

BY-LAWS OF THE AVON LODGE No.185

Title of Lodge

1. The name of the Lodge is "The Avon Lodge" and its number is 185 on the roll of Grand Lodge of New Zealand. The members of the Lodge acknowledge the supremacy of Grand Lodge of Ancient, Free and Accepted Masons of New Zealand, and pledge themselves to obey its laws and regulations.
2.
 - (a) The regular meeting of the Lodge shall be held in the Shirley Masonic Centre, 9 Shirley Road, Christchurch, on the first Thursday in each month except January, at half-past seven o'clock p.m. or at such other hour as the Master may appoint.
 - (b) The day of a regular meeting may, by direction of the Master be altered, but only as provided by Rule 78.
 - (c) Emergency meetings may be called as provided by Rule 80. The expenses of such meeting shall be paid out of the funds of the Lodge. But if an Emergency Meeting shall be called at the request or the convenience of any candidate, brother or brethren, he or they shall pay a sum not exceeding FIFTY DOLLARS towards the expense of calling and holding the meeting.
 - (d) A summons shall be sent to every member by post or otherwise at least seven days before the date of every meeting, stating the time, date, and place of meeting, and the business to be transacted thereat.

Order of Business

3. At the regular monthly meetings the order of business shall be as follows:-
 - (a) Reading and confirmation of minutes.
 - (b) Correspondence.
 - (c) Treasurer's report.
 - (d) Approval of accounts for payment.
 - (e) Motions of which notice has been given.
 - (f) Balloting for Candidates.
 - (g) General business.
 - (h) Initiations, Passings and Raisings.
 - (i) Propositions for membership.
4. Every resolution which affects the rights or liabilities of members, or of which these By-Laws require or the Master rules, that previous notice should be given, shall be considered only after notice of the terms thereof:-
 - (a) Has either:-
 - (1) been given at a regular meeting in open Lodge or
 - (2) in cases of urgency by special permission of the Master, been given to the Secretary in writing at least fourteen days before the meeting at which it is to be moved; and in either case:-
 - (b) Has been set out in the Lodge summons for the regular or emergency meetings at which it is to be moved.
 - (c) Any resolution moved upon notice may be passed in an amended form as long as the amendment fairly arises on the resolution specified in the notice, and a resolution consequential upon a resolution of which due notice has been given may be moved and passed without previous notice.
 - (d) Any resolution may in the absence of the proposer be moved by any other member.
 - (e) In matters not expressly provided for by these By-Laws the rules of order and debate commonly observed amongst Freemasons shall be adhered to.

Officers

5.
 - (a) On the regular meeting night in June, the name of all the Brethren eligible for the office of Master shall be read by the Secretary, and all such Brethren shall be deemed to be nominated, and their

names shall be set out in the Lodge summons for the next regular meeting. Candidates for the offices of Treasurer and Tyler shall also be nominated at the same meeting.

- (b) On the regular meeting night in July the Master shall be balloted for, and the Treasurer and Tyler elected. The Installation of the Master and the investiture of Officers shall take place at the regular meeting in September, after the minutes have been confirmed.
- (c) The Master shall cause a meeting of the members of the rank of Installed Master and Wardens to be held annually in the month of July to consider the list of Officers to be appointed by the Master-Elect.
- (d) Besides the regular offices specified in Rule 37 the following offices shall be filled in the Lodge:- Chaplain, Director of Ceremonies, Almoner, Assistant Director of Ceremonies, Organist, Senior Steward, and as many Stewards as the Master shall appoint.
- (e) If any Officer absents himself from the Lodge for more than three consecutive meetings without leave of the Master, his office may, by ordinary resolution of the Lodge, be declared vacant. If any Officer other than the Master dies or resigns, his office, or if any office is declared vacant, the Master may thereupon appoint any qualified brother belonging to the Lodge to such vacant office for the remainder of the year, provided always that the Treasurer and the Tyler shall in every instance be elected by the Lodge.

Duties of Officers

- 6. (a) Every Brother elected or appointed to office shall be considered, by his acceptance, as being pledged to a strict performance of the duties thereof.
- (b) The Treasurer shall:-
 - (i) keep an account of all money received and paid.
 - (ii) pay all money received into the Bank appointed by the Lodge.
 - (iii) report the financial balance at each Lodge meeting, or to the Master when called upon.
 - (iv) shall prepare and keep such records of the income and expenditure of the Lodge and of the assets and liabilities thereof as may be necessary or desirable for the preparation of annual accounts and shall comply with any request of the Auditors for financial information.
 - (v) keep an inventory of all movable property of the Lodge, and see that the same is adequately insured.
- (c) The Secretary, in addition to the general duties of his office as listed in the Collected Rulings, shall:-
 - (i) Prepare and issue Lodge summonses.
 - (ii) Keep minutes in a suitable form of the transactions at all meetings of the Lodge, the Advisory Committee and any other committee of which he is a member or of which he is not a member but is requested by the Master to attend for such purpose.
 - (iii) Receive inward correspondence and submit to the Lodge.
 - (iv) Conduct outward correspondence as directed by the Lodge.
 - (v) Make all returns and reports requested by Grand Lodge and Provincial Grand Lodge.
- (d) The Tyler shall arrange and prepare the Lodge room for appointed meetings, and shall be responsible for the thorough cleanliness of the furniture, clothing and other properties of the Lodge. He shall see that every member or visiting brother signs his name in the attendance book, previous to entering the Lodge room. He shall restore the Lodge Room to former condition after the meeting.

Auditors

- 7. (a) At the regular meeting in August, two members of the Lodge shall be elected as Auditors for the purpose of auditing the financial affairs of the Lodge. One auditor only may be elected if he is a Chartered Accountant.

Admission of New Members

- 8. Application for initiation or joining must be made in accordance with the following conditions:-

- (a) The Candidate for Initiation should have been known to the proposer for a period of not less than two years and a resident of New Zealand for two years.
- (b) The Candidate for Initiation should have been known to the seconder for a period of not less than one year.
- (c) The proposer should notify the Master of his intention to propose a candidate, and must acquaint the Master respecting the candidate's general character, habits and position, withholding no information, which might render him unacceptable to the Brethren.
- (d) The proposer and seconder must attend at the request of the Master to give any further information respecting the candidate, which the Master or his Wardens may desire.
- (e) No candidate for Initiation may be mentioned in open Lodge until the Secretary is in possession of the proposition form duly signed by the proposer and seconder, in accordance with Rule 54.
- (f) No candidate for joining may be mentioned in open Lodge until the Secretary is in possession of an application, duly signed by the proposer and seconder.
- (g) No candidate for Initiation shall be balloted for (except under Rule 58) until after he has been regularly proposed, nor until a favourable report shall have been received from the investigating Committee of the Lodge.
- (h) No candidate shall be Initiated until one month after he has been regularly elected except under Rule 58.
- (i) No candidate for joining shall be balloted for until one month after he has been regularly proposed.
- (j) The election of candidates shall be by ballot (two black balls to exdude).
- (k) Candidates for Initiation shall, if summoned, attend within three months after election; otherwise the ballot shall be void; unless cause to the satisfaction of the Master for non-attendance be shown.
- (l) Any candidate for membership by Initiation who has been rejected, may be again proposed and balloted for, provided that a period of not less than twelve months has passed since the date of rejection.

Honorary Members

9. Honorary membership may be conferred, subject to dispensation, on a member, who has rendered eminent service to the Lodge or the Craft, by proposition and ballot in the same way as a joining member is admitted.

Resignations

10. Any member wishing to resign from the Lodge must give notice in writing to the Master or Secretary, or attend in open Lodge and tender his resignation, and prior to his clearance certificate being issued shall pay all dues and levies in respect to the then current financial year plus any arrears and further, in the case of resignations not received in time to be considered at the regular meeting in August, a liability at the discretion of the Lodge, for capitation fees or levies payable in respect to the ensuring year.

Visitors

- 11.
- (a) No Mason known to be under suspension by any recognised Masonic authority shall be admitted as a visitor to this Lodge during the continuance of such suspension.
 - (b) No visiting Brother will be permitted to address the Lodge on any subject or matter unless he has obtained the consent of the Master.

Fees Dues and Levies

12. The fees payable the Lodge shall be:-

12.1 FEES

- (a) The fees payable to the Lodge shall be:
 - (i) Initiation Fee
 - (ii) Joining Fee

As determined from time to time, by the Lodge, following Notice of Motion

- (b) The joining fee shall not apply to any Brother joining from a Lodge which has ceased to exist.

- (c) Initiates and joining members shall in their first year of membership pay a pro rata level of Annual Dues pursuant to Clause 12.2 (a) calculated from the first day of the month immediately preceding their date of joining or initiation.

12.2 DUES

- (a) For the purposes of establishing dues, membership is divided into the following categories.
- (i) Ordinary Member
 - (ii) Country Member (residing more than 40 kilometres from the Lodge)
- (b) The level of annual dues for each category of member shall be determined by resolution at the regular meeting in August of each year after Notice of Motion to that effect has been given at a previous meeting and inserted in the Summons convening the said meeting. Notwithstanding the provisions of this clause, the level of Annual Dues may be amended in the prescribed manner at any regular meeting if circumstances so dictate.
- (c) Members shall pay annually to the Lodge a sum as determined at the August meeting as a contribution to the Lodge Benevolent Fund
- (d) Annual Dues shall be exclusive of any fees or levies which may from time to time be set by Grand Lodge and/or the Divisional Grand Master on behalf of the Masonic division and any such fees or levies are to be separately charged to the Brother on whose behalf the fees or levies are paid or payable by the Lodge
- (e) Annual Dues shall be payable in advance on the first day of September in each year but, by resolution of the Lodge, may be paid in two equal instalments on the first days of September and March or direct credit monthly bank credit, on a pro rata basis, on the first day of each month.

12.3 LEVIES

In addition to the Annual Dues the Lodge may from time to time impose an occasional levy on each member not exceeding the aggregate in any one financial year the amount of the Annual Dues for that year. A levy shall be imposed by resolution after notice in that behalf has been given, and unless the Lodge otherwise resolves, such levy shall become payable on the day of the next regular meeting following the meeting at which it was enacted.

13. EXEMPTION

The following members shall be exempt from payment of Annual Dues and Levies:

- (i) Honorary member.
- (iii) A member in whose favour the Lodge exercises the powers conferred by the Book of Constitution.
- (iii) A member holding office for the time being as Secretary.

Non Payment of Dues

14. If any member of the Lodge has not paid his dues at the expiration of a period of six months after the date on which such dues are payable under these By-Laws, and the Lodge so resolves, appropriate action under Rule 109 will be taken.

Financial Provisions

15. The financial year of the Lodge shall end on the 31st day of August.
16. All moneys received by the Treasurer or Secretary or other person on behalf of the Lodge shall be paid forthwith to the credit of the Lodge at such Bank at Christchurch as the Lodge may from time to time by resolution select and all disbursements shall be made by cheque signed by any two of the Master, Treasurer or Secretary.
17. No disbursement of Lodge funds except from an authorised imprest account shall be made except pursuant to resolution of the Lodge, but no banker or other person to whom is presented a cheque signed as herein provided shall be concerned to enquire whether this by-law has been complied with or be affected by notice of non-compliance.
- 18.
- (a) At the end of the financial year the Treasurer shall prepare annual accounts relating to the funds of the Lodge, general and special, comprising;
 - (i) a statement of income and expenditure for the year.
 - (ii) a statement of assets and liabilities as at the end of the financial year.

- (iii) a statement of cash flows during the year.
- (b) The annual accounts shall, with the auditors report thereon, be presented to the Lodge as soon as practicable after the completion thereof.

Benevolence

- 19.
- (a) A Lodge Benevolent Fund is established which shall be credited with:
 - (i) all contributions received for charitable purposes unless otherwise specified by the donor.
 - (ii) such amount as shall be approved by the Lodge at or near the end of the financial year as an appropriation of general funds for charitable purposes.
 - (b) There shall be paid out of the Benevolent Fund all money authorised to be disbursed for charitable purposes and the Almoner shall have power to afford relief in any urgent case of not exceeding \$50-00, the circumstances to be reported to the Lodge at the next meeting.
 - (c) Nothing in these by-laws or any amendment thereof shall authorise the use of the Benevolent Fund for any purpose that is not a public charitable purpose within the meaning of the law relating to charities.
 - (d) At the regular meeting in September the per capita contribution to the Canterbury Masonic Charitable Trust shall be approved by resolution of the members present.
 - (e) Any part of the Benevolent Fund not required for immediate disbursement shall be separately invested by the Trustees in such a manner as the Lodge from time to time directs, and both the accumulations of income and capital of the Fund may be resorted to for the purposes for which it is established.

Charities

20. On the regular Lodge night in August a vote shall be taken by those members present, on the per capita contribution, from the Lodge Funds, to the Grand Lodge Fund of Benevolence. The total amount together with the amount voluntarily contributed for that purpose at the Installation Meeting shall be announced at that meeting.

Advisory Committee

- 21.
- (a) An Advisory Committee, consisting of the Master, Senior Warden, Junior Warden, Secretary, Treasurer, two Past Masters and two Master Masons with the power to co-opt, is established to consider any matters of importance that the Lodge may from time to time refer to them, or any matter that they consider of benefit to the Lodge -- such recommendations to be put before a regular meeting of the Lodge.
 - (b) The Advisory Committee shall meet at such time and place as the Master directs and members shall receive such reasonable notice of a meeting as circumstances permit. A quorum shall consist of 5 members.

Lodge Trustees

22. The Lodge having adopted the Grand Lodge of Freemasons of New Zealand Act, 1903, enacts the following by-law for the purpose of that act:-
- (i) The number of Trustees of the Lodge for the purposes of the Act shall be three.
 - (ii) The Trustees shall hold office during the pleasure of the Lodge and the office of Trustee shall be vacated by resignation of office or cessation of membership of the Lodge or the passing of a resolution discharging a Trustee from office. Provided however that, if pursuant to Rule 117 the Lodge elects for dormancy then so long as the Lodge remains on the roll of Grand Lodge the vacation of office by reason of cessation of membership shall not apply to the Trustees then in office so long as they retain membership of any Lodge to which they have transferred.
 - (iii) Any Trustee may be discharged from office and any appointment of a Trustee may be made by resolution passed at any regular meeting of the Lodge including an emergency meeting called for the purpose.
 - (iv) The Trustees shall hold all property of the Lodge not impressed with a particular trust upon trust for the general purposes of the Lodge and shall permit the same to be used and enjoyed and shall dispose of the same in accordance with the directions of the Lodge given from time to time by resolution passed at a regular meeting including an emergency meeting called for that purpose.

- (v) The Trustees shall hold any property of the Lodge impressed with a particular trust upon the trusts and with the powers for the time being attending the same.
- (vi) The provisions of by-law No. 16, relating to the bank account of the Lodge shall be deemed to be a direction of the Lodge to the Trustees for the purposes of this by-law so that the bank account may be dealt with as there provided.
- (vii) The Trustees shall be entitled to be indemnified out of Lodge funds and assets against all claims in respect of any Lodge property vested in them and in respect of any contractual or other liability incurred by them as Trustees and against all costs and expenses arising there out respectively, or arising out of their compliance with any direction or purported direction of the Lodge, whether competent or not.
- (viii) In the event that this Lodge shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these By-laws, the residue of any funds, assets, investments or other property vested in the Trustees as may remain after payment of all liabilities, costs and expenses, shall be disposed of in such manner and at such time as this Lodge may determine PROVIDED HOWEVER the Lodge complies with Rule 117 and further provided that neither the Trustees nor any member of the Lodge shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand.

Alteration to By-Laws

- 23.
- (a) Any By-law may be revoked or amended, and a new By-law may be enacted, by resolution of the Lodge passed at a regular or emergency meeting after notice of the proposal has been given in open Lodge, or has, in the case of urgency and, by special permission of the Master, been given in writing to the Secretary at least 21 days before the meeting and, in any case, has been adequately described and the effect thereof explained in the summons for that meeting.
 - (b) Unless, in enacting the alteration, the Lodge fixes a later date of coming into force, an alteration shall come into force on the day following the day on which it receives the approval of the Board of General Purposes.
 - (c) No addition to, amendment, alteration or rescission of By-law 22 (viii) of these By-laws shall be permitted which would result in this Lodge being declared non-charitable by the Commissioner of Inland Revenue.

Matters Not Provided for in the By-Laws

24. Any matter or circumstances not provided for in these By-Laws shall be decided by a majority vote of those present in regular meeting provided that the action conforms with the provisions contained in the Book of Constitution.

Interpretation

25. In these By-Laws a reference by its number to a Rule is a reference to the Book of Constitution of the Grand Lodge of New Zealand in the 24th edition, including amendments (if any) of the Rule in force on the enactment of these By-Laws.

These By-Laws were approved by the Board of General Purposes on the 29th day of September 1993.

M R Winger
GRAND REGISTRAR

A L Hart
GRAND SECRETARY