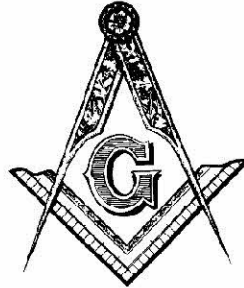


MASONIC ASSOCIATION of FRONTENAC DISTRICT BYLAWS



BYLAWS
Of the
MASONIC ASSOCIATION
Of
FRONTENAC DISTRICT

A.F. & A.M. of Canada
in the
Province of Ontario

Approved
Kingston, Ontario
Last Amended
May 30, 2019, Kingston, Ontario

MASONIC ASSOCIATION of FRONTENAC DISTRICT BYLAWS

The members of this Association, having repealed all former By-Laws, agree to and enact the following.

1. **Name:** The Association shall be known as the MASONIC ASSOCIATION of FRONTENAC DISTRICT (MAFD).
2. **Membership:** The Association shall be composed of all Master Masons, in good standing, who hold membership in a Lodge in Frontenac District.
3. **Objective:** The Association shall strive to preserve and encourage excellence in Freemasonry; through the development of the members' qualifications; through the practice and study of the Order and the facilitation of co-operation and social intercourse among its members and the District Lodges.
4. **Annual Assessment:**

4.1 Following the appointment of each new District Deputy Grand Master (DDGM) the Association will offer to act on his behalf (as per Section 107 and Section 108 of the Constitution of the Grand Lodge of A.F. & A.M. of Canada) in assessing a district levy, payable on or before December 1st each year, by each lodge. This assessment will be determined annually and shall be sufficient for the procurement (or refurbishment) of the dress regalia of his office, the payment of travelling expenses to each lodge in the District at least once each year and such other expenses necessary to discharge the duties of his office. Each new DDGM should signify his endorsement for the Association to act on his behalf by signing instructions to that effect.

4.2 Each new DDGM shall have the option of wearing either; a returned and refurbished dress regalia (the cost of which shall not exceed the cost of new regalia) or that which has been newly purchased on his behalf. It is understood that should a DDGM receive newly purchased regalia, or regalia previously purchased or refurbished by the association; such regalia remains the property of the MAFD and it will be carefully cared for and returned to the association on the occasion of his death or demit from the craft. If a DDGM accepts regalia that has not been refurbished and was originally purchased by his own or another lodge, then it may be retained or returned at his or his lodges discretion.

5. **Meetings:**
 - 5.1 The *Annual* General Meeting (AGM) of the Association shall be held in the latter part of May at the Kingston Masonic Centre and the *Semi-Annual* Meeting (SAGM) held in the latter part of October at a location determined by the President, customarily his Mother Lodge. Actual dates to be established by the President and announced at the previous meeting.
 - 5.2 *Special Meetings* may be called by the President with at least one week prior notice being sent to the Master and Secretary of each Lodge, and no business shall be discussed, other than that for which the meeting was called.
6. **Quorum:** *Twenty* members shall constitute a quorum for the transaction of business. The DDGM or his designate must be present for a quorum.

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7. **Officers:** The officers of the association shall consist of the DDGM, President, Vice President and Secretary Treasurer.
8. **Financial Review:** Two members, elected at the annual meeting in May, shall conduct a financial review of all the Association's and Committee's books and accounts and present a written financial report at the Annual General Meeting.
9. **Chairing Meetings:** The President shall chair all meetings, in his absence the Vice President and if both be absent, the District Deputy Grand Master, or his designate, shall act as Chairman pro tem.
10. **Voting Privileges:** Each member is entitled to vote on all matters placed before the Association *WITH THE EXCEPTION OF* the nominee for the office of DDGM and the Management Committee of the Association, for which offices only qualified Wardens, Masters and Past Masters of the District Lodges are eligible to cast a vote by written ballot.
11. **Rules of Order:** Meetings shall be conducted according to the rules laid down for the government of Lodges in so far as they are applicable, except that an appeal may be taken from the ruling of the chairman of the meeting.
12. **MAFD Officers:**
 - 12.1 The DDGM shall select all District Committee Chairmen who will report to him.
 - 12.2 *The President shall:*
 - a. Chair all meetings of the Association as per section 9 of these bylaws;
 - b. Chair the biannual District reception for the Grand Master;
 - c. Chair the biannual District reception for the Deputy Grand Master;
 - d. Manage the District Committees and other duties as delegated by the District Deputy Grand Master;
 - e. Chair the Frontenac District Senior Warden's Degree team under the direction of the Grand Senior Warden.
 - 12.3 *The Vice-President shall:*
 - a. Chair meetings of the Association in the absence of the President;
 - b. Serve as a member of the Management Committee;
 - c. Chair the Frontenac District Junior Warden's Degree team under the direction of the Grand Junior Warden.

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12.4 *The Secretary - Treasurer shall:*

- a. Record the minutes of all meetings and within 2 full weeks following each Association Management Committee Meeting distribute the minutes along with any financial reports to committee members;
- b. Within 1 month of each Annual and Semi-Annual Meeting distribute the minutes along with any financial reports to committee members and for posting to the web site of the Association;
- c. Issue notices of meetings to all Lodges;
- d. Send a notice to the Lodge next in the succession rotation, advising them of their opportunity to select and nominate a qualified candidate to the Management Committee, for the office of Vice President and President of the Association who in time will become District Deputy Grand Master;
- e. Not later than August 31 of each year, advise each Lodge in the District of their per-capita assessment for the District Deputy Grand Master expenses, the other events; and any annual dues owing to the Association. Payment of this assessment shall be due no later than December 1st each year;
- f. Keep a proper account of all receipts and expenditures;
- g. In compliance with Section 108 of the Constitution of the Grand Lodge of A.F. & A.M. of Canada distribute, by mail to each lodge secretary, the financial statement having been audited by the 2 elected financial reviewers.;
- h. Serve as a member of the Management Committee.

13. *Management Committee:*

13.1 The Management Committee shall consist of twelve members:

- a. The DDGM;
- b. The President of the Association who shall act as Chairman;
- c. The Vice President;
- d. The Secretary-Treasurer of the Association;
- e. One member appointed each year by the Vice President for a 3 year term;
- f. One member elected each year by the Association for a 3 year term;
- g. The outgoing DDGM and District Secretary for one year (as ex-officio members without voting privileges).

13.2 The duties of the Management Committee shall be to:

- a. Consult with the District Lodges and assist them in implementing the Grand Lodge programs via the District committees. This dialogue to be initiated between the President of the Association and the Worshipful Master of the Lodge;
- b. Arrange meeting facilities and guest speakers for the annual and semi-annual meetings and any special meetings;
- c. Communicate via the Secretary of the Association, with Grand Lodge to arrange the date and location of the Grand Master and Deputy Grand Master, biannual visits to the District;
- d. Annually determine the need for a review of the District Bylaws;
- e. As per Sections 4(2) and 17 complete a review of the District Assessment by April 30th each year to be levied on each of the lodges in the District on a per member basis. The number of members of each Lodge will be derived from the Lodge

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Membership Returns, as detailed in the latest Proceedings of the Annual Communication of Grand Lodge ;

- f. Oversee the management and supervision of the district web and Facebook presence, as well as any other social media forms of communication;
- g. Ensure that a current copy of these Association By-Laws is always posted on the web site of this Association;
- h. Such other duties as may be requested by the Association.

14. *Nomination and Election of Officers:*

14.1 At each AGM the next Lodge in rotation may nominate a qualified member to the Management Committee for a three year appointment. This Past Master shall have been chosen in an open, recorded vote at a previous Lodge meeting with advance notice of this vote printed in the Summons.

14.2 After the member is nominated at the AGM and is elected by the membership in attendance, the President, being satisfied with the eligibility of the candidate, will confirm the election. The nominee may be elected in absentia provided prior acceptance of the nomination has been confirmed to the President.

14.3 If a member of the Management Committee should become unable to fulfill his obligations to the District, he will be excused from the Committee and his name will be removed from the progressive role on the Committee. If such a vacancy occurs, the Lodge who nominated him may replace him at the next District meeting with another eligible member of the Lodge. A Lodge may change their appointed member to the Management Committee with adequate notice to the Secretary Treasurer for scheduling purposes. If this should occur, all other members of the Management Committee shall move up in the line to fill the vacancy. All replacement nominees will begin their term of service to the Committee as the junior member after being elected at the next District meeting unless one of the current elected members wants to pass to keep their designated year for Lodge anniversary purposes, family or work commitments, etc. Such a change in a Lodge nominee will count as a pass for the Lodge in question. In the event that a Lodge that has made a nomination to the Management Committee goes into darkness or amalgamates with another Lodge, the nominee may stay in the process if they so choose.

14.4 All nominations for Management Committee shall be received at the Annual General Meeting from the Lodge next in the order of rotation and shall then be elected by the members of the Association in attendance. Nominations shall then be received to be brought forward at the District meeting at Grand Lodge for the position of DDGM.

14.5 The prospective DDGM, President, Vice President, Secretary Treasurer, two members of the Financial Review Committee and a minimum of one Management Committee member shall be elected at the Annual General Meeting.

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Order of Rotation:

- | | |
|---------------------------|-------------------------------|
| 1. Maple Leaf | 8. Leeds |
| 2. Union | 9. St. Andrew's |
| 3. Albion | 10. Queen's |
| 4. The Ancient St. John's | 11. Simpson |
| 5. Victoria | 12. Prince of Wales |
| 6. Rideau Minden | 13. Royal Edward of Cataraqui |
| 7. Frontenac | 14. Templum Fidelis |

14.6 In the event that a Lodge is unable to present a nomination they may defer their nomination for one year only and shall allow the Lodge next in succession to make a nomination. If the Lodge is still unable to present a nomination the next year they shall forfeit their turn and the original order of rotation shall be followed.

14.7 Additional nominations for the office of Vice President, President or DDGM may also be presented from the floor at the Annual Meeting, considering at all times the welfare of the District.

14.8 A nominee to the Management Committee must be a year-round resident within Frontenac District and be nominated by a *qualified* member (as defined by the Constitution of Grand Lodge, sections 56c and 65a) of the Association and in the event of a vote being found necessary, the same shall be taken by written ballot.

14.9 To be eligible for nomination to the office, a candidate for Vice President must be in possession of the following: a *Past Master's Course Certificate of Completion* as offered by the Grand Lodge College of Freemasonry; or have attended and completed the requirements for the *District Deputy Grand Master and District Secretary Preparation: A Short Course for the Aspirants* offered by the Grand Lodge Craft Stewardship Committee. Exceptions made under special circumstances will be the responsibility of the Management Committee at that time.

15 ***Committees and Events:***

15.1 The Management Committee of Frontenac District will conduct a yearly review of the existing District committee structure and make such recommendations to the President which best reflect the needs of the District.

15.2 *Events:*

- a. Annual and Semi-Annual General Meetings
- b. District Divine Service
- c. Biannual Reception for the Grand Master;
- d. Hospitality room at Grand Lodge as per Section 17;
- e. Training Seminars as organized by committee chairs;
- f. Biannual Reception for the Deputy Grand Master;
- g. Grand Junior and Senior Warden Degree Nights.

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16. *DDGM Expenses:*

16.1 The DDGM shall receive an honorarium, determined as per section 4 (2) to offset some of the expenses arising from his year in office;

16.2 The DDGM will be responsible for funding the necessities of his office above and beyond his honorarium including but not limited to all expenses for travel, accommodations and event fees, all formal clothing and dress accoutrements and office supplies for both himself and the District Secretary;

16.3 The Association pays for printing the Trestle Board, the amount to be approved by the Management Committee prior to printing. If required, the Association will cover the rental fees payable for any additional district meetings of the Association;

17. *Hospitality Room and other Expenses:*

In accordance with the following motion “Masonic Association of Frontenac District AGM Meeting Notice and Notice of Motion Proposed Bylaw Revisions” passed by those present at the Association AGM on May 30, 2019, the Association levy may include in each yearly assessment (as detailed in Section 4 (2)) sufficient funding to pay for the events listed in section 15 (2). The noted hospitality room is to be a room suitable to temporarily host visiting members of Frontenac district and their guests and to include funds necessary for the provision of appropriate food and beverages.

18. *Amendments to Bylaws:*

Amendments to these Bylaws may be made at either the Annual, or Semi-annual general meeting of the Association in any year by a two-thirds vote of those members present; provided written notice of motion for such amendment(s) has been presented at a previous meeting of the Association Management Committee and notification of the proposed amendment(s) is sent by the Associations Secretary-Treasurer to each lodge secretary at least 1 full month prior to the Association annual or semi-annual meeting at which the amendment(s) are to be voted on.