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CONSTITUTION

and

BY-LAWS

of

Lincoln Lodge No. 49,

Independent Order of Odd Fellows

BENWOOD, W. VA.

PRINTED BY
THE BENWOOD ENTERPRISE
BENWOOD, W. VA.
1907

BY-LAWS

—of—

Lincoln Lodge

No. 49,

I. O.  O. F.

ARTICLE I.

Name.

This Lodge shall be known by the name of Lincoln Lodge No. 49, I. O. O. F., of Benwood, Marshall County, West Virginia.

ARTICLE II.

Meetings.

Sec. 1. This Lodge shall meet on Saturday evening of each week at 7:30 o'clock.

Sec. 2. Meetings shall be opened within fifteen minutes after the hour stated.

Sec. 3. Special meetings shall be called by the N. G., upon the written request of five members in good standing, or at such other times as he shall deem necessary.

ARTICLE III.

Officers.

Sec. 1. The elective officers of the Lodge shall be the Noble Grand, Vice Grand, Secretary and Treasurer. These officers shall be elected for six months, or until the end of the term.

Sec. 2. The duties of officers shall be in accordance with Article 7, of the Constitution of Subordinate Lodges, and such other general laws as relate to their respective offices. The N. G. shall upon the death of a brother, first ascertain if it is the desire of the family of the deceased brother that the Order conduct its funeral ceremony, before issuing a call for a special meeting to attend such funeral.

ARTICLE IV.

Bonds.

Sec. 1. The Secretary and Treasurer shall give good and sufficient bonds for such sums as the Lodge may direct from time to time, with good security, the same to be approved by the Finance Committee and accepted by the Lodge before entering upon their duties, the N. G. to be the custodian of said bonds.

ARTICLE V.

Dues, Assessments and Fines.

Sec. 1. Each member shall pay one dollar and thirty cents ($1.30) per quarter as dues, and ten (10) cents per quarter to be set aside as a fund to procure nurses for the sick.

Sec. 2. Upon the death of a brother in good standing an assessment of one dollar shall be levied upon each member of the Lodge.

Sec. 3. Upon the death of a wife of a third degree

member, an assessment of fifty cents shall be levied upon each member of the Lodge, provided said brother receiving any benefits from the Lodge is in good standing, and at the time of the death of the wife of a brother, said wife was the lawful wife of said brother, and lived with the brother at the time of her death.

Sec. 4. A member allowing himself to become three months in arrears for dues shall not be entitled to benefits.

Sec. 5. A member failing to attend the funeral of a deceased when legally notified, shall be fined one dollar.

Sec. 6. Each member shall leave with the Secretary his address and shall notify the Secretary, as soon as possible, of any change that may take place in his residence.

ARTICLE VI.

Benefits.

Sec. 1. A brother in good standing who has received the third degree shall be entitled (after the first week of his sickness or disability) to five dollars ($5.00) per week for thirteen weeks of his sickness, and for the next thirty-nine weeks following the fourteenth week he shall receive two dollars and fifty cents per week, and during the remainder of such sickness or disability one dollar per week.

Sec. 2. The Lodge shall require a sick brother to furnish a doctor's certificate attested by a magistrate or notary public, when a Lodge is not convenient.

Sec. 3. The funeral benefits of a third degree member shall be one hundred ($100.00) dollars, and those not having attained the third degree twenty ($20.00) dollars.

Sec. 4. Upon the death of the wife of a brother of the third degree in good standing he shall be entitled to fifty ($50.00) dollars benefits.

Sec. 5. Any brother found in a state of intoxication while receiving the benefits of the Lodge, or who shall have brought sickness on himself by intemperance or other immoral conduct, shall not be entitled to ben-

efits, and may be expelled or suspended at the discretion of the Lodge.

Sec. 6. Upon the death of a brother having a wife, but at the time of death of said brother, they are living separate and apart, and there being no dependent relatives, the Lodge shall take charge of and pay the funeral expenses of the said brother to the amount of one hundred dollars or such portion of the same as may be necessary.

ARTICLE VII.

Notices.

Sec. 1. The Secretary shall send to each member at his last known address, each June and December, a statement of his standing on the books of the Lodge, provided, that notice shall be sent only to those brothers who are in arrears three months or more.

Sec. 2. It shall be the duty of the Secretary to notify all members who are in arrears to the amount of nine months dues that if they permit their indebtedness to amount to one year's dues their names will be dropped from the roll of the Lodge.

Sec. 3. Legal notice of the death of a brother, and the call of a special meeting to attend such funeral, shall consist of notice in two of the newspapers published in the city of Wheeling for two separate publications, and also the Secretary shall post notices at least five public places in the city of Benwood.

ARTICLE VIII.

Salaries.

Sec. 1. The Secretary shall receive the sum of ten dollars per quarter for his services.

Sec. 2. The salary of the janitor shall be twenty-two dollars and twenty-five ($22.25) per quarter for his services.

ARTICLE IX.

Fees.

Sec. 1. The charge for initiation fees shall be as

follows, to-wit: Persons between 21 and less than 30 years, $5.00; persons between 30 and less than 35 years, $7.50; persons between 35 and less than 40 years, $10.00; persons between 40 and less than 45 years, $12.50; persons between 45 and less than 50 years, $15.00. Applications of persons fortyfive years of age, or over, must receive the unanimous concurrence of the Lodge, and no person who has attained the age of fifty years or over, will be admitted into this Lodge by initiation.

Sec. 2. Charges for the degrees shall be two dollars and fifty cents for each degree.

Sec. 3. A brother wishing a withdrawal card shall accompany the application with fifty cents, and all indebtedness appearing against him shall be paid before said card is granted.

Sec. 4. The fee for a visiting card shall be fifty cents, and for a dismissal certificate one dollar.

ARTICLE X.

Trustees.

Sec. 1. There shall be a Board of Trustees which shall consist of three members, and they shall be required to give a joint and separate bond in the sum of two hundred ($200.00) dollars each.

Read at three separate meetings of the Lodge and approved by the same, and ordered that these By-Laws be signed and sealed by the Noble Grand, Vice Grand and Secretary.

HARRY M. STEWART,
JOHN W. DAVIS,
JOHN CARPENTER,
CHARLES E. CARRIGAN,
HENRY F. WOODY,
Committee.
JAMES E. ROBERTS, N. G.
J. E. ANDERSON, V. G.
JOSEPH DAVIS, Secretary.

November 17th, 1906.

LIST OF MEMBERS

—OF—

Lincoln Lodge No. 49, I. O. O. F.

PAST GRANDS.

Anderson, J. E.
Anderson, D. N.
Bradford, Wm.
Carrigan, C. E.
Carpenter, John
Davis, J. W.
Davis, Joseph
Edwards, J. S.
Evans, Thomas
Gatewood, James
Hyde, Enoch
Harper, Wm.
Hall, Wm., Sr.
Hall, Geo. T.
Linsley, Wm.
Linsley, R. C.
Leach, W. B.
Miller, A. A.
Newton, Robert
Peabody, H. N.
Price, James
Pastorius, Samuel
Roberts, James
Rider, Charles
Shepard, Harry
Smith, Joseph
Stewart, P. P.
Stewart, H. M.
Scott, L. M.
Snodgrass, A. L.
Shaw, W. K.
Thompson, H. W.
Whitesides, Wm.
Woody, H. F.

THIRD DEGREE MEMBERS.

Carlyle, C. H.
Cayton, Jacob
Carpenter, R. R.
Davis, G. R.
Evans, Trainer.
Eskey, Leonard
Eggenschwiller, J. H.
Farmer, James
Gorman, M. E.
Gatewood, G. E.
Hager, J. S.
Hunter, S. J.
Kiger, J. F.
Hubbs, Geo. E.
Long, Geo. H.
Lemley, J. S.
Morgan, Robert
Morgan, Lysle
McConnell, Wm.
McMechen, J. L.
McVey, George
Peabody, Ollie
Pelley, W. E.
Porterfield, F. W.
Sinclair, Chatham
Schane, C. C.
Schane, Edward
Schad, Charles
Taylor, Elihu
Shaw, B. M.
Robbins, Milton

OFFICERS.

J. E. Anderson, Noble Grand.
Geo. E. Hubbs, Vice Grand.
Joseph Davis, Secretary.
C. E. Carrigan, Treasurer.

Trustees.

H. F. Woody.
J. W. Davis.
Charles Rider.

Constitution

For the Government of Subordinate Lodges Working
Under the Jurisdiction of the

Grand Lodge of West Virginia

Independent Order of Odd Fellows

With an Appendix, Containing the Duties of District
Deputy Grand Masters

NINTH EDITION

Index Print, Fairmont
1907

Constitution

FOR THE GOVERNMENT OF SUBORDINATE LODGES WORKING UNDER THE JURISDICTION OF THE GRAND LODGE OF WEST VIRGINIA. INDEPENDENT ORDER OF ODD FELLOWS.

Preamble

For the purpose of securing uniformity in conducting business in Subordinate Lodges, and impartial administration of privileges, honors and benefits of Odd Fellowship, the Grand Lodge of the Independent Order of Odd Fellows of the State of West Virginia, ordain the following Constitution for the Government of Subordinate Lodges under its jurisdiction.

ARTICLE I.

Lodges.

Sec. 1. A lodge shall consist of at least five Third Degree members, including one qualified to preside at its meetings, and shall be known as ..... Lodge No. ..... Independent Order of Odd Fellows of West Virginia, and shall have the powers and privileges of Subordinate Lodges chartered by the Grand Lodge of West Virginia.

ARTICLE II.

Meetings.

Sec. 1. Lodges shall assemble at such hours as best suit their convenience, but in no case shall a lodge meet on Sunday, unless to pay the last tribute of respect to a deceased brother. The Noble Grand, or in his absence the Vice Grand, may call a special meeting of his lodge by giving reasonable notice thereof to the members, through the Secretary, stating the purpose of such special meeting; and no other business shall be transacted at such special meeting.

How Often Held.

Sec. 2. Meetings shall be held once each week and be opened within fifteen minutes after the time prescribed by the by-laws.

When a Past Grand Shall Preside.

Sec. 3. If at any stated or special meeting the Noble Grand and Vice Grand shall both be absent, the oldest Past Grand present shall preside.

Quorum.

Sec. 4. No lodge shall be opened unless five of its members be present, one of their number being qualified to fill the chair.

Opening the Lodge.

Sec. 5. When the lodge is called to order and the door secured, no one shall enter or depart until the lodge has been regularly and formally opened.

Duties of the Warden and Guardian.

Sec. 6. The Warden shall examine every person in the room and ante-room prior to the opening of the lodge, and when opened the Guardian shall not allow egress or ingress without the usual formality.

Opened and Closed.

Sec. 7. All lodge meetings shall be opened and closed in due form.

ARTICLE III.

Membership—Qualifications.

Sec. 1. An applicant for membership shall be a free, white male person; not less than twenty-one years of age, a resident of the State six months preceding his application, except as hereinafter provided, a believer in a Supreme Being, the Creator and Preserver of the Universe, of good moral character, industrious habits, and possessed of some reputable means of support and free from disease.

Note—No Saloon-keeper, Bartender, or Professional Gambler shall be eligible to membership in this Order. Amendment to Con., Sov. G. L.)

Jurisdiction.

Sec. 2. An applicant for membership shall apply to the lodge nearest his residence, unless that lodge shall

grant him permission to join another lodge, except when the applicant shall reside in a county, city or town where two or more lodges are located, then the applicant shall have the right to apply for membership to any one of the lodges located in said county, city or town. If it shall appear to the Grand Master that injustice has been done by requiring the application to be made nearest the residence of the applicant, he shall be empowered to grant the necessary permission, notwithstanding the refusal by the lodge. When an adjoining State Jurisdiction shall have adopted a law granting equal privileges to the subordinates in the State, then a subordinate of said adjoining Jurisdiction may have the right to receive into membership persons whose residence is nearest the lodge applied to than the one in West Virginia, without regard to State lines.

Petitions for Members and Balloting.

Sec. 3. Candidates for membership must be recommended by two members of the lodge. The application shall state the age, occupation and residence of the applicant, and have his signature, and shall be referred to the investigating committee. Said committee shall report at the next regular meeting, or as soon thereafter as practicable, when a ballot shall be taken and if not more than two black balls appear against him he shall be declared elected; if three or more black balls appear, he shall be declared rejected and his money returned. The Noble Grand shall have charge of the ballot box and announce the result, but shall have the ballot box examined by the Vice Grand before announcing the result of the election to the lodge. The Noble Grand is not bound to state the number of black balls cast. A rejected candidate may again be proposed at the expiration of six months. A lodge shall not receive an application from any person over forty-five years of age, without the unanimous consent of the members present. Any candidate who may fail to present himself for his initiation within six weeks from the date of his election, shall forfeit the amount of his initiation fee, which shall not be remitted unless a reasonable excuse is given for his non-appearance. The name of the applicant may be withdrawn before the report of

the committee has been read, but not afterwards. When the Secretary reads an application, he becomes responsible to the lodge for the fee. The initiation fee shall not be less than five dollars and shall accompany the application.

Election of a Member of a Defunct Lodge.

Sec. 4. A member of a defunct lodge desiring restoration to membership shall be entitled to receive from the Grand Secretary a card, upon payment of the amount that would have placed him in good standing at the time his lodge became defunct, and the cost of the card. The amount so paid by him shall be the property of the Grand Lodge.

Reception of Members Elected Upon Card.

Sec. 5. Whenever an applicant upon card shall be elected, it shall be the duty of the N. G., upon such applicant presenting himself during the sessions of the lodge, to appoint a committee of three, of which the V. G., or some brother known to be in possession of the A. T. P. W., shall be one, and the other members shall be of the Third Degree, who shall examine and prove him in the work of the Order. Upon the report of the committee that he is correct, he shall be admitted without further ceremony, sign the constitution, and from that time only be chargeable with dues.

Application by Card, Certificate or Ancient Odd Fellow.

Sec. 6. A brother holding a withdrawal card or dismissal certificate, applying for membership in a lodge, shall present the same, which shall be referred to a committee of three as in the preceding section, and upon the report of the committee shall be balloted for. In case of a withdrawal card, a majority of the legal voters present shall elect. In case of a dismissal certificate, five black balls shall reject. An Ancient Odd Fellow may be admitted by the same ballot as in the case of a dismissal certificate. The fees for admission under this section shall be regulated by each lodge.

Non-Beneficial.

Sec. 7. A lodge may receive as non-beneficial members such former members of defunct lodges as were in good standing in their respective lodges at the time of surrendering their charters, and by reason of their advanced age are not acceptable for beneficial membership. The manner and form of admission shall be as provided in section one, two and three of this article and at such fee as may be fixed by the by-laws.

Non-affiliated Odd Fellows who have been regularly initiated into the Order, and have retained membership therein for at least five consecutive years, and who, at the time of making application for reinstatement of membership, shall be over fifty years of age, may be admitted to membership in a lodge as non-beneficial members upon such terms as the by-laws may prescribe.

No Claim for Benefits.

Sec. 8. Such non-beneficial members when so admitted, shall have no claim upon the lodge for weekly benefits in case of sickness or disability, nor funeral benefits in the event of death, nor for nursing in the case of sickness, but in all other respects shall enjoy the same privileges as other members. The weekly dues for such non-beneficial members when so admitted, shall be fixed by the by-laws, but shall not be less than two cents per week.

Notice of Rejection.

Sec. 9. Notice of rejection shall be sent to each lodge in the same county, city or town, and to the Grand Lodge in the semi-annual report.

Annulling an Election.

Sec. 10. If a person is proposed for membership and elected, and previous to initiation the lodge obtains information of bad conduct, it may, by a two-thirds vote, annul the election and refund him his money.

Reconsideration of a Ballot.

Sec. 11. If all the brothers who may have cast black balls against a candidate for membership voluntarily make motion for a reconsideration of a ballot the same

may be reconsidered; and in such case the vote on the question of reconsideration shall be by ball ballots, and if all the ballots cast be in favor of it, the reconsideration shall be had; whereupon the application shall lie over until the succeeding meeting, when another ballot shall be had with ball ballots, and if the balls all be white, the applicant shall be declared elected; but if in either of the ballots provided for in this article, one or more black balls shall appear, the applicant shall be rejected, and no further action shall be had in the case, until after the expiration of six months. Provided, always that such reconsideration shall be had within the four meeting nights next succeeding rejection.

Proposing Improper Candidates.

Sec. 12. Any brother proposing an unworthy person or minor, knowingly, shall be liable to charges, and may be punished at the discretion of the lodge.

Election of Members Before Withdrawal.

Sec. 13. Any member of any Subordinate Lodge of the Order upon change of residence shall have the privilege of applying for membership in any lodge without first applying for a withdrawal card from the Subordinate Lodge in which he holds membership. Upon the election of such brother by the lodge in which he shall apply for membership, said body shall notify the body of which he is a member, of such an election, when being free from all charges and the payment of all dues and fees, upon proper application, shall be entitled to a withdrawal card or dismissal certificate; upon deposit of said card or certificate with said lodge in which he had been elected he shall be entitled to sign the constitution and by-laws and be received in full membership. A favorable ballot under the above laws cannot be reconsidered.

ARTICLE IV.

Degrees—Qualifications.

Sec. 1. An application for a degree shall not be balloted upon until the applicant shall have rendered himself proficient in the unwritten work of the preceding degree, the examination to be in open lodge.

Applications.

Sec. 2. Applications for a degree must first be ballotted for at the same meeting at which the application is made, whether they are taken then or not, subject to the same restrictions as applications for initiations. A lodge shall not confer any degree upon a brother who is a member of another lodge without first obtaining the permission of the lodge of which he is a member.

Sec. 3. The lodge shall be opened in each degree for the purpose of conferring the same. In case of a rejection of a brother for a degree, thirty days shall elapse before he can renew his application or said degree. No more than one degree shall be conferred upon a candidate on the same evening.

Fees.

Sec. 4. The fees for the degrees shall be "not less than two dollars and fifty cents each," as the Subordinate Lodge may prescribe by its by-laws. The application for degrees must in all instances be accompanied by the fee.

ARTICLE V.

REINSTATEMENT.

Reinstatement After Expulsion.

Sec. 1. A member having been expelled shall not be reinstated, except after application (by the lodge ordering the expulsion) to the Grand Lodge for permission to restore him to membership, and after such permission has been obtained two-thirds of the legal voters present shall be necessary to elect an expelled member.

Reinstatement Within One Year.

Sec. 2. A member who has been dropped for non-payment of dues may within one year thereafter be reinstated upon the payment of one year's dues, with all the assessments accrued in the meantime.

Sec. 3. A member who has been dropped for non-payment of dues and applies for reinstatement more than one and less than three years thereafter, shall pay a sum not less than the fee charged for an initiate of the same age, under the provisions of the by-laws.

Reinstatement After Three Years.

Sec. 4. A member having been dropped for more than three years, his lodge may reinstate him on such terms as it may think proper; but in no case shall it be for a less sum than is charged an initiate of the same age. All applications for reinstatement shall be referred to the investigating committee, the same as applications for initiations, etc., and shall require a favorable vote of a majority of the members present.

Refusal to Reinstate Entitles Member to a Dismissal Certificate.

Sec. 5. In all cases where a lodge shall refuse to reinstate a member dropped for non-payment of dues, he shall be entitled to receive, and the lodge shall, upon proper application (and without a vote), grant a dismissal certificate upon the receipt of $1.00.

ARTICLE VI.

OFFICERS.

Elective.

Sec. 1. The elective officers of a lodge shall be a Noble Grand, Vice Grand, Secretary, (Permanent Secretary, if necessary) and Treasurer. These officer shall be elected for six months, or until the end of the term.

Appointed.

Sec. 2. The appointed officers shall be Right and Left Supporters to the Noble Grand, Right and Left Supporters to the Vice Grand, Warden, Conductor, Chaplain, Outside Guardian, Inside Guardian and Scene Supporters, to be appointed by the N. G., the Right and Left Supporters to the V. G. to be appointed by the V. G. Every officer shall fill his station during the space of twenty-six lodge nights, or until the end of the term.

Qualifications.

Sec. 3. No brother shall be eligible to the N. G.'s chair unless he shall have been elected and served as V. G. to the end of a full term, nor to the V. G.'s chair unless he shall have filled some subordinate office by election or appointment to the end of the term, except Chaplain or Trustee; but this provision shall not apply to a

lodge at its institution, when any brother of the Third Degree shall be eligible to any office; but no brother shall be eligible for Right Supporter to the Noble Grand or Vice Grand, Inside or Outside Guardian or Warden, unless he be a member of the Third Degree.

Nominations.

Sec. 4. Nominations of candidates for elective offices shall be made on the two lodge nights immediately preceding and on the night of the election. In the event of a resignation or other displacement of an elective officer, nominations to fill the vacancy shall be made one night previous to the election.

Rotation.

Sec. 5. No past officer shall oppose any qualified brother for such office as he may have filled unless the past officer shall have been one year out of such office, except the Secretary and Treasurer, either of whom shall be re-eligible.

Time of Electing.

Sec. 6. The regular election of officers shall take place on the last meeting nights in December and June. The installation of officers shall take place on the first meeting nights in January and July, or as soon thereafter as possible.

Forfeited for Absence.

Sec. 7. Any elective or appointive officer who shall absent himself from his lodge more than three successive nights shall thereby vacate his seat, unless such non-attendance shall have been caused by sickness or absence, or excused by the lodge for good cause. Another shall be elected or appointed, as the case may require, who shall fill the office for the remainder of the term, and shall receive all the honors of the station as though he had served the full term.

Non-Attendance.

Sec. 8. Every elected and appointed officer shall attend the lodge at the time of opening, or be fined in such sum as the lodge shall determine, unless he submits a reasonable excuse, to be judged by the lodge.

Duties.

Sec. 9. The officers of the lodge shall perform their duties as prescribed in the ritual and laws of the S. G. L., the laws of the Grand Lodge of West Virginia and the by-laws of their lodge.

Vacancies.

Sec. 10. A vacancy in any elective office may be filled by the lodge by nomination and election, by ballot, at the next regular meeting after nominating, and until so filled the N. G. shall appoint a qualified member *pro tem.* A vacancy in any appointed office shall be filled as provided in section two of this article.

Representatives

Sec. 11. Each Subordinate Lodge shall annually, at the first meeting in September, or as soon thereafter as practicable, elect one representative and one alternate from its Past Grands to meet in the Grand Lodge at its next succeeding regular, adjourned or special meeting. If from any cause the representative fails to attend the meetings of the Grand Lodge, the alternate shall be accredited the representative, and when so accredited the alternate shall be entitled to all the privileges of the representative.

Sec. 12. Subordinate Lodges in pursuance of Section 504, Digest, 1889, not having a properly qualified Past Grand, may choose one so qualified from any other lodge to represent it in the Grand Lodge; *provided,* no lodge is entitled to a representative unless it has been granted a charter by this Grand Lodge.

ARTICLE VII.

DUTIES OF OFFICERS.

Noble Grand.

Sec. 1. It shall be the duty of the Noble Grand to preside at all sessions of the lodge, and enforce a due observance of the constitution and by-laws; to see that all officers, members and committees of the lodge perform their respective duties, as enjoined by the several charges and laws; he shall not be entitled to vote, except at the election of officers and when balloting for candidates;

when the members are equaly divided on other questions, he shall give the casting vote, excepting in case of appeal from his decision; he shall inspect and announce the result of the ballotings, or other votes by the lodge; sign all orders drawn by the Recording Secretary on the Treasurer, when authorized by the lodge, and previous to closing require the Permanent Secretary to read the receipts of the evening, and ask the Treasurer if he has received the same.

Vice Grand.

Sec. 2. The Vice Grand shall assist the Noble Grand in the performance of his duties; under his direction have charge of the door; preside over the lodge in the absence of the Noble Grand, and perform all other duties required by the charges and usages of the Order.

Secretary.

Sec. 3. The Secretary shall keep accurate minutes of lodge proceedings, endorse and file all papers and accounts pertaining to lodge transactions; issue, sign and attest, when required by the lodge or usages of the Order, all drafts and other official documents, and affix thereto the lodge seal, which shall be in his charge and keeping; number serially and file all official communications, and entertain abstracts thereof; endorse all cards of visitors and make note of the same on the minutes, notify persons elected to membership when to appear for initiation or advancement; and perform such other duties as are or may be required by the laws, charges and usages of the Order. He shall receive for his services such compensation as the lodge may determine.

Permanent Secretary.

Sec. 4. The Permanent Secretary (or Secretary, if there be no Permanent Secretary) shall keep accurate accounts between the lodge and its members, or others, in a regular set of books, as may be required by the laws and usages of the Order; he shall receive and receipt for all moneys due the lodge, and pay the same to the Treasurer at each regular meeting. He shall issue and sign all cards and certificates authorized by the lodge, attaching the seal thereto, and at the end of each quarter make

out the semi-anual report and annual reports to the Grand Secretary; and submit a semi-annual report to the lodge, showing the debit and credit of each member on acount of dues; and perform such other duties as may be required by the laws and usages of the Order; and shall receive such compensation for his services as the lodge may determine.

Treasurer.

Sec. 5. The Treasurer, prior to installation, shall give a joint and several bond in a sum not less than one and one-half the amount of money in the treasury at the time of installation, or such sum in addition as the lodge may require, with two or more good and sufficient sureties, for the faithful performance of his duties; receive from the Secretary each lodge night the money in his hands, give his receipt therefor; pay all orders drawn on him by the Noble Grand by authority of the lodge, and attested by the Secretary under the seal thereof; give, when required by the Noble Grand, a statement in writing of money on hand, and at the end of each term have his books balanced up for the inspection and examination of the Finance Committee; and perform such other duties as may be required by the lodge, the laws and usages of the Order.

Trustees.

Sec. 6. The Trustees (if there be any) may be required to give a joint and several bond in such sum as the lodge may may deem proper, for the faithful performance of their duties to be approved by the lodge. The Board of Trustees shall hold in trust all stocks, securities, investments, property and funds belonging to this lodge and transfer, exchange or deposit the same or any part thereof, when required by the lodge to do so; and shall also keep the funds invested for the best interests of the lodge, in such stocks, bonds or securities as shall be approved by a two-thirds vote of the members present at a regular meeting, or deposit the same in some bank. It shall be their duty to have the general supervision of widows and orphans of deceased members of the lodge and render them such assistance as the lodge may direct,

or the rules and usages of the Order may require. At the expiration of their term of office, or removal therefrom, they shall deliver to their successors in office, or such persons as shall be appointed, all books, papers, bonds or other property they may have in their possession belonging to the lodge. They shall keep a full and correct account of all moneys received, expended or invested, and at the close of each semi-annual term, make a full report in writing of all business transacted by them during the term, together with a particular statement of the funds and investments belonging to the lodge. The Secretary shall, as soon thereafter as possible, post in a conspicuous place in the lodge room, for the inspection of the brothers, a copy of said "particular statement of the funds and investments."

Other Officers.

Sec. 7. All other officers shall perform such duties as are prescribed by the regulations of the Order, this constitution or the by-laws of this lodge.

ARTICLE VIII.

COMMITTEEES.

Appointment.

Sec. 1. The Noble Grand, or officer acting as such, shall appoint a majority, and the Vice Grand, or officer acting as such, the minority of all committees, except when otherwise provided.

Finance Committee.

Sec. 2. There shall be appointed at the beginning of each term a Finance Committee consisting of three members, to whom shall be referred for investigation and report all matters pertaining to the finance of the lodge. The Finance Committee shall make at least semi-annual statements, at the end of each term, with the Secretary and Treasurer, and report the same to the lodge, showing the receipts and disbursements by separate items, together with the balance due to or from the lodge, which report shall be filed, and a synopsis, together with the aggregate, be placed upon the minutes. It shall be the duty of the Secretary, as soon thereafter as possible, to

post in a conspicuous place in the lodge room a copy of said report, in order that the brothers may see the receipts and disbursements by separate items.

Investigating Committee.

Sec. 3. Upon all applications for membership, a committee of three members shall be appointed, whose duty it shall be to investigate the character and moral standing of the applicant, and report at the next regular meeting of the lodge.

ARTICLE IX.

CARDS.

Withdrawal Cards.

Sec. 1. Applications for withdrawal cards shall be made in writing, when the N. G. shall order a ballot, and if a majority of the legal voters present do not object, the cards shall be granted; provided, that no ballot shall be had until all arrearages are paid. The granting of a card immediately severs the connection of the brother with the lodge.

Cards to Members Dropped for Non-Payment of Dues.

Sec. 2. Lodges shall have the power to grant cards to brothers who have been dropped for non-payment of dues, and who reside out of the State, on such terms as a majority of the legal voters present may decide; also to such members in the State who may desire to connect themselves with the Order again, or may desire to assist in the formation of a new lodge.

When Objections are Made to Granting a Card.

Sec. 3. If objections are made to a brother which shall prevent him from obtaining a card, it shall be the duty of the objector or objectors to prefer charges against said brother, which shall be investigated as provided in these general laws.

Granting Withdrawal Card Severs Connection With Lodge.

Sec. 4. Upon the granting of a withdrawal card,

whether taken or not, the membership of the applicant is severed with the lodge granting the card. If the card be taken, the brother receiving it is entitled to the A. T. P. W. in use at that time and retains the right to visit with that word for a year.

If a Card is Refused, a Member May Resign.

Sec. 5. If the lodge refuse to grant such card, the applicant may, after paying all dues, tender a written resignation of his membership, and if not otherwise disqualified, shall be entitled to receive from the Secretary under seal a certificate that he has resigned his membership, which certificate shall be sufficient evidence that the brother was in good standing at the time of his resignation.

A Member May Resign.

Sec. 6. A member may, by written resignation, withdraw from the Order, and is not bound to take a withdrawal card, subject to the same regulations as the granting of a withdrawal card.

Application for Card May Be Withdrawn.

Sec. 7. A member applying for a card may withdraw his application at any time before the card is granted.

Price of Withdrawal Cards.

Sec. 8. A lodge may charge a fee not to exceed twenty-five cents for each card, which shall be paid at the time of applying therefor.

Issue of Duplicate Cards.

Sec. 9. A lodge, upon being satisfied that a withdrawal card issued by it has been lost or destroyed, and that the brother to whom it was granted is in good standing in society, must issue him a duplicate card upon application and the payment of the usual fee.

Annulling and Withholding Cards.

Sec. 10. The vote upon granting a withdrawal card cannot be reconsidered or rescinded, but if it be discovered before the issue thereof that the brother has been guilty of an offense, the card may be withheld and he be brought to trial; or if it shall have been issued he may

be subjected to the same ordeal, and if convicted in either case, the card may be annulled.

Visiting Cards.

Sec. 11. The executive officers of a lodge can grant a visiting card during recess between regular meetings, to a member in good standing, but they must report their acts to the lodge. If an application for visiting card is made in open lodge at a stated meeting, and no brother object, the same shall be granted; *provided,* the applicant is a Third Degree member, has no charges pending against him, is not in arrears and his dues are paid in advance for the length of time the card is to extend. The card shall not be for more than one year, and at its expiration must be returned to the lodge.

Objections to Granting Visiting Cards.

Sec. 12. Should any brother object to the granting of a visiting card, he shall reduce his objections to writing. A committee of three shall then be appointed to investigate the objection. When the committee reports, which shall be as early as practicable, a vote shall be taken upon the granting of such card, and a majority of the members present shall decide.

ARTICLE X.

DELINQUENTS.

Arrears of Dues.

Sec. 1. A member in arrears for dues for thirteen weeks shall not be eligible to any office, nor entitled to vote, and shall be incapacitated thereby from participating in lodge business; nor shall he be entitled to the term pass word.

Members Nine Months in Arrears.

Sec. 2. It shall be the duty of the Secretary to notify all members who are in arrears to the amount of nine months' dues that if they permit their indebtedness to amount to one year's dues their names will be dropped from the roll.

Members Twelve Months in Arrears to be Dropped.

Sec. 3. A member shall not be suspended or expelled

for non-payment of dues, but all members becoming in arrears for dues or assessments accruing during a period of twelve months, shall be dropped from membership. The N. G. shall declare in open lodge the names of such brothers.

Extinct Lodges.

Sec. 4. A Subordinate Lodge failing to make its return and pay its taxes to the Grand Lodge as required by law, for four quarters (one year), shall thereby be deemed extinct and its charter forfeited. Upon the demise of a lodge, the last installed N. G., or V. G. and Secretary, or either of them, shall, within three months, transmit or surrender to the Grand Master (or such other brother as may be appointed by him or the Grand Lodge to receive them), the charter, books, papers, furniture, funds and all property of said lodge. Any officer failing to comply with the above requirements shall thereby forfeit all rights in the Order until relieved by the Grand Lodge of West Virginia. Any member who shall aid or counsel the withholding of any of the work or property from the Grand Master or his agent shall forfeit his rights in the Order until relieved by the Grand Lodge.

ARTICLE XI.

DUES, CAPITATION TAX, QUARTERLY REPORTS.

Dues.

Sec. 1. Each member shall pay into the funds of the lodge a sum not less than seven cents per week, or such sum in addition thereto as the by-laws of the lodge may provide. In addition to the foregoing, the lodge may provide by its by-laws for a widow, orphans' and educative fund, and funeral tax, and for extraordinary assessments for lodge purposes.

Capitation Tax.

Sec. 2. Every Subordinate Lodge shall pay to the Grand Lodge such capitation tax as shall from time to time by resolution or otherwise be ordered.

Prompt Payment of Capitation Tax Required.

Sec. 3. Each lodge shall transmit with its semi-an-

nual and annual report the full amount for capitation and other indebtedness due from said lodge. Nor shall the term P. W. be sent until such reports and capitation tax have been received by the Grand Secretary. The capitation tax shall be paid on all members who have not been dropped for non-payment of dues. The Grand Secretary shall notify each lodge, with his quarterly report, of the assessment for capitation tax.

Quarterly Report of Lodges.

Sec. 4. Every lodge shall make semi-annual reports to the Grand Secretary according to the blank furnished; the annual report to accompany the report for the term ending June 30th. All the reports must bear the seal of the lodge and the signature of its officers.

ARTICLE XII.

SICK.

Duty of Lodges to Sick and Deceased. Members.

Sec. 1. It is imperatively enjoined upon all lodges to provide attention to sick members who are not suspended or dropped. It is further enjoined that lodges shall attend the funeral of members who are not suspended or dropped; *provided,* that the deceased is to be buried with the ceremonies of the Order.

Watching With the Sick.

Sec. 2. Whenever a sick or disabled member needs persons to watch with him, it shall be the duty of the Secretary to serve or cause to be served, written notices on one or more members, as the occasion may require for each night, to perform such duty. The Secretary shall commence at the foot of the list in the first instance and go regularly through the same. In case of a subsequent sickness he shall commence where he last closed; and in every instance report to the lodge at the first stated meeting thereafter, the names of the persons who have for any reason failed to obey the summons. A lodge may employ a nurse and therby dispense with the services of the members.

Visiting the Sick.

Sec. 3. When a brother is reported sick or disabled to the N. G., or V. G., it shall be the duty of one or both of them to visit said brother within twenty-four hours thereafter, and they shall continue their visits at least once every seven days (except in cases of contagious disease), and in each case shall be reported on every lodge night. Visiting limits shall be two miles from the lodge room, unless otherwise provided by the by-laws of the lodge.

Sick in a Distant Place.

Sec. 4. A brother who may become sick or disabled at a distance from his lodge, shall, as soon as possible, report the same to his lodge; or if there is a lodge in his vicinity, he shall report to that lodge and ask its care. If he is entitled to benefits, a certificate from said lodge shall be considered sufficient evidence therefor. When a lodge is not convenient, a certificate from a regular physician, attested by a magistrate or a notary, shall be required.

Transient Sick Brothers.

Sec. 5. When a transient sick brother shall require nursing, the proper attention shall be given as required by the Sovereign Grand Lodge.

Neglecting the Sick.

Sec. 6. Should any member, after having been notified, fail to perform any of the duties assigned by this article, he shall, unless a satisfactory excuse be rendered, pay a fine, or be subject to such penalty as the by-laws may prescribe.

ARTICLE XIII.

Benefits.

Sec. 1. Benefits are rights personal to the member, his family and dependent relatives, and are not payable to the legal representative of a member's estate.

Weekly Benefits.

Sec. 2. If a sick or disabled member of the Third Degree is not indebted to the lodge for more than three

months' dues at the time he is taken sick or disabled, nor otherwise disqualified under the laws of the Order, a check shall be ordered by the Noble Grand of the lodge on the Treasurer, for benefits due for each week of seven consecutive days of not less than two dollars a week; *provided,* when a member shall have received one full year's benefits, the weekly benefits thereafter may be fixed at not less than one dolar per week; but no benefits shall be paid for the first week's sickness or disability. Benefits shall commence from the time notice is given to the Noble Grand, Relief Committee or Secretary, of such sickness or disability.

Contested Claims.

Sec. 3. If a lodge refuses or neglect to grant sick benefits to a brother, he may at any time within four weeks thereafter demand, in writing, that the lodge appoint a committee to investigate the matter, whereupon the lodge shall appoint a committee of five to hear the evidence and report the facts, and their conclusions to the lodge. Such committee shall, without unnecessary delay, notify the brother of the time and place of their meeting, and investigate the case. They shall keep full minutes of the evidence and their proceedings and report the same to the lodge with their conclusions. If a witness be a member of the Order, he shall give his testimony on the honor of an Odd Fellow; if he be not a member, then on oath or affirmation, and the proceedings must state that such obligation or oath was administered. The obligation may be administered by any member of the committee. No testimony shall be taken without notice or opportunity for cross-examination by the opposing party. Upon the report being made, notice thereof shall forthwith be given by the Secretary to the party against whom the verdict is rendered, and he shall have two weeks in which to file his exceptions; if no exceptions are filed within two weeks, the lodge shall proceed to pronounce its judgment and decision. An appeal from the judgment of the lodge may be taken at any time within two weeks thereafter, to the Grand Lodge, on questions of law, or fact, or both, and if no such appeal is

taken, the judgment of the lodge is final. When a bill of exceptions to the report of the committee is filed, as above provided, the lodge may determine upon its merits, and either change, modify or sustain the report of the committee, or refer the same back to the same or another committee, or order a new investigation. If the lodge shall deem the exceptions not well taken, it shall proceed to pronounce its judgment and decision. Each witness, at the conclusion of his testimony, and before the proceedings of the case are had, shall have his testimony as taken down by the committee read over to him, and shall make such corrections thereof as he may deem proper, and shall thereupon sign such testimony. The brother has the affirmative of the issue, and the committees appointed under this section shall be appointed and governed by the rules applicable to committees upon trials under charges.

Intemperance and Immoral Conduct Preclude Benefits.

Sec. 4. Any member found in a state of intoxication, while receiving benefits of the lodge, or who shall have brought sickness or disability on himself by intemperance or other immoral conduct, shall not be entitled to benefits.

Non-Payment of Dues Forfeits Benefits.

Sec. 5. No one while sick or disabled, shall by paying his indebtedness during his sickness or disability, be entitled to pecuniary benefits. Members not dropped or suspended and against whom no charges are pending, are entitled to all the fraternal courtesies and attention of their lodge.

Funerals and Funeral Benefits.

Sec. 6. Upon the death of a brother, the N. G. shall call a meeting of the lodge to attend the funeral. Should the N. G. deem it necessary, he is also empowered to call the lodge together to make arangements for the funeral, which shall be in acordance with the laws of the S. G. L. If the deceased brother should be entitled to pecuniary benefits, the N. G. or the lodge shall, at the next regular

meeting of the lodge, order a check for such sum as may be allowed by the lodge (not less than thirty dollars) and place it in the hands of the widow. In case the brother leaves no widow or children, the N. G. shall take charge of the body and superintend the interment of the remains. Upon the death of a member who has not attained the Third Degree, the N. G., or the lodge, shall order a check to be drawn for not less than twenty dollars and place it in the hands of the widow or children. In case he leaves neither, the N. G shall superintend the interment.

Benefits on Wife's Death.

Sec. 7. A brother of the Third Degree in good standing and entitled to benefits shall, upon the death of his wife, be entitled to not less than twenty dollars.

Funeral Assessments.

Sec. 8. When funeral assessments are made, three months shall be allowed for the payment thereof before a member shall be deprived of his benefits.

Funeral Benefits.

Sec. 9. The right to funeral benefits shall be subject to the same rules as are provided for sick benefits.

Cannot Resort to Courts of Law.

Sec. 10. All laws, rules and regulations provided for the granting of sick, funeral and other benefits, or of any aid, relief, assistance or money to any brother, widow, orphan or other person, are not intended to and shall not be construed to confer upon or to secure to any brother, widow, orphan or any person, any right to enforce the granting or payment of the same by a resort to the courts of law; but on the contrary, all questions whether of law or fact, relative to the granting payment or refusal of the same appertain solely to the lodge, the Grand Lodge and the authorities of the Order, and their decision in the premises shall be binding and final upon all brothers, widows or orphans and persons.

ARTICLE XIV.

LOANS.

Borrowing of Moneys for Relief.

Sec. 1. When a member of any lodge in this State

borrows money of any lodge or general relief committee, from the fact of his being an Odd Fellow, and upon the promise of returning the amount, it shall be the duty of the Subordinate Lodge of which he is a member to see that he repays the same within a reasonable length of time.

Penalty for Non-Payment.

Sec. 2. Should any member fail to pay the amount obtained by him from a lodge or general relief committee upon the promise to return the same, it shall be the duty of the lodge of which he is a member to either suspend or expel him, according to the nature of the offense, unless he furnishes satisfactory evidence that it was impossible for him to repay the same.

ARTICLE IV.

Offenses and Penalties.

Sec. 1. A member who shall divulge or make known to persons not members of the Order the name of a brother who was reported unfavorably upon an application for membership; or the name of a brother who in any manner opposed the admission of an applicant for membership, shall be guilty of an offense.

Sec. 2. A member who shall reveal or make known to a person or persons who are not at the time members of the Order in good standing, any of the *secrets* of the Order, or any of the modes or workings of the lodge, or any of the business transacted in or by the lodge, shall be guilty of an offense.

Sec. 3. A member who shall have made false statements in order to gain admission into the Order, knowing the same to be false, or who shall for such purpose knowingly and intentionally conceal any infirmity or disease, either of body or of mind, and shall thereafter permit himself to be initiated into the Order, shall be guilty of an offense.

Sec. 4. A member who shall make use of any improper means to obtain benefits, shall be guilty of an offense.

Sec. 5. A member who shall have knowledge or information that a brother is laboring under a disease which

under the laws of the Order disqualifies him from receiving benefits; and shall refuse or neglect to communicate such information to the Noble Grand or to the lodge, shall be guilty of an offense.

Sec. 6. A member who shall appropriate any of the funds, property or effects of a lodge to his own use, or shall wrongfully divert or misappropriate the funds of a lodge, shall be guilty of an offense.

Sec. 7. A member who shall neglect, abuse or abandon his family, shall be guilty of an offense.

Sec. 8. A member who shall make use of profane, vulgar or indecent language in the lodge, shall be guilty of an offense.

Sec. 9. A member who shall enter or be present in the lodge in a state of intoxication, shall be guilty of an offense.

Sec. 10. A member who shall obtain credit expressly by reason of being an Odd Fellow, and shall wilfully violate the terms of said credit, shall be guilty of an offense.

Sec. 11. A member who shall falsely and maliciously make or prefer any complaint, charge or accusation against a brother, shall be guilty of an offense.

Sec. 12. A member who shall wilfully disturb the proceedings of a lodge meeting, or conduct himself in a disorderly manner therein, shall be guilty of an offense.

Sec. 13. A member who shall maliciously defame the character of a brother, his family or the Order, shall be guilty of an offense.

Sec. 14. Drunkenness shall be considered an offense.

Sec. 15. Any officer who shall wilfully neglect, or refuse to perform the duties of his office, shall be guilty of an offense.

Sec. 16. When service has been made on a member in good standing and living within five miles of the lodge where the trial is to had, and he wilfully refuses to appear and testify or give his deposition, the same shall be considered an offense.

Sec. 17. A member who shall be concerned in organizing, or visiting any illegal, spurous, expelled, extinct or

suspended lodge of Odd Fellows, shall be guilty of an offense.

Sec. 18. A member who shall exhibit, or in any way use, for business purposes, or upon his business card or sign, any emblem of the Order, or any name by which the Order or any of its branches are known, shall be guilty of an offense. The provisions of this section shall not apply to Odd Fellows' Library, Hall, Cemetery or Mutual Aid Association.

Sec. 19. A member who, being under charges, refuses or neglects to stand trial when duly summoned, unless he presents a good, reasonable and satisfactory cause, shall be guilty of an offense.

Sec. 20. A member who shall have been appointed a member of a committee and fails to perform the duties as such member, or any part thereof, as required by the laws and usages of the Order, unless he presents a good, reasonable and satisfactory excuse, shall be guilty of an offense.

Sec. 21. A member who having been summoned to attend a regular meeting for the purpose of receiving a reprimand fails to attend such meeting, shall be suspended from all benefits and privileges of membership until he does attend the meeting of the lodge, and shall be further dealt with as provided in Section 6 of Article 16, of this Constitution, unless an excuse is offered satisfactory to the lodge.

Sec. 22. Suspensions shall be for a period of not less than thirty days, nor more than two years, as the by-laws of the lodge may prescribe, or the lodge determine.

Sec. 23. When a member shall have been found guilty of an offense, in accordance with the provisions of this article, such member shall be fined, reprimanded, suspended or expelled from the Order, or as the by-laws of the lodge may prescribe, or as the lodge may determine. Said fine shall not be remitted, except at the regular meeting and by a vote of the majority of the members present. A motion to excuse shall be decided without debate. No member of the lodge shall be permitted to leave the room after the ballot box has been ordered in position until the case has been decided.

Voting on Punishment.

Sec. 24. A motion to expel, suspend, reprimand or fine shall be decided by ballot. Two-thirds of all the members present entitled to vote shall be required to unless excused by a majority of the legal voters present; and any member refusing to vote after failing to be excused shall be fined a dollar by the N. G. Said fine shall not be remitted except at a regular meeting.

ARTICLE XVI.

TRIALS.

Committee to Examine Charges.

Sec. 1. When a member shall offend against the laws of the Order, or be guilty of any act subjecting him to charges, such charges shall be presented in writing and read to the lodge; thereupon the N. G. and V. G. shall appoint a committee of five members of the Third Degree, whose duty it shall be to impartially investigate said charge or charges. The committee shall report in writing the result of the investigation and submit a plain and fair statement of all the evidence taken during the trial It shall be the duty of the committee, if the charges are sustained, to recommend some punishment; if not sustained, to recommend an acquittal.

Committee to Appoint Time of Investigation.

Sec. 2. It shall be the duty of the committee to fix the time and place of meeting and direct the Secretary of the lodge to furnish the accused brother with a certified copy of the charges and specifications, and of the time and place for trial. The Secretary shall also summon such witnesses as the committee and accused may direct; he shall also attend the meetings of the committee and act as its secretary.

Accused May Have Counsel.

Sec. 3. A member under charges shall have the right to employ any member in this Jurisdiction in good standing to act as his counsel before the committee and in the lodge during the trial.

Witnesses.

Sec. 4. When witnesses are desired who are not mem-

bers of the Order, they may be summoned before the committee and examined. After their examination they shall leave the room before proceeding further with the trial. When a witness will not or cannot appear before a committee, the parties interested may have depositions taken before a magistrate or notary, the accused and accusee having proper notice of the time and place. Said depositions, properly certified to, shall be considered proper evidence before the committee and the lodge.

Report of Committee.

Sec. 5. When the committee shall have submitted their report, the reading of it shall be considered at its reception. If it be adjudged the accused not guilty, the report may be acted upon at once. If the committee find the accused guilty, motions may be made for other modes of punishment than that recommended by the committee. The further consideration of the case shall be postponed for two weeks, and the accused, if a Third Degree member, summoned to be present and make his defense; *provided,* however, that at the request of the accused and with the consent of two-thirds of the members present, the trial may be proceeded with at that or the next meeting.

Trial in Lodge.

Sec. 6. When the cause comes on for trial, the accused, if present, shall submit his defence and retire beyond the ante-room before the vote is taken. If the member charged is an Initiate, First or Second Degree member, then the trial in the lodge shall take place in the highest degree which the member has attained. not less than one week after the report of the committee, with leave to the accused to appear in person, or by counsel, or make defense in writing, and notice of the punishment, if any, shall be given the accused by the Secretary of the lodge under the seal of the same. As soon as practicable after the case has been officially disposed of. the Secretary shall officially inform the accused of the action of the lodge, and if reprimand be ordered, he shall summon him to appear at such time as the lodge may order. Should the brother fail to appear, a motion to punish for contempt may then be made and lie over until the

next regular meeting, when, if the brother does not purge himself of the contempt, he may be suspended or expelled. But action on this motion may be postponed for a reasonable time for good cause shown. The forms and grades of punishment shall be as follows: In all trials the vote should be taken on the highest grade proposed first, and if all the motions for punishment fail, the Noble Grand shall declare the accused member acquitted.

Sec. 7. In case of trials in Subordinate Lodges, the lodge shall be required to use and conform, as nearly as practicable, to the form and methods in the "Book of Forms" (revised edition) adopted by the Sovereign Grand Lodge, I. O. O. F., for the government of the Subordinate Lodges working under its jurisdiction.

Sec. 8. The Subordinate Lodges shall be required to enter a complete and full acount of the proceedings in such trials upon the minutes of the lodge, and when an appeal shall be taken, the lodge is required to have a correct and accurate transcript of the minutes in reference to the appeal, properly certified under the seal of the lodge, transmitted to the Grand Lodge or to the Grand Master.

Sec. 9. That an accused member, either by himself or counsel, shall have the right to file any proper statement or paper he desires which is germane to the case; and it shall be the duty of the Subordinate Lodge to receive and file the same. The statement or paper being properly certified, with the seal of the lodge attached, shall be transmitted, with the papers in the case, to the Grand Lodge, or to the Grand Master, in case of an appeal.

ARTICLE XVII.

Appeals.

Sec. 1. Any member feeling aggrieved by the decision of a lodge in his own case, or that of another, shall be entitled to an appeal to the Grand Lodge. Said appeal shall be submitted for examination of the lodge granting the appeal, and the seal of the lodge affixed thereto. The lodge shall have the right to take a copy of such appeal. The lodge shall furnish the appellant with a certified copy of all the proceedings and papers in the case. When an appeal is taken in regard to pecuniary benefits,

lodges are relieved from the payment thereof until a decision is given by the highest tribunal resorted to. Any brother wishing to take an appeal, shall notify the lodge within six months ofter the decision has been rendered. The Grand Lodge will not entertain any appeal after eighteen months shall have elapsed since the decision rendered by the Subordinate Lodge.

Sec. 2. No appeal will be allowed under any provisions of this Constitution, unless written notice thereof shall be filed with the lodge, and when so filed, the said notice shall be forwarded with the papers in the case.

Sec. 3. It shall be the duty of the lodge, where an appeal has been taken, to forward all papers, documents, etc., in any way connected with the case, together with a clear, concise and sufficient statement, embracing the point or points in dispute. All papers, documents, etc., shall be properly certified and the seal of the lodge attached thereto.

General Relief Committees.

Sec. 1. In any city or town where there are two or more lodges, located not more than four miles apart each lodge shall elect one member, who shall have attained the Third Degree, as a member of the Relief Committee, who shall act in conjunction in relieving the wants of worthy transient members in good standing, or their wives, or the widows of transient members who were in good standing at the time of their decease, who may be in want of assistance or fraternal advice. The person applying for aid shall present a proper card or other satisfactory evidence of good standing in the Order. Said election shall be held on the last regular meeting in December. The members so elected shall hold their offices for the term of one and two years from January 1st, to be determined by lot after the organization of the committee. At the expiration of the term so assigned to each member, and every two years thereafter, the lodge to which he shall belong shall elect a member of said committee.

Sec. 2. Vacancies shall be filled (by election) whenever they occur.

Sec. 3. Relief Committees shall report to the lodge

represented, semi-annually, the names of persons relieved, the amount of relief bestowed and the condition of their finances.

Sec. 4. The Relief Committee may make assignments on lodges from time to time, in proportion to lodge membership.

Sec. 5. The Relief Committee shall adopt a seal, and any certificate under the seal of such committee shall have the same force and effect as though it was under the signature of a Noble Grand for all matters pertaining to giving relief and sick benefits to transient brothers, and when relief has been granted it shall be endorsed on the brother's card and the lodge that issued the visiting card shall be notified, as soon as practicable, of the amount thereof.

Sec. 6. Whenever another lodge shall have been instituted in any city or town, the election provided for in Sec. 1 shall be held at the last regular meeting in the succeeding June or December.

Sec. 7. The Relief Committee shall take charge of, and preserve in good order, all burial grounds and other property set apart for the burial, relief or use of transient brothers, and make rules and regulations for their own government, such rules and regulations to be approved by the lodges, and keep accurate minutes of their transactions.

Sec. 8. Where a Relief Committee is applied to for relief or sick benefits by a transient brother, such Relief Committee is hereby authorized to grant such relief, and to pay such benefits to the brother as the Constitution and by-laws shall prescribe out of the funds in their possession, and the committee granting such relief or benefit shall take a draft from the brother on his lodge for the amount he is entitled to, which shall be paid out of the amount which he is entitled to, which shall be paid out of the amount due the brother under the laws of his lodge; *provided,* that in the event of the death of the brother, and he being buried by the Relief Committee, it shall be necessary only to forward the physician's certificate and a communication under the seal of the Relief Committee, of the facts in the case.

Sec. 9. It is the duty of every Odd Fellow when he is away from home and out of his own jurisdiction, to give attention and care to his brethren in distress and watch with the sick when necessary, as well as when he is in his own jurisdiction.

It is and shall be the duty of every member of the Order, on taking up his residence away from the vicinity of his own lodge, to report himself to the lodge nearest his residence, or when it is equally near two or more lodges, to one of them, within thirty days after taking up such residence, and in making such report he shall give the name and number and location of his lodge, and when requested by the lodge to which he has reported, shall watch with the sick, who, like himself, are away from home and their own jurisdiction, and any such member failing to report shall not be entitled to affiliation with the Order nor to attention from any lodge. And this legislation shall not be construed to hinder or prevent any lodge or member from furnishing watches or giving attention to any sick or needy brother.

ARTICLE XIX.

MISCELLANEOUS.

Disputes Between Brethren.

Sec. 1. Any disputes, grievances or differences existing between members of the same lodge may, by consent of the parties, be laid before the lodge; whereupon said parties shall each select five brothers and privately write each name on separate pieces of paper and deposit said papers in the ballot box. The Warden shall then draw one at a time five names and hand them to the N. G., who shall announce them as the committee. The Warden shall destroy the other papers without examination. When brothers of different lodges desire and agree to the above method of adjustment, each brother in his own lodge shall privately deposit six separate names in the ballot box, when the Warden will draw three and hand them to the N. G., who will pronounce them as the committee. The other papers shall be destroyed as above. Said committee shall meet to investigate the controversy, and deter-

mine the settlement. In the adjustment of disputes, etc., under this section, the decision of the committee shall be final. Questions of pecuniary character cannot be considered under this article.

Charges Against a Member of Another Lodge.

Sec. 2. A member desiring to prefer a charge or charges against a member of another lodge of this Jurisdiction, shall present such charge or charges in the usual form before the lodge in which he, the accuser, is a member. Said lodge shall immediately order the Secretary to forward to the lodge to which the accused belongs, a certified copy of the charge or charges over the signature of the N. G. and Secretary, and attested by the seal. The lodge to which such charge or charges shall be sent shall proceed to hear and determine the matter under requirement of this Constitution and report the result to the lodge preferring the charges. The lodge submitting the charges shall have the privilege of being represented by counsel in the person of a member of either lodge in good standing.

ARTICLE XX.

CONFLICTING LAWS AND DOUBTS.

Laws Conflicting with This Constitution Void.

Sec. 1. All laws, resolutions, decisions or proceedings of any Subordinate Lodge, in conflict with this Constitution are inoperative and void.

Doubts to be Decided by the Grand Lodge.

Sec. 2. Should any doubts arise respecting these laws, they shall be determined by the Grand Lodge, and no one of them shall be altered, amended or annulled except through motion made in the Grand Lodge.

ARTICLE XXI.

Constitution to Take Effect From Its Passage.

Sec. 1. The Constitution and Rules of Order hereto annexed, shall take effect from and after the passage thereof, and all laws inconsistent therewith are hereby repealed.

Rules of Order.

Noble Grand.

Rule 1. The Noble Grand shall preserve order and pronounce the decision of the lodge on all subjects. He shall decide questions of order without debate, subject to an appeal to the lodge by any two members, on which appeal no member shall speak more than once. The question shall be taken by the Vice Grand, as follows: "Shall the decision of the Chair stand as the judgment of the lodge?"

Rule 2. Before putting the question the Noble Grand shall ask: "Is the lodge ready for the question?" If no member rises to speak he shall rise and put it in the words of the motion. After he has risen no member shall be permitted to speak on it. While the Noble Grand is addressing the lodge or putting a question silence shall be observed in the lodge room.

Rule 3. The Noble Grand or any member doubting the decision of a question may call for a division of the lodge, upon which division those voting in the affirmative shall rise until counted, after which those voting in the negative shall rise and stand until counted. The Warden shall then count the vote and report the number to the Noble Grand as each is ascertained.

Motions.

Rule 4. No motion shall be subject to debate until it shall have been seconded and stated by the Chair. It shall be reduced to writing at the request of any two members.

Rule 5. Any member offering a motion or desiring to speak on any question, shall rise and address the Noble Grand and be recognized by him. He shall confine himself to the subject under debate and avoid all personal, indecorous and sarcastic language.

Rule 6. When a question is before the lodge, no motion shall be in order, except, first, for the previous question. Second, to lie on the table. These two shall be decided without debate. Third, to postpone indefinitely. Fourth, to postpone for a certain time. Fifth, to divide. Sixth, to commit. Seventh, to amend; all of which mo-

tions shall have precedence in the above order, but a motion to lay an amendment on the table shall not carry with it the proposition proposed to amend.

Rule 7. A motion for the previous question, seconded by two members, shall preclude further amendments or debate, and the Noble Grand shall immediately arise and put the question, thus: "Shall the main question now be put?" If a majority vote in the affirmative, then the vote on pending amendments and the original motion shall immediately be taken without amendments or debate.

Rule 8. No motion for reconsideration shall be entertained unless made by a member who voted on the prevailing side in the first instance. The motion to reconsider shall be made at the same or next succeeding meeting and cannot be entertained if longer delayed.

Rule 9. A motion to close is always in order after the regular business is gone through (except where a vote on the previous question is pending). If decided in the affirmative, the lodge shall close in form.

Rule 10. The name of a member making a motion or offering a resolution shall be entered on the minutes.

Speaking.

Rule 11. No member shall speak more than once on the same subject or motion until all who desire it shall have had an opportunity of being heard, nor more than twice without permission from the Chair. While speaking, each member shall designate each person spoken of by his proper rank or title.

Rule 12. No member shall be interrupted while speaking, except it be to call him to order, who shall take his seat until the question of order is determined, when, if permitted, he may proceed with his remarks.

Rule 13. If two or more members rise to speak at the same time, the Noble Grand shall decide who is entitled to the floor.

Questions.

Rule 14. When a blank is to be filled, the question shall first be taken on the highest sum or number and the longest and latest time proposed.

Rule 15. Any member may call for a division of the question when the sense will admit of it. But a motion

to strike out and insert shall be inadvisable.

Rule 16. When a question is postponed indefinitely, it shall not be acted on again during that or the next succeeded stated meeting.

Rule 17. The affirmative of any question shall be first put and then the negative. In matters of form, such as reading reports and other communications, withdrawing motions, etc., the reading may be ordered or the request granted by the Noble Grand, stating that if no objections be raised, the reading shall proceed or the request shall be granted without the formality of a vote.

Rule 18. Every member present entitled to vote on a question before the lodge shall do so unless excused by the lodge.

Rule 19. On a call of one-third of the members present, the names of brothers voting in the affirmative shall be recorded in the minutes.

Rule 20. No member shall be permitted to speak or vote unless clothed in the regalia of his rank or station in the lodge.

Rule 21. The member first named on a committee shall act as chairman until another has been chosen by the committee.

Rule 22. Any member may excuse himself from serving on a committee, if, at the time of his appointment, he is a member of two other committees.

Rule 23. No committee can be discharged until all the debts contracted by it are paid.

Miscellaneous.

Rule 24. When the reading of any paper or matter is called for, and the same is objected to by any member, it shall be determined by a vote of the lodge.

Rule 25. All communications shall be presented through a member of the lodge and a brief statement of their contents enterred upon the minutes.

Rule 26. The consequence of a measure may be reprobated in strong terms, but to arraign the motives of those who propose or advocate it, is a personality and against order.

Rule 27. No report shall be amended previous to acceptance unless with the consent of the committee which made it.

Rule 28. No member shall vote on any question in the event of which he is immediately and personally interested.

Rule 29. No brother or member shall leave the room while the lodge is in session unless excused by the Chair.

Rule 30. No standing rule or order of this lodge shall be rescinded or changed, but a standing rule or order may be suspended for any particular occasion upon the assent of a majority of the members present.

Rule 31. A lodge cannot go into "committee of the whole" for the transaction of any business.

Rule 32. All cases of order not herein provided for, shall be governed in the discretion of the Chair and by the ancient usages and customs of Odd Fellowship, and by Cushing's Manual as far as applicable to this lodge.

BY-LAWS

of .....Lodge, No.....

I. O. O. F., of .....

Chartered by the Grand Lodge of West Virginia,

....., 190..

ARTICLE I.

Meeting.

Sec. 1. The regular meetings of this lodge shall be held on ..... evening of each and every week. The hour of meeting shall be from the first day of September to the first day of November, and from the first day of February to the first day of April, at .... o'clock, and from the first day of November to the first day of February, at .... o'clock, and from the first day of April to the first day of September, at .... o'clock; and the lodge shall be opened within fifteen minutes of the appointed time; *provided,* a legal quorum of five members be present.

ARTICLE II.

Fees and Dues.

Every application for membership by initiation shall be acompanied by the proper fee, which shall be as follows, viz.:

*Note—*These articles of by-laws are simply given as a form for such items as are required by the Constitution for Subordinate Lodges, or deemed advisable and is not*

intended as a restrictive or imperative form for adoption.

*For the initiation of every person under the age of thirty years, $.... ; over thirty and under forty, $.... ; forty and under fifty, $.... ; fifty and under sixty, $.... ; sixty and upwards, $.....

Sec. 2. Ancient Odd Fellows, if under thirty, shall pay $.... ; if over thirty and under forty, $.... ; forty and under fifty, $.... ; fifty and under sixty, $.... ; sixty and upwards, $.....

Sec. 3. A member of this lodge who has been dropped for non payment of dues, shall, upon reinstatement, pay $.....

Sec. 4. The fee for a visiting card shall be .... cents and for a withdrawal card, $.....

Sec. 5. The dues shall be $.... per week.

Sec. 6. The fees for Degrees ** in this lodge shall be as folows: $.... for the First; $.... for the Second; $.... for the Third.

**The fee for initiation cannot be less than $5.—Constitution, Art. 3, Sec. 3.*

***The fee cannot be less than $2.50 for each Degree.—Constitution, Art. 4, Sec. 4.* (*See pp.* 54.)

ARTICLE III.

Benefits.

Sec. 1. Every Third Degree member entitled to benefits, according to section — of the Constitution, shall receive form the funds of the lodge ..... per week during his sickness or disability. But no benefits shall be paid for the first week's sickness. On the death of a brother in the Third Degree in good standing, the sum of $.... shall be paid to his widow or nearest relative toward defraying the funeral expenses. On the decease of the wife of a brother in the Scarlet Degree in good standing, he shall be entitled to $.....

ARTICLE IV.

Official Bonds.

Sec. 1. The official bond of the Treasurer shall be in the sum of $.....

ARTICLE V.

Sec. 1. The officers and members of this lodge are in all respects bound by the Constitution of Subordinate

Lodges, I. O. O. F., of West Virginia, reference to which is hereby made, the foregoing by-laws having reference only to the local requirements.

Sec. 2. All amendments and additions to the foregoing by-laws shall be presented at a regular meeting of the lodge, and be considered and acted upon at the next or some subsequent meeting.

An amendment to the Constitution of the Grand Lodge of West Virginia, I. O. O. F., adopted November 23, 1893.

District Deputy Grand Masters.

Sec. 1. The Grand Jurisdiction I. O. O. F.. of the State of West Virginia, shall be divided into nine (9) supervisory districts, numbered consecutively from one (1) to nine (9), both inclusive.

Sec. 2. The counties of Hancock, Brooke, Ohio, Marshall, Tyler and Wetzel shall constitute District No. 1.

The counties of Pleasants, Wood, Ritchie, Wirt, Jackson and Roane shall constitute District No. 2.

The counties of Monongalia, Marion, Preston, Taylor and Barbour shall constitute District No. 3.

The counties of Harrison, Doddridge, Lewis, Gilmer, Calhoun, Braxton, Upshur and Webster shall constitute District No. 4.

The counties of Randolph, Tucker, Pendleton, Grant, Hardy and Pocahontas shall constitute District No. 5.

The counties of Mineral, Hampshire, Morgan Berkeley and Jefferson shall constitute District No. 6.

The counties of Greenbrier, Nicholas, Fayette, Monroe and Raleigh shall constitute District No. 7.

The counties of Kanawha, Clay, Boone, Lincoln, Putnam, Mason, Cabell and Wayne shall constitute District No. 8.

The counties of Mercer, McDowell, Wyoming and Logan shall constitute District No. 9.

Sec. 3. The Grand Master shall appoint, on the first day of January in each year, or as soon thereafter as practicable, a District Deputy Grand Master for each supervisory district, who shall be a resident of the district for which he is appointed, but if the Grand Master deem it for the good of the Order, he may appoint non-

residents of a district. The Grand Master shall have power to remove District Deputy Grand Masters and to fill vacancies.

Sec. 4. The District Deputy Grand Master shall hold his office until the first day of January in each year succeeding his appointment, unless sooner removed by death, resignation or otherwise, or until his successor is appointed and qualified; and he shall be a Past Grand.

Sec. 5. The District Deputy Grand Master shall be the organ and representative of the Grand Master in their respective districts, and shall be respected as such; and shall in all matters be under the immediate control and supervision of the Grand Master and shall obey his instructions and mandates.

Sec. 6. The District Deputy Grand Master shall have, under the supervision of the Grand Master, immediate control and general supervision of the Subordinate Lodges in his district, but he shall use proper discretion and care in the exercise of any or all power that may be conferred upon him in order that harmony, good feeling and the interest of the Order generally may be promoted.

Sec. 7. The District Deputy Grand Master shall visit each Subordinate Lodge once a year, or oftener if required by the Grand Master, or if requested by the lodge, and shall cause the laws, resolutions, usages and customs of the Order generally to be faithfully observed, adhered to and executed. He shall cause the work of the Order to be performed with uniformity, and permit none of the landmarks to be removed or changed. He shall, in open lodge, exemplify the unwritten work of the Order, and instruct members therein, to the end that the membership may become proficient in the unwritten work.

He shall cause the Constitution for the Government of Subordinate Lodges, the by-laws of the lodge, and any laws or resolutions bearing upon the government of Subordinaate Lodges to be frequently read, commented upon and explained in the lodge room, in order that the membership may become familiar therewith.

He shall, in the absence of the Grand Officers (or the constituted authority) install the officers of a lodge, or cause it to be done, if present; but if not present, the

officers shall be installed in acordance with the usages of the Order.

He shall decide all question arising in the lodges in his district, as to the construction of the laws of the Order, upon which an appeal is taken or a decision is desired by the lodge, subject to an appeal to the Grand Master of the Grand Lodge, and he shall immediately report all such decisions to the Grand Master for his approval, correction or rejection.

He shall have full and free access to all the records, books, papers, corespondence, etc., of the lodges within his district, and shall see that the Secretary and Treasurer keep their accounts, records and books properly, financial statements posted, etc. He shall instruct the officers of the lodge in their respective duties, and shall especially instruct the Secretary, when necessary, as to the manner and method of keeping the accounts and records of the lodge.

He shall make personal examination and careful investigation of the financial matters of each lodge within his district, and shall cause all moneys due to and from a lodge to be properly accounted for and paid, as the laws of the Order require. He shall especially cause the lodges to take prompt and proper measures in the settlement of any financial transactions of a lodge.

He shall forthwith report to the Grand Master all violations, on the part of the subordinates, of the laws and usages of the Order, or disobedience to his lawful commands. He shall, at the request of the Grand Master, and in the absence of the Grand Officer or other constituted authority institute new lodges and install the officers thereof.

He shall cause the laws and usages of the Order to be faithfully executed and shall use his best energy, ability, judgment, discretion and influence to promote, advance and protect the highest and best interests of the Order and the membership thereof.

He shall have authority to confer, within his district, the Past Noble Grand's Degree upon Past Grands who shall present satisfactory evidence that they are entitled to receive the same, and such degree shall be conferred in the Subordinate Lodge room, at such time, except Sun-

day, as the District Deputy Grand Master may name.

He shall report to the Grand Master, not less than thirty days prior to the annual session of the Grand Lodge, the condition of the Order in his district for the past year, embracing all matters of general information and importance as are not contained in the regular reports of subordinates, but he shall make special reports from time to time as may be necessary, or the interests of the Order require.

He shall, at the termination of his official term, or after resignation thereof, or removal therefrom, deliver to his successor, or at any time when demanded by the Grand Master or his deputy, or any one authorized by him, or upon the order of the Grand Lodge, all books, documents or other papers which have been intrusted to his care and custody by virtue of his office.

Sec. 8. All necessary office expense of the District Deputy Grand Master, such as postage on necessary correspondence, stationery etc., shall be paid by the Grand Lodge, and all actual and necessary traveling expenses shall be paid by the Subordinate Lodges visited; but these expenses shall be reported to the Grand Lodge.

Harper's Ferry, W. Va., November 23, 1894.

The Committee on the State of the Order reported as follows, which was adopted:

To better accomplish the purpose of the Supervisory District, we have increased the number from nine to fifteen, as folows:

1st. Hancock, Brooke and Ohio counties.

2nd. Marshall, Tyler and Wetzel counties.

3rd. Pleasant, Wood and Wirt counties.

4th. Putnam, Jackson, Roane and Mason counties.

5th. Monongalia, Marion and Taylor counties.

6th. Preston, Barbour and Randolph counties.

7th. Harrison, Doddrigde and Ritchie counties.

8th. Grant, Hardy, Mineral, Hampshire, Tucker and Pendleton counties.

9th. Morgan, Berkeley and Jefferson counties.

10th. Kanawha and Clay counties.

11th. Upshur, Lewis, Gilmer, Braxton and Calhoun counties.

12th. Webster, Pocahontas and Nicholas counties.

13th. Fayette, Raleigh, Summers, Greenbrier and Monroe counties.

14th. Mercer, McDowell, Wyoming, Mingo and Logan counties.

15th. Cabell, Wayne, Lincoln and Boone counties.

Form of Petition For a New Lodge.

To the Grand Master of the Grand Lodge of West Virginia, I. O. O. F.

Dear Sir and Brothers:

The petition of the undersigned holding Withdrawal Cards from Lodges legally recognized by your body, respectfully re resent that it would be consistent with the advantages of the Order to establish a Subordinate Lodge to be located at ....., in the county of ....., and State of West Virginia, to be entitled ..... Lodge No. .....

Wherefore, your petitioners pray that a warrant may duly issue in pursuance of the laws of your Grand Body.

Dated this ..... day of ....., 19.... at ...., West Virginia.

Name of Petitioner	Name of Lodge	Date of Card
.....	.....	.....
.....	.....	.....
.....	.....	.....

Note—This petition must be signed by *five* or more Scarlet Degree members holding unexpired Withdrawal Cards, and the fee of thirty dollars ($30) must accompany it, for which the warrant and the following supplies will be furnished, viz.: Two Rituals, one Question Book, one Book of Forms, twelve Odes, twelve Constitutions for the Government of Subordinate Lodges, one Key to decipher P. W. and one Prayer Card. A lodge is permitted to possess 4 copies of the Ritual, but the Grand Lodge furnishes but 2 copies free of charge. No lodge can initiate a member at any time for a less sum than *five dollars,* nor can either of the Degrees be conferred for a less sum than *two dollars and fifty cents.* If other supplies are needed order blanks are herewith furnished, giving prices. Please fill out same as to article wanted and let price accompany the order.

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