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CONSTITUTION, BY-LAWS,

AND

Rules of Order,

OF

MINERVA LODGE, No. 32,

OF THE

Independent Order Odd-Fellows

OF THE

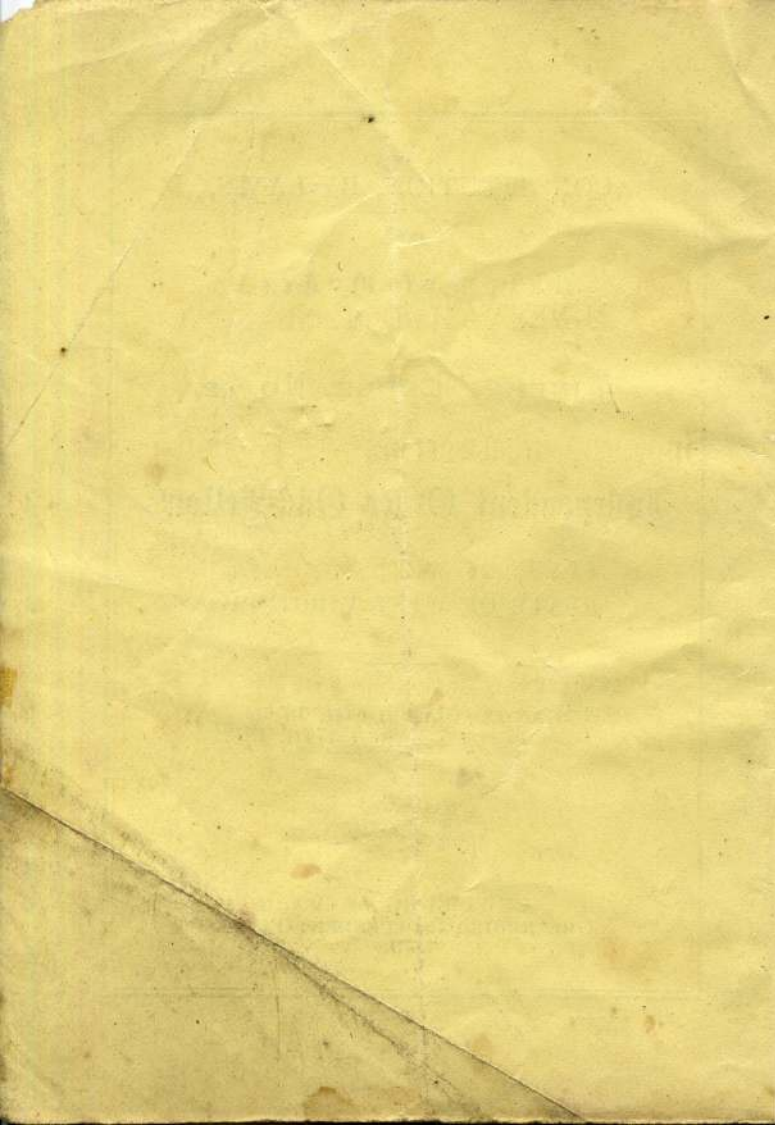
STATE OF WEST VIRGINIA.

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INSTITUTED MARCH 6TH, 1850.  
REORGANIZED MARCH 17TH, 1873.



LEWISBURG, W. VA.:  
GREENBRIER INDEPENDENT PRINT.  
1873.



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## CONSTITUTION.

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ART. 1. This Lodge shall be known and distinguished as "MINERVA LODGE, NO. 32, I. O. O. F. OF THE STATE OF WEST VIRGINIA," and shall meet for business every Friday night during the month of October to March, inclusive, at seven o'clock; and during the month of April to September, inclusive, at half-past seven o'clock.

Special Meetings may be called by the N. G., or, in his absence, by the V. G., giving reasonable notice through the Secretary, and communicating with the notice the object of such meeting; and no business shall be transacted other than that for which the meeting was called.

ART. 2. This Lodge shall not be opened unless five members be present entitled to vote, and one of the number is qualified to take the chair.

ART. 3. The Warden shall examine every person in the room prior to the opening of the Lodge; and when open, the Guardians shall not allow egress or ingress without the usual formality.

ART. 4. The members of this Lodge shall each pay into the Treasury the sum of \$1.25 per quarter, as dues for the Lodge, and 10 cents per month, for a Widows' and Orphan's fund.

ART. 5. There shall be five elective officers, viz: Noble Grand, Vice Grand, Secretary, Treasurer and Chaplain.

The R. S. and L. S. to the N. G., the Warden, Conductor, Guardians, Stuards and Scene Supporters shall be appointed by the N. G.

The R. S. and L. S. to the V. G., shall be appointed by the V. G.

ART. 6. Propositions to fill the chairs shall be made on the two Lodge nights immediately preceding, and on the night of the election.

ART. 7. No brother shall be eligible for the N. G.'s chair unless he shall have filled the chair of the V. G., nor for the chair of the V. G. unless he shall have filled an elective office to the end of the term, or served twenty-six Lodge nights in some inferior office, and have received the fifth degree.

And no brother shall be eligible to the office of Secretary, Treasurer, R. S. to N. G., or R. S. to V. G., or Warden, Inside and Outside Guardians, unless he be a scarlet member.

ART. 8. No past officer shall oppose any qualified brother for such offices as he may have filled, unless such past officer shall have been out of office for two terms; except the Secretary, Treasurer and Chaplain, either of whom shall be re-eligible.

ART. 9. Every elected or appointed officer shall attend the Lodge *at the time of opening*, or be fined the sum of 20 cents, if an elected officer, and 10 cents, if an appointed officer; unless he submit a reasonable excuse, to be acted upon by the Lodge.

ART. 10. Any candidate for office, or member, who shall attempt to influence an election, shall be fined the sum of five dollars.

ART. 11. Any elected or appointed officer, who shall absent himself from the Lodge, for three consecutive Lodge nights, without an excuse either in person or written, his seat shall be declared vacant, and another officer shall be elected or appointed, as the case may require, who shall fill the station for the remainder of the term.

ART. 12. No elective officer shall receive the honors due his station unless he shall have filled his station thirteen Lodge nights, in person, unless prevented by sickness, or some unavoidable occurrence.

Any appointed officer who shall have filled his office to the end of the term, shall be entitled to the honors thereof.

ART. 13. Elections for officers shall be held at the last regular meeting in each term; and the newly elected officers shall be installed on the night of their election, or the first regular Lodge night thereafter.

ART. 14. It shall be the duty of the N. G. to preside at all Stated and Special meetings of the Lodge, and shall decide all questions of order without debate, subject to an appeal to the Lodge, shall appoint all committees, except in cases of petitions, when the N. G. shall appoint the majority, and the V. G. the minority; and shall generally transact all such business as appertains to his office.

For the term immediately ensuing his term of office, he shall be sitting P. G. of the Lodge.

ART. 15. It shall be the duty of the V. G. to assist the N. G. in preserving order in the Lodge; to preside in the absence of the N. G., and to appoint the minority of all committees on petitions.

Should both N. G. and V. G. be absent, any fifth degree member may call the meeting to order, and the brethren may select any fifth degree members to fill the chairs, *pro tem.*

ART. 16 It shall be the duty of the Secretary to keep correct Minutes of all Stated and Special meetings of this Lodge; to collect all dues, fees, and fines; to keep a fair and impartial account with each member, and have the care of the Seal of the Lodge, and be responsible for the same; to notify all members elected or appointed to office, not present at the time; and give immediate notice to members who may be suspended or expelled; and make a regular quarterly report to the Grand Lodge, and transact all business appertaining to his office.

He shall, at all times, have a correct statement of the indebtedness of each member, and shall read them in open Lodge, when required, for the information of the Lodge.

He shall attend to all correspondence, and file all papers and documents sent to the Lodge.

He shall pay over to the Treasurer immediately all moneys collected by him for the Lodge, and take a receipt for the same, in a book kept for that purpose.

He shall, in case of absence, send to the Lodge all books and papers in his possession necessary for the transaction of business; and all moneys received by the Secretary, *pro tem.*, shall be disposed of as above specified.

He shall receive for his services the sum of \$12.00 for the term.

ART. 17. It shall be the duty of the Treasurer to receive all moneys collected by the Secretary, and receipt therefor; to keep accurate accounts of all moneys received and paid out, in a book kept for that purpose, and shall make no disbursements unless authorized by the Lodge under an order from the N. G., attested by the Secretary.

He shall give bond, to the Trustees of this Lodge, in the sum of five hundred dollars, for the faithful performance of his duty; and in case of disability, resignation, suspension, expulsion, or the expiration of his term, he shall deliver over to his successor, in the presence of the presiding officer, and of the Lodge, all moneys, accounts, books and papers in his possession, belonging to the Lodge, under pain of suspension or expulsion, as well as forfeiting the penalty of his bond.

In case of his absence at the meeting of the Lodge, the N. G. shall receipt to the Secretary, or the Secretary, *pro tem.*, for all the moneys received by the same.

In case of the death of the Treasurer, the receipts and accounts of the Secretary shall be sufficient vouchers.

ART. 18. It shall be the duty of the Steward to keep the room and regalia in proper order; serve notices, in cases of Special meetings; and, for his services, he shall receive the sum of \$10.50 per term.

ART. 19. It shall be the duty of the O. G. and I. G. to admit no brother without the usual formality, on pain of suspension; and should they conjointly, suffer a stranger to enter the Lodge, they shall be expelled.

ART. 20. There shall be an Executive Committee consisting of three scarlet members, to be appointed by the N. G. upon his installation into office, whose duty it shall be to present to the Lodge, in proper form, any charges that may be brought by any brother of the order, against any member of this Lodge. If, in their opinion, the charge be of such character as to be inquired into by the Lodge, they shall make a report of the same at the next regular meeting of the Lodge. Whereupon the N. G. shall appoint a

committee of five scarlet members to make strict inquiry, who shall have power to summon the contending parties, or any evidence—giving ample time for the member to make his defense—and report the facts, together with such action as they may deem necessary, to the Lodge.

Should the report of the committee recommend expulsion it shall lie over two weeks ; during which time it shall be the duty of the Secretary to notify the brother against whom the charges are preferred, by written notice delivered to such brother personally, or left at his place of residence, so that opportunity may be given him to vindicate himself against the charges. When the report of the committee, recommending expulsion, comes up for action, it shall require the vote of two-thirds of the members present to expel. If carried, it shall be the duty of the N. G. to expel the brother in open Lodge, stating the reasons for such expulsion. Nevertheless, an appeal may be made at all times to the Grand Lodge.

This committee shall hold their office during the term.

ART. 21. There shall be appointed by the N. G., on the night of his installation, a Financial Committee of three scarlet members, whose duty it shall be to audit all accounts presented to the Lodge for payment ; and, if found correct, to recommend their settlement.

They shall also audit the accounts of the Secretary and Treasurer, and make a report thereon at the next Stated meeting, and shall hold office during the term.

ART. 22. All special committees shall make their reports weekly to the Lodge, of the business they have in hand ; and any member who accepts of an appointment on a committee, and fails, through neglect, to perform the duties assigned him, shall be fined not less than twenty-five cents, or more than one dollar, at the discretion of the Lodge.

ART. 23. Any person wishing to become a member of this Lodge shall be proposed in writing, stating the name, residence, age and occupation ; which shall be recorded by the Secretary, and the N. G. and V. G. shall appoint a com-



mittee of three members to examine into the character of such person, and report at the next meeting. If, after balloting, there should be found one or two black balls, a second ballot shall be had thereon. If, on the second balloting, there should not be more than two black balls, the election shall lie over until the next meeting, and the brothers voting against the applicant, shall state their objections to the N. G. privately, and the N. G. shall state to the Lodge the objections. If, after a third ballot, there shall be not more than two black balls, he shall then be declared elected.

If, upon either of the ballots, three black balls appear, the candidate shall be rejected, and notice shall be sent to the Grand Secretary. Nevertheless, such person may again be proposed at the expiration of six months ; and, if elected, shall be received into the Order.

Any applicant who shall be elected, and fail to come forward for initiation within seven weeks from the date of his election, shall forfeit the initiation fee, unless evidence be produced of his inability to attend.

ART. 24. The fee for initiation shall be five dollars ; the fees for degrees shall be three dollars each ; and, in all cases, shall be paid in advance. The N. G. shall not appoint a Committee on a petition, nor present the ballot-box for advancement in the degrees without first ascertaining that the fees have been paid.

ART. 25. Any brother applying for degrees shall be balloted for in the same manner, and subject to the same restrictions as candidates for membership.

ART. 26. Any member proposing an unworthy person or minor, knowingly, shall be suspended or expelled, at the discretion of the Lodge.

ART. 27. Any member who shall allow his dues and fines, collectively, to exceed the sum of \$1.00, shall not be entitled to benefits ; nor shall he be entitled to enter the Lodge unless it be to pay the same ; and if he shall allow the same to amount to the sum of \$3.00, he shall be suspended ; and if he stand suspended three months, he shall be expelled.

ART. 28. Any brother who shall divulge any of the proceedings required by the Lodge to be kept secret, or the

name of a brother who may have opposed a person from coming into the Order; or the advancement of a brother in the degrees; or who may have reported unfavorably of him to such applicant, if a member of this Lodge, shall be expelled; if a visiting brother, he shall be excluded from visiting this Lodge, and reported to his own Lodge.

ART. 29. Any brother who shall be guilty of drunkenness, shall be suspended, not less than three months, and may be expelled, at the discretion of the Lodge; and any brother found in a state of intoxication, while receiving benefits, shall forfeit the same.

ART. 30. Any member who shall follow any illegal practice, or be guilty of gross immoral conduct, shall be expelled.

ART. 31. Any elective officer may be impeached for a violation of the duties of his office, or for an infringement of the established Rules of the Order; and all charges which may be preferred against him shall be referred to a committee of five scarlet members to be elected by ballot; which committee shall make strict inquiry into the merits of the case, and report the same as early as practicable to the Lodge for its decision in the premises. The Lodge shall then take proper action on the subject.

ART. 32. Any member of this Lodge who shall be incapacitated by sickness or accident, from following his usual vocation, it shall be the duty of the N. G. or V. G., to visit, or cause some other member to visit him, as soon as such fact comes to his knowledge; and should he be a fifth degree member, in good standing, the N. G. shall pay, or cause to be paid, the sum of \$3 per week for his relief; and should it be necessary, in the case of any brother, he shall appoint two members for each night, to sit up with the brother, who shall perform such duty under a penalty of fifty cents for each neglect, unless prevented by some unavoidable occurrence; and no brother shall be allowed benefits for a longer period than one week prior to being reported to the Lodge, unless such brother should be out of the

State; in such case he shall make his report to the nearest Lodge, and through that to this Lodge.

ART. 33. In case of the death of a brother, the N. G. of the Lodge shall cause \$30 to be immediately paid to the widow of the deceased brother; should there be no widow, it shall be the duty of the N. G. to have him decently interred at the expense of the Lodge; and any member, in good standing, who should be so unfortunate as to lose his wife, the sum of \$20. And all sums paid by the N. G. it shall be his duty to hand over the receipts to the Secretary at the next regular meeting of the Lodge.

ART. 34. The funds of the Lodge shall be used exclusively for charitable purposes, and the incidental expenses of the Lodge, except by a two-thirds vote; and in no case shall more than \$10 be granted for one purpose.

ART. 35. Any brother wishing to deposit his card and become a member of this Lodge, shall send in his card by a member of this Lodge, and be balloted for; and if he have a majority in favor of his admission, he shall be admitted, upon paying into the fund of this Lodge the sum of five dollars.

ART. 36. Applications for withdrawal cards shall be made in open Lodge; and, should no opposition be made, the card shall be granted. If any brother objects to the grant, the vote of the Lodge shall be taken.

No member can withdraw from this Lodge unless he shall have paid all arrearages against him, and fifty cents for the card.

ART. 37. Traveling cards shall be granted to members in good standing, they paying their dues up to the expiration of the time for which the card is drawn, and thirty cents for the card. Application to be made in open Lodge.

ART. 38. Any alteration, addition or amendment to this Constitution shall be made in writing, and shall be read in open Lodge for four successive Lodge nights before being acted upon; when the vote shall be taken, it shall require three-fourths of the members present, entitled to vote, to decide in the affirmative.

## B Y - L A W S .

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SEC. 1. This Lodge shall meet every Friday evening, at Constitutional hours.

SEC. 2. At the time of meeting, should there not be a quorum, it shall be the duty of those present to occupy the Lodge room for the space of half an hour; and should there not be a quorum at that time, there shall be no meeting until the next regular Lodge night.

SEC. 3. The Lodge may be opened and closed with prayer.

SEC. 4. It shall be the duty of the Secretary and Treasurer to keep separate accounts of Lodge Funds and the Widows' and Orphans' Fund.

SEC. 5. The mode of electing officers shall be by ballot.

SEC. 6. The N. G. and Secretary shall not be liable to serve on committees.

SEC. 7. In all cases of ballot by the Lodge, the N. G. shall be entitled to vote; in other cases he shall not vote unless the Lodge be equally divided, in which case he shall give the casting vote.

SEC. 8. It shall be the duty of the V. G. to give the Guardian the pass-word for the night, who shall suffer no brother to leave the room without the same.

SEC. 9. It shall be the duty of the Secretary to read, in open Lodge, on the last night of each quarter, the names of all brothers in arrears, and state the amounts due from them.

SEC. 10. No visitor shall be allowed to speak on any subject before the Lodge without permission of the N. G.

SEC. 11. All resolutions shall be presented in writing and read by the Secretary. The question on considering them

shall be put by the chair; and, if carried, they shall be again read before their final passage or rejection.

SEC. 12. No debate shall take place on any resolution until the vote shall be taken for its consideration.

SEC. 13. On all questions, any member voting with the majority may move for a re-consideration at the same or the next regular meeting thereafter

SEC. 14. After a motion is stated by the N. G., it shall be deemed in possession of the Lodge, but may be withdrawn by the mover before amendment or decision.

SEC. 15. When a question, resolution or motion is under consideration, no motion shall be deemed in order but to postpone, amend, divide, or lay on the table.

A motion for indefinite postponement shall always take precedence.

SEC. 16. When two or more members shall rise to speak at once, it shall be the duty of the N. G. to designate the one to speak first.

SEC. 17. No member shall be allowed to speak more than twice on the same subject, unless to explain; and, in such case, shall confine himself strictly to such explanation.

SEC. 18. When the N. G. is stating a question, or addressing the Lodge, or when a member is speaking, no one shall enter, go out, or cross the floor; nor, in such cases, shall private discourse be permitted, under penalty.

SEC. 19. No member shall vote on any question in which he is immediately interested, or if not present when the question is stated.

SEC. 20. Every member in the Lodge, when a question is stated, shall vote, unless for special reasons he be excused; except in cases specified in the preceding section.

SEC. 21. When the reading of any paper is called for, and objected to by any member, the question shall be determined by vote.

SEC. 22. All reports of committees shall be made in writing, and be signed by a majority of the committee.

SEC. 23. No resignation of office shall be accepted without notice in writing.

SEC. 24. Any By-Law may be suspended for the time being, two-thirds of the members present voting for such suspension.

SEC. 25. The Constitution and By-Laws shall be read aloud, in open Lodge, by the presiding officer, as often as the business of the Lodge will admit.

SEC. 26. Any alteration, addition or amendment to these By-Laws shall be made in writing, and read in open Lodge for two successive Lodge nights before being acted upon; and shall receive a two-third vote of the members present for adoption.



## RULES OF ORDER.

1. So soon as the N. G. shall take the chair, and call the Lodge to order by the sound of the Gavel, all shall be silent.
2. After the ancient formula of opening the Lodge—Prayer by the Chaplain.
3. Calling the Roll, and noting the absentees.
4. Reading the Minutes of the last Lodge night, and, if no errors appear, approving the same.
5. Inquiry, “Does any brother know of a sick brother, or brother in distress?”
6. Consideration of previous proposals for membership :
  1. Reports of Investigating Committees ;
  2. Balloting for Candidates.
7. Initiation.
8. Reception of new proposals for membership, and referring the same.
9. Reports of Standing Committees :
  1. Trustees ;
  2. Finance Committee ;
  3. Visiting Committee ;
  4. Committee on Correspondence.
10. Reports of Special Committees.
11. Bills read and referred.
12. Communications read and disposed of.
13. Excuses heard and considered.
14. Unfinished Business appearing on the Minutes.
15. New Business.
16. The Good and Welfare of the Order.
17. Collection of Dues.
18. Closing of the Lodge in due form.
19. This order of business shall not be deviated from, except by a vote of two-thirds of the members present ; and all business that does not properly come under the first fif-

teen heads, shall be brought forward under the head of the "Good and Welfare of the Order."

20. The N. G., or other presiding officer, shall state every question coming before the Lodge, and immediately before taking the vote, shall ask, "*Is the Lodge ready for the question?*" Should no member rise to speak, the N. G. shall rise to take the vote; and after he shall have risen, no member shall speak upon the question unless by consent of the Lodge. The N. G. shall pronounce the votes and decisions of the Lodge on all subjects, except on a ballot for membership, on which the V. G. shall declare the result. The N. G.'s decisions on questions of Order, may be appealed from by any two members, but cannot be debated unless, entertaining doubts himself, the N. G. shall invite discussion; in that case, he shall have the right to discuss the question from the chair, but in no other; and no member shall speak more than once on such Appeal, unless by consent of the Lodge. When his decision has been appealed from, the question shall be put thus: "*Will the Lodge stand by the Chair in its Decision?*"

21. The N. G. shall not take part in the discussion of any subject, (except questions of Order,) without leaving the chair, which shall be filled by some qualified member.

22. Every member, when he intends to speak, shall rise, address the N. G. respectfully, and in the sign of the Degree in which the Lodge may be working, and shall not speak further until announced by the N. G.; and when two or more members rise, the N. G. shall give the precedence to the brother whom he may first perceive giving the sign, and not to the one who may first address the chair, unaccompanied by the sign; and every brother speaking, shall confine himself to the question before the Lodge, avoiding all impolite or indecorous language, as well as any reflections on the Lodge or any of its members; if called to order, he shall immediately take his seat, and the debate be suspended until the point of order be determined. Should the N. G. confirm the point taken, any brother may appeal to the Lodge, and the objectionable words shall be taken



down by the Secretary, if desired. But no brother shall interrupt another in his remarks, unless to call him to order for words spoken.

23. No motion shall be subject to action until seconded, and stated by the chair; and, at the desire of any member, such motion shall be reduced to writing.

When a question is before the Lodge, no motion shall be in order except—

1. To lay on the table;
2. The previous question;
3. To postpone to a particular time;
4. To postpone indefinitely,
5. To re-commit;
6. To refer;
7. To amend.

And they shall have precedence in the order in which they are arranged, the second of which shall be decided without debate. No motion or proposition, on a subject different from that under consideration, shall be admitted under color of an amendment.

24. When a question is postponed indefinitely, it shall not be acted on again, unless brought forward as new business.

25. A motion to adjourn, if carried, shall have the effect to lay any subject, then under consideration, on the table for the evening; but the Lodge must be closed in the usual form.

26. When a blank is to be filled, the question shall first be taken on the highest sum or number, and on the longest time, proposed; and the same rule shall apply when voting punishment for offenses—the vote shall be taken on the highest grade of offense first, and then the next lower, and so on.

27. After any question has been decided, except one of indefinite postponement, any two members who voted in the majority may, at the same time, or next regular meeting, move for a reconsideration thereof, but no discussion of the main question shall be allowed unless reconsidered.

28. When the previous question is moved, if seconded by five members, it shall be put as follows: "*Shall the main*

*question be put?"* and, if carried by a majority, it shall cut off all amendments, and bring the Lodge to a direct vote, without debate, on the proposition as originally made.

29. No motion for reconsideration shall be entertained, unless moved by a member who voted in the majority in the first instance ; nor if one meeting has elapsed since the vote to be reconsidered was taken.

30. No report shall be altered or amended unless re-committed to the committee from whence it emanated ; but all resolutions or questions of adoption, may be altered or amended, as the Lodge shall determine.

31. All questions not fixed by law, shall be determined by a vote of two-thirds of the members present.

32. Five members calling for the yeas and nays, they shall be ordered by the N. G., and recorded on the minutes.

33. When the reading of any paper is called for, and is objected to by a member, it shall be determined by a vote of the Lodge, without debate.

34. The N. G., or any member doubting the decision of a question, may call for a division of the Lodge, and count the affirmative and negative votes.

35. Every member of the Lodge shall have the privilege of speaking twice on any question under consideration, but not more, unless by permission of the Lodge. And no member shall speak on any question more than ten minutes, unless by permission of the Lodge.

36. Every member present shall vote upon all questions, unless he is immediately or personally interested, in which case the N. G. shall judge ; and, after the decision has been announced by the chair, no member shall be permitted to vote, especially when the question has been decided by calling the yeas and nays. When any question is taken requiring a two-third vote, the W. shall declare the number voting on each side, which shall be recorded in the minutes by the R. S.

37. No member shall speak to another, or otherwise interrupt the business of the Lodge, while the minutes or other papers are being read, or when any member is speaking,

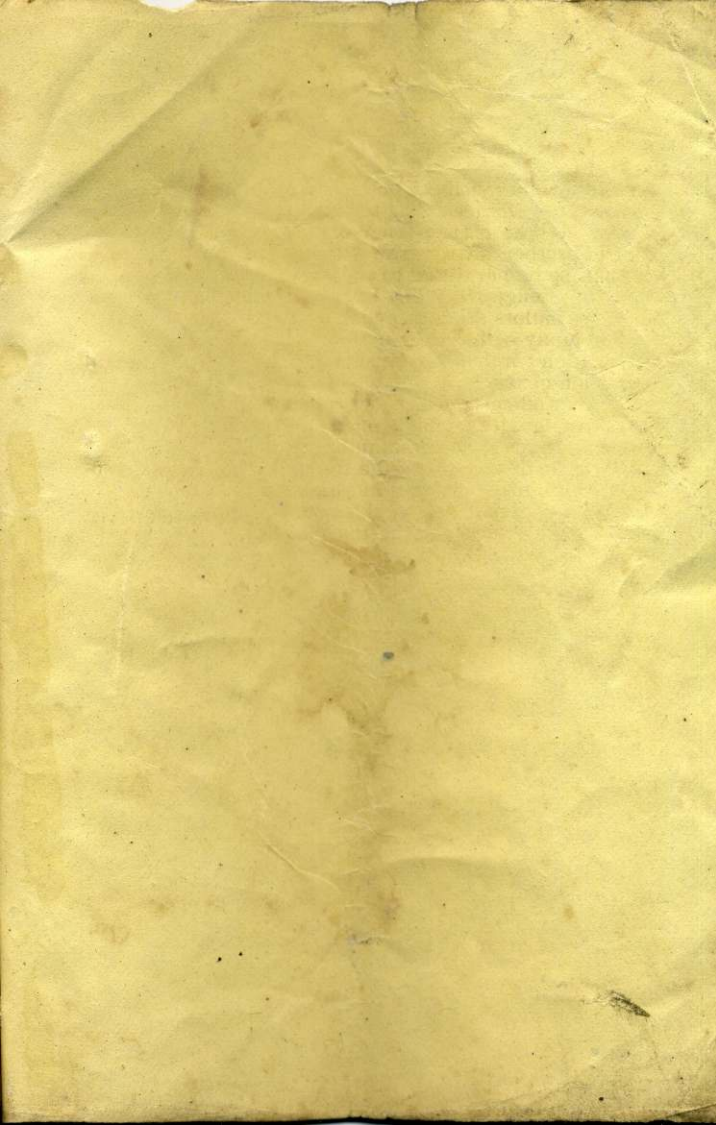
unless to call him to order, or pass between the speaker and the N. G.

38. No member shall be permitted to speak or vote unless clothed in regalia according to his rank and station, and occupying his seat at the place designated for him.

39. No brother shall retire without leave of the Lodge, nor shall he be permitted to address the chair, nor enter or leave the Lodge while the Lodge is voting on a question, while the ballots are being counted in an election, during the ceremony of opening or closing the Lodge, or during an initiation; unless by direction of the N. G., or special permission of the V. G.

40. Every officer and member, when visiting or otherwise, shall be designated by his proper title or office, and received according to his rank and standing in the Order.

41. A Rule of Order may be suspended by a vote of two-thirds of the members present, and it may be amended or annulled, by giving one week's notice, and the motion receiving a two-third vote of the members present.



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