

1. Place and Dates of Meeting

The Lodge shall meet at the _____

See Note 1
overleaf

and shall hold regular meetings on the _____

at such hour as the Master shall direct.

See Note 2

2. Election and Installation Meetings

The Master and the Treasurer shall be elected by ballot at the regular meeting in _____

The Master Elect shall be installed at the regular meeting in _____

See Note 3

3. Election of Tyler

Subject to the provisions of Rule 113, Book of Constitutions, the Tyler shall be elected by show of hands at the regular meeting in _____

4. Lodge Committee

The Lodge Committee shall consist of the Master, Wardens, Past Masters of [and in] the Lodge, Treasurer, Secretary and _____ other members to be elected annually by the Lodge at the regular meeting in _____. This Committee shall consider and report to the Lodge on all proposals for membership and on any matters specially referred to it by the Lodge.

See Note 4

_____ members of the Committee shall form a quorum.

See Note 5

5. Audit Committee and Annual Accounts

The Audit Committee shall consist of _____ members of the Lodge who shall be elected annually by the Lodge at the regular meeting in _____

See Note 6

The accounts shall be made up to _____ in each year and shall be presented to the Lodge, duly audited, at the regular meeting in _____

A copy of the accounts and of the Audit Committee's certificate that all balances have been checked and that the accounts have been audited shall be sent to all members with the summons convening the meeting.

See Note 7

6. Fees and Annual Subscription

The Initiation fee shall be £ _____

the joining fee £ _____

and the re-joining fee £ _____

See Note 8

Such fees to be exclusive of subscription.

[In addition to these fees the candidate shall pay to the Lodge such registration fees as are payable to Grand Lodge and, if applicable, *Metropolitan / *Provincial / *District Grand Lodge together with any tax thereon and the candidate shall before becoming a member be informed of the total amount due.]

See Note 9

* Delete as appropriate.

The annual subscription (except for non-dining or country membership as provided for in By-Law No. 7) due and payable in advance on 1st _____ shall be of such amount as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting.

See Note 10

[The Secretary's services shall be deemed equivalent to payment of subscription.]

[The visitor's fee at dinners shall be such amount as the Lodge shall from time to time determine by resolution after notice on the summons.]

See Note 11

[The Master shall have the privilege of inviting _____ guest(s) to each dinner free of the visitor's fee.]

[Any member whose subscription is unpaid for _____ months shall be liable to be excluded from the Lodge, after due notice, in accordance with Rule 181, Book of Constitutions.]

7. Non-dining or Country Membership

Any member who, for reasons acceptable to the Lodge, is not in a position to enjoy the privileges of the Lodge regularly may on written application to the Secretary and by resolution of the Lodge be considered a non-dining or country member and shall pay a subscription annually in advance on 1st _____ of such less amount than that provided for in By-Law No. 6 as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting.

See Note 9

When attending the Lodge and dining such member shall pay the current visitor's fee.

See Note 12

8. Admission of Candidates

The admission of candidates for initiation and joining shall be regulated by the provisions of Rules 157 to 166, Book of Constitutions. On the ballot for a candidate for initiation or joining _____ black ball(s) shall exclude.

See Note 13

9. Termination of Membership

Any member desirous of terminating his membership of the Lodge shall tender his resignation in writing to the Secretary, or orally in open Lodge, in accordance with Rule 183, Book of Constitutions, and he shall be entitled to the Certificate mentioned in Rule 175, Book of Constitutions, stating the circumstances in which he left the Lodge. Should he at any future time wish to rejoin he shall be subject to the rules relating to joining members.

10. Payments from Lodge Funds

Payment of any sum exceeding £ _____ if for other than ordinary purposes may be made only by resolution of the Lodge, of which notice has been given on the summons, except in a case of emergency when such payment may be authorised by the Master and reported to the Lodge at the next regular meeting.

See Note 14

11. Amendment of By-Laws

Except as otherwise required by Rule 141, Book of Constitutions, amendment of these By-Laws or of any of them may be made only in the following manner:-

- Notice of Motion in writing stating the precise amendment or amendments proposed shall be given in open Lodge at a regular meeting.
- The Motion shall be set out on the summons for the next regular meeting or for an Emergency meeting summoned for the purpose and shall at such meeting be put to the Lodge.
- A resolution for amendment, of which notice shall have been given as aforesaid, shall be carried if a majority of the members voting shall vote in favour of it but it shall not be effective until approved [by the *Metropolitan / *Provincial / *District Grand Master / *Grand Inspector and] by the Grand Master.

See Note 15

* Delete as appropriate.

Should there be any objection to the introduction of a Candidate for Initiation, or a Brother for Joining, it is recommended that such objection be mentioned privately to the Master or Secretary who may communicate with the proposer and give him the opportunity of withdrawing his Candidate.

N.B. - The numbers of the Rules in the Book of Constitutions above are those in the 2016 edition.

Notes

A set of By-laws following the wording overleaf (varied in accordance with the notes below, if applicable) will conform to the Model for the purposes of Rule 136, Book of Constitutions, so that the Metropolitan, Provincial or District Grand Master or Grand Inspector will be authorised to approve such By-laws on behalf of the Grand Master. In all other cases the By-laws must be submitted for the approval of the Grand Master. **No By-law can override an express provision of the Book of Constitutions.**

1. A Lodge may have only a single meeting place specified in its Warrant and its By-laws.
2. The Election meeting *must* be the regular meeting immediately preceding the Installation meeting.
3. A Lodge may, by annual resolution, resolve that a subscribing member shall be Tyler without emolument, but this must not be embodied as a requirement in its By-laws.
4. Forming a Committee is a domestic matter and, while the principal officers are obviously necessary (and other Officers than those named below are permissible), the words 'Past Masters of' or 'Past Masters of and in' the Lodge may be omitted or their number restricted, e.g. two 'of' and one 'in'. Other members should only be included if the Lodge considers them essential. The most effective Committee is often small. The same applies to the quorum and it is advantageous if it is an odd number.
5. It is strongly recommended that the Audit Committee be small, say two or three members.
6. The audited accounts must be presented no later than the third meeting after the date to which the accounts are made up.
7. A fee, unlike a subscription, is a single 'one-off' payment and, again unlike a subscription, must be of an amount specified in the By-laws. Though a relatively nominal amount for a joining or re-joining fee may be appropriate, a nil amount will not be approved.
8. It is strongly recommended that the words contained within the square brackets, though optional, be incorporated into the By-laws, as that will obviate the need for regular increases in fees. See Rule 163 (j), Book of Constitutions. If used, the words must be included in their entirety.
9. The subscription due date must be the first day of a calendar month. If the subscription is exclusive of dining fees the reference to non-dining should be deleted from By-laws 6 and 7. The paragraph should then read:- 'The annual subscription due and payable in advance on 1st _____ and exclusive of dining fees, shall be of such amount as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting. The fees for members and visitors at dinners shall be such amounts as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting.' As an alternative to the last sentence above, and if appropriate, the wording may be amended to:- 'The fees for members and visitors for dining shall be 'at cost'. The members can be informed of the dining fee by a separate note included with the summons for each meeting.
10. While Rule 104(c), Book of Constitutions, allows for the Secretary's services to be equivalent to payment of subscription, this is an *option* for the Lodge to adopt, as is the provision for the Master's privilege to invite guests at the Lodge's expense.
11. The minimum time period for excluding a member from the Lodge for non-payment of subscription that will receive approval is three months. See Rules 145 and 181, Book of Constitutions. There will be no advantage to the Lodge if the period stated is one calendar year or more.
12. If By-law 6 is amended as shown in Note 9 above the last sentence of By-law 7 should refer to the 'current dining fee'.
13. Not more than three. See Rule 165, Book of Constitutions.
14. It is suggested that the amount be high enough to be realistic, but not so high as to allow undue latitude. A recommended figure would be in the range of £100 to £200.
15. The words in square brackets must be omitted in the case (but *only* in the case) of an unattached Lodge.