellows in a community within a defined jurisdiction that will in the future constitute a Grand Lodge jurisdiction, accompanied by the proper withdrawal cards and applications for membership.
  - (2) <sup>17</sup>A Grand Lodge may be organized or restructured upon receipt of signed petition for a charter by seven (7) or more Past Grands and/or Past Noble Grands of the Grand Lodge Degree from not less than five (5) Lodges (Odd Fellows and Rebekahs) within a jurisdiction of The Sovereign Grand Lodge, accompanied by the sealed letters from the lodges certifying the rank of the Past Grands and/or Past Noble Grands.
  - (3) A Junior Lodge may be organized upon receipt of a signed petition for a charter by a minimum of five (5) or more members of the Junior Lodge Degree or a minimum of fifteen (15) persons qualified to become Junior Odd Fellows in a community within a defined jurisdiction that will in the future constitute a Grand Lodge jurisdiction, accompanied by the proper withdrawal cards and applications for membership.
  - (4) A Grand Junior Lodge may be organized upon receipt of signed petition for a charter by seven (7) or more Past Chief Rulers of the Junior Lodge Degree from not less than three (3) Junior Lodges within the jurisdiction of the Grand Lodge, accompanied by the sealed letters from

the lodges certifying the rank of the Past Chief Rulers.

- (5) A United Youth Group may be organized upon receipt of signed petition for a charter by minimum of five (5) or more applicants qualified to become a member of the United Youth Group in a community within the jurisdiction of the Grand Lodge, accompanied by the proper applications for membership.
- (6) A Rebekah Lodge – when there is no Rebekah Assembly a Rebekah Lodge may be organized upon receipt of signed petition for a charter by five (5) or more members of the Rebekah Degree or fifteen (15) persons qualified to become Rebekah Degree members in a community within the jurisdiction of the Grand Lodge, accompanied by the proper withdrawal cards and applications for membership.
- (7) A Rebekah Assembly may be organized upon receipt of signed petition for a charter by seven (7) or more Past Noble Grand members of the Rebekah Degree from not less than five (5) Rebekah Lodges within the jurisdiction of the Grand Lodge, accompanied by the sealed letters from the lodges certifying the rank of the Past Noble Grands.
- (8) A Theta Rho Girls' Club – when there is no Rebekah Assembly a Theta Rho Girls' Club may be organized upon receipt of signed petition for a charter by five (5) or more members of a Theta Rho Girls' Club or fifteen (15) persons qualified to become Theta Rho Girls' Club members in a community within the jurisdiction of the Grand Lodge, accompanied by the proper withdrawal cards and applications for membership.
- (9) A Theta Rho Assembly – when there is no Rebekah Assembly a Theta Rho Assembly may be organized upon receipt of signed petition for a charter by seven (7) or more Past President members of the Theta Rho Girls' Club Degree from not less than three (3) Theta Rho Girls' Clubs within the jurisdiction of the Grand Lodge, accompanied by the sealed letters from the clubs certifying the rank of the Past Presidents.
- (10) An Encampment may be organized upon receipt of a signed petition for a charter by a minimum of five (5) or more members of the Royal Purple Degree or a minimum of fifteen (15) persons of the third degree qualified to become members in a community within a defined jurisdiction that will in the future constitute a Grand Encampment jurisdiction, accompanied by the proper withdrawal cards and applications for membership.
- (11) <sup>14</sup>A Grand Encampment may be organized upon receipt of signed petition for a charter by seven (7) or more Past Chief Patriarchs of the Grand Encampment Degree from not less than three (3) Encampments within a jurisdiction of The Sovereign Grand Lodge, accompanied by the sealed letters from the encampments certifying the rank of the Past Chiefs.

- (12) A Ladies Encampment Auxiliary may be organized upon receipt of a signed petition for a charter by a minimum of five (5) or more members of the LEA Degree or a minimum of fifteen (15) persons of the Rebekah Degree qualified to become members in a community within a defined jurisdiction that will in the future constitute a LEA jurisdiction, accompanied by the proper withdrawal cards and applications for membership.
- (13) A Grand Ladies Encampment Auxiliary may be organized upon receipt of signed petition for a charter by seven (7) or more Past Chief Matriarchs of the Grand Ladies Encampment Auxiliary Degree from not less than three (3) Ladies Encampment Auxiliaries within a jurisdiction of The Sovereign Grand Lodge, accompanied by the sealed letters from the LEAs certifying the rank of the Past Chiefs.
- (14) Details:
  - (a) No more than two-fifths (2/5) of the members petitioning for a charter may be associate members.
  - (b) Petitions for charter shall be on forms supplied by the Sovereign Grand Secretary.
  - (c) The petition for the charter shall be sent to the Sovereign Grand Secretary who shall make a copy for the permanent file and then forward the petition to the Sovereign Grand Master. If satisfied, the Sovereign Grand Master may issue the charter or reserve action and present it to The Sovereign Grand Lodge in regular session. The application shall be accompanied by a fee as determined by The Sovereign Grand Lodge, which shall be refunded if the petition is not granted.
    - (i) In practice – the Sovereign Grand Master may issue Dispensations/Warrants in the recess of The Sovereign Grand Lodge, resolving at The Sovereign Grand Lodge session to issue the Charter.
  - (d) Five (5) regular members must be maintained in good standing to keep a charter active.
  - (e) The Charter issued by The Sovereign Grand Lodge shall be inviolate and may not be altered or amended without the consent of The Sovereign Grand Lodge, except that a photocopy of the Charter may be used for special sessions held outside of the regular meeting place, be at least a minimum of eight and one-half inches by eleven inches (8 ½" x 11"), a copy of which must be furnished to The Sovereign Grand Lodge for its archives.
- (15) Institution.
  - (a) The Sovereign Grand Master, or one designated by the Sovereign Grand Master in writing, shall institute the Unit when the charter is issued.

- (b) Surrendered, arrested, or forfeited charters may be restored by the Sovereign Grand Master or The Sovereign Grand Lodge.
- (c) Assets of Grand Lodges whose charters are surrendered or revoked vest in The Sovereign Grand Lodge, which has discretion to return them if the charter is restored, and must return them if an appeal is sustained.

**SEC. 3. Duties of the Deputy Sovereign Grand Master.**

A. Generally.

- (1) To open and close the annual/special session of The Sovereign Grand Lodge and preside in the absence of the Sovereign Grand Master.
- (2) To perform all duties assigned by The Sovereign Grand Lodge; perform the duties and make visitations as may be directed by the Sovereign Grand Master or the Executive Committee.
- (3) To have charge of the diagrams and unwritten work of the Order during the annual/special session of The Sovereign Grand Lodge.
- (4) To make recommendations considered necessary for amendment of the Constitution and this Code, for submission to the Sovereign Grand Secretary forty-five (45) days prior to the annual session.

**SEC. 4. Duties of the Sovereign Grand Warden.**

A. Generally.

- (1) To examine and ascertain that all in attendance are qualified to sit in the annual/special session prior to opening. The Sovereign Grand Lodge shall be the sole judge of qualifications and validity of credentials of Grand Representatives.
- (2) To make visitations and perform such duties as the Sovereign Grand Master, The Sovereign Grand Lodge, or the Executive Committee may direct.
- (3) <sup>11</sup>To act in approving or disapproving constitutions and by-laws and amendments thereto of Grand Bodies, or of components under the immediate jurisdiction of The Sovereign Grand Lodge within forty-five (45) days of receipt from the Sovereign Grand Secretary, which action shall remain in effect until the next annual session of The Sovereign Grand Lodge.
- (4) To make recommendations considered necessary for amendment of the Constitution and this Code, for submission to the Sovereign Grand Secretary forty-five (45) days prior to the annual session.

**SEC. 5. Duties of the Sovereign Grand Secretary.**

A. Generally.

- (1) To be responsible for the operation of The Sovereign Grand Lodge office to the Executive Committee, during period of recess of The Sovereign Grand Lodge.
- (2) Maintain a current operations manual covering all aspects of the affairs conducted in The Sovereign Grand Lodge office.

- (3) Maintain a current Personnel Policy manual, including job descriptions of all employees of The Sovereign Grand Lodge office.
- (4) To execute a bond in the sum of one hundred thousand dollars (\$100,000.00) with corporate surety, to be approved by the Sovereign Grand Master, to account for all funds and property that come into possession of the Sovereign Grand Secretary's office. The bond shall remain in the custody of the Sovereign Grand Master.
- (5) <sup>21</sup>To employ assistants and others to be compensated on an hourly basis at The Sovereign Grand Lodge office with the approval of The Sovereign Grand Lodge Executive Committee, and to be compensated from funds appropriated. The Sovereign Grand Lodge Executive Committee, by majority vote, shall have the right to employ and dismiss any Sovereign Grand Lodge employee.
  - (a) Two (2) members of the Executive Committee shall assist in the annual employee review, see personnel policies and employee disclaimer.
  - (b) All employees of The Sovereign Grand Lodge, with the exception of the Sovereign Grand Secretary, shall be paid on an hourly basis.
- (6) To assist the Executive Committee in their administrative affairs as required.
- (7) To have custody of the Seal of The Sovereign Grand Lodge, attesting necessary documents.
- (8) To prepare, for use of the Committee on Mileage and Per Diem, a list of the officers of The Sovereign Grand Lodge, Past Sovereign Grand Masters, and an alphabetical list of Grand Representatives expected to attend the next annual session, with any other information deemed necessary. To prepare a table of mileage using a current mileage guide for the officers, past officers, and Grand Representatives for examination and correction by them.
- (9) To obtain copyrights, trademarks or patents when permissible and desirable.
- (10) To close the books of The Sovereign Grand Lodge at the end of the fiscal year, on August 31, and make proper report thereon.
- (11) To keep all accounts in accordance with approved accounting methods, opening a separate account for each appropriation. Every payment shall be supported by receipt, invoice, time card, employment agreement or duly approved contract. Payments shall not exceed specific appropriations and no transfers from one appropriation category\* (*as defined below*) to another may be made without specific approval of The Sovereign Grand Lodge in annual session. Appropriations shall be made for the fiscal year. Travel and promotional appropriations shall be carried over until commencement of the annual session. No disbursement of any monies in excess of the

budgeted amount shall be paid until approved by The Sovereign Grand Lodge in annual session. All books and accounts shall be promptly posted.

*\*Categories:*

- |  |   |
|--|---|
| <i>(a) Total Employee Expenses.</i>            | <i>(e) Total Annual Session Expenses.</i>     |
| <i>(b) Total Office and Building Expenses.</i> | <i>(f) Total Membership Program Expenses.</i> |
| <i>(c) Executive Travel.</i>                   | <i>(g) Total Special Programs.</i>            |
| <i>(d) Committee Travel.</i>                   | <i>(h) Total Reserves.</i>                    |

- (12) To sell bound copies of the Journal of Proceedings, Code of General Laws and Supplements thereto, and other supplies for cash, on consignment, or for credit not exceeding ninety (90) days, as deemed for the best interest of the Order.
- (13) To deposit all monies collected for the various funds as directed by the Sovereign Grand Treasurer.
- (14) To sign all checks for withdrawal of funds, or if the Sovereign Grand Secretary is absent the same may be signed by the Assistant Sovereign Grand Secretary or an authorized signature. All checks are to be countersigned by the Sovereign Grand Treasurer or by a facsimile of the Sovereign Grand Treasurer's signature.
- (15) <sup>07</sup>To prepare a complete Journal of Proceedings of each annual session containing statistical and other information directed by The Sovereign Grand Lodge, properly indexed, to be printed and bound. The Journal of Proceedings shall be completed and sent to the printer no later than January 15<sup>th</sup> of each year and placed in the mail no later than March 1<sup>st</sup> of each year. Each Grand Body and component under immediate jurisdiction of The Sovereign Grand Lodge, Sovereign Grand Officer, Grand Representative, and Past Sovereign Grand Master shall receive a copy. One (1) copy shall be given each elective officer and past elective officer of the International Association of Rebekah Assemblies and the elective officers and the Generals Commanding (Retired) of the General Military Council. Odd Fellows Museums and Libraries may order bound copies at cost plus handling charges.
- (16) <sup>22</sup>To prepare a summary report of the annual session as soon as possible after adjournment and arrange for printing and distribution. It shall contain a digest and summary of the proceedings of officers and all legislation and resolutions adopted, and bills and resolutions that have been laid over to the next session. Each Grand Lodge, Grand Encampment, Rebekah Assembly, and Department Council shall be furnished a copy of the Official Report. Each officer and member of The Sovereign Grand Lodge shall receive a copy. Each component under the immediate jurisdiction of The Sovereign Grand Lodge and each District Deputy Sovereign Grand Master shall receive a copy. One (1) copy of each shall be given to the International Association of Rebekah Assemblies, and General Military Council. Shall furnish

additional copies at three dollars (\$3.00) each if requested within thirty (30) days after adjournment.

- (17) To transmit all appeal papers to the Chairman of the Committee on Appeals and Petitions so as to arrive prior to the annual session.
- (18) To attest proclamations of the Sovereign Grand Master and distribute to each Grand Body and component under the immediate jurisdiction of The Sovereign Grand Lodge.
- (19) To prepare forms for annual reports of Grand Bodies and components under the immediate jurisdiction of The Sovereign Grand Lodge containing information deemed necessary, including Grand Officers and statistical information, number of members and components, members admitted, including the method of admission, number of members lost by death, suspension, or otherwise. Data concerning the Homes, amounts expended therefore, number of residents; Camps, and Cemeteries; and data concerning relief extended. Such other information as The Sovereign Grand Lodge deems necessary for tax purposes may be required.
- (20) To require payment of all fees and dues with the reports set forth in sub-paragraph 18. Failure to comply by May 1<sup>st</sup> shall give the Sovereign Grand Secretary sufficient reason to take the following actions: (a) Notify the Grand or component body of its tax non-exempt status; (b) Notify the Grand Representatives of their non-accreditation; (c) Require monetary penalties of ten percent (10%) as of May 1<sup>st</sup>, based on dues payable and an additional one and one-half percent (1.5%) interest per month thereafter until paid. If all dues and penalties are not received by July 15<sup>th</sup>, the Grand Representatives may be seated with only the right of debate and to make motions but not permitted to vote. The Grand Body shall be billed for mileage and per diem, unless good cause for such failure can be shown to the satisfaction of The Sovereign Grand Lodge.
- (21) To be Executive Adjutant General of the Patriarchs Militant.
- (22) To keep an adequate supply of jewels and items of supply for sale by:
  - (a) Contracting for all printing, supplies, regalia and jewels used by The Sovereign Grand Lodge. (Design costs of newly proposed regalia and jewels shall be borne by the proponent.)
  - (b) Alterations in design or the design for newly proposed regalia and jewels require approval of the Grand Representatives during session.
  - (c) Annually make an inventory of supplies on hand to show the actual condition of inventory.
  - (d) Set prices for all items of supply unless the price is established by The Sovereign Grand Lodge.
  - (e) Audit all bills for printing, supplies, materials furnished or work done, for payment.



- (23) To keep accounts between The Sovereign Grand Lodge and all components under its jurisdiction and that all accounts to The Sovereign Grand Lodge which become delinquent sixty (60) days shall bear a penalty of one and one-half percent (1.5%) per month which shall be collected by the Sovereign Grand Secretary on the gross amount of the invoice.
- (24) To notify all members to attend special sessions of The Sovereign Grand Lodge.
- (25) Make a full report of the proceedings of the Executive Committee to The Sovereign Grand Lodge at its annual session.
- (26) <sup>17</sup>The Sovereign Grand Secretary shall receive from the Grand Secretaries, Grand Scribes and Rebekah Assembly Secretaries, in triplicate, amendments to their respective constitutions and/or by-laws together with three (3) certified copies of their current laws; may be submitted by electronic file.
  - (a) All amendments to the constitutions and/or by-laws shall be forwarded to the Sovereign Grand Warden for review and approval or otherwise.
- (27) <sup>04</sup>**Privacy.** The Sovereign Grand Lodge shall NOT sell or distribute for any purpose outside of the fraternity, any of the member rosters, mailing lists, including personal information held by The Sovereign Grand Lodge or any branch of the Order, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without The Sovereign Grand Lodge, without the expressed permission of the member. Further any distribution must have the expressed permission of the Grand Representatives of The Sovereign Grand Lodge present and voting at any regular annual or called special session.
- (28) <sup>13</sup>Shall meet with a Jurisdiction desiring to host the annual session to review plans, accommodations and facilities prior to them presenting the proposal to The Sovereign Grand Lodge in session.
  - (a) Costs incurred by the Sovereign Grand Secretary, or his/her designated representative shall be borne by the requesting Jurisdiction.
  - (b) Contracts shall not be signed prior to receiving The Sovereign Grand Lodge approval in session.
- (29) Shall maintain the archives of the Order housed at the Headquarters.
  - (a) This shall include: records of The Sovereign Grand Lodge, journals of proceedings from the various Grand Bodies and their periodicals, and the maintenance and improvement of the Thomas Wildey Museum and Library.
  - (b) Expenditures for same shall be from appropriated and donated funds.
- (30) <sup>24</sup>Shall maintain an accurate, up to date, listing of the living Past

Sovereign Grand Masters and notify the secretarial officer of each Grand Body by both letter and email, upon the death of a Past Sovereign Grand Master, directing them to notify all of the units of the Order under their control, to drape the charter of those units for a period of thirty days.

- B. When The Sovereign Grand Lodge is in annual session shall:
- (1) Attend all sessions of The Sovereign Grand Lodge, keep a record of all proceedings, and handle correspondence and business pertaining to the Sovereign Grand Secretary's office or as may be additionally delegated.
  - (2) Have the right to debate and make motions but shall not vote.
  - (3) At the opening of each session, report to the Sovereign Grand Master in writing the names of Grand Bodies that are delinquent in reporting, paying dues and fees, or that are indebted for supplies. This report shall be delivered to the Committee on Credentials immediately upon its appointment.
  - (4) Make a detailed financial report of all accounts, all amounts due The Sovereign Grand Lodge, and a statement of Grand and component units that have not made timely reports.
  - (5) Provide for use of committees and Grand Representatives and adequate supply of Codes of General Law, Journals of Proceedings, Robert's Rules of Order, and necessary forms and stationery.
  - (6) Appoint a Journal Clerk, Reading Clerk and Official Reporter, to perform such duties as assigned and to serve at session only, to be compensated as a Grand Representative.
  - (7) Keep a record of the proceedings of each session, to be printed daily and a copy furnished each Sovereign Grand Lodge officer, past officer present, and Grand Representative. The last day's journal shall be mailed to each of these as soon as possible after adjournment. A copy of each day's journal shall be mailed to all Grand Bodies.
  - (8) In compiling the Journal, to number every Bill, Resolution, Petition and document. At the end of each item, indicate by number the committee report and disposition.
  - (9) Edit and print the supplemental reports of officers of The Sovereign Grand Lodge.
  - (10) Cause to be printed in the Daily Journal, at least one (1) day prior to the day acted upon, all legislation deferred from the preceding year.

**SEC. 6. Duties of the Assistant Sovereign Grand Secretary.**

- A. Generally.
- (1) To assist the Sovereign Grand Secretary.
  - (2) Be required to furnish bond in the amount and under the terms and conditions required of the Sovereign Grand Secretary.
  - (3) <sup>06</sup>Discharge such duties as the Sovereign Grand Secretary may

prescribe and shall perform the duties of the Sovereign Grand Secretary during periods the Sovereign Grand Secretary is absent from The Sovereign Grand Lodge Office.

**SEC. 7. Duties of the Sovereign Grand Treasurer.**

A. Generally.

- (1) Be required to furnish bond in the amount and under the terms and conditions required of the Sovereign Grand Secretary.
- (2) Attend all sessions of The Sovereign Grand Lodge and perform the duties of the office as required and those assigned.
- (3) Have the right to debate and make motions, but shall not vote.
- (4) Keep records of all monies, securities, and evidence of indebtedness of The Sovereign Grand Lodge. Pay all orders drawn on the Sovereign Grand Treasurer by the Sovereign Grand Secretary. Submit an annual statement of accounts prior to the annual session.
- (5) Countersign all checks drawn by the Sovereign Grand Secretary or Assistant Sovereign Grand Secretary or by authorized use of a facsimile of the Sovereign Grand Treasurer's signature. However, no disbursement of any monies in excess of the budgeted amount shall be paid until approved by The Sovereign Grand Lodge in annual session.

**SEC. 8. Vacancy in office of:**

- A. The ***Sovereign Grand Master***. In case of death, resignation, or impeachment of the Sovereign Grand Master, or should the office be vacated by continued physical or mental incapacity of extreme nature, then the office with the approval of the Executive Committee shall be filled by the Deputy Sovereign Grand Master, who having served a majority of and to the end of the term, be ranked as a Past Sovereign Grand Master, or has the option to stand for election to a regular term as Sovereign Grand Master.
- B. The ***Deputy Sovereign Grand Master***. In case of death, resignation, or impeachment of the Deputy Sovereign Grand Master, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Executive Committee shall be filled by the Sovereign Grand Warden, who having served a majority of and to the end of the term, be ranked as a Past Deputy Sovereign Grand Master, or has the option to stand for election to a regular term as Deputy Sovereign Grand Master.
- C. The ***Sovereign Grand Warden***. In case of death, resignation, or impeachment of the Sovereign Grand Warden, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Executive Committee shall be filled by appointment, the appointee who having served a majority of and to the end of the term, be ranked as a Past Sovereign Grand Warden or has the option to stand for election as or Sovereign Grand Warden.

- D. <sup>04</sup>The ***Sovereign Grand Secretary***. In case of death, resignation, or impeachment of the Sovereign Grand Secretary, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Executive Committee shall be filled by the Assistant Sovereign Grand Secretary until the next session of The Sovereign Grand Lodge, and would be entitled to rank as a Past Sovereign Grand Secretary; has the option to stand for election for the remainder of the unexpired term.
- E. <sup>04</sup>The ***Sovereign Grand Treasurer***. In case of death, resignation, or impeachment of the Sovereign Grand Treasurer, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Executive Committee shall be filled by appointment until the next session of The Sovereign Grand Lodge, and would be entitled to rank as a Past Sovereign Grand Treasurer; or has the option to stand for election for the remainder of the unexpired term.

**SEC. 9. Reports of Elective Officers.**

- A. All elective officers shall, no later than July 1<sup>st</sup> prior to the annual session of The Sovereign Grand Lodge, submit to the Sovereign Grand Secretary a report of their activities during the preceding year.
- B. The reports shall be printed and distributed to the members, at the start of the annual session.
- C. The Sovereign Grand Master may submit a supplemental report to be printed in the Daily Journal.

**SEC. 10. Funds of The Sovereign Grand Lodge.**

- A. Excess funds of The Sovereign Grand Lodge shall be invested by the Sovereign Grand Treasurer and the Sub Committee on Finance in safe and marketable securities. This officer and sub-committee shall also determine the amount that constitutes excess funds.
- B. The Sovereign Grand Master and the Sovereign Grand Secretary, or in the absence or inaccessibility of the Sovereign Grand Master or the Sovereign Grand Secretary, then the Deputy Sovereign Grand Master and/or the Assistant Sovereign Grand Secretary may borrow funds, to meet the immediate needs not exceeding \$25,000.00, as may be necessary to cover expenses and appropriations, and to pledge the credit of The Sovereign Grand Lodge. Evidence of the indebtedness shall also be attested by the chairman of the Sub Committee on Finance. Real or personal property may be mortgaged or pledged if necessary. Funds derived there from shall be deposited by the Sovereign Grand Secretary keeping the Sovereign Grand Treasurer informed. Funds to be borrowed if in excess of \$25,000.00 must be authorized by special resolution adopted at a session of The Sovereign Grand Lodge.
- C. A complete list of all securities shall be currently maintained by the

Sovereign Grand Treasurer and chairman of the Sub Committee on Finance and delivered to the Sovereign Grand Master. Securities shall be kept in safe deposit boxes. Access shall be limited to any two (2) of the following, acting jointly, to wit: Sovereign Grand Master, Sovereign Grand Secretary, Sovereign Grand Treasurer, and Assistant Sovereign Grand Secretary.

- D. No funds of The Sovereign Grand Lodge shall be disbursed in excess of the amount budgeted unless such disbursement is approved by The Sovereign Grand Lodge in session.

**SEC. II. Grand Representatives.**

- A. Election, Qualifications and Terms of Office.

- (1) Grand Representatives shall be elected as provided in Chapter I, Article IV of the Constitution of The Sovereign Grand Lodge, for terms of two (2) years rotating annually. A Grand Lodge and Grand Encampment may provide by legislation that one of its Grand Representatives may serve a one (1) year term. An alternate shall be elected at the same time as the Grand Representative, to serve in the event that the elected Grand Representative cannot attend the upcoming session. Each Grand Body may enact legislation providing for the manner of electing its Grand Representatives. Terms of Grand Representatives commence at the beginning of The Sovereign Grand Lodge Annual Session for which elected. The General Military Council shall elect one (1) Grand Representative. The International Association of Rebekah Assemblies shall elect one (1) Grand Representative.
- (2) The Sovereign Grand Lodge is the sole judge of the qualifications of Grand Representatives. A Grand Representative may be elected to any number of terms. An associate member may serve as Grand Representative unless prevented by the laws of the jurisdiction. A Grand Representative cannot be seated unless the Grand Representative and the Grand Body are in good standing. A Grand Representative may hold any other office of the Grand Body represented. Contested elections shall be determined solely by The Sovereign Grand Lodge.
- (3) If a Grand Body becomes entitled to an additional Grand Representative after the regular session, the presiding officer may appoint an additional Grand Representative unless the laws of the jurisdiction otherwise provide. If a decrease in membership deprives a Grand Body of a Grand Representative, then each Grand Representative elected by it shall serve out the elected term and thereafter the Grand Body shall elect one (1) Grand Representative.
- (4) <sup>08</sup>Each Grand Lodge Grand Representative and alternate must be a member in good standing in the Grand Lodge, (a Past Grand); and each Grand Encampment Grand Representative and alternate must be a member in good standing in the Grand Encampment, (a Past Chief

Patriarch); a member in good standing of an active Odd Fellows Lodge, Encampment, Rebekah Lodge, and a Canton all in good standing; provided that residence is maintained in the Jurisdiction or adjoining Jurisdiction; and further providing that the one elected may qualify after election. The Grand Body shall furnish the Grand Representative with a certificate of election with a duplicate under seal to the Sovereign Grand Secretary.

- (5) If a Grand Representative is prevented from attending one (1) session, the seat is not thereby vacated, but the Grand Representative may serve the remainder of the term.
  - (6) If a Grand Representative or Grand Representative-elect becomes disqualified, it shall be the duty of the Grand Body to immediately notify the Sovereign Grand Secretary.
  - (7) One elected as a Grand Representative shall not be recognized as such, nor entitled to its rights and privileges until the credentials have been received and approved and the Grand Representative shall have been obligated.
    - (a) A Grand Body that fails or refuses to properly certify its Grand Representative to the Sovereign Grand Secretary by July 1, except those Grand Bodies meeting in July, shall be billed for mileage and per diem of such uncertified Grand Representatives, if seated by The Sovereign Grand Lodge.
    - (b) This penalty shall not apply in cases of death or serious illness and the Sovereign Grand Master may rule that the delay was caused by other unavoidable circumstances.
  - (8) When a Grand Representative shall be installed in an elective office of The Sovereign Grand Lodge, the office as Grand Representative shall be vacated.
  - (9) A Grand Representative shall represent only one (1) Grand Body.
  - (10) Each Independent Grand Jurisdiction is authorized to elect one (1) Grand Representative. Said Grand Representative shall have the right to debate and make motions on all matters coming before The Sovereign Grand Lodge. Each Independent Grand Jurisdiction's Representative shall serve at no cost to The Sovereign Grand Lodge. All Independent Grand Jurisdictions shall certify their respective Grand Representative.
- B. The Duties of a Grand Representative are:
- (1) To attend sessions of The Sovereign Grand Lodge, represent the Grand Body and report all legislation, Ritualistic Work and other matters that occurred at the session pertaining to the Grand Body.
  - (2) To vote on every roll-call vote. If any member shall be temporarily absent from the hall, the other Grand Representative from the Jurisdiction shall be allowed to cast the vote of such temporarily absent

member, in which event the Sovereign Grand Secretary shall place the word "absent" opposite the name of the absent Grand Representative and thereafter such vote cannot be changed.

- (3) To vote on all matters except on personal qualifications to be seated.
- (4) To serve on all committees to which appointed unless excused by The Sovereign Grand Lodge.

**SEC. 12. Committees.**

A. The following are standing committees and subcommittees; and their duties. The committees shall be comprised of nine (9) members each.

- (1) **Constitutions.** It shall meet on the Saturday prior to the Annual Session. This committee shall:
  - (a) Review all constitutions, amendments thereto, by-laws and amendments thereto of all Bodies under the immediate jurisdiction of The Sovereign Grand Lodge.
  - (b) Every twelve years, the committee shall complete a review of the constitution and/or by-laws of all Grand bodies of every jurisdiction, doing one-twelfth of these each year. The Sovereign Grand Secretary shall notify each Grand Body to be examined that year to send its constitution and/or by-laws for review. If a Grand Body fails to comply by June 1<sup>st</sup>, the Sovereign Grand Secretary shall notify it that its Grand Representatives shall be deprived of voice, vote, mileage and per diem.
  - (c) The committee shall not only see that the Grand Body laws comply with the laws of The Sovereign Grand Lodge, but it shall also point out to the Grand Body any failure to take advantage of its rights and privileges available to the Grand Bodies.
  - (d) The committee's report shall be no later than Thursday of the annual session.
- (2) **Drawing of Seats** consists of the sub-committee hereinafter referred to and six (6) other members. The committee shall arrange the meeting place and see that it is properly set up before each daily session in accordance with plans provided by the subcommittee.
  - (a) The *Sub Committee on Drawing of Seats* consists of three (3) members to meet one (1) day prior to the annual session, inspect the meeting place and arrange seating for members, visitors and past officers. Seats shall be drawn for jurisdictions in an impartial manner.
- (3) **Finance** consists of the sub-committee herein after referred to and six (6) other members. This committee prepares and submits for consideration a proposed budget, setting out expected revenues and expenditures for the next fiscal year. After approval no appropriation shall be exceeded. This budget shall be presented, if possible, no later

than Thursday of the annual session. If the proposed budget results in a deficit, it shall only be adopted by roll-call vote with two-thirds (2/3) of the Grand Representatives present voting in favor. All matters pertaining to finance and appropriations of money shall be referred to it.

- (a) The *Sub Committee on Finance* consists of three (3) members to meet at the call of the chairman and perform the following duties.
  - (i) To examine the books, records, funds, and securities of the Sovereign Grand Secretary and Sovereign Grand Treasurer prior to the beginning of the annual session.
  - (ii) <sup>22</sup>To employ a certified public accountant to review the accounts of said officers within 120 calendar days of the close of the fiscal year, or when term of office terminates for any cause, or at such other times as the sub-committee deems necessary.

Should such review not be completed within the 120 calendar days, or if such review discloses improper expenditures and/or questionable items amounting to more than 5 percent of the approved total budget, no funds shall be further expended without the prior unanimous approval of The Sovereign Grand Lodge Executive Committee.

- (4) <sup>09</sup>**Investigation of Grievances.** At least one (1) member shall be an attorney in active practice. If there is no attorney present to serve on the committee, then The SGL legal counsel may be appointed in an advisory capacity. Whenever any situation arises that may be detrimental to the welfare of the Order, the Sovereign Grand Master shall take necessary action as authorized by the laws of the Order.
- (5) **Judiciary.** If authorized by the Sovereign Grand Master, it meets on Saturday prior to the annual session. This committee shall review the decisions of the Sovereign Grand Master for Code compliance and report thereon to The Sovereign Grand Lodge no later than the second day of the annual session if possible. Interpretations of the Laws of the Order on other matters shall be reported on at any time during the session.
- (6) **Legislation** consists of the sub-committee hereinafter referred to and six (6) other members to examine all legislation proposed and make recommendations with reference thereto, as well as such matters as may be referred to it.
  - (a) The *Sub Committee on Legislation* consists of three (3) members to meet at the call of the chairman and perform the following duties.
    - (i) To meet after July 1<sup>st</sup>. To review Bills, which have been submitted within the prescribed limits, in the office of the Sovereign Grand Secretary, with authority to make editorial changes and/or consolidate duplicate Bills, recognizing proponents of all Bills,



which have been consolidated.

- (ii) It will draft and submit legislation to implement the recommendations of the Sovereign Grand Master adopted by The Sovereign Grand Lodge and any legislation The Sovereign Grand Lodge may direct.
  - (iii) To review the laws and make recommendations for changes.
  - (iv) When requested by a member of the Executive Committee, this committee shall draft and submit legislation on their behalf, identifying the proponent of the legislation for the benefit of the Grand Representatives.
- B. The following committees shall each consist of a minimum of five (5) members appointed prior to the session with the following duties: The Sovereign Grand Master may add additional members, as required, during session.
- (1) **Appeals and Petitions.** If authorized by the Sovereign Grand Master, it meets on the Saturday prior to the Annual Session. No appeal shall be considered by the Committee unless the record has been filed with the Sovereign Grand Secretary in the manner and for the length of time prescribed by law, or unless directed to do so by The Sovereign Grand Lodge. All appeals and petitions of petitioners shall be referred to it.
    - (a) Shall consider Appeals on Decisions of the Sovereign Grand Master after being reviewed by the Committee on Judiciary.
    - (b) Shall consider Appeals of Decisions by Grand Bodies that have been appealed to the Grand Body, only after the Appeal of the Decision has been reconsidered by the Grand Body in session.
    - (c) Consider petitions for a Charter of a Unit of which the Sovereign Grand Master has issued a dispensation.
  - (2) **Courtesies Extended**, shall be appointed to ensure appropriate courtesies are extended.
  - (3) **Distribution of Officers' Reports**, who shall recommend referral to appropriate committees of the several parts and recommendations of officers' reports.
  - (4) **International Issues**, to whom shall be referred all topics and questions that may potentially put the Order in conflict with laws of any Nation of which The Sovereign Grand Lodge is comprised; monetary exchange rates; customs and excises; hunger and disasters; or any matter of concern.
  - (5) **Miscellaneous Business**, to whom shall be referred matters not herein specified for reference to any other committee.
  - (6) **Patriarchal Degrees**, to whom shall be referred all matters relating to Encampments and Ladies Encampment Auxiliaries.
  - (7) **<sup>22</sup>Patriarchs Militant**, to whom shall be referred matters relating to the Patriarchs Militant.

- (8) **Property**, to whom shall be referred matters pertaining to the Homes, Camps, and Cemeteries owned, sponsored and working under the auspices of the Order.
  - (9) **Relief**, to whom shall be referred matters pertaining to the Odd Fellows and Rebekahs Hunger and Disaster Fund and other relief projects.
  - (10) **Ritualistic Work**, to whom shall be referred all matters pertaining to rituals and ceremonies shall be referred to this committee.
    - (a) Proposed new Ceremonies, Rituals or changes to current Ceremonies and Rituals pertaining to Theta Rho Girls' Clubs, Theta Rho Assemblies, Rebekah Lodges, Rebekah Assemblies, or the International Association of Rebekah Assemblies when received by the Sovereign Grand Secretary shall be referred to the Chairman of the Committees on Ritualistic Work and Rebekah Matters. These committees shall jointly submit recommendations to the Grand Representatives.
  - (11) **State of the Order**, consists of the sub-committee and two (2) or more additional members to whom shall be referred all matters and questions in relation to the general welfare and activities of the Order.
    - (a) <sup>23</sup>They will review the reports as compiled in the advance reports (Book 1 and Book 2) which include the reports of the Sovereign Grand Master, Deputy Sovereign Grand Master, and Sovereign Grand Warden, Minutes of the Executive Committee of The Sovereign Grand Lodge, Committee Reports, Sovereign Grand Secretary, Executive Adjutant General and Sovereign Grand Treasurer. The Committee shall submit a synopsis on the State of the Order by Wednesday of the session for consideration on Thursday.
  - (12) **Youth Activities**, to whom shall be referred matters pertaining to the youth.
- C. <sup>13</sup>**International Advisory Board** as per Chapter XXXIX.
- D. The following committees shall be appointed with the following duties: (The Sovereign Grand Master may add additional members, as required, during session.)
- (1) **Credentials**, consists of three (3) members appointed to meet on Saturday at 2 P.M. prior to the session to consider all matters pertaining to the credentials of Grand Representatives.
  - (2) **Legislative Counsel**, [two (2)] shall be appointed to assist Grand Representatives in preparation of bills to amend the Constitution or Code of General Laws. The Legislative Counsel shall see that bills are drafted but shall not pass upon or make recommendations on the advisability of the proposed legislation.
  - (3) **Memorials**, shall be appointed to prepare appropriate Memorials.
  - (4) **Mileage and Per Diem**, consists of three (3) members. This

committee makes corrections on the table of mileage and per diem prepared by the Sovereign Grand Secretary.

E. Special Committees and Boards, and their duties are:

- (1) <sup>05</sup>**Odd Fellows and Rebekahs Arthritis Advisory Board** as per Chapter XLIV.
- (2) <sup>09</sup>**Communications** as per Chapter XLVI.
- (3) **Educational Foundation** as per Chapter XLI.
- (4) <sup>12</sup>**Executive Committee** consists of the elective officers of The Sovereign Grand Lodge and the immediate Past Sovereign Grand Master who shall serve as a member of the Executive Committee by reason of service of his/her past office. This committee meets between sessions and promulgates plans and programs and works with the officers of all bodies under the immediate supervision of The Sovereign Grand Lodge for the development and expansion of the Order. It shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order.
  - (a) The Executive Committee shall submit a Master Report of their minutes to The Sovereign Grand Lodge so the Grand Representatives may ratify or change their actions.
- (5) **Membership Committee** shall consist of a General Chairman, and not more than fifteen (15) regional chairmen appointed by the incoming Sovereign Grand Master for a one-year term.

The Deputy Sovereign Grand Master and the Vice President shall confer on the Regional appointments and make selections by July 1<sup>st</sup>. All appointments to be confirmed by The Sovereign Grand Lodge. The General Chairman shall direct the affairs of the Committee, which will include the plans and procedures for the promotion of membership and may include such programs as Training Conferences, Degree Rallies and other related activities.
- (6) **Rebekah Matters** consists of nine (9) members, five (5) Grand Representatives of The Sovereign Grand Lodge, and four (4) representatives of the International Association of Rebekah Assemblies. This Committee shall review all matters relating to the Rebekah Degree, and other activities of the Rebekah Branch of the Order.
- (7) <sup>17</sup>**I.O.O.F. Pilgrimage for Youth** as per Chapter XLIII.
- (8) **Odd Fellows and Rebekahs Visual Research Foundation** as per as per Chapter XLII.
- (9) <sup>12</sup>**The S.G.L./I.A.R.A. Joint Youth Committee** consists of five (5) members, two (2) of whom are qualified to attend The Sovereign Grand Lodge, two (2) qualified to attend the International Association of Rebekah Assemblies, and one (1) chairman qualified to attend either. (The Sovereign Grand Master may add additional members, as requested, during session.) The Deputy Sovereign Grand Master shall

recommend a chairman for a one (1) year term and appoint a replacement for a two (2) year term. The Vice President of the International Association of Rebekah Assemblies shall appoint a member qualified to attend the I.A.R.A. for a two (2) year term. The Chairman and replacements are to be appointed and confirmed the first (1<sup>st</sup>) day of the annual session. The committee shall:

- (a) Promote, under direction of The Sovereign Grand Lodge, or the Executive Committee during recess of The Sovereign Grand Lodge, Junior Lodge, Theta Rho Girls' Club and United Youth Group activities.
- (b) Meet on the call of the Sovereign Grand Master.
- (c) Make necessary reports to the Executive Committees of The Sovereign Grand Lodge and International Association of Rebekah Assemblies and an Annual Report to The Sovereign Grand Lodge and International Association of Rebekah Assemblies. Its actions, when The Sovereign Grand Lodge and International Association of Rebekah Assemblies are not in session, shall be subject to review and approval of the Executive Committees.

F. Duties and responsibilities of committees:

- (1) Only Grand Representatives may serve on standing committees. No person shall, simultaneously, serve as chairman of more than one (1) standing committee.
- (2) Committees are to perform the duties prescribed by law, special assignments by the Sovereign Grand Master or The Sovereign Grand Lodge and other duties pertaining to such committees as have been customarily performed in the past.
- (3) A committee chairman is not an officer of The Sovereign Grand Lodge, but may upon occasion become its agent.
- (4) Any committee may request from the Sovereign Grand Master additional members if required or, the appointment of a P.S.G.M. to act in an advisory capacity.
- (5) The expenditures of the committee shall not exceed the amount appropriated.

G. Emergency meetings of committees.

The Sovereign Grand Master may appoint any committee prior to the specified date and call the committee to meet at any time and place that is considered necessary to preserve the interests of the Order.

H. Recommendations by the Vice President of the I.A.R.A.

The Vice President of the International Association of Rebekah Assemblies may recommend the appointment of all Rebekah members qualified to attend the I.A.R.A. on all Joint Special Committees of The Sovereign Grand Lodge / International Association of Rebekah Assemblies, subject to the approval of the Sovereign Grand Master, and

The Sovereign Grand Lodge.

**SEC. 13. Compensation of Officers and Grand Representatives.**

- A. Elected officers, Appointed officers, Special Representatives of the Sovereign Grand Master, Immediate Past Sovereign Grand Master while on the Executive Committee, and Committees shall receive such allowances for expenses as defined in the Annual Budget Resolution, not to exceed budget appropriations on vouchers, accompanied by receipts whenever possible, when performing official duties during recess of The Sovereign Grand Lodge. Committee Chairmen must approve vouchers, prior to submission for payment where applicable.
  - (1) The Sovereign Grand Lodge Officers, or their official representative, may be compensated by The Sovereign Grand Lodge for expenses related to travel to any non-dues paying jurisdiction; provided however, said Representative shall submit a report in writing detailing the purpose for the travel, with a detailed accounting of expenses to be filed with the Sovereign Grand Secretary.
- B. Officers, Special Representatives, Grand Representatives and Past Sovereign Grand Masters shall receive such mileage and per diem, as may be appropriated to attend The Sovereign Grand Lodge Annual Session.
- C. Salaried officers (Sovereign Grand Secretary, Assistant Sovereign Grand Secretary and Sovereign Grand Treasurer) shall receive such salaries as may be appropriated.
- D. The Finance Committee shall annually submit as part of the Budget Resolution the Mileage and Per Diem Rate for the next session based on the most current mileage guide. Mileage and Per Diem changes shall take effect on the first day following the annual session at the rate as approved by the Grand Representatives. Mileage shall be computed only for areas within the North American Continent. Grand Representatives and Past Sovereign Grand Masters not residing on the North American Continent shall be allowed the same mileage and computed from the port of entry nearest the jurisdiction they represent.
- E. All salaries, expense allowances, mileage, and per diem shall be paid from funds appropriated.

**SEC. 14. Laws To Be Liberally Construed.**

The rules and regulations set forth in the Constitution and Code of General Laws shall be liberally construed. The chief concern shall be following the spirit of the law and the good of Odd Fellowship rather than harshly enforcing rules to the letter of the law.

**SEC. 15. Rules of Order.**

- A. Generally. The business sessions of The Sovereign Grand Lodge shall be

conducted in the following manner:

- (1) The Sovereign Grand Master shall call the members to order, ascertain by roll call that a quorum is present, direct the Deputy Sovereign Grand Master to proclaim The Sovereign Grand Lodge duly opened, require all members to be in proper regalia, and ascertain from the Sovereign Grand Secretary if all reports have been printed and distributed.
  - (2) Shall cause the previous day's journal to be read, or may declare them approved as printed except for corrections that may be brought to the attention of the Grand Body.
  - (3) Shall preserve order and decorum.
- B. Voting, Motions. The Sovereign Grand Master shall:
- (1) Permit a member to speak but once until every member who chooses has spoken. No member shall speak more than twice on a question without unanimous consent of the members present.
  - (2) Cause the question to be put by both "yes" and "no" and, if in doubt, require a standing vote. One-fifth (1/5) of the Grand Representatives present may demand a roll-call vote.
  - (3) Upon request of any member, require a motion to be placed in writing.
  - (4) Put the motion to defer a particular item to a time certain, which shall be determined without debate.
  - (5) Not permit a motion to be entertained during balloting.
  - (6) Grant any member the right to protest and have the protest entered in the Journal.
- C. Order of Business.
- (1) The order of business shall be set forth in the ceremony for opening and closing The Sovereign Grand Lodge.
  - (2) <sup>04</sup>The Sovereign Grand Lodge will resolve itself into a Closed Session for the presentation, discussion and voting on changes in the rituals and/or the unwritten work of the Order on Tuesday, Wednesday and/or Thursday of the annual session. Only members who are members of the Third Degree, Royal Purple Degree, Rebekah Degree and the Patriarchs Militant Degree are permitted to be present in The Sovereign Grand Lodge during a Closed Session.
  - (3) Any procedure not provided for herein shall be governed by Robert's Rules of Order.

**SEC. 16. Bills, Resolutions and Reports.**

- A. **Bills.** The format for amendments to the Constitution and Code of General Laws.
- (1) Form. Bills proposed by one or more Grand Representatives shall have but one (1) purpose, even though affecting more than one Section or Sub-Section of the Code, which purpose shall be stated in the title. Each Bill shall begin with a title followed by the enacting clause, "Be it

enacted by The Sovereign Grand Lodge” and contain only one (1) subject. The Title to the Bill and the Bill itself shall specifically identify the Section(s) and Sub-Section(s) of the Code of General Laws to be enacted, amended or repealed.

- (2) When and How Submitted. Bills must be submitted in triplicate, typewritten or printed on standard letter size paper; amendments to add shall be underlined and amendments to delete shall be lined through; and mailed to the Sovereign Grand Secretary forty-five (45) days prior to the annual session.
- (3) <sup>22</sup>Procedure. The Sovereign Grand Secretary shall reproduce the bills after review by the Sub-Committee on Legislation and send copies to each Grand Representative, Grand Representative-elect, Past Sovereign Grand Master, Sovereign Grand Lodge Officer, Adjutant General, Secretary of the I.A.R.A., and to the Secretarial Officer of each Grand Body, at least fifteen (15) days prior to the annual session.
- (4) Amendments. Bills may be amended but no amendment shall be considered which changes the original purpose of the Bill.
- (5) <sup>15</sup>Must lay over. Holdover Bills from the previous year/session must lay over one (1) day before action can be taken.
  - (a) Pre-filed Bills must lay over for one (1) day before action can be taken.
  - (b) <sup>22</sup>Bills filed at the session must lay over to the next annual session.
  - (c) <sup>22</sup>Exception. Bills presented as an emergency, shall require distribution of a copy for each Grand Representative and a two-thirds (2/3) majority vote for presentation, and a three-fourths (3/4) majority vote for passage.
- (6) Hearings. The Chairman of the Committee on Legislation shall announce the time and place of the meeting of the committee each day. Anyone may appear before the committee and be heard for or against a Bill.
- (7) When a committee reports favorably upon a Bill the vote shall be upon passage of the Bill. Amendments shall be voted upon first, and then the Bill or Bill as amended.
- (8) The proponent of a Bill is privileged to speak for three (3) minutes in explanation thereof, prior to final action.
- (9) When there is an adverse committee report upon a Bill, one (1) proponent of the Bill [*Grand Representative*] listed on the original Bill as being a presenter, or in the absence of the presenter, another Grand Representative from the same Jurisdiction, may move that the Bill be placed on its passage, notwithstanding the adverse report. Only the member who makes such motion shall speak upon the question, for a time not to exceed five (5) minutes. Vote shall then be taken on the motion to place on passage, notwithstanding the report of the

committee, and if the vote is favorable, then the Bill shall be open to debate. After debate the vote shall be on the Bill.

- (10) Majority reports will normally be considered first, unless there is a motion to adopt the minority report.
  - (11) Motions to table, lay over, indefinitely postpone, or subsidiary motions are always in order.
  - (12) Voting. The vote shall be taken by rising vote and the number for and against entered upon the Journal. No Bill shall become law unless two-thirds (2/3) present and voting shall vote in its favor.
  - (13) Roll Call Vote. On demand of one-fifth (1/5) of the Grand Representatives present, a roll call vote shall be had with the yeases and noes recorded.
  - (14) Effective Date. Bills become effective on January 1 after passage, unless an emergency clause is adopted by three-fourths (3/4) majority of the Grand Representatives present, in which case they become effective immediately.
- B. **Resolutions.** A formal motion to present a matter to the body for consideration that, upon passage, will have force and effect until the earlier of the end of the term or until its purpose has been accomplished. Resolutions shall cover such items as: Budget, Rituals and Ceremonies, Regalia, miscellaneous as needed.
- (1) Form. Resolutions shall have but one purpose.
  - (2) Resolutions involving appropriation of funds must lay over for at least two (2) days before being acted upon, except by unanimous consent of the members present.
  - (3) <sup>16</sup>When and How Submitted. Resolutions must be submitted, typewritten or printed on standard letter size paper and mailed to the Sovereign Grand Secretary forty – five (45) days prior to the annual session.  
At the Annual Session, Resolutions must be submitted in triplicate, typewritten or printed on standard letter size when called for each morning.
  - (a) <sup>22</sup>Procedure. The Sovereign Grand Secretary shall reproduce the resolutions submitted forty-five (45) days prior to the Annual Session and send copies to each Grand Representative, Grand Representative-elect, Past Sovereign Grand Master, Officers of The Sovereign Grand Lodge, Adjutant General, Secretary of the I.A.R.A., and to the Secretarial Officer of each Grand Body, at least fifteen (15) days prior to the annual session.
  - (4) Procedure. The Resolution shall be referred to a Standing Committee. The Sovereign Grand Secretary shall reproduce the resolutions in the Daily Journal.



- (5) Amendments. Resolutions may be amended but no amendment shall be considered which changes the original purpose of the Resolution.
  - (6) Must lay over. Resolutions must lay over one (1) day before action can be taken, except when it is so moved for consideration without reference to Committee, must have a three-fourths (3/4) vote.
  - (7) Ritual Changes. Resolutions presented to change the Rituals shall meet the requirements of Chapter XXV, and require a three-fourths (3/4) majority vote for passage.
    - (a) <sup>19</sup>Action regarding Ritual Resolution shall be taken no later than the close of session on Wednesday. See the Order of Business for further details.
  - (8) Hearings. The Chairman of the Committee to which a Resolution has been referred shall announce the time and place of the meeting of the committee each day. Anyone may appear before the committee and be heard for or against a Resolution.
  - (9) When a committee reports upon a resolution, the vote shall be upon adoption of the Resolution. Amendments shall be voted upon first, and then the Resolution or Resolution as amended.
  - (10) The proponent of a Resolution is privileged to speak for three (3) minutes in explanation thereof, prior to final action.
  - (11) Motions to table, lay over, indefinitely postpone, or subsidiary motions are always in order.
  - (12) Voting. The vote shall be taken by yes and no. A simple majority shall prevail unless otherwise specified.
  - (13) Roll Call Vote. On demand of one-fifth (1/5) of the Grand Representatives present, a roll call vote shall be had with the yeses and noes recorded.
  - (14) Effective Date. Resolutions become effective at the close of the session, unless a clause is adopted by three-fourths (3/4) majority of the Grand Representatives present, in which case they become effective immediately.
- C. **Reports.**
- (1) Reports of the Committees on Distribution of Sovereign Grand Officers' Reports, Credentials, and Drawing of Seats shall be acted upon the same day presented.
  - (2) Other committee reports shall not be acted on the same day presented without unanimous consent of the members present. All Committee Reports on Bills, Resolutions or Recommendations shall include reference letter or number as well as page number in the daily journal of proceedings in which it is printed.
  - (3) The adoption of an officer's report containing recommendations or proposed expenditures must be implemented by a Bill or Resolution approved by The Sovereign Grand Lodge, following a committee report.

**SEC. 17. Visiting Sessions of The Sovereign Grand Lodge.**

- A. A member in good standing in an Odd Fellows Lodge, an Encampment, a Canton and a Rebekah Lodge, all in good standing, may visit Annual Sessions of The Sovereign Grand Lodge upon being vouched for by a Grand Representative from the member's jurisdiction or by presenting the required Official Certificates to the Sovereign Grand Guardian reflecting dues paid up-to-date in all four (4) components.
- (1) On presentation of the Official Certificates to the Sovereign Grand Guardian, the member shall receive a colored card designating the status of the member. The card shall designate Grand Representative, Present or Past Officer, or a Visitor of The Sovereign Grand Lodge, which must be signed and then presented to the Sovereign Grand Guardian each time the member, enters the sessions.
  - (2) The member will have no voice or vote during the Sessions of The Sovereign Grand Lodge.
- B. A Third Degree member in good standing may visit Sessions provided:
- (1) The member presents an Official Certificate showing dues paid in advance and a letter, written on the member's Lodge letterhead, stating that the member has attained the Third Degree. The letter must be signed by the Noble Grand, attested by the Secretary and bear the Seal of the Lodge. It must also be signed by the Grand Secretary of the Jurisdiction and bear the Seal of the Grand Lodge, thus attesting that said Lodge is in good standing.
  - (2) On presentation of this letter and Official Certificate to the Sovereign Grand Guardian, the member shall be issued a colored guest card, which must be signed and then presented to the Sovereign Grand Guardian each time the member enters the Sessions.
  - (3) As there are no signs used in The Sovereign Grand Lodge, the said member will not have to give the sign of the Third Degree.
  - (4) A Third Degree Member will have no voice or vote during the Sessions of The Sovereign Grand Lodge.

**SEC. 18. Qualifications of Office.**

- A. <sup>09</sup>A member nominated for an elected Officer's position must meet the same qualifications as a Grand Representative.
- (1) The member must be prepared to attend all Executive Committee Meetings of The Sovereign Grand Lodge, and make all visitations as ordered by the Sovereign Grand Master.
  - (2) The member shall prepare a statement reflecting involvement in Odd Fellowship, including dates and activities both in the Jurisdiction and The Sovereign Grand Lodge, community service, education, and any other information deemed necessary. This statement, accompanied with a signed and sealed endorsement of the Jurisdiction, must be sent

to the Sovereign Grand Secretary to ensure receipt no later than July 1<sup>st</sup>. If received in a timely fashion, it will be sent to the Grand Representatives as part of the packet of pre-filed bills. Any jurisdictions meeting after July 1<sup>st</sup> may submit the documents immediately following their session.

- (3) Nominations will be accepted from the floor; however, this is discouraged, as it does not afford the Grand Representatives ample time to review supporting documentation, nor to be heard.
  - (4) The member shall be entitled to no more than five (5) minutes to address The Sovereign Grand Lodge Representatives during the Grand Representatives orientation prior to the annual session to state the reasons for seeking the office.
- B. <sup>11</sup>Appointed Officers. A member appointed to a position as an appointed Officer must meet the same qualifications as those of a Grand Representative.
  - C. <sup>11</sup>Candidates for the office of Sovereign Grand Warden, Deputy Sovereign Grand Master, or Sovereign Grand Master of The Sovereign Grand Lodge shall not have previously held the presiding officer position in any of the other three (3) International Grand Bodies.
  - D. <sup>18</sup>Any candidate for the office of Deputy Sovereign Grand Master or Sovereign Grand Master shall not hold any of the elective offices of the various Grand Bodies in any jurisdiction under The Sovereign Grand Lodge, unless allowed by that Grand Body.



## CHAPTER III

## MEMBERSHIP

<sup>17</sup>**SEC. 1** *Generally.*

- A. <sup>22</sup>Reference to ‘Lodge’ will also be known to mean – Encampment, L.E.A., Canton, Club, and Group where applicable.
- B. Eligibility: a person of good character who believes in a Supreme Being, the Creator and Preserver of the Universe sponsored by a member of the Order, shall be eligible for membership.
  - (1) Qualifications as to Character: the authority to determine character shall vest in each lodge, however, membership shall not be denied on the basis of their age (other than that of minimum age to join the branch of the Order to which application is made), disability, ethnicity, gender, race, sex, sexual orientation, religion or other social identity.
    - (a) Exclusion practices at membership application or after membership has been established based on age (other than that of minimum to join the Unit), disability, ethnicity, gender, race, sex, sexual orientation, religion or other social identity is deemed an offense against the Order and shall be cited as specification under the charge of conduct unbecoming an Odd Fellow.
  - (2) <sup>21</sup>Belief in the existence of a Supreme Being who is the Creator and Preserver of the Universe, is an integral requirement to hold membership in this Order. The denial, disbelief, or inability to believe with certainty in the existence of a Supreme Being as previously mentioned is incompatible with membership in this Order.
    - (a) Loss of belief in the existence of a Supreme Being is conduct unbecoming an Odd Fellow.
- C. Membership in an Odd Fellows lodge shall be primary; secondary and ancillary membership shall be in the Encampment, and Canton.
- D. Membership in a Rebekah Lodge may be primary.
  - (1) <sup>22</sup>Females who have primary membership in the Rebekah Lodge, may have ancillary membership in the L.E.A., and Canton.
  - (2) Males who have primary membership in a Rebekah Lodge, may have ancillary membership in a Canton.
- E. <sup>18</sup>Residence. Membership may be obtained in a jurisdiction other than the jurisdiction in which a member resides if the by-laws of the local unit have no restrictions on residency.
  - (1) <sup>21</sup>In moving membership to a jurisdiction in which the member is not a resident, this shall sever membership in that branch in the jurisdiction of residence (original membership); as well the member shall not have associate membership in the branch within the jurisdiction from which

they moved the original membership.

- (a) Should the member become a sojourner or have place of employment in another jurisdiction, associate membership may be obtained there.

<sup>17</sup>**SEC. 2. ELIGIBILITY.**

**A. *Odd Fellows Lodge***

- (1) Continued from above and at least sixteen (16) years of age, shall be eligible for membership.
- (2) May Not Hold Membership in two (2) Odd Fellows Lodges. No member shall hold membership in more than one lodge except as provided by associate membership.
- (3) Length of Residence. Unless restricted by the Grand Lodge, each lodge shall have the authority to fix the length of residence in its by-laws before becoming eligible for membership.
- (4) Continued rejection of applicants, except for just cause may result in revocation of an Odd Fellows Lodge Charter after notice and hearing.
- (5) <sup>08</sup>Rebekahs who are in Good Standing. They shall not be rejected, except for valid reasons, from membership in an Odd Fellows Lodge. Continued rejection of Rebekahs may result in revocation of an Odd Fellows Lodge charter after notice and hearing.
  - (a) <sup>17</sup>A member of an Odd Fellows Lodge may resign membership (for other than 'cause') in an Odd Fellows Lodge without losing membership in the Rebekah Lodge; membership in the Encampment shall be terminated.

**B. *Rebekah Lodge***

- (1) Continued from above and at least sixteen (16) years of age shall be eligible for membership.
- (2) May Not Hold Membership in two (2) Rebekah Lodges. No member shall hold membership in more than one lodge except as provided by associate membership.
- (3) Length of Residence. Unless restricted by the Grand Lodge, each lodge shall have the authority to fix the length of residence in its by-laws before becoming eligible for membership.
- (4) Continued rejection of applicants, except for just cause may result in revocation of a Rebekah Lodge Charter after notice and hearing.
- (5) Odd Fellows who are in good standing shall not be rejected, except for valid reasons, from membership in a Rebekah Lodge. Continued rejection of Odd Fellows may result in revocation of a Rebekah Lodge Charter after notice and hearing.
  - (a) <sup>22</sup>A Sister member of a Rebekah Lodge may resign membership (for other than 'cause') in a Rebekah Lodge without losing membership in an Odd Fellows Lodge; membership in the Ladies Encampment

Auxiliary shall be terminated.

- (b) A Brother member of a Rebekah Lodge may resign membership (for other than 'cause') in a Rebekah Lodge without losing membership in an Odd Fellows Lodge. [Encampment and Canton membership would be based on Odd Fellows lodge membership.]
- C. **Encampment** – Further requirements to those found in Section 2 A above, are as follows:
  - Be a member of the Scarlet Degree in Good Standing in an Odd Fellows Lodge to become a member of an Encampment.
- D. **Ladies Encampment Auxiliary** – Further requirements to those found in Section 2 B above, are as follows:
  - Be a Sister in good standing in a Rebekah Lodge to become a member of a Ladies Encampment Auxiliary.
- E. **Unified Encampments** – A member an Encampment, LEA or a Scarlet Degree or Rebekah Degree member. For further requirements see Chapter X – By-laws, Section 16.
- <sup>17</sup>F. **Cantons** – Further requirements to those found in Section 2 A above, are as follows:
  - (1) <sup>23</sup>Be a member of the Royal Purple Degree in Good Standing in an Encampment to become a member of a Canton.

<sup>17</sup>**Youth:**

- H. **Junior Odd Fellows** – Further requirements to those found in Section 1 A (1) above, are as follows:
  - Males within the age range of eight (8) years to eighteen (18) years. Members may remain members through the age of twenty-one (21) years before graduating.
- I. **Theta Rho Girls' Clubs** – Further requirements to those found in Section 1 B (1) above, are as follows:
  - Females within the age range of eight (8) years to eighteen (18) years. Members may remain members through the age of twenty-one (21) years before graduating.
- J. <sup>12</sup>**United Youth Group** – Further requirements to those found in Section 1 A (1) and Section 1 B (1) above, are as follows:
  - Males and Females within the range of eight (8) and eighteen (18) years.
  - Members may remain members through the age of twenty-one (21) years before graduating.

<sup>17</sup>SEC. 3. APPLICATIONS.

A. Applications for membership by initiation, card or transfer shall be made to the Lodge through a sponsoring member of the Order. Grand Bodies shall have no authority to receive applications.

(1) Applications may be withdrawn by the sponsor, without permission of the Lodge, before the committee reports. (This shall apply to applications for initiation, card, reinstatement or transfer.)

B. Balloting. After the report of a committee is received, a ballot shall be taken upon the applicant.

(1) No ballot shall be taken at a special meeting.

(2) Ballot shall be by ball/cube ballot.

(3) The Noble Grand shall supervise the casting of ballots and the result. A majority of black ballots are cause to reject the applicant. At no time shall the number of black ballots cast be disclosed.

(4) Once all members present have cast their ballot, the Noble Grand shall declare the balloting closed which seats the members except the Noble Grand, Vice Grand, Warden and Conductor, and direct the Warden to present the ballot box to the Vice Grand. This shall be carried out in a manner whereas only the Vice Grand views the ballot.

(5) The Warden shall then present the ballot box to the Noble Grand ensuring access only to the Noble Grand.

The Noble Grand, after viewing shall ask the Vice Grand, "Vice Grand, how find you the ballot?" The Vice Grand responds accordingly:

"I find the ballot favorable"

*or*

"I find the ballot unfavorable"

The Noble Grand shall state:

"I too find the ballot favorable, and the applicant is elected to membership".

*or*

"I too find the ballot unfavorable", and the applicant not elected to membership.

(6) If a majority of black ballots are cast, the applicant shall be rejected. To verify the ballot and guard against errors the Noble Grand may immediately call for a second ballot. The secretary shall so note in the minutes the action of the lodge.

<sup>17</sup>(7) Collective Ballot. More than one (1) application for membership may be acted upon by a collective ballot. Should the number of black ballots necessary to reject a candidate appear, and then the collective ballot shall be declared void and a separate ballot cast for each applicant. Does not take a motion for collective ballot.



- (8) Reconsideration of a Favorable Ballot. In all cases where a candidate for membership in a lodge shall have been elected to membership, and prior to induction, the Lodge shall discover the applicant is unworthy, such Lodge shall have the power, by majority ballot of two-thirds (2/3) of the members present at any regular meeting, to annul such election and declare the same void.
- (9) Rejected Application. An application from a rejected applicant shall not be considered until after the expiration of six (6) months. A rejected applicant must apply to the Lodge in which the applicant was rejected, or procure the Lodge's consent before applying to any other Lodge.
- (10) To Notify Grand Body Secretary. When the applicant is rejected, notice thereof shall be sent to the Grand Secretary.
- (11) Ballot to be Secret. All applications shall be acted on by secret ballot and no member shall be required to reveal the vote.
- (12) Provisions for Handicapped. In the event that a Lodge has within its membership, a person who is declared legally blind, said Lodge shall provide a suitable ballot box that allows balloting for the handicapped. A combination of balls and cubes shall be provided. Cubes for negative votes and round balls for favorable vote.

<sup>17</sup>**SEC. 4. ADMISSION TO THE ORDER.**

A. Procedures.

All persons elected to membership shall be admitted into the Lodge in which elected by appropriate ceremony.

- (1) Initiation. All persons elected to membership by initiation.
  - (a) At Regular or Special Meeting. Lodges may initiate an applicant at a regular or special meeting convened in accordance with its by-laws, at a special degree-day, or another Lodge may initiate the candidate upon written request.
  - (b) Membership Starts. Membership and dues start when the applicant signs the Members' Register.
- (2) Admission by Card, Reinstatement or Transfer. The ceremony as laid down in the ritual shall be used.

B. Irregularities.

- (1) Illegal Admission. The status of members elected and received shall not be affected by reason of any irregularity or illegality during the membership application process.
- (2) Fraud in Procuring Membership. A member shall not lose membership because of fraud or deceit in procuring membership except by trial after notice and hearing as provided by the trial code.
- (3) By Expelled or Suspended Lodge. A Lodge whose charter has been suspended or forfeited has no right to receive members.

**<sup>17</sup>SEC. 5. SUSPENSION FOR NONPAYMENT OF DUES AND REINSTATEMENT.**

- A. <sup>24</sup>May be Suspended. When a member shall become in arrears for an amount equal to one (1) year's dues, whether the arrearages accumulate as unpaid dues, fines, or assessments, or all of them combined, the member may be suspended after failing to pay said arrearages within 120 days; and proper notification of such arrearages has been given to the member as required by the Code of General Laws, provided that a member shall not be suspended because of sickness or disability.
- B. <sup>24</sup>Notice. No Unit shall suspend a member for arrearages until written notice of arrearages has been given to the member under the seal of the Unit. Example: A member whose dues from the previous calendar year have not been paid in full as of January 1<sup>st</sup> shall not be dropped until one hundred and twenty 120 days after that date; the Unit shall be liable for the previous term's per capita dues.
- C. Notice by Lodge to Member. A member suspended shall be notified in writing by the Secretary and may appeal the suspension within three years.
- D. Incompetent Members Shall Not Be Suspended. A member who has become mentally ill shall not be suspended. The Lodge shall be relieved of dues during such illness by moving the member's status to Non-contributing.
- E. Dues-Credit. No indebtedness of a Lodge to its members, except unpaid sick benefits, may be applied against a member's unpaid dues.
- F. Dues-Pending Appeal. A member shall pay dues pending appeal.
- G. Effect of Suspension. A member suspended for nonpayment of dues shall not be entitled to the rights and privileges of membership and shall be amenable to the penal laws of the Order. The members' rights shall not be suspended during the pendency of an appeal.
- H. Cannot Resign. A member suspended for nonpayment of dues cannot resign membership, but has the right to apply for reinstatement.
- I. Reinstatement Rejected-Dismissal Certificate. A Lodge refusing to reinstate a member for nonpayment of dues shall, upon request, grant a dismissal certificate and return the application fee.
- J. Surrender of Charter Pending Suspension. Should a Lodge surrender or forfeit its charter after a member has been suspended for nonpayment of dues, the member may apply to the Grand Body for a Dismissal Certificate.
- K. Reinstatement at Special Meeting. A Lodge cannot ballot on an application for reinstatement at a special meeting.
- L. Suspension for – Nonpayment of Dues:
  - (1) <sup>08</sup>In an Odd Fellows Lodge automatically terminates membership in the Encampment and Canton.
  - (2) <sup>22</sup>In a Rebekah Lodge automatically terminates a Sister's membership

in the L.E.A.

- (3) The Lodge shall notify other components of suspension and restoration.

<sup>22</sup>**SEC. 6. MEMBERSHIP MAY BE SEVERED FROM A LODGE (UNIT) BY:**

- A. Resignation. A member of a lodge in good standing must resign membership in writing:

dd/mm/yyyy, to xyz unit No. \_\_, I.O.O.F.: Greetings, I \_\_\_\_\_, do hereby resign membership in \_\_\_\_\_ Lodge (Unit) No. \_\_\_\_\_, I.O.O.F. this day. Fraternally, \_\_\_\_\_. [The secretarial officer shall keep copy in their file for use when a member so desires to resign at the meeting of said unit.]

- (1) Status of Member Who Has Resigned. A member severing connection with the Order by resignation has the same status as the holder of an expired withdrawal card.
- (2) Membership May Be Regained. A member having resigned may apply for a renewal; either in the Lodge from which the member resigned or in another Lodge, by presenting an application accompanied by a certificate of resignation and shall be entitled to the member's former rank.
- (a) Length of membership towards a veteran jewel shall be broken. The member is then entitled to either a broken time (service) veteran membership jewel or start from one (1) year for a continuous jewel.
- (3) Waiver of Fees. Grand Bodies may enact legislation to authorize waiver of fees for reinstatement, deposit of withdrawal cards, in or out of date, other than payment of one (1) year's dues in advance, to accompany the application for membership.
- B. Withdrawal Card (Honorable Discharge); the certificate will be issued upon verification that dues are paid one (1) year in advance as the card allows attendance and visitation for one (1) year and the right to receive the password(s).
- C. Transfer – a member may apply to a lodge (unit) to which one wishes to move membership to by Transfer. Upon favorable acceptance, the secretarial officer will write the current lodge (unit) to which the member belongs asking for a transfer certificate. Upon receipt the secretarial officer will complete the form and return to the former lodge (unit) thereby severing membership of the member from the former lodge (unit).

**SEC. 7. CONTINUOUS MEMBERSHIP.**

- A. To maintain continuous membership a member must remain in good standing with no break in service.
- B. A member shall not be entitled to continuous membership if the membership has lapsed for any cause.

**SEC. 8. NONPARTICIPATING HONORARY MEMBERSHIP.** Nonparticipating honorary membership may be conferred upon a person not a member of the Order (but otherwise eligible for membership) as recognition of achievement or prominence. Membership shall be recommended by the Sovereign Grand Master and approved by The Sovereign Grand Lodge and be conferred only by the Immediate Past Sovereign Grand Master at a time and place that is proper and authorized by the Executive Committee. No more than one person shall receive recognition during any one year. Recognition shall be an engraved plaque setting for the reason for conveying this honor.

**SEC. 9. BENEFICIAL - NON-BENEFICIAL MEMBERSHIP.**

- A. Beneficial Members. Beneficial members have all the rights of other members of the Order.
- B. Non-beneficial Members. Non-beneficial members have all the rights of other members of the Order except the right to funeral and sick benefits for themselves, their dependents or beneficiaries.
- C. Odd Fellows Home Tax on Non-beneficial Members. Non-beneficial members not entitled to be admitted to the Odd Fellows Home may be exempt from payment of the Odd Fellows Home Tax; provided the Grand Lodge grants such exemption.
- D. Change of Classification. A member may change from either class of beneficial or non-beneficial by applying to his lodge as prescribed by its by-laws.

**SEC.10. NON-CONTRIBUTING MEMBERSHIP**

- A. How acquired:
  - (1) <sup>07</sup>A member who has been a contributing member of a Lodge for forty (40) consecutive years, or a minimum age of seventy-five (75) with at least ten (10) years of consecutive service and is unable to pay dues may be transferred to non-contributing membership without the loss of benefits if the Grand Body so provides. Non-contributing membership must be approved by the Lodge and circumstances documented in the Lodge Minutes.
  - (2) The Lodge shall be exempt from paying The S.G.L. per capita dues on Non-contributing members.
- B. Admission to Home. A Grand Lodge may provide that a non-contributing member is entitled to admission to a Home supported by Odd Fellows upon payment into the proper fund of such sums determined by the Grand Lodge.
- C. Dues Waived. A Lodge shall not be required to pay per capita dues on non-contributing members.
- D. Transfer to Non-contributing Membership. Lodges under the immediate jurisdiction of The Sovereign Grand Lodge may transfer members to non-

contributing membership upon the same terms and provisions as set forth above.

**SEC. II. LIFE MEMBERSHIP.**

- A. Legislation. Grand Bodies may provide for life membership by the enactment of appropriate legislation consistent with the provisions of this chapter. When so provided, the legislation shall apply to all lodges within the Grand Bodies jurisdiction.
- B. Admittance. A member may become a life member upon application to the Lodge accompanied with advance payment of one (1) year's dues and fee provided for such member, based on the member's age.
- C. Fee. A Grand Body shall prescribe the minimum amount of the life membership fee or may authorize the lodge to do so.
- D. Remitting Fee. Membership fees shall be remitted to the Grand Body Secretary together with all information required for the proper administration of the Life Membership Fund. The Grand Body shall maintain in its office permanent records of all life members.
- E. Investment of Fund. Having established life membership, a Grand Body shall, through a Board of Trustees or otherwise, provide for the investment of the Life Membership Fund and shall enact rules and regulations for the control of the Fund as necessary or advisable. Funds shall be invested only in government, state, provincial, or municipal bonds, or in first mortgage real estate loans and not in speculative securities.
- F. Income from Fund. The income from the Life Membership Fund shall be used to pay dues.
- G. Death of Life Member. On the death of a Life Member, the life membership fee paid by each member shall be disposed of as provided for by the Grand Body having jurisdiction.
- H. Transfer of Membership. Life members may transfer their membership in the same manner as in other cases. The proper office of the lodge to which transfer is made shall at once notify, under seal, the Grand Body Secretary having custody of the membership fee. The Grand Body Secretary shall remit to the Lodge with which the member has become affiliated, whether in the same or in another jurisdiction, the income from the life membership fee, which shall be accepted in full payment for annual dues of such member. Said fee shall remain in the hands of the Grand Jurisdiction where it originated. If a Lodge to which said member belongs shall cease to exist, the status of such life member shall be the same as all other members who were in good standing in this Lodge at the time of the surrender of charter.
- I. Report of Expulsion and Suspension. On the expulsion or suspension of a life member, the Lodge shall give notice to the Grand Body Secretary.

- J. Forfeiture of Membership Card. On the expulsion or resignation of a life member, the life membership fee shall be disposed of as in the case of the death of a member. The card of said life member shall be void and shall be obtained, if possible, by the lodge and transmitted to the Grand Body Secretary. If a member expelled or resigned shall be later readmitted, the card shall be returned upon payment of the membership fee, which shall be transferred back to the Life Membership Fund from which it was taken. When a member is suspended for cause, the proper officer until the end of the suspension shall retain the card, when it shall be returned to the life member. An expelled or suspended member cannot be readmitted to active membership unless the life membership card has been surrendered as provided in this section.
- K. Life Membership in Lodges Under Immediate Jurisdiction of The Sovereign Grand Lodge. Life membership shall be permitted in lodges under the immediate jurisdiction of The Sovereign Grand Lodge in accordance with the by-laws of the lodges approved by The Sovereign Grand Lodge.
- L. Life Membership Fund and Contributions. The Life Membership Fund and contributions thereto shall be held by the Grand Body as a trust fund for the sole purpose of maintaining the life membership for which contributed. A member having paid a life membership fee has no right to withdraw the same.

**SEC. 12. Life Membership Cards.** Cards containing information shown in the book of specifications shall be supplied Grand Bodies. If a life member transfers to another Lodge, a new card shall be issued upon payment of proper fee.

**SEC. 13. Associate Membership.**

- A. <sup>06</sup>A Grand Body may provide for associate membership in the components over which it has legislative power.
  - (1) <sup>22</sup>A member shall be restricted to associate membership in not more than three (3) components under each Grand Body within their Home Jurisdiction of permanent residence; further-associate memberships may be granted:
    - (a) <sup>22</sup>To those members who are Sojourners as defined in Chapter XXX.
    - (b) <sup>22</sup>To assist a Lodge (Unit) within the same district (Battalion) in which their Lodge (Unit) is associated for the purpose of assisting the lodge (unit) to rebuild membership, for not more than five (5) years.
    - (c) To an Ancient and/or Historical Lodge (Unit) which by reason of the economic conditions of its domicile, is in danger of losing its charter and it is desired to maintain such charter and thus perpetuate its historical and traditional worth to the Order and jurisdiction.

- (i) <sup>18</sup>Historical Units may accept members to Social Associate Membership regardless of residency for the sole purpose of the member stating that they are a member of xyz lodge; and the member shall have no additional rights or privileges.
  - (d) <sup>18</sup>Notwithstanding the rule of three (3) – International Officers may obtain social associate membership during their time in office without restriction of the three (3) units as noted in (1) above.
- (2) Associate membership is not authorized in jurisdictions that do not adopt provisions pursuant to this section.
- B. <sup>08</sup>If authorized by a Grand Body, any member may be sponsored for associate membership in any lodge, or make application in the institution of a new lodge, or in a lodge designated as a “Historical Unit”. Applications shall be made on regular forms and the applicant shall be interviewed and balloted on as in all other cases.
- C. <sup>11</sup>When a member is elected to associate membership, the member shall lose none of the rights, privileges and benefits to which entitlement is maintained under regular lodge membership, except when voting on a lodge’s consolidation or a lodge going defunct, and the sale of real and chattel property.
  - (1) Status in the lodge in which associate membership is maintained shall be that of a non-beneficial member.
- D. Grand Bodies may prescribe minimum fees for associate membership and prescribe minimum dues that lodges shall charge.
- E. If an associate member desires to voluntarily withdraw from associate membership, the member shall submit a letter of resignation.
- F. An associate member may be disciplined under the trial code of the Order for any offense committed, and if convicted may be punished as provided by law. The lodge in which the member holds associate membership shall immediately advise the disciplined member’s lodge, and if the penalty is expulsion, the members’ regular lodge must impose the same penalty.
- G. Should a member cease, for any reason, to be in good standing in the member’s home lodge, associate membership terminates simultaneously.
- H. If a new lodge is organized, no more than two-fifths (2/5) of those petitioning for a dispensation or charter may be associate members.





<sup>17</sup>CHAPTER IV

GRAND LODGES  
Independent Order of Odd Fellows  
under jurisdiction of  
The Sovereign Grand Lodge, I.O.O.F.

*SEC. 1.*

- A. The name, style and title of a Grand Lodge shall be: Independent Order of Odd Fellows (I.O.O.F.), “Grand Lodge of/in (Jurisdiction), and shall be hereafter governed by the following laws.
- B. The Grand Lodges shall be organized or restructured under the provisions of this chapter, and in order that they may more effectively carry out the purposes of their organization with respect to the property placed within their control, are hereby authorized, as soon as possible after their organization, to procure from governmental authorities of the State, District, Territory, Province, or Nation in which they are organized, corporate charters authorizing them as bodies corporate, to acquire and hold title to such funds and property as may be within the purview of their authority and to sue for and recover same.
  - (1) The Sovereign Grand Lodge, I.O.O.F. shall maintain reversionary interest of the Order within the jurisdiction.
  - (2) A Grand Lodge may be organized or restructured upon petition for a charter by five (5) or more Lodges (Odd Fellows and/or Rebekah), having an aggregate of seven (7) or more Past Grands and/or Past Noble Grands, in a State, Province, Nation, or Territory, but no more than one Grand Lodge may be chartered in the same State, Province, Nation, or Territory. At least five (5) lodges in good standing and at least seven (7) Past Grands and/or Past Noble Grands in good standing shall be necessary to constitute a quorum to vote on application for a warrant.

*SEC. 2. Authority, Objects and Purposes.*

- A. **Authority.**
  - (1) The authority of the Grand Lodge is derived from The Sovereign Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
    - (a) The Charter and By-laws shall state the jurisdiction, city and date of institution.
    - (b) Said Grand Lodge is authorized and empowered to direct, supervise and control all matters pertaining to Lodges (Odd Fellows and Rebekahs) of the Independent Order of Odd Fellows within its Jurisdiction and no Lodge can exist therein without its sanction. It

possesses the right of granting charters to a Rebekah Assembly, [Rebekah Lodges, Theta Rho Girls' Clubs and Theta Rho Assembly where and when there is no Rebekah Assembly], Odd Fellows Lodges, a Grand Junior Lodge, Junior Lodges and United Youth Groups within the Jurisdiction; of suspending or taking away the same for proper cause; to receive, determine and hear appeals; redress grievances and complaints arising in the several Lodges; to originate and regulate means for its support; to grant dispensations; to enact any law not contravening the customs and usages of the Order, as from time to time declared by The Sovereign Grand Lodge, not altering the work of the Order or any of the several degrees belonging thereto, not in conflict with the constitutional authority of The Sovereign Grand Lodge or violating any enactments in pursuance thereof, and not conflicting with the laws of the land, and do all such other acts to promote the interest of the Order or that appertain thereto by ancient usage or custom.

- (c) The Grand Lodge shall exist as long as it meets the provisions of Chapter II – Issuance of Charter(s).
- (d) Laws To Be Liberally Construed.

The rules and regulations as set forth in the Constitution and By-laws shall be liberally construed. The chief concern shall be following the spirit of the law and the good of Odd Fellowship rather than harshly enforcing rules to the letter of the law.

**B. Objects.**

- (1) To promote the principles of Friendship, Love and Truth.
- (2) Seek to improve and elevate the character of man.

**C. Purpose.**

- (1) To have general supervision over the Odd Fellows Lodges, the Rebekah Assembly, [Rebekah Lodges, Theta Rho Girls' Clubs and Theta Rho Assemblies, where there is no Rebekah Assembly], the Grand Junior Lodge, Junior Lodges and United Youth Groups within the jurisdiction;  
*and:*
  - (a) Homes/Housing Projects
  - (b) Camps/Parks
  - (c) Cemeteries
  - (d) Building Associations, lodge hall, property
  - (e) District Associations, Athletic Associations, et cetera
  - (f) Any such entity as may use: Independent Order of Odd Fellows, Odd Fellows, Odd Fellows and Rebekahs, and/or any of the emblems of the Order i.e. the three links.
- (2) To make recommendations to The Sovereign Grand Lodge for legislation and such other matters that will improve the Order.

**SEC. 3. Jurisdiction.**

- A. Each Grand Lodge shall have exclusive jurisdiction over all local concerns of Odd Fellows Lodges within its jurisdiction and shall have and exercise all power and authority not reserved to itself by The Sovereign Grand Lodge. Each Grand Lodge shall adopt legislation concerning minimum fees, dues and assessments necessary to meet fraternal obligations.
- B. A Grand Lodge's authority shall not be interfered with by The Sovereign Grand Lodge or the Sovereign Grand Master. If a Grand Lodge fails in its responsibilities in supervising local lodges, The Sovereign Grand Lodge or Sovereign Grand Master shall take corrective action against the Grand Lodge, but not the local lodge.
- (1) Grand Lodges shall enforce strict adherence to the work of the Order. Neither a Grand Lodge or Rebekah Assembly nor an Odd Fellows Lodge or Rebekah Lodge may adopt or use any charges, lectures, degrees, ceremonies or regalia other than those prescribed by The Sovereign Grand Lodge.
  - (2) Lodges may not exhibit in their halls or anteroom any symbols that pertain to any particular faith or creed; but may use music that is generally regarded as religious if it does not cause controversy.
  - (3) Ritualistic work shall not be presented in public meetings.

**SEC. 4. Headquarters:** The headquarters of the Grand Lodge, (office of the Grand Secretary), shall be at such location as the Grand Lodge may direct as stated in its By-laws.

**SEC. 5. Members:** The Officers and members of the Grand Lodge shall be all Past Grands and Past Noble Grands who have attained the Third Degree of an active Lodge who have received the Grand Lodge Degree. The Grand Lodge shall specify in its By-laws who shall have the right to submit legislation, make motions, debate and vote.

**SEC. 6. Representation:** Each active Lodge shall be entitled to Representation as specified in the By-laws of its Jurisdiction; for those Grand Lodges using representative vote.

**SEC. 7. Officers.****A. Elective Officers.**

- (1) <sup>22</sup>The elective officers of the Grand Lodge shall be those specified in the Grand Lodge Ritual; selected from the Past Grands of an active regularly chartered lodges in good standing: Grand Master, Deputy Grand Master, Grand Warden, Grand Secretary, Grand Treasurer, and Grand Representative(s) or Alternate Grand Representative(s).

- (a) The By-laws shall state the term of office.
  - (i) Grand Representative(s) terms shall be as set by The Sovereign Grand Lodge.
- (b) <sup>19</sup>The Grand Master shall not hold an elective office in any Odd Fellows lodge, Rebekah lodge, Degree lodge or Rebekah Assembly within the jurisdiction, unless permitted by the laws of the Grand Lodge.
- (2) <sup>22</sup>The Grand Lodge may provide in its By-laws for additional elective officers.
- (3) <sup>22</sup>The following Elective Officers of the Grand Lodge: Grand Master, Deputy Grand Master, Grand Warden, Grand Secretary, Grand Treasurer; shall compose the Board of Directors (Board)/Executive Committee of the Grand Lodge;
  - and the immediate Past Grand Master may serve as a member of the Board by reason of service of his/her past office if provided in the by-laws;
  - and Grand Representative(s) may serve on the Board if provided in the by-laws;
  - and the Term Directors as noted in D. following.

The Grand Master shall serve as chairman/president of the Board and the Grand Secretary shall serve as Secretary of the Board.

The Board/Executive Committee shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order, within the jurisdiction of the Grand Lodge during the interim of the Grand Lodge Sessions.

The Grand Lodge shall set the name by which this committee is known in its By-laws.

See Section 18. B. (2) for duties.

**B. Appointive Officers.**

- (1) <sup>22</sup>The appointive officers of the Grand Lodge shall be those officers noted in the Grand Lodge Ritual; selected from the Past Grands of active regularly chartered lodges: Grand Marshal, Grand Conductor, Grand Chaplain, Grand Musician, Grand Guardian and Grand Herald.

**C. Additional Officers.**

- (1) The Grand Lodge may provide for additional elected or appointed officers: Grand Instructor, Director of Publicity, Grand Color Bearer(s), etc.

**D. Directors, Term.**

- (1) <sup>22</sup>A Grand Lodge may elect additional directors; up to three (3) (to be known as Term Directors) to the Board so as to create continuity on the Board/Executive Committee.
  - (a) The selection of and the number of shall be determined in the by-laws.

- (i) The Term Directors shall serve not more than three (3) terms consecutively.
    - (b) The terms, duties, requirements and responsibilities of the Term Directors are to be set in the Grand Lodge by-laws.
  - (2) The Term Directors shall not be considered elective officers in regards to officers receiving Honors of the Order or Honors of Degrees and shall not wear any jewel or special regalia designating same.
  - (3) Grand Bodies have the authority to elect members to any corporate boards or committees with the responsibilities to operate homes, camps, retirement centers, etc., trust accounts.
- E. <sup>22</sup>Qualifications for Office:
  - (1) Officers:
    - (a) Elective: A Past Grand in good standing in an active Odd Fellows Lodge and a member of an active Rebekah Lodge, and in possession of the Grand Lodge Degree is eligible to hold any office.
    - (b) Appointive: A Past Grand in good standing in an active Odd Fellows Lodge and in possession of the Grand Lodge Degree is eligible to hold any appointive office.
      - Jurisdictions may state in their by-laws that Appointive Offices shall be members of a Rebekah Lodge.
  - (2) An officer must maintain membership in the jurisdiction to hold office.
    - (a) A member must be a resident in the Jurisdiction, either with home membership, resident associate membership, or by falling under the definition of sojourner.
- F. Nominations and Elections:
  - (1) The Grand Master shall call for nominations under the regular order of business as adopted by the Grand Lodge.
    - (a) Nominations shall be made by members of the Grand Lodge, as specified by the jurisdictional By-laws with exception being that a member may ask for the Noble Grand of the nominee's Lodge, a nominee's family member or close friend – who may be a member of the Order, but not yet a member of the Grand Lodge to address the Grand Lodge and make a nomination.
  - (2) <sup>22</sup>Elections shall follow in the general course of business as described in the by-laws of the Grand Body.
    - (a) Ballots may be tallied at this time or a committee of tellers may be charged to retire and canvass the ballots in another room.
      - (i) Balloting. All elections shall be by ballot (written or electronic), unless there be but one nominee, in which event the Grand Master shall declare the nominee elected. A majority of the votes cast shall be necessary for election. Should no candidate receive a majority on the first ballot, the candidate having the least number of votes shall be dropped at the next ballot, and so on until a

candidate receives a majority of the votes cast.

- (ii) Tellers. The nominees and the Grand Master shall each name one teller at elections, who shall canvass the votes cast. The Teller appointed by the Grand Master shall declare the result to the Grand Master, by whom it shall be announced to the Grand Lodge.
- (iii) Counting of the Ballots shall be by custom of the Grand Lodge as stated in the by-laws or order of business.
- (iv) The procedures and customs in the approved by-laws of any Grand Jurisdiction shall be followed in that jurisdiction.

G. Installation:

- (1) Grand Lodge officers shall be installed at the time and place prescribed by the Grand Lodge which may provide for joint public installations.
  - (2) A Grand Lodge shall enact laws for failure or inability of an officer to be present for installation.
  - (3) The Sovereign Grand Master, or a qualified person designated by the Sovereign Grand Master, may install Grand Lodge officers or the Grand Lodge may designate a Past Grand Master or Grand Representative to install them. Installation by proxy is prohibited.
- H. Officer Emeritus – is an honorary title which may allow one to advance for presentation according to jurisdictional custom; but is not entitled to Honors of the Order or the Degree where extended.

**SEC. 8. Duties of the Officers**

A. Grand Master. (*In Session.*)

The Grand Master shall appoint committees. Only members of the Grand Lodge shall serve on committees, except on Joint Committees – with the Rebekah Assembly or other Grand Bodies – e.g. museum, D.A.R.E., scholarship, etc.

- (1) At the conclusion of sessions, the Grand Master **MAY** appoint any or all of the following committees:
 

<ul style="list-style-type: none"> <li>(a) Appeals and Petitions.</li> <li>(b) By-laws.</li> <li>(c) Communications.</li> <li>(d) Courtesies Extended.</li> <li>(e) Credentials.</li> <li>(f) Distribution of Officers' Reports.</li> <li>(g) Finance.</li> <li>(h) Instruction &amp; Membership.</li> <li>(i) Investigation of Grievances.</li> <li>(j) GL/RA Joint Youth.</li> <li>(k) Judiciary.</li> </ul>	<ul style="list-style-type: none"> <li>(l) Legislation.</li> <li>(m) Memorials.</li> <li>(n) Mileage and Per Diem.</li> <li>(o) Miscellaneous Business.</li> <li>(p) Odd Fellow Property.</li> <li>(q) Rebekah Matters.</li> <li>(r) Relief.</li> <li>(s) State of the Order.</li> <li>(t) Pilgrimage for Youth (PforY).</li> <li>(u) Drawing of Seats.</li> <li>(v) Other Committees as authorized.</li> </ul>
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- (2) **At sessions, the Grand Master shall:**
  - (a) Preside at all meetings of the Grand Lodge, preserve order and

- enforce the laws or cause the same to be done during a temporary absence.
- (b) Cast a vote only when the Grand Lodge is equally divided, except on a ballot for officers, or on a secret ballot.
  - (c) Fill vacancies in office for the remainder of the term.
- (3) **Passwords.** The Grand Master shall select and communicate the Term Password, for those units under the direct supervision of the Grand Lodge.
- (4) Other duties of the Grand Master. (*Not in session.*)
- (a) **Generally.**
    - (i) To have supervision over the affairs of the Odd Fellows Lodges, Grand Junior Lodges, Junior Lodges, United Youth Groups and Rebekah Assembly within the jurisdiction.

Where there is no Rebekah Assembly, the Rebekah Lodges, Theta Rho Assembly and Theta Rho Girls' Clubs shall fall under the Grand Lodge.
    - (ii) To require all members to conform to the laws and customs of the Order.
    - (iii) <sup>19</sup>To remove from office any officer of a Lodge, Board, Committee, or Association who is found to be physically or mentally incapable or is willfully failing to perform the prescribed duties, but only after due notice and hearing and concurrence of the Board/Executive Committee.
    - (iv) To make any recommendations considered necessary for amendment of the By-laws.
    - (v) To execute all legal documents which shall be attested and acknowledged as required.
    - (vi) To instruct, with approval of the Board/Executive Committee, the Committee on Investigation of Grievances to make a thorough investigation when of the opinion that the laws and customs of the Order have been violated and no proper action is being taken.
  - (a) The Grand Master may, with the approval of the Board, suspend a member or members for up to ninety (90) days while an investigation is conducted to determine if the member or members should be charged with violating the laws and/or customs of the Order.
  - (b) The committee shall make a full report to the Grand Master who:
    - (i) If the findings are unfounded – no further action is required.
    - (ii) If findings are founded – the Grand Master shall refer the case to the Committee on Judiciary, who shall proceed to act as a Trial Committee, working under the guidance of the provisions in the Trial Code.
    - (iii) The Grand Master shall determine venue of the trial.

- (iv) If the Committee on Judiciary finds that the, member(s), officer(s), or component body has violated the laws of the Order, the Grand Master may, with approval of the Board/Executive Committee, admonish, reprimand, fine, suspend, or expel the member, or may arrest or suspend the charter of the component body.
  - (v) The accused has all the rights provided by the Trial Code, to receive a copy of all charges and specifications, to present witnesses, to give testimony, and to cross-examine adverse witnesses.
  - (vi) Any action taken must be reported in detail and in writing to the next regular session of the Grand Lodge.
  - (vii) If an appeal is filed the action taken shall remain in force until reversed by the Grand Lodge.
- (b) **Special Representatives.** The Grand Master may commission:
- (i) A Special Deputy over any lodge under the supervision of the Grand Lodge to perform all the duties specifically designated in the commission. Upon completion of the duty, the Deputy shall report in writing the action taken with recommendations.
  - (ii) A Special Deputy to take control and supervision over the affairs of any component body under the supervision of the Grand Lodge which is acting in violation of law, failing to meet its responsibilities, or unlawfully dissipating its assets. The officers of the component involved may continue to perform their duties under the supervision of the Deputy and to the extent allowed. When the situation has been alleviated the Deputy shall be relieved and commission terminated.
  - (iii) A Special Deputy to take charge of the property, funds, and affairs of a component under the supervision of the Grand Lodge whose charter has been arrested, suspended, or forfeited. If the charter of a Lodge is arrested, suspended, or forfeited, it shall come under the immediate supervision of the Grand Lodge and remain until the charter is restored.
  - (iv) District Deputy Grand Masters. The Grand Master shall appoint a District Deputy Grand Master for each District. Such District Deputy shall be a Past Grand in good standing. The term of a District Deputy Grand Master shall commence at the end of the annual session and end at the next annual session. The District Deputy shall be the special agent and representative of the Grand Master, shall supervise the affairs of the Order in said district, and perform other duties as the Grand Master may direct. May receive reimbursement for expenses from appropriated funds when approved by the Grand Master. At the expiration of the term shall



be entitled to the rank of Past District Deputy Grand Master and may acquire an appropriate jewel.

- (a) The District Deputy Grand Master shall also serve as an agent of the Grand Secretary with regards to the completion of the Annual and/or Semi-Annual Reports.
- (v) Forms for commissions. They shall be supplied by the Grand Secretary, signed by the Grand Master, and attested by the Grand Secretary.
- (vi) Special Deputies: may be reimbursed for expenses on itemized statements, from budgeted funds, approved by the Grand Master.
- (c) **Expansion and Development** – Instruction and Membership.
  - (i) The Grand Master may appoint: Special Deputies to organize a lodge in a particular area or lodges throughout a District under the Grand Master’s direct supervision or in any District or area.
  - (ii) Shall visit lodges within the jurisdiction and shall instruct and assist them in all matters for the welfare and business of the Order.
- (d) **Decisions.**
  - (i) Decisions shall be rendered in writing by the Grand Master only when requested in writing by a Lodge.
  - (ii) All decisions of the Grand Master are binding until the Grand Lodge meets. Decisions shall be reviewed by the Committee on Judiciary; their report being acted upon by the voting members of the Grand Lodge. Unless reversed, they become law after being presented in Bill form and adopted by the voting members.
- (e) **Other Responsibilities.**
  - (i) Enforce the laws of the Order and may not suspend them.
  - (ii) May not delegate the vested powers except as provided in the Code.
  - (iii) Has no authority to interfere with the affairs of a Lodge or its Presiding Officer so long as it is in good standing and complying with the laws of the Order.
  - (iv) May, or upon the request of a majority of the voting members of the Grand Lodge, call special sessions of the Grand Lodge. Notice thereof shall be given at least thirty (30) days, prior to the Special Session, stating the time, purpose, and place of meeting, and no business shall be transacted except as specified in the notice. In the event of an emergency when it is not financially feasible to hold a special session, the Representatives may be polled by mail as to their vote upon the proposition or propositions, not exceeding two (2) in number, with the pros and cons to be disclosed in full.
  - (v) May, with written consent of a majority of the Representatives, in the event of war, grave emergency, or other like cause omit the

holding of a regular session or may change the regular time and place.

- (vi) May receive petitions and grant charters as per sub-section (f) below.
  - (vii) Shall perform other duties as required of the Grand Lodge.
  - (viii) May fill vacancies in office until adjournment of the next session, with approval of the Board/Executive Committee.
  - (ix) Shall issue proclamations and directives requesting observances by appropriate ceremonies of the Anniversary of the Order, Wildey's Birthday, and such other anniversaries and events as deemed necessary.
  - (x) May grant dispensations as authorized by the constitution and laws of the Grand Lodge, which do not violate the laws of The Sovereign Grand Lodge.
- (f) **Issuance of Charter(s).**
- (i) An Odd Fellows Lodge may be organized upon receipt of signed petition for a charter by minimum of five (5) or more members of the Third Degree or a minimum of fifteen (15) persons qualified to become Odd Fellows in a community within the jurisdiction of the Grand Lodge, accompanied by the proper withdrawal cards and applications for membership.
  - (ii) A Junior Lodge may be organized upon receipt of signed petition for a charter by minimum of five (5) or more members of the Junior Lodge Degree or a minimum of fifteen (15) persons qualified to become Junior Odd Fellows in a community within the jurisdiction of the Grand Lodge, accompanied by the proper withdrawal cards and applications for membership.
  - (iii) A Grand Junior Lodge may be organized upon receipt of signed petition for a charter by seven (7) or more Past Chief Rulers of the Junior Lodge Degree from not less than three (3) Junior Lodges within the jurisdiction of the Grand Lodge, accompanied by the sealed letters from the lodges certifying the rank of the Past Chief Rulers.
  - (iv) A United Youth Group may be organized upon receipt of signed petition for a charter by minimum of five (5) or more applicants qualified to become a member of the United Youth Group in a community within the jurisdiction of the Grand Lodge, accompanied by the proper applications for membership.
  - (v) A Rebekah Assembly may be organized upon receipt of signed petition for a charter by seven (7) or more Past Noble Grand members of the Rebekah Degree from not less than five (5) Rebekah Lodges within the jurisdiction of the Grand Lodge, accompanied by the sealed letters from the lodges certifying the

rank of the Past Noble Grands.

- (a) A Rebekah Lodge – when there is no Rebekah Assembly a Rebekah Lodge may be organized upon receipt of signed petition for a charter by five (5) or more members of the Rebekah Degree or fifteen (15) persons qualified to become Rebekah Degree members in a community within the jurisdiction of the Grand Lodge, accompanied by the proper withdrawal cards and applications for membership.
- (vi) A Theta Rho Assembly – when there is no Rebekah Assembly a Theta Rho Assembly may be organized upon receipt of signed petition for a charter by seven (7) or more Past President members of the Theta Rho Girls' Club Degree from not less than three (3) Theta Rho Girls' Club Degree within the jurisdiction of the Grand Lodge, accompanied by the sealed letters from the lodges certifying the rank of the Past Presidents.
- (a) A Theta Rho Girls' Club – when there is no Rebekah Assembly a Theta Rho Girls' Club may be organized upon receipt of signed petition for a charter by five (5) or more members of a Theta Rho Girls' Club or fifteen (15) persons qualified to become Theta Rho Girls' Club members in a community within the jurisdiction of the Grand Lodge, accompanied by the proper withdrawal cards and applications for membership.
- (vii) No more than two-fifths (2/5) [forty percent (40%)] of the members may be associate members, all must be in good standing to keep a Lodge charter active.
- (viii) Petitions for charter shall be on forms supplied by the Grand Secretary.
- (ix) The petition for the charter shall be sent to the Grand Secretary who shall make a copy for the permanent file and then forward the petition to the Grand Master. If satisfied, the Grand Master may issue the charter or reserve action and present it to the Grand Lodge in regular session. The application shall be accompanied by a fee as determined by the Grand Lodge, which shall be refunded if the petition is not granted.
- (a) In practice – the Grand Master may issue Dispensations/ Warrants in the recess of the Grand Lodge, resolving at the Grand Lodge session to issue the Charter.
- (x) Five (5) regular members must be maintained in good standing to keep a Lodge charter active.
- (xi) The Charter issued by the Grand Lodge shall be inviolate and may not be altered or amended without the consent of the Grand Lodge, except that a photocopy of the Charter may be used for special sessions held outside of the regular meeting place, be at least a

minimum of eight and one-half inches by eleven inches (8 ½" x 11"), a copy of which must be furnished to the Grand Lodge for its archives.

(g) **Institution.**

- (i) The Grand Master, or one designated by the Grand Master in writing, shall institute a Lodge or other unit when the charter/warrant/dispensation is issued.
- (ii) Surrendered, arrested, or forfeited charters may be restored by the Grand Master or the Grand Lodge.
- (iii) Assets of Lodges whose charters are surrendered or revoked vest in the Grand Lodge, which has discretion to return them if the charter is restored, and must return them if an appeal is sustained.

**B. Duties of the Deputy Grand Master.**

(1) Generally.

- (a) To perform the duties of the DGM as stated in the Grand Lodge Ritual and preside in the absence of the Grand Master.
- (b) To perform all duties assigned by the Grand Lodge, perform the duties and make visitations as may be directed by the Grand Master or the Board/Executive Committee.
- (c) To act for the Grand Master in case of the latter's continuing disability to such an extent of being physically or mentally unable to perform the duties as determined by the Board/Executive Committee.

**C. Duties of the Grand Warden.**

(1) Generally.

- (a) To have charge of the doors, and through the Grand Marshal and Grand Conductor examine and ascertain that all members and visitors are qualified to sit in the session prior to opening. The Grand Lodge shall be the sole judge of qualifications and validity of credentials of Representatives.
- (b) To have charge of the diagrams and unwritten work of the Order during the session of the Grand Lodge. To confer the Grand Lodge Degree upon all Past Grands presenting proper credentials.
- (c) To make visitations and perform such duties as the Grand Master, the Grand Lodge, or the Board/Executive Committee may direct.
- (d) To study the programs and projects of all lodges and report and make recommendations concerning them to the Board/Executive Committee.

**D. Duties of the Grand Secretary.**

- (1) Generally
  - (a) To execute a bond in the sum of an amount designated by the Grand Lodge with corporate surety, to be approved by the Grand Master, to account for all funds and property that come into possession of the Grand Secretary's office. The bond shall remain in the custody of the Grand Master.
  - (b) To employ assistants and others to serve and to be compensated from funds appropriated.
  - (c) To have custody of the Seal of the Grand Lodge, attesting necessary documents.
    - (i) A copy of the impression or print of the Seal shall be placed in the archives of The Sovereign Grand Lodge.
    - (ii) The design of the Seal shall contain the name and date of institution; and any fraternal emblem or logo as agreed upon by the Grand Lodge.
  - (d) To prepare, for use of the Committee on Mileage and Per Diem, a table of mileage of the officers of the Grand Lodge, Past Grand Masters, and a numerical list by Lodge of Representatives expected to attend the session, with any other information deemed necessary for examination and correction by the Committee; where Mileage and/or Per Diem are paid.
  - (e) To close the books of the Grand Lodge at the end of the fiscal year, and make proper report thereon.
  - (f) To keep all accounts in accordance with approved accounting methods, keeping a separate account for each appropriation. Payments shall not exceed specific appropriations and no transfers from one appropriation account to another may be made without specific approval of the Grand Lodge. Appropriations shall be made for the fiscal year. All books and accounts shall be promptly posted.
  - (g) To sell copies of the Journal of Proceedings, Code of General Laws and Supplements thereto, and other supplies for cash, on consignment, or for credit not exceeding sixty (60) days, as deemed for the best interest of the Order.
  - (h) To transmit to the Grand Treasurer all moneys collected for various funds and obtain receipts.
  - (i) To prepare a complete Journal of Proceedings of each session containing statistical and other information directed by the Grand Lodge, properly indexed, to be printed and bound; and distributed as designated in the By-laws.
  - (j) To keep a library of the proceedings of the Grand Lodge. To archive all paraphernalia that may come into possession of the Grand Lodge.
  - (k) To transmit all appeal papers to the Chairman of the Committee on

Appeals and Petitions so as to arrive prior to the annual session.

- (l) To attest proclamations of the Grand Master and distribute same to each Lodge.
  - (m) To prepare forms for annual reports of the Lodges containing information required by The Sovereign Grand Lodge. Reports shall be due on the date stated in the By-laws, such that the membership is based on a twelve (12) month period, along with such other information as may be necessary for tax purposes that may be required.
  - (n) To require payment of all fees and dues with the reports set forth in sub-paragraph (m) above. Failure to comply shall give the Grand Secretary sufficient reason to take the following actions: (a) Notify the Lodge of its Representative(s) loss of accreditation; (b) Require monetary penalties of ten percent (10%) as of date stated in the by-laws, based on dues payable and an additional one and one-half percent (1 1/2%) interest per month thereafter until paid. If all dues and penalties are not received, the Representatives may be seated with only the right of debate and to make motions but not permitted to vote. If mileage and per diem are paid, the Lodge shall be billed for mileage and per diem, unless good cause for such failure can be shown to the satisfaction of the Grand Lodge.
  - (o) To keep an adequate supply of jewels and items of supply for sale.
  - (p) To keep accounts between the Grand Lodge and all components under its jurisdiction and that all accounts to the Grand Lodge which becomes delinquent sixty (60) days shall bear a penalty of one and one-half percent (1 1/2 %) per month which shall be collected on the gross amount of the invoice.
  - (q) To notify all members to attend special sessions of the Grand Lodge.
  - (r) Make a full report of the proceedings of the Board/Executive Committee to the Grand Lodge at its annual session.
  - (s) Receive from the Secretaries, in triplicate, amendments to their respective by-laws together with three (3) certified copies of their current laws. Amendments shall be forwarded to the Committee on By-laws, or appropriate member for review and reporting on at the Grand Lodge Session. The files shall be forwarded within thirty (30) days of receipt.
- (2) **Information.**
- (a) The local units of the Order shall annually furnish to their Grand Body, who will in turn annually furnish the same to The Sovereign Grand Lodge, the following:
    - (i) The most current mailing address for the Unit.
    - (ii) The physical location of their meeting facilities.
    - (iii) The Meeting dates and times as reflected in their by-laws.

- (iv) <sup>24</sup>The full name, date of birth, current mailing address, physical address of residence, telephone number, and e-mail address of each member whether regular, associate, or non-contributing. Said information is to include the member's status of membership.
- (v) The Grand Lodge shall **NOT** sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Grand Lodge or its local lodges, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without the Grand Lodge, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Grand Lodge present and voting at any regular annual or called special session.
- (b) Each unit of the Order shall furnish to their Grand Body a complete legal description of all real property owned, including property owned by a hall association and any other property that may be owned outright or in cooperation with others, which includes cemeteries. This information shall be furnished by the Grand Body to The Sovereign Grand Lodge upon request.
- (c) Each Grand Body shall furnish to The Sovereign Grand Lodge a complete legal description of all real property owned including Homes, Camps, Cemeteries or other property that may be owned outright or in cooperation with others.
- (3) **When the Grand Lodge is in session:**
  - (a) Attend all sessions of the Grand Lodge, keep a record of all proceedings and handle correspondence and business pertaining to the office or as may be delegated.
  - (b) At the opening of each session report to the Grand Master in writing the names of Lodges that are delinquent in reporting, paying dues and fees, or that are indebted for supplies as of sixty (60) days before the session. This report shall be delivered to the Committee on Credentials immediately upon its appointment.
  - (c) Make a detailed financial report of all accounts.
  - (d) Provide for use of committees and Representatives an adequate supply of Codes of General Law, Journals of Proceedings, Robert's Rules of Order, and necessary forms and stationery.
  - (e) Appoint such Assistants as required.
  - (f) Keep a record of the proceedings of each session.
  - (g) In compiling the Journal, to number every bill, resolution, petition and document. At the end of each item, indicate by number the committee report and disposition.
  - (h) Edit and print the reports of officers of the Grand Lodge for use by the Committee on Distribution of Officers' Reports; this to include

minutes of the Board.

- (i) Cause to be printed in the Journal, all legislation including those Bills laid over for the next session.

(4) **<sup>24</sup>Reporting of Lawsuits against the Grand Lodge.**

- (a) Whenever a Grand Lodge is named as a defendant in a civil lawsuit, the Grand Secretary of that jurisdiction shall notify The Sovereign Grand Lodge.
- (b) Such notice and information of the lawsuit, not to include privileged or case sensitive content, shall be provided to The Sovereign Grand Lodge immediately prior to filing an answer to the plaintiff's complaint.

**E. Duties of the Grand Treasurer.**

(1) Generally.

- (a) Be required to furnish bond in the amount and under the terms and conditions required of the Grand Secretary.
- (b) Attend all sessions of the Grand Lodge and perform the duties of the office and those assigned.
- (c) Keep all monies, securities, and evidence of indebtedness of the Grand Lodge, pay all orders drawn by the Grand Secretary, and submit an annual statement of all accounts prior to the annual session.
- (d) Receive all monies collected by the Grand Secretary, giving receipt therefore, and deposit same in depositories selected in the name of the Grand Lodge.
- (e) Sign all checks drawn by the Grand Secretary or by authorized use of a facsimile signature. The Grand Secretary or other designated signer shall countersign checks.
- (f) Disburse funds collected for General Relief, keeping a proper record thereof.

**F. Duties of Term Directors.**

(1) Generally.

- (a) To serve as member(s) at large on the Board.
- (b) To perform all duties assigned by the Grand Lodge, Grand Master or the Board/Executive Committee.

**SEC. 9. Vacancy in office of:**

Vacancies.

- ❖ A Grand Lodge shall prescribe methods and procedures for impeachment or removal of officers after notice and hearing for nonfeasance, misfeasance, malfeasance, misconduct or other cause.
- ❖ A Grand Lodge shall enact legislation for filling vacancies caused by suspension, expulsion, removal, impeachment, death, or if the officer's lodge does not remain in good standing.



- A. The Grand Master. In case of death, resignation, or impeachment of the Grand Master, or should the office be vacated by continued physical or mental incapacity of extreme nature, then the office with the approval of the Board/Executive Committee shall be filled by the Deputy Grand Master, who may, having served a majority of and to the end of the term, be ranked as a Past Grand Master, or has the option to stand for election for a regular term as Grand Master.
- B. The Deputy Grand Master. In case of death, resignation, or impeachment of the Deputy Grand Master, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by the Grand Warden, and the Grand Warden, who may, having served a majority of and to the end of the term, be ranked as a Past Deputy Grand Master, or has the option to stand for election for a regular term as Deputy Grand Master or continue to nomination as Grand Master.
- C. The Grand Warden. In case of death, resignation, or impeachment of the Grand Warden, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by appointment, the appointee who may, having served a majority of and to the end of the term, be ranked as Past Grand Warden or has the option to stand for election for a regular term as Grand Warden or continue to nomination as Deputy Grand Master.
- D. The Grand Secretary. In case of death, resignation, or impeachment of the Grand Secretary, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by appointment, the member shall be entitled to rank as a Past Grand Secretary, or has the option to stand for election as Grand Secretary at the close of the term for which appointed.
  - (1) Should the term be for more than one year, the appointment shall be to the next session of the Grand Lodge. If there be additional time in the term, there shall be an election to fulfill the remainder of the term.
- E. The Grand Treasurer. In case of death, resignation, or impeachment of the Grand Treasurer, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by appointment, the member shall be entitled to rank as a Past Grand Treasurer at the close of the term. Has the option to stand for election as Grand Treasurer at the close of the term for which appointed.
  - (1) Should the term be for more than one year, the appointment shall be to the next session of the Grand Lodge. If there be additional time in the term, there shall be an election to fulfill the remainder of the term.

- F. Grand Representative. In case of death, resignation, or impeachment of the Grand Representative, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office shall be filled by the Alternate Grand Representative. The Alternate Grand Representative shall be entitled to rank as a Past Grand Representative at the close of the term.
- G. Term Director. In case of death, resignation, or impeachment of a Term Director, or should the position be vacated by reason of continued physical or mental incapacity of extreme nature, then the position shall be filled by the Board.
  - (1) Should the term be for more than one year, the appointment shall be to the next session of the Grand Lodge. If there be additional time in the term, there shall be an election to fulfill the remainder of the term.

**SEC. 10. Reports of Elective and Appointive Officers.**

- A. <sup>22</sup>All elective officers shall, at least one (1) month prior to the annual session of the Grand Lodge, submit to the Grand Secretary a report of their activities during the preceding year.
  - (1) Appointive Officers may be required to make report by their respective Grand Body.
- B. <sup>18</sup>Minutes of the Board shall be a matter of record in the advance reports unless previously distributed.
- C. The reports shall be printed for distribution at the annual session and inclusion in the Journal of Proceedings.
- D. The Grand Master may submit a supplemental report to be printed in the Daily Journal.

**SEC. 11. Impeachment:** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Grand Lodge. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Grand Secretary at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the Representatives present is required for conviction and punishment.

**SEC. 12. Sessions:**

- Regular sessions of the Grand Lodge shall be held at predetermined places on a date as specified in the By-laws of the Grand Lodge.
- Special Sessions shall be held in accordance with the By-laws of the Grand Lodge.
- <sup>21</sup>Exceptional Sessions shall be formatted in similar sequence as

designated in Chapter I – Constitution of The Sovereign Grand Lodge, Article VII Sessions.

A. **Special Sessions.**

The Grand Master may call Special Sessions of the Grand Lodge at any time, or when petitioned by at least seven (7) Past Grands representing at least three (3) lodges; or majority of lodges as detailed in the By-laws. Notice thereof shall be given at least thirty (30) days prior; stating the time; place and purpose of the meeting, and no business shall be transacted except as specified in the notice.

In the event of an emergency when it is not financially feasible to hold a special session, the Representatives/lodge (members) [Past Grands] may be polled by mail as to their vote upon the proposition or propositions, not exceeding two (2) in number, with the pros and cons to be disclosed in full.

B. **Quorum.** A quorum of the Grand Lodge shall consist of the attendance of at least seven (7) Past Grands who are in good standing from not less than three (3) or a majority of the lodges in good standing.

- (1) The by-laws of the Grand Lodge may state a larger number.

**SEC. 13. Rules and Practices.**

- A. The Grand Lodge shall determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.

**SEC. 14. Revenues.**

- A. Revenues shall be from charter fees, per capita dues, assessments adopted in regular session, profit from the sale of supplies, investment income, rent, devises and bequest and income from any lawful source.
- B. The Grand Lodge shall collect sufficient per capita dues to supplement the funds required to pay the expenses and fraternal obligations.

**SEC. 15. Authority Over Lodges.**

- A. Grand Lodges have sole power to grant charters or dispensations for lodges in their jurisdiction and shall adopt legislation prescribing the methods and procedures.
- (1) Grand Lodges may designate a local unit or units which have historical and traditional significance as an historical unit.
- B. Lodges may conduct their business in any language authorized by the Grand Lodge if rituals are available.
- C. Grand Lodges shall require all lodges to adopt Constitutions and By-laws which shall be submitted to the Grand Lodge for referral to the proper officer or committee for approval before becoming effective upon vote of the Grand Lodge.
- D. Grand Lodges shall see that by-laws are enforced unless repealed.

- E. Grand Lodges shall require that by-laws provide for fees and dues sufficient to meet fraternal obligations.
- F. The charter of a lodge may be arrested, suspended, or revoked by the Grand Lodge Board/Executive Committee after notice and hearing. The charter of a Lodge may be arrested upon request by the Lodge after an investigation by the Board/Executive Committee.
- G. It shall be the duty of a Grand Lodge to see that its lodges conform to law, both fraternal and civil and do not dissipate their property and funds.
- H. When a Grand Lodge arrests, suspends, or revokes a charter, the assets and records of the lodge shall be taken by it, and be placed in escrow. After hearing the Grand Lodge may restore the charter and assets. Should the lodge not be reinstated the assets shall be placed in escrow for a minimum of three (3) years. If no petition for reinstatement is received and approved, the assets, etc. shall become the property of the Grand Lodge.
- I. Grand Lodges have no right to compel lodges to elect persons to membership, or restore expelled members, unless the decision to expel is reversed. Its officers cannot grant dispensation to re-ballot on rejected applications for membership. Grand Lodges may not prohibit lodges from receiving members because of advanced age. Grand Lodges shall not compel lodges to accept members by transfer.
- J. Grand Lodges may not designate or select lodge officers but may appoint committees to investigate the actions, books, papers, and records of lodges.
- K. Grand Lodges may permit consolidation of lodges within their jurisdiction under the following regulations, except when five (5) members wish to keep the lodge.
  - (1) The request for such consolidation shall be submitted to each lodge interested, in writing, signed by not less than ten percent (10%) of the membership of each lodge, giving the name and number of the lodge under which the proposed consolidated Lodge shall work, which may be the name and number of either lodge, or the charter name of one and the number of another, or an entirely new name and such number as the Grand Master or the Grand Lodge may award them, together with any other agreements desired between such lodges.
  - (2) A written or printed copy of the proposed provisions for such consolidation shall be mailed within three days to the last known address, as shown on the books of the lodge, to all members of each lodge by the Secretary thereof, stating that a vote will be taken on such provisions on the date specified within four (4) weeks.
  - (3) At such time as may then and there be fixed, a vote by secret ballot shall be taken, the result duly recorded, and a certified transcript of the entire action taken shall be sent, under seal immediately to the Grand

Lodge; office of the Grand Secretary, who shall forward copy to the Grand Master.

- (4) The Grand Master, or the Grand Lodge, may grant and issue the necessary dispensation provided that a majority of the members present and voting in each lodge approve such consolidation.
  - (5) The consolidation, if authorized, shall be effected by the Grand Master, or his duly authorized Deputy, whose duty it shall be to receive from each lodge its charter, rituals, books, assets and liabilities. The secretary of each affected lodge shall provide a list of members including dropped, suspended, expelled and deceased since the last report.
  - (6) On receiving such property and lists of membership, the Grand Master or his Deputy shall proclaim the lodges duly consolidated, and proceed forthwith to the election and installation of duly qualified members to the various offices.
  - (7) All lodge assets and liabilities shall be transferred to the new consolidated lodge.
- L. Procedures for charges regarding offenses, the method of trial, punishment and appeal shall be as set forth in Chapter XXXVIII.

**SEC. 16. Funds of the Grand Lodge.**

- A. Excess funds of the Grand Lodge shall be invested by the Grand Treasurer and the Finance Committee or such other committee appointed to confer with the Grand Treasurer. This officer and Committee shall also determine the amount that constitutes excess funds.
- B. The Board/Executive Committee may borrow funds, not exceeding the amount previously approved by the Grand Lodge, as may be necessary to meet expenses and appropriations, and to pledge the credit of the Grand Lodge. The chairman of the Committee on Finance shall also attest evidence of the indebtedness. Real or personal property may be mortgaged or pledged if necessary. Funds derived therefrom shall be delivered to the Grand Treasurer. Funds to be borrowed if in excess of the approved amount must be authorized by special resolution adopted at a session of the Grand Lodge.
- C. A complete list of all securities shall be currently maintained by the Grand Treasurer and delivered to the Grand Master. Securities shall be kept in safe deposit boxes. Access shall be limited to any two (2) of the Board/Executive Committee.
- D. The Grand Lodge may authorize the raising of funds for particular purposes, by contributions or other legal money-raising activities.
  - (1) No unit, officer, or member may petition funds outside the jurisdiction without written approval of the Sovereign Grand Master.

- E. Life Membership Fund. Shall be established when the Grand Body authorizes Life Membership in accordance with Chapter III, Sec. 10 – Life membership.

**SEC. 17. Representatives.**

- A. Election, Qualifications and Terms of Office; for those jurisdictions using representatives.
- (1) e.g.: An active Lodge shall be entitled to a Representative for its Charter and the first fifty (50) members; those Lodges with more than fifty (50) members shall be entitled to an additional Representative for each fifty (50) members.
  - (2) An alternate Representative shall be elected at the same time as the Representative to serve in the event that the elected Representative cannot attend the upcoming session. Each Lodge may enact legislation providing for the manner of electing its Representatives. Terms of Representatives commence at the beginning of the Grand Lodge Session for which elected.
  - (3) The Grand Lodge is the sole judge of the qualifications of Representatives.
    - (a) A Representative may be elected to any number of terms.
    - (b) Cannot be seated unless the Representative and the Lodge are in good standing.
    - (c) A Representative may hold any other office in the Lodge.
    - (d) Contested elections shall be determined solely by the Grand Lodge.
  - (4) If a Lodge becomes entitled to an additional Representative after the date to certify Representatives to the Grand Lodge Office, the presiding officer may appoint an additional Representative certifying the increase in membership to the Grand Secretary. If a decrease in membership deprives a Lodge of a Representative, then each Representative elected by it shall serve out the elected term and the Lodge shall elect one (1) less Representative.
  - (5) Each Representative and alternate Representative must be a Past Grand, a member in good standing of an Odd Fellows Lodge in good standing; provided that residence is within its own or an adjoining jurisdiction; and further providing that the one elected may qualify after election by obtaining the Grand Lodge Degree at a Regular or Special Session of the Grand Lodge. The Lodge shall furnish the Representative with a certificate of election with a duplicate under seal to the Grand Secretary.
  - (6) If a Representative is prevented from attending one (1) session, the seat is not thereby vacated, but may serve the remainder of the term.
  - (7) If a Representative or Representative-elect becomes disqualified, it shall be the duty of the Lodge to immediately notify the Grand Secretary.

- (8) One (1) elected, as a Representative shall not be recognized as such, nor entitled to their rights and privileges until the credentials have been received and approved.
    - (a) A Lodge that fails or refuses to properly certify its Representative to the Grand Secretary two (2) weeks prior to the Session, shall be billed for mileage and per diem of such uncertified Representatives, if seated by the Grand Lodge, and if the Grand Lodge pays miles and per diem to its representatives.
    - (b) This penalty shall not apply in cases of death or serious illness and the Grand Lodge may rule that the delay was caused by other unavoidable circumstances.
  - (9) When a Representative shall be installed in an elective office of the Grand Lodge, the office, as Lodge Representative shall be vacated.
    - (a) A Representative shall represent only one (1) Lodge.
      - (i) There shall not be proxy representation, nor vote by proxy; one (1) person – one (1) vote.]
- B. The Duties of a Representative are:
- (1) To attend sessions of the Grand Lodge, represent the Lodge and report all legislation and other matters that occurred at the session pertaining to the Lodge.
  - (2) To vote on every roll-call vote. If any member shall be temporarily absent from the hall, the other Representative from the Lodge shall be allowed to cast the vote of such temporarily absent member, in which event the Grand Secretary shall place the word “absent” opposite the name of the absent Representative and thereafter such vote cannot be changed.
  - (3) To vote on all matters except on personal qualifications to be seated.
  - (4) To serve on all committees to which appointed unless excused by the Grand Lodge.

*SEC. 18. COMMITTEES.*

- A. The following are STANDING COMMITTEES consisting of not less than \_\_\_\_\_ members each and their duties. [The Grand Lodge shall state in its by-laws the committees of the Grand Lodge and their duties: e.g.]
- (1) **Appeals and Petitions.** If authorized by the Grand Master, it meets prior to the Annual Session. The Committee shall consider no appeal unless the record has been filed with the Grand Secretary in the manner and for the length of time prescribed by law, or unless directed to do so by the Grand Lodge. All appeals and petitions of petitioners shall be referred to it.
  - (2) **By-laws.** Shall receive from the Grand Secretary on a rotating basis amendments to and revised by-laws. This committee shall:
    - (a) Review all by-laws and amendments thereto of all Lodges under the jurisdiction of the Grand Lodge.

- (b) Every six (6) years, the committee shall complete a review of all Lodges, doing one-sixth (1/6) of these each year. The Grand Secretary shall notify each Lodge to be examined that year to send three (3) copies of its laws for review. If a Lodge fails to comply, the Grand Secretary shall notify it that its Representative(s) shall be deprived of voice, vote, mileage and per diem.
- (c) The committee shall not only see that the Lodge laws comply with the laws of The Sovereign Grand Lodge and the Grand Lodge, but it shall also point out to the Lodge any failure to take advantage of its rights and privileges available to the Lodge.
- (3) **Credentials.** Shall pass upon the qualifications of Representatives and Members (Past Grands to receive the Grand Lodge Degree).
- (4) **Distribution of Officers' Reports.** Shall recommend reference to appropriate committees of the several parts and recommendations of officers' reports.
- (5) **Drawing of Seats.** Shall arrange the meeting place and see that it is properly set up before each daily session in accordance with plans provided by the Grand Master or Executive Committee.
- (6) **Finance.** Prepares and submits for consideration a proposed budget, setting out expected revenues and expenditures for the next fiscal year. After approval no appropriation shall be exceeded. This budget shall be presented, at the annual session. If the proposed budget results in a deficit, it shall only be adopted by roll-call vote with two-thirds (2/3) of the voting members present voting in favor. All matters pertaining to finance and appropriations of money shall be referred to it.
  - (a) Committee on Finance shall secure the CPA for the audit of the Grand Secretary and Grand Treasurer, and any additional books of entities of the Grand Lodge.
- (7) **Judiciary.** If authorized by the Grand Master, it meets prior to the annual session. This committee shall review the decisions of the Grand Master and report thereon to the Grand Lodge. Interpretations of the Laws of the Order on other matters shall be reported on at any time during the session.
  - (a) This committee shall serve as a Trial Committee when so directed under Chapter XXXVIII.
- (8) **Legislation.** Examine all legislation proposed and make recommendations with reference thereto, as well as such matters as may be referred to it.
- (9) **Mileage and Per Diem.** If required, makes corrections on the table of mileage and per diem prepared by the committee and the Grand Secretary.
- (10) **Miscellaneous Business.** Shall be referred matters not herein specified for reference to any other committee.



- (11) **Odd Fellows Property.** Shall be referred matters pertaining to the Homes, Camps, Cemeteries and Odd Fellows Lodge owned/sponsored Property of the Order.
- (12) **Rebekah Matters.** Shall be referred matters relating to the Rebekah Degree, and other activities of the Rebekah Branch of the Order.  
When requested to do so, this committee shall consider recommendations from the Rebekah Assembly and shall prepare the necessary Committee Bills or Resolutions for submission to the Grand Lodge.
- (13) **Relief.** Shall be referred matters pertaining to relief and relief projects, or otherwise involving the interests of the Order.
- (14) **State of the Order.** Shall be referred all matters and questions in relation to the general welfare and activities of the Order.
- (15) **Instruction.** Shall be responsible to provide instruction in the unwritten work, rituals, laws, customs and history of the Order. Its services shall be available to all lodges, District Deputies, Degree Captains and Staffs. The committee may conduct such schools of instruction as appropriations permit.
- (16) **Courtesies Extended.** Shall be appointed by the Grand Master.

B. SPECIAL COMMITTEES and their duties are:

- (1) **Communications.** Shall follow the guidelines as set by The Sovereign Grand Lodge and the Grand Lodge.
  - (a) Jurisdictional Newspaper, etc.
  - (b) Jurisdictional Web Sites, etc.
- (2) **<sup>22</sup>Executive Committee / Board of Directors / Grand Council, et cetera.** The Executive Committee / Board of Directors / Grand Council, et cetera, meets between sessions to manage the affairs of the jurisdiction; and promulgates plans and programs and works with the officers of all bodies under the immediate supervision of the Grand Lodge for the development and expansion of the Order. It shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order.
  - (a) The Executive Committee / Board of Directors / Grand Council, et cetera, shall submit a Master Report of their minutes to the Grand Lodge so the Representatives may ratify or change their actions.
- (3) **GL/RA Joint Youth Committee** shall consist of a minimum of six (6) members. The Grand Master-elect shall appoint a replacement for a three-year (3) term. The President-elect of the Rebekah Assembly shall recommend a member sister for a three-year (3) term. The replacements are to be appointed thirty (30) days before the annual session and confirmed the first day of the annual session. All terms of members are for three (3) years. The committee shall:

- (a) Meet to select a chairman from among its membership.
  - (b) Be reimbursed for expenses as budgeted by the Grand Lodge.
  - (c) Promote all youth branches and activities.
  - (d) Make necessary reports to the Executive Committees/Board of the Grand Lodge and Rebekah Assembly and an Annual Report to the Grand Lodge and Rebekah Assembly. Its actions, when the Grand Lodge is not in session, shall be subject to review and approval of the Grand Lodge Board/Executive Committee.
  - (e) <sup>19</sup>Background Check. The GL/RA Joint Youth Committee shall order and pay for a background check relating to any criminal conviction for each Advisor and Assistant Advisor for all youth branches prior to their appointment.
- (4) Each Jurisdiction may have a Pilgrimage for Youth Committee consisting of no fewer than three (3) members appointed by the Grand Master, with one member designated as the Jurisdictional Chairman. Shall adopt rules and regulations governing Grand Lodge participation in the Pilgrimage for Youth Program subject to approval of the Grand Master and the Executive Committee and shall submit an annual budget for expenses of the Program.
- (5) **Investigation of Grievances.** At least one (1) member shall be a Past Grand Master. Whenever any situation arises that may be detrimental to the welfare of the Order, the Grand Master shall take necessary action as authorized by the laws of the Order. Members shall be reimbursed as authorized by the Grand Master within the Budget.
- (6) **Membership** Committee shall consist of a minimum of three (3) members, and a General Chairman.
- (a) The Grand Master-elect shall make appointments thirty (30) days prior to session. All appointments to be confirmed by the Grand Lodge.
  - (b) The General Chairman shall direct the affairs of the Committee, which will include the plans and procedures for the promotion of membership and may include such programs as Training Conferences, Degree Rallies and other related activities.
  - (c) Each Lodge shall appoint a membership chairperson (and co-chairperson or committee) as the program may deem from year to year.
- (7) **Memorials.** Shall be referred all matters of commemorating the memory of deceased members of the Grand Body who died in good standing to be referred to this committee for their action and report, and it shall be their duty to secure any available statistics in regard to death and report on same.
- (8) **Joint Planning Board.** The Grand Lodge may participate in the/a Joint Planning Board. See Chapter XXXI, Sec. 1.

- C. Duties and responsibilities of committees:
- (1) Only Grand Lodge Members may serve on standing committees. No person shall, simultaneously, serve as chairman of more than one (1) standing committee.
  - (2) Committees are to perform the duties prescribed by law, special assignments by the Grand Master or the Grand Lodge and other duties pertaining to such committees as have been customarily performed in the past.
  - (3) A committee chairman is not an officer of the Grand Lodge, but may upon occasion become its agent.
  - (4) Any committee may request from the Grand Master, the appointment of a Past Grand Master to act in an advisory capacity.
- D. Emergency meetings of committees. The Grand Master may appoint any committee prior to session to serve and act at any time and place that in the opinion of the Grand Master is necessary to preserve the interests of the Order.

<sup>24</sup>SEC. 19. **Defunct Lodges.**

- A. If a lodge desires to surrender its charter, a regular or special meeting will be called and all members urged to attend, particularly those whose dues are paid or those who may pay the same. Five members in good standing, one of whom is qualified to preside, will serve as a committee, and this committee will receive all the books, papers, effects, funds and property of the lodge. The committee will select one of its members as acting Noble Grand and one as acting Secretary and will proceed to issue withdrawal cards to all other members of the lodge who request and who are entitled to receive same; those who are paid to date one-year in advance. The committee will promptly ship all movable effects of the lodge to the Grand Secretary, with all books, papers, funds and deeds to property, or will deliver same to the Grand Master or deputy. Prior to delivery of property and funds, the committee will, if possible, settle all debts of the lodge. After so doing, the members of the committee will each remit \$1.00 of their own funds to the Grand Secretary, and the Grand Secretary will issue withdrawal cards to each member of the committee.
- B. If a lodge continually fails to meet for a period of six months, the Executive Committee may, when the Grand Lodge is not in session, arrest the charter of a lodge; and unless the lodge can be revived, they will forward its books, funds and effects to the Grand Secretary. The Executive Committee of the Grand Lodge is authorized to sell the personal property of defunct lodges for such price and on such terms as they deem best and funds accruing there from will be delivered to the Grand Secretary, marked for the lodge, to be held for a period of three (3) years.
- C. If a member in good standing of a defunct lodge fails to receive a

withdrawal card from their lodge, they may apply to the Grand Secretary therefore. If a member, not in good standing, desires to do so, they may apply to the Grand Secretary for a defunct certificate, which does not confer any rights except the right to apply for membership. Defunct certificates issued in other jurisdictions have the same force and effect as those issued in this jurisdiction. No member expelled or suspended for cause may receive a defunct certificate.

D. If a lodge, on or before surrendering its charter or having its charter arrested, diverts the property or funds of the lodge from the designated objects and purposes, or divides the same among the members, or uses them for a purpose not recognized by the Order, any member participating therein will be reported to all lodges in the jurisdiction as having acted dishonorably and is forever barred from membership in the Order.

E. **Property. See Chapter XXXVII – Property.**

<sup>24</sup>*SEC. 20. Revival of Lodge*

A. If five or more members who were in good standing when their lodge became defunct shall petition for revival of their lodge, the Grand Master may, if satisfied and if the name or number of the lodge has not been assigned to some other lodge, restore the charter and effects of the lodge, but the funds, securities, and real estate of the lodge may only be returned by the Grand Lodge in regular session. If the name or number of the defunct lodge has been assigned to another lodge, then the lodge cannot be revived, and the members may only petition for a charter for a new lodge.

B. If the lodge is revived, the Grand Secretary will endorse on the margin or elsewhere on the charter the names of the petitioners for revival and the date the lodge was revived. No fee will be charged for returning the charter of a revived lodge.

*SEC. 21. Grand Jurisdictional Lodge.*

A. The Grand Lodges shall operate a Grand Jurisdictional Lodge for members of defunct lodges. The Grand Secretary shall transfer the members from a closed Lodge to the Grand Jurisdictional Lodge, so that their membership will be retained. The Grand Jurisdictional Lodge is a non-working lodge.

- (1) It is not counted in the total of five (5) Lodges being required to hold the charter.
- (2) It is not entitled to representation at Grand Lodge.
- (3) The Grand Master shall serve as Noble Grand, the Grand Treasurer as Treasurer, the Grand Secretary as Secretary keeping financial and other records, making reports and returns.

- B. Membership is a matter of right for those whose lodge charters have been surrendered or forfeited and they shall maintain good standing and be entitled to pecuniary benefits if provided by their former lodge; adequate moneys shall be deposited in the Grand Lodge jurisdictional lodge fund upon surrender of the charter to cover such pecuniary benefits. The members may attend Grand Lodge.
- C. A Grand Lodge may provide that its members must make application for membership in an active lodge within two (2) years.
- D. A Grand Lodge having Aged Odd Fellows Funds that were in existence on December 31, 1966, may transfer a pro-rata share or any part thereof to the jurisdictional lodge for funeral benefits.

**SEC. 22. Compensation of Officers and Representatives.**

- A. Elective officers, Appointed Officers, Special Representatives of the Grand Master, Immediate Past Grand Master while on the Board/Executive Committee, and Committees shall receive such allowances for expenses from appropriated funds on vouchers accompanied by receipts whenever possible, when performing official duties during recess of the Grand Lodge.
- B. Salaried officers shall receive such salaries as may be appropriated.
- C. Representatives and Past Grand Masters may receive such mileage and per diem as may be computed and appropriated.
- D. All salaries, expense allowances, mileage, and per diem shall be paid from funds appropriated.
- E. Mileage shall be computed in accordance with any Certified Mileage Guide.
  - (1) <sup>19</sup>The Budget Resolution shall set the fund limits to be spent.

**SEC. 23. Rules of Order.**

- A. A quorum is required for the transaction of business and consists of a majority of the elected Representatives.
- B. Generally.
  - (1) The Grand Lodge shall be opened and closed in the Grand Lodge Degree according to the Grand Lodge Ritual.
  - (2) Business of the Grand Lodge shall be conducted in the Third Degree.
  - (3) The business sessions of the Grand Lodge shall be conducted in the following manner:
    - (a) The Grand Master shall call the members to order, ascertain by roll call that a quorum is present, direct the Deputy Grand Master to proclaim the Grand Lodge duly opened, require all members to be in proper regalia, and ascertain from the Grand Secretary if all reports have been printed and distributed.
    - (b) The Grand Master shall cause the previous session's journal to be

read, or may declare them approved as printed except for corrections that may be brought to the attention of the Grand Lodge.

(c) The Grand Master shall preserve order and decorum.

C. Voting, Motions.

The Grand Master shall:

- (1) Permit a member to speak but once until every member who chooses has spoken. No member shall speak more than twice on a question without unanimous consent of the members present.
- (2) Voting for officers shall be by ballot. All other voting shall be by the voting sign, except that one-fifth (1/5) of the Representatives present may demand a roll call vote. Except as otherwise provided, a majority of a quorum shall prevail.
- (3) Upon request of any member, require a motion to be placed in writing.
- (4) Put the motion to defer a particular item to a time certain, this shall be determined without debate.
- (5) Not permit a motion to be entertained during balloting.
- (6) Grant any member the right to protest and have the protest entered in the Journal.

D. **Bills, Resolutions, and Reports.**

- (1) When a committee reports favorably upon a bill the vote shall be upon passage of the bill. Amendments shall be voted upon first, and then the bill or bill as amended.
- (2) Majority reports will normally be considered first, unless there is a motion to adopt the minority report.
- (3) Motions to table, lay-over, indefinitely postpone, or subsidiary motions are always in order.
- (4) When a Committee submits an adverse Report on a subject (Bill, Resolution or Report) referred to it, the subject shall be placed before the Grand Lodge as a committee of the whole. A proponent of the subject shall have five (5) minutes to speak to the subject. A vote shall then be taken to place the subject upon passage. If the vote is favorable, then the subject shall be open to debate. After debate the vote shall be upon the subject.
- (5) A bill, resolution, or other proposition that is to be referred to a standing committee shall be submitted in triplicate, on standard letter or legal-size paper, either printed or typewritten.
- (6) Resolutions involving appropriation of funds must be referred to the Committee on Finance.
- (7) The proponent of a bill, resolution, or report is privileged to speak for three (3) minutes in explanation thereof, prior to final action.
- (8) The adoption of an officer's report containing recommendations or proposed expenditures must be implemented by a resolution approved by the Grand Lodge, following a committee report.

**E. Order of Business.**

- (1) The order of business shall be set forth in the ceremony for opening and closing the Grand Lodge.
- (2) Any procedure not provided for herein shall be governed by Robert's Rules of Order.

**SEC. 24. Laws of the Grand Lodge.**

- A. Laws to be passed by Bills/Notice of Motions – Bills and Notices of Motion shall be deemed to be one in the same – (congressional style vs parliamentary style).
  - (1) Form. Bills proposed by one (1) or more members shall begin with a title followed by the enacting clause, “Be it enacted by the Grand Lodge”, and contain only one (1) subject. The Bill shall reference the chapter number, Article and/or Section of the chapter and if applicable, the subsection(s) and/or paragraph(s) and page number (i.e., II-25 of the By-laws to be enacted, amended or repealed).
    - (a) Striking through that portion to be deleted and underlining the portion being added.
  - (2) Amendments. Bills may be amended but no amendment shall be considered which changes the original purpose of the Bill.
  - (3) Bills must be referred to the Committee on Legislation and any additional Committee(s) as essential before action can be taken.
  - (4) Bills held over from the previous annual session may be acted upon on the reading of the Committee(s) Report.
  - (5) Voting. The vote shall be taken and the number for and against entered upon the Journal. No Bill shall become law unless two-thirds (2/3) present and voting shall vote in its favor.
  - (6) Roll Call Vote. On demand of one-fifth (1/5) of the Representatives present, a roll call vote shall be had with the yeses and noes recorded.
  - (7) Effective Date. Bills become effective upon ratification by The Sovereign Grand Lodge.
  - (8) When and How Submitted. Bills must be submitted in triplicate, typewritten or printed, in the form stated in Sec. N (1) (a) above and mailed to the Grand Secretary a minimum of forty-five (45) days prior to the annual session.
  - (9) Procedure. The Grand Secretary shall reproduce the bills after review by the Committee on Legislation and send copies to each Representative, Representative-elect, Past Grand Master, Grand Lodge Officer, and to the Secretarial Officer of each Lodge, at least thirty (30) days prior to the annual session.
  - (10) Bill Introduced at Session. A member may introduce a bill at the session if two-thirds (2/3) of the voting members agree. The bill must be presented in triplicate.

- (11) Hearings. The Chairman of the Committee on Legislation shall announce the time and place of the meeting of the committee each day. Anyone may appear before the committee and be heard for or against a Bill.
- (12) Legislative functions of a Grand Lodge cannot be delegated to a committee.
  - (a) Code changes adopted by The Sovereign Grand Lodge shall be edited into the Grand Lodge Constitution and By-laws as mandated without layover.

**B. Judicial Powers.**

- (1) A Grand Lodge shall construe and interpret its laws and its decisions shall be final unless appealed. A Grand Lodge is best qualified to interpret its laws, which interpretation shall not be reversed unless there is a violation of justice.
- (2) A member may form an interpretation of the laws, but only the following have official authority to interpret the laws of the Order: the Noble Grand, whose rulings may be appealed to the lodge, and a District Deputy Grand Master, whose rulings must be adhered to until the will of the Grand Master is known. The Grand Master's decisions must be adhered to unless reversed by the Grand Lodge, the Sovereign Grand Master, or The Sovereign Grand Lodge.

**SEC. 25. Visiting the Grand Lodge Sessions.**

- A. A member in good standing in an Odd Fellows Lodge that is in good standing may visit Sessions of the Grand Lodge upon being vouched for by a Representative of the lodge or by presenting an Official Certificate to the Grand Guardian showing dues paid up-to-date.
- B. A Third Degree member in good standing may visit Sessions provided:
  - (1) The member presents an Official Certificate showing dues paid in advance.
  - (2) A Third Degree Member of an active Lodge will have voice when recognized by the presiding officer but is not entitled to present Bills, make Motions nor be entitled to vote during the Sessions of the Grand Lodge.

**SEC. 26. Term of Office.**

- A. The term of officers shall be as set forth in the by-laws; a minimum of one (1) year.
- B. The terms of the Grand Secretary and Grand Treasurer shall not run concurrently.
- C. Term Directors shall be elected for a term of not more than three (3) years.
- D. Trustees as deemed necessary in the By-laws shall be elected for a term



of not more than three (3) years. (The Trustees are not entitled to receive the Honors of the Order or Honors of the Degree.)

*SEC. 27. Archives.* The Grand Secretary shall maintain the archives of the jurisdiction, reporting to the Board/Executive Committee, when the Grand Lodge is not in session, informing the completed action and progress.

*SEC. 28. Property – See Chapter XXXVII.*

*SEC. 29. Privacy Policy.* The Grand Lodge shall **NOT** sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Grand Lodge or its local lodges, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without the Grand Lodge; without the expressed permission of the member. Further, any distribution must have the expressed permission of the voting members of the Grand Lodge present and voting at any regular annual or called special session.

*SEC. 30. Amendments.* The constitution and by-laws shall state the procedures for making amendments thereto.

The Grand Secretary shall forward to the Sovereign Grand Secretary three (3) certified copies in triplicate of amendments to their respective constitutions and/or by-laws along with the current documents being amended. Certification shall be on Grand Lodge letterhead, stating the date of adoption at the recent Grand Lodge session, attested by the Grand Secretary with the seal of the Grand Lodge.

A. The file may be submitted by electronic file – see Chapter II, Sec. 5 A (25).



## CHAPTER IV

**<sup>09</sup> INDEPENDENT GRAND LODGES**

The Sovereign Grand Lodge of the Independent Order of Odd Fellows, (*Willey Odd Fellowship*), by virtue of the authority vested in it, has created into distinct Quasi Independence in Odd Fellowship, the several Quasi Independent Grand Lodges, namely: **LATIN AMERICA**, working under charter dated 1948 {comprising the following countries: Argentina, Brazil, Bolivia, Chile, Columbia, Costa Rica, Cuba, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Belize, Mexico, Nicaragua, Panama – except the Canal Zone which shall remain under the jurisdiction of The Sovereign Grand Lodge, Paraguay, Peru, Uruguay, and Venezuela} – this charter is currently dormant and several lodges are working under the supervision of The Sovereign Grand Lodge, along with the Grand Lodge of Cuba working autonomously; **AUSTRALASIA**, working under charter dated 1967 {all that territory South of the Equator and lying eastward of 110 degrees East and extending to 130 degrees West (except that portion of the Indonesia lying within the aforementioned boundaries)} and; **EUROPE**, working under charter dated 2006 {within the territory and jurisdiction known as the continent of Europe as hereby described: Europe is bounded to the north by the Arctic Ocean, to the west by the Atlantic Ocean, to the south by the Mediterranean Sea, and – according to the traditional geographic definition – to the south-east by the waterways adjoining the Mediterranean to and including the Black Sea and the Caucasus Mountains (in Caucasia); Europe’s eastern frontier is vague, but has traditionally been given as the divide of the Ural Mountains and the Caspian Sea to the south-east – the Urals are considered by most to be a geographical and tectonic landmark separating Asia from Europe: except the lands known as the United Kingdom of Great Britain and Northern Ireland and the Republic of Ireland}; with full power in all matters relating to Odd Fellowship, as hereinafter more fully set forth, within the territory and jurisdiction (geographic area) as designated in their respective Charter.

**The powers and obligations** of the Independent Grand Lodges chartered shall be and remain as herein prescribed and not otherwise:

**First.** The Sovereign Grand Lodge is the source of all true and legitimate ‘Willey’ Odd Fellowship and the supreme power over the Order, except in so far as it has released or granted powers to Independent Grand Lodges by charter or otherwise.

It has original jurisdiction and ultimate power to enforce and to construe the Charters; and has appellate jurisdiction, and is the final arbiter in all questions and controversies.

**Second.** The Sovereign Grand Lodge reserves to itself and shall alone have the power to introduce Odd Fellowship into new continents and countries where there is no active grand body by the institution of subordinate Lodges therein, except so far as it may from time to time delegate or grant such power to others.

The Lodge(s) shall work under The Sovereign Grand Lodge until such time as a Grand Lodge may be chartered.

**A.** The Independent Grand Lodge shall alone have the power to introduce Odd Fellowship into new countries within their jurisdiction by the institution of subordinate Lodges therein, except so far as it may from time to time delegate or grant such power to others.

(1) The Lodge(s) shall work under the Independent Grand Lodge until such time as a Grand Lodge may be chartered.

**Third.** The Order is, and shall forever continue to be, bound to charitable and beneficent works, in visiting the sick, relieving the distressed, burying the dead, and educating the orphan, and in the performance of all those reciprocal duties and benevolences which spring from our recognition of a Supreme Being, [the Creator and Preserver of the Universe] and the Brotherhood of Man; and from the inculcation and practices of Friendship, Love and Truth; Faith, Hope, and Charity; and Universal Justice.

The manner, character and extent of moneyed relief to be extended is to be determined and regulated by each jurisdiction.

**Fourth.** The Independent Grand Lodges shall have no power or authority over other Independent Grand Lodges created under similar charters from The Sovereign Grand Lodge, nor over any lodge subordinate to such other jurisdictions, nor shall it have power or jurisdiction to proclaim or enforce non intercourse between itself and other units of the Order established by The Sovereign Grand Lodge; but it shall have full power and authority within the jurisdictions assigned to it including the power to grant and recall charters.

**A.** The Grand Lodges thus chartered by the Independent Grand Lodges as noted above shall work independently of each other, answerable only to their respective Independent Grand Lodge. In the same manner they shall have full power and authority within the jurisdictions assigned to it including the power to grant and recall charters.

**B.** The Grand Lodges comprising the above named Independent Grand Lodges shall first appeal to their respective authority; with final appeal to The Sovereign Grand Lodge.

**Fifth.** Among the qualifications for membership in the Order there shall at all times and under all conditions and circumstances be included the following qualifications; namely, that the applicant shall be a person of good character, a believer in a Supreme Being, the Creator and Preserver of the Universe; minimum age to be determined by the Grand Lodge of Jurisdiction.

**Sixth.** The Independent Grand Lodges shall not at any time in any wise alter, or repudiate, or permit to be altered or repudiated within its jurisdiction,

any of the signs, tokens, passwords or grips, or any part of the unwritten work of the Order as now known and practiced, and as may hereafter be prescribed by The Sovereign Grand Lodge.

**Seventh.** The Sovereign Grand Lodge reserves unto itself the right to prescribe and give to the Independent Grand Lodges, and the said Independent Grand Lodges are obliged to receive the Annual Traveling Password and Explanation, and the Annual Password of the Rebekah Degree, which passwords and none other are to be used within said jurisdiction for their respective purposes, and shall be used and spoken in the English language; as well any other annual words as may be communicated from time to time.

**Eighth.** Cards of visitation and final cards prescribed and issued by The Sovereign Grand Lodge shall be respected and received, and visitation thereon, and deposit thereof shall be permitted as now practiced and prescribed.

**Ninth.** The Independent Grand Lodges shall conform to the provisions of this chapter; otherwise, their charter shall be of no further force or effect.

**Tenth.** All real and personal property owned by the Independent Grand Lodge, and, which is owned by any and all Grand and Subordinate Bodies created by and under the said Independent Grand Lodge, shall, in the event that said Independent Grand Lodge, becomes defunct, dissolved or for any reason ceases to exist or operate as an active Grand Lodge, pass to and vest in The Sovereign Grand Lodge.

*(The foregoing provision shall not be exercised by The Sovereign Grand Lodge unless the political situation in a jurisdiction becomes such that continuance of the work of the Order becomes impossible; or the jurisdiction of a Subordinate Grand Lodge is actually invaded and possessed by an alien enemy; in either event the consent where practicable of the Grand Sire [Grand Master] of the jurisdiction shall be obtained if it is possible – property shall pass to and vest in The Sovereign Grand Lodge or another Grand Lodge or the Independent Grand Lodge who shall hold all of said property in trust for the re-establishment of the Order in the Country where obtained, and not otherwise. When the Order has been re-established in such Country, The Sovereign Grand Lodge or other holding Grand Lodge or Independent Grand Lodge shall return all of said property or its proceeds if same has been sold to the Body having Grand Lodge jurisdiction of such Country.*

*That nothing contained in the Constitution and General Laws of The Sovereign Grand Lodge or in any Grand Lodge Charter granted by The Sovereign Grand Lodge shall be construed to give The Sovereign Grand Lodge or its Executive Committee any power to act or decide on matters within the purview of the Friendly Societies Act [or any regulation there under] for the time being in force in any Country, State, Dominion, District or Territory in which any Grand Body or any subordinate lodge or encampment in any Grand jurisdiction of The Sovereign Grand Lodge is*

*located, and The Sovereign Grand Lodge shall be bound by the provisions of such acts and regulations in their respective Countries, States, Dominions, Districts or Territories.)*

**Eleventh.** The Independent Grand Lodges shall make and file with The Sovereign Grand Lodge, annual reports of its membership, property and of such other matters as may be required by The Sovereign Grand Lodge. Said annual reports shall be made on forms furnished by The Sovereign Grand Lodge.

**Twelfth.** The Independent Grand Lodges, and all Grand and subordinate Lodges created by and under it shall use the Official Certificate, as prescribed by The Sovereign Grand Lodge.

**Thirteenth.** The titles of the officers of The Sovereign Grand Lodge shall not be used by the Independent Grand Lodges, as titles for its Officers.

**A.** Officers of the Independent Grand Lodges shall be as follows:

*Elected:* Grand Master (Grand Sire), Deputy Grand Master (Deputy Grand Sire), Grand Warden, Grand Secretary, Grand Treasurer.

*Appointed:* Grand Marshal, Grand Conductor, Grand Chaplain, Grand Musician, Grand Guardian, and Grand Herald.

**B.** Terms of office shall be as determined by the Independent Grand Lodge.

**Fourteenth.** In respect to all matters not herein specifically provided and reserved, the Independent Grand Lodges created shall be independent; and within the limits of their jurisdictions shall be the Supreme head of the Independent Order of Odd Fellows in their respective jurisdiction.

<sup>17</sup>CHAPTER V  
**ODD FELLOWS LODGES**  
 Independent Order of Odd Fellows  
 Under the jurisdiction of a Grand Lodge

**SEC. 1.** Odd Fellows Lodges shall be governed by the following laws.

- A. Lodge by-laws shall be headed as follows: Independent Order of Odd Fellows (I.O.O.F.) \_\_\_\_\_ Lodge No. \_\_\_\_\_, \_\_\_\_\_, (city/town/village), \_\_\_\_\_ (Province, State, Territory, etc.) Instituted \_\_\_\_\_ (dd/mm/yyyy).

**SEC. 2. Authority, Objects and Purposes.**

**A. Authority.**

- (1) The authority of the Lodge is derived from the Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
  - (a) Said Lodge possesses the right to enact any law not contravening the customs and usages of the Order, not altering the work of the Order or any of the several degrees belonging thereto, not in conflicting with the laws of the land, and do all such other acts as to promote the interest of the Order, or that appertain thereto by ancient usage or custom.
- (2) Five (5) Members of the Third Degree in good standing, of which two-fifths (2/5) may be associate members, shall be required to keep the Lodge charter active.

**B. Objects.**

- (1) To promote the principles of Friendship, Love and Truth.
- (2) Seek to improve and elevate the character of man.

**C. Purpose.**

- (1) To have general supervision over Odd Fellowship in its area.
- (2) To make recommendations to the Grand Lodge for legislation and such other matters that will improve the Order.
- (3) To provide fraternal support and assistance to its members.
- (4) To promote Odd Fellowship in the community.
- (5) To be an active participant in the community and offer support and assistance where needed in the community.

**D. Laws To Be Liberally Construed.**

The rules and regulations as set forth in the Constitution and By-laws shall be liberally construed. The chief concern shall be following the spirit of the law and the good of Odd Fellowship rather than harshly enforcing rules to the letter of the law.

**SEC. 3.** The members of an Odd Fellows Lodge shall be as specified in Chapter III (Membership). Associate membership is as noted in Chapter III.

**SEC. 4.** Representation.

- A. Each Lodge shall be entitled to Representation as specified in the Grand Lodge By-laws.
- B. The Lodge shall elect an Alternate Representative for each Representative elected.

**SEC. 5.** Officers.

A. **Elective Officers.**

- (1) The elective officers of the Lodge shall be those specified in the Odd Fellows Lodge Ritual: Noble Grand; Vice Grand; Secretary; Financial Secretary, if authorized; and Treasurer.

B. **Appointive Officers.**

- (1) The appointive officers of the Lodge shall be those officers noted in the Odd Fellows Lodge Ritual: Warden, Conductor, Right Supporter of the Noble Grand, Left Supporter of the Noble Grand, Chaplain, Inside Guardian, Outside Guardian, Right Scene Supporter, Left Scene Supporter, Musician, Color Bearer, Right Supporter of the Vice Grand and Left Supporter of the Vice Grand.

- (a) The Lodge may provide in its By-laws for additional appointed officers and designate their duties.

C. Term. The term of Secretary, Financial Secretary, and Treasurer shall be not less than one (1) year. The term of other officers shall correspond with the term of the lodge.

D. Pro Tem. In the absence of regular officers, the presiding officer of a lodge may appoint pro tem officers.

E. Duties. The duties of officers are prescribed by the Ritual, The Sovereign Grand Lodge Code of General Laws, and Grand Lodge By-laws.

F. Eligibility. Only a Third-Degree member in good standing may hold office.

G. Qualifications.

- (1) Elective and Appointive. All officers shall commit to memory the several charges in the opening and closing ceremonies of their respective offices and pass examination on this qualification before installation.

- (2) Noble and Vice Grand.

- (a) To be eligible to the office of Noble Grand, one must have served in the office of Vice Grand.

- (b) To be eligible to the office of Vice Grand, a member must have served a term in each of two (2) different stations or offices or two (2) terms in one (1) station or office of an Odd Fellows Lodge.



(c) In the event there are no qualified members to hold either office, the Lodge may elect any Third Degree member to either office. A dispensation must be obtained from the Grand Master before installation.

H. The Lodge shall provide in its By-laws for Trustees as needed. The Trustees shall not be considered elective officers in regards to officers receiving Honors of the Office. (See Chapter XXX.)

**SEC. 6. Impeachment.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Lodge; under the provisions of Chapter XXXVIII.

**SEC. 7. Terms, Meetings, and Quorum.**

A. The term of the Lodge; (if it meets weekly, may be six months, unless an annual term is adopted. If meetings are held semi-monthly the term shall be one year. Annual terms begin with the first meeting day in January and semi-annual terms shall begin with the first meeting days in January and July or as specified in the Unit's By-laws.)

B. Regular: The meetings of all Lodges shall be held weekly, bi-weekly or semi-monthly. Terms shall be annual, except those lodges meeting weekly may have six (6) month terms. Local Units shall meet at the hour on the day specified in the Unit's By-laws.

(1) Meetings:

(a) One meeting could be conducted as a social/informal type meeting if the Grand Body so provides.

(b) Regular meetings falling on legal holidays may be omitted.

(c) A Grand Body may grant a dispensation to a Local Unit enabling the Local Unit to dispense with meetings for a period not to exceed two months in a calendar year.

(2) This Lodge shall not move from the place of meeting without approval of the Grand Lodge. The day and hour of meeting may be fixed and changed by amendment of these By-laws.

C. Special Meetings may be held at which no business shall be transacted except that for which the meeting was called.

(1) The Noble Grand may call for a Special Meeting of the Lodge at any time, or when petitioned by at least seven (7) members of the lodge. Notice thereof shall be given at least thirty (30) days; stating the time, place and purpose of the meeting, and no business shall be transacted except as specified in the notice.

D. Quorum. Five members in good standing in the Odd Fellows Lodge, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Lodge during its session, be left without a quorum, it shall not transact business and shall

close without ceremony.

- (1) All members have the right to submit legislation, make motions, debate and vote.

**SEC. 8. Rules and Practices.**

- A. The Lodge may determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.
- B. **Voting.**
  - (1) Method. The method of voting shall be by the voting sign, written ballot, the ballot box, and acclamation.
  - (2) Required to Vote. Every qualified member present is required to vote on all questions unless excused by the lodge.
  - (3) Illegal Vote. An illegal vote shall not invalidate the ballot unless it changes the result. In that event, a new ballot shall be taken.
  - (4) Conflict of Interest. A member shall not be eligible to vote on any matter relating to the fiscal affairs of the lodge in which the member has personal interest.
- C. A member shall not resort to civil court to settle claims concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders until all avenues have been exhausted through the tribunals of the Order.

**SEC. 9. Revenues.**

- A. Revenues shall be from per capita dues, assessments adopted in regular meetings, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.
- B. The Lodge shall collect sufficient per capita dues to pay the expenses and fraternal obligations.

**SEC. 10. Lodge Property – Assets.**

The Grand Lodge must grant approval prior to the Lodge disposing of property and assets. In the event the Lodge ceases to exist, all property and assets revert to the Grand Lodge.

**SEC. 11. Trustees.**

- A. Each unincorporated Lodge shall elect three (3) or more Trustees as dictated by local law, who shall hold office for the term provided in the Lodge by-laws, said Trustees to be elected at the regular election night in November (month of elections for those lodges with other than a calendar year) in the same manner that officers of the Lodge are elected.

**SEC. 12. Committees.**

The Noble Grand shall appoint the following committees:

- A. **Finance:** shall be as in Chapter XXIV.
- B. **Instruction:** The Committee on Instruction shall consist of a minimum of three (3) members who are charged with scheduling training for members of the Lodge to include, but not limited, schools of instruction, mentoring of new members, coordinating efforts with the Grand Lodge Membership Committee. This Committee shall submit an annual report to the Lodge, and made a part of the representative's report to the Grand Lodge.
- C. **Membership:** The Committee on Membership shall consist of at least three (3) members to be appointed on the night of installation. It shall be the duty of this committee, in conjunction with the Noble Grand, to promote plans for securing new members for the lodge and to work with the Financial Secretary / Secretary in promoting among the members the habit and practice of paying their dues promptly in advance.
- D. **Visiting:** The Committee on Visiting shall consist of at least three (3) members, one of whom shall be the Noble Grand. They shall keep themselves informed at all times as to the condition of a member who has been reported ill; they shall report to the Lodge as to what benefits the member is entitled; and they shall provide for any care required and the laws of the Order permit. If a member of another lodge be sick and applies to this lodge for relief, the case shall be referred to the Visiting Committee as if a member of this lodge; and, if entitled to receive benefits from own lodge, this lodge shall advance the sum thus due and forward an account of the same to the member's lodge without delay. The lodge may add to the number of this committee and prescribe more specific details of their duties; provided, that in cities or towns having more than two lodges, the Visiting Committees of the different lodges may, if they see fit, appoint one of their number to act with a like number from the other Lodge in the town or city as a special Visiting Committee, whose duty shall be to take care of traveling or sojourning Members who may be sick or disabled in the town or city where such lodges exist.
- E. **Youth Activities:** The Committee on Youth Activities shall consist of three (3) members to be appointed on the night of installation. They shall promote under the direction of the Noble Grand all youth activities, make annual report to the lodge of all youth activities, not limited to, sponsorship of athletic teams, scholarships, institution of Junior Odd Fellows Lodges, United Youth Groups, etc., including lodge participation in the Pilgrimage for Youth Program.
- F. **Other Committees as Authorized:** The Noble Grand may appoint such other committees deemed necessary for the operation of the Lodge.

**SEC. 13. Duties of Officers and Representatives.**

- A. **Noble Grand.** The Noble Grand alone may call the lodge together and open and preside over its session, and when present no one else may preside except during degree work. If absent, the Vice Grand will preside, and if both are absent a Past Grand will preside. The Noble Grand will construe and interpret the Laws of the Order, subject to appeal to the lodge or to higher authority. The Noble Grand will see that the Laws of the Order are observed and enforced and will admit no member of another lodge who is not qualified and not in possession of the proper password. The Noble Grand will appoint the majority of all committees not otherwise provided for; to give the casting vote, only, on all matters or questions before the Lodge, except that the Noble Grand shall be entitled to vote on all ballots. The Noble Grand shall inspect and announce the result of all votes by the Lodge, have charge of the charter, which must always be in the Lodge while in session, draw upon the Treasurer for all sums that have been voted by the Lodge, and none other. The Noble Grand will sign all necessary warrants, certificates and other documents. The Noble Grand will perform such other duties as usually pertain to the office.
- B. **Vice Grand.** The Vice Grand shall assist the Noble Grand in presiding in the Lodge. The Left and Right Supporters to the Vice Grand are appointed by the Vice Grand. The Vice Grand shall have special charge of the inner door. In the absence of the Noble Grand, the Vice Grand shall preside, discharging all the duties of Noble Grand, and perform all other duties required by the charges and usage of the Order. In the absence of the Vice Grand, a Past Grand or Past Vice Grand will occupy the chair, if one is present otherwise a Third Degree member may occupy it. During the temporary absence of the Vice Grand, the Right Supporter to the Vice Grand will occupy the chair. The Vice Grand will perform the duties herein pertaining to the office or as may be delegated. In the absence of the Noble Grand from the lodge room or anteroom, the Vice Grand is the proper and legal officer to take the station. That is not only the right but also the duty of the Vice Grand.
- C. **Secretary.** The Secretary shall keep an accurate account of the proceedings of the lodge, write all communications; fill up all certificates and cards granted by the lodge, issue all summonses or notices required, and attest to all moneys ordered paid at regular or special meetings. The Secretary shall assist the Financial Secretary in making out the Semi-annual and Annual Reports to the Grand Lodge, by seeing that the reports are completed and properly signed, sealed, attested to and mailed, with remittance due the Grand Lodge, to the Grand Secretary. The Secretary shall perform the duties of Financial Secretary, if none were chosen. The Secretary shall receive such compensation as the lodge may have fixed

prior to election. The Secretary shall also keep a list of all warrants drawn on the Treasurer, recording the date, amount, and the name of the person in whose favor drawn, and if the warrant be payable from any special fund, that fact shall appear both on the warrant and on the list. The Secretary shall also keep a register of membership, enrolling the names of members of the lodge, with the date of proposal, election, initiation (or signing of the member's register upon admission by Card or Dismissal Certificate), resignation, withdrawal by card, death, suspension, reinstatement, or expulsion also recording and conferring of degrees and attainment of official rank. The Secretary will prepare the lodge reports for submission to the Grand Lodge and read them to the lodge, and bring the books up to date before the end of each term so the Committee on Finance may examine them. When a member moves away, the Secretary will notify the nearest lodge thereof so that it may contact the member. When a member who belongs to an encampment takes a withdrawal card, or is expelled, suspended or reinstated from an Odd Fellows Lodge, the Secretary will promptly notify the Scribe of the member's encampment thereof. The Secretary will perform such other duties as usually pertain to the office or as may be delegated. At the end of the term the Secretary will promptly deliver to the elected successor all books, papers and properties belonging to the office. The Secretary shall read to the lodge all communications addressed to the lodge. In the absence of the Secretary, the Secretary pro tempore is the proper officer to sign cards, letters, papers and documents of the meeting. During the Installation Ceremony the lodge seal is put in the hands of the Secretary. [A copy of the impression or print of the Seal shall be placed in the archives of the Grand Lodge. The design of the Seal shall contain the name and date of institution; and any fraternal emblem or logo as agreed upon by the Lodge.] The Secretary and the Financial Secretary are the only ones authorized to use it. The Secretary has full charge of the Rituals and will safeguard the same and insure that they are kept in the hall, except, when permitting a member to take a Ritual out of the hall to learn a charge, providing the Secretary obtains a receipt therefore and same is entered in the Minutes.

- D. ***Financial Secretary.*** The Financial Secretary (if there be one) shall be elected and charged with keeping the accounts between the lodge and its members. The Financial Secretary shall pay over to the Treasurer immediately all monies received, and at the same time shall inform the Treasurer how much of the money paid belongs to any special fund of the lodge. The Financial Secretary shall notify all members who are at any time in arrears for an amount equal to eleven months' dues, delivering the notice in person, if practicable, but, if not, then mailing it to the member's last known address, and at the expiration of the next succeeding month, if

said member's account is not settled, in whole or in part, sufficient to reduce the arrears to less than one full year's dues, shall present the name of such member to the lodge. Prior to the last meeting in March, June, September and December, respectively, the Financial Secretary shall notify all members who are in arrears for one or more quarter's dues. The Financial Secretary shall at the close of each term, make to the lodge a detailed report of the business of the office, and have the books written up for the Finance Committee, with whom the Financial Secretary shall meet prior to the first meeting of the next succeeding term, to exhibit the books and papers and to aid them in the examination thereof, and at the first regular meeting of the new term shall present a report to the lodge, with a statement of the balance of account of all members, subject to suspension for arrearage. The Financial Secretary shall make out the Semi-annual and Annual Reports to the Grand Lodge, and shall deliver them to the Secretary for record and for forwarding to the Grand Lodge receiving such compensation as the lodge may have fixed prior to election. The Financial Secretary shall give bond as is provided for the Treasurer in the following section. At the end of the term, promptly deliver to the elected successor all books, papers and properties belonging to the office. If the lodge combines the office of Secretary and Financial Secretary, the Secretary will perform all the duties outlined in this and the preceding subparagraph.

- (1) Notices of arrearage and liability to being dropped shall be given by the Financial Secretary and a record thereof shall be made in the minutes.
  - (2) <sup>24</sup>Dropping a member for non-payment of dues is illegal if the member was not notified in writing of their arrearages and a proper record of the notice was not made in the minutes of the Unit. A member may not be dropped for non-payment of dues until a period of one hundred and twenty (120) days has lapsed after said member became in arrears for an amount equal to one (1) year's dues.
  - (3) It is unlawful for a Financial Secretary to give any receipt except for dues, assessments, or fines except the official certificates, and it is unlawful for any lodge to permit the same to occur.
- E. **Treasurer.** The Treasurer shall be elected annually, and prior to installation in office, shall give a joint and several bonds to the Trustees of the lodge, with two sureties to be approved by the lodge, with such penalties and conditions as from time to time may be prescribed by the lodge. Provided, that, in lieu of the bond above mentioned, the Treasurer, at the option of the lodge, may furnish a bond signed by some surety or guaranty company licensed by the jurisdiction, and that is engaged in the business of furnishing indemnity bonds, the expense of such bond to be defrayed by the lodge. Such bond, before being presented to the lodge, must have been submitted to and approved by a majority of the Trustees.

The Treasurer shall be custodian of the funds, notes and securities of the lodge pay all orders drawn by the Noble Grand and attested by the Secretary, and none other keep a full account of all moneys expended, and give the lodge, at the first meeting in each month, a statement of its funds. The Treasurer shall keep a separate account of any special fund instituted by the lodge, and report to the Financial Secretary, at or before the last meeting in each term, any money received by the Treasurer as interest or dividends on any notes, securities or stocks held. The Treasurer shall make for the lodge, at the close of the term, a full report of the receipts and disbursements, and have the books written up for the Finance Committee, whom shall meet prior to the first meeting in the next succeeding term, to exhibit the books, papers, securities, bonds, funds and other property in the possession of the Treasurer and at the first regular meeting of the next term shall present a report to the lodge. The Treasurer shall pay over and deliver up, when legally called upon, all moneys, bonds, books, papers, and other property in possession or under the control of the Treasurer, belonging to the Lodge, to the elected successor in office, or to such person as the lodge may appoint to receive same.

- (1) A member cannot hold the two offices of Secretary and Treasurer at the same time in any Odd Fellows Lodge.
  - (2) The Treasurer, and not the Trustees, is the proper custodian of the funds, and all notes, bonds (except official bonds, etc.) belonging to the lodge.
  - (3) In case an Odd Fellows Lodge accepts a surety bond of its Treasurer or Financial Secretary, the form of the bond used must be first approved by the Lodge.
  - (4) Where a defaulting lodge Treasurer offers to turn over property to the lodge to make good a shortage, the lodge may refuse to receive it.
- F. **Immediate Past Grand.** It shall be the duty of the Immediate Past Grand of this Lodge to act in the capacity of Past Grand, and to deliver the charge of that office to candidates. Any Past Grand may act as Noble Grand or Vice Grand when legally called thereto.
- G. **Warden.** The Warden has charge of the regalia and lodge room property, and will place the regalia in the lodge room before opening and remove it on closing, reporting any damage to the Noble Grand. The Warden will prepare the ballot box, and will canvass votes on motions when required to do so, act as messenger and will perform such other duties as usually pertain to the office or as may be delegated.
- H. **Chaplain.** The Chaplain will perform such duties as pertain to the office.
- I. **Other Officers.** All other officers will perform the duties usually pertaining to their respective offices, as set forth in the Ritual and charge books, or as may be delegated to them. All officers, at the end of their

terms, will promptly deliver all property and papers of their office to their successor. Any officer who has charge of funds will be bonded before assuming office.

- J. Officers Expenses. Officers and employees of the lodge may be allowed expenses for their services as provided in the budget of the lodge. Allowances cannot be retroactive and must be fixed before the officer is elected or appointed.
- K. Officers Accounting for Rituals. Immediately prior to the closing ceremony of each regular lodge meeting, this lodge shall require the Secretary to report in open lodge on the rituals in the possession of the Secretary giving the number of each ritual, also on the rituals loaned to members give the name of the member or members and the number of the rituals in such members' possession. The Secretary shall be required to record such report in the minutes of the lodge meeting.
- L. Return of Rituals Loaned. Rituals loaned to members must be returned to the Secretary in the lodge hall within a period of thirty (30) days from the date the ritual was received. The Secretary shall report such return in open lodge record it in the minutes of the lodge meeting. A fine equal to the replacement cost shall be assessed against any member failing to return a ritual as above provided, unless for a good and sufficient reason satisfactory to a majority of the members present, the member shall be relieved from the payment of such fine.
- M. Reports and Penalties. In its Semi-annual Report to the Grand Lodge, each lodge will account for the rituals by the numbers with which they are charged to it. In event of a ritual being lost the lodge shall be assessed a fine equal to the replacement cost, payable immediately to the Grand Secretary to be credited into the funds of the Grand Lodge.

**SEC. 14. Representatives to the Grand Lodge** (for those Grand Lodges using Representatives).

- A. Election, Qualifications and Terms of Office. Each lodge will elect Representative(s), and Alternate Representative(s) as set forth in the Grand Lodge Constitution or By-laws from among the Past Grands.
  - (1) Representative(s) shall represent only one Lodge.
- B. The Duties of a Representative are:
  - (1) To attend sessions of the Grand Lodge, represent the Lodge and report all legislation and other matters that occurred at the session pertaining to the Lodge.

**SEC. 15. Elections.**

- A. <sup>18</sup>Elections shall take place on the first regular meeting of the last month of the Lodge term or as provided in the lodge by-laws. Nominations shall be made as set forth in the lodge By-laws.
- B. Balloting. All elections shall be by written ballot, unless there be but one nominee, in which event the Noble Grand shall declare the nominee



elected. A majority of the votes cast shall be necessary for election. Should no candidate receive a majority on the first ballot, the candidate having the least number of votes shall be dropped at the next ballot, and so on until a candidate receives a majority of the votes cast.

- C. Tellers. The nominees shall each name one teller at elections, who with the Warden shall canvass the votes cast, and the Warden shall declare the result to the Noble Grand, by whom it shall be announced to the Lodge.

**SEC. 16. Dues and Assessments.**

- A. The amount of annual dues payable by contributing members shall be determined by the By-laws of the Lodge. The dues charged shall be sufficient to meet the expenses and obligations of the Lodge. Dues are payable in advance, but at the option of a member may be paid quarterly in advance.
  - (1) The dues of this lodge shall be as stated in the lodge by-laws.
- B. Should the expenses and current liabilities for any year be in excess of the income and current assets, on hand, to an extent that it might tend to impair the financial standing of the lodge, an assessment shall be levied by the Lodge on all contributing members to meet the deficiency.

**SEC. 17. Returns and Records.**

- A. At the end of each year this Lodge shall transmit to the Grand Secretary, on the form provided therefore, a full report of the names of those initiated, reinstated, admitted by card, rejected, withdrawn, suspended or expelled, and the cause therefore, and deceased; the names of the Past Grands, the whole number in each class of membership and an alphabetical list of the members; the number of brothers and widowed families relieved, and brothers buried; the amount of money applied to each of these purposes, and the amount paid for the relief of orphans; a complete statement of all investments, funds and liabilities of the Lodge and the result of the election of officers. The report shall be accompanied by whatever amount may be due the Grand Lodge. Should this lodge fail to make its returns and report for one year, it shall be deprived of its rights and privileges and its charter may, by direction of the Grand Master, be declared forfeited.
- B. This Lodge shall keep a permanent record in book form of all persons admitted to membership, setting forth all information regarding admittance to the Lodge, honors obtained in the Order and the termination of membership.
- C. This Lodge shall keep a record of its members who are members of a Rebekah Lodge, an Encampment, a Canton, or an associate member of another Odd Fellows Lodge. Upon withdrawal, suspension, expulsion or reinstatement of a member notice of that fact shall be given at once to the

Rebekah Lodge, Encampment, Canton, or other Lodge to which the member may belong.

- D. This Lodge shall keep sufficient financial records to show at any time the accounts of its members, its receipts and disbursements, all investments of its funds and other effects. The records and accounts shall be audited by qualified members within thirty days after the end of the term. The records shall conform to all requirements prescribed by the Grand Lodge.
- E. The Lodge shall **NOT** sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Lodge to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Lodge, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Lodge present and voting at any regular or called special meeting.
- F. Additionally, if a Lodge owns and/or operates a cemetery, senior or youth facility, park or camp, it shall provide the Grand Lodge with annual report(s) as prescribed by the Grand Lodge.

**SEC. 18. Cards and Certificates.**

- A. This Lodge shall use only the cards and certificates authorized and furnished by The Sovereign Grand Lodge. The cards and certificates shall be issued and recognized by the Lodge in accordance with the provisions of the Code of General Laws.

**SEC. 19. Funds.**

- A. This Lodge shall have control of its financial affairs and its funds, so long as it acts in accordance with the Constitution and the Laws of the Order. It may use its income for any purpose which is for the Good of the Order and which will exemplify the broad spirit of Odd Fellowship, unless expressly restricted by the laws or mandate of The Sovereign Grand Lodge.
- B. All funds of this Lodge, from whatever source derived, are trust funds and are to be accounted for and used in accordance with the Laws of the Order. All moneys shall be deposited in the name of the Lodge in an approved bank or trust company. All investments shall be in the name of the Lodge and in such securities as would be approved for investment of trust funds. The Grand Lodge has a reversionary interest in all funds and investments and any division among members or any improper distribution is illegal and void.
- C. This Lodge may create special funds by voluntary contributions or the holding of entertainment or bazaars where no part of the expense is chargeable to the regular funds of the Lodge and to use such funds for any purpose authorized by the Code of General Laws.

- D. No funds of this Lodge shall be invested or used in the purchase, construction or alteration of a building unless the plans, specifications and full particulars of financing are submitted to and receive the approval of the Grand Lodge. The Lodge shall not incur any debt or obligation nor enter into any contract for such purpose without the prior approval of the said Grand Lodge.
- E. This Lodge shall keep any buildings or personal property owned by it protected by insurance to cover loss by catastrophic disaster in an amount sufficient to protect it from serious loss.
- F. Life Membership. Refer to The Sovereign Grand Lodge Code of General Laws, Chapter III, for details on Life Membership.

*SEC. 20. Benefits.* See Chapter XXIV.

*SEC. 21. Offenses and Appeals.* Refer to Chapter XXXVIII – Trial Code.

*SEC. 22. Charter and Effects.*

- A. Should this Lodge become defunct, surrender its charter (*except for purposes of consolidation*), or its charter be declared forfeited, all rights and title to all funds, property and other effects shall become vested in the Grand Lodge in accordance with the Laws of the Order. It shall be the duty of the last installed officers and the trustees to deliver immediately to the Grand Secretary, or any other person authorized to receive the same, the charter, seal, books, papers, funds, investments, property and all other effects belonging to the Lodge.

*SEC. 23. Compensation of Officers and Committees.*

- A. Elective officers, appointed officers and committees, may receive such allowances for expenses if appropriated. Reimbursement for expenses shall be on signed vouchers accompanied by receipts whenever possible.

*SEC. 24. Consolidations.*

- A. May consolidate. Lodges may consolidate in accordance with procedures prescribed by the Grand Lodge. No Lodge shall consolidate if five (5) members object.
- B. Restoration. A Lodge which has been consolidated with another may be restored to its former status within three (3) years and its original charter restored without charge. Restoration must be approved by the Grand Lodge.

*SEC. 25. Lodge Property.* – see Chapter XXXVII



<sup>06</sup>CHAPTER V – BPART A  
CONSTITUTION  
FORODD FELLOWS LODGES  
Independent Order of Odd Fellows  
under the immediate jurisdiction of  
The Sovereign Grand Lodge I.O.O.F.ARTICLE I. **Name.**

*SEC. 1.* The name, style and title of this Lodge shall be “\_\_\_\_\_ Lodge No. \_\_\_\_, Independent Order of Odd Fellows (I.O.O.F.)” \_\_\_\_\_, (city/town/village, country) and shall be hereafter governed by the following laws.

ARTICLE II. **Authority, Objects and Purposes.***SEC. 1. Authority.*

- A. The authority of the Lodge of/in the Jurisdiction of (\_\_\_\_\_) is derived from The Sovereign Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
- (1) Said Lodge possesses the right to enact any law not contravening the customs and usages of the Order, not altering the work of the Order or any of the several degrees belonging thereto, not in conflicting with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage or custom.
  - (2) Said Lodge was instituted on (date of institution) in the city of (\_\_\_\_\_).
- B. Issuance of Charter. A Lodge shall be organized upon receipt of signed petition for a charter by five (5) or more members of the Third Degree or fifteen (15) persons qualified to become members, no more than two-fifths (2/5) of these shall be associate members.
- (1) Petitions for charter shall be on forms supplied by the Sovereign Grand Secretary.
  - (2) The petition for the charter shall be sent to the Sovereign Grand Secretary who shall make copy for the permanent file and then forward the petition to the Sovereign Grand Master. If satisfied, the Sovereign Grand Master may issue the charter or reserve action and present it to The Sovereign Grand Lodge in regular session. The application shall

be accompanied by a fee set by The Sovereign Grand Lodge, which shall be refunded if the petition is not granted.

(3) Historical Lodges. The Sovereign Grand Lodge may designate under appropriate circumstances, one or more of its units as “Historical Unit” and shall promulgate regulations concerning operations.

C. The Charter issued by The Sovereign Grand Lodge shall be inviolate and may not be altered or amended without the consent of The Sovereign Grand Lodge, except that a photocopy of the Charter may be used, be at least a minimum of eight and one-half inches by eleven inches (8 ½” x 11”), a copy of which must be furnished to The Sovereign Grand Lodge for its archives.

D. Five (5) Members of the Third Degree in good standing, of which two-fifths (2/5) may be associate members, shall be required to keep the Lodge charter active.

**SEC. 2. Objects.**

A. To promote the principles of Friendship, Love and Truth.

B. Seek to improve and elevate the character of man.

**SEC. 3. Purpose.**

A. To have general supervision over the Odd Fellowship in its area.

B. To make recommendations to The Sovereign Grand Lodge for legislation and such other matters that will improve the Order.

**ARTICLE III. Members.**

**SEC. 1.** The members of an Odd Fellows Lodge shall be as specified in Chapter III (Membership). Associate membership is as noted in Chapter III, Section 13.

**ARTICLE IV. Representatives.**

**SEC. 1.** Representation is as provided in Chapter I, Article IV, Sec 4, Constitution of The Sovereign Grand Lodge.

**ARTICLE V. Officers.**

**SEC. 1. Elective Officers.**

A. The elective officers of the Lodge shall be those specified in the Odd Fellows Lodge Ritual – e.g.: Noble Grand; Vice Grand; Secretary; Financial Secretary, if authorized; and Treasurer.

(1) The By-laws shall state the term of office.

**SEC. 2. Appointive Officers.**

A. The appointive officers of the Lodge shall be those officers noted in the Odd Fellows Lodge Ritual – e.g.: Warden, Conductor, Right Supporter of

the Noble Grand, Left Supporter of the Noble Grand, Chaplain, Inside Guardian, Outside Guardian, Right Scene Supporter, Left Scene Supporter, Musician, Color Bearer, Right Supporter of the Vice Grand and Left Supporter of the Vice Grand.

- (1) The Lodge may provide in its By-laws for additional appointed officers and designate their duties.

*SEC. 3.* The Lodge shall provide in its By-laws for Trustees as needed. The Trustees shall not be considered elective officers in regards to officers receiving Honors of the Office.

#### ARTICLE VI. **Impeachment.**

*SEC. 1.* An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Lodge. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Secretary at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the members present is required for conviction and punishment.

#### ARTICLE VII. **Meetings.**

*SEC. 1.* Regular meetings of the Lodge shall be held at predetermined places on a date as specified in the By-laws of the Lodge. Special Meetings shall be held in accordance with the By-laws.

#### ARTICLE VIII. **Rules and Practices.**

*SEC. 1.* Quorum for the opening of the Lodge shall be five (5) members, in good standing in the Lodge that is meeting, including one who shall be qualified to preside. Should the Lodge during a meeting, be left without a quorum; it shall not transact business and shall close without ceremony.

*SEC. 2.* The Lodge may determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.

*SEC. 3.* **Voting.**

- A. Method. The method of voting shall be by the voting sign, written ballot, the ballot box, and acclamation.
- B. Required to Vote. Every qualified member present is required to vote on all questions unless excused by the lodge.
- C. Illegal Vote. An illegal vote shall not invalidate the ballot unless it

changes the result. In that event, a new ballot shall be taken.

- D. Conflict of Interest. A member shall not be eligible to vote on any matter relating to the fiscal affairs of the lodge in which the member has personal interest.

*SEC. 4.* To prohibit all members from resorting to civil courts prior to exhausting the tribunals of the Order, concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders.

#### ARTICLE IX. **Revenues.**

*SEC. 1.* Revenues shall be from per capita dues, assessments adopted in regular meetings, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.

*SEC. 2.* The Lodge shall collect sufficient per capita dues to pay the expenses and fraternal obligations of the Lodge.

#### ARTICLE X. **Lodge Property – Assets**

*SEC. 1.* The Sovereign Grand Lodge must grant approval prior to the Lodge disposing of property and assets. In the event the Lodge ceases to exist, all property and assets revert to The Sovereign Grand Lodge.

#### ARTICLE XI. **Amendments.**

*SEC. 1.* A proposition to amend this Constitution must be approved by the Lodge, after having been read at three (3) consecutive meetings. The amendment shall be submitted, in duplicate, to the District Deputy Sovereign Grand Master in writing. At the next annual session of The Sovereign Grand Lodge, it shall be presented to the Committee on Constitutions who shall report on the Amendment. A vote shall then be taken of the voting members of The Sovereign Grand Lodge with an affirmative vote of three-fourths (3/4) of the voting members present necessary for passage. The amendment shall not be in force until approved by The Sovereign Grand Lodge.



## PART B

<sup>06</sup>MODEL BY-LAWS  
 FOR  
 ODD FELLOWS LODGES  
 Independent Order of Odd Fellows  
 Under the immediate Jurisdiction of  
 The Sovereign Grand Lodge, I.O.O.F.

Meeting: \_\_\_\_\_ Lodge No. \_\_\_\_\_ shall meet \_\_\_\_\_ :  
*(Date)*

**Special Meetings.**

The Noble Grand may call Special Sessions of the Lodge at any time, or when petitioned by at least seven (7) members of the lodge. Notice thereof shall be given at least thirty (30) days; stating the time, place and purpose of the meeting, and no business shall be transacted except as specified in the notice.

**SEC. 1. Officers.**

- A. Elective. The elective officers of a lodge are: Noble Grand, Vice Grand, Secretary, Financial Secretary (if authorized), and Treasurer.
- B. Appointive. The appointive officers of a lodge are: Warden, Conductor, Outside Guardian, Inside Guardian, Chaplain, Right and Left Supporters of the Noble Grand, Right and Left Scene Supporters, Musician, and Color Bearer appointed by the Noble Grand, and Right and Left Supporters of the Vice Grand appointed by the Vice Grand.
- C. Term. The term of Secretary, Financial Secretary, and Treasurer shall be not less than one (1) year. The term of other officers shall correspond with the term of the lodge.
- D. Pro Tem. In the absence of regular officers, the presiding officer of a lodge may appoint pro tem officers.
- E. Duties. The duties of officers are prescribed by the Ritual, The Sovereign Grand Lodge Code of General Laws.
- F. Eligibility. Only a Third Degree member in good standing may hold an elective office.
- G. Qualifications.
  - (1) Elective and Appointive. All officers shall commit to memory the several charges in the opening and closing ceremonies of their respective offices and pass examination on this qualification before installation.
  - (2) <sup>10</sup>Noble and Vice Grand.

- (a) To be eligible to the office of Noble Grand, one must have served in the office of Vice Grand.
- (b) To be eligible to the office of Vice Grand, a member must have served a term in each of two (2) different stations or offices or two (2) terms in one (1) station or office of an Odd Fellows Lodge.
- (c) In the event there are no qualified members to hold either office, the Lodge may elect any Third Degree member to either office. A dispensation must be obtained from the District Deputy Sovereign Grand Master before installation.

**SEC. 2. Trustees.**

- A. Each Lodge shall elect three (3) or more Trustees, who shall hold office for the term provided in the Lodge bylaws, said Trustees to be elected at the regular election night in November in the same manner that officers of the Lodge are elected.
- B. The duties of said Trustees shall be to care for and preserve all property belonging to the Lodge and to especially see that the same is properly insured against loss by catastrophic disaster. They shall render a full and correct account of all their transactions to the Lodge at the close of each term. The Trustees shall not lease real estate belonging to the Lodge without its consent; but when leased they shall attend to the same and see that the interests of the Lodge are properly conserved and that the property is kept in good condition.

**SEC. 3. Committees.** The Noble Grand shall appoint the following committees:

- A. **Finance:** The Committee on Finance shall consist of three (3) members to be appointed on the night of installation. They shall audit and inspect the accounts, books, securities, funds, and other property in the hands of the Treasurer, and the books and reports of the Secretaries, and of other officers and committees charged with the receipt and expenditure of money. For this purpose they shall fix a time and place to meet the Secretaries and Treasurer, after the last regular meeting in each semi-annual term, and shall report in writing at the first regular meeting in the next term upon duplicate blanks as approved and furnished by The Sovereign Grand Lodge, one copy of which shall be mailed to the District Deputy Sovereign Grand Master and the other retained by the lodge. They shall also examine all other financial matters referred to them, and report thereon to the lodge as soon as practicable. Neither the Treasurer, the Secretary, the Financial Secretary, nor any member of the Trustees shall be a member of the Finance Committee.
- B. **Instruction:** The Committee on Instruction shall consist of a minimum of three (3) members who are charged with scheduling training for members

of the Lodge to include, but not limited, schools of instruction, mentoring of new members, coordinating efforts with the District Deputy Sovereign Grand Master. This Committee shall submit an annual report to the Lodge, and made a part of the Lodge report to the District Deputy Sovereign Grand Master.

- C. **Membership:** The Committee on Membership shall consist of at least three (3) members to be appointed on the night of installation. It shall be the duty of this committee, in conjunction with the Noble Grand, to promote plans for securing new members for the lodge and to work with the Financial Secretary in promoting among the members the habit and practice of paying their dues promptly in advance.
- D. **Visiting:** The Committee on Visiting shall consist of at least three members, one of whom shall be the Noble Grand. They shall keep themselves informed at all times as to the condition of a member who has been reported ill; they shall report to the Lodge as to what benefits the member is entitled; and they shall provide for any care required and the laws of the Order permit. If a member of another lodge be sick and applies to this lodge for relief, the case shall be referred to the Visiting Committee as if a member of this lodge; and, if entitled to receive benefits from own lodge, this lodge shall advance the sum thus due and forward an account of the same to the member's lodge without delay. The lodge may add to the number of this committee and prescribe more specific details of their duties; provided, that in cities or towns having more than two lodges, the Visiting Committees of the different lodges may, if they see fit, appoint one of their number to act with a like number from the other Lodge in the town or city as a special Visiting Committee, whose duty shall be to take care of traveling or sojourning Members who may be sick or disabled in the town or city where such lodges exist.
- E. **<sup>17</sup>Youth Activities:** The Committee on Youth Activities shall consist of three (3) members to be appointed on the night of installation. They shall promote under the direction of the Noble Grand all youth activities. They shall make an annual report to the lodge of all youth activities, not limited to, sponsorship of athletic teams, scholarships, institution of Junior Odd Fellows Lodges, United Youth Groups etc., including lodge participation in the Pilgrimage for Youth Program.
- F. **Other Committees as Authorized:** The Noble Grand may appoint such other committees deemed necessary for the operation of the Lodge.

**SEC. 4. Duties of Officers.**

- A. **Noble Grand.** The Noble Grand alone may call the lodge together and open and preside over its session, and when present no one else may preside except during degree work. If absent, the Vice Grand will preside, and if both are absent a Past Grand will preside. The Noble

Grand will construe and interpret the Laws of the Order, subject to appeal to the lodge or to higher authority. The Noble Grand will see that the Laws of the Order are observed and enforced and will admit no member of another lodge who is not qualified and not in possession of the proper password. The Noble Grand will appoint the majority of all committees not otherwise provided for; to give the casting vote, only, on all matters or questions before the Lodge, except that the Noble Grand shall be entitled to vote on all ballots. The Noble Grand shall inspect and announce the result of all votes by the Lodge, have charge of the charter, which must always be in the Lodge while in session, draw upon the Treasurer for all sums that have been voted by the Lodge, and none other. The Noble Grand will sign all necessary warrants, certificates and other documents. The Noble Grand will perform such other duties as usually pertain to the office.

- B. ***Vice Grand.*** The Vice Grand shall assist the Noble Grand in presiding in the Lodge. The Left and Right Supporters to the Vice Grand are appointed by the Vice Grand. The Vice Grand shall have special charge of the inner door. In the absence of the Noble Grand, the Vice Grand shall preside, discharging all the duties of Noble Grand, and perform all other duties required by the charges and usage of the Order. In the absence of the Vice Grand, a Past Grand or Past Vice Grand will occupy the chair, if one is present otherwise a Third Degree member may occupy it. During the temporary absence of the Vice Grand, the Right Supporter to the Vice Grand will occupy the chair. The Vice Grand will perform the duties herein pertaining to the office or as may be delegated. That is not only the right but also the duty of the Vice Grand.
- C. ***Secretary.*** The Secretary shall keep an accurate account of the proceedings of the lodge, write all communications; fill up all certificates and cards granted by the lodge, issue all summonses or notices required, and attest to all moneys ordered paid at regular or special meetings. The Secretary shall assist the Financial Secretary in making out the Semi-annual and Annual Reports to the District Deputy Sovereign Grand Master, by seeing that the reports are completed and properly signed, sealed, attested to and mailed, with remittance if due The Sovereign Grand Lodge, to the District Deputy Sovereign Master. The Secretary shall perform the duties of Financial Secretary, if none were chosen. The Secretary shall receive such compensation as the lodge may have fixed prior to election. The Secretary shall also keep a list of all warrants drawn on the - Treasurer, recording the date, amount, and the name of the person in whose favor drawn, and if the warrant be payable from any special fund, that fact shall appear both on the warrant and on the list. The Secretary shall also keep a register of membership, enrolling the names of members of the lodge, with the date of proposal, election,

initiation (or signing of the member's register upon admission by Card or Dismissal Certificate), resignation, withdrawal by card, death, suspension, reinstatement, or expulsion also recording and conferring of degrees and attainment of official rank. The Secretary will prepare the lodge reports for submission to the District Deputy Sovereign Grand Master and read them to the lodge, and bring the books up to date before the end of each term so the Committee on Finance may examine them. When a member moves away, the Secretary will notify the nearest lodge thereof so that it may contact the member. When a member who belongs to an encampment takes a withdrawal card, or is expelled, suspended or reinstated from an Odd Fellows Lodge, the Secretary will promptly notify the Scribe of the member's encampment thereof. The Secretary will perform such other duties as usually pertain to the office or as may be delegated. At the end of the term the Secretary will promptly deliver to the elected successor all books, papers and properties belonging to the office. The Secretary shall read to the lodge all communications addressed to the lodge. In the absence of the Secretary, the Secretary pro tempore is the proper officer to sign cards, letters, papers and documents of the meeting. During the Installation Ceremony the lodge seal is put in the hands of the Secretary. The Secretary and the Financial Secretary are the only ones authorized to use it. The Secretary has full charge of the Rituals and will safeguard the same and insure that they are kept in the hall, except, when permitting a member to take a Ritual out of the hall to learn a charge, providing the Secretary obtains a receipt therefore and same is entered in the Minutes.

- D. ***Financial Secretary.*** The Financial Secretary (if there be one) shall be elected and charged with keeping the accounts between the lodge and its members. The Financial Secretary shall pay over to the Treasurer immediately all monies received, and at the same time shall inform the Treasurer how much of the money paid belongs to any special fund of the lodge. The Financial Secretary shall notify all members who are at any time in arrears for an amount equal to eleven months' dues, delivering the notice in person, if practicable, but, if not, then mailing it to the member's last known address, and at the expiration of the next succeeding month, if said member's account is not settled, in whole or in part, sufficient to reduce the arrears to less than one full year's dues, shall present the name of such member to the lodge. Prior to the last meeting in March, June, September and December, respectively, the Financial Secretary shall notify all members who are in arrears for one or more quarter's dues. The Financial Secretary shall at the close of each term, make to the lodge a detailed report of the business of the office, and have the books written up for the Finance Committee, with whom the Financial Secretary shall meet prior to the first meeting of the next succeeding term, to exhibit the books

and papers and to aid them in the examination thereof, and at the first regular meeting of the new term shall present a report to the lodge, with a statement of the balance of account of all members, subject to suspension for arrearage. The Financial Secretary shall make out the Semi-annual and Annual Reports to District Deputy Sovereign Grand Master, and shall deliver them to the Secretary for record and for forwarding to the District Deputy Sovereign Grand Master receiving such compensation as the lodge may have fixed prior to election. The Financial Secretary shall give bond as is provided for the Treasurer in the following section. At the end of the term, promptly deliver to the elected successor all books, papers and properties belonging to the office. If the lodge combines the office of Secretary and Financial Secretary, the Secretary will perform all the duties outlined in this and the preceding subparagraph.

- (1) Notices of arrearage and liability to being dropped shall be given by the Financial Secretary and a record thereof shall be made in the minutes.
  - (2) <sup>24</sup>Dropping a member for non-payment of dues is illegal if the member was not notified in writing of their arrearages and a proper record of the notice was not made in the minutes of the Unit. A member may not be dropped for non-payment of dues until a period of one hundred and twenty (120) days has lapsed after said member became in arrears for an amount equal to one (1) year's dues.
  - (3) It is unlawful for a Financial Secretary to give any receipt except for dues, assessments, or fines except the official certificates, and it is unlawful for any lodge to permit the same to occur.
- E. **Treasurer.** The Treasurer shall be elected annually, and prior to installation in office, shall give a joint and several bonds to the Trustees of the lodge, with two sureties to be approved by the lodge, with such penalties and conditions as from time to time may be prescribed by the lodge. Provided, that, in lieu of the bond above mentioned, the Treasurer, at the option of the lodge, may furnish a bond signed by some surety or guaranty company licensed by the jurisdiction, and that is engaged in the business of furnishing indemnity bonds, the expense of such bond to be defrayed by the lodge. Such bond, before being presented to the lodge, must have been submitted to and approved by a majority of the Trustees. The Treasurer shall be custodian of the funds, notes and securities of the lodge pay all orders drawn by the Noble Grand and attested by the Secretary, and none other keep a full account of all moneys expended, and give the lodge, at the first meeting in each month, a statement of its funds. The Treasurer shall keep a separate account of any special fund instituted by the lodge, and report to the Financial Secretary, at or before the last meeting in each term, any money received by the Treasurer as interest or dividends on any notes, securities or stocks held. The Treasurer shall make for the lodge, at the close of the term, a full report of

the receipts and disbursements, and have the books written up for the Finance Committee, whom shall meet prior to the first meeting in the next succeeding term, to exhibit the books, papers, securities, bonds, funds and other property in the possession of the Treasurer and at the first regular meeting of the next term shall present a report to the lodge. The Treasurer shall pay over and deliver up, when legally called upon, all moneys, bonds, books, papers, and other property in possession or under the control of the Treasurer, belonging to the Lodge, to the elected successor in office, or to such person as the lodge may appoint to receive same.

- (1) A member cannot hold the two offices of Secretary and Treasurer at the same time in any Odd Fellows Lodge.
  - (2) The Treasurer, and not the Trustees, is the proper custodian of the funds, and all notes, bonds (except official bonds, etc.) belonging to the lodge.
  - (3) In case an Odd Fellows Lodge accepts a surety bond of its Treasurer or Financial Secretary, the form of the bond used must be first approved by the Lodge.
  - (4) Where a defaulting lodge Treasurer offers to turn over property to the lodge to make good a shortage, the lodge may refuse to receive it.
- F. **Immediate Past Grand.** It shall be the duty of the Immediate Past Grand of this Lodge to act in the capacity of Past Grand, and to deliver the charge of that office to candidates. Any Past Grand may act as Noble Grand or Vice Grand when legally called thereto.
- G. **Warden.** The Warden has charge of the regalia and lodge room property, and will place the regalia in the lodge room before opening and remove it on closing, reporting any damage to the Noble Grand. The Warden will prepare the ballot box, and will canvass votes on motions when required to do so, act as messenger and will perform such other duties as usually pertain to the office or as may be delegated.
- H. **Chaplain.** The Chaplain will perform such duties as pertain to the office.
- I. **Other Officers.** All other officers will perform the duties usually pertaining to their respective offices, as set forth in the Ritual and charge books, or as may be delegated to them. All officers, at the end of their terms, will promptly deliver all property and papers of their office to their successor. Any officer who has charge of funds will be bonded before assuming office.
- J. **Officers Expenses.** Officers and employees of the lodge may be allowed expenses for their services as provided in the budget of the lodge. Allowances cannot be retroactive and must be fixed before the officer is elected or appointed.
- K. **Officers Accounting for Rituals.** Immediately prior to the closing ceremony of each regular lodge meeting, this lodge shall require the

Secretary to report in open lodge on the rituals in the possession of the Secretary giving the number of each ritual, also on the rituals loaned to members give the name of the member or members and the number of the rituals in such members' possession. The Secretary shall be required to record such report in the minutes of the lodge meeting.

- L. Return of Rituals Loaned. Rituals loaned to members must be returned to the Secretary in the lodge hall within a period of thirty (30) days from the date the ritual was received. The Secretary shall report such return in open lodge record it in the minutes of the lodge meeting. A fine equal to the replacement cost shall be assessed against any member failing to return a ritual as above provided, unless for a good and sufficient reason satisfactory to a majority of the members present, the member shall be relieved from the payment of such fine.
- M. Reports and Penalties. In its Semi-annual Report to the District Deputy Sovereign Grand Master, each lodge will account for the rituals by the numbers with which they are charged to it. In event of a ritual being lost the lodge shall be assessed a fine equal to the replacement cost, payable immediately to the Sovereign Grand Secretary to be credited into the funds of The Sovereign Grand Lodge.

**SEC. 5. Elections.**

- A. Elections shall take place on the first regular meeting of the Lodge in June and December, or at the first regular meeting in December should an annual term be provided. Nominations shall be made for each office immediately preceding the balloting for the same.
- B. Balloting. All elections shall be by written ballot, unless there be but one nominee, in which event the Noble Grand shall declare the nominee elected. A majority of the votes cast shall be necessary for election. Should no candidate receive a majority on the first ballot, the candidate having the least number of votes shall be dropped at the next ballot, and so on until a candidate receives a majority of the votes cast.
- C. Tellers. The nominees shall each name one teller at elections, who with the Warden shall canvass the votes cast, and the Warden shall declare the result to the Noble Grand, by whom it shall be announced to the Lodge.

**SEC. 6. Representative to The Sovereign Grand Lodge.**

- A. District Deputy Sovereign Grand Masters, having jurisdictions of lodges in areas outside the North American Continent of 100 or more dues paying members, may serve as or select a Grand Representative with powers, duties and responsibilities of the Grand Representatives as set out in the Code of General Laws. No expense is to be incurred by The Sovereign Grand Lodge in implementing this Section except those already set forth in the Code of General Laws.



**SEC. 7. Dues and Assessments.**

- A. The amount of annual dues payable by contributing members shall be determined by the By-laws of the Lodge. The dues charged shall be sufficient to meet the expenses and obligations of the Lodge. Dues are payable in advance, but at the option of a member may be paid quarterly in advance.
- (1) The dues of this lodge shall be: \_\_\_\_\_
- B. Should the expenses and current liabilities for any year be in excess of the income and current assets, on hand, to an extent that it might tend to impair the financial standing of the lodge, an assessment shall be levied by the Lodge on all contributing members to meet the deficiency.

**SEC. 8. Terms, Meetings, and Quorum.**

- A. The term of this Lodge \_\_\_\_\_; (if it meets weekly, shall be six months, unless an annual term is adopted. If meetings are held semi-monthly the term shall be one year. Annual terms begin with the first meeting day in January and semi-annual terms shall begin with the first meeting days in January and July.)
- B. The regular meetings of this Lodge shall be held \_\_\_\_\_; (on weekly or semi-monthly on such days and at such hour as the By-laws may prescribe.) Special meetings may be held at other times upon call of the Noble Grand and upon dispensation from the District Deputy Sovereign Grand Master or as provided in the By-laws.
- (1) This Lodge shall not move from the place of meeting without approval of the District Deputy Sovereign Grand Master. The day and hour of meeting may be fixed and changed by amendment of these By-laws.
- C. Five members in good standing in the Odd Fellows Lodge, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Lodge during its session, be left without a quorum, it shall not transact business and shall close without ceremony.
- (1) All members have the right to submit legislation, make motions, debate and vote.

**SEC. 9. Returns and Records.**

- A. At the end of each year this Lodge shall transmit to the District Deputy Sovereign Grand Master, on the form provided therefore, a full report of the names of those initiated, reinstated, admitted by card, rejected, withdrawn, suspended or expelled, and the cause therefore, and deceased; the names of the Past Grands, the whole number in each class of membership and an alphabetical list of the members; the number of

brothers and widowed families relieved, and brothers buried; the amount of money applied to each of these purposes, and the amount paid for the relief of orphans; a complete statement of all investments, funds and liabilities of the Lodge and the result of the election of officers. The report shall be accompanied by whatever amount may be due The Sovereign Grand Lodge. Should this lodge fail to make its returns and report for one year, it shall be deprived of its rights and privileges and its charter may, by direction of The Sovereign Grand Master, be declared forfeited.

- B. This Lodge shall keep a permanent record in book form of all persons admitted to membership, setting forth all information regarding admittance to the Lodge, honors obtained in the Order and the termination of membership.
- C. This Lodge shall keep a record of its members who are members of a Rebekah Lodge, an Encampment, a Canton, or an associate member of another Odd Fellows Lodge. Upon withdrawal, suspension, expulsion or reinstatement of a member notice of that fact shall be given at once to the Rebekah Lodge, Encampment, Canton, or other Lodge to which the member may belong.
- D. This Lodge shall keep sufficient financial records to show at any time the accounts of its members, its receipts and disbursements, all investments of its funds and other effects. The records and accounts shall be audited by qualified members within thirty days after the end of the term. The records shall conform to all requirements prescribed by The Sovereign Grand Lodge.
- E. The Lodge shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Lodge to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Lodge, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Lodge present and voting at any regular or called special meeting.

**SEC. 10. Cards and Certificates.**

- A. This Lodge shall use only the cards and certificates authorized and furnished by The Sovereign Grand Lodge. The cards and certificates shall be issued and recognized by the Lodge in accordance with the provisions of the Code of General Laws.

**SEC. 11. Funds.**

- A. This Lodge shall have control of its financial affairs and its funds, so long as it acts in accordance with the Constitution and the Laws of the Order. It may use its income for any purpose which is for the Good of the Order

and which will exemplify the broad spirit of Odd Fellowship, unless expressly restricted by the laws or mandate of The Sovereign Grand Lodge.

- B. All funds of this Lodge, from whatever source derived, are trust funds and are to be accounted for and used in accordance with the Laws of the Order. All moneys shall be deposited in the name of the Lodge in an approved bank or trust company. All investments shall be in the name of the Lodge and in such securities as would be approved for investment of trust funds. The Sovereign Grand Lodge has a reversionary interest in all funds and investments and any division among members or any improper distribution is illegal and void.
- C. This Lodge may create special funds by voluntary contributions or the holding of entertainment or bazaars where no part of the expense is chargeable to the regular funds of the Lodge and to use such funds for any purpose authorized by the Code of General Laws.
- D. No funds of this Lodge shall be invested or used in the purchase, construction or alteration of a building unless the plans, specifications and full particulars of financing are submitted to and receive the approval of The Sovereign Grand Lodge. The Lodge shall not incur any debt or obligation nor enter into any contract for such purpose without the prior approval of the said District Deputy Sovereign Grand Master. This shall not apply to improvements or alterations the cost of which shall not exceed \$1,000.00.
- E. This Lodge shall keep any buildings or personal property owned by it protected by insurance to cover loss by catastrophic disaster in an amount sufficient to protect it from serious loss.

*SEC. 12. Benefits.*

- A. **Attentive Benefits.** This Lodge shall render to all members the Attentive Benefits to which a member is entitled under The Sovereign Grand Lodge Code of General Laws and the principles of the Order. It shall render to a sojourning member all care and assistance to which entitled and shall make prompt reports of any sickness or disability to the Lodge.
- B. This Lodge may provide for the payment of such sick, death, widows, widowers, or orphans benefits as may be authorized by the Code of General Laws, and shall conform thereto and to the fraternal principles of the Order.
- C. **Death Benefit.** To be entitled, the member shall have attained the Third Degree, and shall be not in arrears for dues to the Lodge. The benefit, if provided for, shall be payable in the order named, to the widow, minor orphans or dependent relatives or relatives upon whom the member was dependent at the time of death. If there be no such relative, the benefit may, in the discretion of the Lodge, be applied to the funeral expenses of

the deceased member. In no event shall a benefit be paid to the estate of the deceased member nor to any organization not authorized to receive the same under the laws of the Order. The benefit, if provided for, shall be paid without delay to the person entitled thereto.

- D. Sick or Disability Benefits. Shall be reported in open Lodge by a member of the Order or by mail. Residence beyond the territorial jurisdiction of the Lodge shall not disqualify a member, if otherwise entitled. The member shall be under care of the nearest Lodge, but, if no Lodge be near the place of residence, the member shall submit to the Lodge satisfactory evidence of sickness or disability.

*SEC. 13. Offenses and Appeals.*

- A. Refer to Chapter XXXVIII of The Sovereign Grand Lodge Code of General Laws.

*SEC. 14. Charter and Effects.*

- A. Should Independent Lodges (within the Continental Limits of the United States) become defunct, surrender their charter (except for purposes of consolidation), or its charter be declared forfeited, all rights and title to all funds, property and other effects shall become vested in The Sovereign Grand Lodge in accordance with the Laws of the Order. For those Independent Lodges outside the Continental Limits of the United States only property obtained from The Sovereign Grand Lodge, i.e. regalia, rituals, etc. shall be vested in, and returned to The Sovereign Grand Lodge. It shall be the duty of the last installed officers and the trustees to deliver immediately to the District Deputy Sovereign Master, or any other person authorized to receive the same, the charter, seal, books, papers, funds, investments, property and all other effects belonging to the Lodge.

*SEC. 15. Compensation of Officers and Committees.*

- A. Elective officers, appointed officers and committees, shall receive such allowances for expenses as may be appropriated. Reimbursement for expenses shall be on signed vouchers accompanied by receipts whenever possible.

- SEC. 16. Amendments.* By-laws may be amended, altered, or repealed by the Lodge after having been read at three (3) consecutive regular meetings, with action taking place at the third meeting. Such changes shall be distributed to the membership at least thirty (30) days prior to the vote. A vote of two-thirds (2/3) of the members present is required for passage. Upon passage, the changes shall be submitted to the District Deputy Sovereign Grand Master for approval. Upon approval by the District Deputy Sovereign Grand

SEC. 12

THE S.G.L. CODE OF GENERAL LAWS

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Master, the amendments shall become effective.

<sup>96</sup>CHAPTER VICONSTITUTION  
OF THE  
INTERNATIONAL ASSOCIATION  
OF REBEKAH ASSEMBLIESARTICLE I. **Name**

<sup>07</sup>The name, style and title of this Grand Body shall be the International Association of Rebekah Assemblies, Independent Order of Odd Fellows, and shall hereinafter be governed by the Code of General Laws of The Sovereign Grand Lodge, the following laws, rules and regulations of this Constitution and such By-laws as the International Association of Rebekah Assemblies may adopt.

ARTICLE II. **Authority**

- SEC. 1.** The International Association of Rebekah Assemblies is established by Charter from The Sovereign Grand Lodge, the supreme governing power of Odd Fellowship, to which it shall be accountable.
- SEC. 2.** It shall enact and construe its own laws and actions, subject to code and tax compliance review by The Sovereign Grand Lodge.
- SEC. 3.** It shall act in cooperation with The Sovereign Grand Lodge and its Committees for the improvement and advancement of the Order.

<sup>00</sup>ARTICLE III. **Mission Statement**

- SEC. 1.** To promote Rebekah Odd Fellowship in partnership with The Sovereign Grand Lodge by promoting and elevating the character of mankind.
- SEC. 2.** To promote the principles of the Rebekah Degree through charitable works and improvement of communities.
- SEC. 3.** To advance the principles of Friendship, Love and Truth through cooperation with all branches of the Order.

ARTICLE IV. **Headquarters**

- SEC. 1.** The Headquarters of the International Association of Rebekah Assemblies shall be at the location of The Sovereign Grand Lodge Headquarters and Office Building.

ARTICLE V. **Sessions**

**SEC. 1.** The International Association of Rebekah Assemblies shall meet annually at the same time and place as The Sovereign Grand Lodge. Fifteen officers and members shall constitute a quorum, but a lesser number may act upon credentials of Representatives.

ARTICLE VI. **Members**

**SEC. 1. Members.** Members of the Association shall be:

- A. The elective and appointive officers of the International Association of Rebekah Assemblies.
- B. One representative from each Jurisdictional Rebekah Assembly.
- C. Past Officers and Past Representatives of the International Association of Rebekah Assemblies.
- D. <sup>98</sup>Each Jurisdictional Rebekah Assembly Secretary in attendance and Past Rebekah Assembly Secretaries who have attended a minimum of three I.A.R.A. Sessions.

**SEC. 2.** <sup>24</sup>**Who may attend.** Any Rebekah in good standing.

<sup>98</sup>ARTICLE VII.

<sup>00</sup>**Officers, Trustees, Grand Representative and Alternate Grand Representative to The Sovereign Grand Lodge.** (*Title Change – 13*)

**SEC. 1.** <sup>05</sup>**The elected Officers are:** President, Vice President, Warden, each elected to serve a term of one year; Secretary, elected for a term of one year initially, and, if re-elected, the term shall be for three years with a limit of four three-year terms; Treasurer, elected for a term of one year initially, and, if re-elected, the term shall be for three years with a limit of three three-year terms.

Terms of the Secretary and Treasurer shall not run concurrently.

<sup>21</sup>If the term of the Treasurer expires concurrently with the expiration of the Secretary's term, the term of the Secretary shall be extended for one year.

**SEC. 2.** The Executive Committee consists of the Elected Officers of the International Association of Rebekah Assemblies and the immediate Past President. This committee shall determine policy, promote plans and programs, and act on behalf of the International Association of Rebekah Assemblies between sessions. Any action taken by them shall be subject to ratification at the next session of the International Association of Rebekah Assemblies.

- SEC. 3. The appointive officers are:** Marshal, Conductor, Chaplain, Musician, and two Guardians, appointed by the President-elect for a term of one year, subject to confirmation by the International Association of Rebekah Assemblies.
- SEC. 4.** Unless prevented by illness or other just involuntary cause, failure of any officer to appear for installation shall vacate the office and the International Association of Rebekah Assemblies shall, in the case of an elective officer, elect another to fill the vacancy. In the case of an appointive officer, the President-elect shall fill the vacancy by appointment.
- SEC. 5.** <sup>08</sup>**Trustees.** Three Trustees for the Schuyler Colfax Memorial Museum shall be elected to serve a three-year term, one term to expire each year, with a limit of three terms allowed to be served.
- SEC. 6.** <sup>03</sup>**Grand Representative to The Sovereign Grand Lodge.** The Grand Representatives to The Sovereign Grand Lodge shall be elected to serve a two (2) year term.
- SEC. 7.** <sup>04</sup>**Alternate Grand Representative to The Sovereign Grand Lodge.** An Alternate Grand Representative to The Sovereign Grand Lodge shall be elected to serve a term of two (2) years, the same as the Grand Representative.

#### ARTICLE VIII. **Representatives**

- SEC. 1.** Each Jurisdictional Rebekah Assembly in good standing shall be entitled to one Representative.
- A. <sup>02</sup>The term of a Representative begins at the Session of the International Association of Rebekah Assemblies for which elected, when the credentials have been received, and the Representative has been obligated.
- SEC. 2.** The Representatives are the voting members of the International Association of Rebekah Assemblies. Other members are non-voting members with the right to make motions and debate questions.
- SEC. 3.** The powers, duties and responsibilities of the Representatives shall be set by the By-laws of the International Association of Rebekah Assemblies.
- SEC. 4.** The International Association of Rebekah Assemblies shall be the sole judge of qualifications of Representatives and shall decide contested elections.



**ARTICLE IX. Impeachment**

**SEC. 1.** <sup>02</sup>An officer, member or representative may be impeached and removed from office, suspended or expelled from membership in the International Association of Rebekah Assemblies. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the International Association of Rebekah Assemblies Secretary at any time but no action to impeach shall be taken until the accused has received three days prior written notice. A member under impeachment may be heard and present evidence. A two-thirds vote of the Representatives present is required for conviction and punishment.

<sup>18</sup>**ARTICLE X. Revenues.**

**SEC. 1.** Revenues shall be from The Sovereign Grand Lodge annual appropriation, assessments adopted in regular session, profit from the sale of supplies, investment income, devises and bequests, and income from any lawful source.

**ARTICLE XI. Amendments.**

**SEC. 1.** Amendments to this Constitution shall be made in Bill form to be read in the Sessions of the International Association of Rebekah Assemblies and voted on after laying over at least one day. A two-thirds vote of Representatives present shall be required for adoption. Bills shall be submitted to The Sovereign Grand Lodge for Code and tax compliance review and consideration before becoming effective.

## CHAPTER VII

<sup>18</sup>REBEKAH ASSEMBLIESIndependent Order of Odd Fellows  
under jurisdiction of

The Grand Lodge of/in \_\_\_\_\_ and The Sovereign Grand Lodge, I.O.O.F.

*SEC. 1.*

- A. The name, style and title of a Rebekah Assembly shall be: Independent Order of Odd Fellows (I.O.O.F.), "Rebekah Assembly of (Jurisdiction), and shall be hereafter governed by the following laws.
- B. The Rebekah Assemblies shall be organized or restructured under the provisions of this chapter, and in order that they may more effectively carry out the purposes of their organization with respect to the property placed within their control, are hereby authorized, as soon as possible after their organization, to procure from governmental authorities of the State, District, Territory, Province, or Nation in which they are organized, corporate charters authorizing them as bodies corporate, to acquire and hold title to such funds and property as may be within the purview of their authority and to sue for and recover same.
  - (1) The Grand Lodge, I.O.O.F. having chartered the Rebekah Assembly shall maintain reversionary interest of the Order within the jurisdiction.
  - (2) <sup>21</sup>A Rebekah Assembly may be organized upon petition for a charter by three (3) or more working Rebekah Lodges, having an aggregate of seven (7) or more Past Noble Grands, in a State, Province, Nation, or Territory, but no more than one Rebekah Assembly may be chartered in the same State, Province, Nation, or Territory. At least three (3) lodges in good standing and at least seven (7) Past Noble Grands in good standing shall be necessary to constitute a quorum to vote on application for a warrant.

*SEC. 2. Authority, Objects and Purposes.*

- A. **Authority.**
  - (1) The authority of the Rebekah Assembly is derived from the Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
    - (a) The Charter and By-laws shall state the jurisdiction, city and date of institution.
    - (b) Said Rebekah Assembly is authorized and empowered to direct, supervise and control all matters pertaining to Rebekah Lodges of the Independent Order of Odd Fellows within its Jurisdiction and no Lodge can exist therein without its sanction. It possesses the right of granting charters to a Rebekah Lodges, Theta Rho Girls' Clubs and

Theta Rho Assembly [where and when there is no Rebekah Assembly this task falls back to the Grand Lodge], within the Jurisdiction; of suspending or taking away the same for proper cause; to receive, determine and hear appeals; redress grievances and complaints arising in the several Lodges; to originate and regulate means for its support; to grant dispensations; to enact any law not contravening the customs and usages of the Order, as from time to time declared by The Sovereign Grand Lodge, not altering the work of the Order or any of the several degrees belonging thereto, not in conflict with the constitutional authority of The Sovereign Grand Lodge or violating any enactments in pursuance thereof, and not conflicting with the laws of the land, and do all such other acts to promote the interest of the Order or that appertain thereto by ancient usage or custom.

- (c) The Rebekah Assembly shall exist as long as it meets the provisions of Chapter IV – Issuance of Charter(s).
- (d) Laws To Be Liberally Construed.

The rules and regulations as set forth in the Constitution and By-laws shall be liberally construed. The chief concern shall be following the spirit of the law and the good of Odd Fellowship rather than harshly enforcing rules to the letter of the law.

**B. Objects.**

- (1) To promote the principles of Friendship, Love and Truth.
- (2) Seek to improve and elevate the character of mankind.

**C. Purpose.**

- (1) To have general supervision over the Rebekah Lodges, Theta Rho Girls' Clubs and Theta Rho Assemblies, [where there is no Rebekah Assembly the task shall fall to the Grand Lodge], within the jurisdiction;

*and:*

- (a) Building Associations, lodge hall, property
- (b) District Associations, Athletic Associations, et cetera
- (c) Any such entity as may use: Independent Order of Odd Fellows, Odd Fellows, Odd Fellows and Rebekahs, and/or any of the emblems of the Order i.e. the three links.
- (2) To make recommendations to the Grand Lodge for legislation and such other matters that will improve the Order.

**SEC. 3. Jurisdiction.**

- A. Each Rebekah Assembly shall have exclusive jurisdiction over all local concerns of Rebekah Lodges within its jurisdiction and shall have and exercise all power and authority not reserved to itself by the Grand Lodge or The Sovereign Grand Lodge. Each Rebekah Assembly shall adopt legislation concerning minimum fees, dues and assessments necessary to

meet fraternal obligations.

- B. A Rebekah Assembly's authority shall not be interfered with by the Grand Lodge or the Grand Master. If a Rebekah Assembly fails in its responsibilities in supervising local lodges, the Grand Lodge or Grand Master shall take corrective action against the Rebekah Assembly, but not the local lodge.
- (1) Rebekah Assemblies shall enforce strict adherence to the work of the Order. Neither a Rebekah Assembly or Rebekah Lodge may adopt or use any charges, lectures, degrees, ceremonies or regalia other than those prescribed by The Sovereign Grand Lodge.
  - (2) Lodges may not exhibit in their halls or anteroom any symbols that pertain to any particular faith or creed, but may use music that is generally regarded as religious if it does not cause controversy.
  - (3) Ritualistic work shall not be presented in public meetings.

*SEC. 4. **Headquarters:*** The headquarters of the Rebekah Assembly, (office of the Secretary), shall be at such location as the Rebekah Assembly may direct as stated in its By-laws.

*SEC. 5. **Members:*** The Officers and members of the Rebekah Assembly shall be all Past Noble Grands and Past Grands who have attained the Rebekah Degree of an active Lodge and who have received the Rebekah Assembly Degree. The Rebekah Assembly shall specify in its By-laws who shall have the right to submit legislation, make motions, debate and vote.

*SEC. 6. **Representation:*** Each active Lodge shall be entitled to Representation as specified in the By-laws of its Jurisdiction; for those Rebekah Assemblies using representative vote.

*SEC. 7. **Officers.***

**A. Elective Officers.**

- (1) The elective officers of the Rebekah Assembly shall be those specified in the Rebekah Assembly Ritual; selected from the Past Noble Grands of regularly chartered lodges: President, Vice President, Warden, Secretary, Treasurer, and Representative or Alternate Representative.
  - (a) The By-laws shall state the term of office.
    - (i) Representative terms shall be as set by the I.A.R.A.
  - (b) <sup>19</sup>The President shall not hold an elective office in any Rebekah lodge, unless permitted by the laws of the Rebekah Assembly.
- (2) The Rebekah Assembly may provide in its By-laws for additional elective officers. The following Elective Officers of the Rebekah Assembly: President, Vice President, Warden, Secretary, Treasurer; shall compose the Board of Directors (Board)/Executive Committee of

the Rebekah Assembly;

- and the immediate Past President may serve as a member of the Board by reason of service of his/her past office if provided in the by-laws;
- and the Representative may serve on the Board if provided in the by-laws.

The Board/Executive Committee shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order, within the jurisdiction of the Rebekah Assembly during the interim of the Rebekah Assembly Sessions.

The Rebekah Assembly shall set the name by which this committee is known in its By-laws.

**B. Appointive Officers.**

- (1) The appointive officers of the Rebekah Assembly shall be those officers noted in the Rebekah Assembly Ritual: Marshal, Conductor, Chaplain, Musician, Inside Guardian, and Outside Guardian.

**C. Additional Officers.**

- (1) The Rebekah Assembly may provide for additional elected or appointed officers: Instructor, Director of Publicity, Color Bearer(s), Pages, etc.

**D. Directors, Term.**

- (1) A Rebekah Assembly may elect additional directors; up to three (3) (to be known as Term Directors) to the Board so as to create continuity on the Board/Executive Committee.
  - (a) The selection of and the number of shall be determined in the by-laws.
    - (i) The Term Directors shall serve not more than three (3) terms consecutively.
    - (b) The terms, duties, requirements and responsibilities of the Term Directors are to be set in the Rebekah Assembly by-laws.
  - (2) The Term Directors shall not be considered elective officers in regards to officers receiving Honors of the Order or Honors of Degrees and shall not wear any jewel or special regalia designating same.
  - (3) Grand Bodies have the authority to elect members to any corporate boards or committees with the responsibilities to operate homes, camps, retirement centers, etc., trust accounts.

**E. Qualifications for Office:**

- (1) A Past Noble Grand in good standing in a Rebekah Lodge, and in possession of the Rebekah Assembly Degree is eligible to hold any office.
- (2) An officer must maintain membership in the jurisdiction to hold office.

**F. Nominations and Elections:**

- (1) The President shall call for nominations under the regular order of business as adopted by the Rebekah Assembly.

- (a) Nominations shall be made by members of the Rebekah Assembly, as specified by the jurisdictional By-laws with exception being that a member may ask for the Noble Grand of the nominee's Lodge, a nominee's family member or close friend – who may be a member of the Order, but not yet a member of the Rebekah Assembly to address the Rebekah Assembly and make a nomination.
- (2) <sup>23</sup>Elections shall follow in the general course of business as described in the by-laws of the Grand Body.
  - (a) Ballots may be tallied at this time or a committee of tellers may be charged to retire and canvass the ballots in another room.
    - (i) <sup>23</sup>Balloting. All elections shall be by ballot (written or electronic), unless there be but one nominee, in which event the President shall declare the nominee elected. A majority of the votes cast shall be necessary for election. Should no candidate receive a majority on the first ballot, the candidate having the least number of votes shall be dropped at the next ballot, and so on until a candidate receives a majority of the votes cast.
    - (ii) Tellers. The nominees and the President shall each name one teller at elections, who shall canvass the votes cast. The Teller appointed by the President shall declare the result to the President, by whom it shall be announced to the Rebekah Assembly.
    - (iii) Counting of the Ballots shall be by custom of the Rebekah Assembly as stated in the by-laws or order of business.
    - (iv) <sup>23</sup>The procedures and customs in the approved by-laws of any Grand Jurisdiction shall be followed in that jurisdiction.

**G. Installation:**

- (1) Rebekah Assembly officers shall be installed at the time and place prescribed by the Rebekah Assembly which may provide for joint public installations.
- (2) A Rebekah Assembly shall enact laws for failure or inability of an officer to be present for installation.
- (3) The President, or a qualified person designated by the President, may install Rebekah Assembly officers or the Rebekah Assembly may designate a Past President to install them. Installation by proxy is prohibited.

**H. Officer Emeritus** – is an honorary title which may allow one to advance for presentation according to jurisdictional custom; but is not entitled to Honors of the Order or the Degree where extended.

**SEC. 8. Duties of the Officers**

**A. President. (In Session.)**

The President shall appoint committees. Only members of the Rebekah Assembly shall serve on committees, except on Joint Committees – with the Rebekah Assembly or other Grand Bodies – e.g. museum, D.A.R.E.,

scholarship, etc.

(1) At the conclusion of sessions, the President **MAY** appoint any or all of the following committees:

- |  |                                  |                                     |
|--|----------------------------------|-------------------------------------|
| (a) Appeals and Petitions.             | (h) Instruction & Membership.    | (o) Miscellaneous Business.         |
| (b) By-laws.                           | (i) Investigation of Grievances. | (p) Property.                       |
| (c) Communications.                    | (j) GL/RA Joint Youth.           | (q) Relief.                         |
| (d) Courtesies Extended.               | (k) Judiciary.                   | (r) State of the Order.             |
| (e) Credentials.                       | (l) Legislation.                 | (s) Pilgrimage for Youth (PforY).   |
| (f) Distribution of Officers' Reports. | (m) Memorials.                   | (t) Drawing of Seats.               |
| (g) Finance.                           | (n) Mileage and Per Diem.        | (u) Other Committees as authorized. |

(2) **At sessions, the President shall:**

- (a) Preside at all meetings of the Rebekah Assembly, preserve order and enforce the laws or cause the same to be done during a temporary absence.
- (b) Cast a vote only when the Rebekah Assembly is equally divided, except on a ballot for officers, or on a secret ballot.
- (c) Fill vacancies in office for the remainder of the term.

(3) **Passwords.** The President shall select and communicate the Term Password, for those units under the direct supervision of the Rebekah Assembly.

(4) Other duties of the President. (*Not in session.*)

(a) **Generally.**

- (i) To have supervision over the affairs of the Rebekah Lodges, Theta Rho Assembly and Theta Rho Girls' Clubs.
  - (ii) To require all members to conform to the laws and customs of the Order.
  - (iii) To remove from office any officer of a Lodge who is found to be physically or mentally incapable or is willfully failing to perform the prescribed duties, but only after due notice and hearing and concurrence of the Board/Executive Committee.
  - (iv) To make any recommendations considered necessary for amendment of the By-laws.
  - (v) To execute all legal documents which shall be attested and acknowledged as required.
  - (vi) To instruct, with approval of the Board/Executive Committee, the Committee on Investigation of Grievances to make a thorough investigation when of the opinion that the laws and customs of the Order have been violated and no proper action is being taken.
- (a) The President may, with the approval of the Board, suspend a

member or members for up to ninety (90) days while an investigation is conducted to determine if the member or members should be charged with violating the laws and/or customs of the Order.

- (b) The committee shall make a full report to the President who:
  - (i) If the findings are unfounded – no further action is required.
  - (ii) If findings are founded – the President shall refer the case to the Committee on Judiciary, who shall proceed to act as a Trial Committee, working under the guidance of the provisions in the Trial Code.
  - (iii) The President shall determine venue of the trial.
  - (iv) If the Committee on Judiciary finds that the, member(s), officer(s), or component body has violated the laws of the Order, the President may, with approval of the Board/Executive Committee, admonish, reprimand, fine, suspend, or expel the member, or may arrest or suspend the charter of the component body.
  - (v) The accused has all the rights provided by the Trial Code, to receive a copy of all charges and specifications, to present witnesses, to give testimony, and to cross-examine adverse witnesses.
  - (vi) Any action taken must be reported in detail and in writing to the next regular session of the Rebekah Assembly.
  - (vii) If an appeal is filed the action taken shall remain in force until reversed by the Rebekah Assembly.
- (b) **Special Representatives.** The President may commission:
  - (i) A Special Deputy over any lodge under the supervision of the Rebekah Assembly to perform all the duties specifically designated in the commission. Upon completion of the duty, the Deputy shall report in writing the action taken with recommendations.
  - (ii) A Special Deputy to take control and supervision over the affairs of any component body under the supervision of the Rebekah Assembly which is acting in violation of law, failing to meet its responsibilities, or unlawfully dissipating its assets. The officers of the component involved may continue to perform their duties under the supervision of the Deputy and to the extent allowed. When the situation has been alleviated the Deputy shall be relieved and commission terminated.
  - (iii) A Special Deputy to take charge of the property, funds, and affairs of a component under the supervision of the Rebekah Assembly whose charter has been arrested, suspended, or forfeited. If the charter of a Lodge is arrested, suspended, or forfeited, it shall come under the immediate supervision of the Rebekah Assembly and



remain until the charter is restored.

- (iv) District Deputy Presidents. The President shall appoint a District Deputy President for each District. Such District Deputy shall be a Past Noble Grand in good standing. The term of a District Deputy President shall commence at the end of the annual session and end at the next annual session. The District Deputy shall be the special agent and representative of the President, shall supervise the affairs of the Order in said district, and perform other duties as the President may direct. May receive reimbursement for expenses from appropriated funds when approved by the President. At the expiration of the term shall be entitled to the rank of Past District Deputy President and may acquire an appropriate jewel.
- (a) The District Deputy President shall also serve as an agent of the Secretary with regards to the completion of the Annual and/or Semi-Annual Reports.
- (v) Forms for commissions. They shall be supplied by the Secretary, signed by the President, and attested by the Secretary.
- (vi) Special Deputies: may be reimbursed for expenses on itemized statements, from budgeted funds, approved by the President.
- (c) **Expansion and Development** – Instruction and Membership.
  - (i) The President may appoint: Special Deputies to organize a lodge in a particular area or lodges throughout a District under the President's direct supervision or in any District or area.
  - (ii) Shall visit lodges within the jurisdiction and shall instruct and assist them in all matters for the welfare and business of the Order.
- (d) **Decisions.**
  - (i) Decisions shall be rendered in writing by the President only when requested in writing by a Lodge.
  - (ii) All decisions of the President are binding until the Rebekah Assembly meets. Decisions shall be reviewed by the Committee on Judiciary; their report being acted upon by the voting members of the Rebekah Assembly. Unless reversed, they become law after being presented in Bill form and adopted by the voting members.
- (e) **Other Responsibilities.**
  - (i) Enforce the laws of the Order and may not suspend them.
  - (ii) May not delegate the vested powers except as provided in the Code.
  - (iii) Has no authority to interfere with the affairs of a Lodge or its Presiding Officer so long as it is in good standing and complying with the laws of the Order.
  - (iv) May, or upon the request of a majority of the voting members of the Rebekah Assembly, call special sessions of the Rebekah Assembly. Notice thereof shall be given at least thirty (30) days,

prior to the Special Session, stating the time, purpose, and place of meeting, and no business shall be transacted except as specified in the notice. In the event of an emergency when it is not financially feasible to hold a special session, the Representatives may be polled by mail as to their vote upon the proposition or propositions, not exceeding two (2) in number, with the pros and cons to be disclosed in full.

- (v) May, with written consent of a majority of the Representatives, in the event of war, grave emergency, or other like cause omit the holding of a regular session or may change the regular time and place.
  - (vi) May receive petitions and grant charters as per sub-section (f) below.
  - (vii) Shall perform other duties as required of the Rebekah Assembly.
  - (viii) May fill vacancies in office until adjournment of the next session, with approval of the Board/Executive Committee.
  - (ix) Shall issue proclamations and directives requesting observances by appropriate ceremonies of the Anniversary of the Rebekah Degree and Schuyler Colfax's Birthday, and such other anniversaries and events as deemed necessary.
  - (x) May grant dispensations as authorized by the constitution and laws of the Rebekah Assembly, which do not violate the laws of The Sovereign Grand Lodge.
- (f) **Issuance of Charter(s).**
- (i) A Rebekah Lodge may be organized upon receipt of signed petition for a charter by minimum of five (5) or more members of the Rebekah Degree or a minimum of fifteen (15) persons qualified to become a Rebekah in a community within the jurisdiction of the Rebekah Assembly, accompanied by the proper withdrawal cards and applications for membership.
    - (a) A Rebekah Lodge – when there is no Rebekah Assembly a Rebekah Lodge may be organized upon receipt of signed petition for a charter by five (5) or more members of the Rebekah Degree or fifteen (15) persons qualified to become Rebekah Degree members in a community within the jurisdiction of the Rebekah Assembly, accompanied by the proper withdrawal cards and applications for membership.
  - (ii) A Theta Rho Assembly – when there is no Rebekah Assembly a Theta Rho Assembly may be organized upon receipt of signed petition for a charter by seven (7) or more Past President members of the Theta Rho Girls' Club Degree from not less than three (3) Theta Rho Girls' Club Degree within the jurisdiction of the Rebekah Assembly, accompanied by the sealed letters from the

lodges certifying the rank of the Past Presidents.

- (a) A Theta Rho Girls' Club – when there is no Rebekah Assembly a Theta Rho Girls' Club may be organized upon receipt of signed petition for a charter by five (5) or more members of a Theta Rho Girls' Club or fifteen (15) persons qualified to become Theta Rho Girls' Club members in a community within the jurisdiction of the Rebekah Assembly, accompanied by the proper withdrawal cards and applications for membership.
  - (iii) No more than two-fifths (2/5) [forty percent (40%)] of the members may be associate members, all must be in good standing to keep a Lodge charter active.
  - (iv) Petitions for charter shall be on forms supplied by the Secretary.
  - (v) The petition for the charter shall be sent to the Secretary who shall make a copy for the permanent file and then forward the petition to the President. If satisfied, the President may issue the charter or reserve action and present it to the Rebekah Assembly in regular session. The application shall be accompanied by a fee as determined by the Rebekah Assembly, which shall be refunded if the petition is not granted.
  - (a) In practice – the President may issue Dispensations/ Warrants in the recess of the Rebekah Assembly, resolving at the Rebekah Assembly session to issue the Charter.
  - (vi) Five (5) regular members must be maintained in good standing to keep a Lodge charter active.
  - (vii) The Charter issued by the Rebekah Assembly shall be inviolate and may not be altered or amended without the consent of the Rebekah Assembly, except that a photocopy of the Charter may be used for special sessions held outside of the regular meeting place, be at least a minimum of eight and one-half inches by eleven inches (8 ½" x 11"), a copy of which must be furnished to the Rebekah Assembly for its archives.
- (g) **Institution.**
- (i) The President, or one designated by the President in writing, shall institute a Lodge or other unit when the charter/warrant/dispensation is issued.
  - (ii) Surrendered, arrested, or forfeited charters may be restored by the President or the Rebekah Assembly.
  - (iii) Assets of Lodges whose charters are surrendered or revoked vest in the Rebekah Assembly, which has discretion to return them if the charter is restored, and must return them if an appeal is sustained.

**B. Duties of the Vice President.**

- (1) Generally.
  - (a) To perform the duties of the Vice President as stated in the Rebekah Assembly Ritual and preside in the absence of the President.
  - (b) To perform all duties assigned by the Rebekah Assembly, perform the duties and make visitations as may be directed by the President or the Board/Executive Committee.
  - (c) To act for the President in case of the latter's continuing disability to such an extent of being physically or mentally unable to perform the duties as determined by the Board/Executive Committee.

**C. Duties of the Warden.**

- (1) Generally.
  - (a) To have charge of the doors, and through the Marshal and Conductor examine and ascertain that all members and visitors are qualified to sit in the session prior to opening. The Rebekah Assembly shall be the sole judge of qualifications and validity of credentials of Representatives.
  - (b) To have charge of the diagrams and unwritten work of the Order during the session of the Rebekah Assembly. To confer the Rebekah Assembly Degree upon all Past Noble Grands and Past Grands presenting proper credentials.
  - (c) To make visitations and perform such duties as the President, the Rebekah Assembly, or the Board/Executive Committee may direct.
  - (d) To study the programs and projects of all lodges and report and make recommendations concerning them to the Board/Executive Committee.

**D. Duties of the Secretary.**

- (1) Generally
  - (a) To execute a bond in the sum of an amount designated by the Rebekah Assembly with corporate surety, to be approved by the President, to account for all funds and property that come into possession of the Secretary's office. The bond shall remain in the custody of the President.
  - (b) To employ assistants and others to serve and to be compensated from funds appropriated.
  - (c) To have custody of the Seal of the Rebekah Assembly, attesting necessary documents.
    - (i) A copy of the impression or print of the Seal shall be placed in the archives of The Sovereign Rebekah Assembly.

- (ii) The design of the Seal shall contain the name and date of institution; and any fraternal emblem or logo as agreed upon by the Rebekah Assembly.
- (d) To prepare, for use of the Committee on Mileage and Per Diem, a table of mileage of the officers of the Rebekah Assembly, Past Presidents, and a numerical list by Lodge of Representatives expected to attend the session, with any other information deemed necessary for examination and correction by the Committee; where Mileage and/or Per Diem are paid.
- (e) To close the books of the Rebekah Assembly at the end of the fiscal year, and make proper report thereon.
- (f) To keep all accounts in accordance with approved accounting methods, keeping a separate account for each appropriation. Payments shall not exceed specific appropriations and no transfers from one appropriation account to another may be made without specific approval of the Rebekah Assembly. Appropriations shall be made for the fiscal year. All books and accounts shall be promptly posted.
- (g) To sell copies of the Journal of Proceedings, Code of General Laws and Supplements thereto, and other supplies for cash, on consignment, or for credit not exceeding sixty (60) days, as deemed for the best interest of the Order.
- (h) To transmit to the Treasurer all moneys collected for various funds and obtain receipts.
- (i) To prepare a complete Journal of Proceedings of each session containing statistical and other information directed by the Rebekah Assembly, properly indexed, to be printed and bound; and distributed as designated in the By-laws.
- (j) To keep a library of the proceedings of the Rebekah Assembly. To archive all paraphernalia that may come into possession of the Rebekah Assembly.
- (k) To transmit all appeal papers to the Chairman of the Committee on Appeals and Petitions so as to arrive prior to the annual session.
- (l) To attest proclamations of the President and distribute same to each Lodge
- (m) To prepare forms for annual reports of the Lodges containing information required by The Sovereign Rebekah Assembly. Reports shall be due on the date stated in the By-laws, such that the membership is based on a twelve (12) month period, along with such other information as may be necessary for tax purposes that may be required.
- (n) To require payment of all fees and dues with the reports set forth in sub-paragraph (m) above. Failure to comply shall give the Secretary

sufficient reason to take the following actions: (a) Notify the Lodge of its Representative(s) loss of accreditation; (b) Require monetary penalties of ten percent (10%) as of date stated in the by-laws, based on dues payable and an additional one and one-half percent (1 1/2%) interest per month thereafter until paid. If all dues and penalties are not received, the Representatives may be seated with only the right of debate and to make motions but not permitted to vote. If mileage and per diem are paid, the Lodge shall be billed for mileage and per diem, unless good cause for such failure can be shown to the satisfaction of the Rebekah Assembly.

- (o) To keep an adequate supply of jewels and items of supply for sale.
  - (p) To keep accounts between the Rebekah Assembly and all components under its jurisdiction and that all accounts to the Rebekah Assembly which becomes delinquent sixty (60) days shall bear a penalty of one and one-half percent (1 1/2 %) per month which shall be collected on the gross amount of the invoice.
  - (q) To notify all members to attend special sessions of the Rebekah Assembly.
  - (r) Make a full report of the proceedings of the Board/Executive Committee to the Rebekah Assembly at its annual session.
  - (s) Receive from the Secretaries, in triplicate, amendments to their respective by-laws together with three (3) certified copies of their current laws. Amendments shall be forwarded to the Committee on By-laws, or appropriate member for review and reporting on at the Rebekah Assembly Session. The files shall be forwarded within thirty (30) days of receipt.
- (2) **Information.**
- (a) The local units of the Order shall annually furnish to their Grand Body, who will in turn annually furnish the same to The Sovereign Grand Lodge, the following:
    - (i) The most current mailing address for the Unit.
    - (ii) The physical location of their meeting facilities.
    - (iii) The Meeting dates and times as reflected in their by-laws.
    - (iv) <sup>24</sup>The full name, date of birth, current mailing address, physical address of residence, telephone number, and e-mail address of each member whether regular, associate, or non-contributing. Said information is to include the member's status of membership.
    - (v) The Rebekah Assembly shall **NOT** sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Rebekah Assembly or its local lodges, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without the Rebekah Assembly, without the expressed permission

of the member. Further any distribution must have the expressed permission of the voting members of the Rebekah Assembly present and voting at any regular annual or called special session.

- (b) Each unit of the Order shall furnish to their Grand Body a complete legal description of all real property owned, including property owned by a hall association and any other property that may be owned outright or in cooperation with others, which includes cemeteries. This information shall be furnished by the Grand Body to The Sovereign Grand Lodge upon request.
  - (c) Each Grand Body shall furnish to The Sovereign Rebekah Assembly a complete legal description of all real property owned including Homes, Camps, or other property that may be owned outright or in cooperation with others.
- (3) **When the Rebekah Assembly is in session:**
- (a) Attend all sessions of the Rebekah Assembly, keep a record of all proceedings and handle correspondence and business pertaining to the office or as may be delegated.
  - (b) At the opening of each session report to the President in writing the names of Lodges that are delinquent in reporting, paying dues and fees, or that are indebted for supplies as of sixty (60) days before the session. This report shall be delivered to the Committee on Credentials immediately upon its appointment.
  - (c) Make a detailed financial report of all accounts.
  - (d) Provide for use of committees and Representatives an adequate supply of Codes of General Law, Journals of Proceedings, Robert's Rules of Order, and necessary forms and stationery.
  - (e) Appoint such Assistants as required.
  - (f) Keep a record of the proceedings of each session.
  - (g) In compiling the Journal, to number every bill, resolution, petition and document. At the end of each item, indicate by number the committee report and disposition.
  - (h) Edit and print the reports of officers of the Rebekah Assembly for use by the Committee on Distribution of Officers' Reports; this to include minutes of the Board.
  - (i) Cause to be printed in the Journal, all legislation including those Bills laid over for the next session.

**E. Duties of the Treasurer.**

- (1) Generally.
  - (a) Be required to furnish bond in the amount and under the terms and conditions required of the Secretary.
  - (b) Attend all sessions of the Rebekah Assembly and perform the duties of the office and those assigned.
  - (c) Keep all monies, securities, and evidence of indebtedness of the

Rebekah Assembly, pay all orders drawn by the Secretary, and submit an annual statement of all accounts prior to the annual session.

- (d) Receive all monies collected by the Secretary, giving receipt therefore, and deposit same in depositories selected in the name of the Rebekah Assembly.
- (e) Sign all checks drawn by the Secretary or by authorized use of a facsimile signature. The Secretary or other designated signer shall countersign checks.
- (f) Disburse funds collected for General Relief, keeping a proper record thereof.

**F. Duties of Term Directors.**

- (1) Generally.
  - (a) To serve as member(s) at large on the Board.
  - (b) To perform all duties assigned by the Rebekah Assembly, President or the Board/Executive Committee.

**SEC. 9. Vacancy in office of:**

Vacancies.

- ❖ A Rebekah Assembly shall prescribe methods and procedures for impeachment or removal of officers after notice and hearing for nonfeasance, misfeasance, malfeasance, misconduct or other cause.
  - ❖ A Rebekah Assembly shall enact legislation for filling vacancies caused by suspension, expulsion, removal, impeachment, death, or if the officer's lodge does not remain in good standing.
- A. The President. In case of death, resignation, or impeachment of the President, or should the office be vacated by continued physical or mental incapacity of extreme nature, then the office with the approval of the Board/Executive Committee shall be filled by the Vice President, who may, having served a majority of and to the end of the term, be ranked as a Past President, or has the option to stand for election for a regular term as President.
  - B. The Vice President. In case of death, resignation, or impeachment of the Vice President, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by the Warden, and the Warden, who may, having served a majority of and to the end of the term, be ranked as a Past Vice President, or has the option to stand for election for a regular term as Vice President or continue to nomination as President.
  - C. The Warden. In case of death, resignation, or impeachment of the Warden, or should the office be vacated by reason of continued physical



or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by appointment, the appointee who may, having served a majority of and to the end of the term, be ranked as Past Warden or has the option to stand for election for a regular term as Warden or continue to nomination as Vice President.

- D. The Secretary. In case of death, resignation, or impeachment of the Secretary, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by appointment, the member shall be entitled to rank as a Past Secretary, or has the option to stand for election as Secretary at the close of the term for which appointed.
- (1) Should the term be for more than one year, the appointment shall be to the next session of the Rebekah Assembly. If there be additional time in the term, there shall be an election to fulfill the remainder of the term.
- E. The Treasurer. In case of death, resignation, or impeachment of the Treasurer, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office with approval of the Board/Executive Committee shall be filled by appointment, the member shall be entitled to rank as a Past Treasurer at the close of the term. Has the option to stand for election as Treasurer at the close of the term for which appointed.
- (1) Should the term be for more than one year, the appointment shall be to the next session of the Rebekah Assembly. If there be additional time in the term, there shall be an election to fulfill the remainder of the term.
- F. Representative. In case of death, resignation, or impeachment of the Representative, or should the office be vacated by reason of continued physical or mental incapacity of extreme nature, then the office shall be filled by the Alternate Representative. The Alternate Representative shall be entitled to rank as a Past Representative at the close of the term.
- G. Term Director. In case of death, resignation, or impeachment of a Term Director, or should the position be vacated by reason of continued physical or mental incapacity of extreme nature, then the position shall be filled by the Board.
- (1) Should the term be for more than one year, the appointment shall be to the next session of the Rebekah Assembly. If there be additional time in the term, there shall be an election to fulfill the remainder of the term.

**SEC. 10. Reports of Elective and Appointive Officers.**

- A. All elective and appointive officers shall, at least one (1) month prior to

the annual session of the Rebekah Assembly, submit to the Secretary a report of their activities during the preceding year.

- B. Minutes of the Board shall be a matter of record in the advance reports unless previously distributed.
- C. The reports shall be printed for distribution at the annual session and inclusion in the Journal of Proceedings.
- D. The President may submit a supplemental report to be printed in the Daily Journal.

*SEC. 11. **Impeachment:*** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Rebekah Assembly. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Secretary at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the Representatives present is required for conviction and punishment.

*SEC. 12. **Sessions:*** Regular sessions of the Rebekah Assembly shall be held at predetermined places on a date as specified in the By-laws of the Rebekah Assembly. Special Sessions shall be held in accordance with the By-laws of the Rebekah Assembly.

A. **Special Sessions.**

The President may call Special Sessions of the Rebekah Assembly at any time, or when petitioned by at least seven (7) Past Noble Grands representing at least three (3) lodges; or majority of lodges as detailed in the By-laws. Notice thereof shall be given at least thirty (30) days prior; stating the time; place and purpose of the meeting, and no business shall be transacted except as specified in the notice.

In the event of an emergency when it is not financially feasible to hold a special session, the Representatives/lodge (members) [Past Noble Grands] may be polled by mail as to their vote upon the proposition or propositions, not exceeding two (2) in number, with the pros and cons to be disclosed in full.

B. **Quorum.** A quorum of the Rebekah Assembly shall consist of the attendance of at least seven (7) Past Noble Grands who are in good standing from not less than three (3) or a majority of the lodges in good standing.

- (1) The by-laws of the Rebekah Assembly may state a larger number.

*SEC. 13. **Rules and Practices.***

A. The Rebekah Assembly shall determine in the By-laws its own Rules of

Order; otherwise Robert's Rules of Order shall prevail.

**SEC. 14. Revenues.**

- A. Revenues shall be from charter fees, per capita dues, assessments adopted in regular session, profit from the sale of supplies, investment income, rent, devises and bequest and income from any lawful source.
- B. The Rebekah Assembly shall collect sufficient per capita dues to supplement the funds required to pay the expenses and fraternal obligations.

**SEC. 15. Authority Over Lodges.**

- A. Rebekah Assemblies have sole power to grant charters or dispensations for lodges in their jurisdiction and shall adopt legislation prescribing the methods and procedures.
  - (1) Rebekah Assemblies may designate a local unit or units which have historical and traditional significance as an historical unit.
- B. Lodges may conduct their business in any language authorized by the Rebekah Assembly if rituals are available.
- C. Rebekah Assemblies shall require all lodges to adopt Constitutions and By-laws which shall be submitted to the Rebekah Assembly for referral to the proper officer or committee for approval before becoming effective upon vote of the Rebekah Assembly.
- D. Rebekah Assemblies shall see that by-laws are enforced unless repealed.
- E. Rebekah Assemblies shall require that by-laws provide for fees and dues sufficient to meet fraternal obligations.
- F. The charter of a lodge may be arrested, suspended, or revoked by the Rebekah Assembly Board/Executive Committee after notice and hearing. The charter of a Lodge may be arrested upon request by the Lodge after an investigation by the Board/Executive Committee.
- G. It shall be the duty of a Rebekah Assembly to see that its lodges conform to law, both fraternal and civil and do not dissipate their property and funds.
- H. When a Rebekah Assembly arrests, suspends, or revokes a charter, the assets and records of the lodge shall be taken by it, and be placed in escrow. After hearing the Rebekah Assembly may restore the charter and assets. Should the lodge not be reinstated the assets shall be placed in escrow for a minimum of three (3) years. If no petition for reinstatement is received and approved, the assets, etc. shall become the property of the Rebekah Assembly.
- I. Rebekah Assemblies have no right to compel lodges to elect persons to membership, or restore expelled members, unless the decision to expel is reversed. Its officers cannot grant dispensation to re-ballot on rejected applications for membership. Rebekah Assemblies may not prohibit

lodges from receiving members because of advanced age. Rebekah Assemblies shall not compel lodges to accept members by transfer.

- J. Rebekah Assemblies may not designate or select lodge officers but may appoint committees to investigate the actions, books, papers, and records of lodges.
- K. Rebekah Assemblies may permit consolidation of lodges within their jurisdiction under the following regulations, except when five (5) members wish to keep the lodge.
  - (1) The request for such consolidation shall be submitted to each lodge interested, in writing, signed by not less than ten percent (10%) of the membership of each lodge, giving the name and number of the lodge under which the proposed consolidated Lodge shall work, which may be the name and number of either lodge, or the charter name of one and the number of another, or an entirely new name and such number as the President or the Rebekah Assembly may award them, together with any other agreements desired between such lodges.
  - (2) A written or printed copy of the proposed provisions for such consolidation shall be mailed within three days to the last known address, as shown on the books of the lodge, to all members of each lodge by the Secretary thereof, stating that a vote will be taken on such provisions on the date specified within four (4) weeks.
  - (3) At such time as may then and there be fixed, a vote by secret ballot shall be taken, the result duly recorded, and a certified transcript of the entire action taken shall be sent, under seal immediately to the Rebekah Assembly; office of the Secretary, who shall forward copy to the President.
  - (4) The President, or the Rebekah Assembly, may grant and issue the necessary dispensation provided that a majority of the members present and voting in each lodge approve such consolidation.
  - (5) The consolidation, if authorized, shall be effected by the President, or her/his duly authorized Deputy, whose duty it shall be to receive from each lodge its charter, rituals, books, assets and liabilities. The secretary of each affected lodge shall provide a list of members including dropped, suspended, expelled and deceased since the last report.
  - (6) On receiving such property and lists of membership, the President or her/his Deputy shall proclaim the lodges duly consolidated, and proceed forthwith to the election and installation of duly qualified members to the various offices.
  - (7) All lodge assets and liabilities shall be transferred to the new consolidated lodge.
- L. Procedures for charges regarding offenses, the method of trial, punishment and appeal shall be as set forth in Chapter XXXVIII.

**SEC. 16. Funds of the Rebekah Assembly.**

- A. Excess funds of the Rebekah Assembly shall be invested by the Treasurer and the Finance Committee or such other committee appointed to confer with the Treasurer. This officer and Committee shall also determine the amount that constitutes excess funds.
- B. The Board/Executive Committee may borrow funds, not exceeding the amount previously approved by the Rebekah Assembly, as may be necessary to meet expenses and appropriations, and to pledge the credit of the Rebekah Assembly. The chairman of the Committee on Finance shall also attest evidence of the indebtedness. Real or personal property may be mortgaged or pledged if necessary. Funds derived therefrom shall be delivered to the Treasurer. Funds to be borrowed if in excess of the approved amount must be authorized by special resolution adopted at a session of the Rebekah Assembly.
- C. A complete list of all securities shall be currently maintained by the Treasurer and delivered to the President. Securities shall be kept in safe deposit boxes. Access shall be limited to any two (2) of the Board/Executive Committee.
- D. The Rebekah Assembly may authorize the raising of funds for particular purposes, by contributions or other legal money-raising activities.
  - (1) No unit, officer, or member may petition funds outside the jurisdiction without written approval of the Grand Master.
- E. Life Membership Fund. Shall be established when the Grand Body authorizes Life Membership in accordance with Chapter III, Sec. 10 – Life membership.

**SEC. 17. Representatives.**

- A. Election, Qualifications and Terms of Office; for those jurisdictions using representatives.
  - (1) e.g.: An active Lodge shall be entitled to a Representative for its Charter and the first fifty (50) members; those Lodges with more than fifty (50) members shall be entitled to an additional Representative for each fifty (50) members.
  - (2) An alternate Representative shall be elected at the same time as the Representative to serve in the event that the elected Representative cannot attend the upcoming session. Each Lodge may enact legislation providing for the manner of electing its Representatives. Terms of Representatives commence at the beginning of the Rebekah Assembly Session for which elected.
  - (3) The Rebekah Assembly is the sole judge of the qualifications of Representatives.
    - (a) A Representative may be elected to any number of terms.
    - (b) Cannot be seated unless the Representative and the Lodge are in

- good standing.
- (c) A Representative may hold any other office in the Lodge.
  - (d) Contested elections shall be determined solely by the Rebekah Assembly.
- (4) If a Lodge becomes entitled to an additional Representative after the date to certify Representatives to the Rebekah Assembly Office, the presiding officer may appoint an additional Representative certifying the increase in membership to the Secretary. If a decrease in membership deprives a Lodge of a Representative, then each Representative elected by it shall serve out the elected term and the Lodge shall elect one (1) less Representative.
  - (5) Each Representative and alternate Representative must be a Past Noble Grand, a member in good standing of a Rebekah Lodge in good standing; provided that residence is within its own or an adjoining jurisdiction; and further providing that the one elected may qualify after election by obtaining the Rebekah Assembly Degree at a Regular or Special Session of the Rebekah Assembly. The Lodge shall furnish the Representative with a certificate of election with a duplicate under seal to the Secretary.
  - (6) If a Representative is prevented from attending one (1) session, the seat is not thereby vacated, but may serve the remainder of the term.
  - (7) If a Representative or Representative-elect becomes disqualified, it shall be the duty of the Lodge to immediately notify the Secretary.
  - (8) Once elected, as a Representative shall not be recognized as such, nor entitled to its rights and privileges until the credentials have been received and approved.
    - (a) A Lodge that fails or refuses to properly certify its Representative to the Secretary two (2) weeks prior to the Session, shall be billed for mileage and per diem of such uncertified Representatives, if seated by the Rebekah Assembly, and if the Rebekah Assembly pays miles and per diem to its representatives.
    - (b) This penalty shall not apply in cases of death or serious illness and the Rebekah Assembly may rule that the delay was caused by other unavoidable circumstances.
  - (9) When a Representative shall be installed in an elective office of the Rebekah Assembly, the office, as Lodge Representative shall be vacated.
    - (a) A Representative shall represent only one (1) Lodge.
      - (i) There shall not be proxy representation, nor vote by proxy; one (1) person – one (1) vote.]
- B. The Duties of a Representative are:
- (1) To attend sessions of the Rebekah Assembly, represent the Lodge and report all legislation and other matters that occurred at the session

pertaining to the Lodge.

- (2) To vote on every roll-call vote. If any member shall be temporarily absent from the hall, the other Representative from the Lodge shall be allowed to cast the vote of such temporarily absent member, in which event the Secretary shall place the word "absent" opposite the name of the absent Representative and thereafter such vote cannot be changed.
- (3) To vote on all matters except on personal qualifications to be seated.
- (4) To serve on all committees to which appointed unless excused by the Rebekah Assembly.

*SEC. 18. COMMITTEES.*

- A. The following are STANDING COMMITTEES consisting of not less than \_\_\_\_\_ members each and their duties. [The Rebekah Assembly shall state in its by-laws the committees of the Rebekah Assembly and their duties: e.g.]
  - (1) **Appeals and Petitions.** If authorized by the President, it meets prior to the Annual Session. The Committee shall consider no appeal unless the record has been filed with the Secretary in the manner and for the length of time prescribed by law, or unless directed to do so by the Rebekah Assembly. All appeals and petitions of petitioners shall be referred to it.
  - (2) **By-laws.** Shall receive from the Secretary on a rotating basis amendments to and revised by-laws. This committee shall:
    - (a) Review all by-laws and amendments thereto of all Lodges under the jurisdiction of the Rebekah Assembly.
    - (b) Every six (6) years, the committee shall complete a review of all Lodges, doing one-sixth (1/6) of these each year. The Secretary shall notify each Lodge to be examined that year to send three (3) copies of its laws for review. If a Lodge fails to comply, the Secretary shall notify it that its Representative(s) shall be deprived of voice, vote, mileage and per diem.
    - (c) The committee shall not only see that the Lodge laws comply with the laws of The Sovereign Grand Lodge and the Rebekah Assembly, but it shall also point out to the Lodge any failure to take advantage of its rights and privileges available to the Lodge.
  - (3) **Credentials.** Shall pass upon the qualifications of Representatives and Members (Past Noble Grands and Past Grands to receive the Rebekah Assembly Degree).
  - (4) **Distribution of Officers' Reports.** Shall recommend reference to appropriate committees of the several parts and recommendations of officers' reports.
  - (5) **Drawing of Seats.** Shall arrange the meeting place and see that it is properly set up before each daily session in accordance with plans

provided by the President or Executive Committee.

- (6) **Finance.** Prepares and submits for consideration a proposed budget, setting out expected revenues and expenditures for the next fiscal year. After approval no appropriation shall be exceeded. This budget shall be presented, at the annual session. If the proposed budget results in a deficit, it shall only be adopted by roll-call vote with two-thirds (2/3) of the voting members present voting in favor. All matters pertaining to finance and appropriations of money shall be referred to it.
    - (a) Committee on Finance shall secure the CPA for the audit of the Secretary and Treasurer, and any additional books of entities of the Rebekah Assembly.
  - (7) **Judiciary.** If authorized by the President, it meets prior to the annual session. This committee shall review the decisions of the President and report thereon to the Rebekah Assembly. Interpretations of the Laws of the Order on other matters shall be reported on at any time during the session.
    - (a) This committee shall serve as a Trial Committee when so directed under Chapter XXXVIII.
  - (8) **Legislation.** Examine all legislation proposed and make recommendations with reference thereto, as well as such matters as may be referred to it.
  - (9) **Mileage and Per Diem.** If required, makes corrections on the table of mileage and per diem prepared by the committee and the Secretary.
  - (10) **Miscellaneous Business.** Shall be referred matters not herein specified for reference to any other committee.
  - (11) **Property.** Shall be referred matters pertaining to the Homes, Camps, Cemeteries and Rebekah Lodge owned/sponsored Property of the Order.
  - (12) **Relief.** Shall be referred matters pertaining to relief and relief projects, or otherwise involving the interests of the Order.
  - (13) **State of the Order.** Shall be referred all matters and questions in relation to the general welfare and activities of the Order.
  - (14) **Instruction.** Shall be responsible to provide instruction in the unwritten work, rituals, laws, customs and history of the Order. Its services shall be available to all lodges, District Deputies, Degree Captains and Staffs. The committee may conduct such schools of instruction as appropriations permit.
  - (15) **Courtesies Extended.** Shall be appointed by the President.
- B. SPECIAL COMMITTEES and their duties are:
- (1) **Communications.** Shall follow the guidelines as set by The Sovereign Grand Lodge, I.O.O.F.
    - (a) Jurisdictional Newspaper, etc.



- (b) Jurisdictional Web Sites, etc.
- (2) **Executive Committee/Board.** The Board/Executive Committee meets between sessions to manage the affairs of the jurisdiction; and promulgates plans and programs and works with the officers of all bodies under the immediate supervision of the Rebekah Assembly for the development and expansion of the Order. It shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order.
  - (a) The Executive Committee/Board shall submit a Master Report of their minutes to the Rebekah Assembly so the Representatives may ratify or change their actions.
- (3) **GL/RA Joint Youth Committee** shall consist of a minimum of six (6) members. The President-elect shall appoint a replacement for a three-year (3) term. The President-elect of the Rebekah Assembly shall recommend a member sister for a three-year (3) term. The replacements are to be appointed thirty (30) days before the annual session and confirmed the first day of the annual session. All terms of members are for three (3) years. The committee shall:
  - (a) Meet to select a chairman from among its membership.
  - (b) Be reimbursed for expenses as budgeted by the Rebekah Assembly.
  - (c) Promote all youth branches and activities.
  - (d) Make necessary reports to the Executive Committees/Board of the Rebekah Assembly and Rebekah Assembly and an Annual Report to the Rebekah Assembly and Rebekah Assembly. Its actions, when the Rebekah Assembly is not in session, shall be subject to review and approval of the Rebekah Assembly Board/Executive Committee.
- (4) Each Jurisdiction may have a Pilgrimage for Youth Committee consisting of no fewer than three (3) members appointed by the President, with one member designated as the Jurisdictional Chairman. Shall adopt rules and regulations governing Rebekah Assembly participation in the Pilgrimage for Youth Program subject to approval of the President and the Executive Committee and shall submit an annual budget for expenses of the Program.
- (5) **Investigation of Grievances.** At least one (1) member shall be a Past President. Whenever any situation arises that may be detrimental to the welfare of the Order, the President shall take necessary action as authorized by the laws of the Order. Members shall be reimbursed as authorized by the President within the Budget.
- (6) **Membership** Committee shall consist of a minimum of three (3) members, and a General Chairman.
  - (a) The President-elect shall make appointments thirty (30) days prior to session. All appointments to be confirmed by the Rebekah Assembly.

- (b) The General Chairman shall direct the affairs of the Committee, which will include the plans and procedures for the promotion of membership and may include such programs as Training Conferences, Degree Rallies and other related activities.
- (c) Each Lodge shall appoint a membership chairperson (and co-chairperson or committee) as the program may deem from year to year.
- (7) **Memorials.** Shall be referred all matters of commemorating the memory of deceased members of the Grand Body who died in good standing to be referred to this committee for their action and report, and it shall be their duty to secure any available statistics in regard to death and report on same.
- (8) **Joint Planning Board.** The Rebekah Assembly may participate in the/a Joint Planning Board. See Chapter XXXI, Sec. 1.
- C. Duties and responsibilities of committees:
  - (1) Only Rebekah Assembly Members may serve on standing committees. No person shall, simultaneously, serve as chairman of more than one (1) standing committee.
  - (2) Committees are to perform the duties prescribed by law, special assignments by the President or the Rebekah Assembly and other duties pertaining to such committees as have been customarily performed in the past.
  - (3) A committee chairman is not an officer of the Rebekah Assembly, but may upon occasion become its agent.
  - (4) Any committee may request from the President, the appointment of a Past President to act in an advisory capacity.
- D. Emergency meetings of committees. The President may appoint any committee prior to session to serve and act at any time and place that in the opinion of the President is necessary to preserve the interests of the Order.

**SEC. 19. Grand Jurisdictional Lodge.**

- A. The Rebekah Assemblies shall operate a Grand Jurisdictional Lodge for members of defunct lodges. The Secretary shall transfer the members from a closed Lodge to the Grand Jurisdictional Lodge, so that their membership will be retained. The Grand Jurisdictional Lodge is a non-working lodge.
  - (1) It is not counted in the total of five (5) Lodges being required to hold the charter.
  - (2) It is not entitled to representation at Rebekah Assembly.
  - (3) The President shall serve as Noble Grand, the Treasurer as Treasurer, the Secretary as Secretary keeping financial and other records, making reports and returns.

- B. Membership is a matter of right for those whose lodge charters have been surrendered or forfeited and they shall maintain good standing and be entitled to pecuniary benefits if provided by their former lodge; adequate moneys shall be deposited in the Rebekah Assembly jurisdictional lodge fund upon surrender of the charter to cover such pecuniary benefits. The members may attend Rebekah Assembly.
- C. A Rebekah Assembly may provide that its members must make application for membership in an active lodge within two (2) years.

**SEC. 20. Compensation of Officers and Representatives.**

- A. Elective officers, Appointed Officers, Special Representatives of the President, Immediate Past President while on the Board/Executive Committee, and Committees shall receive such allowances for expenses from appropriated funds on vouchers accompanied by receipts whenever possible, when performing official duties during recess of the Rebekah Assembly.
- B. Salaried officers shall receive such salaries as may be appropriated.
- C. Representatives and Past Presidents may receive such mileage and per diem as may be computed and appropriated.
- D. All salaries, expense allowances, mileage, and per diem shall be paid from funds appropriated.
- E. Mileage shall be computed in accordance with any Certified Mileage Guide.
  - (1). <sup>19</sup>The Budget Resolution shall set the fund limits to be spent.

**SEC. 21. Rules of Order.**

- A. A quorum is required for the transaction of business and consists of a majority of the elected Representatives.
- B. Generally.
  - (1) The Rebekah Assembly shall be opened and closed in the Rebekah Assembly Degree according to the Rebekah Assembly Ritual.
  - (2) <sup>19</sup>Business of the Rebekah Assembly shall be conducted in the Rebekah Degree.
  - (3) The business sessions of the Rebekah Assembly shall be conducted in the following manner:
    - (a) The President shall call the members to order, ascertain by roll call that a quorum is present, direct the Vice President to proclaim the Rebekah Assembly duly opened, require all members to be in proper regalia, and ascertain from the Secretary if all reports have been printed and distributed.
    - (b) The President shall cause the previous session's journal to be read, or may declare them approved as printed except for corrections that may be brought to the attention of the Rebekah Assembly.
    - (c) The President shall preserve order and decorum.

**C. Voting, Motions.**

The President shall:

- (1) Permit a member to speak but once until every member who chooses has spoken. No member shall speak more than twice on a question without unanimous consent of the members present.
- (2) Voting for officers shall be by ballot. All other voting shall be by the voting sign, except that one-fifth (1/5) of the Representatives present may demand a roll call vote. Except as otherwise provided, a majority of a quorum shall prevail.
- (3) Upon request of any member, require a motion to be placed in writing.
- (4) Put the motion to defer a particular item to a time certain, this shall be determined without debate.
- (5) Not permit a motion to be entertained during balloting.
- (6) Grant any member the right to protest and have the protest entered in the Journal.

**D. Bills, Resolutions, and Reports.**

- (1) When a committee reports favorably upon a bill the vote shall be upon passage of the bill. Amendments shall be voted upon first, and then the bill or bill as amended.
- (2) Majority reports will normally be considered first, unless there is a motion to adopt the minority report.
- (3) Motions to table, lay-over, indefinitely postpone, or subsidiary motions are always in order.
- (4) When a Committee submits an adverse Report on a subject (Bill, Resolution or Report) referred to it, the subject shall be placed before the Rebekah Assembly as a committee of the whole. A proponent of the subject shall have five (5) minutes to speak to the subject. A vote shall then be taken to place the subject upon passage. If the vote is favorable, then the subject shall be open to debate. After debate the vote shall be upon the subject.
- (5) A bill, resolution, or other proposition that is to be referred to a standing committee shall be submitted in triplicate, on standard letter or legal-size paper, either printed or typewritten.
- (6) Resolutions involving appropriation of funds must be referred to the Committee on Finance.
- (7) The proponent of a bill, resolution, or report is privileged to speak for three (3) minutes in explanation thereof, prior to final action.
- (8) The adoption of an officer's report containing recommendations or proposed expenditures must be implemented by a resolution approved by the Rebekah Assembly, following a committee report.

**E. Order of Business.**

- (1) The order of business shall be set forth in the ceremony for opening and closing the Rebekah Assembly.

- (2) Any procedure not provided for herein shall be governed by Robert's Rules of Order.

**SEC. 22. Laws of the Rebekah Assembly.**

- A. Laws to be passed by Bills/Notice of Motions – Bills and Notices of Motion shall be deemed to be one in the same – (congressional style vs parliamentary style).
  - (1) Form. Bills proposed by one (1) or more members shall begin with a title followed by the enacting clause, “Be it enacted by the Rebekah Assembly”, and contain only one (1) subject. The Bill shall reference the chapter number, Article and/or Section of the chapter and if applicable, the subsection(s) and/or paragraph(s) and page number (i.e., II-25 of the By-laws to be enacted, amended or repealed).
    - (a) Striking through that portion to be deleted and underlining the portion being added.
  - (2) Amendments. Bills may be amended but no amendment shall be considered which changes the original purpose of the Bill.
  - (3) Bills must be referred to the Committee on Legislation and any additional Committee(s) as essential before action can be taken.
  - (4) Bills held over from the previous annual session may be acted upon on the reading of the Committee(s) Report.
  - (5) Voting. The vote shall be taken and the number for and against entered upon the Journal. No Bill shall become law unless two-thirds (2/3) present and voting shall vote in its favor.
  - (6) Roll Call Vote. On demand of one-fifth (1/5) of the Representatives present, a roll call vote shall be had with the yeases and noes recorded.
  - (7) Effective Date. Bills become effective upon ratification by The Sovereign Grand Lodge.
  - (8) When and How Submitted. Bills must be submitted in triplicate, typewritten or printed, in the form stated in Sec. N (1) (a) above and mailed to the Secretary a minimum of forty-five (45) days prior to the annual session.
  - (9) Procedure. The Secretary shall reproduce the bills after review by the Committee on Legislation and send copies to each Representative, Representative-elect, Past President, Rebekah Assembly Officer, and to the Secretarial Officer of each Lodge, at least thirty (30) days prior to the annual session.
  - (10) Bill Introduced at Session. A member may introduce a bill at the session if two-thirds (2/3) of the voting members agree. The bill must be presented in triplicate.
  - (11) Hearings. The Chairman of the Committee on Legislation shall announce the time and place of the meeting of the committee each day. Anyone may appear before the committee and be heard for or

against a Bill.

- (12) Legislative functions of a Rebekah Assembly cannot be delegated to a committee.
  - (a) Code changes adopted by The Sovereign Grand Lodge shall be edited into the Rebekah Assembly Constitution and By-laws as mandated without layover.

**B. Judicial Powers.**

- (1) A Rebekah Assembly shall construe and interpret its laws and its decisions shall be final unless appealed. A Rebekah Assembly is best qualified to interpret its laws, which interpretation shall not be reversed unless there is a violation of justice.
- (2) A member may form an interpretation of the laws, but only the following have official authority to interpret the laws of the Order: the Noble Grand, whose rulings may be appealed to the lodge, and a District Deputy President, whose rulings must be adhered to until the will of the President is known. The President's decisions must be adhered to unless reversed by the Rebekah Assembly, the Sovereign Grand Master, or The Sovereign Rebekah Assembly.

**SEC. 23. Visiting the Rebekah Assembly Sessions.**

- A. A member in good standing in a Rebekah Lodge that is in good standing may visit Sessions of the Rebekah Assembly upon being vouched for by a Representative of the lodge or by presenting an Official Certificate to the Outside Guardian showing dues paid up-to-date.
- B. A Rebekah Degree member in good standing may visit Sessions provided:
  - (1) The member presents an Official Certificate showing dues paid in advance.
  - (2) A Rebekah Degree Member of an active Lodge will have voice when recognized by the presiding officer but is not entitled to present Bills, make Motions nor be entitled to vote during the Sessions of the Rebekah Assembly.

**SEC. 24. Term of Office.**

- A. The term of officers shall be as set forth in the by-laws; a minimum of one (1) year.
- B. The terms of the Secretary and Treasurer shall not run concurrently.
- C. Term Directors shall be elected for a term of not more than three (3) years.
- D. Trustees as deemed necessary in the By-laws shall be elected for a term of not more than three (3) years. (The Trustees are not entitled to receive the Honors of the Order or Honors of the Degree.)

*SEC. 25. Archives.* The Secretary shall maintain the archives of the jurisdiction, reporting to the Board/Executive Committee, when the Rebekah Assembly is not in session, informing the completed action and progress.

*SEC. 26.* Property – See Chapter XXXVII.

*SEC. 27. Privacy Policy.* The Rebekah Assembly shall **NOT** sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Rebekah Assembly or its local lodges, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without the Rebekah Assembly; without the expressed permission of the member. Further, any distribution must have the expressed permission of the voting members of the Rebekah Assembly present and voting at any regular annual or called special session.

*SEC. 28. Amendments.* The constitution and by-laws shall state the procedures for making amendments thereto.

The Secretary shall forward to the Grand Lodge for confirmation, then to The Sovereign Grand Lodge three (3) certified copies in triplicate of amendments to their respective constitutions and/or by-laws along with the current documents being amended. Certification shall be on Rebekah Assembly letterhead, stating the date of adoption at the recent Rebekah Assembly session, attested by the Secretary with the seal of the Rebekah Assembly.

A. The file may be submitted by electronic file – see Chapter II, Sec. 5 A (25).

## CHAPTER VIII

**<sup>18</sup>REBEKAH LODGES**Independent Order of Odd Fellows  
Under the jurisdiction of a Rebekah Assembly

**SEC. 1.** Rebekah Lodges shall be governed by the following laws.

- A. Lodge by-laws shall be headed as follows: Independent Order of Odd Fellows (I.O.O.F.) \_\_\_\_\_ Rebekah Lodge No. \_\_\_\_\_, \_\_\_\_\_, (city/town/village), \_\_\_\_\_ (Province, State, Territory, etc.) Instituted \_\_\_\_\_ (dd/mm/yyyy).

**SEC. 2. Authority, Objects and Purposes.**

**A. Authority.**

- (1) The authority of the Rebekah Lodge [Lodge] is derived from the Rebekah Assembly, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
  - (a) Said Lodge possesses the right to enact any law not contravening the customs and usages of the Order, not altering the work of the Order or any of the several degrees belonging thereto, not in conflicting with the laws of the land, and do all such other acts as to promote the interest of the Order, or that appertain thereto by ancient usage or custom.
- (2) Five (5) Members of the Rebekah Degree in good standing, of which two-fifths (2/5) may be associate members, shall be required to keep the Lodge charter active.

**B. Objects.**

- (1) To promote the principles of Friendship, Love and Truth.
- (2) Seek to improve and elevate the character of mankind.

**C. Purpose.**

- (1) To have general supervision over Rebekah Odd Fellowship in its area.
- (2) To make recommendations to the Rebekah Assembly for legislation and such other matters that will improve the Order.
- (3) To provide fraternal support and assistance to its members.
- (4) To promote Rebekah Odd Fellowship in the community.
- (5) To be an active participant in the community and offer support and assistance where needed in the community.

**D. Laws To Be Liberally Construed.**

The rules and regulations as set forth in the Constitution and By-laws shall be liberally construed. The chief concern shall be following the spirit of the law and the good of Rebekah Odd Fellowship rather than harshly enforcing rules to the letter of the law.



**SEC. 3.** The members of a Rebekah Lodge shall be as specified in Chapter III (Membership). Associate membership is as noted in Chapter III.

**SEC. 4.** Representation.

- A. Each Lodge shall be entitled to Representation as specified in the Rebekah Assembly By-laws.
- B. The Lodge shall elect an Alternate Representative for each Representative elected.

**SEC. 5.** Officers.

A. **Elective Officers.**

- (1) The elective officers of the Lodge shall be those specified in the Rebekah Lodge Ritual: Noble Grand; Vice Grand; Secretary; Financial Secretary, if authorized; and Treasurer.

B. **Appointive Officers.**

- (1) The appointive officers of the Lodge shall be those officers noted in the Rebekah Lodge Ritual: Warden, Conductor, Right Supporter of the Noble Grand, Left Supporter of the Noble Grand, Chaplain, Inside Guardian, Outside Guardian, Musician, Color Bearer, Right Supporter of the Vice Grand and Left Supporter of the Vice Grand.

- (a) The Lodge may provide in its By-laws for additional appointed officers and designate their duties.

C. Term. The term of Secretary, Financial Secretary, and Treasurer shall be not less than one (1) year. The term of other officers shall correspond with the term of the lodge.

D. Pro Tempore. In the absence of regular officers, the presiding officer of a lodge may appoint pro-tem officers.

E. Duties. The duties of officers are prescribed by the Ritual, The Sovereign Grand Lodge Code of General Laws, and Rebekah Assembly By-laws.

F. Eligibility. Only a member in good standing may hold office.

G. Qualifications.

- (1) Elective and Appointive. All officers shall commit to memory the several charges in the opening and closing ceremonies of their respective offices and pass examination on this qualification before installation.

- (2) Noble and Vice Grand.

- (a) To be eligible to the office of Noble Grand, one must have served in the office of Vice Grand.
- (b) To be eligible to the office of Vice Grand, a member must have served a term in each of two (2) different stations or offices or two (2) terms in one (1) station or office of a Rebekah Lodge.
- (c) In the event there are no qualified members to hold either office, the Lodge may elect any member to either office. A dispensation must

be obtained from the President of the Rebekah Assembly before installation.

- H. The Lodge shall provide in its By-laws for Trustees as needed. The Trustees shall not be considered elective officers in regards to officers receiving Honors of the Office. (See Chapter XXX.)

**SEC. 6. Impeachment.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Lodge; under the provisions of Chapter XXXVIII.

**SEC. 7. Terms, Meetings, and Quorum.**

- A. The term of the Lodge; (if it meets weekly, may be six months, unless an annual term is adopted. If meetings are held semi-monthly the term shall be one year. Annual terms begin with the first meeting day in January and semi-annual terms shall begin with the first meeting days in January and July or as specified in the Unit's By- laws.)
- B. Regular: The meetings of all Lodges shall be held weekly, bi-weekly or semi-monthly. Terms shall be annual, except those lodges meeting weekly may have six (6) month terms. Local Units shall meet at the hour on the day specified in the Unit's By-laws.
- (1) Meetings:
- (a) One meeting could be conducted as a social/informal type meeting if the Grand Body so provides.
- (b) Regular meetings falling on legal holidays may be omitted.
- (c) A Grand Body may grant a dispensation to a Local Unit enabling the Local Unit to dispense with meetings for a period not to exceed two months in a calendar year.
- (2) This Lodge shall not move from the place of meeting without approval of the Rebekah Assembly. The day and hour of meeting may be fixed and changed by amendment of these By-laws.
- C. Special Meetings may be held at which no business shall be transacted except that for which the meeting was called.
- (1) The Noble Grand may call for a Special Meeting of the Lodge at any time, or when petitioned by at least seven (7) members of the lodge. Notice thereof shall be given at least thirty (30) days; stating the time, place and purpose of the meeting, and no business shall be transacted except as specified in the notice.
- D. Quorum. Five members in good standing in the Rebekah Lodge, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Lodge during its session, be left without a quorum, it shall not transact business and shall close without ceremony.
- (1) All members have the right to submit legislation, make motions, debate and vote.

**SEC. 8. Rules and Practices.**

- A. The Lodge may determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.
- B. **Voting.**
  - (1) Method. The method of voting shall be by the voting sign, written ballot, the ballot box, and acclamation.
  - (2) Required to Vote. Every qualified member present is required to vote on all questions unless excused by the lodge.
  - (3) Illegal Vote. An illegal vote shall not invalidate the ballot unless it changes the result. In that event, a new ballot shall be taken.
  - (4) Conflict of Interest. A member shall not be eligible to vote on any matter relating to the fiscal affairs of the lodge in which the member has personal interest.
- C. A member shall not resort to civil court to settle claims concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders until all avenues have been exhausted through the tribunals of the Order.

**SEC. 9. Revenues.**

- A. Revenues shall be from per capita dues, assessments adopted in regular meetings, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.
- B. The Lodge shall collect sufficient per capita dues to pay the expenses and fraternal obligations.

**SEC. 10. Lodge Property – Assets.**

The Rebekah Assembly must grant approval prior to the Lodge disposing of property and assets. In the event the Lodge ceases to exist, all property and assets revert to the Rebekah Assembly.

**SEC. 11. Trustees.**

- A. Each unincorporated Lodge shall elect three (3) or more Trustees as dictated by local law, who shall hold office for the term provided in the Lodge by-laws, said Trustees to be elected at the regular election night in November (month of elections for those lodges with other than a calendar year) in the same manner that officers of the Lodge are elected.

**SEC. 12. Committees.**

The Noble Grand shall appoint the following committees:

- A. **Finance:** shall be as in Chapter XXIV.
- B. **Instruction:** The Committee on Instruction shall consist of a minimum of three (3) members who are charged with scheduling training for members of the Lodge to include, but not limited, schools of instruction, mentoring of new members, coordinating efforts with the Rebekah Assembly Membership Committee. This Committee shall submit an annual report

to the Lodge, and made a part of the representative's report to the Rebekah Assembly.

- C. **Membership:** The Committee on Membership shall consist of at least three (3) members to be appointed on the night of installation. It shall be the duty of this committee, in conjunction with the Noble Grand, to promote plans for securing new members for the lodge and to work with the Financial Secretary / Secretary in promoting among the members the habit and practice of paying their dues promptly in advance.
- D. **Visiting:** The Committee on Visiting shall consist of at least three (3) members, one of whom shall be the Noble Grand. They shall keep themselves informed at all times as to the condition of a member who has been reported ill; they shall report to the Lodge as to what benefits the member is entitled; and they shall provide for any care required and the laws of the Order permit. If a member of another lodge be sick and applies to this lodge for relief, the case shall be referred to the Visiting Committee as if a member of this lodge; and, if entitled to receive benefits from own lodge, this lodge shall advance the sum thus due and forward an account of the same to the member's lodge without delay. The lodge may add to the number of this committee and prescribe more specific details of their duties; provided, that in cities or towns having more than two lodges, the Visiting Committees of the different lodges may, if they see fit, appoint one of their number to act with a like number from the other Lodge in the town or city as a special Visiting Committee, whose duty shall be to take care of traveling or sojourning Members who may be sick or disabled in the town or city where such lodges exist.
- E. **Youth Activities:** The Committee on Youth Activities shall consist of three (3) members to be appointed on the night of installation. They shall promote under the direction of the Noble Grand all youth activities, make annual report to the lodge of all youth activities, not limited to, sponsorship of athletic teams, scholarships, institution of Theta Rho Girls' Clubs, etc., including lodge participation in the Pilgrimage for Youth Program.
- F. **Other Committees as Authorized:** The Noble Grand may appoint such other committees deemed necessary for the operation of the Lodge.

**SEC. 13. Duties of Officers and Representatives.**

- A. **Noble Grand.** The Noble Grand alone may call the lodge together and open and preside over its session, and when present no one else may preside except during degree work. If absent, the Vice Grand will preside, and if both are absent a Past Noble Grand will preside. The Noble Grand will construe and interpret the Laws of the Order, subject to appeal to the lodge or to higher authority. The Noble Grand will see that the Laws of the Order are observed and enforced and will admit no

member of another lodge who is not qualified and not in possession of the proper password. The Noble Grand will appoint the majority of all committees not otherwise provided for; to give the casting vote, only, on all matters or questions before the Lodge, except that the Noble Grand shall be entitled to vote on all ballots. The Noble Grand shall inspect and announce the result of all votes by the Lodge, have charge of the charter, which must always be in the Lodge while in session, draw upon the Treasurer for all sums that have been voted by the Lodge, and none other. The Noble Grand will sign all necessary warrants, certificates and other documents. The Noble Grand will perform such other duties as usually pertain to the office.

- B. ***Vice Grand.*** The Vice Grand shall assist the Noble Grand in presiding in the Lodge. The Left and Right Supporters to the Vice Grand are appointed by the Vice Grand. The Vice Grand shall have special charge of the inner door. In the absence of the Noble Grand, the Vice Grand shall preside, discharging all the duties of Noble Grand, and perform all other duties required by the charges and usage of the Order. In the absence of the Vice Grand, a Past Noble Grand or Past Vice Grand will occupy the chair, if one is present otherwise a member may occupy it. During the temporary absence of the Vice Grand, the Right Supporter to the Vice Grand will occupy the chair. The Vice Grand will perform the duties herein pertaining to the office or as may be delegated. In the absence of the Noble Grand from the lodge room or anteroom, the Vice Grand is the proper and legal officer to take the station. That is not only the right but also the duty of the Vice Grand.
- C. ***Secretary.*** The Secretary shall keep an accurate account of the proceedings of the lodge, write all communications; fill up all certificates and cards granted by the lodge, issue all summonses or notices required, and attest to all moneys ordered paid at regular or special meetings. The Secretary shall assist the Financial Secretary in making out the Semi-annual and Annual Reports to the Rebekah Assembly, by seeing that the reports are completed and properly signed, sealed, attested to and mailed, with remittance due the Rebekah Assembly, to the Secretary. The Secretary shall perform the duties of Financial Secretary, if none were chosen. The Secretary shall receive such compensation as the lodge may have fixed prior to election. The Secretary shall also keep a list of all warrants drawn on the Treasurer, recording the date, amount, and the name of the person in whose favor drawn, and if the warrant be payable from any special fund, that fact shall appear both on the warrant and on the list. The Secretary shall also keep a register of membership, enrolling the names of members of the lodge, with the date of proposal, election, initiation (or signing of the member's register upon admission by Card or Dismissal Certificate), resignation, withdrawal by card, death,

suspension, reinstatement, or expulsion also recording and conferring of degrees and attainment of official rank. The Secretary will prepare the lodge reports for submission to the Rebekah Assembly and read them to the lodge, and bring the books up to date before the end of each term so the Committee on Finance may examine them. When a member moves away, the Secretary will notify the nearest lodge thereof so that it may contact the member. When a member who belongs to an LEA or LAPM takes a withdrawal card, or is expelled, suspended or reinstated from a Rebekah Lodge, the Secretary will promptly notify the Scribe of the member's LEA or Secretary of the LAPM thereof. The Secretary will perform such other duties as usually pertain to the office or as may be delegated. At the end of the term the Secretary will promptly deliver to the elected successor all books, papers and properties belonging to the office. The Secretary shall read to the lodge all communications addressed to the lodge. In the absence of the Secretary, the Secretary pro tempore is the proper officer to sign cards, letters, papers and documents of the meeting. During the Installation Ceremony the lodge seal is put in the hands of the Secretary. [A copy of the impression or print of the Seal shall be placed in the archives of the Rebekah Assembly. The design of the Seal shall contain the name and date of institution; and any fraternal emblem or logo as agreed upon by the Lodge.] The Secretary and the Financial Secretary are the only ones authorized to use it. The Secretary has full charge of the Rituals and will safeguard the same and insure that they are kept in the hall, except, when permitting a member to take a Ritual out of the hall to learn a charge, providing the Secretary obtains a receipt therefore and same is entered in the Minutes.

- D. **Financial Secretary.** The Financial Secretary (if there be one) shall be elected and charged with keeping the accounts between the lodge and its members. The Financial Secretary shall pay over to the Treasurer immediately all monies received, and at the same time shall inform the Treasurer how much of the money paid belongs to any special fund of the lodge. The Financial Secretary shall notify all members who are at any time in arrears for an amount equal to eleven months' dues, delivering the notice in person, if practicable, but, if not, then mailing it to the member's last known address, and at the expiration of the next succeeding month, if said member's account is not settled, in whole or in part, sufficient to reduce the arrears to less than one full year's dues, shall present the name of such member to the lodge. Prior to the last meeting in March, June, September and December, respectively, the Financial Secretary shall notify all members who are in arrears for one or more quarter's dues. The Financial Secretary shall at the close of each term, make to the lodge a detailed report of the business of the office, and have the books written up for the Finance Committee, with whom the Financial Secretary shall meet

prior to the first meeting of the next succeeding term, to exhibit the books and papers and to aid them in the examination thereof, and at the first regular meeting of the new term shall present a report to the lodge, with a statement of the balance of account of all members, subject to suspension for arrearage. The Financial Secretary shall make out the Semi-annual and Annual Reports to the Rebekah Assembly, and shall deliver them to the Secretary for record and for forwarding to the Rebekah Assembly receiving such compensation as the lodge may have fixed prior to election. The Financial Secretary shall give bond as is provided for the Treasurer in the following section. At the end of the term, promptly deliver to the elected successor all books, papers and properties belonging to the office. If the lodge combines the office of Secretary and Financial Secretary, the Secretary will perform all the duties outlined in this and the preceding subparagraph.

- (1) Notices of arrearage and liability to being dropped shall be given by the Financial Secretary and a record thereof shall be made in the minutes.
  - (2) <sup>24</sup>Dropping a member for non-payment of dues is illegal if the member was not notified in writing of their arrearages and a proper record of the notice was not made in the minutes of the Unit. A member may not be dropped for non-payment of dues until a period of one hundred and twenty (120) days has lapsed after said member became in arrears for an amount equal to one (1) year's dues.
  - (3) It is unlawful for a Financial Secretary to give any receipt except for dues, assessments, or fines except the official certificates, and it is unlawful for any lodge to permit the same to occur.
- E. **Treasurer.** The Treasurer shall be elected annually, and prior to installation in office, shall give a joint and several bonds to the Trustees of the lodge, with two sureties to be approved by the lodge, with such penalties and conditions as from time to time may be prescribed by the lodge. Provided, that, in lieu of the bond above mentioned, the Treasurer, at the option of the lodge, may furnish a bond signed by some surety or guaranty company licensed by the jurisdiction, and that is engaged in the business of furnishing indemnity bonds, the expense of such bond to be defrayed by the lodge. Such bond, before being presented to the lodge, must have been submitted to and approved by a majority of the Trustees. The Treasurer shall be custodian of the funds, notes and securities of the lodge pay all orders drawn by the Noble Grand and attested by the Secretary, and none other keep a full account of all moneys expended, and give the lodge, at the first meeting in each month, a statement of its funds. The Treasurer shall keep a separate account of any special fund instituted by the lodge, and report to the Financial Secretary, at or before the last meeting in each term, any money received by the Treasurer as interest or dividends on any notes, securities or stocks held. The

Treasurer shall make for the lodge, at the close of the term, a full report of the receipts and disbursements, and have the books written up for the Finance Committee, whom shall meet prior to the first meeting in the next succeeding term, to exhibit the books, papers, securities, bonds, funds and other property in the possession of the Treasurer and at the first regular meeting of the next term shall present a report to the lodge. The Treasurer shall pay over and deliver up, when legally called upon, all moneys, bonds, books, papers, and other property in possession or under the control of the Treasurer, belonging to the Lodge, to the elected successor in office, or to such person as the lodge may appoint to receive same.

- (1) A member cannot hold the two offices of Secretary and Treasurer at the same time in any Rebekah Lodge.
  - (2) The Treasurer, and not the Trustees, is the proper custodian of the funds, and all notes, bonds (except official bonds, etc.) belonging to the lodge.
  - (3) In case a Rebekah Lodge accepts a surety bond of its Treasurer or Financial Secretary, the form of the bond used must be first approved by the Lodge.
  - (4) Where a defaulting lodge Treasurer offers to turn over property to the lodge to make good a shortage, the lodge may refuse to receive it.
- F. **Immediate Past Noble Grand.** It shall be the duty of the Immediate Past Noble Grand of this Lodge to act in the capacity of Past Noble Grand, and to deliver the charge of that office to candidates. Any Past Noble Grand may act as Noble Grand or Vice Grand when legally called thereto.
- G. **Warden.** The Warden has charge of the regalia and lodge room property, and will place the regalia in the lodge room before opening and remove it on closing, reporting any damage to the Noble Grand. The Warden will prepare the ballot box, and will canvass votes on motions when required to do so, act as messenger and will perform such other duties as usually pertain to the office or as may be delegated.
- H. **Chaplain.** The Chaplain will perform such duties as pertain to the office.
- I. **Other Officers.** All other officers will perform the duties usually pertaining to their respective offices, as set forth in the Ritual and charge books, or as may be delegated to them. All officers, at the end of their terms, will promptly deliver all property and papers of their office to their successor. Any officer who has charge of funds will be bonded before assuming office.
- J. **Officers Expenses.** Officers and employees of the lodge may be allowed expenses for their services as provided in the budget of the lodge. Allowances cannot be retroactive and must be fixed before the officer is elected or appointed.
- K. **Officers Accounting for Rituals.** Immediately prior to the closing



ceremony of each regular lodge meeting, this lodge shall require the Secretary to report in open lodge on the rituals in the possession of the Secretary giving the number of each ritual, also on the rituals loaned to members give the name of the member or members and the number of the rituals in such members' possession. The Secretary shall be required to record such report in the minutes of the lodge meeting.

- L. Return of Rituals Loaned. Rituals loaned to members must be returned to the Secretary in the lodge hall within a period of thirty (30) days from the date the ritual was received. The Secretary shall report such return in open lodge record it in the minutes of the lodge meeting. A fine equal to the replacement cost shall be assessed against any member failing to return a ritual as above provided, unless for a good and sufficient reason satisfactory to a majority of the members present, the member shall be relieved from the payment of such fine.
- M. Reports and Penalties. In its Semi-annual Report to the Rebekah Assembly, each lodge will account for the rituals by the numbers with which they are charged to it. In event of a ritual being lost the lodge shall be assessed a fine equal to the replacement cost, payable immediately to the Secretary to be credited into the funds of the Rebekah Assembly.

**SEC. 14. Representatives to the Rebekah Assembly** (for those Lodges using Representatives).

- A. Election, Qualifications and Terms of Office. Each lodge will elect Representative(s), and Alternate Representative(s) as set forth in the Rebekah Assembly Constitution or By-laws from among the Past Noble Grands.
  - (1) Representative(s) shall represent only one Lodge.
- B. The Duties of a Representative are:
  - (1) To attend sessions of the Rebekah Assembly, represent the Lodge and report all legislation and other matters that occurred at the session pertaining to the Lodge.

**SEC. 15. Elections.**

- A. <sup>19</sup>Elections shall take place on the first regular meeting of the last month of the Lodge term or as provided in the lodge by-laws. Nominations shall be made as set forth in the lodge By-laws.
- B. Balloting. All elections shall be by written ballot, unless there be but one nominee, in which event the Noble Grand shall declare the nominee elected. A majority of the votes cast shall be necessary for election. Should no candidate receive a majority on the first ballot, the candidate having the least number of votes shall be dropped at the next ballot, and so on until a candidate receives a majority of the votes cast.
- C. Tellers. The nominees shall each name one teller at elections, who with the Warden shall canvass the votes cast, and the Warden shall declare the result to the Noble Grand, by whom it shall be announced to the Lodge.

**SEC. 16. Dues and Assessments.**

- A. The amount of annual dues payable by contributing members shall be determined by the By-laws of the Lodge. The dues charged shall be sufficient to meet the expenses and obligations of the Lodge. Dues are payable in advance, but at the option of a member may be paid quarterly in advance.
- (1) The dues of this lodge shall be as stated in the lodge by-laws.
- B. Should the expenses and current liabilities for any year be in excess of the income and current assets, on hand, to an extent that it might tend to impair the financial standing of the lodge, an assessment shall be levied by the Lodge on all contributing members to meet the deficiency.

**SEC. 17. Returns and Records.**

- A. At the end of each year this Lodge shall transmit to the Secretary, on the form provided therefore, a full report of the names of those initiated, reinstated, admitted by card, rejected, withdrawn, suspended or expelled, and the cause therefore, and deceased; the names of the Past Noble Grands and the Past Grands, the whole number in each class of membership and an alphabetical list of the members; the number of members and families relieved, and members buried; the amount of money applied to each of these purposes, and the amount paid for the relief of orphans; a complete statement of all investments, funds and liabilities of the Lodge and the result of the election of officers. The report shall be accompanied by whatever amount may be due the Rebekah Assembly. Should this lodge fail to make its returns and report for one year, it shall be deprived of its rights and privileges and its charter may, by direction of the President, be declared forfeited.
- B. This Lodge shall keep a permanent record in book form of all persons admitted to membership, setting forth all information regarding admittance to the Lodge, honors obtained in the Order and the termination of membership.
- C. This Lodge shall keep a record of its members who are members of an LEA - Encampment, and LAPM, and a Canton, or an associate member of another Rebekah Lodge. Upon withdrawal, suspension, expulsion or reinstatement of a member notice of that fact shall be given at once to the LEA, LAPM, Canton, or other Lodge to which the member may belong.
- D. This Lodge shall keep sufficient financial records to show at any time the accounts of its members, its receipts and disbursements, all investments of its funds and other effects. The records and accounts shall be audited by qualified members within thirty days after the end of the term. The records shall conform to all requirements prescribed by the Rebekah Assembly.

- E. The Lodge shall **NOT** sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Lodge to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Lodge, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Lodge present and voting at any regular or called special meeting.
- F. Additionally, if a Lodge owns and/or operates a cemetery, senior or youth facility, park or camp, it shall provide the Rebekah Assembly with annual report(s) as prescribed by the Rebekah Assembly.

**SEC. 18. Cards and Certificates.**

- A. This Lodge shall use only the cards and certificates authorized and furnished by The Sovereign Grand Lodge. The cards and certificates shall be issued and recognized by the Lodge in accordance with the provisions of the Code of General Laws.

**SEC. 19. Funds.**

- A. This Lodge shall have control of its financial affairs and its funds, so long as it acts in accordance with the Constitution and the Laws of the Order. It may use its income for any purpose which is for the Good of the Order and which will exemplify the broad spirit of Rebekah Odd Fellowship, unless expressly restricted by the laws or mandate of The Sovereign Grand Lodge.
- B. All funds of this Lodge, from whatever source derived, are trust funds and are to be accounted for and used in accordance with the Laws of the Order. All moneys shall be deposited in the name of the Lodge in an approved bank or trust company. All investments shall be in the name of the Lodge and in such securities as would be approved for investment of trust funds. The Rebekah Assembly has a reversionary interest in all funds and investments and any division among members or any improper distribution is illegal and void.
- C. This Lodge may create special funds by voluntary contributions or the holding of entertainment or bazaars where no part of the expense is chargeable to the regular funds of the Lodge and to use such funds for any purpose authorized by the Code of General Laws.
- D. No funds of this Lodge shall be invested or used in the purchase, construction or alteration of a building unless the plans, specifications and full particulars of financing are submitted to and receive the approval of the Rebekah Assembly. The Lodge shall not incur any debt or obligation nor enter into any contract for such purpose without the prior approval of the said Rebekah Assembly.

- E. This Lodge shall keep any buildings or personal property owned by it protected by insurance to cover loss by catastrophic disaster in an amount sufficient to protect it from serious loss.
- F. Life Membership. Refer to The Sovereign Grand Lodge Code of General Laws, Chapter III, for details on Life Membership.

*SEC. 20. Benefits.* See Chapter XXIV.

*SEC. 21. Offenses and Appeals.* Refer to Chapter XXXVIII – Trial Code.

*SEC. 22. Charter and Effects.*

- A. Should this Lodge become defunct, surrender its charter (*except for purposes of consolidation*), or its charter be declared forfeited, all rights and title to all funds, property and other effects shall become vested in the Rebekah Assembly in accordance with the Laws of the Order. It shall be the duty of the last installed officers and the trustees to deliver immediately to the Secretary of the Rebekah Assembly, or any other person authorized to receive the same, the charter, seal, books, papers, funds, investments, property and all other effects belonging to the Lodge.

*SEC. 23. Compensation of Officers and Committees.*

- A. Elective officers, appointed officers and committees, may receive such allowances for expenses if appropriated. Reimbursement for expenses shall be on signed vouchers accompanied by receipts whenever possible.

*SEC. 24. Consolidations.*

- A. May consolidate. Lodges may consolidate in accordance with procedures prescribed by the Rebekah Assembly. No Lodge shall consolidate if five (5) members object.
- B. Restoration. A Lodge which has been consolidated with another may be restored to its former status within three (3) years and its original charter restored without charge. Restoration must be approved by the Rebekah Assembly.

*SEC. 25. Lodge Property.* – see Chapter XXXVII

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REBEKAH LODGES

## CHAPTER IX-A

## UNIFIED GRAND ENCAMPMENTS

**SEC. 1. Charter.**

## A. Issuance.

- (1) <sup>13</sup>Three (3) encampments in good standing in a state, province, nation or territory may petition The Sovereign Grand Lodge for a charter to organize a Grand Encampment. The petition must be on the form supplied by The Sovereign Grand Lodge signed by at least seven (7) Past Chief Patriarchs or Past Chief Matriarchs in good standing representing the three (3) encampments and sent to the Sovereign Grand Secretary with a fee of \$30.00. The petition shall be immediately referred to the Sovereign Grand Master who, if satisfied, may issue the charter or refer the petition to the next regular session of The Sovereign Grand Lodge. Each encampment in the proposed jurisdiction must be notified and invited to a central location to vote on the proposal for a Grand Encampment, shall pay its pro rata share of the organizational expense and be subject to the provisions of the charter. An encampment may object to the issuance of the charter and may petition the Sovereign Grand Master to refuse to issue it but cannot refuse to be governed by the Grand Encampment when instituted.
- (2) Only those who signed the petition for the charter and are obligated at the institution shall be charter members.
- (3) A Grand Encampment may use a photocopy of its charter at least twelve by sixteen inches in size. If a photocopy is made, a copy of it must be filed with the Sovereign Grand Secretary. The charter is inviolate and may not be altered or amended without consent of the Grand Encampment and The Sovereign Grand Lodge.

## B. Institutions.

The Sovereign Grand Master or an authorized deputy shall institute the Grand Encampment when the charter is issued.

## C. Powers, Duties, Responsibilities.

- (1) Charters may be arrested in the manner provided by law. Grand Encampments may voluntarily surrender their charters. If the Grand Encampment fails to exercise its powers or abuses them, its charter may be arrested.

If the number of Past Chief Patriarchs and/or Past Chief Matriarchs falls below the minimum required to institute a Grand Encampment, its charter shall be forfeited. If the charter is arrested or forfeited, the encampments of the jurisdiction shall immediately pass to and become encampments under direct supervision of The Sovereign

Grand Lodge. If a charter is surrendered, arrested or forfeited, it may be restored by the Sovereign Grand Master or The Sovereign Grand Lodge. Assets of Grand Encampments whose charters are surrendered, forfeited or arrested shall vest in and be subject to the control of The Sovereign Grand Lodge, which has discretion to return them if the charter is restored and must return them if an appeal is sustained.

- (2) When a petition for charter is made, but prior to its issuance, members shall pay all legal dues and assessments but shall not be entitled to representation at The Sovereign Grand Lodge.
  - (3) All Past Chief Patriarchs or Past Chief Matriarchs who are members of the Grand Encampment in good standing in the jurisdiction may participate in or hold office in the Grand Encampment whether charter members or not.
  - (4) Grand Encampments shall obtain their seals from the Sovereign Grand Secretary, an impression of which shall be placed in the archives of The Sovereign Grand Lodge.
  - (5) Grand Encampments shall take charge of the charter, records, effects and assets of a defunct encampment whose charter has been forfeited or arrested after notice and hearing, and may return them in whole or part if the charter is restored.
  - (6) The power and authority of a Grand Encampment is derived from The Sovereign Grand Lodge to which is shall always be subordinate.
- D. Jurisdiction.
- (1) Each Grand Encampment has exclusive jurisdiction of all encampments and may exercise all power and authority not reserved by The Sovereign Grand Lodge. If The Sovereign Grand Lodge adopts permissive legislation, encampments may not avail themselves thereof unless such permissive legislation is adopted by its Grand Encampment. Each Grand Encampment shall adopt its own legislation concerning minimum fees; dues and assessments, provided same shall not be lower than the minimum prescribed by The Sovereign Grand Lodge. The revenues may be used to operate encampments, Grand Encampments, Homes of the Order, and for all other lawful purposes in keeping with the principles or the Order.
  - (2) Each Grand Encampment may create an executive committee and determine its composition, powers and duties.
  - (3) Each Grand Encampment has jurisdiction over its encampments, which shall not be interfered with by The Sovereign Grand Lodge. If a Grand Encampment fails in its responsibilities, The Sovereign Grand Lodge or the Sovereign Grand Master shall take corrective action against the Grand Encampment.
  - (4) Grand Encampments shall enforce strict adherence to the work of the Order. They may not adopt or use charges, lectures, degrees,

ceremonies, or regalia other than those prescribed by The Sovereign Grand Lodge. Ritualistic work or ceremonies shall not be presented in public meetings.

E. Constitutions and Laws.

- (1) Each Grand Encampment shall have a constitution containing its basic laws. A constitution or amendments thereto shall not be effective until approved by The Sovereign Grand Lodge. Even though the constitution of a Grand Encampment has been approved, The Sovereign Grand Lodge may direct necessary changes or deletions where they violate fundamental law. The constitution, by-laws, or code of laws of a Grand Encampment cannot be suspended but must be repealed or amended and approved by the Sovereign Grand Warden or The Sovereign Grand Lodge.
- (2) A constitution, by-laws, code of laws, or amendments thereto shall not be submitted to The Sovereign Grand Lodge until approved by the Grand Encampment.
- (3) The constitution of a Grand Encampment shall prescribe the method of amending its constitution and laws.
- (4) Each Grand Encampment's constitution shall provide for place and date of stated meetings, methods and notice for special meetings, and right to change either in case of emergency, and the location of Grand Encampment headquarters.
- (5) Each Grand Encampment shall adopt by-laws or a code of general laws, which may be amended as prescribed, but shall be first submitted in triplicate to the Sovereign Grand Secretary to be forwarded to the Sovereign Grand Warden and, after approval by The Sovereign Grand Lodge, shall become effective. Legislative functions of the Grand Encampment cannot be delegated to a committee nor can its officers grant a dispensation to re-ballot on a rejected application for membership. Grand Encampments may prescribe that a member in arrears, who has not been suspended, may not vote or receive the password, but may not be forbidden to speak. The by-laws or code shall prescribe offenses and methods of trial, punishment, and appeal, not in conflict with the Code of General Laws.
- (6) Action taken by a Grand Encampment, or a ruling of a Grand Patriarch or Grand Matriarch, at one session may be reconsidered at a subsequent session.
- (7) Resolutions are temporary and effective until the purpose has been accomplished. Adoption of a report does not amend, supersede, or suspend operation of the constitution, by-laws or code.
- (8) Laws that conflict with its constitution or the Code of General Laws are invalid. The Sovereign Grand Lodge shall not prescribe the procedure of the Grand Encampment's actions in carrying out its legislative or



judicial function unless it violates the Code. The Grand Encampment shall provide by law when an appeal constitutes a stay of action.

- (9) Grand Encampments may provide for sick and death benefits and for establishment, maintenance, and support of Homes, alone or jointly with other components.

F. Authority Over Encampments.

- (1) Grand Encampments have power to grant charters or dispensations for encampments in their jurisdiction and adopt legislation prescribing the methods, procedures, and minimum standards.
- (2) Encampments may conduct their business in any language authorized by the Grand Encampment if Rituals in such language are available from The Sovereign Grand Lodge.
- (3) A Grand Encampment may prescribe that each encampment have a uniform constitution. In the absence of a uniform constitution, individual encampments may adopt a constitution not contrary to laws to The Sovereign Grand Lodge and Grand Encampment.
- (4) Grand Encampments shall require all encampments to prepare by-laws, which shall be submitted, to the Grand Encampment for referral to the proper officer or committee for approval before becoming effective.
- (5) Grand Encampments may prepare model by-laws for encampments but shall not compel any encampment to adopt them.
- (6) Encampments may provide in their by-laws compensation to scribes and other employees.
- (7) Grand Encampments shall require that by-laws provide for fees and dues equal to or above the prescribed minimum and may provide for beneficial and non-beneficial members and the benefits allowed.
- (8) The charter of an encampment may be arrested, suspended, or revoked by the Grand Encampment after notice and hearing.
- (9) It shall be the duty of a Grand Encampment to see that its encampments conform to law, and do not dissipate their property and funds.
- (10) When a Grand Encampment arrests, suspends, or revokes a charter, the assets and records of the encampment shall be taken by it. The Grand Encampment may restore the charter and enact legislation by which all or only a portion of its assets shall be restored.
- (11) If a charter of an encampment is arrested, forfeited, or suspended, its members shall be deemed expelled unless they apply for a withdrawal card and affiliate with another encampment or Grand Jurisdictional Encampment within one year.
- (12) Members of an encampment whose charter has been arrested, suspended, or forfeited, by written application accompanied by affidavit that they did not participate in the illegal act, may apply for restoration of the charter. The minimum number of members to organize an encampment must join in the application. If the Grand

Encampment fails to provide a method for restoration, the Grand Patriarch or Grand Matriarch may exercise this prerogative. If restored, officers shall resume their stations and be entitled to the honors of the office.

- (13) Voluntary, funeral, and benefit associations may be authorized by a Grand Encampment. Past Chief Patriarchs or Past Chief Matriarchs may form associations but shall not adopt rituals. Members or encampments may not combine to attempt to influence legislation or to circularize other encampments concerning proposed legislation.
  - (14) Grand Encampments have no right to compel encampments to elect persons to membership or restore expelled members unless the decision to expel is reversed. Grand Encampments may not prohibit encampments from accepting members because of advanced age and shall not compel encampments to accept members by transfer.
  - (15) Grand Encampments may not designate or select encampment officers but may appoint committees to investigate the actions, books, papers, and records of encampments. A Grand Encampment may adopt uniform methods of bookkeeping for its units.
  - (16) <sup>04</sup>**Privacy.** The Unified Grand Encampment shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Unified Grand Encampment or its local Encampments, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without the Unified Grand Encampment, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Unified Grand Encampment present and voting at any regular annual or called special session.
- G. <sup>08</sup>Unified Grand Jurisdictional Encampments.
- (1) A Unified Grand Encampment has authority to create a Unified Grand Jurisdictional Encampment for members of defunct encampments so that they may retain their membership. The Grand Scribe shall transfer the members from a closed Encampment to the Unified Grand Jurisdictional Encampment, so that their membership will be retained. The Unified Grand Jurisdictional Encampment is a non-working Encampment.
    - (a) It is not counted in the total of five (5) Encampments being required to hold the charter.
    - (b) It is not entitled to representation at Unified Grand Encampment.
    - (c) The Grand Patriarch/Matriarch shall serve as Chief Patriarch/Matriarch, the Grand Treasurer as Treasurer, the Grand Scribe as Scribe keeping financial and other records, making reports and returns.

- (2) Membership is a matter of right for those whose encampment charter has been surrendered or forfeited and they shall maintain good standing, and be entitled to pecuniary benefits, if provided by their former encampment. The members may attend, hold office, and serve on committees.
- (3) Grand Encampments may provide that members under fifty years of age must make application for membership in an active encampment within two years.
- (4) Jurisdictional Encampments shall collect the prescribed dues, which shall be no lower than the minimum prescribed by The Sovereign Grand Lodge. Its officers shall grant and issue a uniform type of official certificate or card.
- (5) Grand Encampments that had Aged Odd Fellow Funds on December 31, 1966, may transfer a pro rata share to the Grand Jurisdictional Encampment for funeral benefits.

#### H. Judicial Powers.

- (1) A Grand Encampment shall construe and interpret its laws, and its decisions shall be final unless appealed. A Grand Encampment is best qualified to interpret its laws, which interpretation shall not be reversed unless there is a violation of justice.
- (2) A member may form an interpretation of the laws, but only the following have official authority to interpret the laws of the Order: the Chief Patriarch or Chief Matriarch, whose rulings may be appealed to the encampment; District Deputy Grand Patriarch or Matriarch, whose ruling must be adhered to until the will of the Grand Patriarch or Grand Matriarch is known; the Grand Patriarch or Grand Matriarch, whose decision must be followed unless reversed by the Grand Encampment, the Sovereign Grand Master, or The Sovereign Grand Lodge.
- (3) A decision or ruling made by a Grand Encampment shall constitute a precedent unless reversed.
- (4) A Grand Encampment may prescribe methods and procedures for trials to be held by encampments, consistent with the trial code. It may not direct an encampment to expel or otherwise discipline a member, other than to direct that charges be filed and acted upon. It may, after notice and hearing, expel members from office or membership in the Grand Encampment but not from the Order.

### **SEC. 2. Officers.**

#### A. Elective, Appointive, Trustees.

- (1) The officers are Grand Patriarch or Grand Matriarch, Grand High Priest or Grand High Priestess, Grand Senior Warden, Grand Scribe, Grand Treasurer, Grand Junior Warden, and Grand Representatives, who are elected, and Grand Marshal, Grand Inside Sentinel, Grand Outside

Sentinel, and such other officers as may be provided, who are appointed by the Grand Patriarch or Grand Matriarch. Grand Encampments may provide by law for the election or appointment of three or more trustees whose duties shall be to manage, invest, and control the property, money, and effects of Grand Encampment. Grand Encampments may provide for the election or appointment of additional officers as needed.

- (a) The Grand Encampment shall provide for the line of succession for their elected officers.
- (2) The term of all officers, except the Grand High Priest or Grand High Priestess, Grand Scribe, Grand Representative, and Grand Treasurer shall be one year. A Grand Encampment shall establish the term of its Grand High Priest or Grand High Priestess, Grand Scribe and Grand Treasurer.
- (3) Qualifications for Grand Encampment officers are provided by The Sovereign Grand Lodge. A member in good standing and in possession of the Grand Encampment Degree is eligible to hold any office. An officer must maintain membership in the jurisdiction to hold office. Grand Representatives may hold other offices in the Grand Encampment.
- (4) Election. A Grand Encampment shall provide the method of electing its officers by Past Chief Patriarchs or Grand Matriarchs in good standing. Electioneering for office is prohibited. If a candidate electioneers, all right to hold office shall be forfeited. A Grand Encampment shall judge the result of an election other than the office of Grand Representative, when The Sovereign Grand Lodge is the judge. A Grand Encampment may investigate or appoint a committee to investigate irregularities. It may prescribe the extent to which officers participate in legislative or other actions of the Grand Encampment.
- (5) Installation. Grand Encampment officers shall be installed at the time and place prescribed by the Grand Encampment, which may provide for a joint public installation. A Grand Encampment shall enact laws covering failure or inability of an officer to be present for installation.
- (6) Installing Officer. The Sovereign Grand Master, or a qualified designated person, may install Grand Encampment officers, or a Grand Encampment may designate a Past Grand Patriarch or Past Grand Matriarch or Grand Representative to install them. Installation by proxy is prohibited.
- (7) Vacancies. A Grand Encampment shall enact legislation for filling vacancies caused by suspension, expulsion, removal, impeachment, death, or if the officers' encampment does not remain in good standing.
- (8) Removal. A Grand Encampment shall prescribe methods of procedure

for impeachment or removal of officers, after notice and hearing, for nonfeasance, misfeasance, malfeasance, or other cause.

- (9) **Compensations.** Grand Encampments may prescribe allowances and emoluments for officers.
- (10) **Honors of Office.** If a Past Grand Officer transfers membership to another jurisdiction, the Officer shall not be deprived of honors and prerogatives.
- (11) **Circulars.** A Grand Encampment may send its encampments statements of membership, achievements, age, and qualifications of candidates for elective office accompanied by photographs. No mention shall be made of political, religious, or other fraternal affiliation. This is strictly prohibited unless authorized by Grand Encampment law and the material prepared by the Grand Encampment office.
- (12) **Duties and Powers of Grand Patriarch or Grand Matriarch.** A Grand Patriarch or Grand Matriarch shall have identical supervisory power over the affairs of the Grand Encampment and its components as are conferred upon a Grand Master of a Grand Lodge.
- (13) **Duties and Powers of Trustees.** Trustees shall be responsible for the "Trust" of which they have oversight in accordance with the rules and/or regulations of said trust, reporting to, and accountable to, their governing body.
- (14) **Matriarchs.** Any Past Chief Matriarch that has received the Encampment Degrees would have a voice and vote and would be eligible to run for elected office or be appointed to office in the Grand Encampment. Matriarchs who have received the Grand Ladies Encampment Auxiliary Degree and who have not received the Encampment Degrees may attend the Grand Encampment with no voice or vote. Ladies Encampment Auxiliary members who have not received the Encampment Degrees shall be excluded from attending the Grand Encampment. All titles and honors earned by Grand Ladies Encampment Auxiliary members will be retained by them.

**SEC. 3. Boards and Committees.**

Officers, members and/or trustees, who are members of more than one board or committee, shall not be entitled to vote on any matter, which would be a conflict of interest.

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## CHAPTER IX-B

<sup>04</sup>GRAND ENCAMPMENTS**SEC. 1. Organization.**

- A. Jurisdictions may retain Encampment, Grand Encampment, Ladies Encampment Auxiliary and Grand Ladies Encampment Auxiliary structures if they should so desire. For a jurisdiction to become unified it shall decide by vote of both the Grand Encampment and Grand Ladies Encampment Auxiliary.
- B. Once a jurisdiction adopts a Unified Encampment structure, it is not permitted to revert back to the historical structure.

**SEC. 2. Charter.**

- A. Issuance.
  - (1) <sup>13</sup>Three (3) encampments (including Unified Encampments) in good standing in a state, province, nation or territory may petition The Sovereign Grand Lodge for a charter to organize a Grand Encampment. The petition must be on the form supplied by The Sovereign Grand Lodge signed by at least seven Past Chief Patriarchs/Matriarchs in good standing representing the three (3) Encampments and sent to the Sovereign Grand Secretary with a fee of \$30.00. The petition shall be immediately referred to the Sovereign Grand Master who, if satisfied, may issue the charter or refer the petition to the next regular session of The Sovereign Grand Lodge. Each Encampment in the proposed jurisdiction must be notified and invited to a central location to vote on the proposal for a Grand Encampment, shall pay its pro rata share of the organizational expense and be subject to the provisions of the charter. An Encampment may object to the issuance of the charter and may petition the Sovereign Grand Master to refuse to issue it but cannot refuse to be governed by the Grand Encampment when instituted.
  - (2) Only those who signed the petition for the charter and are obligated at the institution shall be charter members.
  - (3) A Grand Encampment may use a photocopy of its charter at least twelve by sixteen (12 X 16) inches in size. If a photocopy is made, a copy of it must be filed with the Sovereign Grand Secretary. The charter is inviolate and may not be altered or amended without consent of the Grand Encampment and The Sovereign Grand Lodge.
- B. **Institutions.** The Sovereign Grand Master or an authorized deputy shall institute the Grand Encampment when the charter is issued.
- C. Powers, Duties, Responsibilities.
  - (1) Charters may be arrested in the manner provided by law. Grand

Encampments may voluntarily surrender their charters. If the Grand Encampment fails to exercise its powers or abuses them, its charter may be arrested.

If the number of Past Chief Patriarchs/Matriarchs falls below the minimum required to institute a Grand Encampment, its charter shall be forfeited. If the charter is arrested or forfeited, the Encampments of the jurisdiction shall immediately pass to and become Encampments under direct supervision of The Sovereign Grand Lodge. If a charter is surrendered, arrested or forfeited, it may be restored by the Sovereign Grand Master or The Sovereign Grand Lodge. Assets of Grand Encampments whose charters are surrendered, forfeited or arrested shall vest in and be subject to the control of The Sovereign Grand Lodge, which has discretion to return them if the charter is restored and must return them if an appeal is sustained.

- (2) When a petition for charter is made, but prior to its issuance, members shall pay all legal dues and assessments but shall not be entitled to representation at The Sovereign Grand Lodge.
  - (3) All Past Chief Patriarchs/Matriarchs who are members of the Grand Encampment in good standing in the jurisdiction may participate in or hold office in the Grand Encampment whether charter members or not.
  - (4) Grand Encampments shall obtain their seals from the Sovereign Grand Secretary, an impression of which shall be placed in the archives of The Sovereign Grand Lodge.
  - (5) Grand Encampments shall take charge of the charter, records, effects and assets of a defunct Encampment whose charter has been forfeited or arrested after notice and hearing, and may return them in whole or part if the charter is restored.
  - (6) The power and authority of a Grand Encampment is derived from The Sovereign Grand Lodge to which is shall always be subordinate.
- D. Jurisdiction.
- (1) Each Grand Encampment has exclusive jurisdiction of all Encampments and may exercise all power and authority not reserved by The Sovereign Grand Lodge. If The Sovereign Grand Lodge adopts permissive legislation, Encampments may not avail themselves thereof unless such permissive legislation is adopted by its Grand Encampment. Each Grand Encampment shall adopt its own legislation concerning minimum fees; dues and assessments, provided same shall not be lower than the minimum prescribed by The Sovereign Grand Lodge. The revenues may be used to operate Encampments, Grand Encampments, and Homes of the Order and for all other lawful purposes in keeping with the principles or the Order.
  - (2) Each Grand Encampment may create an executive committee and determine its composition, powers and duties.

- (3) Each Grand Encampment has jurisdiction over its Encampments, which shall not be interfered with by The Sovereign Grand Lodge. If a Grand Encampment fails in its responsibilities, The Sovereign Grand Lodge or the Sovereign Grand Master shall take corrective action against the Grand Encampment.
  - (4) Grand Encampments shall enforce strict adherence to the work of the Order. They may not adopt or use charges, lectures, degrees, ceremonies, or regalia other than those prescribed by The Sovereign Grand Lodge. Ritualistic work or ceremonies shall not be presented in public meetings.
- E. Constitutions and Laws.
- (1) Each Grand Encampment shall have a constitution containing its basic laws. A constitution or amendments thereto shall not be effective until approved by The Sovereign Grand Lodge. Even though the constitution of a Grand Encampment has been approved, The Sovereign Grand Lodge may direct necessary changes or deletions where they violate fundamental law. The constitution, by-laws, or code of laws of a Grand Encampment cannot be suspended but must be repealed or amended and approved by the Sovereign Grand Warden or The Sovereign Grand Lodge.
  - (2) A constitution, by-laws, code of laws, or amendments thereto shall not be submitted to The Sovereign Grand Lodge until approved by the Grand Encampment.
  - (3) The constitution of a Grand Encampment shall prescribe the method of amending its constitution and laws.
  - (4) Each Grand Encampment's constitution shall provide for place and date of stated meetings, methods and notice for special meetings, and right to change either in case of emergency, and the location of Grand Encampment headquarters.
  - (5) Each Grand Encampment shall adopt by-laws or a code of general laws, which may be amended as prescribed, but shall be first submitted in triplicate to the Sovereign Grand Secretary to be forwarded to the Sovereign Grand Warden and, after approval by The Sovereign Grand Lodge, shall become effective. Legislative functions of the Grand Encampment cannot be delegated to a committee nor can its officers grant a dispensation to re-ballot on a rejected application for membership. Grand Encampments may prescribe that a member in arrears, who has not been suspended, may not vote or receive the password, but may not be forbidden to speak. The by-laws or code shall prescribe offenses and methods of trial, punishment, and appeal, not in conflict with the Code of General Laws.
  - (6) Action taken by a Grand Encampment, or a ruling of a Grand Patriarch/Matriarch, at one session may be reconsidered at a



subsequent session.

- (7) Resolutions are temporary and effective until the purpose has been accomplished. Adoption of a report does not amend, supersede, or suspend operation of the constitution, by-laws or code.
- (8) Laws that conflict with its constitution or the Code of General Laws are invalid. The Sovereign Grand Lodge shall not prescribe the procedure of the Grand Encampment's actions in carrying out its legislative or judicial function unless it violates the Code. The Grand Encampment shall provide by law when an appeal constitutes a stay of action.
- (9) Grand Encampments may provide for sick and death benefits and for establishment, maintenance, and support of Homes, alone or jointly with other components.

F. Authority Over Encampments.

- (1) Grand Encampments have power to grant charters or dispensations for Encampments in their jurisdiction and adopt legislation prescribing the methods, procedures, and minimum standards.
- (2) Encampments may conduct their business in any language authorized by the Grand Encampment if Rituals in such language are available from The Sovereign Grand Lodge.
- (3) A Grand Encampment may prescribe that each Encampment has a uniform constitution. In the absence of a uniform constitution, individual Encampments may adopt a constitution not contrary to laws to The Sovereign Grand Lodge and Grand Encampment.
- (4) Grand Encampments shall require all Encampments to prepare by-laws, which shall be submitted, to the Grand Encampment for referral to the proper officer or committee for approval before becoming effective.
- (5) Grand Encampments may prepare model by-laws for Encampments but shall not compel any Encampment to adopt them.
- (6) Encampments may provide in their by-laws compensation to scribes and other employees.
- (7) Grand Encampments shall require that by-laws provide for fees and dues equal to or above the prescribed minimum and may provide for beneficial and non-beneficial members and the benefits allowed.
- (8) The charter of an Encampment may be arrested, suspended, or revoked by the Grand Encampment after notice and hearing.
- (9) It shall be the duty of a Grand Encampment to see that its Encampments conform to law, and do not dissipate their property and funds.
- (10) When a Grand Encampment arrests, suspends, or revokes a charter, the assets and records of the Encampment shall be taken by it. The Grand Encampment may restore the charter and enact legislation by which all or only a portion of its assets shall be restored.
- (11) If a charter of an Encampment is arrested, forfeited, or suspended, its

members shall be deemed expelled unless they apply for a withdrawal card and affiliate with another Encampment or Grand Jurisdictional Encampment within one year.

- (12) Members of an Encampment whose charter has been arrested, suspended, or forfeited, by written application accompanied by affidavit that they did not participate in the illegal act, may apply for restoration of the charter. The minimum number of members to organize an Encampment must join in the application. If the Grand Encampment fails to provide a method for restoration, the Grand Patriarch/Matriarch may exercise this prerogative. If restored, officers shall resume their stations and be entitled to the honors of the office.
  - (13) Voluntary, funeral, and benefit associations may be authorized by a Grand Encampment. Past Chief Patriarchs/Matriarchs may form associations but shall not adopt rituals. Members or Encampments may not combine to attempt to influence legislation or to circularize other Encampments concerning proposed legislation.
  - (14) Grand Encampments have no right to compel Encampments to elect persons to membership or restore expelled members unless the decision to expel is reversed. Grand Encampments may not prohibit Encampments from accepting members because of advanced age and shall not compel Encampments to accept members by transfer.
  - (15) Grand Encampments may not designate or select Encampment officers but may appoint committees to investigate the actions, books, papers, and records of Encampments. A Grand Encampment may adopt uniform methods of bookkeeping for its units.
  - (16) <sup>04</sup>**Privacy.** The Grand Encampment shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Grand Encampment or its local Encampments, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without the Grand Encampment, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Grand Encampment present and voting at any regular annual or called special session.
- G. Grand Jurisdictional Encampments.
- (1) <sup>08</sup>A Grand Encampment shall create a Grand Jurisdictional Encampment for members of defunct Encampments so that they may retain their membership. The Grand Scribe shall transfer the members from a closed Encampment to the Grand Jurisdictional Encampment, so that their membership will be retained. The Grand Jurisdictional Encampment is a non-working Encampment.
    - (a) It is not counted in the total of five (5) Encampments being required to hold the charter.

- (b) It is not entitled to representation at Grand Encampment.
  - (c) The Grand Patriarch/Matriarch shall serve as Chief Patriarch/Matriarch, the Grand Treasurer as Treasurer, the Grand Scribe as Scribe and Financial Scribe, keeping financial and other records, making reports and returns.
- (2) <sup>08</sup>Membership is a matter of right for those whose encampment charter has been surrendered or forfeited and they shall maintain good standing, but are entitled to pecuniary benefits if provided by their former encampment. The members may attend, hold office, and serve on committees.
  - (3) Grand Encampments may provide that members under fifty years of age must make application for membership in an active Encampment within two years.
  - (4) Jurisdictional Encampments shall collect the prescribed dues, which shall be no lower than the minimum prescribed by The Sovereign Grand Lodge. Its officers shall grant and issue a uniform type of official certificate or card.
  - (5) Grand Encampments that had Aged Odd Fellow Funds on December 31, 1966, may transfer a pro rata share to the Grand Jurisdictional Encampment for funeral benefits.

#### H. Judicial Powers.

- (1) A Grand Encampment shall construe and interpret its laws, and its decisions shall be final unless appealed. A Grand Encampment is best qualified to interpret its laws, which interpretation shall not be reversed unless there is a violation of justice.
- (2) A member may form an interpretation of the laws, but only the following have official authority to interpret the laws of the Order: the Chief Patriarch/Matriarch, whose rulings may be appealed to the Encampment; District Deputy Grand Patriarch/Matriarch, whose ruling must be adhered to until the will of the Grand Patriarch/Matriarch is known; the Grand Patriarch/Matriarch, whose decision must be followed unless reversed by the Grand Encampment, the Sovereign Grand Master, or The Sovereign Grand Lodge.
- (3) A decision or ruling made by a Grand Encampment shall constitute a precedent unless reversed.
- (4) A Grand Encampment may prescribe methods and procedures for trials to be held by Encampments, consistent with the trial code. It may not direct an Encampment to expel or otherwise discipline a member, other than to direct that charges be filed and acted upon. It may, after notice and hearing, expel members from office or membership in the Grand Encampment but not from the Order.

**SEC. 3. Officers.****A. Elective, Appointive, Trustees.**

- (1) The officers are Grand Patriarch/Matriarch, Grand High Priest/Priestess, Grand Senior Warden, Grand Scribe, Grand Treasurer, Grand Junior Warden, and Grand Representative(s), who are elected, and Grand Marshal, Grand Inside Sentinel, Grand Outside Sentinel, and such other officers as may be provided, who are appointed by the Grand Patriarch/Matriarch. Grand Encampments may provide by law for the election or appointment of three or more trustees whose duties shall be to manage, invest, and control the property, money, and effects of Grand Encampment. Grand Encampments may provide for the election or appointment of additional officers as needed.
  - (a) The Grand Encampment shall provide for the line of succession for their elected officers.
- (2) The term of all officers, except the Grand High Priest/Priestess, Grand Scribe, Grand Representative, and Grand Treasurer shall be one year. A Grand Encampment shall establish the term of its Grand High Priest/Priestess, Grand Scribe and Grand Treasurer.
- (3) Qualifications for Grand Encampment officers are provided by The Sovereign Grand Lodge. A member in good standing and in possession of the Grand Encampment Degree is eligible to hold any office. An officer must maintain membership in the jurisdiction to hold office. Grand Representatives may hold other offices in the Grand Encampment.
- (4) Election. A Grand Encampment shall provide the method of electing its officers by Past Chief Patriarchs/Matriarchs in good standing. Electioneering for office is prohibited. If a candidate electioneers, all right to hold office shall be forfeited. A Grand Encampment shall judge the result of an election other than the office of Grand Representative, when The Sovereign Grand Lodge is the judge. A Grand Encampment may investigate or appoint a committee to investigate irregularities. It may prescribe the extent to which officers participate in legislative or other actions of the Grand Encampment.
- (5) Installation. Grand Encampment officers shall be installed at the time and place prescribed by the Grand Encampment, which may provide for a joint public installation. A Grand Encampment shall enact laws covering failure or inability of an officer to be present for installation.
- (6) Installing Officer. The Sovereign Grand Master, or a qualified designated person, may install Grand Encampment officers, or a Grand Encampment may designate a Past Grand Patriarch/Matriarch or Grand Representative to install them. Installation by proxy is prohibited.
- (7) Vacancies. A Grand Encampment shall enact legislation for filling vacancies caused by suspension, expulsion, removal, impeachment,

death, or if the officers' Encampment does not remain in good standing.

- (8) Removal. A Grand Encampment shall prescribe methods of procedure for impeachment or removal of officers, after notice and hearing, for nonfeasance, misfeasance, malfeasance, or other cause.
- (9) Compensations. Grand Encampments may prescribe allowances and emoluments for officers.
- (10) Honors of Office. If a Past Grand Officer transfers membership to another jurisdiction, the Officer shall not be deprived of honors and prerogatives.
- (11) Circulars. A Grand Encampment may send its Encampments statements of membership, achievements, age, and qualifications of candidates for elective office accompanied by photographs. No mention shall be made of political, religious, or other fraternal affiliation. This is strictly prohibited unless authorized by Grand Encampment law and the material prepared by the Grand Encampment office.
- (12) Duties and Powers of Grand Patriarch/Matriarch. A Grand Patriarch/Matriarch shall have identical supervisory power over the affairs of the Grand Encampment and its components as are conferred upon a Grand Master of a Grand Lodge.
- (13) Duties and Powers of Trustees. Trustees shall be responsible for the "Trust" of which they have oversight in accordance with the rules and/or regulations of said trust, reporting to, and accountable to, their governing body.

**SEC. 4. Boards and Committees.**

Officers, members and/or trustees, who are members of more than one board or committee, shall not be entitled to vote on any matter, which would be a conflict of interest.

**SEC. 5. Unified Encampment in the Grand Encampment.**

**A. <sup>05</sup>Unified Encampments.**

- (1) Organization. Grand Encampments and Grand Ladies Encampment Auxiliaries have the power to permit the organization of Unified Encampments within their jurisdictions.
- (2) Membership. A Unified Encampment shall consist of not less than seven (7) male and female members of the Order, in any combination that includes at least two Royal Purple Degree Patriarchs/Matriarchs and at least two Matriarchs who have received the Ladies Encampment Auxiliary Degree.
- (3) Charter. This unit shall be chartered by the Grand Encampment. Existing Encampments and their Auxiliaries may remain separate or petition the Grand Encampment and/or the Grand Ladies Encampment

Auxiliary for unification, if this is authorized by a vote of their members.

- (4) Subordination. For all practical purposes, a Unified Encampment shall be recognized by the Grand Encampment as an Encampment. This shall include representation in the Grand Encampment and in the Grand Ladies Encampment Auxiliary. A Unified Encampment shall pay Per Capita Dues on its Patriarchs to the Grand Encampment and the Unified Encampment shall pay Per Capita Dues on its Matriarchs to the Grand Ladies Encampment Auxiliary if there be one. If no Grand Ladies Encampment Auxiliary exists the Unified Encampment shall pay Per Capita Dues on all its members to the Grand Encampment.
- (5) Officers. All elective offices may be held by either qualified matriarchs or patriarchs.
- (6) Operation. Meetings shall be conducted in the Royal Purple Degree using an Encampment Ritual. All qualified members may participate in the ritualistic and business matters of the unit.
- (7) Quorum. Five members in good standing in the Unified Encampment, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Unified Encampment be left without a quorum, it shall not transact Business and shall close without ceremony.
- (8) Degrees. A Unified Encampment shall be qualified to confer the Patriarchal Degree on Scarlet Degree members. Matriarchs, who become members from a Ladies Encampment Auxiliary, shall be required to receive the Odd Fellows and Encampment Degrees within one (1) year, Matriarchs, who fail to secure these degrees due to extenuating circumstances, can petition the Grand Patriarch/Matriarch to grant an extension of time to receive the degrees, which may be granted by this officer. Failure to receive the degrees within one (1) year or to get an extension of time not to exceed two (2) years from the Grand Patriarch/Matriarch will result in being dropped from the Unified Encampment. Members must receive all the Encampment Degrees before they can hold elective or appointive office in the Unified Encampment.
- (9) Honorary Members. Matriarchs, who become members of the Unified Encampment from a Ladies Encampment Auxiliary and are physically unable to receive the required degrees due to health, age or living outside the jurisdiction, may become Honorary Members of the Unified Encampment, but they are not exempt from paying dues, unless this is granted to them individually by other provisions in the Code of General Laws and the Grand Encampment of the Jurisdiction.
- (10) All titles and honors earned by Ladies Encampment Auxiliary members will be retained by them.



## CHAPTER X-A

## UNIFIED ENCAMPMENTS

**SEC. 1. Charter.**

## A. Issuance.

- (1) Application. The Grand Encampment or the Grand Patriarch or the Grand Matriarch between sessions may issue a charter or dispensation upon a petition signed by at least five Royal Purple Degree members in good standing in an encampment in good standing or by at least five Scarlet Degree members of the Order.
- (2) Fee. A Grand Encampment shall prescribe the fee that shall accompany the petition.
- (3) Form of Petition. A Grand Encampment shall prescribe the form of petition.
- (4) Name. The name of a living person shall not be used for an encampment.
- (5) Name and Number of a Defunct Encampment. A Grand Encampment may permit the use of names and numbers of extinct encampments; and the Sovereign Grand Master may grant a dispensation for a new encampment with the name and number of a defunct encampment under the immediate jurisdiction of The Sovereign Grand Lodge.
- (6) Change of Name and Number. A Grand Encampment may authorize changes in names and numbers of its encampments.
- (7) Encampments in Area Not Under Grand Encampments - How Organized. In an area where a Grand Encampment does not exist, The Sovereign Grand Lodge may grant a charter to an encampment upon a petition signed as required for presentation to a Grand Encampment. The encampment shall be instituted by the Sovereign Grand Master or a Past Chief Patriarch or Past Chief Matriarch as authorized who shall deliver the charter, charge books, and other necessary items and give instruction. These encampments shall be visited by the Sovereign Grand Master or an appointed deputy at least once a year to install officers and give instruction.
- (8) No Grand Encampment. The encampment may become attached to a neighboring Grand Encampment upon two weeks notice given to each member to adopt a resolution for that purpose. Upon adoption, the petition properly executed shall be forwarded to the Sovereign Grand Secretary for referral to the Sovereign Grand Master.
- (9) Charter Members. Charters shall contain the names of petitioners present at the institution.
- (10) Duplicate Charters-How Supplied. A Grand Encampment shall issue a duplicate of a lost, mutilated, or destroyed charter. When an



encampment chartered by The Sovereign Grand Lodge shall lose its charter, a duplicate shall be granted.

- (11) Surrender of Charter. No encampment may surrender its charter if five members object. An encampment cannot vote a withdrawal card to its members and then vote to surrender its charter.
- (12) Photocopies. An encampment may use a photocopy of its charter. The original shall be preserved.
- (13) How Signed. Charters shall be signed by the Grand Patriarch or Grand Matriarch and attested by the Grand Scribe with the seal of the Grand Encampment affixed.

B. Terms.

- (1) Length. The regular term of an encampment that has weekly meetings shall be six months or one year as determined by the Grand Encampment. The term of all others shall be one year and a Grand Encampment shall determine when a term shall begin and end.

C. Returns.

- (1) <sup>05</sup>A Grand Encampment shall require each encampment to make complete returns on forms provided by the Grand Encampment accompanied by dues prescribed by law. Should there be a Grand Ladies Encampment Auxiliary; each Encampment shall make complete reports to the Grand Encampment and to the Grand Ladies Encampment Auxiliary. Per Capita Dues shall be paid to the Grand Encampment on members who have received the Encampment Degrees; Per Capita Dues shall be paid to the Grand Ladies Encampment Auxiliary on members who have received the Ladies Encampment Auxiliary Degree. If a member of the Ladies Encampment Auxiliary takes the Encampment Degrees for the purpose of joining the Unified Encampment, then that member's Per Capita Dues shall be paid to the Grand Ladies Encampment Auxiliary.
- (2) <sup>05</sup>All reports to the Grand Encampment and Grand Ladies Encampment Auxiliary must be signed by the Chief Patriarch or Chief Matriarch and Scribe with the seal affixed and preserved by the Grand Scribe(s).
- (3) Encampments under jurisdiction of The Sovereign Grand Lodge shall submit annual reports on forms furnished by the Sovereign Grand Secretary.
- (4) Reports shall contain a statement of income and expenses and a disclosure of assets and liabilities.
- (5) <sup>04</sup>**Privacy.** The Unified Encampment shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Unified Encampment or to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Unified Encampment, without the expressed permission of the member.

Further any distribution must have the expressed permission of the voting members of the Unified Encampment present and voting at any regular or called special meeting.

D. Powers.

- (1) How Derived. Encampments have the power and authority granted to them by The Sovereign Grand Lodge, their charters, and the laws of the Grand Encampment. They possess the power to enact by-laws for their government.
- (2) Enforcement-Penalties. An encampment shall enforce obedience to its by-laws and to the laws and regulations of the Order and may levy and collect fines for failure to conform.
- (3) May Remit Penalties. When a fine has been imposed and the reason for failure to abide by the law is not sustained, the fine may be remitted.
- (4) May Require Proficiency. Encampments may require their members to become proficient in the work of the Order before advancing to a higher degree.
- (5) Subject to Grand Encampment. Encampments shall be subject to the authority of the Grand Encampment and no encampment has the right to communicate directly with The Sovereign Grand Lodge or its officers pertaining to the laws of the Order. All matters must be referred to the Grand Encampment or Grand Patriarch/Matriarch.
- (6) Cannot Try Member of Another Encampment. No encampment has authority to entertain charges against a member of another encampment.
- (7) Cannot Divulge Member's Standing. An encampment has no authority to divulge to any person outside the Order the standing of its members, the amount of benefits paid, or any information concerning its membership.
- (8) Cannot Act Contrary to Law. An encampment, which willfully violates any law of the Order, is subject to punishment upon conviction as prescribed by the Grand Encampment.
- (9) Meetings. Encampments must meet at least monthly, at any hour of the day on regular specified days of the week. Special meetings may be scheduled on the Sabbath if the Grand Encampment so provides.
- (10) Meetings on Holidays. Regular meetings falling on legal holidays may be omitted. A Grand Encampment may permit an encampment to dispense with meetings for a period not to exceed two months in a calendar year.
- (11) Special Meetings. An encampment may hold special meetings at which no business shall be transacted except that for which the meeting was called and it may not hold an adjourned meeting.
- (12) May Adjourn Before Business Completed. An encampment has the

right to adjourn its meeting at any time but not before all cases of sickness or distress among its members shall be considered and disposed of.

- (13) Quorum. Five members in good standing in the Encampment, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Encampment during its session, be left without a quorum, it shall not transact business and shall close without ceremony.
  - (14) Meeting Time-How Changed. An encampment has no authority to change its meetings except by a change of its by-laws.
  - (15) Encampment-Room. An encampment has the right to select a meeting place located amid respectable surroundings.
  - (16) Meetings Outside Jurisdiction. An encampment may be allowed to meet outside the jurisdiction of the Grand Encampment under which it holds its charter by mutual consent of both Grand Encampments concerned.
  - (17) Meetings at Separate Places. An encampment may hold its meetings alternately in different places when authorized by the Grand Patriarch/Matriarch.
  - (18) May Change Locations. An encampment may change its location by majority vote of its members if permitted by the Grand Encampment.
  - (19) Business Transacted. All business of the encampment shall be transacted in the Royal Purple Degree.
  - (20) Holy Bible. The Holy Bible is required to be present in every encampment when open.
  - (21) Prayer. Every Encampment shall open and close its sessions with the prayer prescribed by the Ritual.
  - (22) Rights. The rights and privileges of members to participate in the business are fixed by law.
  - (23) Control of Records. An encampment has control of its records subject to examination by the Grand Encampment.
  - (24) Rules of Order. An encampment has the right to adopt its rules of procedure and shall be governed thereby unless otherwise provided by the Grand Encampment or The Sovereign Grand Lodge.
  - (25) Symbols. Encampments may not exhibit in their halls or anteroom any symbols that pertain to any particular faith or creed, but may use music that is generally regarded as religious if it does not create controversy.
- E. Voting.
- (1) Method. The method of voting shall be by yea or nay, written ballot, the ballot box and acclamation.
  - (2) Required to Vote. Every qualified member is required to vote on all questions unless excused by the encampment.

- (3) Right to Vote. A member has the right to vote only in the member's encampment.
  - (4) Illegal Vote. An illegal vote shall not invalidate the ballot unless it changes the result. In that event, a new ballot shall be taken.
  - (5) Conflict of Interest. A member shall not be eligible to vote on any matter relating to the fiscal affairs of the encampment where there may be a conflict of interest.
- F. Seal.
- (1) Every Encampment shall have a seal in possession of the Scribe, an impression of which shall be placed in the archives of its Grand Body.
  - (2) Use of:
    - (a) All cards, certificates, notices, official documents, and official reports shall be authenticated by affixing the seal.
    - (b) The seal of the encampment can only be used by authorized officers for authorized business.
- G. Incorporation.
- (1) Encampment May Incorporate. An encampment may incorporate under civil law of the jurisdiction. The articles of incorporation must be approved by the Grand Encampment and shall contain a statement that the Grand Encampment has a vested interest in property owned by the encampment and must approve all transfers.
- H. Property.
- (1) May Own. An encampment has the right to own real and personal property for its use consistent with the laws of the Order.
  - (2) Limitations. An encampment has no authority to dispose of its real or personal property and dissipate or distribute them for the purpose of defeating the vested interest of the Grand Encampment. No encampment has the right to sell, convey, or otherwise dispose of its property except for the purpose of applying the proceeds thereof to the uses and purposes of the Order. An encampment may dispose of its property provided it receives consent of the Grand Encampment if in session or the Executive Committee if not in session.
  - (3) Defunct Encampments. If an encampment, incorporated or unincorporated, becomes defunct, all real and personal property owed by it shall pass to and vest in the Grand Encampment. The Grand Encampment may apply to the civil courts for enforcement of the provisions of this section.
  - (4) Regulations. An encampment must obtain the consent of the Grand Encampment or the committee authorized by it before acquiring title to or the erection of a building to be used for the encampment. The encampment must submit plans and specifications for the proposed building, estimated cost, and a statement of its financial condition. An encampment may be forbidden from entering into a contract without

first obtaining approval from the Grand Encampment or the committee authorized by it.

- (5) Owned by Associations or Corporations. Whenever an association, corporation, or holding company shall be formed by law for purposes of owning, controlling and management of the property of the components, all of whom, and the management of the property, shall be accountable to the components and subject to the laws of the Grand Encampment.
- (6) Maintenance. An encampment shall maintain its property in a neat, presentable, and sanitary condition.

I. Consolidations

- (1) May consolidate. Encampments may consolidate in accordance with procedure prescribed by the Grand Encampment. No encampment shall consolidate if five members object.
- (2) Under The Sovereign Grand Lodge. Encampments under jurisdiction of The Sovereign Grand Lodge may consolidate in the manner prescribed by The Sovereign Grand Lodge.
- (3) Restoration. An encampment, which has been consolidated with another, may be restored to its former status within three years and its original charter restored without charge. Restoration of property must be approved by the Grand Encampment.

J. Officers.

- (1) Elective. The elective officers of an encampment are: Chief Patriarch or Chief Matriarch, High Priest or High Priestess, Senior Warden, Scribe, Financial Scribe (*if authorized*), Treasurer, and Junior Warden. All elective offices may be held by either Patriarchs or Matriarchs.
  - (a) The Encampment shall provide for the line of succession for their elected officers.
- (2) Appointive. The appointive officers are: Guide, Inside Sentinel, Outside Sentinel, First and Second Watch, appointed by the Chief Patriarch or Chief Matriarch; Third and Fourth Watch appointed by the Senior Warden; and the First and Second Guard of the Tent appointed by the High Priest or High Priestess. The Chief Patriarch or Chief Matriarch may appoint a Color Bearer and/or a Musician, provided the Encampment's by-laws so provide. All appointive officers may be held by either Patriarchs or Matriarchs.
- (3) Pro-Tem. In the absence of regular officers, an encampment may appoint pro-tem officers.
- (4) Duties. The duties of officers are as prescribed by the Ritual, Code, and by-laws.
- (5) Eligibility. Only a Royal Purple Degree member in good standing may hold office.

## (6) Qualifications.

- (a) Elective and Appointive. All officers shall commit to memory the several charges in the opening and closing ceremonies of their respective offices and pass examination on this qualification before installation.
- (b) Chief Patriarch or Chief Matriarch and Senior Warden. To be eligible to the office of Chief Patriarch/Matriarch, one must have served a term as Senior Warden. To be eligible to the Office of Senior Warden, a member must have served a term in each of two offices in the encampment. In the event there is no qualified members to hold either office, the encampment may elect any Royal Purple Degree member to be installed into the offices. A dispensation must be obtained from the appropriate District Deputy Grand Patriarch or District Deputy Grand Matriarch before installation.

## (7) Term. The term for officers shall be one year.

## K. Trustees.

- (1) May Provide. A Grand Encampment may provide that its encampments elect Trustees to manage, invest, and control their funds, property, and effects.
- (2) Term. The term of Trustee shall be three years or as provided by the encampment or the Grand Encampment.
- (3) Not Officer. A Trustee is not designated as an officer and may hold any office in the encampment not prohibited by it or the Grand Encampment.
- (4) Responsibility. Trustees shall be responsible for the "Trust" of which they have oversight in accordance with the rules and/or regulations of said trust, reporting to, and accountable to, their governing body.

## L. Elections.

- (1) Regulations-By-laws. A Grand Encampment may enact or authorize its encampments to enact laws governing election and appointment of officers.

## M. Installations.

- (1) Laws. Grand Encampments shall enact laws and prescribe regulations for installations of officers.
- (2) Closed. A closed installation shall be conducted when the encampment is open in the Royal Purple Degree.
- (3) Who May. The Grand Patriarch or Grand Matriarch shall install the officers or cause them to be installed.
- (4) By Past Chief Patriarch or Past Chief Matriarch. Unless forbidden by law, a Past Chief Patriarch or Past Chief Matriarch may conduct the installation if the designated officer is not present.
- (5) Regalia. The installing officer shall wear appropriate regalia.

- (6) Ceremony. The ceremony of installation shall be prescribed by The Sovereign Grand Lodge.
  - (7) Disqualified-Failing to Appear. Should an officer-elect be or become ineligible, or fail to appear without an excuse, the encampment may proceed to elect and install another member into office.
  - (8) Qualifications. Grand Encampments may prescribe qualifications for officers prior to installation.
  - (9) Returns and reports. The installing officer shall not install the officers until satisfied that all returns have been made, dues paid, and required bond executed.
  - (10) Good Standing. At the time of installation, all officers shall be in good standing.
- N. Public Installation.
- (1) Authorization. A Grand Encampment may authorize a public installation using the ceremonies prescribed by The Sovereign Grand Lodge.
  - (2) Joint. Two or more encampments or units may be authorized to hold a joint public installation, using the ceremony provided by The Sovereign Grand Lodge.
- O. Vacancy of Office.
- (1) How Declared-Filled. A Grand Encampment shall prescribe the procedure by which each elective or appointive office may be declared vacant and the manner in which it shall be filled.
  - (2) Absence. If the Grand Encampment does not prohibit, the encampment may declare an office vacant if the officer has been absent four consecutive meetings.
  - (3) Misconduct-Charges. Grand Encampments shall define the acts, which constitute misconduct of officers and prescribe the penalties. While charges are pending against an officer, Chapter XXXVIII, Section 3, entitled "Trials and Appeals", shall prevail.
- P. Past Officers.
- (1) Honors. An officer of an encampment who serves a full term as defined in this code or fills a vacancy to the end of the term is entitled to the rank, privileges, and honors of the office.
  - (2) Resignation. An officer who resigns forfeits the privileges and honors of the office.
  - (3) Consolidated Encampments. When two or more encampments consolidate during a term and the officers of the encampments surrendering their charters have served a majority of the meetings, they shall be entitled to the honors of the office.
  - (4) Right. The right to vote for Grand Encampment officers and the method used shall be as prescribed by the Grand Encampment.

## Q. Membership.

- (1) Qualification. Only members of the Scarlet Degree in good standing in an Odd Fellow Lodge are eligible to membership in an Encampment.
- (2) How Retained. To retain membership in the encampment, the Patriarch or Matriarch must continue in good standing in an Odd Fellows lodge.
- (3) <sup>08</sup>Withdrawal. Withdrawal from a lodge does not sever membership in the encampment if the card is deposited in a lodge within one year.
- (4) Charter Surrender-Effect of. If a lodge to which a Patriarch or Matriarch belongs surrenders its charter, membership in the encampment is not affected for one year. To retain membership in the encampment the member must procure a withdrawal card from the Grand Lodge and deposit it in a lodge within one year.
- (5) Aged and Infirm Member. An aged or infirm member of a defunct lodge may procure a withdrawal card from the Grand Lodge and retain membership in the encampment on such card.
- (6) Residence. There is no residence, age, or jurisdictional restriction for membership in an encampment, except as imposed by law of the Grand Encampment.
- (7) Non-beneficial and Noncontributing. There are no non-beneficial or noncontributing members in the encampment, unless provided for by the law of the Grand Encampment.
- (8) Life Membership. The Grand Encampment by appropriate legislation may provide, or may allow its encampments to provide for Life Membership. The legislation must be consistent with the Code of General Laws.
- (9) Veteran Life Membership. Grand Encampments by appropriate legislation may provide that a Patriarch or Matriarch with 45 consecutive years of membership may become a Life Member under such conditions, as it shall prescribe. Encampments under the immediate jurisdiction of The Sovereign Grand Lodge may provide in their by-laws that a member with 45 years of continuous good standing shall be entitled to Life Membership as a non-beneficial member.
- (10) Life Membership-Funds. Grand Encampment may authorize encampments to create funds to provide Life Membership for members who have had 30 years of continuous membership, and prescribe rules and regulations for raising, investing, and managing the funds.
- (11) Associate Membership. An encampment may provide for associate membership if proper legislation has been enacted by the Grand Encampment.



- R. **Encampment Irregularities.** A Grand Patriarch or Grand Matriarch shall take into custody the funds and assets of an encampment which:
- (1) Fails to meet for six months, or
  - (2) Fails to hold a majority of its regular meetings for a period of twelve months, or
  - (3) Indicates it is dissipating its assets, or
  - (4) Permits its property and funds to be used in an illegal manner. The Grand Patriarch or Grand Matriarch shall then appoint a Special Deputy Grand Patriarch or Matriarch to have full control of the encampment affairs. The Special Deputy Grand Patriarch or Matriarch shall conduct the financial affairs of the encampment, revive its fraternal activities, and endeavor to restore it to good standing. The officers of the encampment shall continue to perform their duties except those that devolve upon the Special Deputy. Upon satisfactory proof that the encampment is conforming to procedures of the Order, the property and funds may be restored to it and the Special Deputy relieved.
- S. Degree Encampments.
- (1) Organization. Grand Encampments have the power to permit organization of degree encampments and prescribe regulations and qualifications for office and duties of officers consistent with the laws of the Order.
  - (2) Membership. Only a Royal Purple Degree encampment member in good standing shall be eligible for membership.
  - (3) Territorial Jurisdiction. A degree encampment may perform its duties in neighboring jurisdictions upon invitation.
  - (4) No Honors Conferred. A Grand Encampment shall not enact laws or regulations conferring honors upon officers or members of a degree encampment.
- T. <sup>05</sup>Matriarchs.
- (1) Any Matriarch that has received the Encampment Degrees would have a voice and vote and would be eligible to run for an elected office or appointive office in the Encampment. Ladies Encampment Auxiliary members who have not received the Encampment Degrees shall be excluded from voting or holding elected office or appointed offices. Matriarchs, who have become members from a Ladies Encampment Auxiliary, shall be required to receive the Odd Fellows and Encampment Degrees within one (1) year. Matriarchs who fail to secure the degrees due to extenuating circumstances, can petition the Grand Patriarch/Grand Matriarch to grant an extension of time to receive the degrees, which may be granted by this officer. Failure to receive the degrees within one year or to get an extension of time not to exceed two (2) years from the Grand Patriarch/Grand Matriarch will

result in being dropped from the Unified Encampment.

- (2) Honorary Members. Matriarchs, who become members of the Unified Encampment from a Ladies Encampment Auxiliary and are physically unable to receive the required degrees due to health, age or living outside the jurisdiction, may become Honorary Members of the Unified Encampment, but they are not exempt from paying dues, unless this is granted to them individually by other provisions in the Code of General Laws and the Grand Encampment of the Jurisdiction.
- (3) All titles and honors earned by Ladies Encampment Auxiliary members will be retained by them.

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X-12

ENCAMPMENTS

SEC. 1

## Chapter X-B

### <sup>04</sup>ENCAMPMENTS

#### **SEC. 1. Organization.**

- A. Jurisdictions may retain Encampment, Grand Encampment, Ladies Encampment Auxiliary and Grand Ladies Encampment Auxiliary structures if they should so desire. For a jurisdiction to become unified it shall decide by vote of both the Grand Encampment and Grand Ladies Encampment Auxiliary.
- B. Once a jurisdiction adopts a Unified Encampment structure, it is not permitted to revert back to the historical structure.

#### **SEC. 2. Charter.**

- A. Issuance.
  - (1) Application. The Grand Encampment or the Grand Patriarch/Matriarch between sessions may issue a charter or dispensation upon a petition signed by at least five Royal Purple Degree members in good standing in an encampment in good standing or by at least five Scarlet Degree members of the Order.
  - (2) Fee. A Grand Encampment shall prescribe the fee that shall accompany the petition.
  - (3) Form of Petition. A Grand Encampment shall prescribe the form of petition.
  - (4) Name. The name of a living person shall not be used for an encampment.
  - (5) Name and Number of a Defunct Encampment. A Grand Encampment may permit the use of names and numbers of extinct encampments; and the Sovereign Grand Master may grant a dispensation for a new encampment with the name and number of a defunct encampment under the immediate jurisdiction of The Sovereign Grand Lodge.
  - (6) Change of Name and Number. A Grand Encampment may authorize changes in names and numbers of its encampments.
  - (7) Encampments in Area Not Under Grand Encampments-How Organized. In an area where a Grand Encampment does not exist, The Sovereign Grand Lodge may grant a charter to an encampment upon a petition signed as required for presentation to a Grand Encampment. The encampment shall be instituted by the Sovereign Grand Master or a Past Chief Patriarch/Matriarch as authorized who shall deliver the charter, charge books, and other necessary items and give instruction. These encampments shall be visited by the Sovereign Grand Master or an appointed deputy at least once a year to install officers and give instruction.

04 Reference to Historical removed.

- (8) No Grand Encampment. The encampment may become attached to a neighboring Grand Encampment upon two weeks notice given to each member to adopt a resolution for that purpose. Upon adoption, the petition properly executed shall be forwarded to the Sovereign Grand Secretary for referral to the Sovereign Grand Master.
- (9) Charter Members. Charters shall contain the names of petitioners present at the institution.
- (10) Duplicate Charters-How Supplied. A Grand Encampment shall issue a duplicate of a lost, mutilated, or destroyed charter. When an encampment chartered by The Sovereign Grand Lodge shall lose its charter, a duplicate shall be granted.
- (11) Surrender of Charter. No encampment may surrender its charter if five members object. An encampment cannot vote a withdrawal card to its members and then vote to surrender its charter.
- (12) Photocopies. An encampment may use a photocopy of its charter. The original shall be preserved.
- (13) How Signed. Charters shall be signed by the Grand Patriarch/Matriarch and attested by the Grand Scribe with the seal of the Grand Encampment affixed.

B. Term

- (1) Length. The regular term of an encampment that has weekly meetings shall be six months or one year as determined by the Grand Encampment. The term of all others shall be one year and a Grand Encampment shall determine when a term shall begin and end.

C. Returns.

- (1) A Grand Encampment shall require each encampment to make complete returns on forms provided by the Grand Encampment accompanied by dues prescribed by law.
- (2) All reports to the Grand Encampment must be signed by the Chief Patriarch/Matriarch and Scribe with the seal affixed and preserved by the Grand Scribe.
- (3) Encampments under jurisdiction of The Sovereign Grand Lodge shall submit annual reports on forms furnished by the Sovereign Grand Secretary.
- (4) Reports shall contain a statement of income and expenses and a disclosure of assets and liabilities.
- (5) <sup>04</sup>**Privacy.** The Encampment shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Encampment to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Encampment, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Encampment

present and voting at any regular or called special meeting.

D. Powers.

- (1) How Derived. Encampments have the power and authority granted to them by The Sovereign Grand Lodge, their charters, and the laws of the Grand Encampment. They possess the power to enact by-laws for their government.
- (2) Enforcement-Penalties. An encampment shall enforce obedience to its by-laws and to the laws and regulations of the Order and may levy and collect fines for failure to conform.
- (3) May Remit Penalties. When a fine has been imposed and the reason for failure to abide by the law is not sustained, the fine may be remitted.
- (4) May Require Proficiency. Encampments may require their members to become proficient in the work of the Order before advancing to a higher degree.
- (5) Subject to Grand Encampment. Encampments shall be subject to the authority of the Grand Encampment and no encampment has the right to communicate directly with The Sovereign Grand Lodge or its officers pertaining to the laws of the Order. All matters must be referred to the Grand Encampment or Grand Patriarch/Matriarch.
- (6) Cannot Try Member of Another Encampment. No encampment has authority to entertain charges against a member of another encampment.
- (7) Cannot Divulge Member's Standing. An encampment has no authority to divulge to any person outside the Order the standing of its members, the amount of benefits paid, or any information concerning its membership.
- (8) Cannot Act Contrary to Law. An encampment, which willfully violates any law of the Order, is subject to punishment upon conviction as prescribed by the Grand Encampment.
- (9) Meetings. Encampments must meet at least monthly, at any hour of the day on regular specified days of the week. Special meetings may be scheduled on the Sabbath if the Grand Encampment so provides.
- (10) Meetings on Holidays. Regular meetings falling on legal holidays may be omitted. A Grand Encampment may permit an encampment to dispense with meetings for a period not to exceed two months in a calendar year.
- (11) Special Meetings. An encampment may hold special meetings at which no business shall be transacted except that for which the meeting was called and it may not hold an adjourned meeting.
- (12) May Adjourn Before Business Completed. An encampment has the right to adjourn its meeting at any time but not before all cases of sickness or distress among its members shall be considered and

disposed of.

- (13) Quorum. Five members in good standing in the Encampment, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Encampment during its session, be left without a quorum, it shall not transact business and shall close without ceremony.
  - (14) Meeting Time-How Changed. An encampment has no authority to change its meetings except by a change of its by-laws.
  - (15) Encampment-Room. An encampment has the right to select a meeting place located amid respectable surroundings.
  - (16) Meetings Outside Jurisdiction. An encampment may be allowed to meet outside the jurisdiction of the Grand Encampment under which it holds its charter by mutual consent of both Grand Encampments concerned.
  - (17) Meetings at Separate Places. An encampment may hold its meetings alternately in different places when authorized by the Grand Patriarch/Matriarch.
  - (18) May Change Locations. An encampment may change its location by majority vote of its members if permitted by the Grand Encampment.
  - (19) Business Transacted. All business of the encampment shall be transacted in the Royal Purple Degree.
  - (20) Holy Bible. The Holy Bible is required to be present in every encampment when open.
  - (21) Prayer. Every Encampment shall open and close its sessions with the prayer prescribed by the Ritual.
  - (22) Rights. The rights and privileges of members to participate in the business are fixed by law.
  - (23) Control of Records. An encampment has control of its records subject to examination by the Grand Encampment.
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- E. Voting.
- (1) Method. The method of voting shall be by yea or nay, written ballot, the ballot box and acclamation.
  - (2) Required to Vote. Every qualified member is required to vote on all questions unless excused by the encampment.
  - (3) Right to Vote. A member has the right to vote only in the member's encampment.

- (4) **Illegal Vote.** An illegal vote shall not invalidate the ballot unless it changes the result. In that event, a new ballot shall be taken.
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F. **Seal.**

- (1) Every Encampment shall have a seal in possession of the Scribe, an impression of which shall be placed in the archives of its Grand Body.
- (2) **Use of.**
  - (a) All cards, certificates, notices, official documents, and official reports shall be authenticated by affixing the seal.
  - (b) The seal of the encampment can only be used by authorized officers for authorized business.

G. **Incorporation.**

- (1) **Encampment May Incorporate.** An encampment may incorporate under civil law of the jurisdiction. The articles of incorporation must be approved by the Grand Encampment and shall contain a statement that the Grand Encampment has a vested interest in property owned by the encampment and must approve all transfers.

H. **Property.**

- (1) **May Own.** An encampment has the right to own real and personal property for its use consistent with the laws of the Order.
- (2) **Limitations.** An encampment has no authority to dispose of its real or personal property and dissipate or distribute them for the purpose of defeating the vested interest of the Grand Encampment. No encampment has the right to sell, convey, or otherwise dispose of its property except for the purpose of applying the proceeds thereof to the uses and purposes of the Order. An encampment may dispose of its property provided it receives consent of the Grand Encampment if in session or the Executive Committee if not in session.
- (3) **Defunct Encampments.** If an encampment, incorporated or unincorporated, becomes defunct, all real and personal property owed by it shall pass to and vest in the Grand Encampment. The Grand Encampment may apply to the civil courts for enforcement of the provisions of this section.
- (4) **Regulations.** An encampment must obtain the consent of the Grand Encampment or the committee authorized by it before acquiring title to or the erection of a building to be used for the encampment. The encampment must submit plans and specifications for the proposed building, estimated cost, and a statement of its financial condition. An encampment may be forbidden from entering into a contract without first obtaining approval from the Grand Encampment or the committee authorized by it.



- (5) Owned by Associations or Corporations. Whenever an association, corporation, or holding company shall be formed by law for purposes of owning, controlling and management of the property of the components, all of whom, and the management of the property, shall be accountable to the components and subject to the laws of the Grand Encampment.
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  - (2) Appointive. The appointive officers are: Guide, Inside Sentinel, Outside Sentinel, First and Second Watch, appointed by the Chief Patriarch/Matriarch; Third and Fourth Watch appointed by the Senior Warden; and the First and Second Guard of the Tent appointed by the High Priest/Priestess. The Chief Patriarch/Matriarch may appoint a Color Bearer and/or a Musician, provided the Encampment's by-laws so provide.
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- (b) Chief Patriarch/Matriarch and Senior Warden. To be eligible to the office of Chief Patriarch/Matriarch, one must have served a term as Senior Warden. To be eligible to the Office of Senior Warden, a member must have served a term in each of two offices in the encampment. In the event there are no qualified members to hold either office, the encampment may elect any Royal Purple Degree member to be installed into the offices. A dispensation must be obtained from the appropriate District Deputy Grand Patriarch/Matriarch before installation.
- (7) Term. The term for officers shall be one year.
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  - (4) By Past Chief Patriarch/Matriarch. Unless forbidden by law, a Past Chief Patriarch/Matriarch may conduct the installation if the designated officer is not present.
  - (5) Regalia. The installing officer shall wear appropriate regalia.
  - (6) Ceremony. The ceremony of installation shall be prescribed by The Sovereign Grand Lodge.
  - (7) Disqualified-Failing to Appear. Should an officer-elect be or become ineligible, or fail to appear without an excuse, the encampment may proceed to elect and install another member into office.
  - (8) Qualifications. Grand Encampments may prescribe qualifications for

officers prior to installation.

- (9) Returns and reports. The installing officer shall not install the officers until satisfied that all returns have been made, dues paid, and required bond executed.
- (10) Good Standing. At the time of installation, all officers shall be in good standing.

N. Public Installation.

- (1) Authorization. A Grand Encampment may authorize a public installation using the ceremonies prescribed by The Sovereign Grand Lodge.
- (2) Joint. Two or more encampments or units may be authorized to hold a joint public installation, using the ceremony provided by The Sovereign Grand Lodge.

O. Vacancy of Office.

- (1) How Declared-Filled. A Grand Encampment shall prescribe the procedure by which each elective or appointive office may be declared vacant and the manner in which it shall be filled.
- (2) Absence. If the Grand Encampment does not prohibit, the encampment may declare an office vacant if the officer has been absent four consecutive meetings.
- (3) Misconduct-Charges. Grand Encampments shall define the acts, which constitute misconduct of officers and prescribe the penalties. While charges are pending against an officer, Chapter XXXVIII, Section 3, entitled "Trials and Appeals", shall prevail.

P. Past Officers.

- (1) Honors. An officer of an encampment who serves a full term as defined in this code or fills a vacancy to the end of the term is entitled to the rank, privileges, and honors of the office.
- (2) Resignation. An officer who resigns forfeits the privileges and honors of the office.
- (3) Consolidated Encampments. When two or more encampments consolidate during a term and the officers of the encampments surrendering their charters have served a majority of the meetings, they shall be entitled to the honors of the office.
- (4) Right. The right to vote for Grand Encampment officers and the method used shall be as prescribed by the Grand Encampment.

Q. Membership.

- (1) Qualification. Only members of the Scarlet Degree in good standing in an Odd Fellows Lodge are eligible to membership in an Encampment.
- (2) How Retained. To retain membership in the encampment, the Patriarch/Matriarch must continue in good standing in an Odd Fellows lodge.
- (3) <sup>08</sup>Withdrawal. Withdrawal from a lodge does not sever membership in

the encampment if the card is deposited in a lodge within one year.

- (4) Charter Surrender-Effect of. If a lodge to which a Patriarch/Matriarch belongs surrenders its charter, membership in the encampment is not affected for one year. To retain membership in the encampment the member must procure a withdrawal card from the Grand Lodge and deposit it in a lodge within one year.
  - (5) Aged and Infirm Member. An aged or infirm member of a defunct lodge may procure a withdrawal card from the Grand Lodge and retain membership in the encampment on such card.
  - (6) Residence. There is no residence, age, or jurisdictional restriction for membership in an encampment, except as imposed by law of the Grand Encampment.
  - (7) Non-beneficial and Noncontributing. There are no non-beneficial or noncontributing members in the encampment, unless provided for by the law of the Grand Encampment.
  - (8) Life Membership. The Grand Encampment by appropriate legislation may provide, or may allow its encampments to provide for Life Membership. The legislation must be consistent with the Code of General Laws.
  - (9) Veteran Life Membership. Grand Encampments by appropriate legislation may provide that a Patriarch/Matriarch with 45 consecutive years of membership may become a Life Member under such conditions, as it shall prescribe. Encampments under the immediate jurisdiction of The Sovereign Grand Lodge may provide in their by-laws that a member with 45 years of continuous good standing shall be entitled to Life Membership as a non-beneficial member.
  - (10) Life Membership-Funds. Grand Encampment may authorize encampments to create funds to provide Life Membership for members who have had 30 years of continuous membership, and prescribe rules and regulations for raising, investing, and managing the funds.
  - (11) Associate Membership. An encampment may provide for associate membership if proper legislation has been enacted by the Grand Encampment.
- R. **Encampment Irregularities.** A Grand Patriarch/Matriarch shall take into custody the funds and assets of an encampment which:
- (1) Fails to meet for six months, or
  - (2) Fails to hold a majority of its regular meetings for a period of twelve months, or
  - (3) Indicates it is dissipating its assets, or
  - (4) Permits its property and funds to be used in an illegal manner. The Grand Patriarch/Matriarch shall then appoint a Special Deputy Grand Patriarch/Matriarch to have full control of the encampment affairs. The

Special Deputy Grand Patriarch/Matriarch shall conduct the financial affairs of the encampment, revive its fraternal activities, and endeavor to restore it to good standing. The officers of the encampment shall continue to perform their duties except those that devolve upon the Special Deputy. Upon satisfactory proof that the encampment is conforming to procedures of the Order, the property and funds may be restored to it and the Special Deputy relieved.

S. Degree Encampments.

- (1) Organization. Grand Encampments have the power to permit organization of degree encampments and prescribe regulations and qualifications for office and duties of officers consistent with the laws of the Order.
- (2) Membership. Only a Royal Purple Degree encampment member in good standing shall be eligible for membership.
- (3) Territorial Jurisdiction. A degree encampment may perform its duties in neighboring jurisdictions upon invitation.
- (4) No Honors Conferred. A Grand Encampment shall not enact laws or regulations conferring honors upon officers or members of a degree encampment.

## CHAPTER XI

<sup>04</sup>GRAND LADIES ENCAMPMENT AUXILIARY**SEC. 1. Organization.**

- A. Jurisdictions may retain Encampment, Grand Encampment, Ladies Encampment Auxiliary and Grand Ladies Encampment Auxiliary structures if they should so desire. For a jurisdiction to become unified it shall decide by vote of both the Grand Encampment and Grand Ladies Encampment Auxiliary.
- B. Once a jurisdiction adopts a Unified Encampment structure, it is not permitted to revert back to the historical structure.

**SEC. 2. Charter.**

- A. <sup>11</sup>How Organized. A Grand Encampment may organize a Grand Ladies Encampment Auxiliary when three (3) or more auxiliaries (including Unified Encampments) are working in the jurisdiction. It shall be required to make reports, perform the duties, and exercise the powers directed by the Grand Encampment or The Sovereign Grand Lodge for good cause.

**SEC. 3. <sup>04</sup>Powers, duties and responsibilities.**

- A. Arresting charters. Charters may be arrested in the manner provided by law. Grand Ladies Encampment Auxiliary may voluntarily surrender their charter. If the Grand Ladies Encampment Auxiliary fails to exercise its power or abuses them its charter may be arrested. If the number of Auxiliaries falls below the minimum required to institute a Grand Ladies Encampment Auxiliary the charter shall be forfeited. If the charter is arrested or forfeited, the Ladies Encampment Auxiliaries will immediately pass to the direct supervision of the Grand Encampment. Assets of the Grand Ladies Encampment Auxiliary where the charter is surrendered, forfeited shall vest in and be subject to the control of the Grand Encampment, which has discretion to return them if the charter is restored and must return them if an appeal is sustained.
- B. Constitution and laws. Each Grand Ladies Encampment Auxiliary shall have a constitution containing the basic laws. The constitution, by-laws and any amendments must be approved by the Grand Encampment and The Sovereign Grand Lodge.
- C. Authorization over Ladies Encampment Auxiliaries. Grand Ladies Encampment Auxiliary shall have power to grant charters or dispensation for Auxiliaries in their jurisdiction and adopt legislation prescribing the methods, procedures and minimum standards. It shall be the duty of a Grand Ladies Encampment Auxiliary to see that its Auxiliaries conform

to law and do not dissipate their property and funds.

- D. <sup>04</sup>**Privacy.** The Grand Ladies Encampment Auxiliary shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Grand Ladies Encampment Auxiliary or its Auxiliaries to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Grand Ladies Encampment Auxiliary, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Grand Ladies Encampment Auxiliary present and voting at any regular or called special meeting.

**SEC. 4** <sup>08</sup>**Grand Jurisdictional Ladies Encampment Auxiliary.**

- A. A Grand Ladies Encampment Auxiliary has authority to create a Grand Jurisdictional Ladies Encampment Auxiliary for members of defunct Auxiliaries, so that they may retain their membership. The Grand Jurisdictional Ladies Encampment Auxiliary is a non-working auxiliary.
- (1) <sup>11</sup>It is not counted in the total of three (3) Encampment Auxiliaries being required to hold the charter.
  - (2) It is not entitled to representation at Grand Ladies Encampment Auxiliary.
  - (3) The Grand Matriarch shall serve as Chief Matriarch, the Grand Scribe shall serve as Scribe, keeping financial and other records, making reports and returns and collect the prescribed dues and issue official receipts.
- B. Membership is a matter of right for those encampment charters have been surrendered or forfeited and they shall maintain good standing but are entitled to pecuniary benefits provided by their formed auxiliary. The members may attend Grand Ladies Encampment Auxiliary, hold office, and serve on committees.
- C. A Grand Ladies Encampment Auxiliary may provide that its members must make application for membership in an active Ladies Encampment Auxiliary within two (2) years.

**SEC. 5.** <sup>04</sup>**Structure.**

- A. Officers. The officers are: Grand Matriarch, Grand High Priestess, Grand Senior Warden, Grand Junior Warden, Grand Scribe, and Grand Treasurer, elected in the manner provided by the Grand Encampment; Grand Inside Sentinel, Grand Outside Sentinel, Grand Marshal, and Grand Musician, to be appointed by the Grand Matriarch.
- B. Qualifications. Grand Ladies Encampment Auxiliary officers must be members in good standing and in possession of the Grand Ladies

Encampment Auxiliary Degree to be eligible to hold any office and must maintain membership in the jurisdiction to hold office.

- C. Installation. Grand Ladies Encampment Auxiliary officers shall be installed at the time and place prescribed by the Grand Encampment, which may provide for a joint public installation.
- D. Installing officer. The Sovereign Grand Master or a qualified person that he/she may designate may install Grand Ladies Encampment Auxiliary officers or a Grand Encampment or Grand Ladies Encampment Auxiliary may designate a Past Grand Patriarch or Past Grand Matriarch or Grand Representative to install them. Installation by proxy is prohibited.
- E. Vacancies. A Grand Ladies Encampment Auxiliary shall enact legislation for filling vacancies caused by suspension, expulsion, removal, impeachment, resignation, death or if the officers Auxiliary does not remain in good standing.
- F. Duties of the Grand Matriarch. A Grand Matriarch shall have identical supervisory power over the affairs of the Grand Ladies Encampment Auxiliary and its components as conferred on a Grand Patriarch of a Grand Encampment.
- G. Membership. Grand Ladies Encampment Auxiliary membership shall be limited to Past Chief Matriarchs in good standing of auxiliaries in good standing except as provided above.
- H. Who May Attend. All members whose dues are current and whose auxiliary has submitted its reports and paid its dues, and any Royal Purple Degree Patriarch in good standing may attend the sessions of the Grand Ladies Encampment Auxiliary without voice or vote.



XI-4

G.L.E.A.

## CHAPTER XII

<sup>04</sup>LADIES ENCAMPMENT AUXILIARY**SEC. 1. Organization.**

- A. Jurisdictions may retain Encampment, Grand Encampment, Ladies Encampment Auxiliary and Grand Ladies Encampment Auxiliary structures if they should so desire. For a jurisdiction to become unified it shall decide by vote of both the Grand Encampment and Grand Ladies Encampment Auxiliary.
- B. Once a jurisdiction adopts a Unified Encampment structure, it is not permitted to revert back to the historical structure.

**SEC. 2. Organization.**

- A. Grand Encampments may, by enactment of appropriate legislation, authorize encampments to organize auxiliaries, under the same name and number of the encampment involved, which shall be under the jurisdiction and control of the Grand Encampment and shall conform to the regulations and rules and use the ritual and ceremonies as are established by The Sovereign Grand Lodge.
- B. The Sovereign Grand Master may grant a dispensation to an encampment under the immediate jurisdiction of The Sovereign Grand Lodge to organize a Ladies Encampment Auxiliary. In the event that the encampment shall come under jurisdiction of a Grand Encampment, the Auxiliary shall be subject to the laws of said Grand Encampment.
- C. All Sister Rebekahs in good standing in a Rebekah Lodge in good standing shall be eligible for membership in a Ladies Encampment Auxiliary.
- D. Royal Purple Degree members in good standing may attend meetings of a Ladies Encampment Auxiliary and receive instructions according to the Ritual; they have no voice or vote but may hold appointive offices; they do not pay fees or dues, or help to constitute part of a quorum. They need not be members of a Rebekah Lodge.
- E. If the Grand Encampment does not specify the number necessary to apply for a charter or dispensation for an L.E.A., ten eligible shall suffice; and if a jurisdiction completely revises its laws, omitting any reference to the L.E.A., no further units may be established until legislation is enacted authorizing the same.
- F. Insofar as applicable, Ladies Encampment Auxiliaries shall be governed by the provisions of Chapter X of this Code.
- G. If the Encampment surrenders its Charter, each Grand Encampment shall provide legislation pertaining to the detached Auxiliary.

04 Reference to Historical removed.

- H. <sup>04</sup>**Privacy.** The Ladies Encampment Auxiliary shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Ladies Encampment Auxiliary to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Ladies Encampment Auxiliary, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Ladies Encampment Auxiliary present and voting at any regular or called special meeting.

## CHAPTER XIII

## CONSTITUTION

## OF THE

GENERAL MILITARY COUNCIL  
PATRIARCHS, MILITANT, I.O.O.F.ARTICLE I. **Name.**

The name, style and title of this Grand Body shall be the “General Military Council, Patriarchs Militant, I.O.O.F.”, and shall be hereafter governed by the following laws, rules and regulations.

ARTICLE II. **Authority, Purpose and Objects.****SEC. 1.** Authority.

- A. The authority of the General Military Council is derived from The Sovereign Grand Lodge, to which it shall be accountable.

**SEC. 2.** Purpose.

- A. To have general supervision over the Patriarchs Militant Army.  
B. To make recommendations to The Sovereign Grand Lodge for legislation and such other matters that will improve the Patriarchs Militant.

**SEC. 3.** Objects.

- A. To promote the principles of Universal Justice and the doctrine of rights shall be advocated by all peaceful methods as indicated by the motto: ‘Pax Aut Bellum; Justitia Universalis.’

ARTICLE III. **Headquarters.**

The Headquarters of the General Military Council, (office of the Adjutant General), shall be at such location as the Adjutant General may reside or such place that the Council may direct.

<sup>24</sup> ARTICLE IV. **Members.**

**SEC. 1** The working members of the General Military Council with voting powers are: Department Commanders or their accredited representative, Past Department Commanders and Past Presidents of the Department Association.

- A. It is to be understood that a Department Council may be represented by the Department Commander or a Representative (either or / not both. See GMC By-laws for additional allowance for Representatives, Article VI, Section 4.).

- B. All eligible voting members must be in good standing and attired in proper uniform.
- (1) The General Commanding may issue a uniform of the day declaration.
  - (2) Class A Uniform.
  - (3) Class B Uniform from a Tropical Climate which has been granted dispensation to use Class B Uniform in their Department and Cantons by GMC.
  - (4) Special Medical Dispensation may be granted by the General Commanding.
  - (5) Past Presidents of the former Department Association LAPM in regulation LAPM uniform may participate in the proceedings with voice and vote until such time the uniform is unserviceable.

**ARTICLE V. Officers.**

- SEC. 1.** The elective officers of the General Military Council shall be: General Commanding, Deputy General Commanding, Executive Officer, Adjutant General and Quartermaster General.
- SEC. 2.** The Sovereign Grand Master shall be the Commander-in-Chief and the Sovereign Grand Secretary shall be the Executive Adjutant General.

**ARTICLE VI. Organization.**

- SEC. 1.** Military Organization.
- A. The Sovereign Grand Master shall be the Commander-in-Chief of the Patriarchs Militant Army with the rank of General of the Army {five (5) star}. The Deputy Sovereign Grand Master shall hold the rank of Lieutenant General. The Sovereign Grand Warden shall hold the rank of Major General.
- B. The General Commanding shall hold the rank of General and shall be elected for a term of one (1) year at the session, and shall actively supervise the command and operations of the Patriarchs Militant; shall issue orders, proclamations and regulations authorized by law, decide all questions of military law and procedure requested by a Department Commander, Department Council or a Canton under the General Commanding's immediate supervision; shall decide all appeals that are perfected in accordance with the law.
- (1) Shall consider petitions for a Canton Warrant, in areas that do not have a Department Council. Shall issue a dispensation to organize as prescribed by The Sovereign Grand Lodge Code of Laws.
- C. The Deputy General Commanding shall be the second in command with the rank of Lieutenant General.

- D. The Executive Officer shall be third in command with the rank of Major General.
- E. The Sovereign Grand Secretary shall be Executive Adjutant General with the rank of Major General.
- F. The Adjutant General shall be the secretarial officer of the General Military Council with the rank of Major General elected for a term of three (3) years.
- G. The Quartermaster General shall be the treasurer of the General Military Council with the rank of Major General elected for a term of three (3) years.
- H. The Grand Representative to The Sovereign Grand Lodge shall be elected for a term of two (2) years at every second session. Rank to be commensurate to current active or retired rank.
- I. Alternate Grand Representative to The Sovereign Grand Lodge shall be elected for a term of two (2) years, same as the Grand Representative. Rank to be commensurate to current active or retired rank.
- J. The Sovereign Grand Treasurer shall have the rank of Brigadier General.
- K. Staff Officers – Rank.
  - (1) <sup>19</sup>The Staff Officers appointed by the General Commanding are: Chief of Staff with the rank of Lieutenant General. Military Advisors, Inspector General and Officer of the Guard - with the rank of Major General.
  - (2) <sup>05</sup>Judge Advocate, Chief of Equipment, Chaplain General, Bannerette, Medical Officer (Surgeon General) and an Aide to the Commander-in-Chief with the rank of Brigadier General.
  - (3) <sup>23</sup>One (1) Bugler and two (2) Aides, a Picket, a Sentinel and Ambassador of Goodwill with the rank of Brigadier General, and an Aide for each Department with the rank of Lieutenant Colonel. A jurisdiction, which does not have the strength of forces to hold Department status, having one (1) Canton, shall have a Special Aide, commissioned with the rank of Lieutenant Colonel by the General Commanding.
- L. The qualifications, duties and responsibilities of Officers enumerated shall be established by the By-laws adopted by the Council.

**SEC. 2.** Civil Organization.

- A. The General Commanding shall serve as President.
- B. The Deputy General Commanding shall serve as Vice President.
- C. The Executive Officer shall serve as Second Vice President.
- D. The Adjutant General shall serve as Secretary.

- E. The Quartermaster General shall serve as Treasurer.
- F. The Chief of Staff shall serve as Officer of the Day.
- G. The Chaplain General shall serve as Chaplain.
- H. Additional Officers to serve are: Officer of the Guard, Sentinel and Picket.
- I. Other Staff Officers may serve as deemed necessary.
- J. The duties of the Officers enumerated shall be established by the By-laws adopted by the Council.

#### ARTICLE VII. **Sessions.**

##### **SEC. 1.** Sessions.

The General Military Council shall convene at the same time and place as The Sovereign Grand Lodge and at other times as the Council may direct.

##### **SEC. 2.** <sup>05</sup>Quorum.

A quorum for the transaction of business shall not be less than fifteen (15) Representatives.

#### ARTICLE VIII. **Elections.**

Nominations and elections shall be held in the morning of the second day of the Session. The election shall start at a time so designated in the General Military Council By-laws. Qualifications for Elective Officers, Representatives, et cetera, shall be those so stated in the By-laws.

#### ARTICLE IX. **Miscellaneous Provisions.**

##### **SEC. 1.** Commissions.

- A. Commissions of all Officers below that of a Department Commander shall be signed by the Department Commander and duly attested. Those of all other Officers, except the General Commanding, shall be signed by the General Commanding and duly attested. The commission of the General Commanding shall be signed by the Commander-in-Chief and duly attested. All commissions shall be on forms obtained from The Sovereign Grand Lodge. Commissions shall be issued within thirty (30) days from time of election or appointment. The General Military Council shall establish fees for the various commissions.
- B. Commissions may be revoked for nonfeasance, malfeasance or conduct unbecoming an Officer, after notice and hearing.
- C. An officer who has honorably fulfilled the duties of the office and served a majority of the meetings until the end of the term shall be entitled, within ninety (90) days, to pay the fee established and receive a

permanent retired commission. Officers must have been issued a retired commission in order to wear retired insignia on the uniform.

- D. One who holds a retired commission may accept an active commission to any office to which elected or appointed.

**SEC. 2.** Expenses. The General Commanding and staff officers may be reimbursed for actual expenses incurred in the performance of duties. Reimbursement shall be made only on standard vouchers approved by the General Commanding and shall not exceed the amount appropriated.

**SEC. 3.** <sup>05</sup>Visitors. Any Chevalier of a Canton in good standing may visit the sessions, may speak if recognized by the presiding officer but cannot vote. A Department Commander or Department Representative may vouch for a Chevalier from a Department.

**SEC. 4.** Equipment.

- A. The General Military Council shall promulgate regulations concerning uniforms and equipment. As the Patriarchs Militant Uniform is regalia and may be worn in any unit of the Order, changes shall be submitted to The Sovereign Grand Lodge for approval prior to dissemination to the rank and file.

- B. P.M. Uniforms may not be worn when installing officers of other components, but a drill or escort unit or an honor guard may perform.

**SEC. 5.** Assessments. The General Military Council shall have the authority to levy Dues on all Departments or Cantons. Reports and Dues shall be filed by dates specified by The Sovereign Grand Lodge and the General Military Council. Failure to comply shall deprive its representative of the right to vote or act as a committee member.

**SEC. 6.** Regulations.

- A. The General Military Council may adopt regulations for its government and that of the Patriarchs Militant consistent with the Code of General Laws. If a regulation is adopted which appears to be in conflict with the Code of General Laws it shall be referred to The Sovereign Grand Lodge for a decision.

- B. Vacancies in office which occur by death, resignation or by removal from office shall be filled as follows: If the office of the General Commanding becomes vacant, the Deputy General Commanding shall become General Commanding and be installed at once. If the office of both the General Commanding and the Deputy General Commanding shall both become vacant, the Executive officer shall assume the office and be immediately installed as General Commanding. If the office of the Adjutant General or Quartermaster General becomes vacant, the General Commanding shall consult with the Deputy General Commanding and the Executive Officer and fill the vacancy by appointment until the end of the current session year. If a vacancy occurs among the Staff Officers, the General



Commanding shall fill the vacancy by appointment. If one fills an unexpired term of an elective office, the officer is then entitled to the honors of the office. At the next session, the first order of business shall be election to fill vacancies.

**SEC. 7.** <sup>05</sup>Removal from Office. Any officer or member who is, after notice, hearing and trial, found guilty by his or her Canton, Department Council or the General Military Council (Officers Review Board) of conduct unbecoming a Chevalier, shall immediately forfeit membership and office in the Council.

**SEC. 8.** <sup>04</sup>**Privacy.** The General Military Council shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by, the General Military Council or its Department Councils, to any person or persons, institutions or agencies for sales promotions, or for other purposes within or without the General Military Council, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the General Military Council present and voting at any regular annual or called special session.

**SEC. 9** <sup>17</sup>There shall be a Cadet Youth Corps.

#### ARTICLE X. **Amendments.**

A proposition to amend this Chapter, now being identified as the Constitution by a three-fourths (3/4) vote of the members present and qualified to vote. All such proposed amendments must be submitted in writing, referred to the GMC Committee on Legislation and must lay over for one (1) day before being voted upon. All amendments must be presented in Bill form. Legislation approved by the Council for an amendment pertaining to Chapter XIII of the Code of General Laws shall be submitted through the G.M.C. Grand Representative to The Sovereign Grand Lodge in proper form for its consideration.

<sup>23</sup>CHAPTER XIV

Constitution  
FOR  
DEPARTMENT COUNCILS  
Patriarchs Militant, I.O.O.F.

ARTICLE I. **Name.**

**SEC. I.** The name, style and title of this Grand Body shall be the “Department Council of \_\_\_\_\_ (jurisdiction), Patriarchs Militant, I.O.O.F.”, and shall be hereafter governed by the following laws, rules and regulations.

ARTICLE II. **Authority, Purpose and Objects.**

**SEC. I.** Authority.

**A.** The authority of the Department Council of (Jurisdiction) is derived from the The Sovereign Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable, with general supervision by the General Military Council.

- (1) Said Department Council was organized on (date) in the city of (\_\_\_\_\_).
- (2) Said Department Council is authorized and empowered to direct, supervise and control all matters pertaining to Patriarchs Militant of the Independent Order of Odd Fellows in the Department of (\_\_\_\_\_) and no Canton can exist therein without its sanction. It possesses the right of granting warrants to cantons; of suspending or taking away the same for proper cause; to receive, determine and hear appeals; redress grievances and complaints arising in the several Cantons; to originate and regulate means for its support; to grant dispensations; to enact any law not contravening the customs and usages of the Order, as from time to time declared by the General Military Council or The Sovereign Grand Lodge, not altering the work of the Order or the degree belonging thereto, not in conflict with the constitutional authority of The Sovereign Grand Lodge or violating any enactments in pursuance thereof, and not conflicting with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage or custom.
- (3) **Privacy.** The Department Council shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Department Council to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Department Council, without the

expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Department Council present and voting at any regular or called special meeting.

- B. Strength of the Department. The Department Council shall be organized as follows: two (2) or more Cantons, (forming a Battalion – though a Department may be that of a Regiment with a minimum of four (4) cantons, a Brigade with minimum of eight (8) cantons or a Division with a minimum of sixteen (16) cantons), having an aggregate of five (5) or more Past Commandants in the same Department.
- (1) Two (2) Warranted Cantons, not including the Grand Jurisdictional Canton, must be maintained in good standing with an aggregate of five (5) Past Commandants to keep the Department Council warrant active.
- C. The Warrant issued by The Sovereign Grand Lodge shall be inviolate and may not be altered or amended without the consent of The Sovereign Grand Lodge, except that a photocopy of the Charter/Warrant may be used for session (annual muster), be at least eight and one-half inches by eleven inches (8 ½” x 11”), a copy of which must be furnished to The Sovereign Grand Lodge for its archives.
- D. Issuance of Warrant. A Canton shall be organized upon receipt of signed petition for a warrant by five (5) or more Chevaliers of the Patriarchs Militant Degree or ten (10) persons qualified to become members (Royal Purple Degree members), no more than two-fifths (2/5) of these shall be associate members.
- (1) Petitions for warrant shall be on forms supplied by the Department Adjutant.
  - (2) The petition for the warrant shall be sent to the Department Adjutant who shall make copy for the permanent file and then forward the petition to the Department Commander. If satisfied, the Department Commander may issue the warrant or reserve action and present it to the Department Council in regular session. The application shall be accompanied by a fee, set by the Department Council, which shall be refunded if the petition is not granted.
  - (3) Historical Cantons. Department Councils may designate under appropriate circumstances, one or more of its units as “Historical Unit” and shall promulgate regulations concerning operations.
- E. The Warrant issued by the Department Council shall be inviolate and may not be altered or amended without the consent of the Department Council, except that a photocopy of the Warrant may be used, be at least a minimum of eight and one-half inches by eleven inches (8 ½” x 11”), a copy of which must be furnished to the Department Council for its archives.

- F. Five (5) Chevaliers of the Patriarchs Militant Degree in good standing, of which two-fifths (2/5) may be associate members, shall be required to keep the Company warrant active.

**SEC. 2.** Purpose.

- A. To have general supervision over the Cantons.  
 B. To make recommendations to General Military Council for legislation and such other matters that will improve the Patriarchs Militant for submission to The Sovereign Grand Lodge.

**SEC. 3.** Objects.

- A. To promote the principles of Universal Justice and the doctrine of rights shall be advocated by all peaceful methods as indicated by the call to action and motto of the degree: 'Pax Aut Bellum; Justitia Universalis' – "*Peace or War; Universal Justice*".

ARTICLE III. **Headquarters.**

- SEC. 1.** The Headquarters of the Department Council, (office of the Adjutant), shall be at such location as the Adjutant may reside or such place that the Council may direct.

ARTICLE IV. **Members and Visitors.**

- SEC. 1.** <sup>05</sup>The working members of the Council shall be determined by the By-laws of the Council.

- SEC. 2.** <sup>05</sup>All chevaliers of a Canton in good standing may attend sessions. The Council shall provide in its By-laws who has the right to speak and vote. A Canton Commandant or representative may vouch for a Chevalier from their Canton.

- SEC. 3.** Chevaliers who served as an officer in the former Ladies Auxiliary Patriarchs Militant shall be ranked as follows:

- A. Past President Department Association shall hold a military rank equal to one (1) rank below the Department Commander at which time they served:  
 (1) Major General – to be a Brigadier General; Brigadier General a Colonel; and Colonel a Lieutenant Colonel.  
 (2) Secretary and Treasurer to compliment the Adjutant and Quartermaster rank.  
 B. An Auxiliary Past President shall be ranked Captain Retired.

ARTICLE V. **Representatives.**

- SEC. 1.** Each Canton shall be entitled to Representation as the Department Council may specify in its By-laws.

ARTICLE VI. **Organization and Officers.**

**SEC. 1. Military Organization.** Strength of Forces. The Department shall be organized into battalions, regiments, brigades or divisions, as the strength of the forces will permit. A battalion shall consist of two (2) to six (6) cantons, a regiment of two (2) to six (6) battalions, a brigade of two (2) or more regiments and a division of two (2) or more brigades.

Rank of the Commanding Officers shall be as follows:

Battalion – Major	Brigade – Brigadier General
Regiment – Colonel	Division – Major General

- A. Active Command. The Department Commander shall be elected for a term of one (1) year or two (2) years to command a Department of the Patriarchs Militant. Duties include appointing staff officers. The term of staff officers shall be commensurate with the Department Commander.
- B. Elections. The Department Council shall provide by law for the nomination, election, appointment and qualifications of officers and who shall be entitled to vote. It shall also provide for filling any vacancy.
- C. Seniority. Seniority is determined by date of active, continuous service in rank.
- D. Staff Officers. The Commanding Officer and staff for each unit shall be as follows:
  - (1) Battalion—A Battalion Commander with the rank of Major, Deputy Department Commander with the rank of Captain, Chief of Staff and Aide, Adjutant, and optionally Quartermaster, Inspector, Judge Advocate, Chaplain and Color Sergeant.
  - (2) Regiment—A Regimental Commander with the rank of Colonel, Lieutenant Colonel to serve as Deputy Department Commander, Adjutant, and optionally, Inspector, Quartermaster, Equipment Officer, Surgeon or First Aid Officer, Chaplain, Color Sergeant and Bugler.
  - (3) Brigade—A Brigade Commander with the rank of Brigadier General, Deputy Department Commander to be the Senior Regimental Commander, Chief of Staff, Military Advisor, Adjutant and optionally Inspector, Quartermaster, Judge Advocate, Equipment Officer, Surgeon or First Aid Officer, Chaplain, Bannerette and two (2) Aides.
  - (4) Division—A Division Commander with the rank of Major General, Deputy Department Commander to be the Senior Brigade Commander, Chief of Staff, Military Advisor, Adjutant, and optionally Inspector, Quartermaster, Judge Advocate, Equipment Officer, Chaplain, Surgeon or First Aid Officer, Bannerette, and four (4) Aides.
- E. Rank of Officers. The Chief of Staff and Military Advisor shall be two (2) ranks below their unit commander; other staff officers three (3) ranks below except Aides who shall be four (4) ranks below. No staff officer shall be below the rank of Lieutenant.

- F. Department Officers. The Department Commander shall hold rank commensurate with command as above. If there are two (2) units of equal rank under command the Department Commander shall be entitled to the next higher rank. The staff shall hold rank as above according to the strength of the Department, but the title of officers shall be preceded by the word Department and shall include all optional officers shown for the unit above.

**SEC. 2. Civil Organization.**

- A. Sessions. The Department Council may hold annual or special sessions (musters) as provided in its by-laws. It shall make provisions for fees, dues, taxes, and reports. The Council shall provide by law what officers are to be elected and the manner and time of elections.
- B. Officers. The Department Commander shall be President. The Deputy Department Commander shall be Vice President. The Adjutant shall be Secretary and the Quartermaster shall be Treasurer. The Chief of Staff shall serve as Officer of the Day, the Department Chaplain shall serve as Chaplain, and the Department Bannerette shall serve as Bannerette. The President shall appoint an Officer of the Guard, Guard, Sentinel, and Picket. In addition, may appoint an additional Session Aides who shall serve as page and as needed to the Officer of the Day, Officer of the Guard and Chaplain.
- C. Duties. The duties of all officers shall be as set forth in the ceremony and by-laws of the Council.

**SEC. 3. Commissions.**

- A. Commissions of all Officers below that of a Department Commander shall be signed by the Department Commander and duly attested. The commission of the Department Commander shall be signed by the General Commanding and duly attested. All commissions shall be on forms obtained from The Sovereign Grand Lodge. Commissions shall be issued within thirty (30) days from time of election or appointment. The General Military Council shall establish fees for the various commissions.
- B. Commissions may be revoked for nonfeasance, malfeasance or conduct unbecoming an Officer, after notice and hearing.
- C. An officer who has honorably fulfilled the duties of office and served a majority of the meetings until the end of the term shall be entitled, within ninety (90) days, to pay the fee established and receives a permanent retired commission. Officers must have been issued a retired commission in order to wear retired insignia on the uniform.
- D. One who holds a retired commission may accept an active commission to any office to which elected or appointed.

**ARTICLE VII. Impeachment.**

**SEC. 1.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Department Council. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Adjutant at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the members present is required for conviction and punishment.

**ARTICLE VIII. Sessions.**

**SEC. 1.** Sessions. The Department Council shall convene at such time and place as and at other times as the Council may direct.

**SEC. 2.** Quorum. A quorum for the transaction of business shall not be less than two (2) cantons and seven (7) members.

**ARTICLE IX. Elections.**

**SEC. 1.** Nominations and elections shall be held every one (1) or two (2) years as stated in the Council By-laws; the election shall start at a time so designated in the Council By-laws. Qualifications for Elective Officers, Representatives, et cetera, shall be those so stated in the By-laws.

**ARTICLE X. Revenues.**

**SEC. 1.** Revenues shall be from charter fees, per capita dues, assessments adopted in regular session, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.

**SEC. 2.** The Department Council shall collect sufficient per capita dues to pay the expenses and fraternal obligations, the per capita dues offsetting the deficiency of other sources of income.

**ARTICLE XI. Amendments.**

**SEC. 1.** A proposition to amend this Constitution must be approved at the Department Council. The amendment shall be submitted in writing, in duplicate and sponsored by Representatives from at least two (2) Cantons. At the next annual meeting of the Department Council, the Committee on Legislation shall report on the Amendment. A vote shall then be taken of the voting members of the Department Council with an affirmative vote of three-fourths (3/4) of the voting members present necessary for passage. Upon approval by the Department Council the Amendment shall be forwarded to the General Military Council for approval and submission to The Sovereign Grand Lodge.

- A. The Sovereign Grand Lodge Committee on Legislation shall report on the Amendment at the next annual communication of The Sovereign Grand Lodge. A vote shall be taken of the Grand Representatives of The Sovereign Grand Lodge with an affirmative vote of two-thirds (2/3) of the Grand Representatives present necessary for passage.



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DEPARTMENT COUNCIL

<sup>23</sup>CHAPTER XV

CONSTITUTION  
FOR  
CANTONS – PATRIARCHS MILITANT  
INDEPENDENT ORDER OF ODD FELLOWS  
UNDER JURISDICTION OF  
THE DEPARTMENT COUNCIL OF \_\_\_\_\_, I.O.O.F.

ARTICLE I. **Name.**

**SEC. 1.** The name, style and title of this canton shall be “Canton \_\_\_\_\_ No. \_\_\_\_, Patriarchs Militant, Independent Order of Odd Fellows (I.O.O.F.)” \_\_\_\_\_, (city/town/village) and shall be hereafter governed by the following laws.

ARTICLE II. **Authority, Objects and Purposes.****SEC. 1. Authority.**

- A. The authority of the Canton of/in the Jurisdiction of (\_\_\_\_\_) is derived from the Department Council, Patriarchs Militant, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
- (1) Said Canton possesses the right to enact any law not contravening the customs and usages of the Order, not altering the work of the Order or the degree belonging thereto, not in conflict with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage or custom.
  - (2) Said Canton was instituted on \_\_\_\_\_ (date of institution) in the city of (\_\_\_\_\_).
- B. The Warrant issued by the Department Council shall be inviolate and may not be altered or amended without the consent of the Department Council, except that a photocopy of the Warrant may be used, be at least a minimum of eight and one-half inches by eleven inches (8 ½” x 11”), a copy of which must be furnished to the Department Council for its archives.
- C. Five (5) Members of the Patriarchs Militant Degree in good standing, of which two-fifths (2/5) may be associate members, shall be required to keep the Canton warrant active.

**SEC. 2. Objects.**

- A. To promote the principles of Universal Justice and the doctrine of rights shall be advocated by all peaceful methods as indicated by the battle cry of action and motto of the degree: ‘pax aut bellum (peace or war); Justitia Universalis (universal justice).’

**SEC. 3. Purpose.**

- A. To have general supervision over the Patriarchs Militant in its area.
- B. To make recommendations to the Department Council for legislation and such other matters that will improve the Order.

**ARTICLE III. Members.**

**SEC. 1.** Qualification for membership in a Canton shall be as specified in Chapter III (Membership) F. Associate membership is as noted in Chapter III, Section 13.

**SEC. 2.** Rank of members, officers, and past officers: Rank and File Members of the Canton shall be known as Chevaliers. The current officers of a Canton shall hold the rank commensurate with the office commissioned. Past Captains of the Canton shall be titled Past Commandant and hold the rank of Captain Retired. Past Presidents of the former Ladies Auxiliary Patriarchs Militant shall be titled Past President and hold the military rank of Captain Retired.

**ARTICLE IV. Representatives.**

**SEC. 1.** Each Canton shall be entitled to Representation as specified in the Department Council By-laws.

- A. The Canton shall elect an Alternate Representative for each Representative elected.

**ARTICLE V. Officers.****SEC. 1. Elective Officers.**

- A. The elective officers of the Canton shall be those specified in the Canton Ritual – e.g.: Commissioned Officers – Captain, Lieutenant, Ensign; Warrant Officers – Clerk, Accountant, or Clerk/Accountant.

(1) The term of office shall be one-year (1 yr.).

**SEC. 2. Appointive Officers.**

- A. The appointive officers of the Canton shall be those officers noted in the Canton Ritual – e.g.: Color/Banner Bearer, Guard, Chaplain, Sentinel, and Picket; Aide to: Captain, Lieutenant, Ensign and Chaplain. Appointive Officers may request a Warrant.

(1) The Canton may provide in its By-laws for additional appointed officers and designate their duties.

**SEC. 3.** The Canton shall provide in its By-laws for Trustees as needed. The Trustees shall not be considered elective officers in regards to officers receiving Honors of the Office.

**ARTICLE VI. Impeachment.**

**SEC. 1.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the

Canton. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Clerk at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the members present is required for conviction and punishment.

ARTICLE VII. **Meetings.**

**SEC. 1.** Regular meetings of the Canton shall be held at predetermined places on a date as specified in the By-laws of the Canton. Special Meetings shall be held in accordance with the By-laws.

ARTICLE VIII. **Rules and Practices.**

**SEC. 1.** Quorum for the opening of the Canton shall be five (5) members, in good standing in the Canton that is meeting, including one who shall be qualified to preside. Should the Canton during a meeting, be left without a quorum; it shall not transact business and shall close without ceremony.

**SEC. 2.** The Canton may determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.

**SEC. 3. Voting.**

- A. Method. The method of voting shall be by yes and no, written ballot, the ballot box, and acclamation.
- B. Required to Vote. Every qualified member present is required to vote on all questions unless excused by the Canton.
- C. Illegal Vote. An illegal vote shall not invalidate the ballot unless it changes the result. In that event, a new ballot shall be taken.
- D. Conflict of Interest. A member shall not be eligible to vote on any matter relating to the fiscal affairs of the Canton in which the member has personal interest.

**SEC. 4.** To prohibit all members from resorting to civil courts prior to exhausting the tribunals of the Order, concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders.

ARTICLE IX. **Revenues.**

**SEC. 1.** Revenues shall be from dues, assessments adopted in regular meetings, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.

**SEC. 2.** The Canton shall collect sufficient dues to pay its expenses and fraternal obligations.

**ARTICLE X. Canton Property – Assets**

**SEC. 1.** The Department Council must grant approval prior to the Canton disposing of property and assets. In the event the Canton ceases to exist, all property and assets revert to the Department Council.

**ARTICLE XI. Amendments.**

**SEC. 1.** A proposition to amend this Constitution must be approved by the Canton, after having been read at three (3) consecutive meetings.

The amendment shall be submitted, in duplicate, to the Department Adjutant in writing. At the next annual session of the Department Council, the Committee on Legislation shall report on the Amendment. A vote shall then be taken of the voting members of the Department Council with an affirmative vote of three-fourths (3/4) of the voting members present necessary for passage. The amendment shall not be in force until approved by the Department Council.

Further, the proposed amendment shall be forwarded to the General Military Council and then to The Sovereign Grand Lodge.

<sup>22</sup> CHAPTER XVI

I.A.-L.A.P.M.

Chapter deleted 2022 with the dissolution of the L.A.P.M. 31 December 2021.

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I.A.-L.A.P.M.

ART. XI

<sup>22</sup>CHAPTER XVII

D.A.-L.A.P.M.

Chapter deleted 2022 with the dissolution of the LAPM 31 December 2021.





<sup>22</sup>CHAPTER XVIII

L.A.P.M.

Chapter deleted 2022 with the dissolution of the LAPM 31 December 2022.

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L.A.P.M.

## CHAPTER XIX

## PART A

## MODEL CONSTITUTION

## FOR

## GRAND JUNIOR LODGES

**Independent Order of Odd Fellows****under jurisdiction of****The Grand Lodge, I.O.O.F.**ARTICLE I. **Name.**

**SEC. I.** The name, style and title of this Grand Body shall be “Grand Junior Lodge of/in (Jurisdiction), Independent Order of Odd Fellows (I.O.O.F.)”, and shall be hereafter governed by the following laws.

ARTICLE II. **Authority, Objects and Purposes.****SEC. I. Authority.**

- A. The authority of the Grand Junior Lodge of/in (Jurisdiction) is derived from the Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
- (1) Said Grand Junior Lodge was instituted on (date of institution) in the city of (\_\_\_\_\_).
  - (2) Said Grand Junior Lodge is authorized and empowered to direct, supervise and control all matters pertaining to Junior Lodges of the Independent Order of Odd Fellows in the Jurisdiction of (\_\_\_\_\_). It possesses the right to originate and regulate means for its support; to grant dispensations; to enact any law not contravening the customs and usages of the Order, as from time to time declared by the Grand Lodge or The Sovereign Grand Lodge, not altering the work of the Order or the degree belonging thereto, not in conflict with the constitutional authority of The Grand Lodge or violating any enactments in pursuance thereof, and not conflicting with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage or custom.
- B. Issuance of Charter. A Grand Junior Lodge shall be organized upon receipt of signed petition for a charter by at least three Junior Lodges in good standing with the approval of the Jurisdictional Youth Committee (JYC). Each Grand Junior Lodge shall adopt By-laws subject to approval by the Grand lodge.

- (1) Petitions for charter shall be on forms supplied by the Sovereign Grand Secretary.
  - (2) The petition for the charter shall be sent to the Grand Secretary who shall make a copy for the permanent file and then forward the petition to the Grand Master. If satisfied, the Grand Master may issue the charter or reserve action and present it to the Grand Lodge in regular session. The application shall be accompanied by a fee set by the Grand Lodge, which shall be refunded if the petition is not granted.
  - (3) If one (1) or more Junior Lodges object to issuance of a charter for a Grand Junior Lodge in their State, Province, Nation, Territory or Region, they may petition the Grand Master through the Grand Secretary to decline the petition for charter.
  - (4) Each petitioning Junior Lodge shall pay its pro-rata part of organizational expense. If a Junior Lodge refuses to participate or pay its pro-rata expense, it shall be subject to and disciplined by the Grand Lodge, including arrest of its charter, after notice and hearing.
  - (5) Three (3) Chartered Junior Lodges, must be maintained in good standing.
- C. The Charter issued by the Grand Lodge shall be inviolate and may not be altered or amended without the consent of the Grand Lodge, except that a photocopy of the Charter may be used for session, be at least a minimum of eight and one-half inches by eleven inches (8 ½" x 11"), a copy of which must be furnished to the Grand Lodge for its archives.
- D. <sup>04</sup>**Privacy.** The Grand Junior Lodge shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Grand Junior Lodge or its Junior Lodges to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Grand Junior Lodge, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Grand Junior Lodge present and voting at any regular or called special meeting.

**SEC. 2. Objects.**

- A. To teach the tenets of the Order.

**SEC. 3. Purpose.**

- A. To have general supervision over the Junior Lodges within the jurisdiction including:
  - B. To make recommendations to the Grand Lodge for legislation and such other matters that will improve the Order.

ARTICLE III. **Headquarters.**

- SEC. 1.** The headquarters of the Grand Junior Lodge, (office of the Grand

Recorder), shall be at such location as the Grand Junior Lodge may direct.

ARTICLE IV. **Members.**

**SEC. 1.** The Officers and members of the Grand Junior Lodge shall be all Past Chief Rulers who have received the Grand Junior Lodge Degree. Any member in good standing may attend. The Grand Junior Lodge shall specify in its By-laws who shall have the right to submit legislation, make motions, debate and vote. Installation shall be by a Past Grand Ruler under supervision of the Jurisdictional Youth Committee. The Grand Ruler, with the approval of the Grand Junior Lodge and the Jurisdictional Youth Committee, may appoint a deputy for each Junior Lodge, and District Deputies as the Grand Junior Lodge may provide. Deputies shall perform the duties prescribed by the By-laws of the Grand Junior Lodge.

ARTICLE V. **Representatives.**

**SEC. 1.** Each Junior Lodge shall be entitled to Representation as specified in the By-laws.

ARTICLE VI. **Officers.**

**SEC. 1. Elective Officers.**

- A. The elective officers of the Grand Junior Lodge shall be those specified in the Grand Junior Lodge Ritual – e.g.: Grand Ruler, Deputy Grand Ruler, Grand Warden if applicable, Grand Recorder, Grand Treasurer, or Grand Secretary/Treasurer. The Grand Warden may be elected or appointed as provided by the Grand Junior Lodge.
- (1) The By-laws shall state the term of office.
  - (2) The Grand Junior Lodge may provide in its By-laws for additional elective officers; officers who are not ritual designated officers shall not receive the Honors of the Order or Honors of Degrees where Honors are extended.
  - (3) The Elective Officers of the Grand Junior Lodge, the immediate Past Grand Ruler and the JYC shall compose the Executive Committee of the Grand Junior Lodge. This committee shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order, within the jurisdiction of the Grand Junior Lodge during the interim of the Grand Junior Lodge Sessions.

**SEC. 2. Appointive Officers.**

- A. The appointive officers of the Grand Junior Lodge shall be those officers

noted in the Grand Junior Lodge Ritual – e.g.: Grand Marshal, Grand Conductor, Grand Chaplain, Grand Musician, Grand Inner Sentinel, Grand Outer Sentinel, Right and Left Supporters for the Grand Ruler, Deputy Grand Ruler (or Warden if elected), Past Grand Ruler and Grand Chaplain.

- (1) The Grand Junior Lodge may provide in its By-laws for additional appointed officers and designate their duties.

#### ARTICLE VII. **Impeachment.**

- SEC. 1.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Grand Junior Lodge. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Grand Recorder at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the Representatives present is required for conviction and punishment.

#### ARTICLE VIII. **Sessions.**

- SEC. 1.** Regular sessions of the Grand Junior Lodge shall convene once each year at predetermined places on a date as specified in the By-laws of the Grand Junior Lodge. Special Sessions shall be held in accordance with the By-laws of the Grand Junior Lodge.

#### ARTICLE IX. **Rules and Practices.**

- SEC. 1.** Quorum for the opening of the Grand Junior Lodge shall be set in the By-laws.
- SEC. 2.** The Grand Junior Lodge shall determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.

#### ARTICLE X. **Revenues.**

- SEC. 1.** Revenues shall be from dues, assessments adopted in regular session, at a uniform rate upon Juniors, Senior Members and Honorary Members, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.
- SEC. 2.** The Grand Junior Lodge shall collect sufficient per capita dues to pay the expenses and fraternal obligations.

ARTICLE XI. **Amendments.**

**SEC. 1.** A proposition to amend this Constitution must be approved at the Grand Junior Lodge. The amendment shall be submitted in writing, in duplicate and sponsored by Representatives from at least two (2) Junior Lodges. At the next annual session of the Grand Junior Lodge, the Committee on Legislation shall report on the Amendment. A vote shall then be taken of the voting members of the Grand Junior Lodge with an affirmative vote of three-fourths (3/4) of the voting members present necessary for passage. Upon approval by a Grand Junior Lodge the Amendment shall be forwarded to the Grand Lodge for distribution in the advance Bills.

The Grand Lodge Committee on Legislation shall report on the Amendment at the next annual session of The Grand Lodge. A vote shall be taken of the Representatives of The Grand Lodge with an affirmative vote of three-fourths (3/4) of the Representatives present necessary for passage. A certified copy in triplicate of the Constitution and By-Laws with all amendments shall be forwarded to the Sovereign Grand Secretary, who shall, within thirty days of receipt, refer them to the Sovereign Grand Warden for a repeal, amendment or for approval.





## CHAPTER XX

## PART A

## MODEL CONSTITUTION

## FOR

## JUNIOR LODGES

**Independent Order of Odd Fellows  
under jurisdiction of  
the Grand Lodge of \_\_\_\_\_, I.O.O.F.**

ARTICLE I. **Name.**

**SEC. 1.** The name, style and title of this Junior Lodge shall be “\_\_\_\_\_ Junior Lodge No. \_\_\_\_\_, Independent Order of Odd Fellows (I.O.O.F.)” \_\_\_\_\_, (city/town/village) and shall be hereafter governed by the following laws.

ARTICLE II. **Authority, Objects and Purposes.****SEC. 1. Authority.**

- A. The authority of the Junior Lodge of/in the Jurisdiction of (\_\_\_\_\_) is derived from the Grand Lodge, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
- (1) Said Junior Lodge possesses the right to enact any law not contravening the customs and usages of the Order, not altering the work of the Order or any of the degree belonging thereto, not in conflicting with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage or custom.
  - (2) Said Junior Lodge was instituted on (date of institution) in the city of (\_\_\_\_\_).
- B. <sup>06</sup>Issuance of Charter. A Junior Lodge shall be organized upon receipt of signed petition for a charter by five (5) or more members of the Junior Lodge Degree or ten (10) persons qualified to become members, no more than two-fifths (2/5) of these shall be associate members.
- (1) Petitions for charter shall be on forms supplied by the Grand Secretary.
  - (2) The petition for the charter shall be sent to the Grand Secretary who shall make copy for the permanent file and then forward the petition to the Grand Master. If satisfied, the Grand Master may issue the charter or reserve action and present it to the Grand Lodge in regular session. The application shall be accompanied by a fee set by the Grand Lodge, which shall be refunded if the petition is not granted.
  - (3) Historical Lodges. Grand Lodges may designate under appropriate

circumstances, one or more of its units as “Historical Unit” and shall promulgate regulations concerning operations.

- C. The Charter issued by the Grand Lodge shall be inviolate and may not be altered or amended without the consent of the Grand Lodge, except that a photocopy of the Charter may be used, be at least a minimum of eight and one-half inches by eleven inches (8 ½” x 11”), a copy of which must be furnished to the Grand Lodge for its archives.
- D. Five (5) Members of the Junior Lodge Degree in good standing, of which two-fifths (2/5) may be associate members, shall be required to keep the Junior Lodge charter active.

**SEC. 2. Objects.**

- A. To promote the principles of Friendship, Love and Truth.
- B. Seek to improve and elevate the character of man.

**SEC. 3. Purpose.**

- A. To have general supervision over Junior Odd Fellowship in its area.
- B. To make recommendations to the Grand Junior Lodge or Grand Lodge for legislation and such other matters that will improve the Order.

**ARTICLE III. Members.**

**SEC. 1.** <sup>12</sup>The members of a Junior Lodge shall be as specified in Chapter III (Membership). Associate membership is as noted in Chapter III. Honorary Membership is as noted in the Ritual.

Membership in a Junior Lodge is not affected by taking a withdrawal card provided it is deposited within one year in another Junior Lodge.

- A. Graduate Members. Members who have attained the age of eighteen (18) years may receive the graduate degree and retain all rights privileges of a member until age twenty-one (21). A certificate authorized by The Sovereign Grand Lodge shall be issued to graduate members signed by the Chief Ruler, Grand Ruler, and Grand Master and recorded in the records of the Jurisdictional Youth Committee.
- B. Seniors Members.
  - (1) An Odd Fellow may be elected by ballot to Senior Membership on petition accompanied by the required fees and dues.
  - (2) When a senior member is admitted to membership, the Recorder of a Junior Lodge shall report the member’s name to the Secretary of the Odd Fellows lodge. The Secretary shall notify the Recorder of suspension, reinstatement, or withdrawal of the senior member.
- C. Life Members. A member of a Junior Lodge who acquires membership in an Odd Fellows Lodge shall be a life member of the Junior Lodge so long as he remains an Odd Fellow in good standing. He will receive an appropriate certificate of life membership signed by the Chief Ruler and the Grand Master.

ARTICLE IV. **Representatives.**

**SEC. 1.** Each Lodge shall be entitled to Representation as specified in the Grand Junior Lodge By-laws.

- A. The Junior Lodge shall elect an Alternate Representative for each Representative elected.

ARTICLE V. **Officers.****SEC. 1. Elective Officers.**

- A. The elective officers of the Junior Lodge shall be those specified in the Junior Lodge Ritual – e.g.: Chief Ruler, Deputy Ruler; Recorder; Accountant; and Treasurer.

- (1) The By-laws shall state the term of office.

**SEC. 2. Appointive Officers.**

- A. <sup>06</sup>The appointive officers of the Lodge shall be those officers noted in the Junior Lodge Ritual – e.g.: Chaplain, Warden, Conductor, Marshal, Color Bearer, Right Supporter of the Chief Ruler, Left Supporter of the Chief Ruler, Inner Sentinel, Outer Sentinel, Right Supporter of the Deputy Ruler and Left Supporter of the Deputy Ruler, Right Supporter of the Chaplain, Left Supporter of the Chaplain, Right Supporter of the Past Chief Ruler, Left Supporter of the Past Chief Ruler.

- (1) The Junior Lodge may provide in its By-laws for additional appointed officers and designate their duties.

**SEC. 3.** The Lodge shall provide in its By-laws for Trustees as needed. The Trustees shall not be considered elective officers in regards to officers receiving Honors of the Office.

**SEC. 4.** <sup>04</sup>**Advisory Officers and Assistant Advisory Officers.** The Youth Committee shall appoint one (1) Advisory Officer and any number of Assistant Advisory Officers as deemed proper for each Junior Lodge. A Junior Lodge has the right to recommend its own Advisory Officer and Assistant Advisory Officers. If a recommendation is not made, the Youth Committee shall request recommendations from the sponsoring lodge and make a selection.

- A. The Advisory Officer assisted and advised by the Assistant Advisory Officers, shall have general supervision over a lodge, attend meetings, and see that the laws of The Sovereign Grand Lodge, the Grand Lodge, and the Grand Junior Lodge, governing Junior Lodges are adhered to. They shall be appointed for a term of one (1) year to coincide with the term of the Junior Lodge.

- B. <sup>07</sup>The minimum age of the Advisory Officer shall be twenty-one (21) years, and for an Assistant Advisory Officer, twenty (20) years. The Assistant Advisory Officer may be eighteen (18) years if a graduate

member of a Junior Lodge.

- C. <sup>07</sup>At least two (2) Advisory Officers shall be present at all times for safety and welfare. At least one Advisor present must be a third (3<sup>rd</sup>) Degree Brother Odd Fellow.

#### ARTICLE VI. **Impeachment.**

- SEC. 1.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Junior Lodge. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Recorder at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the members present is required for conviction and punishment.

#### ARTICLE VII. **Meetings.**

- SEC. 1.** Regular meetings of the Junior Lodge shall be held at predetermined places on a date as specified in the By-laws of the Junior Lodge. Special Meetings shall be held in accordance with the By-laws.

#### ARTICLE VIII. **Rules and Practices.**

- SEC. 1.** Quorum for the opening of the Junior Lodge shall be five (5) members, in good standing in the Junior Lodge that is meeting, including one who shall be qualified to preside. Should the Junior Lodge during a meeting, be left without a quorum; it shall not transact business and shall close without ceremony.
- SEC. 2.** The Junior Lodge may determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.
- SEC. 3. Voting.**
- A. Method. The method of voting shall be by the voting sign, written ballot, the ballot box, and acclamation.
  - B. Required to Vote. Every qualified member present is required to vote on all questions unless excused by the lodge.
  - C. Illegal Vote. An illegal vote shall not invalidate the ballot unless it changes the result. In that event, a new ballot shall be taken.
  - D. Conflict of Interest. A member shall not be eligible to vote on any matter relating to the fiscal affairs of the lodge in which the member has personal interest.

- SEC. 4.** To prohibit all members from resorting to civil courts prior to exhausting the tribunals of the Order, concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders.
- A. To prohibit Lodges from resorting to civil courts prior to exhausting the tribunals of the Order, concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders.

ARTICLE IX. **Revenues.**

- SEC. 1.** Revenues shall be from per capita dues, assessments adopted in regular meetings, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.
- SEC. 2.** The Junior Lodge shall collect sufficient per capita dues to pay the expenses and fraternal obligations.

ARTICLE X. **Lodge Property – Assets**

- SEC. 1.** The Grand Lodge must grant approval prior to the Junior Lodge disposing of property and assets. In the event the Junior Lodge ceases to exist, all property and assets revert to the Grand Lodge.

ARTICLE XI. **Amendments.**

- SEC. 1.** A proposition to amend this Constitution must be approved by the Lodge, after having been read at three (3) consecutive meetings. The amendment shall be submitted, in duplicate, to the Grand Secretary in writing. At the next annual session of the Grand Lodge, the Committee on Legislation shall report on the Amendment. A vote shall then be taken of the voting members of the Grand Lodge with an affirmative vote of three-fourths (3/4) of the voting members present necessary for passage. The amendment shall not be in force until approved by the Grand Lodge.

CHAPTER XX  
PART B

MODEL BY-LAWS  
FOR  
JUNIOR LODGES  
**Independent Order of Odd Fellows**  
**Under the Jurisdiction of**  
**the Grand Lodge, I.O.O.F.**

Meeting: \_\_\_\_\_ Junior Lodge No. \_\_\_\_\_ shall meet  
\_\_\_\_\_.  
(Date)

**Special Meetings.**

The Chief Ruler may call Special Sessions of the Lodge at any time, or when petitioned by at least seven (7) members of the lodge. Notice thereof shall be given at least thirty (30) days; stating the time, place and purpose of the meeting, and no business shall be transacted except as specified in the notice.

**SEC. I. Officers.**

- A. <sup>07</sup>Elective. The elective officers of a lodge are: Chief Ruler, Deputy Ruler, Recorder, Accountant and Treasurer.
- B. Appointive. The appointive officers of a lodge are: Chaplain, Warden, Conductor, Marshal, Color Bearer, Outer Sentinel, Inner Sentinel, Right and Left Supporters of the Chief Ruler, Right and Left Supporters of the Deputy Ruler, Right and Left Supporters of the Chaplain, and Right and Left Supports of the Past Chief Ruler.
- C. Term. The term of other officers shall correspond with the term of the lodge.
- D. Pro Tem. In the absence of regular officers, the presiding officer of a lodge may appoint pro tem officers.
- E. Duties. The duties of officers are prescribed by the Ritual, The Sovereign Grand Lodge Code of General Laws, and Grand Lodge By-laws.
- F. Eligibility. Only a Junior Lodge Degree member in good standing may hold office.
- G. Qualifications.
  - (1) Elective and Appointive. All officers shall commit to memory the several charges in the opening and closing ceremonies of their respective offices and pass examination on this qualification before installation.

- (2) Chief Ruler and Deputy Ruler. To be eligible to the office of chief Ruler, one must have served in the office of Deputy Ruler. To be eligible to the office of Deputy Ruler, a member must have served a term in each of two (2) different offices of a Junior Lodge. In the event there are no qualified members to hold either office, the Lodge may elect any member to either office. A dispensation must be obtained from the Grand Ruler or Grand Master before installation.

**SEC. 2. Trustees.**

- A. Each Lodge shall elect three (3) or more Trustees, who shall hold office for the term provided in the Lodge By-laws, said Trustees to be elected at the regular election night in November in the same manner that officers of the Lodge are elected.
- B. The duties of said Trustees shall be to care for and preserve all property belonging to the Lodge and to especially see that the same is properly insured against loss by catastrophic disaster. They shall render a full and correct account of all their transactions to the Lodge at the close of each term. The Trustees shall not lease real estate belonging to the Lodge without its consent; but when leased they shall attend to the same and see that the interests of the Lodge are properly conserved and that the property is kept in good condition.

**SEC. 3. Committees.**

The Chief Ruler shall appoint the following committees:

- A. **Finance:** The Committee on Finance shall consist of three (3) members to be appointed on the night of installation. They shall audit and inspect the accounts, books, securities, funds, and other property in the hands of the Treasurer, and the books and reports of the Recorder and Accountant, and of other officers and committees charged with the receipt and expenditure of money. For this purpose they shall fix a time and place to meet the Recorder, Accountant and Treasurer, after the last regular meeting in each semi-annual term, and shall report in writing at the first regular meeting in the next term upon duplicate blanks as approved by the Grand Lodge and furnished by the Grand Lodge, one copy of which shall be mailed to the Grand Secretary of the Grand Lodge and the other retained by the lodge. They shall also examine all other financial matters referred to them, and report thereon to the lodge as soon as practicable. Neither the Treasurer, the Recorder, the Accountant, nor any member of the Trustees shall be a member of the Finance Committee.
- B. **Instruction:** The Committee on Instruction shall consist of a minimum of three (3) members who are charged with scheduling training for members of the Lodge to include, but not limited, schools of instruction, mentoring of new members, coordinating efforts with the Grand Lodge Membership



Committee. This Committee shall submit an annual report to the Lodge, and made a part of the representative's report to the Grand Junior Lodge or Grand Lodge.

- C. **Membership:** The Committee on Membership shall consist of at least three (3) members to be appointed on the night of installation. It shall be the duty of this committee, in conjunction with the Chief Ruler, to promote plans for securing new members for the lodge and to work with the Accountant in promoting among the members the habit and practice of paying their dues promptly in advance.
- D. **Visiting:** The Committee on Visiting shall consist of at least three members, one of whom shall be the Noble Grand. They shall keep themselves informed at all times as to the condition of a member who has been reported ill; they shall report to the Lodge as to what benefits the member is entitled; and they shall provide for any care required and the laws of the Order permit. If a member of another lodge be sick and applies to this lodge for relief, the case shall be referred to the Visiting Committee as if a member of this lodge; and, if entitled to receive benefits from own lodge, this lodge shall advance the sum thus due and forward an account of the same to the member's lodge without delay. The lodge may add to the number of this committee and prescribe more specific details of their duties; provided, that in cities or towns having more than two lodges, the Visiting Committees of the different lodges may, if they see fit, appoint one of their number to act with a like number from the other Lodge in the town or city as a special Visiting Committee, whose duty shall be to take care of traveling or sojourning Members who may be sick or disabled in the town or city where such lodges exist.
- E. **<sup>17</sup>Youth Activities:** The Committee on Youth Activities shall consist of three (3) members to be appointed on the night of installation. They shall promote under the direction of the Chief Ruler all youth activities. Make annual report to the lodge of all activities, not limited to, sponsorship of athletic teams, scholarships, institution of Junior Odd Fellows Lodges etc., including lodge participation in the Pilgrimage for Youth Program.
- F. **Other Committees as Authorized:** The Chief Ruler may appoint such other committees deemed necessary for the operation of the Lodge.

**SEC. 4. Duties of Officers and Representatives.**

- A. **Chief Ruler.** The Chief Ruler alone may call the lodge together and open and preside over its session, and when present no one else may preside except during degree work. If absent, the Deputy Ruler will preside, and if both are absent a Past Chief Ruler will preside. The Chief Ruler will construe and interpret the Laws of the Order, subject to appeal to the lodge or to higher authority. The Chief Ruler will see that the Laws of the

Order are observed and enforced and will admit no member of another lodge who is not qualified and not in possession of the proper password. The Chief Ruler will appoint the majority of all committees not otherwise provided for; to give the casting vote, only, on all matters or questions before the Lodge, except that the Chief Ruler shall be entitled to vote on all ballots. The Chief Ruler shall inspect and announce the result of all votes by the Lodge, have charge of the charter, which must always be in the Lodge while in session, draw upon the Treasurer for all sums that have been voted by the Lodge, and none other. The Chief Ruler will sign all necessary warrants, certificates and other documents. The Chief Ruler will perform such other duties as usually pertain to the office.

- B. **Deputy Ruler.** The Deputy Ruler shall assist the Chief Ruler in presiding in the Lodge. The Left and Right Supporters to the Deputy Ruler are appointed by the Deputy Ruler. The Deputy Ruler shall have special charge of the inner door. In the absence of the Chief Ruler, the Deputy Ruler shall preside, discharging all the duties of Chief Ruler, and perform all other duties required by the charges and usage of the Order. In the absence of the Deputy Ruler, a Past Chief Ruler or Past Deputy Ruler will occupy the chair; if one is present otherwise a member may occupy it. During the temporary absence of the Deputy Ruler, the Right Supporter to the Deputy Ruler will occupy the chair. The Deputy Ruler will perform the duties herein pertaining to the office or as may be delegated. In the absence of the Chief Ruler from the lodge room or anteroom, the Deputy Ruler is the proper and legal officer to take the station. That is not only the right but also the duty of the Deputy Ruler.
- C. **Recorder.** The Recorder shall keep an accurate account of the proceedings of the lodge, write all communications; fill up all certificates and cards granted by the lodge, issue all summonses or notices required, and attest to all moneys ordered paid at regular or special meetings. The Recorder shall assist the Accountant in making out the Semi-annual and Annual Reports to the Grand Lodge, by seeing that the reports are completed and properly signed, sealed, attested to and mailed, with remittance due the Grand Lodge, to the Grand Secretary. The Recorder shall perform the duties of Accountant, if none were chosen. The Recorder shall receive such compensation as the lodge may have fixed prior to election. The Recorder shall also keep a list of all warrants drawn on the – Treasurer, recording the date, amount, and the name of the person in whose favor drawn, and if the warrant be payable from any special fund, that fact shall appear both on the warrant and on the list. The Recorder shall also keep a register of membership, enrolling the names of members of the lodge, with the date of proposal, election, initiation (or signing of the member's register upon admission by Card or Dismissal Certificate), resignation, withdrawal by card, death,

suspension, reinstatement, or expulsion also recording and conferring of degrees and attainment of official rank. The Recorder will prepare the lodge reports for submission to the Grand Lodge and read them to the lodge, and bring the books up to date before the end of each term so the Committee on Finance may examine them. When a member moves away, the Recorder will notify the nearest lodge thereof so that it may contact the member. The Recorder will perform such other duties as usually pertain to the office or as may be delegated. At the end of the term the Recorder will promptly deliver to the elected successor all books, papers and properties belonging to the office. The Recorder shall read to the lodge all communications addressed to the lodge. In the absence of the Recorder, the Recorder pro tempore is the proper officer to sign cards, letters, papers and documents of the meeting. During the Installation Ceremony the lodge seal is put in the hands of the Recorder. The Recorder and the Accountant are the only ones authorized to use it. The Recorder has full charge of the Rituals and will safeguard the same and insure that they are kept in the hall, except, when permitting a member to take a Ritual out of the hall to learn a charge, providing the Recorder obtains a receipt therefore and same is entered in the Minutes.

- D. **Accountant.** The Accountant (if there be one) shall be elected and charged with keeping the accounts between the lodge and its members. The Accountant shall pay over to the Treasurer immediately all monies received, and at the same time shall inform the Treasurer how much of the money paid belongs to any special fund of the lodge. The Accountant shall notify all members who are at any time in arrears for an amount equal to eleven months' dues, delivering the notice in person, if practicable, but, if not, then mailing it to the member's last known address, and at the expiration of the next succeeding month, if said member's account is not settled, in whole or in part, sufficient to reduce the arrears to less than one full year's dues, shall present the name of such member to the lodge. Prior to the last meeting in March, June, September and December, respectively, the Accountant shall notify all members who are in arrears for one or more quarter's dues. The Accountant shall at the close of each term, make to the lodge a detailed report of the business of the office, and have the books written up for the Finance Committee, with whom the Accountant shall meet prior to the first meeting of the next succeeding term, to exhibit the books and papers and to aid them in the examination thereof, and at the first regular meeting of the new term shall present a report to the lodge, with a statement of the balance of account of all members, subject to suspension for arrearage. The Accountant shall make out the Semi-annual and Annual Reports to the Grand Lodge, and shall deliver them to the Recorder for record and for forwarding to the Grand Lodge receiving such compensation as the lodge may have fixed

prior to election. The Accountant shall give bond as is provided for the Treasurer in the following section. At the end of the term, promptly deliver to the elected successor all books, papers and properties belonging to the office. If the lodge combines the office of Recorder and Accountant, the Recorder will perform all the duties outlined in this and the preceding subparagraph.

- (1) Notices of arrearage and liability to being dropped shall be given by the Accountant and a record thereof shall be made in the minutes.
  - (2) <sup>24</sup>Dropping a member for non-payment of dues is illegal if the member was not notified in writing of their arrearages and a proper record of the notice was not made in the minutes of the Unit. A member may not be dropped for non-payment of dues until a period of one hundred and twenty (120) days has lapsed after said member became in arrears for an amount equal to one (1) year's dues.
  - (3) It is unlawful for an Accountant to give any receipt except for dues, assessments, or fines except the official certificates, and it is unlawful for any lodge to permit the same to occur.
- E. **Treasurer.** The Treasurer shall be elected annually, and prior to installation in office, shall give a joint and several bonds to the Trustees of the lodge, with two sureties to be approved by the lodge, with such penalties and conditions as from time to time may be prescribed by the lodge. Provided, that, in lieu of the bond above mentioned, the Treasurer, at the option of the lodge, may furnish a bond signed by some surety or guaranty company licensed by the jurisdiction, and that is engaged in the business of furnishing indemnity bonds, the expense of such bond to be defrayed by the lodge. Such bond, before being presented to the lodge, must have been submitted to and approved by a majority of the Trustees. The Treasurer shall be custodian of the funds, notes and securities of the lodge pay all orders drawn by the Chief Ruler and attested by the Recorder, and none other keep a full account of all moneys expended, and give the lodge, at the first meeting in each month, a statement of its funds. The Treasurer shall keep a separate account of any special fund instituted by the lodge, and report to the Accountant, at or before the last meeting in each term, any money received by the Treasurer as interest or dividends on any notes, securities or stocks held. The Treasurer shall make for the lodge, at the close of the term, a full report of the receipts and disbursements, and have the books written up for the Finance Committee, whom shall meet prior to the first meeting in the next succeeding term, to exhibit the books, papers, securities, bonds, funds and other property in the possession of the Treasurer and at the first regular meeting of the next term shall present a report to the lodge. The Treasurer shall pay over and deliver up, when legally called upon, all moneys, bonds, books, papers, and other property in possession or under the control of the Treasurer,

belonging to the Lodge, to the elected successor in office, or to such person as the lodge may appoint to receive same.

- (1) A member cannot hold the two offices of Recorder and Treasurer at the same time in any Junior Lodge.
  - (2) The Treasurer, and not the Trustees, is the proper custodian of the funds, and all notes, bonds (except official bonds, etc.) belonging to the lodge.
  - (3) In case a Junior Lodge accepts a surety bond of its Treasurer or Accountant, the form of the bond used must be first approved by the Lodge.
  - (4) Where a defaulting lodge Treasurer offers to turn over property to the lodge to make good a shortage, the lodge may refuse to receive it.
- F. Immediate Past Chief Ruler. It shall be the duty of the Immediate Past Chief Ruler of this Lodge to act in the capacity of Past Chief Ruler, and to deliver the charge of that office to candidates. Any Past Chief Ruler may act as Chief Ruler or Deputy Ruler when legally called thereto.
- G. Warden. The Warden has charge of the regalia and lodge room property, and will place the regalia in the lodge room before opening and remove it on closing, reporting any damage to the Chief Ruler. The Warden will prepare the ballot box, and will canvass votes on motions when required to do so, act as messenger and will perform such other duties as usually pertain to the office or as may be delegated.
- H. **Chaplain.** The Chaplain will perform such duties as pertain to the office.
- I. Other Officers. All other officers will perform the duties usually pertaining to their respective offices, as set forth in the Ritual and charge books, or as may be delegated to them. All officers, at the end of their terms, will promptly deliver all property and papers of their office to their successor. Any officer who has charge of funds will be bonded before assuming office.
- J. Officers Expenses. Officers and employees of the lodge may be allowed expenses for their services as provided in the budget of the lodge. Allowances cannot be retroactive and must be fixed before the officer is elected or appointed.
- K. Officers Accounting for Rituals. Immediately prior to the closing ceremony of each regular lodge meeting, this lodge shall require the Recorder to report in open lodge on the rituals in the possession, giving the number of each ritual, also on the rituals loaned to members give the name of the member or members and the number of the rituals in such members' possession. The Recorder shall be required to record such report in the minutes of the lodge meeting.
- L. Return of Rituals Loaned. Rituals loaned to members must be returned to the Recorder in the lodge hall within a period of thirty (30) days from the date the ritual was received. The Recorder shall report such return in

open lodge record it in the minutes of the lodge meeting. A fine equal to the replacement cost shall be assessed against any member failing to return a ritual as above provided, unless for a good and sufficient reason satisfactory to a majority of the members present, the member shall be relieved from the payment of such fine.

- M. Reports and Penalties. In its Semi-annual Report to the Grand Lodge, each lodge will account for the rituals by the numbers with which they are charged to it. In event of a ritual being lost the lodge shall be assessed a fine equal to the replacement cost, payable immediately to the Grand Secretary to be credited into the funds of the Grand Lodge.
- N. Representative. Each lodge will elect a Representative, and an Alternate Representative as set forth in the Grand Junior Lodge Constitution from among the Past Chief Rulers. If a Representative is unable to perform the duties as Representative, the alternate will assume the duties. A new lodge is not entitled to elect a Representative until it has been in existence one full term. A Representative is not an officer of the lodge and may occupy another office. The lodge shall notify the Grand Junior Lodge upon election of the Representative(s) with the time limits set by the Grand Junior Lodge.
  - (1) The Representatives shall, within thirty (30) days from the date of adjournment of the regular session of the Grand Junior Lodge, present a written report as to the proceedings of the Grand Junior Lodge, pointing out specifically all changes in the laws of the Order and giving the decisions of the Grand Ruler which has been approved, and such other matters as will be of interest to their respective lodges.

**SEC. 5. Representatives to the Grand Junior Lodge Shall be Elected.**

- A. Election, Qualifications and Terms of Office.
  - (1) A Lodge shall be entitled to a Representative for its Charter and the first fifty (50) members; those Lodges with more than fifty (50) members shall be entitled to additional Representatives. Terms of Representatives commence at the beginning of the Grand Junior Lodge Session for which elected.
  - (2) If a Lodge becomes entitled to an additional Representative after the date to certify Representatives to the Grand Junior Lodge Office, the presiding officer may appoint an additional Representative(s) unless the laws of the jurisdiction otherwise provided. If a decrease in membership deprives a Lodge of a Representative, then each Representative elected by it shall serve out the term.
  - (3) Each Representative must be a Past Chief Ruler, a member in good standing of a Junior Lodge in good standing; provided that residence is maintained in the jurisdiction or an adjoining jurisdiction; and further providing that the one elected may qualify after election. The Lodge shall furnish the Representative with a certificate of election with a

duplicate under seal to the Grand Recorder.

- (4) If a Representative or Representative-elect becomes disqualified, it shall be the duty of the Lodge to immediately notify the Grand Recorder.
- (5) One elected, as a Representative shall not be recognized as such, nor entitled to its rights and privileges until the credentials have been received by the Grand Recorder and approved and the Representative shall have been certified.
- (6) A Lodge that fails or refuses to properly certify its Representative to the Grand Recorder four (4) weeks prior to the Session, shall be billed for mileage per diem of such uncertified Representatives, if seated by the Grand Junior Lodge.

This penalty shall not apply in cases of death or serious illness and the Grand Ruler may rule that the delay was caused by other unavoidable circumstances.

- (7) Representative(s) shall represent only one Lodge.
- B. The Duties of a Representative are:
- (1) To attend sessions of the Grand Junior Lodge, represent the Lodge and report all legislation and other matters that occurred at the session pertaining to the Lodge.
  - (2) To vote on every roll-call vote.
  - (3) To vote on all matters except on personal qualifications to be seated.
  - (4) To serve on all committees to which appointed unless excused by the Grand Junior Lodge.

**SEC. 6. Elections.**

- A. Elections shall take place on the first regular meeting of the Lodge in December. Nominations shall be made for each office immediately preceding the balloting for the same.
- B. Balloting. All elections shall be by written ballot, unless there be but one nominee, in which event the Chief Ruler shall declare the nominee elected. A majority of the votes cast shall be necessary for election. Should no candidate receive a majority on the first ballot, the candidate having the least number of votes shall be dropped at the next ballot, and so on until a candidate receives a majority of the votes cast.
- C. Tellers. The nominees shall each name one teller at elections, who with the Warden shall canvass the votes cast, and the Warden shall declare the result to the Chief Ruler, by whom it shall be announced to the Lodge.

**SEC. 7. Dues and Assessments.**

- A. The amount of annual dues payable by contributing members shall be determined by the By-laws of the Lodge. The dues charged shall be sufficient to meet the expenses and obligations of the Lodge. Dues are payable in advance, but at the option of a member may be paid quarterly

in advance.

- (1) The dues of this Junior Lodge shall be: \_\_\_\_\_
- B. Should the expenses and current liabilities for any year be in excess of the income and current assets, on hand, to an extent that it might tend to impair the financial standing of the lodge, an assessment shall be levied by the Lodge on all contributing members to meet the deficiency.

**SEC. 8. Terms, Meetings, and Quorum.**

- A. The term of this Junior Lodge shall be an annual term.
- B. The regular meetings of this Junior Lodge shall be held \_\_\_\_\_; (on weekly or semi-monthly on such days and at such hour as the By-laws may prescribe.) Special meetings may be held at other times upon call of the Chief Ruler and upon dispensation from the Grand Master or as provided in the By-laws.
  - (1) This Lodge shall not move from the place of meeting without approval of the Grand Lodge. The day and hour of meeting may be fixed and changed by amendment of these By-laws.
- C. Five members in good standing in the Junior Lodge, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Lodge during its session, be left without a quorum, it shall not transact business and shall close without ceremony.
  - (1) All members have the right to submit legislation, make motions, debate and vote.

**SEC. 9. Returns and Records.**

- A. At the end of each year this Lodge shall transmit to the Grand Secretary, on the form provided therefore, a full report of the names of those initiated, reinstated, admitted by card, rejected, withdrawn, suspended or expelled, and the cause therefore, and deceased; the names of the Past Chief Rulers, the whole number in each class of membership and an alphabetical list of the members; the number of brothers and widowed families relieved, and brothers buried; the amount of money applied to each of these purposes, and the amount paid for the relief of orphans; a complete statement of all investments, funds and liabilities of the Lodge and the result of the election of officers. The report shall be accompanied by whatever amount may be due the Grand Junior Lodge. Should this lodge fail to make its returns and report for one year, it shall be deprived of its rights and privileges and its charter may, by direction of the Grand Master, be declared forfeited.
- B. This Lodge shall keep a permanent record in book form of all persons admitted to membership, setting forth all information regarding admittance to the Lodge, honors obtained in the Order and the



termination of membership.

- C. This Lodge shall keep sufficient financial records to show at any time the accounts of its members, its receipts and disbursements, all investments of its funds and other effects. The records and accounts shall be audited by qualified members within thirty days after the end of the term. The records shall conform to all requirements prescribed by the Grand Lodge.
- D. <sup>04</sup>**Privacy.** The Lodge shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Lodge to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Junior Lodge, without the expressed permission of the voting member. Further any distribution must have the expressed permission of the Lodge present and voting at any regular or called special meeting.

**SEC. 10. Cards and Certificates.**

- A. This Lodge shall use only the cards and certificates authorized and furnished by The Sovereign Grand Lodge. The cards and certificates shall be issued and recognized by the Lodge in accordance with the provisions of the Code of General Laws.

**SEC. 11. Funds.**

- A. This Lodge shall have control of its financial affairs and its funds, so long as it acts in accordance with the Constitution and the Laws of the Order. It may use its income for any purpose which is for the Good of the Order and which will exemplify the broad spirit of Odd Fellowship, unless expressly restricted by the laws or mandate of The Sovereign Grand Lodge.
- B. All funds of this Lodge, from whatever source derived, are trust funds and are to be accounted for and used in accordance with the Laws of the Order. All moneys shall be deposited in the name of the Lodge in an approved bank or trust company. All investments shall be in the name of the Lodge and in such securities as would be approved for investment of trust funds. The Grand Lodge has a reversionary interest in all funds and investments and any division among members or any improper distribution is illegal and void.
- C. This Lodge may create special funds by voluntary contributions or the holding of entertainment or bazaars where no part of the expense is chargeable to the regular funds of the Lodge and to use such funds for any purpose authorized by the Code of General Laws.
- D. No funds of this Lodge shall be invested or used in the purchase, construction or alteration of a building unless the plans, specifications and full particulars of financing are submitted to and receive the approval of

the Grand Lodge. The Lodge shall not incur any debt or obligation nor enter into any contract for such purpose without the prior approval of the said Grand Lodge. This shall not apply to improvements or alterations the cost of which shall not exceed \$1,000.00.

- E. This Lodge shall keep any buildings or personal property owned by it protected by insurance to cover loss by catastrophic disaster in an amount sufficient to protect it from serious loss.
- F. Life Membership. Refer to The Sovereign Grand Lodge Code of General Laws, Chapter III Sec 11, for details on Life Membership.

**SEC. 12. Benefits.**

- A. Attentive Benefits. This Lodge shall render to all members the Attentive Benefits to which a member is entitled under the Code of General Laws and the principles of the Order. It shall render to a sojourning member all care and assistance to which entitled and shall make prompt reports of any sickness or disability to the Lodge.
- B. This Lodge may provide for the payment of such sick, death, widows, widowers, or orphans benefits as may be authorized by the Code of General Laws, and shall conform thereto and to the fraternal principles of the Order.
- C. Death Benefit. To be entitled, the member shall be not in arrears for dues to the Lodge. The benefit, if provided for, shall be payable in the order named, to the widow, minor orphans or dependent relatives or relatives upon whom the member was dependent at the time of death. If there be no such relative, the benefit may, in the discretion of the Lodge, be applied to the funeral expenses of the deceased member. In no event shall a benefit be paid to the estate of the deceased member nor to any organization not authorized to receive the same under the laws of the Order. The benefit, if provided for, shall be paid without delay to the person entitled thereto.
- D. Sick or Disability Benefits. Shall be reported in open Lodge by a member of the Order or by mail. Residence beyond the territorial jurisdiction of the Lodge shall not disqualify a member, if otherwise entitled. The member shall be under care of the nearest Lodge, but, if no Lodge be near the place of residence, the member shall submit to the Lodge satisfactory evidence of sickness or disability.

**SEC. 13. Offenses and Appeals.**

- A. Should any member of this Lodge be guilty of any offense of the Lodge or of "conduct unbecoming an Odd Fellow," the member shall be amenable to the Lodge and may be tried, and, if found guilty, may be punished by reprimand, fine, suspension, or expulsion from the Order as provided by the General Laws of the Order. Any member divulging the

name of a member who shall speak or vote against a candidate for membership or a member under charges or makes public any business which should be confined to the Lodge, shall be fined, reprimanded, suspended or expelled in the discretion of the Lodge. No member shall be put on trial unless charges are preferred within three years after the time committing the offense.

- B. Charges. No member shall be placed on trial unless the charge or charges are reduced to writing and presented to the Lodge in duplicate. One copy properly attested shall be served on the accused personally or by registered mail. The charges shall be heard and tried by a committee of three members elected by the Lodge and all procedures shall be in accordance with those prescribed by the Code of General Laws, Chapter XXXVIII. No prescribed forms shall be required for the trial procedure but the charges must be definite and all communications to the accused must be specific as to the intent and purpose thereof. The accused must be given a reasonable time to present defense but failure to answer within thirty days from the time of service of the charges may be considered an intent of not offering a defense.
- C. All suspensions for cause must be for a definite period not to exceed one (1) year. At the end of the term of punishment the member shall return to previous rank in the Lodge without further action. A member who has been legally expelled shall not be admitted to membership in the Order without the consent of the Grand Lodge. Any sentence of expulsion shall not become final until reviewed and approved by the Grand Master.
- D. A member found guilty shall have the right of appeal to the Grand Lodge. A member shall have the right of appeal in any case when at the opinion an action of the Lodge is contrary to the laws to the Order or the Lodge or when it deprives the right to which entitled. An appeal may be considered without formal action by the Executive Committee of the Grand Lodge, and the decision shall, if accepted by the parties in interest, dispose of the appeal. The appeal shall be taken within three months from the time of the decision or action of the Lodge. An appeal affecting a member's standing in the Lodge shall cause a stay of proceedings until a final decision is rendered.

**SEC. 14. Charter and Effects.**

- A. Should this Lodge become defunct, surrender its charter (except for purposes of consolidation), or its charter be declared forfeited, all rights and title to all funds, property and other effects shall become vested in the Grand Lodge in accordance with the Laws of the Order. It shall be the duty of the last installed officers and the trustees to deliver immediately to the Grand Secretary, or any other person authorized to receive the same, the charter, seal, books, papers, funds, investments, property and all other

effects belonging to the Lodge.

**SEC. 15. Compensation of Officers and Committees.**

- A. Elective officers, appointed officers and committees, shall receive such allowances for expenses as may be appropriated. Reimbursement for expenses shall be on signed vouchers accompanied by receipts whenever possible.

**SEC. 16. Amendments.** By-laws may be amended, altered, or repealed by the Lodge after having been read at three (3) consecutive regular meetings, with action taking place at the third meeting. Such changes shall be distributed to the membership at least thirty (30) days prior to the vote. A vote of two-thirds ( $2/3$ ) of the members present is required for passage. Upon passage, the changes shall be submitted to the Grand Lodge for approval. Upon approval by the Grand Lodge, the amendments shall become effective.

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JUNIOR LODGES

## CHAPTER XXI

MODEL CONSTITUTION  
FOR  
THETA RHO ASSEMBLIES  
**Independent Order of Odd Fellows  
under jurisdiction of  
The Rebekah Assembly, I.O.O.F.**

ARTICLE I. **Name.**

- SEC. I.** The name, style and title of this Grand Body shall be “Theta Rho Assembly of/in (Jurisdiction), Independent Order of Odd Fellows (I.O.O.F.)”, and shall be hereafter governed by the following laws.

ARTICLE II. **Authority, Objects and Purposes.****SEC. I. Authority.**

- A. The authority of the Rho Assembly of/in (Jurisdiction) is derived from The Rebekah Assembly, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
- (1) Said Theta Rho Assembly was instituted on (date of institution) in the city of (\_\_\_\_\_).
  - (2) Said Theta Rho Assembly is authorized and empowered to direct, supervise and control all matters pertaining to Theta Rho Girls’ Clubs of the Independent Order of Odd Fellows in the Jurisdiction of (\_\_\_\_\_). No Theta Rho Girls’ Club can exist therein without the sanction of the Rebekah Assembly of \_\_\_\_\_. It possesses the right to originate and regulate means for its support; to grant dispensations; to enact any law not contravening the customs and usages of the Order, as from time to time declared by The Sovereign Grand Lodge, not altering the work of the Order or any of the several degrees belonging thereto, not in conflict with the constitutional authority of the Rebekah Assembly or violating any enactments in pursuance thereof, and not conflicting with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage or custom.
- D. <sup>04</sup>**Privacy.** The Theta Rho Assemblies shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Theta Rho Assembly or its Theta Rho Clubs to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Theta Rho Assemblies, without the expressed permission of the member. Further

any distribution must have the expressed permission of the voting members of the Theta Rho Assembly present and voting at any regular or called special meeting.

- B. Issuance of Charter. A Theta Rho Assembly shall be organized upon receipt of signed petition for a charter by at least three Theta Rho Girls' Clubs in good standing with the approval of the Jurisdictional Youth Committee (JYC). Each Theta Rho Assembly shall adopt By-laws subject to approval by the Rebekah Assembly.
- (1) Petitions for charter shall be on forms supplied by the Sovereign Grand Secretary.
  - (2) The petition for the charter shall be sent to the Rebekah Assembly Secretary who shall make a copy for the permanent file and then forward the petition to the Rebekah Assembly President. If satisfied, the Rebekah Assembly President may issue the charter or reserve action and present it to the Rebekah Assembly in regular session. The application shall be accompanied by a fee set by the Rebekah Assembly, which shall be refunded if the petition is not granted.
  - (3) If one (1) or more Theta Rho Girls' Club object to issuance of a charter for a Theta Rho Assembly in their State, Province, Nation, Territory or Region, they may petition the Rebekah Assembly President through the Rebekah Assembly Secretary to decline the petition for charter.
  - (4) Each petitioning Theta Rho Girls' Club shall pay its pro-rata part of organizational expense. If a Theta Rho Girls' Club refuses to participate or pay its pro-rata expense, it shall be subject to and disciplined by the Rebekah Assembly, including arrest of its charter, after notice and hearing.
  - (5) Three (3) Chartered Theta Rho Girls' Clubs, must be maintained in good standing.
- C. The Charter issued by the Rebekah Assembly shall be inviolate and may not be altered or amended without the consent of the Rebekah Assembly, except that a photocopy of the Charter may be used for session, be at least a minimum of eight and one-half inches by eleven inches (8 ½" x 11"), a copy of which must be furnished to the Rebekah Assembly for its archives.

**SEC. 2. Objects.**

- A. To teach the tenets of the Order.

**SEC. 3. Purpose.**

- A. To have general supervision over the Theta Rho Girls' Clubs within the jurisdiction including:
- B. To make recommendations to the Rebekah Assembly for legislation and such other matters that will improve the Order.

ARTICLE III. **Headquarters.**

**SEC. 1.** The headquarters of the Theta Rho Assembly, (office of the Secretary), shall be at such location as the Theta Rho Assembly may direct.

ARTICLE IV. **Members.**

**SEC. 1.** The Officers and members of the Theta Rho Assembly shall be all Past Presidents who have received the Theta Rho Assembly Degree. Any member in good standing may attend. The Theta Rho Assembly shall specify in its By-laws who shall have the right to submit legislation, make motions, debate and vote. Installation shall be by a Past President of a Theta Rho Assembly under the supervision of the Jurisdictional Youth Committee. The Theta Rho President, with the approval of the Theta Rho Assembly and the Jurisdictional Youth Committee, may appoint a deputy for each club, and District Deputies as the Theta Rho Assembly may provide. Deputies shall perform the duties prescribed by the By-laws of the Theta Rho Assembly.

ARTICLE V. **Representatives.**

**SEC. 1.** Each Theta Rho Girls' Club shall be entitled to Representation as specified in the By-laws.

ARTICLE VI. **Officers.****SEC. 1. Elective Officers.**

- A. The elective officers of the Theta Rho Assembly shall be those specified in the Theta Rho Assembly Ritual – e.g.: President, Vice President, Warden if applicable, Secretary, Treasurer or Secretary/Treasurer.
- (1) The By-laws shall state the term of office.
  - (2) The Theta Rho Assembly may provide in its By-laws for additional elective officers; officers who are not ritual designated officers shall not receive the Honors of the Order or Honors of Degrees where Honors are extended.
  - (3) The Elective Officers of the Theta Rho Assembly, the immediate Past President and the JYC shall compose the Executive Committee of the Theta Rho Assembly. This committee shall direct and promote the operations and general welfare, consistent with the laws, customs and usages of the Order, within the jurisdiction of the Theta Rho Assembly during the interim of the Theta Rho Assembly Sessions.



**SEC. 2. Appointive Officers.**

- A. The appointive officers of the Theta Rho Assembly shall be those officers noted in the Theta Rho Assembly Ritual – e.g.: Marshal, Conductor, Chaplain, Musician, Inside Guardian, Outside Guardian, Right and Left Supporters to the President, Right and Left Supporters to the Vice President (or Warden if elected), First, Second, Third and Fourth Herald, Warden (if not elected), and Color Bearer.
- (1) The Theta Rho Assembly may provide in its By-laws for additional appointed officers and designate their duties.

**ARTICLE VII. Impeachment.**

- SEC. 1.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Theta Rho Assembly. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Secretary at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the Representatives present is required for conviction and punishment.

**ARTICLE VIII. Sessions.**

- SEC. 1.** Regular sessions of the Theta Rho Assembly shall convene once a year at predetermined places on a date as specified in the By-laws of the Theta Rho Assembly. Special Sessions shall be held in accordance with the By-laws of the Theta Rho Assembly.

**ARTICLE IX. Rules and Practices.**

- SEC. 1.** Quorum for the opening of the Theta Rho Assembly shall be set in the By-laws.
- SEC. 2.** The Theta Rho Assembly shall determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.

**ARTICLE X. Revenues.**

- SEC. 1.** Revenues shall be from dues, assessments adopted in regular session, at a uniform rate upon Theta Rho Girls', Senior Members and Honorary Members, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.
- SEC. 2.** The Theta Rho Assembly shall collect sufficient per capita dues to

pay the expenses and fraternal obligations.

ARTICLE XI. **Amendments.**

**SEC. 1.** A proposition to amend this Constitution must be approved at the Theta Rho Assembly. The amendment shall be submitted in writing, in duplicate and sponsored by Representatives from at least two (2) Theta Rho Girls' Clubs. At the next annual session of the Theta Rho Assembly, the Committee on Legislation shall report on the Amendment. A vote shall then be taken of the voting members of the Theta Rho Assembly with an affirmative vote of three-fourths (3/4) of the voting members present necessary for passage. Upon approval by a Theta Rho Assembly the Amendment shall be forwarded to The Rebekah Assembly for distribution in the advance Bills.

The Rebekah Assembly Committee on Legislation shall report on the Amendment at the next annual session of The Rebekah Assembly. A vote shall be taken of the Representatives of The Rebekah Assembly with an affirmative vote of three-fourths (3/4) of the Representatives present necessary for passage.

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THETA RHO ASSEMBLY

## CHAPTER XXII

## PART A

## MODEL CONSTITUTION

FOR

## THETA RHO GIRLS' CLUBS

**Independent Order of Odd Fellows****under jurisdiction of****the Rebekah Assembly of \_\_\_\_\_, I.O.O.F.**ARTICLE I. **Name.**

**SEC. I.** The name, style and title of this Theta Rho Girls' Club shall be "\_\_\_\_\_ Theta Rho Girls' Club No. \_\_\_\_\_, Independent Order of Odd Fellows (I.O.O.F.)" \_\_\_\_\_, (city/town/village) and shall be hereafter governed by the following laws.

ARTICLE II. **Authority, Objects and Purposes.****SEC. I. Authority.**

- A. The authority of the Theta Rho Girls' Club of/in the Jurisdiction of (\_\_\_\_\_) is derived from the Rebekah Assembly, Independent Order of Odd Fellows (I.O.O.F.), to which it shall be accountable.
- (1) Said Theta Rho Girls' Club possesses the right to enact any law not contravening the customs and usages of the Order, not altering the work of the Order or any of the degree belonging thereto, not in conflicting with the laws of the land, and do all such other acts as are promotive of the interest of the Order, or that appertain thereto by ancient usage or custom.
  - (2) Said Theta Rho Girls' Club was instituted on (date of institution) in the city of (\_\_\_\_\_).
- B. <sup>07</sup>Issuance of Charter. A Theta Rho Girls' Club shall be organized upon receipt of signed petition for a charter by five (5) or more members of the Theta Rho Degree or ten (10) persons qualified to become members, no more than two-fifths (2/5) of these shall be associate members.
- (1) Petitions for charter shall be on forms supplied by the Rebekah Assembly Secretary.
  - (2) The petition for the charter shall be sent to the Rebekah Assembly Secretary who shall make copy for the permanent file and then forward the petition to the Rebekah Assembly President. If satisfied, the Rebekah Assembly President may issue the charter or reserve action and present it to the Rebekah Assembly in regular session. The application shall be accompanied by a fee set by the Rebekah Assembly, which shall be refunded if the petition is not granted.

- (3) Historical Clubs. Rebekah Assemblies may designate under appropriate circumstances, one or more of its units as "Historical Unit" and shall promulgate regulations concerning operations.
- C. The Charter issued by the Rebekah Assembly shall be inviolate and may not be altered or amended without the consent of the Grand Lodge, except that a photocopy of the Charter may be used, be at least a minimum of eight and one-half inches by eleven inches (8 ½" x 11"), a copy of which must be furnished to the Rebekah Assembly for its archives.
- D. Five (5) Members of the Theta Rho Degree in good standing, of which two-fifths (2/5) may be associate members, shall be required to keep the Club charter active.

**SEC. 2. Objects.**

- A. To promote the principles of Friendship, Love and Truth; and Happiness through Service.
- B. To follow the Golden Rule: Do unto others, as you would have them do unto you.

**SEC. 3. Purpose.**

- A. To have general supervision over Theta Rho Odd Fellowship in its area.
- B. To make recommendations to the Theta Rho Assembly or Rebekah Assembly for legislation and such other matters that will improve the Order.

**ARTICLE III. Members.**

**SEC. I.** <sup>12</sup>The members of a Theta Rho Girls' Club shall be as specified in Chapter III (Membership). Associate membership is as noted in Chapter III. Honorary Membership is as noted in the Ritual.

Membership in a Theta Rho Girls' Club is not affected by taking a withdrawal card provided it is deposited within one year in another Theta Rho Girls' Club.

- A. Graduate Members. Members who have attained the age of eighteen (18) years may receive the graduate degree and retain all rights privileges of a member until age twenty one (21). A certificate authorized by The Sovereign Grand Lodge shall be issued to graduate members signed by the Club President, Theta Rho Assembly President, and Rebekah Assembly President and recorded in the records of the Jurisdictional Youth Committee.
- B. Seniors Members.
  - (1) Any member of a Rebekah lodge may be elected by ballot to Senior Membership on petition accompanied by the required fees and dues.
  - (2) When a senior is admitted to membership, the Secretary of a Theta Rho Girls' Club shall report the members name to the Secretary of her Rebekah lodge. The Secretary shall notify the Secretary of suspension,

reinstatement, or withdrawal of the senior member.

- C. Life Members. A member of a Theta Rho Girls' Club who acquires membership in a Rebekah Lodge shall be a life member of the Theta Rho Girls' Club so long as she remains a Rebekah in good standing. She will receive an appropriate certificate of life membership signed by the President of the Club and the Rebekah Assembly President.

#### ARTICLE IV. **Representatives.**

- SEC. 1.** Each Theta Rho Girls' Club shall be entitled to Representation as specified in the Theta Rho Assembly By-laws.
- A. The Theta Rho Girls' Club shall elect an Alternate Representative for each Representative elected.

#### ARTICLE V. **Officers.**

**SEC. 1. Elective Officers.**

- A. The elective officers of the Theta Rho Girls' Club shall be those specified in the Theta Rho Girls' Club Ritual – e.g.: President, Vice President, Secretary, Financial Secretary, and Treasurer.
- (1) The By-laws shall state the term of office.

**SEC. 2. Appointive Officers.**

- A. The appointive officers of the Theta Rho Girls' Club shall be those officers noted in the Theta Rho Girls' Club Ritual – e.g.: Chaplain, Warden, Conductor, Marshal, Right Supporter of the President, Left Supporter of the President, First Herald, Second Herald, Third Herald, Fourth Herald, Right Supporter of the Vice President and Left Supporter of the vice President, Inside Guardian, and Outside Guardian.
- (1) The Theta Rho Girls' Club may provide in its By-laws for additional appointed officers and designate their duties.

- SEC. 3.** The Theta Rho Girls' Club shall provide in its By-laws for Trustees as needed. The Trustees shall not be considered elective officers in regards to officers receiving Honors of the Office.

- SEC. 4.** <sup>04</sup>**Advisory Officers and Assistant Advisory Officers.** The Youth Committee shall appoint one (1) Advisory Officer and any number of Assistant Advisory Officers as deemed proper for each Theta Rho Girl's Club. A Theta Rho Girl's Club has the right to recommend its own Advisory Officer and Assistant Advisory Officers. If a recommendation is not made, the Youth Committee shall request recommendations from the sponsoring lodge and make a selection.

- A. The Advisory Officer assisted and advised by the Assistant Advisory Officers, shall have general supervision over a club, attend meetings, and

see that the laws of The Sovereign Grand Lodge, the Grand Lodge, and the Theta Rho Assembly, governing Theta Rho Girl's Clubs Lodges are adhered to. They shall be appointed for a term of one (1) year to coincide with the term of the Theta Rho Girl's Club.

- B. <sup>07</sup>The minimum age of the Advisory Officer shall be twenty-one (21) years, and for an Assistant Advisory Officer, twenty (20) years. The Assistant Advisory Officer may be eighteen (18) years if a graduate member of a Theta Rho Girls' Club.
- C. <sup>07</sup>At least two (2) Advisory Officers shall be present at all times for safety and welfare. At least one Advisor present must be a Sister Rebekah.

#### ARTICLE VI. **Impeachment.**

- SEC. 1.** An officer, member or Representative may be impeached and removed from office, suspended or expelled from membership in the Theta Rho Girls' Club. A motion to impeach requires a majority vote for passage. Charges with specifications may be filed with the Secretary at any time but no action to impeach shall be taken until the accused has received three (3) days prior written notice. A member under impeachment shall be afforded the opportunity to be heard and present evidence. A two-thirds (2/3) vote of the members present is required for conviction and punishment.

#### ARTICLE VII. **Meetings.**

- SEC. 1.** Regular meetings of the Theta Rho Girls' Club shall be held at predetermined places on a date as specified in the By-laws of the Theta Rho Girls' Club. Special Meetings shall be held in accordance with the By-laws.

#### ARTICLE VIII. **Rules and Practices.**

- SEC. 1.** Quorum for the opening of the Theta Rho Girls' Club shall be five (5) members, in good standing in the Theta Rho Girls' Club that is meeting, including one who shall be qualified to preside. Should the Theta Rho Girls' Club during a meeting, be left without a quorum; it shall not transact business and shall close without ceremony.
- SEC. 2.** The Theta Rho Girls' Club may determine in the By-laws its own Rules of Order; otherwise Robert's Rules of Order shall prevail.
- SEC. 3. Voting.**
- A. Method. The method of voting shall be by the voting sign, written ballot, the ballot box, and acclamation.
  - B. Required to Vote. Every qualified member present is required to vote on all questions unless excused by the lodge.

- C. **Illegal Vote.** An illegal vote shall not invalidate the ballot unless it changes the result. In that event, a new ballot shall be taken.
  - D. **Conflict of Interest.** A member shall not be eligible to vote on any matter relating to the fiscal affairs of the lodge in which the member has personal interest.
- SEC. 4.** To prohibit all members from resorting to civil courts prior to exhausting the tribunals of the Order, concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders.
- A. To prohibit Clubs from resorting to civil courts prior to exhausting the tribunals of the Order, concerning the construction of the laws of the Order, matters pertaining to its affairs or directives or orders.

**ARTICLE IX. Revenues.**

- SEC. 1.** Revenues shall be from per capita dues, assessments adopted in regular meetings, profit from the sale of supplies, investment income, devises and bequest and income from any lawful source.
- SEC. 2.** The Theta Rho Girls' Club shall collect sufficient per capita dues to pay the expenses and fraternal obligations.

**ARTICLE X. Lodge Property – Assets**

- SEC. 1.** The Rebekah Assembly must grant approval prior to the Theta Rho Girls' Club disposing of property and assets. In the event the Theta Rho Girls' Club ceases to exist, all property and assets revert to the Rebekah Assembly.

**ARTICLE XI. Amendments.**

- SEC. 1.** A proposition to amend this Constitution must be approved by the Theta Rho Girls' Club, after having been read at three (3) consecutive meetings. The amendment shall be submitted, in duplicate, to the Rebekah Assembly Secretary in writing. At the next annual session of the Rebekah Assembly, the Committee on Legislation shall report on the Amendment. A vote shall then be taken of the voting members of the Rebekah Assembly with an affirmative vote of three-fourths (3/4) of the voting members present necessary for passage. The amendment shall not be in force until approved by the Rebekah Assembly.



## CHAPTER XXII

## PART B

## MODEL BY-LAWS

## FOR

## THETA RHO GIRLS' CLUB

**Independent Order of Odd Fellows****Under the Jurisdiction of****the Rebekah Assembly, I.O.O.F.**

**Meeting:** \_\_\_\_\_ Theta Rho Girls' Club No. \_\_\_\_\_ shall meet  
 \_\_\_\_\_:  
 (Date)

**Special Meetings:** The President may call Special Sessions of the Theta Rho Girls' Club at any time, or when petitioned by at least seven (7) members of the club. Notice thereof shall be given at least thirty (30) days; stating the time, place and purpose of the meeting, and no business shall be transacted except as specified in the notice.

**SEC. 1. Officers.**

- A. Elective. The elective officers of a club are: President, Vice President, Secretary, Financial Secretary, and Treasurer.
- B. Appointive. The appointive officers of a club are: Chaplain, Warden, Conductor, Marshal, Right and Left Supporters of the President, First Herald, Second Herald, Third Herald, Fourth Herald, Left Supporter of the President, Chaplain, Inside Guardian, Outside Guardian, Musician, Right and Left Supporters of the Vice President, Inside Guardian, and Outside Guardian.
- C. Term. The term of Secretary, Financial Secretary, and Treasurer is as provided in the Club By-laws. The term of other officers shall correspond with the term of the Club.
- D. Pro Tem. In the absence of regular officers a Club may appoint pro tem officers.
- E. Duties. The duties of officers are prescribed by the Ritual, The Sovereign Grand Lodge Code of General Laws, and Rebekah Assembly By-laws.
- F. Eligibility. Only a Theta Rho Degree member in good standing may hold office.
- G. Qualifications.
  - (1) Elective and Appointive. All officers shall commit to memory the several charges in the opening and closing ceremonies of their respective offices and pass examination on this qualification before installation.
  - (2) President and Vice President. To be eligible to the office of President,

one must have served in the office of Vice President. To be eligible to the office of Vice President, a member must have served a term in each of two different offices of a Theta Rho Girls' Club. In the event there are no qualified members to hold either office, the club may elect any member to either office. A dispensation must be obtained from the Rebekah Assembly President before installation.

**SEC. 2. Trustees.**

- A. Each Club shall elect three (3) or more Trustees, who shall hold office for the term provided in the club bylaws, said Trustees to be elected at the regular election night in November in the same manner that officers of the Club are elected.
- B. The duties of said Trustees shall be to care for and preserve all property belonging to the Club and to especially see that the same is properly insured against loss by catastrophic disaster. They shall render a full and correct account of all their transactions to the Club at the close of each term. The trustees shall not lease real estate belonging to the Club without its consent; but when leased they shall attend to the same and see that the interests of the Club are properly conserved and that the property is kept in good condition.

**SEC. 3. Committees.**

The President shall appoint the following committees:

- A. **Finance:** The Committee on Finance shall consist of three (3) members to be appointed on the night of installation. They shall audit and inspect the accounts, books, securities, funds, and other property in the hands of the Treasurer, and the books and reports of the Secretaries, and of other officers and committees charged with the receipt and expenditure of money. For this purpose they shall fix a time and place to meet the Secretaries and Treasurer, after the last regular meeting in each semi-annual term, and shall report in writing at the first regular meeting in the next term upon duplicate blanks as approved by the Rebekah Assembly and furnished by the Rebekah Assembly, one copy of which shall be mailed to the Rebekah Assembly Secretary, the other retained by the Club. They shall also examine all other financial matters referred to them, and report thereon to the Club as soon as practicable. Neither the Treasurer, the Secretary, the Financial Secretary, nor any member of the Trustees shall be a member of the Finance Committee.
- B. **Instruction:** The Committee on Instruction shall consist of a minimum of three (3) members who are charged with scheduling training for members of the Club to include, but not limited, schools of instruction, mentoring of new members, coordinating efforts with the Rebekah Assembly Membership Committee. This Committee shall submit an annual report

to the Club, and made a part of the representative's report to the Theta Rho Assembly or Rebekah Assembly.

- C. **Membership:** The Committee on Membership shall consist of at least three (3) members to be appointed on the night of installation. It shall be the duty of this committee, in conjunction with the President, to promote plans for securing new members for the Club and to work with the Financial Secretary in promoting among the members the habit and practice of paying their dues promptly in advance.
- D. **Visiting:** The Committee on Visiting shall consist of at least three members, one of whom shall be the President. They shall keep themselves informed at all times as to the condition of a member who has been reported ill; they shall report to the Club as to what benefits the member is entitled; and they shall provide for any care required and the laws of the Order permit. If a member of another club be sick and applies to this club for relief, the case shall be referred to the Visiting Committee as if a member of this club; and, if entitled to receive benefits from own club, this club shall advance the sum thus due and forward an account of the same to the member's club without delay. The club may add to the number of this committee and prescribe more specific details of their duties; provided, that in cities or towns having more than two clubs, the Visiting Committees of the different clubs may, if they see fit, appoint one of their number to act with a like number from the other Club in the town or city as a special Visiting Committee, whose duty shall be to take care of traveling or sojourning Members who may be sick or disabled in the town or city where such clubs exist.
- E. <sup>17</sup>**Activities:** The Committee on Youth Activities shall consist of three (3) members to be appointed on the night of installation. They shall promote under the direction of the President all youth activities. Make annual report to the club of all youth activities, not limited to, sponsorship of athletic teams, scholarships, institution of Theta Rho Girls' Clubs etc., including club participation in the Pilgrimage for Youth Program.
- F. **Other Committees as Authorized by the Club:** The President may appoint such other committees deemed necessary for the operation of the Club.

**SEC. 4. Duties of Officers and Representatives.**

- A. <sup>07</sup>**President.** The President alone may call the club together and open and preside over its session, and when present no one else may preside except during degree work. If absent, the Vice President will preside, and if both are absent a Past President will preside. The President will construe and interpret the Laws of the Order, subject to appeal to the club or to higher authority. The President will see that the Laws of the Order are observed

and enforced and will admit no member of another club who is not qualified and not in possession of the proper password. The President will appoint the majority of all committees not otherwise provided for; to give the casting vote, only, on all matters or questions before the Club, except that the President shall be entitled to vote on all ballots. The President shall inspect and announce the result of all votes by the Club, have charge of the charter, which must always be in the Club while in session, draw upon the Treasurer for all sums that have been voted by the Club, and none other. The President will sign all necessary warrants, certificates and other documents. The President will perform such other duties as usually pertain to the office.

- B. <sup>07</sup>**Vice President.** The Vice President shall assist the President in presiding in the Club. The Vice President shall have special charge of the inner door. In the absence of the President, the Vice President shall preside, discharging all the duties of President, and perform all other duties required by the charges and usage of the Order. In the absence of the Vice President, a Past President or Past Vice President will occupy the chair, if one is present otherwise any eligible member may occupy it. During the temporary absence of the Vice President, the Right Supporter to the Vice President will occupy the chair. The Vice President will perform the duties herein pertaining to the office or as may be delegated. In the absence of the President from the clubroom or anteroom, the Vice President is the proper and legal officer to take the station. That is not only the right but also the duty of the Vice President.
- C. **Secretary.** The Secretary shall keep an accurate account of the proceedings of the club, write all communications, fill up all certificates and cards granted by the club, issue all summonses or notices required, and attest to all moneys ordered paid at regular or special meetings. The Secretary shall assist the Financial Secretary in making out the Semi-annual and Annual Reports to the Rebekah Assembly, by seeing that the reports are completed and properly signed, sealed, attested to and mailed, with remittance due the Rebekah Assembly, to the Assembly Secretary. The Secretary shall perform the duties of Financial Secretary, if none were chosen. The Secretary shall receive such compensation as the club may have fixed prior to election. The Secretary shall also keep a list of all warrants drawn on the Treasurer, recording the date, amount, and the name of the person in whose favor drawn, and if the warrant be payable from any special fund, that fact shall appear both on the warrant and on the list. The Secretary shall also keep a register of membership, enrolling the names of members of the club, with the date of proposal, election, initiation (or signing of the member's register upon admission by Card or Dismissal Certificate), resignation, withdrawal by card, death, suspension, reinstatement, or expulsion also recording and conferring of

degrees and attainment of official rank. The Secretary will prepare the club reports for submission to the Rebekah Assembly and read them to the club, and bring the books up to date before the end of each term so the Committee on Finance may examine them. When a member moves away, the Secretary will notify the nearest club thereof so that it may contact the member. The Secretary will perform such other duties as usually pertain to the office or as may be delegated. At the end of the term the Secretary will promptly deliver to the elected successor all books, papers and properties belonging to the office. The Secretary shall read to the club all communications addressed to the club. In the absence of the Secretary, the Secretary pro tempore is the proper officer to sign cards, letters, papers and documents of the meeting. During the Installation Ceremony the club seal is put in the hands of the Secretary. The Secretary and the Financial Secretary are the only ones authorized to use it. The Secretary has full charge of the Rituals and will safeguard the same and insure that they are kept in the hall, except, when permitting a member to take a Ritual out of the hall to learn a charge, providing the Secretary obtains a receipt therefore and same is entered in the Minutes.

- D. **Financial Secretary.** The Financial Secretary (if there be one) shall be elected and charged with keeping the accounts between the club and its members. The Financial Secretary shall pay over to the Treasurer immediately all monies received, and at the same time shall inform the Treasurer how much of the money paid belongs to any special fund of the club. The Financial Secretary shall notify all members who are at any time in arrears for an amount equal to eleven months' dues, delivering the notice in person, if practicable, but, if not, then mailing it to the member's last known address, and at the expiration of the next succeeding month, if said member's account is not settled, in whole or in part, sufficient to reduce the arrears to less than one full year's dues, shall present the name of such member to the club. Prior to the last meeting in March, June, September and December, respectively, the Financial Secretary shall notify all members who are in arrears for one or more quarter's dues. The Financial Secretary shall at the close of each term, make to the club a detailed report of the business of the office, and have the books written up for the Finance Committee, with whom the Financial Secretary shall meet prior to the first meeting of the next succeeding term, to exhibit the books and papers and to aid them in the examination thereof, and at the first regular meeting of the new term shall present a report to the club, with a statement of the balance of account of all members, subject to suspension for arrearage. The Financial Secretary shall make out the Semi-annual and Annual Reports to the Rebekah Assembly, and shall deliver them to the Secretary for record and for forwarding to the Rebekah Assembly receiving such compensation as the club may have fixed prior to election.

The Financial Secretary shall give bond as is provided for the Treasurer in the following section. At the end of the term, promptly deliver to the elected successor all books, papers and properties belonging to the office. If the club combines the office of Secretary and Financial Secretary, the Secretary will perform all the duties outlined in this and the preceding subparagraph.

- (1) Notices of arrearage and liability to being dropped shall be given by the Financial Secretary and a record thereof shall be made in the minutes.
  - (2) <sup>24</sup>Dropping a member for non-payment of dues is illegal if the member was not notified in writing of their arrearages and a proper record of the notice was not made in the minutes of the Unit. A member may not be dropped for non-payment of dues until a period of one hundred and twenty (120) days has lapsed after said member became in arrears for an amount equal to one (1) year's dues.
  - (3) It is unlawful for a Financial Secretary to give any receipt except for dues, assessments, or fines except the official certificates, and it is unlawful for any club to permit the same to occur.
- E. **Treasurer.** The Treasurer shall be elected annually, and prior to installation in office, shall give a joint and several bonds to the Trustees of the club, with two sureties to be approved by the club, with such penalties and conditions as from time to time may be prescribed by the club. Provided, that, in lieu of the bond above mentioned, the Treasurer, at the option of the club, may furnish a bond signed by some surety or guaranty company licensed by the jurisdiction, and that is engaged in the business of furnishing indemnity bonds, the expense of such bond to be defrayed by the club. Such bond, before being presented to the club, must have been submitted to and approved by a majority of the Trustees. The Treasurer shall be custodian of the funds, notes and securities of the club pay all orders drawn by the President and attested by the Secretary, and none other keep a full account of all moneys expended, and give the club, at the first meeting in each month, a statement of its funds. The Treasurer shall keep a separate account of any special fund instituted by the club, and report to the Financial Secretary, at or before the last meeting in each term, any money received by the Treasurer as interest or dividends on any notes, securities or stocks held. The Treasurer shall make for the club, at the close of the term, a full report of the receipts and disbursements, and have the books written up for the Finance Committee, whom shall meet prior to the first meeting in the next succeeding term, to exhibit the books, papers, securities, bonds, funds and other property in the possession of the Treasurer and at the first regular meeting of the next term shall present a report to the club. The Treasurer shall pay over and deliver up, when legally called upon, all moneys, bonds, books, papers, and other property in possession or under the control of the Treasurer,

belonging to the Club, to the elected successor in office, or to such person as the club may appoint to receive same.

- (1) A member cannot hold the two offices of Secretary and Treasurer at the same time in any Club.
  - (2) The Treasurer, and not the Trustees, is the proper custodian of the funds, and all notes, bonds (except official bonds, etc.) belonging to the club.
  - (3) In case a Club accepts a surety bond of its Treasurer or Financial Secretary, the form of the bond used must be first approved by the Club.
  - (4) Where a defaulting club Treasurer offers to turn over property to the club to make good a shortage, the club may refuse to receive it.
- F. **Immediate Past President.** It shall be the duty of the Immediate Past President of this Club to act in the capacity of Past President, and to deliver the charge of that office to candidates. Any Past President may act as President or Vice President when legally called thereto.
- G. **Warden.** The Warden has charge of the regalia and club room property, and will place the regalia in the club room before opening and remove it on closing, reporting any damage to the President. The Warden will prepare the ballot box, and will canvass votes on motions when required to do so, act as messenger and will perform such other duties as usually pertain to the office or as may be delegated.
- H. **Chaplain.** The Chaplain will perform such duties as pertain to the office.
- I. **Other Officers.** All other officers will perform the duties usually pertaining to their respective offices, as set forth in the Ritual and charge books, or as may be delegated to them. All officers, at the end of their terms, will promptly deliver all property and papers of their office to their successor. Any officer who has charge of funds will be bonded before he assumes office.
- J. **Officers Expenses.** Officers and employees of the club may be allowed expenses for their services as provided in the budget of the club. Allowances cannot be retroactive and must be fixed before the officer is elected or appointed.
- K. **Officers Accounting for Rituals.** Immediately prior to the closing ceremony of each regular club meeting, this club shall require the Secretary to report in open club on the rituals in the possession of the Secretary giving the number of each ritual, also on the rituals loaned to members give the name of the member or members and the number of the rituals in such members' possession. The Secretary shall be required to record such report in the minutes of the club meeting.
- L. **Return of Rituals Loaned.** Rituals loaned to members must be returned to the Secretary in the club hall within a period of thirty (30) days from the date the ritual was received. The Secretary shall report such return in

open club record it in the minutes of the club meeting. A fine equal to the replacement cost shall be assessed against any member failing to return a ritual as above provided, unless for a good and sufficient reason satisfactory to a majority of the members present, the member shall be relieved from the payment of such fine.

- M. **Reports and Penalties.** In its Semi-annual Report to the Rebekah Assembly, each club will account for the rituals by the numbers with which they are charged to it. In event of a ritual being lost the club shall be assessed a fine equal to the replacement cost, payable immediately to the Assembly Secretary to be credited into the funds of the Rebekah Assembly.
- N. **Representative.** Each club will elect a Representative, and an alternate representative as set forth in the Rebekah Assembly Constitution from among the Past Presidents. If a Representative is unable to perform the duties as Representative, the alternate will assume the duties. A new club is not entitled to elect a Representative until it has been in existence one full term. A Representative is not an officer of the club and may occupy another office. The club shall notify the Theta Rho Assembly upon election of the Representative(s) with the time limits set by the Theta Rho Assembly.
- (1) The Representatives shall, within thirty (30) days from the date of adjournment of the regular session of the Theta Rho Assembly, present a written report as to the proceedings of the Theta Rho Assembly, pointing out specifically all changes in the laws of the Order and giving the decisions of the President which has been approved, and such other matters as will be of interest to their respective clubs.

**SEC. 5. Representatives to the Theta Rho Assembly Shall be Elected.**

- A. **Election, Qualifications and Terms of Office.**
- (1) A Club shall be entitled to a Representative for its Charter and the first fifty (50) members; those Clubs with more than fifty (50) members shall be entitled to additional Representatives. Terms of Representatives commence at the beginning of the Theta Rho Assembly session for which elected.
- (2) If a Club becomes entitled to an additional Representative after the date to certify Representatives to the Theta Rho Assembly Office, the presiding officer may appoint an additional Representative unless the laws of the jurisdiction otherwise provided. If a decrease in membership deprives a Club of a Representative, then each Representative elected by it shall serve out the term and thereafter the Club shall elect only one Representative.
- (3) Each Representative must be a Past President, a member in good standing of a Club in good standing; provided that residence is maintained in the jurisdiction or an adjoining jurisdiction; and further



providing that the one elected may qualify after election. The Club shall furnish the Representative with a certificate of election with a duplicate under seal to the Theta Rho Assembly Secretary.

- (4) If a Representative or Representative-elect becomes disqualified, it shall be the duty of the Club to immediately notify the Theta Rho Assembly Secretary.
  - (5) One elected, as a Representative shall not be recognized as such, nor entitled to its rights and privileges until the credentials have been received by the Theta Rho Assembly Secretary and approved and the Representative shall have been obligated.
  - (6) A Club that fails or refuses to properly certify its Representative to the Theta Rho Assembly Secretary four (4) weeks prior to the Session, shall be billed for mileage per diem of such uncertified Representatives, if seated by the Theta Rho Assembly.
    - (a) This penalty shall not apply in cases of death or serious illness and the President may rule that the delay was caused by other unavoidable circumstances.
  - (7) A Representative(s) shall represent only one Club.
- B. The Duties of a Representative are:
- (1) To attend sessions of the Theta Rho Assembly, represent the Club and report all legislation and other matters that occurred at the session pertaining to the Club.
  - (2) To vote on every roll-call vote.
  - (3) To vote on all matters except on personal qualifications to be seated.
  - (4) To serve on all committees to which appointed unless excused by the Theta Rho Assembly.

**SEC. 6. Elections.**

- A. Elections shall take place on the first regular meeting of the Club in December. Nominations shall be made for each office immediately preceding the balloting for the same.
- B. Balloting. All elections shall be by written ballot, unless there be but one nominee, in which event the President shall declare the nominee elected. A majority of the votes cast shall be necessary for election. Should no candidate receive a majority on the first ballot, the candidate having the least number of votes shall be dropped at the next ballot, and so on until a candidate receives a majority of the votes cast.
- C. Tellers. The nominees shall each name one teller at elections, who with the Warden shall canvass the votes cast, and the Warden shall declare the result to the President, by whom it shall be announced to the Club.

**SEC. 7. Dues and Assessments.**

- A. The amount of annual dues payable by contributing members shall be determined by the By-laws of the Club. The dues charged shall be

sufficient to meet the expenses and fraternal obligations of the Club. Dues are payable in advance, but at the option of a member may be paid quarterly in advance.

- (1) The dues of this Theta Rho Girls' Club shall be: \_\_\_\_\_.
- B. Should the expenses and current liabilities for any year be in excess of the income and current assets, on hand, to an extent that it might tend to impair the financial standing of the club, an assessment shall be levied by the Club on all contributing members to meet the deficiency.

**SEC. 8. Terms, Meetings, and Quorum.**

- A. The term of this Club \_\_\_\_\_; (if it meets weekly, shall be six months, unless an annual term is adopted. If meetings are held semi-monthly the term shall be one year. Annual terms begin with the first meeting day in January and semi-annual terms shall begin with the first meeting days in January and July.)
- B. The regular meetings of this Club shall be held \_\_\_\_\_; (on weekly or semi-monthly on such days and at such hour as the By-laws may prescribe.) Special meetings may be held at other times upon call of the President and upon dispensation from the President or as provided in the By-laws.
  - (1) This Club shall not move from the place of meeting without approval of the Rebekah Assembly. The day and hour of meeting may be fixed and changed by amendment of these By-laws.
- C. Five members in good standing in the Club, which is meeting, including one qualified to preside, shall constitute a quorum for the transaction of business. Should the Club during its session, be left without a quorum, it shall not transact business and shall close without ceremony.
  - (1) All members have the right to submit legislation, make motions, debate and vote.

**SEC. 9. Returns and Records.**

- A. At the end of each year this Club shall transmit to the Rebekah Assembly Secretary, on the form provided therefore, a full report of the names of those initiated, reinstated, admitted by card, rejected, withdrawn, suspended or expelled, and the cause therefore, and deceased; the names of the Past Presidents, the whole number in each class of membership and an alphabetical list of the members; the number of brothers and widowed families relieved, and brothers buried; the amount of money applied to each of these purposes, and the amount paid for the relief of orphans; a complete statement of all investments, funds and liabilities of the Club and the result of the election of officers. The report shall be accompanied by whatever amount may be due the Rebekah Assembly. Should this club fail to make its returns and report for one year, it shall be deprived of its

rights and privileges and its charter may, by direction of the President, be declared forfeited.

- B. This Club shall keep a permanent record in book form of all persons admitted to membership, setting forth all information regarding admittance to the Club, honors obtained in the Order and the termination of membership.
- C. This Club shall keep a record of its members.
- D. This Club shall keep sufficient financial records to show at any time the accounts of its members, its receipts and disbursements, all investments of its funds and other effects. The records and accounts shall be audited by qualified members within thirty days after the end of the term. The records shall conform to all requirements prescribed by the Rebekah Assembly.
- E. <sup>04</sup>**Privacy.** The Club shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Club to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the Theta Rho Girls' Clubs, without the expressed permission of the voting member. Further any distribution must have the expressed permission of the Club present and voting at any regular or called special meeting.

**SEC. 10. Cards and Certificates.**

- A. This Club shall use only the cards and certificates authorized and furnished by The Sovereign Grand Club. The cards and certificates shall be issued and recognized by the Club in accordance with the provisions of the Code of General Laws.

**SEC. 11. Funds.**

- A. This Club shall have control of its financial affairs and its funds, so long as it acts in accordance with the Constitution and the Laws of the Order. It may use its income for any purpose which is for the Good of the Order and which will exemplify the broad spirit of Odd Fellowship, unless expressly restricted by the laws or mandate of The Sovereign Grand Lodge.
- B. All funds of this Club, from whatever source derived, are trust funds and are to be accounted for and used in accordance with the Laws of the Order. All moneys shall be deposited in the name of the Club in an approved bank or trust company. All investments shall be in the name of the Club and in such securities as would be approved for investment of trust funds. The Rebekah Assembly has a reversionary interest in all funds and investments and any division among members or any improper distribution is illegal and void.

- C. This Club may create special funds by voluntary contributions or the holding of entertainment or bazaars where no part of the expense is chargeable to the regular funds of the Club and to use such funds for any purpose authorized by the Code of General Laws.
- D. No funds of this Club shall be invested or used in the purchase, construction or alteration of a building unless the plans, specifications and full particulars of financing are submitted to and receive the approval of the Rebekah Assembly. The Club shall not incur any debt or obligation nor enter into any contract for such purpose without the prior approval of the said Rebekah Assembly. This shall not apply to improvements or alterations the cost of which shall not exceed \$1,000.00.
- E. This Club shall keep any buildings or personal property owned by it protected by insurance to cover loss by catastrophic disaster in an amount sufficient to protect it from serious loss.
- F. Life Membership. Refer to The Sovereign Grand Lodge Code of General Laws, Chapter III Sec 11, for details on Life Membership.

**SEC. 12. Benefits.**

- A. Attentive Benefits. This Club shall render to all members the Attentive Benefits to which a member is entitled under the Code of General Laws and the principles of the Order. It shall render to a sojourning member all care and assistance to which entitled and shall make prompt reports of any sickness or disability to the Club.
- B. This Club may provide for the payment of such sick, death, widows, widowers, or orphans benefits as may be authorized by the Code of General Laws, and shall conform thereto and to the fraternal principles of the Order.
- C. Death Benefit. To be entitled, the member shall have attained the Theta Rho Degree, and shall be not in arrears for dues to the Club. The benefit, if provided for, shall be payable in the order named, to the widower, minor orphans or dependent relatives or relatives upon whom the member was dependent at the time of death. If there be no such relative, the benefit may, in the discretion of the Club, be applied to the funeral expenses of the deceased member. In no event shall a benefit be paid to the estate of the deceased member nor to any organization not authorized to receive the same under the laws of the Order. The benefit, if provided for, shall be paid without delay to the person entitled thereto.
- D. Sick or Disability Benefits. Shall be reported in open Club by a member of the Order or by mail. Residence beyond the territorial jurisdiction of the Club shall not disqualify a member, if otherwise entitled. The member shall be under care of the nearest Club, but, if no Club be near the place of residence, the member shall submit to the Club satisfactory evidence of sickness or disability.

**SEC. 13. Offenses and Appeals.**

- A. Should any member of this Club be guilty of any offense of the Club or of "conduct unbecoming a Member," the member shall be amenable to the Club and may be tried, and, if found guilty, may be punished by reprimand, fine, suspension, or expulsion from the Order as provided by the General Laws of the Order. Any member divulging the name of a member who shall speak or vote against a candidate for membership or a member under charges or makes public any business which should be confined to the Club, shall be fined, reprimanded, suspended or expelled in the discretion of the Club. No member shall be put on trial unless charges are preferred within three years after the time committing the offense.
- B. Charges. No member shall be placed on trial unless the charge or charges are reduced to writing and presented to the Club in duplicate. One copy properly attested shall be served on the accused personally or by registered mail. The charges shall be heard and tried by a committee of three members elected by the Club and all procedures shall be in accordance with those prescribed by the Code of General Laws. No prescribed forms shall be required for the trial procedure but the charges must be definite and all communications to the accused must be specific as to the intent and purpose thereof. The accused must be given a reasonable time to present defense but failure to answer within thirty days from the time of service of the charges may be considered an intent of not offering a defense.
- C. All suspensions for cause must be for a definite period not to exceed one (1) year. At the end of the term of punishment the member shall return to previous rank in the Club without further action. A member who has been legally expelled shall not be admitted to membership in the Order without the consent of the Rebekah Assembly. Any sentence of expulsion shall not become final until reviewed and approved by the President.
- D. A member found guilty shall have the right of appeal to the Rebekah Assembly. A member shall have the right of appeal in any case when at the opinion an action of the Club is contrary to the laws to the Order or the Club or when it deprives the right to which entitled. An appeal may be considered without formal action by the Executive Committee of the Rebekah Assembly, and the decision shall, if accepted by the parties in interest, dispose of the appeal. The appeal shall be taken within three months from the time of the decision or action of the Club. An appeal affecting a member's standing in the Club shall cause a stay of proceedings until a final decision is rendered.

**SEC. 14. Charter and Effects.**

- A. Should this Club become defunct, surrender its charter (except for

purposes of consolidation), or its charter be declared forfeited, all rights and title to all funds, property and other effects shall become vested in the Grand Lodge in accordance with the Laws of the Order. It shall be the duty of the last installed officers and the trustees to deliver immediately to the Assembly Secretary, or any other person authorized to receive the same, the charter, seal, books, papers, funds, investments, property and all other effects belonging to the Club.

**SEC. 15. Compensation of Officers and Representatives.**

- A. Elective officers, appointed officers and committees, shall receive such allowances for expenses as may be appropriated. Reimbursement for expenses shall be on signed vouchers accompanied by receipts whenever possible.

**SEC. 16. Amendments.**

By-Laws may be amended, altered, or repealed by the Club after having been read at three (3) consecutive regular meetings, with action taking place at the third meeting. Such changes shall be distributed to the membership at least thirty (30) days prior to the vote. A vote of two-thirds (2/3) of the members present is required for passage. Upon passage, the changes shall be submitted to the Rebekah Assembly for approval. Upon approval by the Rebekah Assembly, the amendments shall become effective.



<sup>02</sup> CHAPTER XXIII

## UNITED YOUTH GROUP

**SEC. 1. Organization.****A. Authorization.**

- (1) Jurisdiction and Control. The formation and organization of a United Youth Group is hereby authorized by The Sovereign Grand Lodge.
- (2) Power to Form and Institute. A Grand Lodge or Rebekah Assembly and The Sovereign Grand Lodge in areas under its immediate jurisdiction have the power to institute United Youth Groups.
- (3) Objectives. The objectives and purposes of a United Youth Group are:
  - (a) To secure the future of the youth units of the Order.
  - (b) To work in harmony with all units of the Order.
  - (c) To teach citizenship and leadership skills.
  - (d) Encourage active parental participation.
- (4) Control. The Sovereign Grand Lodge provides all lectures, ceremonies, and has the power to enact laws pertaining to groups.
- (5) Jurisdictional Youth Committee. This committee shall consist of not less than six (6) members. When authorized, the Grand Master shall appoint not less than three (3) male Odd Fellows, in good standing, providing that the term of one-third (1/3) of the members shall expire each year. The Rebekah Assembly President shall appoint not less than three (3) female Rebekahs, in good standing, providing that the term of one-third (1/3) of the members shall expire each year. The Grand Master and Rebekah Assembly President shall jointly appoint a representative from a United Youth Group to serve on the Jurisdictional Youth Committee, with the same rights as other members. Elected officers of the Grand Lodge and Rebekah Assembly shall be ex-officio members who may vote unless otherwise prohibited. The Grand Lodge and Rebekah Assembly may provide by appropriate legislation for a Jurisdictional Joint Youth Committee.
- (6) Reports. The Jurisdictional Youth Committee shall render a complete report of its activities, receipts and expenses for the term to the Grand Lodge and Rebekah Assembly in annual session. It may make recommendations for the advancement of United Youth Groups.
- (7) Funds. The Grand Lodge and Rebekah Assembly shall provide adequate funds for the authorized activities of the Jurisdictional Youth Committee.
- (8) <sup>09</sup>Advisory Officers. Shall consist of an Advisor and Assistant Advisor, who shall be of opposite gender.
  - (a) Appointment. The Jurisdictional Youth Committee shall appoint one (1) Advisor and any number of Assistant Advisors as deemed proper



for each United Youth Group. A Group has the right to recommend its own Advisor and Assistant Advisor. If a recommendation is not made, the Jurisdictional Youth Committee may request recommendations from the sponsoring unit and make a selection. The Advisor assisted and advised by the Assistant Advisor, shall have general supervision over the group, attend meetings and see that the laws of The Sovereign Grand Lodge, Grand Lodge, and Rebekah Assembly are adhered to. They shall be appointed for a term of one (1) year to coincide with the term of the group.

- (b) Qualifications. The minimum age of an Advisor shall be (21) years, and for Assistant Advisor (20) years. They shall be in good standing of an Odd Fellows or Rebekah Lodge.

B. Institution of United Youth Groups.

- (1) Applications. Shall be signed by not less than five (5) applicants, each of whom shall apply for membership by initiation, deposit of withdrawal card, or dismissal certificate.
- (2) Sponsors. A United Youth Group may be sponsored by any chartered unit of the Order, other than a Junior Lodge or Theta Rho Girls' Club, provided that:
  - (a) Resolution signed by the presiding officer and secretary or scribe under seal of the lodge is filed with the Jurisdictional Youth Committee.
  - (b) Sufficient funds are available for institution, and financing as needed will be continued.
  - (c) A meeting place will be furnished at no cost.
  - (d) <sup>09</sup>Advisor and/or Assistant Advisor acceptable to the United Youth Group has been recommended to the Jurisdictional Youth Committee for final approval and appointment.
- (3) Charter / Name. The name of a living person shall not be used for a group nor the name of any country, state, or province other than that in which it is located.
- (4) Youth Service Committee. The presiding officer of each sponsoring unit shall appoint this committee, preferably for three (3) year terms, with one (1) term expiring each year, to assist in the organization, institution and operation of the group.
- (5) Instituting Officer. The Grand Master or Rebekah Assembly President may designate the Instituting Officer unless power has been delegated to the Jurisdictional Youth Committee.

C. Membership

- (1) <sup>09</sup>Youth. All persons who believe in a supreme being and are of good moral character, between the ages of eight (8) and eighteen (18) years shall be eligible for membership by initiation. In the discretion of the group, a member upon marriage may continue active membership or associate membership category with payment of dues. Their continuous membership will be protected until eligible to join an Odd Fellows Lodge or Rebekah Lodge.
- (2) Adult. Any adult believing in a supreme being may attend three (3) meetings as a visitor, after the third visit they will be required to apply for membership. Their membership will entitle them to speak only when recognized by the presiding officer, but does not entitle them to a vote.
- (3) Seniors. All members in good standing in an Odd Fellows Lodge or Rebekah Lodge may attend any meeting of a group. They may be elected by ballot to Senior Membership in the group on petition accompanied by the required fee, dues, and being obligated in keeping with the ritual. They have no right to vote, and may speak only upon request or by invitation of the presiding officer.

D. Elective and Appointive Officers

- (1) The elective officers of a group are: President, Vice-President, and Secretary/Treasurer. The duties of the officers are prescribed by the ritual and by-laws.
- (2) The appointive officers of a group are: Warden, Chaplin, Conductor, Guardian, Right and Left Supporters to the President who shall be appointed by the President, and Right and Left Supporters to the Vice-President who shall be appointed by the Vice-President. The duties of the officers are prescribed by the ritual and by-laws.
- (3) Eligibility. Any member in good standing is eligible to hold any office except President and Vice-President. To be elected President they must have served a term as Vice-President. To be elected Vice-President they must have served in an elective or appointive office or served to the end of a term to fill a vacancy. In case of vacancy of President or Vice-President, if all qualified members present refuse to accept the office of President or Vice-President, the group may elect an active member in good standing, provided dispensation is obtained from the Jurisdictional Youth Committee. The term of all officers shall be for six (6) to twelve (12) months to conform to their constitution.
- (4) Service Required. Officers elected or appointed to fill a vacancy or serving until the end of a term, are entitled to the honors of the office.

E. Authority

- (1) Powers. Groups have the following powers:

- (a) To confer the degree.
  - (b) Elect and appoint officers.
  - (c) Establish fees and dues.
  - (d) Pay and disburse its funds for purposes provided by law.
  - (e) Establish rules of order, by-laws and powers as authorized.
  - (f) Property of defunct groups shall revert to the Grand Body having control.
- (2) Meetings. A group shall meet at least once a month at a designated time and place. They may dispense with regular meetings for a period not exceeding two (2) months in a calendar year. Meetings may be held in other places and at other times by dispensation from the Grand Master or Assembly President.
- (3) <sup>09</sup>Quorum. Three active members in good standing, in the United Youth Group, which is meeting, with one qualified to preside, plus their Advisor and Assistant Advisor, shall constitute a quorum for the transaction of business. Should the United Youth Group during the session be without a quorum, it shall not transact business and shall close without ceremony.
- (4) Voting. All voting, for or against, shall be done by display of membership card.
- (5) Membership rejected. A rejected applicant must wait for six (6) months before reapplying.
- (6) Reports – How made. Groups shall make reports to the Grand Secretary and Assembly Secretary at the end of each term. The reports will contain all information required by The Sovereign Grand Lodge, Grand Lodge or Rebekah Assembly on prescribed forms.
- (a) <sup>04</sup>**Privacy.** The United Youth Group shall NOT sell or distribute for any purpose outside the fraternity, any of the member rosters, mailing lists, including personal information held by the Group to any person or persons, institutions, or agencies for sales promotions, or for other purposes within or without the United Youth Group, without the expressed permission of the member. Further any distribution must have the expressed permission of the voting members of the Group present and voting at any regular or called special meeting.
- (7) Surrender of Charter. A United Youth Group shall not voluntarily surrender its charter when three (3) or more members in good standing desire to retain it. Notice of a vote of proposed surrender of a charter shall be given to all active members by mailing to their last known address.
- (8) Suspensions. A member in arrears for an amount equal to one (1) year's dues may be suspended from membership provided that a thirty (30) day written notice is given to them advising of the proposed suspension. Members shall not be suspended for non-payment due to

sickness or other unavoidable occurrences.

- (9) Reinstatement. Suspended members may apply for reinstatement at any time before the age of eighteen (18). Application shall be made and processed in the same manner as an application by initiation.
  - (10) Appeals.
    - (a) All appeals from decision or action of a group shall be to the Grand Master and Assembly President, or if authorized, to the Jurisdictional Youth Committee. Appeals from action of the Youth Committee may be taken to the Grand Master and Rebekah Assembly President.
    - (b) Appeals from decision of the Grand Master and Assembly President may be taken to the Sovereign Grand Master which shall be final until ratified or reversed by the Sovereign Grand Lodge. Appeals from decision or action of a group under the immediate jurisdiction of the Sovereign Grand Lodge shall be taken to the Sovereign Grand Master.
  - (11) Trial Code. The procedure for trial against a member shall be as provided by law.
  - (12) Youth Service Awards. A group may issue a Youth Service Award to a citizen of the community who has performed outstanding youth work.
  - (13) Absence of specific code. Laws applicable to sponsoring unit shall apply in the absence of any questions not covered by the United Youth Group code.
- F. Charters, supplies and pins.
- (1) Forms of charters, supplies, receipts, membership cards, membership pins and Past President Pins shall be specified by the Executive Committee, except dispensations shall be in such form, as determined by the various jurisdictions. All items to be obtained from the Grand Secretary or Rebekah Assembly Secretary.



## CHAPTER XXIV

FUNDS, FEES, INCOME, DUES,  
ASSESSMENTS, BENEFITS**SEC. 1. General.**

## A. The Sovereign Grand Lodge.

- (1) Fees-Charter. The fee for a charter issued by The Sovereign Grand Lodge is \$50.00 and must accompany the petition. The fee for a duplicate charter is \$5.00.
- (2) Proceeds of Sales. The Sovereign Grand Lodge shall receive the full proceeds of sales of books, cards, diplomas, odes, certificates, jewels, pins, medals, flags and other supplies provided and supplied by it to components and members. Supplies purchased from other sources are not official.
- (3) <sup>22</sup>Dues. Each Odd Fellow and Rebekah member currently pays to The Sovereign Grand Lodge annual dues of eighteen and fifty-one-hundredths (\$18.50) United States dollars.

Each Patriarch, Chevalier, and L.E.A. member currently pays to The Sovereign Grand Lodge annual dues of sixteen United States dollars (U.S. \$16.00).

Dues amounts for Odd Fellow and Rebekah members shall be increased by five (\$5.00) United States dollars each year, for two (2) years beginning at the close of the 2017 session of The Sovereign Grand Lodge. The yearly increase shall not be assessed when in any year the dues paying membership from all branches of the Order shows a net gain from the previous year.

(As Bills do not become effective until January 1<sup>st</sup>, and no one came forward to move that this bill become effective at the close of the session – it therefor becomes effective January 1, 2018; and the dues will increase with the reports of **31 December 2018**, which was agreed to on Thursday 24<sup>th</sup> August 2017 notwithstanding the year stated in the Bill.)

Each Grand Body shall collect the dues as of December 31 annually and pay to The Sovereign Grand Lodge with their Annual Report due April 1. Non-contributing and Associate members are exempt from these dues. Any proposal to increase these dues shall be laid over for one (1) year and the Sovereign Grand Secretary shall inform the Grand Bodies of the intent, amount and reason for raising said dues.

- (4) Component Dues. Every component under the immediate jurisdiction of The Sovereign Grand Lodge shall pay with their Annual Report the amount per member as prescribed in the preceding sub-paragraph (3).
- (5) Assessments. The Sovereign Grand Lodge may levy assessments needed to defray its expenses upon Grand Bodies.

## B. Grand Bodies.

- (1) Fees. Each Grand Body has power to require each unit to pay a reasonable sum annually to defray expenses.
- (2) Proceeds From Sales. Each Grand Body shall receive the proceeds from the sales of items supplied to its components and members.
- (3) Assessments. Each Grand Body may assess its units to defray the expenses for purchase, construction and maintenance of its properties, homes for aged members, widows and orphans, rehabilitation of members who have served in the Armed Forces and to create and maintain an endowment fund and other funds required to exemplify the spirit of Odd Fellowship.
- (4) Dues. Each Grand Body may require its components to pay annual dues to defray the expenses of the Grand Body and its Homes.
- (5) How Levied. Each Grand Body has the authority to determine the amount of assessments, the manner and time it shall be paid and prescribe the penalties for nonpayment.
- (6) Benefits. Grand Bodies have no authority to pay sick or funeral benefits but may donate funds for the relief of distressed members or for any purpose, which conforms to the principles and promotes the welfare of the Order.
- (7) Funeral Expenses. Each Grand Body may create and establish a funeral expense fund to provide for payment of such expenses. The fund shall be maintained by dues and assessments upon the members in amounts set by the Grand Body.
- (8) Insurance. Grand Bodies by legislation may authorize the procuring of hospital, surgical, medical and funeral insurance for the members of their jurisdictions and provide that the premium be paid by each member.

## C. Component Bodies.

- (1) **Fees.** Grand Bodies shall prescribe or authorize their components to prescribe the fees for initiation or admission by any other method.
  - (a) Degree fees cannot be credited to payment of dues.
  - (b) The fees for initiation and degrees shall accompany the application.
- (2) <sup>07</sup>**Dues.** The payment of dues is a fundamental principle of the Order and all components shall require members to contribute for the purposes of defraying expenses and meeting fraternal obligations.
  - (a) A Grand Body has no authority to dispense with payment of dues, but may exempt a resident of an Odd Fellows Home or such other home or health care facility maintained by a Fraternal, Church, Government Facility or private non-profit body, licensed to operate the same and who cannot be accommodated at an Odd Fellows Home.

- (b) A component may not provide for a fixed sum in lieu of dues except as specified under life membership.
- (c) Grand Bodies, Local Units shall enact laws respecting payment of dues and setting minimums sufficient to pay expenses and fraternal obligations.
- (d) <sup>24</sup>Dues commence on the date the person signs the Membership Register or when reinstated. Dues from that date may be pro-rated thru the Unit year and accrue thereafter. No unit has the right to refuse any dues tendered.
- (e) Dues shall be paid in advance to the person or officer who has charge of the membership records.
- (f) A member is entitled to a refund of unearned dues when membership terminates. In case of death they shall be paid to the beneficiary.
- (g) Dues paid in advance do not exempt a member from an increase.
- (h) A member suspended for an offense shall continue to pay dues.
- (i) If a component is suspended, dues shall not accrue against the members. Dues begin to accrue against a member convicted of an offense and expelled, from the date of reinstatement.
- (j) Grand Bodies may by law authorize components to remit dues of members serving in the Armed Forces of their country during a state of war or under forced conscription and for such time after the cessation of an emergency, as Grand Bodies shall determine. Components shall not be required to pay sickness and disability benefits during this period.
  - (i) No member shall be suspended for non-payment of dues under the provisions of the above section.
  - (ii) All officers shall be excused for failure to attend any meeting while serving in the Armed Forces and shall be entitled to honors earned.
- (3) **Assessments.** Components may levy assessments against members for lawful purposes to be charged and paid as dues.
- (4) **Fines.** A component may impose fines upon its members to be charged and collected as dues for disobedience to the laws, rules, and regulations of the Order unless prohibited by law.
- (5) <sup>15</sup>**Benefits.**
  - (a) **Attentive Benefits.** This Lodge shall render to all members the Attentive Benefits to which a member is entitled under the Code of General Laws and the principles of the Order. It shall render to a sojourning member all care and assistance to which entitled and shall make prompt reports of any sickness or disability to the Lodge.
  - (b) This Lodge may provide for the payment of such sick, death, widows, widowers, or orphans benefits as may be authorized by the Code of General Laws, and shall conform thereto and to the fraternal principles of the Order.



- (c) Death Benefit. To be entitled, the member shall have attained the Third Degree, and shall be not in arrears for dues to the Lodge. The benefit, if provided for, shall be payable in the order named, to the widow, minor orphans or dependent relatives or relatives upon whom the member was dependent at the time of death. If there be no such relative, the benefit may, in the discretion of the Lodge, be applied to the funeral expenses of the deceased member. In no event shall a benefit be paid to the estate of the deceased member nor to any organization not authorized to receive the same under the laws of the Order. The benefit, if provided for, shall be paid without delay to the person entitled thereto.
- (d) Sick or Disability Benefits. These shall be reported in open Lodge by a member of the Order or by mail. Residence beyond the territorial jurisdiction of the Lodge shall not disqualify a member, if otherwise entitled. The member shall be under care of the nearest Lodge, but, if no Lodge be near the place of residence, the member shall submit to the Lodge satisfactory evidence of sickness or disability.
- <sup>16</sup>(e) The benefits provided for by this law, shall only apply, where the law of the land allows for such benefits.

**SEC. 2. Funds of Grand and Subordinate Units.**

A. Trust Funds.

- (1) How Used. All funds are trust funds and are to be expended only for purposes collected. If the purpose ceases, the Grand Body having jurisdiction may approve its use for a benevolent purpose.

B. Of Grand Bodies.

- (1) Laws. Grand Bodies shall enact laws to protect their funds and those of their components and shall prescribe the penalties for dissipation. A member who willfully and knowingly appropriates funds for personal use or participates in illegal distribution of the funds or property of a unit of the Order shall be expelled upon conviction and not readmitted.
- (2) Laws of Land. When a violation of the preceding section occurs the component shall use all procedures provided in the Order to secure restitution. If these fail, it may apply to the civil courts.
- (3) Purposes. Grand Bodies may appropriate funds for any lawful purpose, which serves the best interest of the Order.
- (4) Grand Bodies are authorized to create a Committee on Relief who shall be referred matters pertaining to relief and relief projects.
- (5) The Committee on Relief may receive contributions from the Hunger and Disaster Fund.

C. Local Components.

- (1) Control. Local units have control of their funds and property and may

manage and invest their funds in real estate, stocks, bonds, securities, or investments that are insured as provided by the law of The Sovereign Grand Lodge or the Grand Body having jurisdiction.

- (2) Use Of. Funds of a local unit shall be devoted to the payment of its expenses, tax, and dues to the Grand Body and The Sovereign Grand Lodge and the discharge of its fraternal and lawful obligations.
  - (3) Special. Components including those under the immediate jurisdiction of The Sovereign Grand Lodge may create special or contingent funds for worthy purposes of the Order.
  - (4) Contributions. No unit, officer, or member may petition funds outside the jurisdiction without written approval of the Sovereign Grand Master.
  - (5) Widows—Dependent Children. When authorized by the Grand Body, local units may use a portion of their regular income as a special fund to be used only for the benefit of widows and dependent children of demised members. When the need for a fund is terminated, the Grand Body may authorize the unit to place the balance in the general relief fund or transfer it to establish or maintain a Home for the aged, widows, and dependent children of the jurisdiction.
- D. Disbursement of Funds.
- (1) At least two (2) authorized signatures shall be required on any check, draft, warrant or other instrument issued for the disbursement of any accounts, funds or investments held by or in the name of any unit of the Order, or by any corporation, association, partnership or club created or chartered by or under the authority of any unit of the Order.
- E. <sup>11</sup>Trustees.
- (1) Each Lodge may elect three (3) or more Trustees as dictated by local law, who shall hold office for the term provided in the Lodge by-laws, said Trustees to be elected at the regular election night in November (month of elections for those lodges with other than a calendar year) in the same manner that officers of the Lodge are elected.
  - (2) The duties of said Trustees shall be to care for and preserve all property belonging to the Lodge and to especially see that the same is properly insured against loss by catastrophic disaster. They shall render a full and correct account of all their transactions to the Lodge at the close of each term. The Trustees shall not lease real estate belonging to the Lodge without its consent; but when leased they shall attend to the same and see that the interests of the Lodge are properly conserved and that the property is kept in good condition.
  - (3) Neither the Treasurer, the Secretary, the Financial Secretary, nor any member of the committee on finance shall be a member of the Trustees.
- F. <sup>11</sup>Committee on Finance: if a lodge has a Committee on Finance / Audit, it shall consist of three (3) members to be appointed on the night of

installation (or elected as stated in the by-laws). They shall audit and inspect the accounts, books, securities, funds, and other property in the hands of the Treasurer, and the books and reports of the Secretaries, and of other officers and committees charged with the receipt and expenditure of money. For this purpose they shall fix a time and place to meet the Secretaries and Treasurer, after the last regular meeting in each semi-annual term, and shall report in writing at the first regular meeting in the next term upon duplicate blanks as approved by the Grand Lodge and furnished by the Grand Lodge, one copy of which shall be mailed to the Grand Secretary of the Grand Lodge and the other retained by the lodge. They shall authorize the transfer of funds where and when necessary when authorized by proper authority. They shall also examine all other financial matters referred to them, and report thereon to the lodge as soon as practicable.

- (1) Neither the Treasurer, the Secretary, the Financial Secretary, nor any member of the Trustees shall be involved with performing the auditing process.
- (2) The Committee on Finance may hire a CPA to audit the books and records of the lodge when deemed expedient.
- (3) When a lodge without sufficient members to order an audit or funds to hire a CPA, the lodge shall notify the Grand Lodge requesting assistance as the Grand Lodge may direct.

**SEC. 3. Grand Bodies Incorporated.**

- A. <sup>06</sup>Unless prohibited by local law all Chartering Grand Bodies shall incorporate as non-profit, fraternal, charitable corporations under the laws of the jurisdiction in which they are located. Said Grand Body will maintain the reversionary interest in said incorporation. The incorporation shall include language reflecting the Grand Body is subject to the laws, rules and regulations of The Sovereign Grand Lodge. The Grand Bodies shall furnish copies of their corporation papers and any future amendments to The Sovereign Grand Lodge. All Grand Bodies after incorporation shall maintain their corporate status under the laws of their respective Jurisdictions. Officers of the Incorporation shall be the Executive Committee of the Grand Body.

**SEC. 4. Terms of Trust.** The following terms of "Trust" shall be constructively implied and control all assets, property and investment funds held by or on behalf of The Sovereign Grand Lodge and its component units:

- A. Trust.
  - (1) All property, real and personal, of The Sovereign Grand Lodge and its component units is "Trust" property.

- (2) All who have "Trust" property in their care and custody shall hold said property in trust for and on behalf of their governing bodies.
- (3) Accretions and property added to the "Trust" property is "Trust" property.
- (4) Powers and Duties of those who hold "Trust" property in their charge.
  - (a) To receive, hold, manage, care and retain any property or surplus thereof, whether consisting of stocks, bonds, other securities, participation in common trust funds, or any other type of personal or real property.
  - (b) To invest and re-invest in any property whether consisting of stocks, bonds, other securities, common trust funds, or any other type of personal or real property.
  - (c) To collect, receive and receipt for rents, issues, interest, dividends, income and profits from the property held in trust.
  - (d) To sell publicly or privately for cash or on time, or partly in cash and partly on time, personal property held in trust, and to make proper deliveries, assignments and conveyances incident to such sale or sales.
  - (e) To lease real property held in trust or any part thereof by leases to commence at present or in the future, and upon any terms, and for any period of time; to renew or extend leases, to amend, change or modify the terms and provisions of any leases, to consent to the assignment, to contract to make leases and to grant options to lease and renew leases.
  - (f) To borrow money and pledge, mortgage or otherwise encumber any trust asset as security therefore.
  - (g) To improve, develop, manage, protect and subdivide real estate held in trust; to construct, alter or repair buildings or structures on real estate; to settle boundary lines, easements, and other rights in respect to real estate.
  - (h) To pay, compromise, adjust, submit to arbitration, sue on or defend, sell, or release any claims of the trust against others, or of others against the trust, and to make any payments in connection therewith.
  - (i) To employ investment counsel, custodians of trust property, brokers, agents, accountants and attorneys and to pay reasonable compensation for the services thereof.
  - (j) To disburse derived income from the trust for operating expenses and fraternal purposes and projects.
  - (k) To distribute the property held in trust upon demand by the proper authorities.
  - (l) To execute and deliver written instruments required to carry out any of these powers.
  - (m) To perform acts allowed under federal, state, provincial and local

laws.

- (5) Limitation of Powers of those who hold "Trust" property in their charge:
  - (a) Notwithstanding the above powers and those allowed under federal, state, provincial or local Laws, those who hold "Trust" property in their charge shall not have the power or authority to sell real estate without the prior formal approval of The Sovereign Grand Lodge, Grand Body or component unit for whom they hold the property in "Trust."
  - (b) That trust funds shall not be used for any illegal purpose (any act contrary to the Code of General Laws and/or the laws of the State or Province) nor shall they or any part thereof inure to the benefit of any individual.
- (6) Invalidating Clause: In the event any provision of this agreement is or becomes invalid or unenforceable the remaining provisions of the trust agreement shall be, and continue to be, in full effect.
- (7) Other: Additional provisions may be added to this Section so long as they are not in conflict with the foregoing. The model trust agreement attached hereto should be used as the basis for all "Trust" documents prepared or executed by The Sovereign Grand Lodge and its component units.

B. Model Trust Agreement.

This trust agreement shall control all assets, property and investment funds held by The Sovereign Grand Lodge and its component units.

- (1) All property, real and personal, of The Sovereign Grand Lodge and its component units is "Trust" property; and shall include any and all membership lists compiled for any purpose by The Sovereign Grand Lodge and/or its component units.
  - (a) Components shall provide annually to their respective Grand Body, who in turn shall provide to The Sovereign Grand Lodge.
    - (i) The most current mailing address for the unit,
    - (ii) The physical location of their meeting facilities,
    - (iii) The meeting dates and times as reflected in their by-laws,
    - (iv) <sup>24</sup>The current membership list, of each lodge.
  - (b) Such membership lists may be used for the advancement of fraternal endeavors, subject to the conditions of Chapter II, Section 5 A (26) of this Code.
  - (c) Pursuant to federal, state, provincial or territorial civil law, any membership list leased, bartered, or otherwise used for any purpose other than fraternal, shall reveal only the name and mailing address of the individual member.
- (2) All who have "Trust" property under their care and custody shall hold

said property in trust for and on behalf of the governing body for whom they hold the said "Trust" property.

- (3) Accretions and property added to the "Trust Property" shall become "Trust Property".
- (4) Powers and Duties of those who hold "Trust" property in their charge:
  - (a) To receive, hold, manage, care and retain any property or surplus thereof, whether consisting of stocks, bonds, other securities, and participation's in common trust funds, or any other type of personal or real property.
  - (b) To invest and re-invest in any property whether consisting of stocks, bonds, other securities, common trust funds, or any other type of personal or real property.
  - (c) To collect, receive and receipt for rents, issues, interest, dividends, income and profits from the property held in trust.
  - (d) To sell publicly or privately for cash or on time, or partly in cash and partly on time, personal property held in trust, and to make proper deliveries, assignments and conveyances incident to such sale or sales.
  - (e) To lease real property held in trust or any part thereof by leases to commence at present or in the future, and upon any terms, and for any period of time; to renew or extend leases, to amend, change or modify the terms and provisions of any leases, to consent to the assignment, to contract to make leases and to grant options to lease and renew leases.
  - (f) To borrow money and pledge, mortgage or otherwise encumber any trust asset as security therefore.
  - (g) To improve, develop, manage, protect and subdivide real estate held in trust; to construct, alter or repair buildings or structures on real estate; to settle boundary lines, easements, and other rights in respect to real estate.
  - (h) To pay, compromise, adjust, submit to arbitration, sue on or defend, sell, or release any claims of the trust against others, or of others against the trust, and to make any payments in connection therewith.
  - (i) To employ investment counsel, custodians of trust property, brokers, agents, accountants and attorneys and to pay reasonable compensation for the services thereof.
  - (j) To disburse derived income from the trust for operating lodge expenses and fraternal projects.
  - (k) To distribute the property held in trust upon demand by the proper authorities.
  - (l) To execute and deliver any and all instruments in writing to carry out any of the foregoing powers.
  - (m) To perform any and all acts allowed under applicable federal, state,



## CHAPTER XXV

## RITUALS AND ALBUMS

**SEC. 1. In general.****A. Rituals – Custody – Use.**

- (1) Custody. The rituals are the property of The Sovereign Grand Lodge and are placed in the custody of the component bodies through the Grand Body having legislative authority.
- (2) Number. Each Component Body shall possess a minimum of four (4) Rituals (or such minimum in excess of four (4) as required by Jurisdictional Order), but may possess as many in excess of this minimum number as may be needed by each individual Component Body.
- (3) Responsibility. The component body is responsible for rituals placed in its custody and cannot dispose of them except as authorized by the Grand Body or The Sovereign Grand Lodge.
- (4) Study. The presiding officer of a component body may permit a qualified member to take a ritual from the Lodge room for study, taking a receipt thereof and recording it in the minutes or record book.
- (5) <sup>22</sup>Revisions.
  - (a) Rituals, or portions thereof, may be revised by Resolution at any Annual Session of The Sovereign Grand Lodge, but only in closed session of The Sovereign Grand Lodge and the Resolution must lay over for one (1) year before action can be taken. The Resolution is to be printed in the Daily Journal, but no portion of the Ritual or its changes are to be printed in the Daily Journal. Any certified Grand Representative may request and be given a copy of the Resolution and the Ritual and/or its changes for review between Annual Sessions of The Sovereign Grand Lodge. The Ritual and/or its changes are to be put on computer and shown on a screen in Closed Session at The Sovereign Grand Lodge at the time that the Resolution is being considered. Resolutions having been laid over for one year to amend the Rituals shall be acted upon no later than the close of session on Thursday, or they shall lay over to the following year. The Resolution can be adopted by an affirmative vote of three-fourths (3/4) of the Grand Representatives present. If a partial revision is made, only the pages required shall be printed and inserted. Revisions shall take effect immediately upon passage. Rituals shall be printed using a print-on-demand service as needed to fulfill orders.



- (i) <sup>05</sup>A copy of the Resolution and ritual and/or its changes will be submitted to a qualified member of the International Council, as soon as possible after presentation to The Sovereign Grand Lodge, for review and recommendation of the International Council.
  - (b) At the close of Sessions, the Committee on Ritualistic Work shall present to the Sovereign Grand Secretary the adopted changes in the Work of the Order. At which time the Sovereign Grand Secretary will prepare the proof copies.
  - (c) <sup>22</sup>Proof copies of all Rituals and Ritual page revisions shall be submitted to the Chairman of the Committee on Ritualistic Work and the appropriate committee of other Degrees for review within four (4) months after the close of Session at which they were adopted. New Rituals shall be made available to the cognizant grand bodies within six (6) months at the end of the Session at which the revisions were adopted.
- B. Album – Custody – Use.
- (1) A printed book containing photographs of demonstrations and the Unwritten Work of the Order shall be the only Official Album.
  - (2) Each Grand Body shall have in its custody at least two (2) [but may have an additional copy for a total of three (3)] copies of the Album of Unwritten Work and Demonstration Photographs relating to the Grand Body.
  - (3) Each Grand Body shall have in its custody at least two (2) (but may have additional) copies of the Album of the Unwritten Work and Demonstration Photographs relating to the components of the Grand Body.
  - (4) The secretarial officer of the Grand Body shall each be responsible for all albums. An annual accountability report shall be submitted to the Grand Body. Responsibility for albums in Grand Junior Lodges and Theta Rho Assemblies shall vest in the Chairperson of the Joint Youth Committee of each Jurisdiction.

**SEC. 2. Historical Rituals and Documents.**

- A. Rituals of any branch or unit of the Order issued by The Sovereign Grand Lodge or its predecessor, the Grand Lodge of the United States, which have been superseded by more recent editions or revisions, or which are no longer published or issued by The Sovereign Grand Lodge, are hereby defined as Historical Rituals of the Order.
- B. All other publications issued by The Sovereign Grand Lodge or its predecessor, the Grand Lodge of the United States, which have been superseded by more recent editions or revisions, which are no longer published or issued by The Sovereign Grand Lodge, are hereby defined as Historical Documents of the Order.

- C. The Sovereign Grand Lodge hereby authorizes Grand Bodies, Subordinate Bodies, or members of the Order, to republish Historical Documents of the Order, with the following stipulations:
- (1) Adoption of Resolution authorizing the reprint of a Historical document.
    - (a) Historical Documents are to be used for educational and historical purposes only.
    - (b) No part of the unwritten work of any Branch of the Order shall be included.
    - (c) Three (3) copies shall be provided to The Sovereign Grand Lodge without charge.
    - (d) <sup>23</sup>No Historical Document or Ritual shall be used for the conduct of any meeting or to confer any degree upon any applicant, candidate, or member.
- D. The Sovereign Grand Lodge hereby authorizes Grand or Subordinate Bodies of any Branch of the Order, or members in good standing of said Branch, to republish Historical Rituals of the Order, subject to all of the above stipulations, as well as the following:
- (1) Adoption of Resolution authorizing the reprint of the Ritual.
    - (a) Such Ritual may only be republished by a Grand or Subordinate Body, or a member in good standing, of the Branch for which the Historical Ritual was originally issued.
    - (b) Such Ritual may only be sold or distributed to Grand Bodies, Subordinate Bodies, or members in good standing, of the Branch for which the Historical Ritual was originally issued.
- E. No part of this section shall apply to rituals or documents relating to the Order, which were not published or issued by The Sovereign Grand Lodge.

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RITUALS & ALBUMS

## CHAPTER XXVI

## PASSWORD – VISITATION

**SEC. 1. Selected.**

## A. Passwords.

- (1) <sup>22</sup>By Whom. On or before November 1, the Sovereign Grand Master shall communicate to the Sovereign Grand Secretary the Annual Traveling Pass Word (A.T.P.W.) and explanation to be used by Odd Fellows lodges and encampments; the Annual Pass Word (A.P.W.) to be used by Rebekah lodges, and Theta Rho Girls' Clubs; the Countersign to be used by cantons, and Annual Pass Words (A.P.W.) for Ladies Encampment Auxiliary (L.E.A.), and the Annual Word (A.W.) for the Junior Lodges.
- (2) Effective Date. These passwords shall be in force from January 1 to December 31.
- (3) How Communicated. The Sovereign Grand Secretary shall communicate the words selected to all District Deputy Sovereign Grand Masters, Grand Secretaries, Grand Scribes, Department Adjutants or Special Aides, and Grand Secretaries of the Independent Grand Jurisdictions in cipher on or before December 1.
- (4) Language Used. The A.T.P.W. and A.P.W. shall be of the English language and shall not be translated, spoken, written, or spelled in any other language.
- (5) Who Entitled-How Received. The executive or presiding officer of each Grand Body is entitled to the Annual Word belonging to such Grand Body. The officer receiving the word or words from the Sovereign Grand Secretary will communicate or transmit it or them to all officers and deputies entitled thereto. The District Deputies or comparable officer shall communicate the appropriate word to the two (2) highest officers of the component body. The presiding officer of each component shall communicate the word to the members entitled to it.

## B. Term Password, Check Word.

- (1) <sup>22</sup>Grand Bodies having chartering authority shall provide for the selection of the term words to be used by the Component Bodies thereof. The Grand Master shall select the term password for Odd Fellows Lodges, and unless otherwise provided, for Junior Lodges, United Youth Groups, Rebekah Lodges and Theta Rho Girls' Clubs. The Grand Patriarch shall select the check password for Encampments, and unless otherwise provided, for Ladies Encampment Auxiliaries. The Department Commander shall select the Department Check for Cantons.

- (a) For those areas, provinces, regions, states, or territories that do not have a grand body, the Sovereign Grand Master shall select the appropriate word for the term.
- (2) Changed at Intervals. Grand Bodies may provide that the words be changed for the term of the Grand Body or for the term or terms of its component bodies.
- (3) Who Entitled To. Members of any component of the Order in good standing are entitled to receive the password pertaining thereto.
- (4) Reports Required. Grand Bodies may withhold all passwords from their components until all reports are made and all charges paid.
- (5) <sup>22</sup>By Whom Communicated. The Term Password, Check Password, Department Check, as the case may be, shall be communicated to the first two (2) officers of the proper component by the installing officer and then to the qualified members by the presiding officer.

**SEC. 2. Visiting.**

**A. Right To Visit.**

- (1) Own Lodge. Members of all components of the Order have the right to attend the sessions of the respective bodies unless suspended.
- (2) Own Jurisdiction. Members of a component body of the Order have the right to visit any other unit of the same component in the jurisdiction if in possession of the proper password or an Official Certificate showing dues paid to date.
- (3) Other Jurisdictions. Members of a component body are entitled to visit any unit of the same component in any other jurisdiction if they possess the qualifications for membership in the component of that jurisdiction, prove proficiency, can show good standing, and are in possession of the A.T.P.W., A.P.W., or Countersign.
- (4) Other Conditions. A member in possession of an Official Certificate showing dues paid in advance, or in possession of a Withdrawal Card, issued in the current year, may visit in another jurisdiction if not in possession of the A.T.P.W., A.P.W., or Countersign. A member may receive the A.T.P.W., A.P.W., or Countersign on presentation of an order for same from the presiding officer of the component attested by the secretarial officer or on the presentation of an Official Certificate showing dues paid in advance.
- (5) Visiting as a Body. Either of the first two (2) officers of a component body may be examined and vouch for all members visiting as a body.
- (6) Introduced by Proper Officer. A member of a component body may visit a unit of the same component in another jurisdiction without examination if introduced by a Grand Representative or elected officer

of the Grand Body of the jurisdiction which visiting if the presiding officer of the unit is satisfied that the person is a Grand Representative or an elective officer of the Grand Body.

- (7) Visiting Grand Bodies. A qualified member may visit any Grand Body upon proof of qualifications and good standing.

B. <sup>09</sup>Manchester Unity.

- (1) Agreement. It has been mutually agreed between the Manchester Unity Independent Order of Odd Fellows and The Sovereign Grand Lodge, Independent Order of Odd Fellows, that initiated members of each Order shall have the right to visit lodges of the other Order, provided certain regulations are followed.
- (2) Requirements to visit.
  - (a) Manchester Unity Lodges. Members of the American Order (Willey Odd Fellowship) – Odd Fellows Lodges wishing to visit Regular Lodges of the Manchester Unity must be in possession of an Official Certificate showing dues paid in advance, the Inter-fraternal Password and the Inter-fraternal Sign.
  - (b) Odd Fellows Lodges of The Sovereign Grand Lodge. Members of Manchester Unity Regular Lodges wishing to visit lodges of The Sovereign Grand Lodge must be in possession of a current Inter-fraternal Visiting Certificate showing that the member has been at least Initiated into a Regular Lodge, the Inter-fraternal Password and the Inter-fraternal Sign.
- (3) Regulations. Members of the Manchester Unity may visit Odd Fellows Lodges, but they must retire when the lodge is about to confer a Degree. The use of Passwords and Signs is suspended during their visitation.
- (4) Inter-fraternal Password. A word in the English language shall be selected as mutually agreed upon by both Orders. The Secretaries shall transmit the word in the same manner and to the same officer to whom Annual Passwords are given.
  - (a) To Whom Given. The Inter-fraternal Password shall be communicated to the same officers who receive the Annual Traveling Password.
  - (b) Members Entitled. On presenting an Official Certificate to the Noble Grand showing dues paid in advance, a member of an Odd Fellows Lodge may receive the Inter-fraternal Password.
- (5) Inter-fraternal Visitation Certificate. The Inter-fraternal Visitation Certificate shall be the form, which was mutually agreed upon by The Sovereign Grand Lodge and the Manchester Unity to be used by Regular Lodges of the Manchester Unity for members, who have at least been Initiated, and desire to visit Lodges of The Sovereign Grand Lodge. It must show that the member has at least been Initiated and is

a member of a Regular Lodge.

- (6) Examination. When a member of the Manchester Unity desires to visit an Odd Fellows Lodge, he or she shall place an Inter-fraternal Visitation Certificate in the hands of the Outside Guardian who shall admit the member to the anteroom and place the Certificate before the Lodge. The Noble Grand shall appoint an examining committee of three members who shall proceed to the anteroom and greet the brother or sister. After satisfying themselves that the person is a member and entitled to visit the Lodge, they shall escort the member into the Lodge and introduce him or her to the membership.

## CHAPTER XXVII

## CARDS AND CERTIFICATES

*SEC. 1. General.*

## A. Forms.

- (1) Authority To Print and Furnish. The cards, certificates, and other forms authorized and provided for in this Code shall be in the form adopted by The Sovereign Grand Lodge.
- (2) Highest Rank. All cards and certificates shall show the highest rank the holder has attained in the unit issuing it including the rank of Grand Representative or Past Grand Representative.

## B. Withdrawal Cards.

- (1) Purpose. A member in good standing desiring to discontinue membership in a unit of the Order and preserve evidence of affiliation may apply for a withdrawal card.
- (2) Used Exclusively. The form of withdrawal cards prescribed by the Book of Specifications shall be used exclusively throughout the jurisdiction of The Sovereign Grand Lodge. The Sovereign Grand Secretary may make changes in the wording of cards to conform to the charters and laws of Independent Jurisdictions.
- (3) Amendments Illegal. No Grand or component body or member may alter a withdrawal card.
- (4) Execution. The withdrawal card shall be signed by the presiding officer and attested by the secretarial officer of the unit issuing it with seal affixed.
- (5) Holder. The holder of the card must sign on the margin and shall receive the A.T.P.W. or A.P.W.
- (6) Absent Member. When a member cannot receive the A.T.P.W. or A.P.W. in person because of absence, presiding and secretarial officers shall send an order for the A.T.P.W. or A.P.W. to the presiding officer of the unit visited. It is the duty of the officer receiving the order to comply therewith and, upon communicating the word, require the member to sign the card.
- (7) Forgetting Word. If the holder forgets the word, the presiding officer of the unit issuing it or the officer to which the order was presented may again communicate the word unless the card has expired.
- (8) Application Withdrawal. A member may withdraw an application for a withdrawal card prior to issuance.
- (9) Fees—How Fixed. Grand Bodies may authorize their units to prescribe an administrative fee for a withdrawal card.
- (10) How Granted. A withdrawal card shall be granted upon request from a member in good standing; ensuring sufficient dues have been



collected to cover the period that the withdrawal card is in effect.

- (11) Not Bargained For. No withdrawal card shall be issued for any bargain, promise, or agreement.
- (12) Not Declared Void. A withdrawal card on which membership has been obtained cannot be voided.
- (13) Rights. The holder of a withdrawal card shall remain a member, though not affiliated, for one (1) year from issue but is not entitled to benefits. Holder has the right to join in a petition for a new unit and become a charter member. The holder of a card from an Odd Fellows lodge cannot join in a petition for an encampment or Rebekah lodge.
- (14) Not Required To Admit. A component is not required to receive back into membership one who has withdrawn from the unit or admit the holder of a card issued by another unit. The application for admission by card is governed by provisions of this code.
- (15) Status of Holder. When an Odd Fellow takes a withdrawal card, the member's standing in other components is not affected until expiration. The member is automatically suspended if the withdrawal card is not deposited within one year.
- (16) Not Entitled To. The holder of an unexpired card from a lodge cannot apply for membership in an Encampment or Rebekah lodge. However, if the member has already been elected to membership the lodge may confer the degrees.
- (17) Expired—Rights. The holder of a card must deposit it within one (1) year from date to retain continuity of membership. After one (1) year the card may be used to regain membership and when admitted the member will be entitled to the rank shown and full privileges of membership.
- (18) How Regained. If the card is deposited within one (1) year from date of issuance, membership is continuous and retained in all other components. Failure to so deposit said card will terminate membership in said component.
- (19) Duplicate. If a card is lost or destroyed a duplicate may be issued. The duplicate may be issued by the Grand Body if the component is defunct. Cards cannot be established or renewed by endorsement.
- (20) Remain With Body. When a member is elected the withdrawal card remains with the unit but must be returned to the holder if rejected.
- (21) Benefits. If a member whose dues are paid ninety (90) days in advance dies after taking a withdrawal card to join in a petition for a new lodge, the beneficiaries are entitled to the same benefits as if no card had been granted.
- (22) Rights of Officers.
  - (a) The granting of a withdrawal card to an officer of The Sovereign Grand Lodge, a Grand Representative thereto or an officer of any

Grand Body does not affect the official standing of such officer, rights of office, or relief of official obligations for three (3) months after the date of the card. If a card is not deposited within three (3) months, the office becomes vacant.

- (b) The granting of a withdrawal card to an officer of a Component Body shall vacate the office and the holder shall not be entitled to the honors of the office held at the time the card was granted.

(23) Life Member. A life member taking a withdrawal card and failing to deposit it within one (1) year forfeits membership and is entitled to a return of the unearned portion of the fee as provided by the law of the jurisdiction.

C. Transfer Certificates.

(1) Procedure. Lodge as used herein means any component unit of the Order. A member may transfer from one (1) lodge to another as follows:

- (a) If not under charges and dues are paid ninety (90) days in advance.
- (b) Signs petition for membership in lodge to which the member wishes to transfer and attaches official certificate and fee as determined by the Grand Body.
- (c) Lodge receiving petition investigates and ballots. Returns fee, petition, and certificate if not elected. If elected, secretary of new lodge notifies secretary of old lodge sending the fee and requesting a transfer certificate.
- (d) Secretary of old lodge sends transfer certificate to secretary of new lodge properly signed and sealed, without action of lodge.
- (e) When the secretary of the new lodge receives the certificate, notification will be sent to the member to attend and complete transfer by signing members' register, which terminates membership in old lodge.
- (f) Secretary of new lodge shall immediately fill out, detach, and mail the certification from the transfer certificate to secretary of old lodge who shall then refund to the new lodge any dues paid in advance of date shown.
- (g) If member fails to sign members' register of new lodge within ninety (90) days the certificate is void and membership continues in old lodge.
- (h) Lodges paying sick or funeral benefits may charge an admission fee.
- (i) Members may transfer as beneficial or non-beneficial but the right to benefits in the new lodge is governed by its by-laws.
- (j) Transfers between lodges of Independent Jurisdictions and lodges under direct supervision of The Sovereign Grand Lodge or other Grand Bodies shall be governed by the preceding sections.

(2) Refugees. When a transfer cannot be obtained because of political

conditions or lack of communication, a member may establish membership by Official Certificate or other documentary evidence and by passing a satisfactory examination in the work of the Order. After approval of membership the refugee may be admitted by transfer.

D. Official Certificates.

- (1) Receipt. A member shall receive an Official Certificate for payment of dues and assessment in full or any part thereof and be entitled to the A.T.P.W. or A.P.W. This Certificate shall be the only legal receipt for dues and other charges in each Component Body and its use is required by all Lodges, Rebekah Lodges, Encampments, Cantons, Auxiliaries, and Clubs. It is a proper credential for visiting in all Jurisdictions. Its use is limited to the date to which dues are shown to be paid. The holder shall prove identity and good standing in the manner prescribed by the Laws of the Order and upon such proof; the presiding officer of the component visited is authorized to communicate the A.T.P.W. or A.P.W. If the visitor is a member of the Jurisdiction visited, the presiding officer shall also communicate the password of the current term.
- (2) How Executed. The Official Certificate shall be signed by the officer authorized to receive and receipt for dues and assessments with seal affixed. It shall be on forms provided by The Sovereign Grand Lodge.
- (3) Different Colors. The color of the certificates shall be of a different color for each component. Color, style or type, and wording shall be as adopted by The Sovereign Grand Lodge.
- (4) Holder May Visit. A member in good standing, showing proficiency, may visit a unit of the same component in any jurisdiction under The Sovereign Grand Lodge on the Official Certificate.
- (5) No Benefits. A holder is not entitled to benefits without explicit instructions from the issuing component.
- (6) Suspended for Cause. A member of a local unit suspended for cause, paying dues or assessments and demanding an Official Certificate, shall be issued one stating on the face the fact of suspension in the following form: "The holder of this certificate is under suspension for cause until the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_."
- (7) Suspension of body. When a local unit is suspended or voluntarily surrenders its charter, all Official Certificates issued by it shall be void.
- (8) Independent Grand Jurisdictions. The Official Certificate may be printed by these jurisdictions in their language for their use provided a copy is filed with the Sovereign Grand Secretary.
- (9) Life Membership Cards. These cards shall be accepted as an Official Certificate if issued under authority of The Sovereign Grand Lodge.

E. Dismissal Certificates.

- (1) Form—Use. The Dismissal Certificate shall be in the form provided

by The Sovereign Grand Lodge. It shall be used by all components to issue to former members who have been suspended for nonpayment of dues, upon request and payment of the fee. The secretarial officer shall issue the certificate without action of the component unless charges are pending. A duplicate may be issued for a lost or destroyed certificate.

F. Card for Defunct Bodies.

- (1) <sup>08</sup>Grand Body Withdrawal Card. When a component unit becomes defunct, its members having been transferred to the Grand Jurisdictional Lodge, and a member of the Grand Jurisdictional Lodge requests a Withdrawal Card, then the presiding and secretarial officers of the Grand Body shall issue a Withdrawal Card to each member making application if dues are paid to date. The card shall show rank of the member and be valid for one (1) year.
- (2) Grand Body Dismissal. A member dropped for nonpayment of dues prior to the component becoming defunct, against whom no charges are pending, may apply for and receive a Dismissal Certificate from the Grand Body.
- (3) Defunct Certificates. A Defunct Certificate may be issued on application to a member of a defunct component who is not entitled to a Withdrawal Card.
- (4) How Executed. All cards for defunct components shall be signed by the presiding and secretarial officers of the Grand Body and may be used to acquire membership in the component.
- (5) Books Lost—Destroyed. When the books and records of a defunct unit have been lost or destroyed the presiding and secretarial officers of the Grand Body may issue the card or certificate to which the member is entitled, upon application and proof of membership satisfactory to them. The Sovereign Grand Master and Sovereign Grand Secretary have the same authority for a member of a component under The Sovereign Grand Lodge.

G. Miscellaneous Certificates.

- (1) May Be Issued. A component may issue a certificate in keeping with the fraternal purposes and obligations of Odd Fellowship if not restricted by The Sovereign Grand Lodge.
- (2) Resignation. A member who has severed membership by written resignation is entitled to receive a Certificate of Resignation under seal showing membership and rank upon payment of the prescribed fee. If the component becomes defunct the secretary of the Grand Body may issue the certificate.

H. Honorable Discharge Certificates.

- (1) <sup>22</sup>Purpose. For a member in good standing of a Canton to discontinue membership and preserve evidence of affiliation.

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CARDS & CERTIFICATES

SEC. 1

- (2) The provisions of Withdrawal Cards under Section 1 B shall apply to the Honorable Discharge Certificate wherever applicable.

## CHAPTER XXVIII

EMBLEMS, REGALIA, JEWELS, BUTTONS, PINS, RINGS,  
FLAGS AND THEIR USES.**SEC. 1. Emblems.**

- A. <sup>14</sup>Definition. The official emblems of the Order, “The Three Links”, the words “Friendship, Love, and Truth”, “F.L.T.”, “Odd Fellows & Rebekahs” (USA registration: 4,459,220), “Independent Order of Odd Fellows” (USA registration: 4,459,221), and all titles, symbols, and devices which are used in the degrees and ceremonies of every component of the Order when approved by The Sovereign Grand Lodge.
- (1) <sup>14</sup>The official three links of the Order shall be that as set forth in the Book of Specifications. (USA registration: 4,469,683)
- (a) The official three links shall be of the proportion – one and three-fourths inch (1  $\frac{3}{4}$ ”) outside length – one and three-eighths inch (1  $\frac{3}{8}$ ”) inside length by fifteen-sixteenths inch (15/16”) outside width – nine-sixteenths inch (9/16”) inside width. The central link shall be dominant, appearing to insert over the outer two links. The center of the links shall be on a four and one-half inch (4  $\frac{1}{2}$ ”) radius with the outer (outside) two links centered fifteen degrees (15°) from center of the center link.
- (b) The official ‘three links’ shall be used on all printed matter of The Sovereign Grand Lodge and its ancillary programs.
- (c) The official ‘three links’ shall be proportionately incorporated into any new die work created for regalia, jewels, rings, pins, et cetera.
- B. Entitled To Use. Members, components, and publications of the Order may use the emblems for the benefit of the Order but not for personal gain and on special occasions when approved by the Sovereign Grand Master.
- <sup>14</sup>(1) Members, components, and publications and such other entities that may be using the official emblems of the Order shall be subject to audit and examination of their books, documents, papers, publications, tangible property, etc. that may be deemed necessary from time to time. Failure to comply with review shall be cause for litigation.
- C. Other Uses. A Grand Body may permit components under it to organize athletic, or educational teams or groups, or permit them to form teams or groups with other components and use the emblems.
- (1) Unattached Units. The provisions of the foregoing section apply to components under the immediate jurisdiction of The Sovereign Grand Lodge when permission is obtained from the Sovereign Grand Master.
- <sup>14</sup>D. Violations.
- (1) A member, component, or publication of the Order violating the

foregoing sections or unlawfully using the emblems is guilty of conduct unbecoming an Odd Fellow and shall be tried and punished for the offense.

- (2) Those in violation shall be challenged by The Sovereign Grand Lodge and subject to the provisions of Chapter XXXVIII.

**SEC. 2. Regalia.**

- A. Collars, sashes, robes, uniforms, badges, and jewels for officers and members of each component of the Order shall be such as are adopted by The Sovereign Grand Lodge.
- B. <sup>22</sup>Colors. Colors have special significance in Odd Fellowship and are used officially in the degree to denote rank. The official colors are:
  - (1) Odd Fellows Lodges – White, Pink, Blue, and Scarlet.
  - (2) Rebekah Lodges – Pink and Green.
  - (3) Encampments – Black, Yellow, and Royal Purple.
  - (4) Ladies Encampment Auxiliaries – Purple and Gold.
  - (5) Patriarchs Militant – Black, Scarlet, Purple, and Gold.
  - (6) Junior Lodges – Dark Blue and Silver.
  - (7) Theta Rho Girls' Clubs – Yale Blue and Light Peach.
  - (8) <sup>12</sup>United Youth Group – Yellow and Black

**SEC. 3. Jewels.**

- A. General.
  - (1) Officers and Members. Officers and members of all components shall wear the regalia prescribed by The Sovereign Grand Lodge.
  - (2) Worn for Regalia. All jewels authorized by and procured from The Sovereign Grand Lodge may be worn in lieu of regalia when not occupying an office.
    - (a) Jewels may be worn in conjunction with regalia.
    - (b) Jewel of the Order: An authorized Badge or Medal of fraternal significance, worn to indicate office, honors of office, service in the Order, or in recognition for some special achievement, which may be worn in lieu of regalia when not occupying an official station in a lodge, encampment, auxiliary or club.
  - (3) Gift – Bequest – Inheritance. Any jewel acquired by gift, bequest or inheritance may be worn by a member entitled to same. Those jewels requiring registration shall be recorded by the proper officer.
  - (4) <sup>05</sup>The Grand Decoration of Chivalry or Decoration of Chivalry will be worn over the left breast in the senior position on the Patriarchs Militant uniform or civilian dress.
- B. Veteran Jewels. Three classes – Honorable Veteran, Veteran and Non-Continuous Membership.

- (1) Odd Fellows Veteran Jewel. A member with twenty-five (25) or more consecutive years of good standing in an Odd Fellows Lodge is entitled to wear this jewel.
  - (a) <sup>19</sup>Brothers who have held membership in the Junior Lodge or United Youth Group just prior to joining the Odd Fellows Lodge may count years of service towards the veteran jewel.
  - (b) <sup>18</sup>Members who have previously held membership in a Rebekah Lodge, which has closed, and the member joins an Odd Fellows Lodge rather than the Jurisdictional Rebekah Lodge, may count years of Rebekah Service in the Odd Fellows Lodge.
  - (c) <sup>24</sup>Members who have previously held membership in a Theta Rho Girls' Club may count years of service towards an Odd Fellows Veteran Jewel.
- (2) <sup>04</sup>Rebekah Veteran Jewel. A member with fifteen (15) or more consecutive years in a Rebekah Lodge is entitled to wear this jewel.
  - (a) <sup>19</sup>Sisters who have held membership in a Theta Rho Girls' Club or United Youth Group just prior to joining the Rebekah Lodge may count years of service towards the veteran jewel.
  - (b) <sup>18</sup>Members who have previously held membership in an Odd Fellows Lodge, which has closed, and the member joins a Rebekah Lodge rather than the Jurisdictional Lodge, may count years of Odd Fellows Service in the Rebekah Lodge.
  - (c) <sup>24</sup>Members who have previously held membership in a Junior Lodge may count years of service towards a Rebekah Veteran Jewel.
- (3) Odd Fellows and Rebekah 'Honorable Veteran Jewel'. A member with fifty (50) or more consecutive years membership in the Order is entitled to wear the respective jewel.
- (4) <sup>12</sup>Odd Fellows Non-Continuous Membership Jewel. A member with twenty-five (25) or more non-consecutive years of good standing in a Junior Lodge, United Youth Group, and/or Odd Fellow Lodge is entitled to wear this jewel.
- (5) <sup>12</sup>Rebekah Non-Continuous Membership Jewel. A member with fifteen (15) or more non-consecutive years in a Theta Rho Girls' Club, United Youth Group, and/or Rebekah Lodge is entitled to wear this jewel.
- (6) Encampment and LEA Veteran Jewel. A member with twenty-five (25) or more consecutive years membership in Patriarchal Odd Fellowship is entitled to wear the Encampment/LEA Veteran Jewel.
  - (a) <sup>18</sup>LEA Members who have previously held membership in a LEA, which has closed, and the member joins an Encampment rather than the Jurisdictional LEA, may count years of LEA Service in the Encampment.
- (7) <sup>22</sup>Patriarchs Militant Veteran Jewel. A member with five (5) or more consecutive years membership in Patriarchs Militant is entitled to wear



the Service Veteran Jewel for Patriarchs Militant. Members who have held membership in the L.A.P.M. or Cadet Corps prior to joining the PM or LAPM may count years of service towards the service jewel.

- (8) Numerals may be changed on the above jewels in five-year (5) intervals.

C. 'Meritorious Service' Jewels – Recommendations and awards.

- (1) 'Meritorious Service' Jewels are authorized and may be awarded to Brothers, Sisters, Patriarchs and Matriarchs for meritorious service performed in behalf of Odd Fellowship beyond the usual and customary duties of membership.

(a) <sup>19</sup>The jewel may be awarded to a member upon recommendation of a local unit to which the member belongs subject to the approval by vote of the Grand Body having jurisdiction at its Annual Session. Not more than one (1) award, upon recommendations of local units shall be made in any branch of the Order in a Jurisdiction in any year for this jewel for its first two hundred fifty (250) members and one for each additional two hundred fifty (250) members or major fraction thereof; providing, that at least one (1) award may be made notwithstanding this limitation. If the number of recommendations received by the Grand Body exceeds the number of awards qualified to be given, then a committee of not less than three (3) members of the Grand Body shall be appointed by the Presiding Officer to review the Resolutions submitted and report its recommendation to the Grand Body for consideration.

(b) <sup>19</sup>A Grand Body may make an award to a member who is not an elective or appointive officer upon recommendation of its officers and may make an additional award for each seven hundred fifty (750) members.

(c) All recommendations shall state the service rendered and be entered in the Journal of Proceedings. The cost of the jewel shall be borne by the recommending component. Only one (1) 'Meritorious Service' Jewel shall be awarded to a member.

- (2) The Sovereign Grand Lodge may award no more than three (3) jewels each year upon recommendation of its past elective officers present at the Session or upon Resolution by the Grand Representatives. One (1) may be awarded to a Grand Representative who has served five (5) consecutive terms and two (2) to two (2) members of the Order at large who may or may not be members of The Sovereign Grand Lodge. In each case, the Grand Representatives must approve the awards at the Regular Annual Session of The Sovereign Grand Lodge, before being presented.

- (3) The International Association of Rebekah Assemblies may award no more than three (3) jewels each year upon recommendation of its past

elective officers present at the Session or upon Resolution by the Representatives. One may be awarded to a Representative who has served five (5) consecutive terms and two (2) to two (2) members who are not members of the International Association of Rebekah Assemblies. In each case, the awards must be approved by the Representatives of the regular session of the International Association of Rebekah Assemblies, before being presented.

- D. <sup>06</sup>Odd Fellows/Rebekah Merit Jewel – Recommendations and Awards.
- (1) “Odd Fellows/Rebekah Merit Jewels” are authorized and awarded to a Brother or Sister for outstanding or exceptional service performed by a member on behalf of the Lodge.
    - (a) It can be a lodge-sponsored activity, or some outside activity in the community, having particular benefit to the lodge of membership.
    - (b) There is no limit on the number of Merit Jewels that can be awarded by a Lodge.
  - (2) All recommendations shall state the service rendered and be entered on the minutes. The cost of the Jewel shall be borne by the recommending component. Only one (1) Merit Jewel may be awarded to a member.

**SEC. 4. Buttons, Pins and Rings.**

- A. General. The distribution of and qualification for possession of buttons, pins, rings and other miscellaneous emblems, which is not otherwise provided for, shall be in accordance with the rules and procedures prescribed by The Sovereign Grand Lodge as set forth in the Book of Specifications.
- (1) There are various membership buttons and pins available to the membership, of which an Odd Fellow and Rebekah button showing years of membership in multiples of five (5) years is one such item.

**SEC. 5. Flags.**

- A. The Independent Order of Odd Fellows Flag. The official flag of the Order shall be of the size, colors and design shown in the Book of Specifications and on display in the office of the Sovereign Grand Secretary.
- B. To be used by all Units. All Units are encouraged to use the official flag; provided, however, Units of the Order may adopt any additional distinctive banner(s) as they may prescribe.
- C. Shall be displayed. The official flag of the Order shall be displayed in a conspicuous place at all Sessions of The Sovereign Grand Lodge and at the office or headquarters of the Order.
- D. Flags of Jurisdictions. If possible, the flags of all jurisdictions where Odd Fellowship exists shall be displayed at the Annual Sessions.

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EMBLEMS, REGALIA, ETC.

## CHAPTER XXIX

## BOOK OF SPECIFICATIONS

**SEC. 1. In General.**

- A. Authorized. The Sovereign Grand Secretary is authorized to prepare and maintain a book of specifications.
- (1) To Contain. The book of specifications shall contain the specifications and descriptions of all jewels, emblems, pins, buttons, rings, paraphernalia, regalia, charts, flags, certificates, charters, and supplies of all kinds which have heretofore been contained in the Code of General Laws or that have been in general use by the Order.
  - (2) Shall Prepare. The Sovereign Grand Secretary, upon adoption per resolution, shall prepare emblems, jewels, pins, buttons, flags, paraphernalia, regalia, and other supplies as needed. When approved by The Sovereign Grand Lodge, the items shall become official and be worn or used from date of approval.
  - (3) New Items. New items are not required to be written out in the Code of Laws but when approved by The Sovereign Grand Lodge shall be entered in the Book of Specifications and produced or manufactured.
  - (4) To Be Sold. All items of supplies shown in the Book of Specifications shall be sold by the Sovereign Grand Secretary to Grand Bodies or as otherwise authorized by law.
  - (5) Catalogues. The Sovereign Grand Secretary shall prepare and distribute catalogues of supplies for sale together with price lists or prepare and distribute fliers of items.
  - (6) May Submit. Any member of the Order or any component unit may through a Grand Representative submit any idea or design.



## CHAPTER XXX

## WORDS AND PHRASES

- Active Unit:* <sup>22</sup>An Odd Fellows Lodge, Rebekah Lodge, Encampment, L.E.A., Unified Encampment, Canton, Junior Lodge, Theta Rho Girls' Club or United Youth Group that meets on a regular basis as specified in the unit's By-laws, and carries out the tenets of our Order.
- Ad Valorem Taxes:* Property held by The Sovereign Grand Lodge and its Grand Bodies and component units are subject to the state, provincial and local real property taxes applicable in the jurisdiction in which the real property is located.
- Affirmation:* A solemn declaration made under the penalties of perjury, by a person who for some reason cannot take an oath. (Non-members who serve as witnesses in trials of the Order may be required to give affirmation of the truth of their testimony in lieu of the specified oaths.)
- Amendment:* A formal alteration of a bill or motion.
- Award:* Refer to "Jewel of the Order."
- Assets:* Everything that is available or can be made available to pay a debt or debts such as the money, securities and other property that a unit can muster to pay its liabilities and debts such as real, personal, tangible, intellectual and intangible properties, regalia, paraphernalia, records derived, directly or indirectly, from fraternal or non-fraternal income by gift, donation, devise, bequest or otherwise, whether held directly or indirectly by The Sovereign Grand Lodge, a Grand Body, a unit or by any person, persons or entity for the benefit of The Sovereign Grand Lodge, a Grand Body or a local unit.
- Badge:* Refer to "Jewel of the Order."
- Bill:* A form or draft of a law presented to a body for action.

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- Branch:* A Grand Body and all its component units.
- Brother:* A male member of the Odd Fellows Lodge, Junior Odd Fellows Lodge or Rebekah Lodge.
- By-law:* Regulation for procedure to conduct business.
- Cause or  
For Cause:* Failure to operate within the authority granted in the Charter or Warrant empowering a Grand Body or component unit to operate or operating contrary to the Code.
- Charter:* An act of The Sovereign Grand Lodge or Grand Body creating, naming and authorizing a local unit, giving it a name and authorizing it to exist. The document issued by The Sovereign Grand Lodge or Grand Body to a unit; or, an instrument executed with form and solemnity bestowing rights and privileges and issued by The Sovereign Grand Lodge to a Grand Body or local unit or by a Grand Body to a local unit.
- Charter Member:* A qualified petitioning member who was present at the institution.
- Charter Powers:* Grand Bodies and local units shall have no power or authority except such as may be conferred upon them directly or indirectly by The Sovereign Grand Lodge.
- Chevalier:* <sup>05</sup>A member of a Canton of the Patriarchs Militant.
- Code:* The Code of General Laws of The Sovereign Grand Lodge of the Independent Order of Odd Fellows; a precise arrangement of existing laws.
- Commission:* A formal document or command – deputizing a member to perform a certain duty.
- Commission:* A document/certificate commissioning elected officers of the Patriarchs Militant.
- Component:* A component unit.

- Component Body:* A component unit.
- <sup>12</sup>*Component Unit:* A constituent group of persons having a common interest and answerable to a superior body. A Lodge, Encampment, Canton, Auxiliary, Club, or Group of the Order.
- Constitution:* A system of fundamental rules, principles and ordinances for the government of an organized body or society.
- Corporate Authority:* <sup>22</sup>The Sovereign Grand Lodge, International Association of Rebekah Assemblies, General Military Council, Grand Bodies and local units, if incorporated, chartered or patented, shall comply with applicable federal, state or provincial authority and shall conduct business as a fraternal entity as contemplated in Section 501 (c) (8) of the United States of America Internal Revenue Code and Section 149 (1) (f) of the Canadian Income Tax Act.
- Corporate Purpose:* <sup>22</sup>The Sovereign Grand Lodge, International Association of Rebekah Assemblies, General Military Council, Grand Bodies and local units, if incorporated, chartered or patented, shall operate as in United States Internal Revenue Code, Section 501 (c) (8) or equivalent tax-exempt fraternal organization and shall have as its primary purpose:  
“To support, promote and encourage the principles and purposes of the Independent Order of Odd Fellows stated in its Rituals, Creed and Valediction; to seek to elevate the character of man and to attend to the duties of visiting the sick, relieving the distressed, burying the dead and educating the orphan.”
- Dame:* A Female member of the Patriarchs Militant upon whom the Decoration of Chivalry or Grand Decoration of Chivalry has been conferred.
- Decoration of Chivalry:* A jewel and badge bestowed for distinguished service.



- Defunct:* The status of a Grand Body or a subordinate unit when it fails to function under The Sovereign Grand Lodge Code of Laws or its Charter has been Surrendered, Forfeited or Revoked for cause after proper notice and hearing.
- Defunct Charter:* The status of the Charter of a Grand Body or component unit that has ceased to operate under the provisions of its Charter or the Code.
- Degree:* A ceremony conferred upon a member exemplifying and teaching a lesson of the Order and indicating rank in a component unit or branch.
- Department:* <sup>22</sup>See Jurisdiction with regards to Department Councils.
- Dispensation:* Special exemption of a law or rule, granted by a higher authority. This exemption must not violate the laws of The Sovereign Grand Lodge.
- Dispensation:* An instrument used to institute a new unit of the Order.
- Dormant:* The status of a Grand Body or component unit that is not in compliance with its Charter or the Code of General Laws whose Charter has not been surrendered, forfeited or revoked for cause.
- Dying Declaration:* A statement made at the point of death or by a person about to die.
- Electioneering:* Campaigning for office. The term does not include a simple act of announcing an intention to stand for election or responding to a request for a statement of a candidate's qualifications.
- Emblem:* A picture or object representing one thing to the eye and another to the understanding; a painted enigma or a figure representing some obvious history, instructing us in moral truth.
- Emergency:* Urgent necessity, demanding prompt action.
- <sup>12</sup>*Emeritus:* Retired or honorably discharged from a specific office, but retaining the title of one's office or position in a

ceremonial fashion accorded by Resolution. “Officer” Emeritus is an honorary title which may allow one to advance for presentation according to jurisdictional custom; but is not entitled to Honors of the Order or the Degree where extended. (See Ritual: ...honors are given to elective Officers...)

A person holding an emeritus title who is re-elected or re-appointed to the position shall relinquish the title of emeritus during active service; i.e. Grand Secretary vs. Grand Secretary Emeritus or Grand Marshal vs. Grand Marshal Emeritus. At the end of active service, the member may re-assume the title Emeritus without due process.

*Endowment:* That which is bestowed or settled on property, fund or revenue, permanently appropriated for any purpose.

*Examining Committee:* A committee appointed by the Presiding Officer of a component unit to examine a visitor from another jurisdiction or a visitor from the same jurisdiction who is without the current password or a visitor from the Manchester Unity, to determine the identity and knowledge of the visitor and ascertain whether said visitor is in order and qualified to visit that component unit.

*Forfeit (forfeiture):* To lose the right, authority or power to hold title to property upon failing to act within the authority of a Charter or the applicable Ritual or conform to the Code – and – To involuntarily yield or render up a Charter due to failure to meet the minimum requirements to retain the same.

*Foundation:* A donation or legacy appropriated to support an institution and constituting a permanent fund, usually for a charitable purpose; a fund invested for a benevolent purpose.

*Gender:* The laws of the Order shall be construed to apply equally to all members regardless of sex. The term Brother or Sister shall be used as appropriate.

*<sup>24</sup>Good Standing:*

- (1) An individual member in any component of the Order is in Good Standing when in compliance with the following:
  - (a) When not under a trial-imposed punishment of: suspension or unpaid fine.
  - (b) When under charges but not having been suspended pending the disposition of charges in accordance with Chapter XXXVIII of the Code of General Laws.
  - (c) When paid to date for all dues, fines, and/or assessments.
  - (d) When the member's Component Unit is in good standing with its Grand Body and The Sovereign Grand Lodge.
  - (e) When the member's Grand Body / Jurisdiction is in good standing with The Sovereign Grand Lodge.
- (2) A Component Unit in any Grand Body of the Order or one under the immediate jurisdiction of The Sovereign Grand Lodge is in Good Standing when in compliance with the following:
  - (a) When its Charter is not suspended by its Grand Body or by The Sovereign Grand Lodge.
  - (b) When it has not been declared to be operating in an irregular manner by The Sovereign Grand Lodge.
  - (c) When it has paid to date all dues, fines, assessments, fees, etc. as required to its Grand Body and/or The Sovereign Grand Lodge.
  - (d) When it has submitted all reports as required to its Grand Body and/or The Sovereign Grand Lodge.
- (3) A Grand Body of the Order or other Jurisdiction under The Sovereign Grand Lodge is in Good Standing when in compliance with the following:
  - (a) When its Charter is not suspended by The Sovereign Grand Lodge.
  - (b) When it has not been declared to be operating in an irregular manner by The Sovereign Grand Lodge.
  - (c) When it has paid to date all dues, fines, assessments, fees, etc. as required to The Sovereign Grand Lodge.
  - (d) When it has submitted all reports as required

to The Sovereign Grand Lodge.

- (4) An individual member not in Good Standing, or the members of a Component Unit, Grand Body, or other Jurisdiction not in Good Standing, shall be deprived of the right to: attend meetings, receive Passwords, hold office, or visit other Units, Grand Bodies, and / or Jurisdictions of the Order.

*Grand Body:* <sup>22</sup>The Sovereign Grand Lodge, General Military Council, and International Association of Rebekah Assemblies are designated as International Grand Bodies. Other Grand Bodies are: Grand Lodge, Grand Encampment, Department Council, Rebekah Assembly, Grand Ladies Encampment Auxiliary, Grand Junior Lodge and Theta Rho Assembly.

*Grand Decoration of Chivalry:* A jewel and badge bestowed on a member of the Patriarchs Militant for extraordinary distinguished service.

*Historical Unit:* A component unit, which has historical and traditional significance.

*Hold in Trust:* The act of holding or possessing property for the benefit of others to include The Sovereign Grand Lodge, a Grand Body or a component unit and subject to strict accountability.

*Honorary Members:* Individuals who are not members of the Order, but who are otherwise eligible for membership, and who—being deserving of recognition for achievement or prominence—have been singled out by The Sovereign Grand Lodge and designated as Honorary Members.

<sup>23</sup>*Honors of Office – Past Officers:*

Odd Fellows Lodge, Rebekah Lodge, Encampment, Ladies Encampment Auxiliary, Junior Lodge, Theta Rho Girls' Club, United Youth Group and Cantons:

**Entitled to Rank—When.** Any officer of a unit who shall serve in any office therein, either elective or appointive, for a full term as hereinafter defined, or after appointment to fill a vacancy, to the end of the term, shall be entitled to the

rank and to the rights, privileges and honors conferred for faithful service in such office as hereinafter defined.

[Similarly for cantons based on the respective commission(s) and warrant(s).] *As well* [for Grand Bodies.]

(a) A new unit cannot confer the rank of a past officer upon one who has not qualified by service as provided by laws of the Order.

**Rank.** Any officer of a unit who shall complete the service prescribed in the preceding section shall be entitled to rank as a past officer of the office in which the service was performed, and to the rights and privileges of such past officer.

**What Service Necessary.** Any officer of a unit who shall serve a majority of the meeting nights of a regular term as defined meetings, and shall have continued in office until the end thereof, shall be deemed to have served a full term.

(a) What Service Necessary. Officers of units must serve a majority of meeting nights in a term and cannot include in such service of adjourned meetings.

**Units May Excuse—When.** Units of the Order shall have the right to excuse their officers from service when such officers shall be prevented from attending by illness or some other unavoidable occurrence, provided, however, an officer must have actually served a majority of the meeting nights of the term (except when elected or appointed to fill a vacancy) and until the end of the term, before they may be deemed to have served a full term in such office.

(a) **Must be Personal Illness.** To be a legal excuse for absence, the illness must be personal to the member and not among the members of their family.

(b) **Invalid Excuses.** The following by-law of a lodge under the immediate jurisdiction of the S.G.L. was disapproved: “The following shall be legal excuses for absent officers, viz.: Sickness, attending to the sick, absent from the place, engaged in the usual profession, trade or calling, unusually inclement weather, the lodge to be the judge in the last cause.” An officer is not entitled to honors unless present in the lodge-room a majority of the meeting nights of their term (unless excused for sickness).

(c) **Applicable to Terms.**

Odd Fellows Lodges selecting weekly meetings, a one-year term; the rule which requires a V.G. to become eligible to advance to N.G. to have served a majority of the meetings to be 27 (52).

Odd Fellows Lodges selecting weekly meetings, a six (6) month term; the rule which requires a V.G. to become eligible to advance to N.G. to have served a majority of the meetings to be 14 (27).

Odd Fellows Lodges and Rebekah Lodges selecting to meet twice a month, for a one-year term; the rule which requires a V.G. to become eligible to

advance to N.G. to have served a majority of the meetings to be 13 (24).  
Encampments and Cantons selecting to meet twice a month, for a one-year term; the rule which requires a H.P. or Lt. to become eligible to advance to C.P. or Captain to have served a majority of the meetings to be 13 (24).

Encampments, L.E.A. and Cantons selecting to meet once a month, for a one-year term; the rule which requires a H.P. or Lt. to become eligible to advance to C.P. or Captain to have served a majority of the meetings to be 7 (12).

**Resignation.** When an officer of a unit shall resign their office, they shall thereby forfeit the privileges and honors of the office.

(a) **Resignation Forfeits Honors, But Not Salary.** An officer of a unit who resigns after serving but a portion of the term forfeits the privileges and honors of the term, but where there is a salary attached to the office, they do not forfeit their right to the proportionate part of the salary, although the constitution the lodge provides that “a member elected to fill a vacancy is entitled to the rights, privileges and honors of the whole term.”

**Consolidation of Subordinate.** When two or more units shall consolidate during a term, the officers of the unit surrendering their charters, shall be entitled to all the honors of their respective offices.

(a) Officers of Units Consolidating—Status of. The Noble Grand and Vice Grand of a lodge having served a majority of the nights in the term and their lodge consolidating with another are entitled to the honor of Past Noble Grand and Past Vice Grand.

(b) Consolidation of Units—Status of Officers. The officers duly installed of a unit consolidating with another unit are entitled to all the honors of their respective offices.

*Impeachment:* An accusation or charge brought against another person.

*Intangible*

*Property Tax:* The Sovereign Grand Lodge and its Grand Bodies and component units are subject to state, province and local intangible property taxes applicable in the jurisdiction wherein the property is located.

*Internal Revenue Service*

*Federal Income Tax*

*Exemption Status:* Pursuant to the United States Department of the Treasury, Internal Revenue Code, Group Exemption letter 0028, dated July 12, 1940, confirmed September 25, 1995, (*the Independent Order of Odd Fellows*), The Sovereign

Grand Lodge and its units are exempt under U.S. Internal Revenue Code Section 501 (c) (8) from paying federal income taxes on revenues received as dues, fees, assessments, sale of Odd Fellow jewelry, supplies, regalia, paraphernalia, dividends, interest, payments with respect to securities loans, annuities, notional principal contracts and income received from ordinary and routine investments; **However**, an IRS Form 990-T, Exempt Organization Business Income Tax Return must be filed if gross income received from business activities unrelated to the principles and purposes of The Independent Order of Odd Fellows or from gambling activities other than bingo exceeds the sum established by the IRS.

*International Body:* See Grand Body.

*Interviewing*

*Committee:* A committee appointed to call on applicants for membership, to check their references, to determine the moral character and other qualifications of said applicant and recommend the admission or rejection of said applicants. This committee shall also determine the proficiency of applicants for admission by card in the degrees indicated on the card.

<sup>12</sup>*Jewel of the Order:* An authorized Badge or Medal of fraternal significance, worn to indicate office, honors of office, service in the Order, or in recognition for some special achievement, which may be worn in lieu of regalia when not occupying an official station in a lodge, encampment, auxiliary, club, or group.

*Journal:* Official Proceedings of The Sovereign Grand Lodge or any Grand Body.

<sup>11</sup>*Judicial Powers:* A Grand Body shall construe and interpret its laws and its decisions shall be final unless appealed. A Grand Body is best qualified to interpret its laws, which interpretation shall not be reversed unless there is a violation of justice.

A member may form an interpretation of the laws, but only the following have official authority to interpret the laws of the Order: the Noble Grand, whose rulings may be appealed to the lodge, and a District Deputy,

whose rulings must be adhered to until the will of the presiding officer of the Grand Body is known. The presiding officer's decisions must be adhered to unless reversed by the Grand Body, the Sovereign Grand Master, or The Sovereign Grand Lodge. A decision or ruling made by a Grand Body shall constitute a precedent unless subsequently it reverses its action.

- Jurisdiction:* Lawful right to exercise official authority, whether executive, legislative or judicial.
- Jurisdiction:* The State, Province, Nation, Territory, Region or any combination of the aforementioned to comprise an entity of official authority.
- Knight:* A Male member of the Patriarchs Militant upon whom the Decoration of Chivalry or Grand Decoration of Chivalry has been conferred.
- Lady:* A Sister Rebekah who is a member of a Ladies Auxiliary Patriarchs Militant or one upon whom the Decoration of Chivalry has been conferred.
- Lady:* The term of address of Dames of the Decoration of Chivalry or Grand Decoration of Chivalry.
- Local Unit:* See Component Unit.
- Malfeasance:* The performance of some injurious act, which the party had contracted not to do, or had no right to do.
- Matriarch:* A Sister Rebekah who is a member of a Ladies Encampment Auxiliary or Unified Encampment.
- Matriarch:* A Sister Odd Fellow member of the Encampment or Unified Encampment.
- Meeting:* <sup>06</sup>An assembling of members of a component unit for the purpose of conducting business and/or performing ritualistic work or for some social function.  
A. <sup>12</sup>Regular:  
(1) The meetings of Odd Fellows Lodges shall be held



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weekly, bi-weekly or semi-monthly. Terms shall be annual, except those lodges meeting weekly may have six (6) month terms. Local Units shall meet at the hour on the day specified in the Unit's By-laws.

- (2) The meetings of Rebekah Lodges shall be held weekly or semi-monthly. Terms shall be annual, except those lodges meeting weekly may have six (6) month terms. Local Units shall meet at the hour on the day specified in the Unit's By-laws.
  - (3) The meetings of Encampments and Ladies Encampment Auxiliaries shall be held monthly or semi-monthly. Terms shall be annual. Local Units shall meet at the hour on the day specified in the Unit's By-laws.
  - (4) <sup>22</sup>The meetings of Cantons shall be held monthly or semi-monthly. Terms shall be annual. Local Units shall meet at the hour on the day specified in the Unit's By-laws.
  - (5) The meetings of Junior Lodges, Theta Rho Girls' Clubs, and United Youth Groups shall be held weekly, semi-monthly or monthly. Terms shall be annual. Local Units shall meet at the hour on the day specified in the Unit's By-laws.
- B. <sup>12</sup>For units meeting more than once a month, one regular meeting a month could be conducted as a social/informal type meeting if the Grand Body so provides.
- (1) <sup>13</sup>A social meeting shall not include any Ritual and no formal business shall be conducted. The secretary shall make note of the date, location, and roll call and number of members in attendance.
- C. Regular meetings falling on legal holidays may be omitted.
- D. A Grand Body may grant a dispensation to a Local Unit enabling the Local Unit to dispense with meetings for a period not to exceed two months in a calendar year.
- E. Special Meetings may be held at which no business shall be transacted except that for which the meeting was called.
- F. <sup>11</sup>Quorum: See Chapter XXX.

<i>Misfeasance:</i>	Something that might be lawful in itself but was done in an improper manner; misuse of power.
<i>Model By-laws</i>	<sup>11</sup> A guide which may be used to write jurisdictional by-laws to conform to local, state, provincial or federal statutes.
<i>Model Constitution</i>	<sup>11</sup> A guide which may be used to write a jurisdictional constitution to conform to local, state, provincial or federal statutes.
<i>Nonfeasance:</i>	A failure to perform a duty.
<i>Oath:</i>	A solemn attestation of the truth or inviolability to what is stated.
<i>Obligation:</i>	An agreement, promise, contract, oath or affirmation by which one is bound.
<i>Password:</i>	A word to be uttered by one before being allowed to pass (or remain); a watchword; a countersign.
<i>Patriarch:</i>	A Brother Odd Fellow member of an Encampment or Unified Encampment.
<i>Per Diem:</i>	By the day.
<i>Pro Tem:</i>	For the time being, or temporary.
<i>Property:</i>	Anything that can be owned such as land, buildings, stocks, securities, jewelry, money, patents, copyrights, rights, paraphernalia, regalia, records, accounts, investments, associations, corporations, trusts, etcetera and includes the legal right to ownership of the foregoing. See also Assets.
<i>Quorum:</i>	In a Lodge, Encampment, Canton, Auxiliary, Club or Chapter, a quorum shall be five members in good standing, including one qualified to preside to conduct business. In a Grand Body a quorum shall be defined by the laws of said Grand Body.

<i>Recess:</i>	Suspension of business or procedure for a short time, a short intermission. The period between regular sessions.
<i>Regalia:</i>	An insignia, jewel, or decoration of the Order indicating rank and station, or service.
<i>Relief:</i>	<sup>07</sup> Support, alleviation, aid, help or assistance given to Odd Fellow members and their families.
<sup>16</sup> <i>Representation:</i>	(a) Grand Bodies using Representative form of voting from their units shall limit that Representative to one vote: [ <i>Proxy voting having been abolished by The SGL in 1843.</i> ] (b) All other Grand Bodies voting by Past Grands, each member shall be entitled to one (1) vote.
<sup>16</sup> <i>Representative:</i>	A member selected to represent a unit.
<i>Resolution:</i>	A procedure for presenting a matter to the body for consideration that, upon passage, will have force and effect until the earlier of the end of the term or until its purpose has been accomplished.
<i>Reversion:</i>	Interpreted as vested when used in the Constitution and By-laws of Grand Bodies and their component units or the charter or by-laws or agreement or other documents granting authority to other entities or agencies holding title or possession of their assets.
<i>Reversionary:</i>	See Reversion.
<i>Revert:</i>	See Reversion.
<i>Revoke for Cause:</i>	The act of The Sovereign Grand Lodge or a Grand Body withdrawing the name, rights, liberties and powers granted to a Grand Body or component unit upon a Tribunal's finding of failure or refusal to operate under its Charter or Warrant empowering it to exist, Rituals or unwritten work or to conform to the Constitution and Code of General Laws, Decisions or Orders of the body that issued its Charter, the Constitution and By-laws of the Grand Body that issued the Charter under which a local unit is empowered to act or the By-laws of the

component unit, or a criminal violation of federal, state, provincial or local laws, ordinances or regulations. Sometimes erroneously referred to as: 'lift,' 'take,' 'pull,' 'seize,' 'arrest,' etc.

*Ritual:* Code of primary laws, ceremonies and exercises observed by a Grand Body or Component Unit of the Order.

*Sales Tax:* The Sovereign Grand Lodge, Grand Bodies and component Units are subject to state, provincial and local taxes applicable in the jurisdiction wherein the unit is located.

*Sir:* The term of address of a Knight of the Decoration of Chivalry or Grand Decoration of Chivalry.

*Sister:* A female member of the Odd Fellows Lodge, Rebekah Lodge or Theta Rho Girls' Club.

<sup>22</sup>*Sojourner:* A Sojourner is a member who:

- (a) spends at least ninety (90) days a year in another jurisdiction; therefore, being a sojourner in the second jurisdiction; or
- (b) one who has moved to another jurisdiction; or
- (c) one who has moved more than ninety (90) miles from their home lodge; or
- (d) one who lives physically in an adjacent jurisdiction; *i.e.* the jurisdictions share a common border.

*Special Meeting:* A meeting other than a scheduled meeting, called for the purpose of transacting one or more specific stated items of business.

*Special Relief:* <sup>07</sup>Donations given to Odd Fellow organizations, national and local organizations, groups, or non-affiliated individuals.

*Subpoena:* A writ commanding the person designated in it to attend court under a penalty for failure.

*Summons:* A warning or citation to appear in court. Specifically, a written notification, signed by the proper officer, to be served on a person, and warning him to appear in court at

a day specified, to answer to the plaintiff upon the pain of judgment against the defendant for default in so doing.

*Surrender*

*a Charter:* To voluntarily yield or render up a Charter to The Sovereign Grand Lodge or the Grand Body.

*Suspend a Charter:* The act of The Sovereign Grand Lodge or Grand Body interrupting, causing to cease for a time, staying, delaying, hindering or temporarily discontinuing the authority granted a unit by Charter with an expectation to reinstate.

*Take into Custody:* The act of title to property vesting in The Sovereign Grand Lodge or Grand Body upon a Grand Body or component unit's Charter being surrendered, forfeited or revoked for cause or the Grand Body or component unit becoming defunct or bankrupt. Sometimes erroneously referred to as "reverts" or "reversion".

*Three Link*

*Fraternity:* A phrase used to describe our Order.

*Trust:*

Property held directly, indirectly, actually, impliedly, constructively or by any other fiduciary right by The Sovereign Grand Lodge, a Grand Body, a component unit, a person, corporation, association or unit for the benefit of The Sovereign Grand Lodge, a Grand Body, a unit or its members.

*'Trust' Assets:*

<sup>06</sup>All property, real or personal, of The Sovereign Grand Lodge, a component unit thereof is 'Trust' property – and – assets held in 'Trust' shall not be allowed to inure to the benefit of an individual unless the benefit is bestowed in accordance with the trust purposes stated in Chapter XXIV, Section 5 of the Code of General Laws.

*Trust Fund:*

A fund to be used for a specific purpose only.

*Trustee(s):*

<sup>11</sup>A person or persons, responsible for oversight of all property, real and/or personal, and trusts under the control and direction of, and subject to, The Sovereign Grand Lodge and all Grand Bodies and component units.

*Trustee's*

*Authority:* Trustees shall have the power, authority and right to administer property held in 'Trust' to support, promote and encourage the principles and purposes of the Independent Order of Odd Fellows stated in its Rituals, Creed, Valediction and Code of General Laws; to seek to elevate the character of man and to attend to the duties of visiting the sick, relieving the distressed, burying the dead and educating the orphan – and the powers, duties and limitations stated in Chapter XXIV, Section 5 of the Code of General Laws.

*Trustee's**Fiduciary*

*Responsibility:* The criminal, legal, pecuniary, implied, actual, direct or indirect responsibility imposed upon a person or entity entrusted with assets.

*Unit:*

See component unit.

*Vested Interest:*

An existing right or title to property that is not subject to being taken away, is complete, settled, absolute and unconditional even though the right of possession or enjoyment is held by another. An existing RIGHT or TITLE to something even though the right of POSSESSION or enjoyment may not take place until some future time.

*Vests:*

The act of a Grand Body or component unit's property inuring to or being taken in trust by The Sovereign Grand Lodge or Grand Body that issued the Charter.

*Warrant:*

A document giving authority to do something. An official certificate of appointment usually issued to an officer of lower rank than a commissioned officer.

*Warrant:*

A document issued by The Sovereign Grand Lodge or a Grand Body, which temporarily authorizes a local body to operate.

*Warrant:*

<sup>22</sup>The document used to constitute a Canton of Patriarchs Militant, Department Council, and the General Military Council, Patriarchs Militant.

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## MISCELLANEOUS

**SEC. 1. Joint Planning Board.**

## A. Appointment – Duties.

<sup>14</sup>Each Grand Body may elect or appoint in the manner prescribed by the laws of such Grand Body, representatives who may meet as needed in cooperation with other component units of the Order to determine and promote one or more uniform objectives. Such Board shall elect its chairman and secretary from its membership and a report shall be made to each unit of the Order, annually, at its session and its programs shall be supported by all components of the Order participating. Grand Bodies may appropriate for expenses for such Board. All Grand Bodies are encouraged to participate. The Grand Bodies of each jurisdiction may implement this section.

**SEC. 2. Odd Fellow Tours.** No official tour may be conducted in the name of Odd Fellowship by a member or any component of the Order which shall extend beyond the continental United States and Canada, unless an invitation is received from the responsible officers of the Order in the places to be visited, and the tour has been approved by the Sovereign Grand Master or Executive Committee. This section shall not apply to recreational tours.

**SEC. 3. Amateur Radio Network.** Grand Lodges are authorized to form amateur radio networks within the jurisdiction using the name of the Independent Order of Odd Fellows. Charters for these networks shall be issued by The Sovereign Grand Lodge and remain in the custody of the Grand Lodge.

**SEC. 4. Outstanding Person Award.** The award shall consist of a medal, plaque, or scroll devised by the Executive Committee of The Sovereign Grand Lodge and presented by the Sovereign Grand Master at the annual session to an outstanding person for services rendered to mankind. The person shall be selected by the Executive Committee and need not be a member of the Order.

**SEC. 5. Historical Bodies.** Grand Bodies may designate under appropriate circumstances, one or more of its units as “Historical Units” and shall promulgate regulations concerning operations.

A. <sup>17</sup>The Grand Representatives may from time to time propose to honor an occasion or personage by designating an Historical Lodge, which shall be administered by The Sovereign Grand Lodge.

**SEC. 6. Living Legacy Program.** There is hereby sanctioned the Living Legacy Program “Plant a Tree for One Who Comes After Me”. This program shall be administered through the Sovereign Grand Master’s office.



**SEC. 7. Grand Secretaries and Grand Scribes Association.**

The Grand Secretaries and Grand Scribes Association is recognized by The Sovereign Grand Lodge. Members of said Association, if qualified, may attend the Annual Sessions of The Sovereign Grand Lodge. The members shall be seated as a body and provided with Daily Journals, reports and other materials brought before The Sovereign Grand Lodge.

One (1) member of said Association, who is not a Grand Representative, may be designated by the Association as spokesman for said Association and may speak on any question coming before The Sovereign Grand Lodge, but shall not be entitled to vote, submit resolutions or bills. Such rights shall remain with the duly elected Grand Representatives.

**SEC. 8. <sup>12</sup>Thomas Wildey Museum.** [See also Chapter II, Sec. 6 A (28)]

A. The Thomas Wildey Museum shall be the repository of I.O.O.F. antiquities, archives, and items of interest to the membership of the Order.

- (1) The Sovereign Grand Secretary may from time to time enlist the Past Sovereign Grand Masters for counsel and advice regarding acquisitions and display.

**SEC. 9. <sup>05</sup>International Press Association.**

The International Press Association is recognized by The Sovereign Grand Lodge as the official Jurisdictional communications tool throughout the Independent Order of Odd Fellows.

The International Press Association will meet during the annual session of The Sovereign Grand Lodge as required by the International Press Association By-laws.

**SEC. 10. <sup>12</sup>International Association of Homes.**

The International Association of Homes is recognized by The Sovereign Grand Lodge.

The International Association of Homes will meet during the annual session of The Sovereign Grand Lodge as required by the By-laws of the International Association of Homes.

**SEC. 11. <sup>13</sup>Make a Difference Day.**

The third Saturday of the month of April be designated as MAKE A DIFFERENCE DAY so that lodges be encouraged to conduct a public community related project on, or around that date.

**SEC. 12. <sup>15</sup>Pasadena Tournament of Roses Parade.**

The Odd Fellows Past District Deputies Association of Los Angeles County (a nonprofit Public Benefit Corporation) shall be authorized to obtain donations from Lodges to help defray the expenses of sponsoring a float in the annual Tournament of Roses Parade at Pasadena, California to promote the Odd Fellows and Rebekahs of the Independent Order of Odd Fellows and must be at no cost nor liability to The Sovereign Grand Lodge.

## CHAPTER XXXII

## ODD FELLOWS HERITAGE DAYS

**SEC. 1. Heritage.**

## A. Memorial Day.

- (1) Named. The second Tuesday in June is designated Memorial Day.
- (2) Proclamation. The Sovereign Grand Master shall issue a proclamation 60 days prior to Memorial Day, requesting each component of the Order to meet and hold appropriate services in memory of the departed. The proclamation shall contain the names and rank of all past and present members of The Sovereign Grand Lodge who died during the preceding year.

## B. Anniversaries.

- (1) Enumerated. The commemorative days of the Order are:
  - (a) Birth of Thomas Wildey – January 15
  - (b) Birth of Schuyler Colfax – March 23
  - (c) Anniversary of the Order – April 26
  - (d) International Goodwill Days
    - To Canada – July 1
    - To United States – July 4
  - (e) Anniversary of the Rebekah Degree – September 20
  - (f) <sup>17</sup>The month of October be designated as Odd Fellows and Rebekahs Pilgrimage for Youth Month.
  - (g) Such other days as may be proclaimed by the Sovereign Grand Master.



## CHAPTER XXXIII

## DEGREES

**SEC. 1. General Provisions.**<sup>23</sup>A. Exemplification.

- (1) Authority for Degrees. Degrees of all component units are provided by The Sovereign Grand Lodge and none other shall be exemplified.
  - (2) Conferring Degrees. The degrees adopted by The Sovereign Grand Lodge shall be conferred only by component units. No degree or any part thereof including the dramatic work shall be witnessed by any person except a member.
- <sup>24</sup>(a) Grand Bodies may form degree teams for the conferral of the degrees at jurisdictional, regional, district or Lodge meetings. The Degree Team may count toward the quorum required for opening and closing a lodge.

**SEC. 2.** <sup>17</sup>Grand Lodge Degree.

- A. Fee. A Grand Lodge shall not charge a fee for the degree.
- B. Qualifications.
  - (1) The degree shall be conferred upon a Past Grand who is qualified as determined by the Grand Lodge.
  - (2) The degree shall also be conferred upon a Third (3<sup>rd</sup>) Degree Past Noble Grand who is qualified as determined by the Grand Lodge.
- C. Members of Other Jurisdictions. A Grand Lodge is authorized to confer the degree upon a member of another jurisdiction upon presentation of a certificate from the member's lodge stating that the member is a Past Grand or Past Noble Grand, together with a certificate executed by the Grand Master under the seal of the Grand Lodge authorizing it.
- D. Members of Lodges Under The Sovereign Grand Lodge. The degree may be conferred by Grand Lodges upon Past Grands and Past Noble Grands belonging to an Odd Fellows lodge under the immediate jurisdiction of The Sovereign Grand Lodge on the presentation of a certificate signed by the Sovereign Grand Master and attested by the Sovereign Grand Secretary.
- E. How Conferred. The Grand Lodge degree shall only be conferred by authorized officers while the Grand Lodge is in regular or special session, or may be conferred in an adjacent room.

**SEC. 3. Odd Fellows Lodge Degrees.**

- A. By Whom Conferred. Lodges have the right to confer the degrees and cannot be deprived of this by a Grand Lodge.

- B. Member of Another Lodge. No lodge shall confer a degree upon a member of another lodge without written request under seal.
- C. When Received. Grand Lodges may enact laws respecting the time, not less than one (1) week after receipt, when the application shall be voted upon and degrees conferred.
- D. May Authorize Dispensations. Grand Lodges may prescribe by law the time within which degrees are to be conferred and for granting dispensations to meet any emergency.
- E. Ballots-When Taken. Grand Lodges have the power to provide that ballots for the degrees be taken separately for each degree or that a ball/cube ballot for the initiatory degree shall entitle applicant to receive all the degrees if all who cast ballots are members of all degrees.
- F. Records. When a lodge takes action upon an application for admission by initiation or when any of the other degrees are conferred, the Secretary shall enter upon the record the action taken.
- G. Conferred at Special Meetings. Unless otherwise provided by the Grand Lodge, the degrees may be conferred at a called or special meeting.
- H. Lodge Cannot Be Compelled To Confer Degrees. The right to determine whether an applicant shall be initiated or shall advance in the degrees shall rest exclusively with the Lodge.
- I. New Lodge. Grand Lodges may authorize a newly instituted lodge to receive applications for membership, take action thereon, and confer the degree on the night of its institution.
- J. Proficiency. An Odd Fellows lodge shall be able to exemplify at least one (1) degree in a dignified, proper, and complete manner. Failure to do so may result in loss of its charter. Authority is hereby granted to the Executive Committee of the Grand Lodge, or if the Grand Lodge has no Executive Committee, then the Grand Master, to suspend a lodge for such violation and to take or cause to be taken into custody its charter, property and effects.

**SEC. 4.** Grand Encampment Degree.

- A. Fee. A Grand Encampment shall not charge a fee for the degree.
- B. Qualifications. The degree shall be conferred only upon a Past Chief Patriarch who is qualified as determined by the Grand Encampment.
- C. Member of Other Jurisdiction. A Grand Encampment is authorized to confer the degree upon a member of another jurisdiction on presentation of a certificate from the member's encampment showing the member to be a Past Chief Patriarch and a request in writing from the Grand Patriarch of that jurisdiction under seal.
- D. Member of Unattached Encampment. The degree may be conferred upon a Past Chief Patriarch of an encampment under the immediate jurisdiction of The Sovereign Grand Lodge on authorization of the Sovereign Grand

Master attested by the Sovereign Grand Secretary.

- E. Where Conferred and By Whom. The degree shall be conferred by the authorized officers at a regular or special session of the Grand Encampment. Jurisdictions requiring District Deputies to have the degree may authorize it to be conferred in private during recess of the annual session.

**SEC. 5.** Encampment Degree.

- A. Authority For. Encampment degrees shall be only those, which are provided by The Sovereign Grand Lodge.
- B. By Whom Conferred. Encampments have the right to confer the degrees provided for them and cannot be deprived of it by a Grand Encampment.
- C. Member of Other Encampment. An encampment may confer the degree upon a member of another encampment only on written request of the encampment under seal.
- D. When Conferred. Grand Encampments may enact laws respecting the minimum time to elapse between receipt of application, voting, and conferring the Patriarchal Degree and the time between degrees.
- E. May Authorize Dispensation. Grand Encampments may authorize dispensations for any emergency concerning applications, voting, and conferring degrees.
- F. Ballots. Grand Encampments may enact laws pertaining to balloting or allow the encampments to adopt by-laws to cover the same. If laws have not been enacted, the encampment shall receive the report of the interviewing committee and ballot the next meeting after the petition for membership is received. Degrees may be conferred at any time thereafter. Balloting for membership and for the degrees shall be in the Royal Purple Degree.
- G. Encampment Authority. The encampment shall be the sole judge of the time when a candidate shall advance from one (1) degree to the next. Degrees may be conferred at any regular or special meeting as the encampment decides.
- H. Dispensation-New Encampment. A Grand Encampment is without authority to confer encampment degrees but may authorize a newly instituted or temporary encampment to elect officers, receive petitions, appoint committees, receive the report, vote, and confer all degrees at the same meeting.

**SEC. 6.** <sup>17</sup>Rebekah Assembly Degree.

- A. Fee. A Rebekah Assembly shall not charge a fee for the degree.
- B. Qualifications.
  - (1) The degree shall be conferred upon a Past Noble Grand who is qualified as determined by the Rebekah Assembly or Grand Lodge.

- (2) The degree shall also be conferred upon a Past Grand who is qualified as determined by the Rebekah Assembly or Grand Lodge.
- C. Members of Other Jurisdictions. A Rebekah Assembly is authorized to confer the degree upon a Past Grand or Past Noble Grand of another jurisdiction upon presentation of a certificate from the Past Grand's or Past Noble Grand's lodge together with a certificate executed by the President of the Rebekah Assembly or Grand Master of the Grand Lodge if there be no Rebekah Assembly, under the seal of the Rebekah Assembly or Grand Lodge authorizing it.
- D. Members of Lodges Under The Sovereign Grand Lodge. The degree may be conferred by Rebekah Assemblies upon Past Grands and Past Noble Grands belonging to a lodge under the immediate jurisdiction of The Sovereign Grand Lodge on the presentation of a certificate signed by the Sovereign Grand Master and attested by the Sovereign Grand Secretary.
- E. How Conferred. The Rebekah Assembly degree shall only be conferred by authorized officers while the Rebekah Assembly is in regular or special session, or may be conferred in an adjacent room.
- (1) In jurisdictions in which there is no Rebekah Assembly, the Grand Lodge may confer the Rebekah Assembly Degree as noted in the Rebekah Assembly Ritual. The Grand Lodge may confer the Rebekah Assembly Degree as long as the team conferring the Rebekah Assembly Degree has previously received the Rebekah Assembly Degree.

**SEC. 7.** Rebekah Degree.

- A. By Whom Conferred. Lodges have the right to confer the degree and cannot be deprived of this by a Grand Lodge and/or Rebekah Assembly.
- B. Member of Another Lodge. No lodge shall confer a degree upon a member of another lodge without written request under seal.
- C. When Received. Grand Lodges and/or Rebekah Assemblies may enact laws respecting the time, not less than one (1) week after receipt, when the application shall be voted upon and degrees conferred.
- D. May Authorize Dispensations. Grand Lodges and/or Rebekah Assemblies may prescribe by law the time within which degrees are to be conferred and for granting dispensations to meet any emergency.
- E. Ballots. Rebekah Assemblies may enact laws pertaining to balloting or allow the lodges to adopt by-laws to cover the same. If laws have not been enacted, the lodge shall receive the report of the interviewing committee and ballot the next meeting after the petition for membership is received. The Degree may be conferred at any time thereafter. Balloting for membership and for the degrees shall be in the Rebekah Degree.
- F. Records. When a lodge takes action upon an application for admission

by initiation or when any of the other degrees are conferred, the Secretary shall enter upon the record the action taken.

- G. Conferred at Special Meetings. Unless otherwise provided by the Rebekah Assembly, the degree may be conferred at a called or special meeting.
- H. Lodge Cannot Be Compelled To Confer the Degree. The right to determine whether an applicant shall be initiated shall rest exclusively with the Lodge.
- I. New Lodge. Grand Lodges and/or Rebekah Assemblies may authorize a newly instituted lodge to receive applications for membership, take action thereon, and confer the degree on the night of its institution.
- J. Proficiency. A Rebekah lodge shall be able to exemplify the degree in a dignified, proper, and complete manner. Failure to do so may result in loss of its charter. Authority is hereby granted to the Executive Committee of the Grand Lodge and/or Rebekah Assembly, or if the Grand Lodge and/or Rebekah Assembly has no Executive Committee, then the Grand Master and/or President of the Rebekah Assembly, to suspend a lodge for such violation and to take or cause to be taken into custody its charter, property and effects.

**SEC. 8.** Grand Ladies Encampment Auxiliary Degree.

- A. Fee. A Grand Ladies Encampment Auxiliary shall not charge a fee for the degree.
- B. Qualifications. The degree shall be conferred only upon a Past Chief Matriarch who is qualified as determined by the Grand Ladies Encampment Auxiliary.
- C. Member of Other Jurisdiction. A Grand Ladies Encampment Auxiliary is authorized to confer the degree upon a member of another jurisdiction on presentation of a certificate from the member's auxiliary showing the member to be a Past Chief Matriarch and a request in writing from the Grand Patriarch or Grand Matriarch of the jurisdiction under seal.
- D. Member of Unattached Auxiliary. The degree may be conferred upon a Past Chief Matriarch of an auxiliary under the immediate jurisdiction of The Sovereign Grand Lodge on authorization of the Sovereign Grand Master attested by the Sovereign Grand Secretary.
- E. Where Conferred and By Whom. The degree shall be conferred by the authorized officers at a regular or special session of the Grand Ladies Encampment Auxiliary. Jurisdictions requiring District Deputies to have the degree may authorize it to be conferred in private during recess of the annual session.

**SEC. 9.** Ladies Encampment Auxiliary Degree.

- A. Authority For. The Ladies Encampment Auxiliary degree shall be



only that which is provided by The Sovereign Grand Lodge.

- B. By Whom Conferred. Auxiliaries have the right to confer the degree provided for them and cannot be deprived of it by a Grand Encampment.
- C. Member of Other Auxiliary. An auxiliary may confer the degree upon a member of another auxiliary only on written request of the under seal.
- D. When Conferred. Grand Encampments may enact laws respecting the minimum time to elapse between receipt of application, voting, and conferring the Degree.
- E. May Authorize Dispensation. Grand Encampments may authorize dispensations for any emergency concerning applications, voting, and conferring degrees.
- F. Ballots. Grand Encampments may enact laws pertaining to balloting or allow the auxiliary to adopt by-laws to cover the same. If laws have not been enacted, the auxiliary shall receive the report of the interviewing committee and ballot the next meeting after the petition for membership is received. The Degree may be conferred at any time thereafter.
- G. The Degree may be conferred at any regular or special meeting as the auxiliary decides.
- H. Dispensation – New Auxiliaries. A Grand Encampment and/or G.L.E.A. is without authority to confer LEA degree but may authorize a newly instituted or temporary auxiliary to elect officers, receive petitions, appoint committees, receive the report, vote, and confer the degree at the same meeting.

**SEC. 10.** Grand Junior Lodge Degree.

- A. Fee. A Grand Junior Lodge shall not charge a fee for the degree.
- B. Qualifications. The degree shall be conferred upon a Junior Lodge member who is qualified as determined by the Grand Junior Lodge.
- C. Members of Other Jurisdictions. A Grand Junior Lodge is authorized to confer the degree upon a Past Chief Ruler of another jurisdiction upon presentation of a certificate from the Past Chief Ruler's lodge together with a certificate executed by the Grand Master and/or Grand Ruler under the seal of the Grand Lodge and/or Grand Junior Lodge authorizing it.
- D. Members of Lodges Under The Sovereign Grand Lodge. The degree may be conferred by Grand Junior Lodges upon Past Chief Rulers belonging to a lodge under the immediate jurisdiction of The Sovereign Grand Lodge on the presentation of a certificate signed by the Sovereign Grand Master and attested by the Sovereign Grand Secretary.
- E. How Conferred. The Grand Junior Lodge degree shall only be conferred by authorized officers while the Grand Junior Lodge is in regular or special session, or may be conferred in an adjacent room.

**SEC. 11.** Junior Lodge Degree.

- A. By Whom Conferred. Lodges have the right to confer the degree and cannot be deprived of this by a Grand Lodge and/or Grand Junior Lodge.
- B. Member of Another Lodge. No lodge shall confer a degree upon a member of another lodge without written request under seal.
- C. When Received. Grand Lodges and/or Grand Junior Lodges may enact laws respecting the time, not less than one week after receipt, when the application shall be voted upon and the degree conferred.
- D. May Authorize Dispensations. Grand Lodges and/or Grand Junior Lodges may prescribe by law the time within which degrees are to be conferred and for granting dispensations to meet any emergency.
- E. Ballots. Grand Lodges may enact laws pertaining to balloting or allow the lodge to adopt by-laws to cover the same. If laws have not been enacted, the lodge shall receive the report of the interviewing committee and ballot the next meeting after the petition for membership is received. The Degree may be conferred at any time thereafter.
- F. Records. When a lodge takes action upon an application for admission by initiation, the Recorder shall enter upon the record the action taken.
- G. Conferred at Special Meetings. Unless otherwise provided by the Grand Lodge, the degree may be conferred at a called or special meeting.
- H. Lodge Cannot Be Compelled To Confer The Degree. The right to determine whether an applicant shall be initiated shall rest exclusively with the Lodge.
- I. New Lodge. Grand Lodges may authorize a newly instituted lodge to receive applications for membership, take action thereon, and confer the degree on the night of its institution.
- J. Proficiency. A Junior Lodge shall be able to exemplify the degree in a dignified, proper, and complete manner. Failure to do so may result in loss of its charter. Authority is hereby granted to the Executive Committee of the Grand Lodge and/or Grand Junior Lodge, or if the Grand Lodge and/or Grand Junior Lodge has no Executive Committee, then the Grand Master and/or Grand Ruler, to suspend a lodge for such violation and to take or cause to be taken into custody its charter, property and effects.

**SEC. 12.** Theta Rho Assembly Degree.

- A. Fee. A Theta Rho Assembly shall not charge a fee for the degree.
- B. Qualifications. The degree shall be conferred upon a Theta Rho Club member who is qualified as determined by the Theta Rho Assembly.
- C. Members of Other Jurisdictions. A Theta Rho Assembly is authorized to confer the degree upon a Past President of another jurisdiction upon presentation of a certificate from the Past President's club together with a

certificate executed by the President of the Rebekah Assembly and/or Theta Rho Assembly under the seal of the Rebekah Assembly authorizing it.

- D. Members of Clubs Under The Sovereign Grand Lodge. The degree may be conferred by Theta Rho Assemblies upon Past Presidents belonging to a club under the immediate jurisdiction of The Sovereign Grand Lodge on the presentation of a certificate signed by the Sovereign Grand Master and attested by the Sovereign Grand Secretary.
- E. How Conferred. The Theta Rho Assembly degree shall only be conferred by authorized officers while the Theta Rho Assembly is in regular or special session, or may be conferred in an adjacent room.

**SEC. 13.** Theta Rho Degree.

- A. By Whom Conferred. Clubs have the right to confer the degree and cannot be deprived of this by a Rebekah Assembly and/or Theta Rho Assembly.
- B. Member of Another Club. No club shall confer a degree upon a member of another club without written request under seal.
- C. When Received. Rebekah Assemblies and/or Theta Rho Assemblies may enact laws respecting the time, not less than one (1) week after receipt, when the application shall be voted upon and the degree conferred.
- D. May Authorize Dispensations. Rebekah Assemblies and/or Theta Rho Assemblies may prescribe by law the time within which the degree is to be conferred and for granting dispensations to meet any emergency.
- E. Ballots. Rebekah Assemblies may enact laws pertaining to balloting or allow the club to adopt by-laws to cover the same. If laws have not been enacted, the club shall receive the report of the interviewing committee and ballot the next meeting after the petition for membership is received. The Degree may be conferred at any time thereafter.
- F. Records. When a club takes action upon an application for admission by initiation, the Secretary shall enter upon the record the action taken.
- G. Conferred at Special Meetings. Unless otherwise provided by the Rebekah Assembly, the degree may be conferred at a called or special meeting.
- H. Club Cannot Be Compelled To Confer the Degree. The right to determine whether an applicant shall be initiated shall rest exclusively with the Club.
- I. New Club. Rebekah Assemblies may authorize a newly instituted club to receive applications for membership, take action thereon, and confer the degree on the night of its institution.
- J. Proficiency. A Theta Rho Girls' Club shall be able to exemplify the degree in a dignified, proper, and complete manner. Failure to do so may result in loss of its charter. Authority is hereby granted to the Executive

Committee of the Rebekah Assembly, or if the Rebekah Assembly has no Executive Committee, then the President of the Rebekah Assembly, to suspend a club for such violation and to take or cause to be taken into custody its charter, property and effects.

**SEC. 14.** Patriarchs Militant Degree.

- A. By Whom Conferred. Cantons have the right to confer the degree and cannot be deprived of this by a Department Council.
- B. Member of Another Canton. No Canton shall confer a degree upon a member of another Canton without written request under seal.
- C. When Received. Department Councils may enact laws respecting the time, not less than one (1) week after receipt, when the application shall be voted upon and degree conferred.
- D. May Authorize Dispensations. Department Councils may prescribe by law the time within which degree is to be conferred and for granting dispensations to meet any emergency.
- E. Ballots. Department Councils may enact laws pertaining to balloting or allow the canton to adopt by-laws to cover the same. If laws have not been enacted, the Canton shall receive the report of the interviewing committee and ballot the next meeting after the petition for membership is received. The Degree may be conferred at any time thereafter.
- F. Records. When a canton takes action upon an application for admission by muster, the Clerk shall enter upon the record the action taken.
- G. Conferred at Special Meetings. Unless otherwise provided by the Department Council, the degree may be conferred at a called or special meeting.
- H. Canton Cannot be Compelled to Confer the Degree. The right to determine whether an applicant shall be mustered shall rest exclusively with the Canton.
- I. New Canton. Department Councils may authorize a newly instituted Canton to receive applications for membership, take action thereon, and confer the degree on the night of its institution.
- J. Proficiency. A Canton shall be able to exemplify the degree in a dignified, proper, and complete manner. Failure to do so may result in loss of its Warrant. Authority is hereby granted to the Executive Committee of the Department Council, or if the Department Council has no Executive Committee, then the Department Commander, to suspend a Canton for such violation and to take or cause to be taken into custody its Warrant, property and effects.

SEC. 15 <sup>24</sup>L.A.P.M. (section deleted)

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DEGREES

## CHAPTER XXXIV

## GRAND DECORATION OF CHIVALRY

SEC. 1. **Awarded-How:**

## A. Qualifications.

- (1) It may be awarded only to a member in good standing of the Patriarchs Militant who owns and wears a full-dress uniform bearing proper insignia of rank.
- (2) The member shall have performed unusual, exceptional, meritorious, and outstanding service for Odd Fellowship.
- (3) The member shall be a person who has performed distinguished civic services in the community. Must be one who devotes much time and effort in community causes or helping needy persons other than personal family members.
- (4) The recommendation must be accompanied by letters and affidavits from persons, within or without the Order, setting forth in detail the facts which they believe qualify the nominee and an affidavit from the Captain of the Canton stating that neither the member nor a family member paid any cost of the jewel. The General Military Council is hereby empowered to designate the minimum number of letters and affidavits.

## B. Recommendations.

- (1) Recommendation shall be made on forms obtained from the Adjutant General.
- (2) The recommendation and supporting documentation must be presented to the canton of which the nominee is a member.
- (3) Recommendations may be submitted by a Canton, Department Council or by the Aide of the General Commanding if there is no Department Council.

## C. Action on Recommendations.

- (1) If a recommendation is initiated in a Canton, it must be approved by the Canton at a regular meeting and immediately forwarded to the Department Council or the Aide of the General Commanding who supervises the Canton. Balloting on recommendations shall be by written ballot requiring three-fourths (3/4) affirmative vote. After approval by the Department Council or Aide, the recommendation is forwarded to the Adjutant General of the General Military Council to reach Headquarters not later than thirty (30) days after the recommendation was approved. The recommendation shall be reviewed by the Committee on Grand Decoration of Chivalry and upon favorable recommendation be voted on by the General Military Council, and upon favorable vote of three-fourths (3/4) of the members

present, the awarding of the Grand Decoration of Chivalry shall be authorized. If the Committee does not submit a favorable report, any member of the General Military Council may move to grant the Grand Decoration of Chivalry notwithstanding the adverse Report of the Committee.

- (2) If the recommendation is initiated by the Aide or a Department Council, action will be taken in the same manner insofar as the Adjutant General, committee for examination of applications, and vote of the General Military Council is concerned.
- (3) The General Military Council has the final voice on all recommendations.

D. Limitations on Number.

- (1) The Grand Decoration shall not, in any one year, be conferred upon more than five members in departments consisting of one or more divisions; on not more than four in departments consisting of a brigade; on not more than three in departments consisting of less than a brigade.

E. How Conferred.

- (1) If the conferring of the Grand Decoration has been authorized, the Adjutant General shall ascertain proper payment has been made and issue Paper Patent to the Department Commander for the conferring of the Degree.
- (2) The Grand Decoration shall, when the officer or member reports, properly uniformed, with insignia of rank and bearing paper patent, be conferred by the Department Commander or someone designated by the Department Commander.
- (3) If one authorized to receive the Grand Decoration does not appear for the conferring of the ceremony within two years, the Paper Patent and the authorization shall be void. The General Commanding may grant an additional period of not more than one-year when the delay is caused by incapacity or unavoidable cause.
- (4) If the Grand Decoration is not conferred for any reason, the fee for the jewel may be refunded at the discretion of the Department Council.
- (5) No Grand Decoration of Chivalry may be conferred upon one unless it has been obtained from a legal source.

F. Legal Sources. Grand Decoration of Chivalry Jewels may be obtained only in the following manner:

- (1) Purchased through the Department Council or directly from the Adjutant General through The Sovereign Grand Lodge where there is no Department Council.
- (2) Jewels that have been willed or given to the Department Council or Canton may be used upon payment of a recording fee of ten dollars (\$10.00) payable to the General Military Council.

## G. Posthumous.

- (1) The recommendation being upon an Unknown Soldier interred in a National Cemetery, or a notable personage interred anywhere; service to mankind shall be the guiding force of the Resolution, whether it originates from a Canton, a Department or the General Military Council.
- (2) Upon adoption of a Resolution to award the Grand Decoration of Chivalry posthumously by the General Military Council, a Resolution shall be sent to The Sovereign Grand Lodge for consideration.



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GRAND DECORATION OF CHIVALRY

## CHAPTER XXXV

## DECORATION OF CHIVALRY

**SEC. 1. Awarded-How.**

- A. <sup>22</sup>Qualifications. An applicant must:
- (1) Be a member in good standing of a Canton, and own a Full Dress Patriarchs Militant Uniform.
  - (2) Have performed outstanding meritorious service in the Order.
  - (3) Have been very active in civic or benevolent activities in the community, helping those outside their family circle.
- B. <sup>22</sup>Recommendations.
- (1) A canton may recommend one (1) member annually for each fifty (50) members, or fraction thereof.
  - (2) The Unit that is making such recommendation and the Canton that is approving the recommendation shall do so with a written ballot requiring a three-fourths (3/4) affirmative vote.
- C. Final Action on Recommendations.
- (1) All recommendations that have been favorably recommended shall be reviewed by the Department Commander.
  - (2) If approved by the Department Commander, and by three-fourths (3/4) vote of those present at the Department Council, the conferring of the Decoration shall be authorized.
  - (3) If there is no Department Council, the Canton shall forward favorably recommended applications to the Special Aide, who will review same and forward to the General Military Council, which may authorize it to be conferred.
- D. How Conferred.
- (1) The Department Commander has sole power to confer the Decoration, or may delegate this authority to any officer who shall make a prompt written report. The Department Commander shall not confer the Decoration upon anyone unless approved by the Department Council.
    - (a) In the absence of a Department Council, the General Commanding shall issue Paper Patent for the conferring of the Ceremony upon approval by the General Military Council.
  - (2) No Decoration shall be conferred unless it has been obtained from a legal source.
  - (3) <sup>22</sup>Members may contribute toward the cost of a jewel. A Canton or Department Council may pay for it from its own funds, but no one recommended to receive the Decoration may donate to the costs of same.
- E. Jewels – Legal Sources. Jewels may be obtained only in the following manner:

- (1) Purchased through the Department Council or directly from The Sovereign Grand Lodge where there is no Department Council.
- (2) <sup>22</sup>Jewels that have been willed or given to the Department Council or Canton may be used upon payment of a minimum recording fee of ten dollars (\$10.00) to the Department Council.

## CHAPTER XXXVI

## FUNERALS

**SEC. 1. General.****A. Members.**

- (1) **Duty of Officers.** Upon notification of a member's death, the executive officer, assistant, or appointee shall immediately visit the nearest relative or the person occupying the position of nearest relative and offer condolence and assistance. The officers shall offer to assist with or conduct the funeral services.
- (2) **Wishes Respected.** The wishes of the family of the deceased, or person acting for them, shall be respected, and the component body requested by them shall conduct the service.
- (3) **Preference.** When no preference is expressed, the Odd Fellows lodge shall conduct the service for brothers and the Rebekah lodge for sisters.
- (4) **When Conducted by Grand Body.** The funeral service for an officer or past officer of a Grand Body may be conducted by that Grand Body. If the deceased held ranks in two or more Grand Bodies either one may conduct the service as requested by the family.
- (5) **Sojourning Member.** When members shall depart this life within the jurisdiction of a lodge other than their own, the officers of the component units of the area where death occurred shall proceed in the same manner as for one of their own members but shall immediately notify the deceased's home lodge. The wishes of the family shall be respected.
- (6) **Form of Service.** The funeral service adopted by The Sovereign Grand Lodge shall be used.
- (7) **Religious Service.** The Odd Fellows funeral service shall be subordinate to any religious service, which is to be conducted.
- (8) **Funeral Regalia.** Mourning badges or regular lodge regalia may be worn at the funeral of a member.

XXXVI-2

FUNERALS

## CHAPTER XXXVII

<sup>15</sup>PROPERTY

**SEC. 1.** The Sovereign Grand Lodge maintains a reversionary interest in the property of all Grand Bodies.

**SEC. 2.** All Grand Bodies maintain a reversionary interest in all property under their control within the Jurisdiction.

**SEC. 3. Homes.**

**A. Establishment.**

- (1) May be Established and Maintained. One or more component units of the Order may establish and maintain homes for the aged, convalescent and physically disabled members, spouses, or spouses of deceased members, for dependent children of deceased members, and for other persons under terms authorized by the Grand Body of the jurisdiction.
- (2) Where no Home Established. The Grand Lodge may use or authorize component units of the jurisdiction to use income from a home or building fund for the care or assistance of members who would be entitled to admission to a home if one had been established.
- (3) Separate Corporation. Component bodies that establish homes, retirement of other complexes, may establish separate corporations to operate them. Unless required by the civil law of the jurisdiction, the corporation shall not be vested with title to the home property or the funds or endowments belonging to it.
- (4) Control of Property. The establishing Bodies must manage and control all funds and cannot delegate this authority. If high rise homes or other retirement complexes are established as separate corporations, and the control thereof is taken from the establishing bodies, and managed and controlled entirely by a separate Board of Directors, no funds may be appropriated for said homes or other retirement complexes unless specifically done by the Grand Body at a regular or special session. Grand Bodies may not be used in the establishment of high-rise homes or other retirement complexes or facilities where such establishing components do not have absolute control unless specifically authorized by action of such Grand Bodies.
- (5) Trustee and Directors. The components, which establish the home may elect Trustees to manage it and, if incorporated, shall elect directors as required by the Grand Body or the particular component, and funds shall not be allocated to said home unless approved by the Grand Body in general session or special session called for that particular purpose.
- (6) May Levy Assessments. Components, which establish homes, may

levy assessments on their members for the support of the home, and may also appropriate from their general funds. A Grand Lodge, which establishes homes or other care facilities, is authorized to levy assessments and set dues for building, equipping, maintaining and endowing these facilities.

- (7) Endowments. Component units of the Order may create endowment funds if authorized by the Grand Body having jurisdiction. Only the income from the endowment fund may be used and only for the purpose of which the fund was created. The principal of the endowment fund shall be kept intact and be vested in suitable investments for trust funds under the civil laws of the jurisdiction. Grand Bodies may further restrict investment policies. The unit or units which create a trust fund cannot delegate control of it to a separate corporation. If no home or other facility has been built or has been discontinued, the income may be used for the assistance of those who would be beneficiaries of the facility.
- (8) Joint Use of Home. Grand Lodges of two (2) or more jurisdictions are authorized to enter into agreements to build and maintain homes and other facilities.

**SEC. 4. Camps.**

- A. Recreation Camps. Grand Bodies may establish recreation camps for the use of their members and families, for youth activities, and other legitimate purposes, and shall make all laws pertaining to the establishment, control, operation and financing. The Grand Body may authorize any one or more of its component bodies to establish camps.

**SEC. 5. Cemeteries.**

- A. May be Established and Maintained. One or more component units of the Order may establish and maintain cemeteries under terms authorized by the Grand Body of the jurisdiction.
- B. The cemetery's records are to be administrated through the Grand Lodge of each jurisdiction and reported to The Sovereign Grand Lodge.

**SEC. 6. Unit Property.**

- A. When a component loses its charter/warrant, the property shall revert back to the Chartering Grand Body(ies); and be divided according to the percent of ownership of the deed.
- B. Where two (2) or more components jointly own property and one of the components loses its charter, the remaining component may continue to use the property until it too ceases to exist. The remaining component shall receive future revenues, maintain the property and assume all liabilities. When the final component loses its charter, the property shall

revert back to the Grand Bodies and be handled according to the civil laws of the Jurisdiction.

- C. A Grand Body must grant approval prior to a Lodge disposing of property and assets. In the event the Unit ceases to exist, all property shall revert to the Chartering Grand Body.
  - (1) When a Lodge hall/temple shall be closed – the presiding officer shall see that all paraphernalia, Order identification marks, et cetera are removed from said property.
  - (2) Upon the surrender of the charter the funds may be disbursed:
    - (a) The initial investment shall pass to the Grand Body for holding of three (3) years in case of the reinstatement of the Charter/Warrant.
    - (b) After the three (3) year holding: the funds shall revert wholly to the Grand Body, ten (10%) percent of the funds may be disbursed to the charities in the community of the closed unit.
- D. No funds of a Unit shall be invested or used in the purchase, construction or alteration of a building or other property unless the plans, specifications and full particulars of financing are submitted to the Grand Body; such that the records on property in the Grand Body office may be updated.
  - (1) Notification to the Grand Body for the use of funds from the sale of a former building is merely a formality, such that the Grand Body is able to update its records for the Unit.
  - (2) The Unit shall not incur any debt without the prior approval of the said Grand Body.
- E. The Unit shall keep any buildings or personal property (paraphernalia) owned by it protected by insurance to cover loss by catastrophic disaster in an amount sufficient to protect it from serious loss.
- F. Incorporation. Lodges may incorporate. Every Lodge may incorporate under civil law of the jurisdiction. The articles of incorporation must be approved by the Grand Body and a statement shall be included that the Grand Body has a vested interest to the property and must approve all transfers.
- G. Property.
  - (1) Real and Personal. A Lodge has the right to own real and personal property for its use consistent with the Laws of the Order.
  - (2) Limitations.
    - (a) No Lodge has the right to sell, convey, or otherwise dispose of its property without the consent of the Grand Body if in session or the Board if not in session.
    - (b) Defunct Lodge. If a Lodge, incorporated or unincorporated, becomes defunct, all real and personal property owned by it shall pass to and vest in the Grand Body. The Grand Lodge may apply to the civil courts for enforcement of the provisions of this Section.



- (c) Regulations. A Lodge must obtain the consent of the Grand Body or the Committee authorized by it before acquiring title to or the erection of a building to be used for the Lodge. The Lodge must submit plans and specifications for the proposed building, estimated cost, and a statement of financial condition of the Lodge. A Lodge may be forbidden from entering into a contract without first obtaining approval from the Grand Body or the Committee authorized by it.
- (d) Owned by Associations or Corporations. Whenever an association, corporation, or holding company shall be formed by law for the purpose of owning and controlling the property of the component, all of whom, and the management of the property, shall be accountable to the component and subject to the laws of the Grand Body.
- (e) Maintenance. A Lodge shall maintain its property in a neat, presentable, and sanitary condition.

**H. Suggested Procedure for Sale or Disposition of Unit Property.**

- (1) Appoint a Committee or Authorize Trustees:
  - (a) to have property appraised for sale value;
  - (b) to receive purchase proposals in writing;
  - (c) to submit all proposals for lodge consideration.
  - (d) to make recommendations on proposals;
  - (e) to submit proposals and cost of new location, if any.
- (2) When Proposals Are Received:
  - (a) send written notice to members when proposals will be considered;
  - (b) explain all details of proposals and discuss all points thoroughly to avoid misunderstandings before taking action;
  - (c) have proposals checked by an attorney for legal interpretation to safeguard the lodge against technicalities;
  - (d) decide on what the funds received from sale will be used for;
  - (e) take action on proposals submitted and record the number of votes for and against each proposal.

**AGREEMENT**

**Whereas,** \_\_\_\_\_ Lodge (Unit) No. \_\_\_ has requested permission from the Grand Lodge (Body) of \_\_\_\_\_, Independent Order of Odd Fellows to sell the real property owned by \_\_\_\_\_ Lodge (Unit) No. \_\_\_ located in the City of \_\_\_\_\_, \_\_\_\_\_, and;

**Whereas,** it is the duty of the Grand Lodge (Body) of \_\_\_\_\_, I.O.O.F. to protect the rights of each member of \_\_\_\_\_ Lodge (Unit) No. \_\_\_

In consideration of this Agreement, the Grand Lodge (Body) of \_\_\_\_\_, I.O.O.F. does hereby approve the sale of said real property and further agrees to release the invested funds, should \_\_\_\_\_ Lodge (Unit) No. \_\_\_ desire to

purchase or construct another lodge building meeting the needs and requirements of the Order.

Should \_\_\_\_\_ Lodge (Unit) No. \_\_\_ cease to exist or fail to observe and meet the laws and regulations of the Order, and as a result be legally declared closed or defunct, then all assets, including the invested funds of the said \_\_\_\_\_ Lodge (Unit) No. \_\_\_ will revert to the Grand Lodge of \_\_\_\_\_, I.O.O.F. as stated in the Code of Laws of this Grand Lodge (Body).

\_\_\_\_\_ No \_\_\_\_, I.O.O.F.

\_\_\_\_\_  
Noble Grand (Presiding Officer)

\_\_\_\_\_  
Vice Grand (Vice Officer) (SEAL)

\_\_\_\_\_  
Secretary (Secretarial Officer)  
Grand Lodge (Body) of \_\_\_\_\_, I.O.O.F.

\_\_\_\_\_  
Grand Master (Presiding Officer)

\_\_\_\_\_  
Deputy Grand Master (Vice Officer)

\_\_\_\_\_  
Grand Secretary (Secretarial Officer) (SEAL)

dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

**SEC. 7. Reports.**

A. Reports.

- (1) It shall be the duty of each Grand Body or Bodies to file annual reports on the activities of Homes, Camps, and Cemeteries, and affiliated associations, or other property as prescribed by The Sovereign Grand Lodge.
- (2) It shall be the duty of each lodge, encampment, association, et cetera to file annual reports of the activities with regards to the property owned either out right or jointly to the Grand Body under which the lodge, encampment, association, et cetera shall be chartered.

XXXVII-6

PROPERTY

SEC. 1

<sup>22</sup>CHAPTER XXXVIII

## OFFENSES AND TRIALS

This is Fraternal Trial Code for Wildey Odd Fellowship  
of the Independent Order of Odd Fellows.  
The Sovereign Grand Lodge, I.O.O.F.  
shall administer trials for all Units of the Order.

*The procedures herein detailed are for use at all levels of the Order.  
Use the terminology appropriate to the Unit or level concerned.*

All members are innocent until proven guilty – no suspension of membership without a hearing; the exception shall be as a result of conviction in a court of competent jurisdiction for an act or offense evidencing a serious lack of character, especially of a nature as would cause penal servitude; or the exception for suspension from office shall be with a charge of fraud or embezzlement; or a member may be suspended from active membership in the Order pending the disposition of charges if the Mediator of a conflict determines that their continued participation constitutes a threat to the harmony or functioning of the lodge. Time spent for this suspension may be counted towards a suspension later imposed as a penalty at the trial.

<sup>24</sup>Anyone who prefers frivolous charges as surmised by the Mediator and confirmed with the Sovereign Grand Master after consultation with the Executive Committee, May be penalized up-to three hundred-sixty-four (364) day suspension.

**SEC. I. General.**

- A. This Chapter shall supersede any code provisions for trials of members. It is the intent of this chapter that all members receive a fair trial. This is procedure and guide for a Fraternal Trial. The record of proceedings shall detail the conflict, including documentation.
- B. A member who committed an offense prior to obtaining membership in the Order shall not be subject to charges for that prior offense except in cases of acquiring membership by misrepresentation.
- C. All members of the Order shall be subject to its penal process.
- D. All charges pending against a member at time of demise shall be dismissed.
- E. Convictions
  - (1) A member who has been convicted in a civil matter of personal business, a personal commercial matter, or a failure to pay debt shall not be subject to charges within the Order unless there is a finding of fraud by a national, state, or provincial court, which, if is sentenced to

penal servitude would be expelled.

- (2) Whenever any member of the Order shall have knowledge that another member has been convicted in a court of competent jurisdiction for an act or offense after joining the Order evidencing a serious lack of character it shall be the member's duty to report such to the Lodge Secretary. It shall then be the duty of the Lodge Secretary to obtain the certified court records relating to the offense and forwarded to the Sovereign Grand Secretary. Upon receipt by the Sovereign Grand Secretary of the certified court records and upon a determination that such offense comes within the definitions of this Chapter, the Sovereign Grand Secretary shall send the ***Trial Code Form 8 – Notice of Expulsion*** to the offending member, to the Grand Secretary of the member's jurisdiction, and to the Secretary of the member's lodge and secretarial officers of units the member may belong.

#### **SEC. 2. Preferring Charges.**

- A. The following shall be deemed offenses against the Order which may be deemed "Conduct Unbecoming an Odd Fellow:

- (1) Acquiring membership by misrepresentation.
- (2) Printing and circulating forms, ceremonies, lectures, et cetera without authority.
- (3) Illegal use of seal.
- (4) Exposing books and records or business of the lodge – to include members or visitors of a lodge as taken from the obligation: I — *give your name* — do solemnly promise that I will never communicate to anyone, unless directed to do so by a legal lodge, the passwords, signs, or grip belonging to the Independent Order of Odd Fellows; nor will I expose or lend any books or records belonging to the Order, to any person, except to one specially authorized to receive them; that I will never reveal any private business which may be transacted in a lodge. I also promise, that I will abide by the laws, rules and regulations of this lodge, or any lodge to which I may be attached.

I further promise, that I will never wrong a Lodge or a member to the value of anything; nor will I participate in, or knowingly permit any illegal distribution of the funds or other property of a lodge; but will, to the best of my ability, endeavor to prevent the same. And I hereby pledge myself to help and support my afflicted or persecuted brother or sister, and to warn him or her of approaching danger. I will point out his or her advantage and interest, where they do not conflict with the rights of others, and should I ever leave the Order, I will consider this promise to be fully binding. To the faithful performance of all which, I pledge my sacred honor.

- (5) Identifying a member who opposes admission of a candidate.

- (6) Attempting to or obtaining benefits by fraud or misrepresentation.
  - (7) Attempting to or misappropriating or embezzling lodge funds or property.
  - (8) Acquiring passwords by false representation.
  - (9) Organizing, participating in, or affiliating with an organization composed of Odd Fellows whose objects and purposes are in conflict with the Order.
  - (10) Using electioneering or political methods for influencing the election of officers.
  - (11) Using abusive or profane language in the lodge room or at an official session of a unit of the Order.
  - (12) Issuing or distributing written communications to units or members without consent of the Grand Master, District Deputy Grand Master, or other equivalent officer, except for publication of jurisdictional newsletters or magazines.
  - (13) Gambling in any lodge room during meetings.
  - (14) Failure to report fraudulent claims for assistance to any component.
  - (15) Spreading false or malicious allegations or charges against a member.
  - (16) Promulgation of spurious written or unwritten matter.
  - (17) Exclusion from membership or participation based on age, other than the minimum age to join the unit, ethnicity, gender, race, sex, sexual orientation, religion or other social identity.
  - (18) Malfeasance, misfeasance, or nonfeasance in office
- B. Charge specifications must state the time, place and circumstances of the offense, and each offense will be the subject of a separate specification:
- (1) Hearsay shall not be a basis for filling a charge.
- C. Charges may be submitted by any of the following:
- (1) A member in good standing who is not presently under charges.
  - (2) A committee of The Sovereign Grand Lodge, provided that the charges relate to the purview of the committee.
- D. Charges against a member or members must be in writing using ***Trial Code Form 1 - Charges and Specifications***, signed and submitted by the Accuser to the Sovereign Grand Secretary. The charges shall be recorded in the minutes of the next meeting of the Sovereign Grand Lodge Executive Committee.
- E. The Sovereign Grand Secretary shall notify the Accused using ***Trial Code Form 2 - Notice to the Accused*** and forward the charges to the Sovereign Grand Master who shall appoint a Mediator upon receipt. If the Sovereign Grand Master is the one under charges, then the appointment shall be made by the Deputy Sovereign Grand Master. The Mediator may not be from the jurisdiction of either the Accuser or the Accused and may not be a witness.

- F. Charges must be filed within the statute of limitations from the time the alleged offense occurred.
- (1) 10 years for offenses involving charges in criminal court.
  - (2) 5 years for offenses of a financial nature.
  - (3) 1 year for all other offenses.

### **SEC. 3. Mediators.**

The Sovereign Grand Master shall annually create a pool of Mediators to mediate conflicts that may proceed to trial. In turn they will become a pool used as trial committee members, based on the time zones across the continent.

- A. The appointed Mediator shall review the submitted charges and specifications, rendering an opinion as to whether the charges are credible or frivolous within two (2) weeks. Charges may be deemed frivolous if they do not actually constitute an offense against the Order per the laws of the Order, if they are obviously false, or if they are demonstrably politically or personally motivated. If the charges are determined to be frivolous, the Mediator shall recommend to The Sovereign Grand Lodge Executive Committee that the charges be dismissed with prejudice, providing a written explanation of the Mediator's reasoning. Upon receiving the charge specifications and this recommendation, the Executive Committee shall vote on whether or not to dismiss the charges.
- B. <sup>24</sup>Should it be determined that the charges are credible, the Mediator shall attempt to resolve differences between the Accuser and Accused within sixty (60) days, explaining the Trial Process and individual costs that may be involved. If both parties agree to dismiss the charges, then the Mediator shall report to The Sovereign Grand Lodge Executive Committee that the matter is resolved, and no further action is required. Should either party wish to go to Trial, the Mediator shall report the outcome and request that a Trial Committee be appointed.
- C. The Mediator shall superintend all communications between the parties to the trial and the Trial Committee for the duration of the charges except when the parties and Committee are present at the trial itself.

### **SEC. 4. Trial Committees.**

- A. The Sovereign Grand Master shall appoint a Trial Committee of five (5) members using *Trial Code Form 3 - Notice to the Trial Committee*. If the Sovereign Grand Master is the one under charges, then the appointment shall be made by the Deputy Sovereign Grand Master. The Trial Committee members may not be from the Jurisdiction of either the Accuser or the Accused and may not be witnesses.
- B. The Mediator shall notify the Accuser and Accused in writing of the names of the Trial Committee members. Both Accuser and Accused may challenge for cause and have replaced up to three (3) members of the

appointed Trial Committee. Challenges must be for cause and the cause explained in writing. Challenges by either party must be received by the Mediator within ten (10) days after notification. If there is a challenge, the Mediator shall immediately notify the Sovereign Grand Master who shall review all written challenges and allow or deny them. If a challenge is allowed, the Sovereign Grand Master shall make new appointment(s) to the Trial Committee. Challenges may be made to the new appointments according to the same procedure.

- C. Once the final composition of the committee has been determined, the first member appointed shall contact the remaining members who shall conduct an election of the Chairman and Secretary from among the Trial Committee members. The Trial Committee shall select a trial date within sixty (60) days of their appointment. The date selected for the trial should be as soon as is practicable. The Trial Committee shall also select a venue for the trial to be held within the Jurisdiction of the Accused.
- D. The Trial Committee shall report the trial date, and trial venue to the Magistrate, Accuser, and Accused in writing. The notice shall be prepared using *Trial Code Form 4 – Notice of Trial Date and Location* The notice will be considered properly delivered if the notice is left at the residence or by delivering via registered mail, sending the notice to the last known place of residence.
- E. After charges are referred to a Trial Committee, they cannot be dismissed except by unanimous vote of the Trial Committee, and only with the agreement of both the Accuser and Accused. Unless the charges are dismissed, the Trial Committee must proceed to trial and make findings on every charge.

**SEC. 5. Trial Scheduling.**

- A. The Trial may not take place during the Sabbath or any other religious holiday celebrated by the Accuser, Accused, or any member of the Trial Committee.
- B. Should the Accuser or Accused have a scheduling conflict with a religious celebration they must notify the Trial Committee in writing within one (1) week of receiving the trial date so that it may be rescheduled.
- C. Should the Accuser or Accused have any other type of scheduling conflicts, they may be accommodated at the discretion of the Trial Committee.

**SEC. 6. Counsel.**

- A. The Accuser and Accused are each entitled to select one (1) additional member of the Order to serve as Counsel during the trial. The Counsel is responsible for presenting the case for the member they represent



including questioning witnesses, exhibiting evidence, and summarizing the arguments presented.

- B. Such appointment must be made in writing by the Accuser or Accused to the Mediator following the determination of the trial date and venue by the Trial Committee and prior to the commencement of the trial itself.
- C. Once Counsel has been appointed, all communications to the Accuser and Accused regarding the trial must also include the members serving as their respective Counsel.

**SEC. 7. Rules of Evidence.**

- A. Evidence may be presented in the form of witness testimony, and exhibits. Exhibits may include written documents and communications, screenshots, photographs, audio recordings, video recordings, or any other printed or digital format and are to be lettered for record-keeping purposes, e.g. "Exhibit A." All evidence must be legally obtained in accordance with applicable National and State or Provincial law. Hearsay evidence shall not be admissible.
- B. Extracts from the records of any unit of the Order shall be authenticated by the appropriate secretary or other such officer under seal. The written records of a component body shall stand on their own merits.

**SEC. 8. Trial Procedures.**

- A. If the Accused fails to appear at the time and place designated for the trial in person, or as represented by Counsel, to answer the charges, the Trial Committee shall first determine whether or not the Accused was legally summoned. If so, the Trial Committee will proceed to hear evidence and make findings. The Trial Committee may then impose punishment without giving further notice to the Accused.
- B. Five (5) members of the Trial Committee constitute a quorum. A majority vote of the Trial Committee determines all questions to come before the Committee unless otherwise stated.
- C. No person shall be allowed in the room while the trial is in session except the Accused, the Accuser, their Counsel, the members of the Trial Committee, the Mediator, and the witness currently testifying. All witnesses shall appear separately, and each shall be instructed not to discuss his or her testimony or the questions asked with anyone other than members of the Trial Committee. The Accused, Accuser, their Counsel and the witnesses shall not have any private conversations with any members of the Trial Committee prior to or during the period of the trial.
- D. Trials are to be conducted without any ritual or degree work to allow for the participation of witnesses who are not members of the Order.
- E. In the event that the trial requires a discussion of any secret work, no non-member is allowed in the trial room during said discussion with the

exception of a witness who may be called upon to report on any secret work they observed.

- F. The Trial Committee may record the trial using audio or video means, but any such recording must be safeguarded against any disclosure to members or non-members who are not entitled to access it for an appeal or other legitimate purpose; everyone present must be aware that the recording is being effected.
- G. Order of Proceedings.
  - (1) After making any opening statements regarding trial procedures or other guidelines, the Chairman of the Trial Committee shall first read each charge and specification, requiring the Accused or their Counsel to answer each with a plea of “guilty” or “not guilty.” Should the Accused require clarification of a charge, the Accuser shall have leave to amend that charge, provided such amendment is made immediately.
  - (2) Should the Accused plead “guilty” to all the charges, the Trial Committee shall allow the Accused or their Counsel to make a statement prior to sentencing and will then immediately deliberate to determine the penalty.
  - (3) Should the Accused plead “not guilty” to at least one charge, the Trial Committee will proceed to call upon the Accuser or the Accuser’s Counsel to make an opening statement, followed by the Accused or Accused’s Counsel.
  - (4) Following the opening statements, the Chairman shall proceed to allow the Accuser or Accuser’s Counsel to present all approved evidence in the form of witness testimony or exhibits.
  - (5) After the Accuser or Accuser’s Counsel has rested their case, the Chairman shall proceed to allow the Accused or Accused’s Counsel to present all approved evidence in the form of witness testimony or exhibits.
  - (6) Once both sides have rested their cases, the Accuser or Accuser’s Counsel may make a concluding statement, followed by the Accused or Accused’s Counsel.
  - (7) After concluding statements, the Trial Committee shall immediately deliberate and make a finding of guilty or not guilty on each charge. If the Accused pleads or is found guilty on one (1) or more of the charges, the Trial Committee shall decide Punishment.
  - (8) All decisions by the Trial Committee shall be rendered within one (1) week of the conclusion of testimony, and the Trial Committee Secretary shall notify in writing the Accuser, Accused, Mediator, Sovereign Grand Master, Sovereign Grand Secretary, and all units of which the Accused is a member.
  - (9) When the minutes of the trial are completed, and signed by the Trial Committee, the minutes and all evidence in the case shall be

immediately delivered to the Sovereign Grand Secretary using ***Trial Code Form 5 – Report of the Trial Committee***. The report shall also be provided to the Sovereign Grand Lodge Executive Committee.

H. Witness Testimony.

- (1) It is the responsibility of the Accuser and Accused or their Counsel to notify any and all witnesses that they wish to testify on their behalf of the time, date and location of the trial. If any witness fails to appear, the trial will proceed, and no testimony of the absent witness shall be allowed.
  - (2) The Chairman of the Trial Committee shall administer to each witness the following oath: Please raise your right hand. “Do you swear or affirm to tell the truth, the whole truth, and nothing but the truth?” Witness shall answer “I do”, or “I so swear” or “I so affirm”.
  - (3) The members of the Trial Committee are encouraged to question the Accuser, the Accused, and any witness while they are testifying.
  - (4) After a witness has testified for the Accuser or Accused, they may be cross-examined by the opposing party. Following this, the witness shall not be further examined or recalled, except to explain evidence given upon the witness’s original examination or by consent of the opposing party or for new specification(s).
- I. When the Accused, Accuser, Counsel, or any witness willfully violates any order or direction of the Trial Committee, behaves in an unseemly manner, or in any way impedes the orderly procedure of a trial, the Trial Committee may vote to hold them in contempt and impose a suspension from membership of up to one year.
- J. The Trial Committee must keep correct minutes of the proceedings which must show:
- (1) The date and place of each meeting and the parties present.
  - (2) The charges and specifications and answers or pleas of the Accused.
  - (3) All points raised and the decisions thereon.
  - (4) The exceptions taken by either party.
  - (5) Oral evidence provided by the witnesses.
  - (6) Exhibits distinctly marked.
  - (7) Decisions of the Trial Committee on each specification and charge.

**SEC. 9. Penalties.**

- A. No member may be punished for an offense until charges are filed, the trial is completed, and the Accused has been found guilty of the offense. Unless the member has been suspended pending disposition of the charges, the member may continue to attend meetings of any unit of the Order they are otherwise eligible to attend.
- B. A member may be suspended from membership in the Order pending the disposition of charges if the Mediator determines that their continued

participation constitutes a threat to the harmony or functioning of the lodge. Time spent for this suspension may be counted towards a suspension later imposed as a penalty at the trial.

- C. The penalties which may be imposed by the Trial Committee following one (1) or more guilty findings are:
- (1) Expulsion. The member is permanently removed from membership in all units of the Order and loses all the rights and privileges pertaining thereto. Notice of expulsion shall be given with ***Trial Code Form 8 – Notice of Expulsion.***
  - (2) Suspension. Membership is not terminated, but the member is not entitled to any of the rights and privileges of membership in any unit in the Order for the duration of the suspension, the suspension must be for a definite period of time, not to exceed one (1) year except as follows: the suspension shall remain in effect until completion of the trial and a verdict being rendered, and the appeal process concluded (time spent for this process shall be counted toward the suspension). The member under suspension is still required to pay dues, fines, and assessments. The suspension imposed shall be for a fixed period of time, after which the suspended member shall be restored to full rights and privileges of membership, provided they have not been expelled or suspended for nonpayment of dues during the period of suspension. If a member under suspension belongs to a unit whose charter has been surrendered or forfeited, they may apply to their Grand Lodge for a withdrawal card at the end of the period of suspension. Notice of suspension shall be given with ***Trial Code Form 9 – Notice of Suspension.***
  - (3) Fine. The member must pay a financial penalty determined by the Trial Committee. It may correspond to an amount previously embezzled or misappropriated by the member but, may not be disproportionate to the magnitude of the crime committed. While the fine remains outstanding, the member is not in good standing in any unit in the Order. The fine shall be paid to The Sovereign Grand Lodge which shall forward the funds to the unit or member financially harmed.
  - (4) Censure. The member is formally reprimanded by the Trial Committee. A record of the censure is to be included in the subsequent journal of The Sovereign Grand Lodge, including a brief description of the specific crime the member was found guilty of.
- D. When a member is expelled, suspended, or fined following trial, the Trial Committee Secretary will promptly notify the Sovereign Grand Secretary and Lodge Secretary who will notify all units of which the Accused is a member.

**SEC. 10. Appeals.**

- A. The Accused or Accuser may appeal the trial result to the The Sovereign Grand Lodge, Appeals and Petitions Committee. The appeal will be heard at the next regularly scheduled session of the The Sovereign Grand Lodge. The Appellant shall submit an appeal using *Trial Code Form 6 – Notice of Appeal*, to serve notice of appeal upon the Sovereign Grand Secretary within thirty (30) days of the completion of the trial.
- B. The Sovereign Grand Secretary shall, as soon as practicable, present the appeal, together with all documentation received as the Report of the Trial Committee, to the Chair of the Committee on Appeals and Petitions. A copy of the latest revision of the laws of the jurisdiction should be attached to the transcript. The Sovereign Grand Lodge Executive Committee shall also be notified of any appeal.
- C. While under appeal, any penalty imposed by the Trial Committee shall remain in effect pending the final outcome.
- D. The Sovereign Grand Lodge Committee on Appeals and Petitions shall hear the appeal. The parties to an appeal have the right to be present and represented by Counsel to argue the cause orally under rules prescribed by the Committee. The Appellant must be present at the regularly scheduled meeting of the Committee where the appeal will be heard, or the Committee may decline to hear the appeal.
- E. The Sovereign Grand Lodge Committee on Appeals and Petitions, acting as the appellate tribunal, shall consider only the records and facts of the actions and judgment appealed and no additional evidence shall be admitted.
- F. The findings of the Committee on Appeals and Petitions shall be reported to The Sovereign Grand Lodge using *Trial Code Form 7 – Decision of the Appeals and Petitions Committee* and either adopted or not adopted by The Sovereign Grand Lodge.

**SEC. 11. Expenses.**

- A. The cost of a trial shall be borne by The Sovereign Grand Lodge.
- B. The cost of any appeal shall be borne by the Appellant.
- C. The Mediator and Trial Committee members shall submit their claim for expenses to the Sovereign Grand Secretary. Reimbursement shall be provided for actual costs for travel, meals, lodgings, and any additional costs necessary to complete the trial.
- D. The costs relating to charges and trial shall be borne by the accuser if the charges are dismissed or the accused is found innocent.

**SEC. 12. Forms.**

The following forms are to be used for the filing of charges through completion of the trial however it is permissible to use a modified version of

the form as long as the modification includes the form number and name and the modified form does not omit pertinent information. If the form used omits pertinent information the charges and/or results could be overturned on appeal.

- Form 1 -Charges and Specifications
- Form 2 -Notice to the Accused
- Form 3 -Notice to the Trial Committee.
- Form 4 -Notice of Trial Date and Location
- Form 5 -Report of the Trial Committee.
- Form 6 -Notice of Appeal
- Form 7 -Decision of the Appeals and Petitions Committee
- Form 8 -Notice of Expulsion
- Form 9 -Notice of Suspension

\*\*\*\*\*

***Trial Code Form 1- Charges and Specifications***

Date: \_\_\_\_\_

To: Sovereign Grand Secretary  
The Sovereign Grand Lodge IOOF  
422 N Trade St.  
Winston-Salem, NC 27101-2830

I, the undersigned, believe and therefore affirm that on or about the date listed below in each charge and specification of offense(s) show, the member named \_\_\_\_\_ did commit such acts that are unbecoming an Odd Fellow for the reason(s) stated below (*check appropriate block*).

1. \_\_\_ Acquiring membership by misrepresentation.
2. \_\_\_ Printing and circulating forms, ceremonies, lectures, et cetera without authority.
3. \_\_\_ Illegal use of seal.
4. \_\_\_ Exposing books and records.
5. \_\_\_ Identifying a member who opposes admission of a candidate.
6. \_\_\_ Attempting to or obtaining benefits by fraud or misrepresentation.
7. \_\_\_ Attempting to or misappropriating or embezzling lodge funds or property.
8. \_\_\_ Acquiring passwords by false representation.
9. \_\_\_ Organizing, participating, or affiliating with an organization composed of Odd Fellows whose objects and purposes are in conflict with the Order.
10. \_\_\_ Using electioneering or political methods for influencing the election of officers.
11. \_\_\_ Using abusive or profane language in the lodge room or at an official session of a unit of the Order.
12. \_\_\_ Issuing or distributing written communications to units or members without consent of the Grand Master, District Deputy Grand Master, or other equivalent officer, except for publication of jurisdictional newsletters or magazines.
13. \_\_\_ Gambling in any lodge room during meetings.
14. \_\_\_ Failure to report fraudulent claims for assistance to any component.
15. \_\_\_ Spreading false or malicious allegations or charges against a member.
16. \_\_\_ Promulgation of spurious written or unwritten matter.
17. \_\_\_ Exclusion from membership or participation based on age, other than the minimum age to join the unit, ethnicity, gender, race, sex, sexual orientation, religion or other social identity.

- 18. \_\_\_ Malfeasance, misfeasance, or nonfeasance in office.
- 19. \_\_\_ Any other offense which may be deemed "Conduct Unbecoming an Odd Fellow".

The specific acts committed by the party charged are stated hereafter with particularity:

**Specification No. 1** – The above named \_\_\_\_\_ did on or about:

\_\_\_\_\_  
\_\_\_\_\_  
(Here state the offense, time, place and other circumstances applicable to this Specification).

**Specification No. 2** – The above named \_\_\_\_\_ did on or about:

\_\_\_\_\_  
\_\_\_\_\_

**Specification No. 3**

(If additional specifications are necessary, continue to list)

Names & Addresses of Witnesses (*Include Telephone Numbers*)

\_\_\_\_\_  
\_\_\_\_\_

Submitted in F, L, & T,

\_\_\_\_\_  
(Signed by Accuser)

\_\_\_\_\_  
(Print Name, Address, Phone No. of Accuser)

Received \_\_\_\_\_

(Date)

(Seal)

\_\_\_\_\_  
(Sovereign Grand Secretary)

\*\*\*\*\*



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OFFENSES AND TRIALS

***Trial Code Form 2 - Notice to the Accused***

The Sovereign Grand Lodge IOOF  
422 N Trade St.  
Winston-Salem, NC 27101-2830

*(Date)*

From: Sovereign Grand Secretary

To: \_\_\_\_\_ *(Accused)*

- This is your notification that Charges and Specifications have been filed against you.
- A certified copy of the Charges and Specifications is enclosed for your review and retention.
- Be prepared to present a list of names of those you wish to provide testimony on your behalf.
- You will receive notification as to the time and place of the trial directly from the Trial Committee.

\_\_\_\_\_  
*Sovereign Grand Secretary*  
*(Seal)*

\*\*\*\*\*

***Trial Code Form 3 – Notice to Trial Committee***

The Sovereign Grand Lodge IOOF  
422 N Trade St.  
Winston-Salem, NC 27101-2830

*(Date)*

From: Sovereign Grand Secretary

To: Temporary Chairman, Trial Committee

The Trial Committee has been appointed to hear charges preferred by \_\_\_\_\_, against \_\_\_\_\_.

You are designated as Temporary Chairman for the purpose of calling together the members for an organizational meeting.

The first order of business shall be to elect a Chairman and Secretary of the Trial Committee. The Trial Committee Secretary shall notify the Accuser and Accused to appear, at which time the Trial Committee shall proceed with the trial.

\_\_\_\_\_  
*Sovereign Grand Secretary*  
(Seal)

\*\*\*\*\*

***Trial Code Form 4 – Notice of Trial Date and Location***

\_\_\_\_\_  
(Date)

From: Trial Committee Secretary

To: \_\_\_\_\_ Accuser

\_\_\_\_\_ Accused

The Trial Committee has been appointed to hear the charges and specifications preferred by:

\_\_\_\_\_ against \_\_\_\_\_.

The Trial Committee will meet \_\_\_\_\_ (Time, Place & Date) \_\_\_\_\_ to hear and decide the case. You are hereby notified to be present and sustain (or defend) the same. If you wish to bring witnesses at your expense, you have that option.

Fraternally,

\_\_\_\_\_  
*Secretary*

\*\*\*\*\*

***Trial Code Form 5 – Report of Trial Committee***

(Date)

To: \_\_\_\_\_, No. \_\_\_\_\_ I.O.O.F.

The Trial Committee has met and investigated the charges and specifications preferred by

\_\_\_\_\_ against \_\_\_\_\_.

The Trial Committee after hearing all parties, find *(Here state the findings on each charge and specification)*.

If found guilty, the punishment is set as follows:

The minutes of the proceedings of the Trial Committee have been sent to the Sovereign Grand Secretary.

A copy of all evidence and papers, recording (tape) pertaining to the trial, are herewith placed in the custody of the Sovereign Grand Secretary.

Fraternally submitted,

\_\_\_\_\_ Chairman

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Secretary  
\*\*\*\*\*

***Trial Code Form 6 – Notice of Appeal***

*(Date)*

To Sovereign Grand Secretary, The Sovereign Grand Lodge, I.O.O.F.

The undersigned, a member of \_\_\_\_\_ Lodge No. \_\_\_\_\_ respectfully appeals the Trial Committee findings to The Sovereign Grand Lodge Appeals and Petitions for relief from the decision rendered by The Sovereign Grand Lodge Trial Committee.

*(State the action from which the appeal is taken and the grounds of the appeal).*

The undersigned asks that you reverse said action or grant such other relief as the Committee may deem the merits of the case demand.

Signed:

\_\_\_\_\_  
\_\_\_\_\_ \*\*\*\*\*

***Trial Code Form 7 – Decision of the Appeals and Petitions Committee***

*(Date)*

To: (Appellant)  
(Appellant's Unit)

Case of \_\_\_\_\_ vs \_\_\_\_\_.

After reviewing all documents in the above case, it is the decision of The Sovereign Grand Lodge Appeals and Petitions Committee:

*(State Decision of Appeals and Petitions Committee.)*

\_\_\_\_\_  
Chairman, Appeals and Petitions Committee  
\*\*\*\*\*

**Trial Code Form 8 - Notice of Expulsion.**

*(Date)*

Please take notice that pursuant to: The Sovereign Grand Lodge Code of Laws, Chapter XXXVIII, you are expelled from membership.

\_\_\_ The certified court records pertaining to the offense

\_\_\_ The Report of the Trial Committee

\_\_\_ The Report of the Appeals and Petitions Committee  
is/are attached herein.

\_\_\_\_\_  
*Sovereign Grand Secretary*  
*(Seal)*

\*\*\*\*\*

**Trial Code Form 9 - Notice of Suspension**

*(Date)*

Please take notice that pursuant to: The Sovereign Grand Lodge Code of Laws, Chapter XXXVIII, you are suspended from membership for a period of \_\_\_\_\_.

Your suspension will end on \_\_\_\_\_.

\_\_\_\_ The Report of the Trial Committee

\_\_\_\_ The Report of the Appeals and Petitions Committee

is attached herein.

\_\_\_\_\_  
*Sovereign Grand Secretary*  
*(Seal)*

<sup>12</sup>CHAPTER XXXIXINTERNATIONAL ADVISORY BOARD  
INDEPENDENT ORDER OF ODD FELLOWSArticle I. **Name.**

The name of this body shall be the International Advisory Board of the Independent Order of Odd Fellows.

ARTICLE II. **Membership.**

*SEC. 1.* The International Advisory Board shall be composed of representatives of the member bodies all with equal rank. Terms to run consecutive with elected term of office.

*SEC. 2.* The member bodies are:

The Sovereign Grand Lodge, I.O.O.F. represented by four (4) members: (Sovereign Grand Master, Deputy Sovereign Grand Master, Sovereign Grand Warden, Sovereign Grand Secretary to be the Secretary of the Board).

International Association of Rebekah Assemblies, I.O.O.F. consists of three (3) members: (President, Vice President, Warden).

General Military Council, P.M., I.O.O.F. represented by one (1) member: (General Commanding).

<sup>24</sup>Grand Lodge of Europe consists of three (3) members: (Grand Sire, and two (2) additional members).

Grand Lodge of Australasia, I.O.O.F. consists of three (3) members: (Grand Sire, Deputy Grand Sire, Grand Secretary).

Independent Order of Oddfellows Manchester Unity Friendly Society consists of two (2) members: (Grand Master, Secretary of the Order).

A. If a designated member is unable to attend, an alternate from the same body may be designated to attend.

ARTICLE III. **Cost of Representatives**

The expenses of the Representatives to the Board shall be borne by their respective member body.

ARTICLE IV. **Meetings**

The Board shall meet on the Saturday prior to, and at the site of, the Annual Communications of The Sovereign Grand Lodge. Minutes of the meetings shall be entered into the final Journal of Proceedings of the session following such meeting.

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INTERNATIONAL COUNCIL

ART. V

**ARTICLE V. Purpose**

To exchange ideas, discuss concerns and make recommendations to all worldwide bodies of Odd Fellowship. This body shall have no legislative authority.

## CHAPTER XL

THE ODD FELLOWS' AND REBEKAHS'  
HUNGER AND DISASTER FUND

**SEC. 1. Purpose.** There is hereby created the Odd Fellows and Rebekahs Hunger and Disaster Fund whose purposes shall be:

- A. to receive by way of gift or otherwise money, or other items, for use in humanitarian acts consistent with the laws and precepts of the Order.
- B. to assist in any humanitarian program or project whereby all or part of the fund, or funds, can be used to assist a person, or persons, or a group of people in need, or a rehabilitation of their damaged properties.
- C. to negotiate, contract, or arrange for assistance for those in need of food, clothing, shelter or medical assistance, *(but not limited to these items)* or other needs that may arise.
- D. to do any and all things necessary, suitable, convenient or proper for, or in connection with, or incidental to the accomplishment of any of the purposes herein set forth, or any other lawful purpose of the Fund.
- E. to pursue said purposes, conduct any and all lawful business incidental thereto, anywhere a need exists.
- F. to work directly in this program, or to work through others under such rules or regulations as the Committee directing the use of this Fund may determine, adopt, or enter upon.

**SEC. 2. Committee.** The Fund shall be administered by a Committee composed of the Sovereign Grand Master as Chairman, the Sovereign Grand Secretary, the Sovereign Grand Treasurer and the President of the International Association of Rebekah Assemblies.

**SEC. 3. Administration of the Fund.**

- A. It shall be the duty of the Committee to administer the Fund in such a manner that will reflect credit on the Order and that will result in a definite contribution to the welfare of humanity.
- B. The Committee is hereby empowered to circulate lodges in all Jurisdictions under The Sovereign Grand Lodge, to sell decorative or commemorative stamps or other items, and to implement other fund raising projects for the benefit of the Fund.
  - (1) No single jurisdiction shall solicit funds from outside their immediate jurisdiction without approval of The Sovereign Grand Lodge.
- C. The Committee is hereby authorized to receive moneys that may be contributed from any source and to use them for the furtherance of the program.
- D. The Committee is further authorized to make such negotiations,



agreements, and conditions as may be necessary for the operation of the Fund provided these do not conflict with the laws of The Sovereign Grand Lodge or customs and usages of the Order.

- E. The Grand Secretary of each Jurisdiction may receive requests for assistance from the fund, shall notify the Sovereign Grand Secretary. If the request be deemed valid, the Committee may authorize any expenditure, together with such terms or conditions they deem appropriate.

**SEC. 4. Funds.**

- A. All funds and property coming into the possession of the Committee shall be the property of The Sovereign Grand Lodge kept in a separate account to be known as “The Odd Fellows’ and Rebekahs’ Hunger and Disaster Fund” and shall be administered as provided by The Sovereign Grand Lodge.
- B. All moneys coming to the Fund shall be received and receipted for by the Sovereign Grand Secretary and deposited in the Hunger and Disaster Fund account.
- C. All funds shall be disbursed as authorized by the Committee.
- D. Administrative costs shall be met from funds raised or appropriated within the Order.
- E. All monies disbursed by the Hunger and Disaster Fund to Jurisdictions for disaster relief must be accounted for to the Committee on Relief of The Sovereign Grand Lodge. A complete report of how the money was spent should be submitted within one (1) year of receipt. Any money not disbursed must be returned to the Hunger and Disaster Fund.

- SEC. 5. Returns.** The Committee shall make an annual report as of August 31 of each year to The Sovereign Grand Lodge, copy of which shall be transmitted to the International Association of Rebekah Assemblies and the Sovereign Grand Secretary shall print the same as part of the Advance Reports and in the annual Journal of Proceedings.

## CHAPTER XLI

## EDUCATIONAL FOUNDATION

- SEC. 1.** **There is hereby created the Educational Foundation of the Independent Order of Odd Fellows.**
- SEC. 2.** **Purpose.** The purpose of the Foundation shall be to aid young men and women to secure a higher education.
- SEC. 3.** **Management.** The Foundation shall be managed by a board of nine trustees, including the Sovereign Grand Master, Deputy Sovereign Grand Master, and President of the I.A.R.A. three members of S.G.L., appointed by the Sovereign Grand Master, and three members of the I.A.R.A. appointed by the President. Each appointment shall be for a term of three years, except to fill a vacancy when it shall be for the unexpired term, and must be approved by The S.G.L. When appointments are made and approved the board is vested with authority to function and discharge its duties.
- SEC. 4.** **Duties of the Board.** The board shall administer this Foundation, obtain information, and keep records of all foundations, loan funds, scholarships, endowments, etcetera that might be available for the purposes set forth.
- SEC. 5.** **Authority.** The Board is authorized to receive moneys and other property by gift, donation, devise, bequest, contribution, conveyance, transfer, or assignment. This property including interest or income there from may be used for the purpose of this chapter.
- SEC. 6.** **Organization.** The board is authorized to elect a chairman, secretary, or other officers, hire employees required, and adopt by-laws, rules, and regulations necessary to carry out the purpose of this chapter. By-laws, rules, and regulations shall be submitted to The Sovereign Grand Lodge for approval.
- SEC. 7.** **Care and Investment of Funds.** All funds and property coming to the Foundation become the property of The Sovereign Grand Lodge. The funds are sent to the Sovereign Grand Treasurer and deposited in the Educational Foundation fund. These funds shall be administered and invested as provided by the Code of General Laws. The chairman or a member of the board appointed for the purpose shall

be consulted before investment or reinvestment of these funds.

- SEC. 8. Support.** Components of the Order may contribute to this Foundation.
- SEC. 9. Authority of Trustees.** Trustees may accept donations, gifts, bequest, and devises for this fund.
- SEC. 10. Handling of Funds.** The secretary shall issue receipts for and record all funds and property and forward them to the Sovereign Grand Treasurer, obtaining his receipt. He shall deposit these funds monthly.
- SEC. 11. Expenditures.** Disbursement shall be by vouchers signed by the chairman and executive secretary when authorized by the board, showing the purpose of the expenditure. Drafts, checks, or warrants will be signed by the Sovereign or Assistant Sovereign Grand Secretary. The trust fund principal cannot be used for administrative expenses.
- SEC. 12. Annual Report.** A report as of August 31 shall be submitted annually to the Sovereign Grand Secretary and a copy to the International Association of Rebekah Assemblies. This shall be printed in the Advance Report and Journal of Proceedings.
- SEC. 13. Security Release.** The chairman and secretary are authorized to execute releases of collateral given as security for loans and report to the board.

## CHAPTER XLII

ODD FELLOWS AND REBEKAHS  
VISUAL RESEARCH FOUNDATION**SEC. 1. There is hereby created the Odd Fellows and Rebekahs Visual Research Foundation.****SEC. 2. Purpose.** The purposes of the Foundation are:

- A. To aid in restoring or preserving eyesight, inquiring into the cause of blindness, or in whose work or welfare the Foundation may have any due interest.
- B. To carry on directly or indirectly research experimentation of value in saving, aiding or preserving eyesight; to provide scholarships, loans, grants, fellowships, subsidies or other assistance for research in the prevention and aid of visual problems; and particular to aid any corporation, association, surgeon, physician, scientist, student or person engaged in helping to prevent or avoid blindness or impairment of vision, or in inquiring into the cause of blindness; or in whose work or welfare the Foundation may have any due interest.
- C. To help in the purchase of special contact and microscopic lenses or other devices to increase or aid vision. To negotiate, contract or arrange with hospitals, doctors, specialist, medical societies or agencies to render assistance to persons with visual or sight problems.
- D. To receive by gift, purchase, cause to be constructed or otherwise acquire facilities; and to receive gifts, bequests, and transfers of money or property to assist in carrying out or promoting the objects of the Foundation.
- E. To apply for, obtain, register, purchase, lease or acquire any patents, inventions, licenses, trade names, trademarks, copyrights, processes, formulas and the like which may be used in carrying out the purposes of the Foundation; and to hold, use, develop, exercise, grant or transfer licenses in respect of same.
- F. To do all things necessary, suitable, convenient or proper in connection with or incidental to, the accomplishment of any of the purposes of the Foundation.
- G. To pursue the purposes and conduct the business of the Foundation, and to permit the establishment and operation of chapters and branches of the Foundation under such rules or regulations as the directors may adopt.

**SEC. 3. Committee.** The Foundation shall be administered by a Committee of six (6) members: three (3) of whom shall be Odd Fellows who are members of all four (4) Branches and three (3) Rebekahs who are

members of a Rebekah Assembly, plus the Sovereign Grand Master and President of the International Association of Rebekah Assemblies as members ex-officio. The Sovereign Grand Master shall appoint, with the approval of The Sovereign Grand Lodge, one (1) brother and one (1) sister for a term of three (3) years; vacancies shall be filled by appointment of the Sovereign Grand Master for the remainder of the term. Not more than one (1) member of the Committee shall be Past Sovereign Grand Master or a Past President of the I.A.R.A. Rebekah Appointees shall be recommended by the President of the I.A.R.A.

**SEC. 4. Duties of the Committee.**

- A. The Committee shall administer the Foundation in a manner that will reflect credit on the Order and result in a contribution to the welfare of mankind by assisting those with visual problems and endeavoring to prevent sight defects.
- B. The Committee is authorized to circulate lodges in all jurisdictions to publicize the program and organize fund raising campaigns.
- C. The Committee is authorized to receive moneys contributed for the promotion of the program.
- D. Between meetings of the Committee, the Chairman shall administer the business affairs of the Foundation.

**SEC. 5. Organization.** The Chairman of the Committee shall be named by the Sovereign Grand Master. The Committee is authorized to select a Secretary and other officers and employees for the administration of the Foundation and make by-laws, rules and regulations not in conflict with the laws of The Sovereign Grand Lodge.

**SEC. 6. <sup>05</sup>Funds.**

- A. All funds and property coming into possession of the Committee shall become the property of The Sovereign Grand Lodge, and shall be forwarded to the Sovereign Grand Treasurer and kept in a separate fund to be known as 'Odd Fellows and Rebekahs Visual Research Foundation Fund' and shall be administered as provided in the Code of General Laws.
- B. All funds collected for the Foundation must be remitted to The Sovereign Grand Lodge office. No Jurisdiction shall be permitted to collect money for any similar or related eye project except those who have a contract with the Foundation.
- C. The Sovereign Grand Lodge office shall issue receipts for and record all funds and property, forwarding all funds to the Sovereign Grand Treasurer and obtaining a receipt therefore.

- D. Disbursements shall be by vouchers signed by the Chairman when authorized by the Committee, showing the purpose of the expenditure. Drafts, checks or warrants will be signed by the Sovereign or Assistant Sovereign Grand Secretary. The trust fund principle cannot be used for administrative expense. The Chairman or a member of the Committee appointed for the purpose shall be consulted before investment or reinvestment of any funds of the Foundation.
  - E. All funds subscribed by the public shall be devoted to the welfare work of the Foundation. Administrative costs shall be met from funds raised or appropriated within the Order.
  - F. Jurisdictions under written contract with the Foundation are permitted to retain seventy-five percent (75%) of the funds collected and use them for eye related programs. The remainder shall be remitted to the Foundation.
  - G. Jurisdictions which have established Eye Banks and are solely responsible for the financial obligations of them are permitted to retain ninety-eight percent (98%) of the funds collected. The remaining two percent (2%) shall be remitted to the Foundation.
- SEC. 7. Returns.** A report as of August 31 shall be submitted annually to the Sovereign Grand Secretary with a copy to the International Association of Rebekah Assemblies. The Report shall be printed in the Advance Report and Journal of Proceedings.



<sup>17</sup>CHAPTER XLIIIINDEPENDENT ORDER OF ODD FELLOWS  
PILGRIMAGE FOR YOUTH, INC.

**SEC. 1.** There is hereby created the **Independent Order of Odd Fellows Pilgrimage for Youth, Inc.** (Hereafter known as the Corporation.)

**A. Purpose.**

(1) The purpose of the Corporation shall be to promote the Odd Fellows and Rebekahs Pilgrimage for Youth Program.

**B. <sup>19</sup>Management.** The Corporation shall be managed by a Board of Directors consisting of six (6) members; the Sovereign Grand Master, Deputy Sovereign Grand Master, and President of the International Association of Rebekah Assemblies as ex-officio members; three (3) members who are qualified to attend The Sovereign Grand Lodge appointed by the Sovereign Grand Master, and three (3) Sister members who are qualified to attend the International Association of Rebekah Assemblies who shall be recommended by the President of the International Association of Rebekah Assemblies. Each appointment shall be for a term of three years, except to fill a vacancy when it shall be for the un-expired term, and must be approved by The Sovereign Grand Lodge. No more than one member of the Board shall be a Past Sovereign Grand Master or Past President of the I.A.R.A. When appointments are made and approved the Board is vested with authority to function and discharge its duties.

**C. Duties of the Board.**

(1) The Board shall administer the Corporation.

(2) The Board is authorized to receive funds and other property by gift, donation, devise, bequest, contribution, conveyance, transfer, or assignment. This property, including interest or income therefrom, may be used for the purpose of this chapter.

(3) The Board is authorized to elect a chairman, secretary, or other officers, hire employees required, one of whom is an Executive Director to administer the day to day operations of the Program, and adopt By-laws, rules and regulations necessary to carry out the purpose of the Corporation and the Program. By-laws, rules and regulations shall be presented to The Sovereign Grand Lodge.

(a) The Board shall inform The Sovereign Grand Lodge Executive Committee in the interim of sessions, any changes that may result in Code changes or litigation.

**D. Funds.** All funds and property coming to the Corporation remain the property of the Corporation.



- (1) Funds.
  - (a) Funds shall be deposited to the account of the Independent Order of Odd Fellows Pilgrimage for Youth, Inc.
  - (b) These funds shall be administered and invested as provided by the Articles of Incorporation and the By-laws.
  - (c) The chairman, or a member of the Board appointed for the purpose, shall be consulted before investment or reinvestment of these funds.
  - (d) Disbursements shall be by vouchers signed by the chairman and secretary when authorized by the Board, showing the purpose of the expenditure.
  - (e) Drafts, checks, or warrants will be signed and countersigned by two (2) authorized officers or representatives of the Board of Directors.
- (2) Grants. The Corporation may receive grants and disburse according to the guidelines of the grant.
- E. **Annual Report.** A report as of August 31 shall be submitted annually to The Sovereign Grand Lodge and the International Association of Rebekah Assemblies. This shall be printed in the Advance Report and Journal of Proceedings.

**SEC. 2. Odd Fellows and Rebekahs Pilgrimage for Youth Program.**

**A. Purpose.**

- (1) To bring young people together in groups to study and observe government at work (in the making).
- (2) To allow young people the opportunity to exchange views on education, politics, religion and world relationships.
- (3) To enable young people to gain an education about historical sites as well as the opportunity to build lasting friendships.

**B. Management.** The Program shall be managed on a day-to-day basis by the Executive Director hired by the Board. The duties of the Executive Director shall be but are not limited to:

- (1) Report Monthly to the Corporation Board of Directors (Board) the status of the program.
- (2) Submit a comprehensive report to the Board at their annual meeting.
- (3) At the Boards' winter meeting, submit a report of applications received, plans for the next summer program, staff and tour leaders for review and approval by the Board.
- (4) Confer with the Board on problems that may arise, changes needed, and program promotions.
- (5) Maintain copies of the applications submitted by Delegates, Tour Leaders, and Tour Staff for a period of not less than two (2) years.
- (6) Contact Jurisdictional Chairpersons regularly.
- (7) Work with the Board to schedule travel to meetings to promote the program.

- (8) Write grant applications and administer those received. Pursue other forms of funding to support the program.

C. **Funds.**

(1) Program Fees.

- (a) Fees for the program shall be directed to the Executive Director, who shall issue receipts for same.
- (b) The fees to be deposited in the Odd Fellows and Rebekahs Pilgrimage for Youth fund.
- (c) These funds shall be administered and invested as provided by the Code of General Laws.
- (d) Disbursements shall be by vouchers signed by the Executive Director as authorized by the Budget, showing the purpose of the expenditure. Items that will place the program over budget shall be approved by the Board prior to payment.
- (e) Drafts, checks, or warrants will be signed and countersigned by two (2) authorized officers or representatives of the Board of Directors.

D. **Annual Report.** A report as of the close of each program shall be submitted annually to The Sovereign Grand Lodge and the International Association of Rebekah Assemblies. This shall be printed in the Advance Report and Journal of Proceedings.

**SEC. 3.** Each Jurisdiction may have a Pilgrimage for Youth Committee consisting of no fewer than three members, with one member designated as the Jurisdictional Chairman.



<sup>94</sup>CHAPTER XLIVODD FELLOWS AND REBEKAHS  
ARTHRITIS ADVISORY BOARD

**SEC. 1.** There is hereby created the Odd Fellow and Rebekah Arthritis Advisory Board.

**SEC. 2.** The Purposes of the Advisory Board are:

- A. To promote and assist the Jurisdictions in supporting the National Arthritis Foundation (USA) and the Arthritis Society (of Canada).
- B. To record the amounts contributed by our membership to this most deserving cause.

**SEC. 3.** Management:

- A. The Odd Fellow and Rebekah Arthritis Program will be under the direction of a Board (Committee) to be known as the Odd Fellow and Rebekah Arthritis Advisory Board, which will consist of 7 members, 2 of whom shall be Canadian Members and 3 of whom shall be Rebekahs.
- B. Annually the Sovereign Grand Master shall appoint two (2) members for 3-year terms, the Rebekah may be recommended by the I.A.R.A. President. The Sovereign Grand Master shall appoint a Chairman for a one (1) year term.
- C. The Board shall annually elect from its members a Secretary (who must be a U.S. resident) and a Vice-Chairman.
- D. The Board shall not incorporate or otherwise remove itself from the control of The Sovereign Grand Lodge.
- E. All expenditures of the Board shall be budgeted, appropriated and approved by The Sovereign Grand Lodge.

**SEC. 4.** **Duties of the Board:** The Board shall assist in raising funds for the National Arthritis Foundation (USA) and the Arthritis Society (of Canada); give counsel and advice to the Jurisdictional Committees; obtain and maintain records of all donations; and submit an annual report to The Sovereign Grand Lodge.

**SEC. 5. Operations:**

- A. United States Jurisdictions: The Secretary of the Board shall be notified in writing of all funds raised or contributed by each U.S. Jurisdiction that are sent to any State Arthritis Chapter. All funds raised or contributed and sent to the Secretary of the Board shall be forwarded to the National Arthritis Foundation for distribution to the proper State Arthritis Chapter from which the donations were originally received.
- B. Canadian Jurisdictions: All funds raised by the various units of the Order will be forwarded to the Jurisdictional Grand Secretary and/or the Jurisdictional Assembly Secretary, who will record the same and then forward the funds to the Provincial Arthritis Society Office in the Province from which the donation was originally received. The Secretary forwarding such funds will direct a copy of the transmittal letter to the Secretary of the Odd Fellow and Rebekah Arthritis Advisory Board.

**SEC. 6. Control:**

- A. The Secretary of the Odd Fellow and Rebekah Arthritis Advisory Board shall annually submit a report to the Sovereign Grand Secretary indicating total donations received from United States and Canadian Jurisdictions as part of the Charitable Contributions of the Order.
- B. To provide for more adequate promotion, annually each newly installed Grand Master and Assembly President shall insure that there is an active Arthritis Committee working within their Jurisdiction.

<sup>04</sup>CHAPTER XLV**ODD FELLOWS SOS CHILDREN'S VILLAGE**

**SEC. 1.** There is hereby created the **Odd Fellows SOS Children's Village Foundation of the Independent Order of Odd Fellows.**

**SEC. 2. Purpose.**

- A. The purpose of the foundation shall be to promote and assist the Jurisdictions in supporting the Odd Fellows SOS Children's Village.
- B. To record the amounts contributed by our membership to this most deserving cause.

**SEC. 3.** <sup>06</sup>**Management.** The Foundation shall be managed by a six (6) member Board consisting of the Sovereign Grand Master, President of the I.A.R.A., three (3) members who are qualified to attend The Sovereign Grand Lodge, with one being a Canadian, all being selected by the Sovereign Grand Master; and one from the I.A.R.A. being selected by the President – I.A.R.A. Each appointment shall be for a term of three (3) years, except to fill a vacancy when it shall be for the unexpired term. The Sovereign Grand Master shall appoint one (1) selected member as the Chairman annually. All appointments must be approved by The Sovereign Grand Lodge. When appointments are made and approved the board is vested with authority to function and discharge its duties.

**SEC. 4. Duties of the Board.** The Board shall administer this Foundation; keep records, etcetera that might be available for the purposes set forth. The Board shall not Incorporate or otherwise remove itself from the control of The Sovereign Grand Lodge.

**SEC. 5. Authority of the Board.** The Board is authorized to receive monies and other property by gift, donation, devise, bequest, contribution, conveyance, transfer, or assignment.

**SEC. 6.** <sup>06</sup>**Organization.** The Board is authorized to elect a Vice-chairman, secretary or other officers, and adopt by-laws, rules and regulations as necessary to carry out the purpose of this chapter. By-laws, rules, and regulations shall be submitted to The Sovereign Grand Lodge for approval.

- SEC. 7. Care of Funds.** All funds and property coming to the Foundation become the property of The Sovereign Grand Lodge. The funds are sent to the Sovereign Grand Secretary and deposited in the Odd Fellow SOS Children's Village Fund. The Sovereign Grand Secretary shall transfer funds, as directed by the Board, to the SOS Children's Village USA to cover operational expenses of the Odd Fellows SOS Children's Village.
- SEC. 8. Support.** Components of the Order may contribute to this Foundation.
- SEC. 9. Annual Report.** A report as of August 31 shall be submitted annually to the Sovereign Grand Secretary and a copy to the International Association of Rebekah Assemblies. This shall be printed in the Advance Report and Journal of Proceedings.

<sup>09</sup>CHAPTER XLVI

## THE SGL COMMITTEE ON COMMUNICATIONS

- SEC. 1.* There is hereby created the Committee on Communications.
- SEC. 2.* **Purpose.** The purpose of this committee is to oversee and promote the electronic communications of The S.G.L. and its Grand Bodies.
- SEC. 3.* Committee on **Communications** shall consist of a general chairman and four (4) other members; Initially the Sovereign Grand Master shall appoint two (2) members to a three (3) year term, two (2) members to a two (2) year term and one (1) member to a one (1) year term; thereafter they are appointed to a three (3) year term upon the expiration of their term. Appointments are to be confirmed by The Sovereign Grand Lodge.
- SEC. 4.* **Duties.**
- A. The Committee shall maintain ownership and domain name of *ioof.org* (and subsequent names as necessary) as the official name of The S.G.L. Internet website. They will develop the operational guidelines and controls for establishment, performance and maintenance of websites, newsgroups, blogs and any other on-line communication content for the official use by the Independent Order of Odd Fellows in each jurisdiction throughout the world.
  - B. <sup>18</sup>In addition, the Committee shall be responsible for organizing the review and control procedures for current and developing communication structures, including, but not limited to, the new multimedia technology, social media affiliated with the Order, Online/Networking Apps, and fraternal press publications supported by the Order.
    - (1) The Committee shall be responsible for supporting Grand Bodies who wish to join the Internet under the terms of the approved guidelines. The Sovereign Grand Master shall appoint a Sovereign Grand Lodge Webmaster to operate The Sovereign Grand Lodge Web Site. Participating Grand Bodies shall appoint a member to act as Jurisdictional Grand Lodge Webmaster.
    - (2) The content of the Web Site of The Sovereign Grand Lodge will be the responsibility of The Sovereign Grand Lodge Webmaster, who shall keep it in compliance with the approved guidelines. The content of each Jurisdictional Web Site will be the responsibility of the appropriate Jurisdictional Grand Lodge Webmaster, who shall keep it in compliance with the approved guidelines. Each individual Web Site created by a local unit shall come under the supervision of the



Webmaster of the unit's chartered Grand Body, and shall comply with the approved guidelines.

- (3) This committee is responsible for the creation and maintenance of the secure members only portion of the I.O.O.F. Web Site, adding all material approved by The Sovereign Grand Lodge or The Sovereign Grand Lodge Executive Committee.
- (4) Technical support and guidance of Jurisdictional Grand Lodge webmasters shall be the responsibility of the Committee on Communications. The Committee shall monitor the performance of each jurisdiction to evaluate compliance with the approved guidelines.
- (5) This committee will provide means of hosting electronic meetings. The purpose of which is to share documents, spreadsheets, pictures, audio, with members.
- (6) <sup>18</sup>This committee will promote the teachings of our Order and the oaths we have taken as it pertains to social media platforms. Failure to follow these guidelines may result in formal charges being filed.
  - (a) These include but are not limited to insuring that these items occur or do not occur:
    - (i) Promoting Odd Fellowship through Positive Communication.
    - (ii) Remember one is still an Odd Fellow even outside the lodge.
    - (iii) The avoidance of publicly accusing another member of any misdeed, before, during, after or in the absence of formal charges of anything.
    - (iv) Display or discussions in a public site, of any unwritten work of the Order.
    - (v) Use of or identifying your social media site as The Sovereign Grand Lodge of IOOF or similar name without the expressed consent of The SGL is forbidden.
    - (vi) The use of any Logo other than the Emblem described in Chapter XXVIII in the document is forbidden. The exception of this can only be approved by The SGL Executive Committee.

**SEC. 5. <sup>18</sup>Social Media Sub-Committee.**

- A. This Committee is a sub-committee of the Committee on Communications – Committee Chair, and one (1) Committee member (to be known as Social Media Manager).
- B. These sub-committee members will review and if necessary, address any violations in social media etiquette.
- C. Any infraction found and not removed or rectified will be reviewed by the Communication Committee to determine a final disposition (charges, etc.)

**SEC. 6 Funds**

- A. A budget item presented to the Committee on Finance at each session shall be for maintaining the costs incurred by the committee. The committee shall pay for all registered domain names it foresees as necessary to update sites. (Examples: www.ioof.org; www.ioofks.org; www.ioofmn.org). The committee will maintain the domain names; however, each jurisdiction will be responsible for maintaining a relevant, current site under the approved guidelines.

**SEC. 7 Meetings**

- A. The SGL Committee on Communications Meetings
- (1) Chairman will set date and time.
  - (2) Shall meet quarterly or more as needed.
  - (3) May use video, telephone conferencing.

<sup>21</sup>**SEC. 8. Remote Meeting Access.**

- A. All units under the jurisdiction of Sovereign Grand Lodge are permitted to use telephone or video conferencing for the purpose of holding regular or special meetings; or to allow one or more members to attend remotely.
- B. Units holding meetings via telephone or video conferencing must ensure that meetings are held in a secure manner with no unauthorized participants permitted to join or witness the meeting.
- C. Units are permitted to call meetings to be held remotely regardless of what location is specified in their by-laws. When calling a meeting to be held remotely, the notice must include instructions on how to connect in lieu of stating a physical location.
- D. If all members participating in a meeting are remote, the display of the charter in the unit's lodge hall shall be deemed sufficient to allow the meeting to occur with the charter considered present.
- E. Members participating in a meeting remotely must be accorded the same right to participate as member attending in person, including discussion, voting, and holding office.
- F. Degree work may be conferred remotely in an exceptional case, **otherwise** must be conferred in person prior to the member being installed into an officer position in the unit.

<sup>23</sup>**SEC 9 Policy on Internet Content****A. Scope**

This policy provides guidance for member use of "Internet Content" social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a

contemporaneous manner.

**B. Procedures**

The following principles apply to professional use of “Internet Content” on behalf of I.O.O.F. (Independent Order of Odd Fellows) as well as personal use of social media when referencing I.O.O.F. Members need to know and adhere to the *I.O.O.F. Ritual; The Sovereign Grand Lodge Code of General Laws* of the I.O.O.F., and ***I.O.O.F. Rules for Internet Content as follows:***

- (1) To ensure our fraternity represents itself to the highest standards we must self-regulate our social media actions by individual restraint.
- (2) Odd Fellows must conduct social media activities in a way that reflects a positive image of the fraternity.
- (3) All IOOF-related social media accounts must be separate from personal accounts when practical.
- (4) Odd Fellows must be aware that postings are a permanent record; and therefore, should reflect the highest standards of morality and integrity.
- (5) Postings should not bring discredit to Odd Fellowship, nor should they fit within the definition of Un-Fraternal Conduct as defined by The Sovereign Grand Lodge Code of General Laws of the I.O.O.F.
- (6) It is the expectation that private Odd Fellow groups on social media are open to Odd Fellows from jurisdictions recognized by The Sovereign Grand Lodge. It is therefore understood that any administrator(s) of such groups properly verify that any members are Odd Fellows in good standing of recognized jurisdiction(s). Any posts in these groups will be appropriate and follow the guidelines outlined in this social media policy.
- (7) There shall never be discussion related to the business and what is discussed within a Lodge.
- (8) There shall never be discussion related to petitions, applications, background checks, investigation of an applicant, or regarding balloting on an applicant.
- (9) If you should ever leave the I.O.O.F., these rules will continue to be fully applied and binding.
- (10) Before you upload photos/video to Social Media, think about the photo’s content and the consequences of your actions. Obtain the person’s permission to use private images.
- (11) Anyone who wishes to take photos/videos in Lodge must obtain the permission of the Noble Grand and is to ask the permission of those present if they wish to be photographed.
- (12) Information about Lodge social activities must comply with the regulations already in place for them (for example no reference to alcohol).

- (13) All photo/video material obtained within an event of The Sovereign Grand Lodge shall become copyrighted of The Sovereign Grand Lodge and may only be distributed with permission of the Sovereign Grand Master.
- (14) Only The Sovereign Grand Lodge of the I.O.O.F can make authoritative statements on behalf of the I.O.O.F.
- (15) The Sovereign Grand Lodge is the absolute authority of the I.O.O.F. You should always be mindful that Social Media activities may invoke penalties as described in The Sovereign Grand Lodge Code of General Laws of the I.O.O.F., Chapter XXXVIII relating to trial, suspension, and/or expulsion for any un-fraternal behavior.



<sup>17</sup>CHAPTER XLVII

## INDEPENDENT ORDER OF ODD FELLOWS CHARITIES, INC.

**SEC. 1.** Whenever The Sovereign Grand Lodge is to receive from any Grand Body or other I.O.O.F. entity, any asset (real, personal or tangible) due to such Grand Body or other I.O.O.F entity becoming defunct, such asset(s) shall be conveyed to the Independent Order of Odd Fellows Charities, Inc. and administered as follows:

**SEC. 2.** There is hereby created the **Independent Order of Odd Fellows Charities, Inc.** (Hereafter known as the Odd Fellows Charities / Corporation.)

**A. Purpose.**

- (1) The purpose for which the corporation is organized shall be patriotic, educational, civic, charitable, altruistic and eleemosynary; and to promote Odd Fellowship.

**B. Management.** The Corporation shall be managed by a Board of Directors consisting of six members, to wit: the Sovereign Grand Master, Deputy Sovereign Grand Master, Sovereign Grand Warden, Sovereign Grand Secretary, Sovereign Grand Treasurer, and the Immediate Past Sovereign Grand Master (the board of The Sovereign Grand Lodge). Terms shall run concurrently to the positions held in the The Sovereign Grand Lodge, except to fill a vacancy when it shall be for the un-expired term, and must be approved by The Sovereign Grand Lodge. When appointments are made and approved the Board is vested with authority to function and discharge its duties.

**C. Duties of the Board.**

- (1) The Board shall administer the Corporation.
- (2) The Board will not specifically solicit, but is authorized to receive funds and other property by gift, donation, devise, bequest, contribution, conveyance, transfer, or assignment. This property, including interest or income therefrom, may be used for the purpose of this chapter.
- (3) The Board: the Sovereign Grand Master shall serve as chairman, the Sovereign Grand Secretary shall serve as secretary, may designate other officers, and adopt By-laws, rules and regulations necessary to carry out the purpose of the Corporation. By-laws, rules and regulations shall be presented to The Sovereign Grand Lodge.

- D. **Funds.** All funds and property coming to the Corporation remain the property of the Corporation.
- (1) Funds.
    - (a) Funds shall be deposited to the account of the Independent Order of Odd Fellows Charities, Inc.
    - (b) These funds shall be administered and invested as provided by the Articles of Incorporation and the By-laws.
    - (c) The chairman, or a member of the Board appointed for the purpose, shall be consulted before investment or reinvestment of these funds.
    - (d) Disbursements shall be by vouchers signed by the chairman and secretary when authorized by Resolution when adopted at a session of The Sovereign Grand Lodge, showing the purpose of the expenditure.
    - (e) Programs and Projects to which it may contribute funds, but not restricted to: Educational Foundation of the Independent Order of Odd Fellows (scholarships); Independent Order of Odd Fellows Pilgrimage for Youth; Odd Fellows and Rebekahs Visual Research Foundation; the Odd Fellows' and Rebekahs' Hunger and Disaster Fund; Odd Fellows and Rebekahs Arthritis Project; Odd Fellows SOS Children's Village; Living Legacy Program; Thomas Wildey Museum and Library; and such similar projects and programs as may be adopted in the future or may be proposed by resolution at a regular session of The Sovereign Grand Lodge.
    - (f) Drafts, checks, or warrants will be signed and countersigned by two (2) authorized officers or representatives of The Sovereign Grand Lodge.
  - (2) Grants. The Corporation may receive grants and disburse according to the guidelines of the grant.
- E. **Annual Report.** A report as of August 31<sup>st</sup> shall be submitted annually to The Sovereign Grand Lodge. This shall be printed in the Advance Report and Journal of Proceedings.