

**CONSTITUTION OF THE LEONARD MAYZEL ONTARIO LODGE #1800
B'NAI BRITH CANADA
JANUARY 01, 2011**

PREAMBLE:

The aims and purposes of this Lodge shall be the same as those of its parent organization, B'nai Brith, as set forth in the preamble to the Constitution of the Order, which is as follows:

“B'nai Brith has taken upon itself the mission of uniting persons of the Jewish Faith in the work of promoting their highest interests and those of humanity; of developing and elevating the mental and moral character of the people of our faith; of inculcating the purest principles of philanthropy, honour and patriotism; of supporting science and art; alleviating the wants of the poor and needy; visiting and attending the sick; coming to the rescue of victims of persecution; providing for, protecting and assisting the widow and orphan on the broadest principles of humanity.”

**ARTICLE I
NAME**

- A)** The name of this Lodge, instituted on the 30th day of March 1949, shall be Leonard Mayzel Ontario Lodge, No. 1800, B'nai Brith.

**ARTICLE II
CONSTITUTION**

- A)** The Lodge shall consist of and be governed by an Executive Committee and a General Body.
- B)** The General Body shall consist of all persons who, in accordance with the By-Laws, acquire membership in the Lodge and are in good standing. Any person of the Jewish Faith, eighteen years of age or over at the time of application, and who is of good moral character, shall be eligible for membership.
- C)** The Executive Committee shall consist of the Past Presidents and the officers who, in accordance with the By-Laws, are elected by and from the General Body, and the Chairmen of the different Lodge Committees as appointed by the President. In lieu of the office of president the office may be filled by two officers acting as Co –Presidents, subject to mutual agreement.

CONSTITUTION – continued

ARTICLE III

BY-LAWS

- A)** By-Laws may be made, repealed or amended, not contrary to the District Constitution, the Lodge Charter, or the Lodge Constitution, to regulate the following:
1. General Meetings.
 2. Special Meetings.
 3. Executive Committee Meetings.
 4. Quorum at Meetings.
 5. Membership, Resignations and Suspensions.
 6. Dues.
 7. Officers' Nomination, Election and Term of Office.
 8. Duties of Officers.
 9. Committees and their Duties.
 10. Voting and Resolutions.
 11. Banking and Financial Matters.
 12. Allocations and Expenditures.
 13. Funeral Obsequies.
 14. Rules of Order.
- B)** To become effective, each By-Law shall be passed by the Executive Committee and confirmed by the General Body in the same manner as is hereinafter described, subject however to the provisions of Paragraph I of Article III.
- C)** Each By-Law shall be proposed in writing by at least three members of the Lodge, and written notice thereof shall be given to each member of the Executive Committee at least five (5) business days prior to the meeting at which it is to be considered for passing.
- D)** A simple majority of votes for each By-Law proposed shall prevail at meetings of the Executive Committee.
- E)** After a proposed By-Law is passed by the Executive Committee, notice of a true copy thereof, in writing, shall be given to each member of the General Body at least five (5) business days prior to the meeting of the General Body at which it is to be considered for confirmation.
- F)** A majority of two-thirds (2/3) of votes for each proposed By-Law shall prevail at meetings of the General Body.

CONSTITUTION - continued

- G)** Each By-Law passed and confirmed as above shall become effective forthwith, unless otherwise indicated, and shall be filed in the Register for By-Laws.
- H)** Any By-Law may be repealed or amended from time to time. Each such repeal or amendment, to become effective, shall be passed by the Executive Committee and confirmed by the General Body in the same manner as previously described for the enactment of By-Laws, subject however to the provisions of Paragraph I of Article III.
- I)** Should a proposed By-Law or proposed amendment or repeal be defeated at a vote of the Executive Committee, or should the Executive Committee refuse to deal with the same, then, upon receipt of a written demand from at least ten members of the Lodge by the President or the next available highest officer of the Lodge, the said proposed By-Law, amendment or repeal shall be placed on the agenda for the next General Meeting of the Lodge, and each member thereat, entitled to vote, shall receive five (5) business days' notice thereof prior to the meeting, in writing. The said proposed By-Law or amendment or repeal shall be considered to be in effect if it receives a majority of two-thirds (2/3) of the votes cast.

ARTICLE IV OFFICERS

- A)** The officers of the Lodge shall be as follows:
 - 1. Co-Presidents
 - 2. Executive Vice-President.
 - 3. Vice-President
 - 4. Treasurer.
 - 5. Financial Secretary.
 - 6. Chaplain.
 - 7. Recording Secretary
 - 8. Head Trustee
 - 9. Other Trustees from time to time as determined by the nominating committee
 - 10. Warden

Note: Henceforth in this entire Document, wherever the term President appears, it is understood to mean the Co-Presidents acting individually or together.

This ranking of officers shall prevail in the event that delegates are required to be selected to represent the Lodge at a convention, and there

CONSTITUTION - continued

are fewer delegate positions available than there are candidates for delegates. The above officers shall be elected from the members of the Lodge, and only members of the Lodge may stand for office.

ARTICLE V RESOLUTIONS

- A)** The Executive Committee shall have the power to pass resolutions to implement and carry out the rights, duties and obligations given to it pursuant to the By-Laws and Constitution of the Lodge.
- B)** The General Body shall have the right to pass resolutions pursuant to the By-Laws and Constitution of the Lodge.

ARTICLE VI AMENDMENTS TO THE CONSTITUTION

- A)** This Constitution or any part or parts thereof may be repealed or amended from time to time. To become effective, each repeal or amendment shall be passed by the Executive Committee and confirmed by the General Body as hereinafter described, subject however to the provisions of Paragraph G of Article VI.
- B)** The repeal or amendment shall be proposed in writing by at least five members of the Lodge, and written notice thereof shall be given to each member of the Executive Committee at least five (5) business days prior to the meeting at which it is to be considered for passing.
- C)** A majority of two-thirds (2/3) of votes cast for each proposed repeal or amendment shall prevail at meetings of the Executive Committee.
- D)** After a proposed repeal or amendment is passed by the Executive Committee, notice of a true copy thereof, in writing, shall be given to each member of the General Body at least five (5) business days prior to the meeting of the General Body at which it is to be considered for confirmation.
- E)** A majority of two-thirds (2/3) of votes cast for each proposed repeal or amendment shall prevail at meetings of the General Body.
- F)** Each repeal or amendment passed and confirmed as above shall become effective forthwith, unless otherwise indicated.

CONSTITUTION – continued

- G)** Should a proposed repeal or amendment be defeated at the meeting of the Executive Committee, or should the Executive Committee refuse to deal with same, then, upon receipt of a written demand signed by at least ten members of the Lodge, the said proposed repeal or amendment shall be placed on the agenda for the next meeting of the General Body, and each member thereof, entitled to vote, shall receive five (5) business days' notice thereof prior to the meeting, in writing. The said proposed repeal or amendment shall be considered to be in effect if it receives a favourable vote of at least two-thirds (2/3) of the votes cast.

September 22, 2011

**BY-LAWS OF THE LEONARD MAYZEL ONTARIO LODGE #1800
B'NAI BRITH CANADA**

BY-LAW #1 GENERAL MEETINGS

*frequency for
certain purposes*

A The Lodge shall hold not less than four (4) General Meetings between January 1st and December 31st. The Executive Committee shall be as defined in Article IV, Section A, of the Constitution, and, in addition, shall also consist of any Chairman appointed by the President as well as any Past President who has held the office of President within five (5) years, providing he has attended a minimum of three (3) Executive Committee Meetings in the previous twelve (12) month period.

Scheduling

B The President shall fix the date, time and place for the holding of meetings of the Lodge, providing that no meeting shall be held on any Jewish Holy Day.

Notice

C Notice of each meeting of the Lodge shall be mailed or circulated to all members in good standing and to all others entitled to receive same, not less than five (5) business days prior to the day fixed for the meeting.

Order

D The order of business at General Meetings shall be that prescribed in the Ritual of Order. The President, or, in his absence, the presiding officer, may, in his discretion, depart from the regular order of business, or dispense with any item thereof as the occasion may require.

*annual general
meeting*

E The meeting of the Lodge held for the purpose of installing newly elected officers shall be deemed to be the Annual General Meeting of the Lodge and shall be held prior to the 1st day of January of each year.

required meetings

In addition to the annual General Meeting, the Lodge shall hold an election meeting prior to the Annual General Meeting, and a nomination meeting prior to the election meeting. The Lodge shall hold additional meetings throughout the year at the discretion of the President, it being expressed herein that meetings held on a frequent and regular basis, if feasible, are beneficial to the best interests of the Lodge and its members.

BY-LAWS - continued

BY-LAW #2 SPECIAL MEETINGS

- A** Special Meetings of the Lodge may be called:
- (i) in urgent cases, by the President alone;
 - (ii) by resolution of the Executive Committee;
 - (iii) on the written request of ten (10) members in good standing, to the President, which request shall state the purpose and reason for holding a Special Meeting.
- Notice* **B** Notice of Special Meeting shall be mailed to all members in good standing not less than five (5) business days prior to the date fixed for such meeting.
- emergency* **C** In case of extreme emergency, the President or in his absence, the Executive Vice-President may dispense with the mailing of the notice stated above, and shall cause each member to be given two (2) days' notice of the said Special Meeting by telephone. In such case, the President or in his absence, the Executive Vice-President shall certify that not less than seventy-five (75%) per cent of the members were so notified.
- contents of notice* **D** Notice of the calling of a Special Meeting shall state the date, time and place for holding such meeting and shall further state the purpose or purposes for same.
- matters dealt with* **E** Only such matters shall be dealt with at a Special Meeting as is called for in the Notice calling such meeting.

BY-LAW #3 EXECUTIVE COMMITTEE MEETINGS

- executive committee* **A** The Executive Committee shall be as defined in Article IV, Section A, of the Constitution, and, in addition, shall also consist of any Chairman appointed by the President as well as any Past President who has held the office of President, providing he has attended a minimum of three (3) Executive Committee Meetings in the previous twelve (12) month period.
- frequency* **B** The Executive Committee shall meet at least once each month except for the months of July and August, when it may meet at the discretion of the President.
- location* **C** the presiding officer of the Executive Committee shall determine the date, time and place for the meeting.

BY-LAW #3 Continued

- notice* **D** Notice of the meeting shall state the date, time and place, and shall be mailed to all members of the Executive Committee not less than five (5) business days prior to the meeting.
- inviting non-members* **E** The presiding officer may invite any other member of the Lodge and any non-members to the Executive Committee meeting. In addition, any member of the Lodge shall have the right to attend a meeting of the Executive Committee. Such other members and guests may speak on any matter before the Executive Committee, but shall not propose resolutions or motions, nor shall they be entitled to vote on any matter thereat.
- committee Chair* **F** The President shall submit to the Executive Secretary the names of the Committee Chair he appoints from time to time to various committees, and shall advise the Secretary of any changes in such appointments.

BY-LAW #4 QUORUM AT MEETINGS

- general* **A** Twenty (20) members of the Lodge present at a General Meeting shall constitute a quorum for the transaction of business.
- special* **B** Twenty (20) members of the Lodge, including at least three (3) elected officers, present at a Special Meeting shall constitute a quorum for the transaction of business.
- executive committee* **C** Eight (8) members of the Executive Committee, including, at least, four (4) elected officers, shall constitute a quorum for the transaction of business.

BY-LAW #5 MEMBERSHIP, RESIGNATIONS AND SUSPENSIONS

- Special* **A** Applications for memberships shall be made in writing upon the special forms provided by B'nai Brith Canada for that purpose and shall be signed by the applicant and by the proposer.

**BY-LAW #5
CONTINUED**

Dues

B One year's dues shall accompany each application.

*mailing list and
notice*

C Upon receipt of each properly completed application, together with *and* one year's dues, the Financial Secretary shall place the name of the applicant on the Lodge mailing list to receive all notices and publications of the Lodge.

*membership
committee to
examine*

D The membership committee shall examine basic files of each application for membership, and upon satisfying itself that the application is proper, shall publish the name, address and occupation of the applicant, and the name of the proposer, in the notice for the next meeting of the Executive Committee.

Accept or reject

E The Executive Committee shall accept or reject each application submitted to it for consideration.

Voting

F A simple majority of votes of those present shall be sufficient to elect an applicant to membership.

rejection

G An applicant whose application has not been accepted shall not be entitled to re-submit another application until after the expiration of six (6) months from the date of his rejection.

return of monies

H In the event of a withdrawal or rejection of an application, all dues paid by the applicant shall be immediately returned to him without interest or penalty

I An applicant whose application has not been dealt with by the Executive Committee within three (3) months from the date of the receipt of his application, shall have the right to appear before the Executive Committee for consideration of his application, without the necessity of publication of notice as required by sub-section D hereof.

J Every member shall be furnished with a membership card, certificate of membership and the official lapel pin of the Order, at the next General Meeting of the Lodge or so soon thereafter as is practical.

**BY-LAW #5
CONTINUED**

K The Secretary shall advise each applicant of the decision of the Executive Committee with respect to his application and, in the event of his election to membership, the date of the next General Meeting, at which time he shall attend to receive the membership card, certificate and official lapel pin described above.

L Any member in good standing may resign from the Lodge at anytime by giving a written form of resignation to the Membership Chair or the Lodge President.

N A member who has resigned shall be allowed to re-apply for membership in the Lodge.

O A member who resigns from the Lodge while in arrears in the payment of dues or other assessments shall be deemed not to have resigned but to have been suspended from membership.

*accord with
constitution and
By-Laws*

P A member may be suspended from membership only in accordance with the Constitution and By-Laws of the Lodge or the District Grand Lodge.

reinstatement

Q A member properly suspended from membership for non-payment of dues shall (i) within twelve (12) months of his suspension, be reinstated as a member in good standing, provided that, within the said time, he makes full payment of the amount due and owing; (ii) after twelve (12) months from his suspension, be entitled to apply for membership in accordance with this By-Law, provided that his application is accompanied with payment of all arrears of dues owing at the time of his suspension.

*expulsion for
cause*

R A member may be expelled from the Lodge for cause by a vote of seventy-five (75%) per cent of the members present and voting at a General or Special Meeting of the Lodge, provided that the notice of the said meeting contained full reference to the proposed expulsion and that it would be voted upon at the said meeting; and provided further that such member was made aware of the cause and that his expulsion would be sought, presented and voted upon, and that a fair and impartial hearing is held at such meeting.

**BY-LAW #5
CONTINUED**

hearing

S The hearing provided for in the previous sub-section shall be held in accordance with the laws and procedure of the Lodge.

Appeal

T A member expelled from the Lodge as herein provided shall have the right to appeal such expulsion to the District Grand Lodge and to other such bodies as may be provided by the laws and procedure of the Lodge.

re-admission

U No member who has been expelled shall be re-admitted to membership without the consent in writing of the Board of Governors of the District Grand Lodge #22.

BY-LAW #6 DUES

amount

A The dues for the calendar year shall be payable annually in accordance with Article B. The annual dues shall be determined by the Executive Committee in conjunction with the presentation and approval of the annual budget.

B Provided there is at least one family member who is in good standing, i.e., dues are paid in full, an additional family member, normally the spouse, may become an Associate Member at no additional cost, with all rights and privileges of a full member, save and except the provisions of By-Law No. 7, Article C.

when payable

C Dues shall become due and payable on January 1st in each year.

dues statements

D The Financial Secretary shall assist B'nai Brith Canada with regard to the preparation of the annual dues statements. The dues amount per Article A shall be conveyed to B'nai Brith Canada by the Financial Secretary in September of each year

*arrears and
waivers of arrears*

E Dues shall be deemed in arrears if unpaid by the 1st day of March in each year; provided, however, that the President may in his sole discretion, waive compliance with this sub-section for any particular member whom he deems worthy and deserving of such exception.

BY-LAW #7

OFFICERS, NOMINATIONS, ELECTION AND TERM OF OFFICE

nomination

A Nominations for officers shall take place at a meeting of the General Body to be called the Nomination Meeting. The Nomination Meeting shall be the meeting that immediately precedes the Election Meeting.

nomination committee

B At the last regular meeting of the General Body held immediately before the Nomination Meeting, the President shall appoint a Past-President of the lodge (normally the Chaplain) as the Nomination Committee Chairman, to head a committee of not less than five (5) members in good standing, whose function it shall be to prepare a nomination slate forthwith and to report back to the President, who shall present the slate at the Nomination Meeting

qualification of nominees

C Any person who is a member, or associate member, of the Lodge at the date of the Nomination Meeting shall be eligible for nomination for any position other than those of the President or either of the Vice-Presidents. For these positions only, the candidate must be a fully paid member and not an associate member.

nomination meeting

D At the Nomination Meeting, any member of the General Body may nominate, without further comment, any member for any or all of the elective offices of the Lodge.

acceptance or refusal to stand

E Following nominations made at the Nomination Meeting, the President shall forthwith inform each nominee, whether present or not, of his nomination; and shall require each such nominee to advise him within five (5) business days whether he accepts or refuses nomination, and, in default of such advise, he shall be deemed to have refused.

election meeting

F The election of officers shall take place at the meeting of the General Body which shall be known as the Election Meeting. The notices for this meeting shall include a list of nominees for the various offices, without distinction.

re-open nominations

G With the exception of the offices of President, Executive Vice-President, and Vice-President, nominations may be re-opened at the Election Meeting by a vote of the general body. At least two-thirds of the members present and eligible to vote must approve such a re-opening. In the event that there are no

**BY-LAW #7
CONTINUED**

nominees for any specific office on the day of the election, nominations for those specific offices shall be re-opened by the President without the necessity of a vote. Any further nominees shall forthwith advise the President of acceptance or refusal to stand for election, and if such nominee shall be absent he shall be deemed to have refused unless an acceptance in writing, signed by him, has been produced.

For the offices of President, Executive Vice-President, and Vice-President only, should a candidate for election not be elected into that specific position, then, for the unsuccessful candidate only, nominations for a subsequent position may be re-opened at the Election Meeting by a vote of the general body. At least two-thirds of the members present and eligible to vote must approve such a re-opening.

- eligibility to stand or to vote* **H** The Financial Secretary shall prepare and certify from his records a list containing the names of members who, on the day of election, are in good standing, and only those listed thereon shall be eligible to vote or to stand for election.
- balloting* **I** All offices shall be voted upon by separate closed ballot.
- scrutineers and proxies* **J** The President shall appoint three (3) scrutineers, who must be Past-Presidents of this lodge, who shall have charge of preparing and counting the ballots, provided that no candidate for office may be a scrutineer. No proxy votes shall be recognized as valid.
- greatest number of votes* **K** Except for the office of Trustee, the candidate receiving the greatest number of votes shall be declared elected. In the event of a tie, another vote shall be taken, but only as between or amongst those candidates so tied.
- election of Trustees* **L** The maximum number of Trustees to be elected shall be determined by the Nomination Committee. The nominees receiving the greater number of votes shall be elected to the office of Trustee, and the one receiving the greatest number of votes shall serve as Head Trustee; provided that, in the event of a tie for Head Trustee, or for the Trustees receiving the most number of votes, another vote shall be taken but only as between or amongst those candidates so tied.
- re-open nominations* **M** All elected officers shall be deemed to have assumed their respective offices immediately subsequent to the election process at the Election Meeting. The formal installation of

**BY-LAW #7
CONTINUED**

officers shall take place at the Annual General Meeting, or in April, unless otherwise decided by the Executive Committee.

term of office

N With the exception of the Co-Presidents and the Executive Vice-President, each officer shall serve for a term of one (1) year from the date of his installation into office, or until his successor has been duly elected and installed, or appointed, as the case may be. The Co-Presidents and Executive Vice-President shall serve for a period of two years from the date of their installation into office.

disqualification

O No officer may continue to serve in office that is not in good standing as certified by the Financial Secretary.

vacancy

P Providing that there are more that six (6) months in the current term of the elected office, each vacancy during that term shall be filled for the balance of the term by nomination and election at the next Regular Meeting of the General Body after such vacancy occurs, or at a Special Meeting called for that purpose. Each member shall be duly notified that such vacancy exists, and that it shall be filled at such forthcoming meeting. The officer elected to fill the vacancy shall be entitled to the full rights and privileges of the office, as if he had served for a full term. If less than six (6) months remain in the term of office, such position may be filled by appointment by and at the discretion of the President.

absence of officers

Q Any officer who is absent from at least three (3) consecutive Executive Committee Meetings without sufficient reason may be relieved from his duties by the Executive Committee, his office declared vacant, and the vacancy filled as hereinbefore provided. An officer shall not be relieved from his office without being given reasonable notice and reasonable opportunity to explain his absence.

BY-LAW #8

DUTIES OF OFFICERS

duties of officers

A The duties of the officers of the Lodge shall be as set out in Schedule A to these By-Laws.

BY-LAW #9

COMMITTEES AND DUTIES

Standing committees

A The following shall be the standing Committees of this Lodge, all Committee Chair Persons of which shall be appointed by the President:

1. Brotherhood (Sick and Welfare)
2. Community & Volunteer Services (CVS)
3. Family Recreation/ Social
4. Fund Raising
5. Judaic (Adult Jewish Education)
6. Membership/ Membership Retention
7. Nominations
8. Brotherhood (Sick and Welfare)
9. Community & Volunteer Services (CVS)
10. Family Recreation/ Social
11. Fund Raising
12. Judaic (Adult Jewish Education)
13. Membership/ Membership Retention
14. Nominations
15. Observer Bulletins
16. Photography
17. Program.

additional committees

B The President, in his discretion, may, from time to time during his term of office, activate the following Committees, and any such other Committees as he shall consider necessary or desirable;

1. Allocations
2. Archives
3. Bowling
4. Constitution
5. Financial and Investment
6. Jewish National Fund
7. League for Human Rights
8. Publicity
9. Public Relations

duties of committee chair

C The duties of Committees shall be as described in Schedule B to these By-Laws.

BY-LAW #10 VOTING RESOLUTIONS

- Aims* **A** The aims and purposes of the Lodge shall be accomplished by decisions made in strict accordance with the Constitution and By-Laws.
- show of hands* **B** Unless otherwise directed by the Meeting Chair, the votes to be made at such meeting, upon a motion and/or amendment(s) shall be by a show of hands.
- simple majority; one vote per member* **C** Subject to Article III of the Constitution and By-law #7 (G), a simple majority of votes shall prevail; and only members in good standing and present shall be entitled to vote, each such member being entitled to one vote.
- member in good standing* **D** A member in good standing shall be deemed a member who has not been suspended in accordance with the Constitution and By-Laws.
- majority defined* **E** “Majority” shall mean a majority of those members present and voting.

BY-LAW #11 BANKING AND FINANCIAL MATTERS

- fiscal year* **A** The Fiscal Year of the Lodge shall be from January 1 to December 31 of any year.
- deposit of funds and signing officers* **B** All funds of the Lodge shall be deposited in the name of the Lodge in an account with one or more banks or trust companies to be approved by the Executive Committee. The signing officers shall be the President, the Executive Vice-President and the Treasurer. All cheques drawn on any Lodge bank account shall require at least two (2) of these three (3) signatures.
- committee accounts* **C** If the budget for a committee is in excess of **\$1,000**, the Chair of such Committee may seek the approval of the Executive Committee in advance to open an account with a bank or a trust company in the name of the Lodge. The Chair shall forthwith fully inform the Executive Committee of the name and location of the account, and the names of the signing officers of

**BY-LAW #11
CONTINUED**

that account, one of whom shall be either the President or Executive Vice-President, unless the Executive Committee by resolution dispenses with this requirement.

sanction of funds

- D** No payment of money shall be sanctioned by the Executive Committee, for any particular committee, unless (i) a proper request for funds has been presented for the proposed event or function, and (ii) written financial reports of all previous completed events and functions of the same committee have been approved by the Executive Committee, such events having taken place at more than two (2) Executive Committee Meetings prior to the request of subsequent funds.

BY-LAW #12 ALLOCATIONS AND EXPENDITURES

Authority

- A** Either the Executive Committee or the General Body may authorize the expenditure of funds.

donations over \$250.00

- B** Each allocation by way of charitable donation, in excess of \$250.00 shall be dealt with in the following manner:
- 1) If an Allocations Committee is struck, it shall first consider whether to recommend that the allocation be made, and its decision, whether to recommend payment or not recommend payment of the allocation, shall be reported to the Executive Committee.
 - 2) If no Allocations Committee is struck, the Executive Committee shall be entitled to deal directly with any allocation.
 - 3) Any such decision of the Executive Committee shall be reported to the General Body by notice sent to each member of the Lodge contained in the Notice of the next meeting of the General Body.
 - 4) The General Body shall consider the decision of the Executive Committee and shall approve, vary or reverse such decision.
 - 5) The General Body shall not have the power to increase the amount of any allocation approved by the Executive Committee.
 - 6) Only after approval or variation as aforesaid, by the General Body, shall payment of an allocation be made. Any allocation not approved by the Executive Committee may be sent back to the Allocations Committee for review by it at its next meeting, upon the resolution passed by the General Body by a simple majority of

**BY-LAW #12
CONTINUED**

- votes.
- 7) The decision of the Allocations Committee by way of review aforesaid shall be reported to the Executive Committee as above, and, if the decision of the Executive Committee is to approve the allocation, such decision shall be presented to the General Body as above for final approval and payment.
 - 8) If the Executive Committee again fails to approve the allocation, its decision shall be final.

*special
president
powers*

- C** The President may make expenditures on behalf of the Lodge, for any purpose, at any time, without the prior consent of the Executive Committee, of amounts not exceeding \$100.00; provided that the total of such expenditures shall not exceed the sum of \$250.00 in any period between Executive Committee Meetings.

*Lodge
programming*

- D** The Executive Committee may authorize expenditures for Lodge programming and functions without prior consent of the General Body.

BY-LAW #13 FUNERAL OBSEQUIES

- A** When informed of the death of a member of the Lodge, the President shall invite, by notice or advertisement, the members of the Lodge to attend the funeral and shall direct that a page in the Minute Book shall be set aside in memory of the deceased member.

BY-LAW #14 RULES OF ORDER

- A** All parliamentary questions or rules of order not otherwise determined by the Constitution, the By-Laws or the Laws of District No. 22 shall be decided in accordance with Robert's Rules of Order.

BY-LAW #15 CODE OF CONDUCT

- A** All members must work effectively as a unit to provide the needed support for the work of this Lodge. Members must work as a unit to support the overall best interests of this Lodge. Members must agree to accept the basic need for mutual respect, cooperation, and group decision making.

- B** All members of this Lodge must agree to abide by this Code of Conduct and by the Rules of Conduct as set out in Schedule C to these By-Laws.

- C** Any member who cannot accept a collective decision of the Lodge and who acts to undermine said decision should recognize that they are not fulfilling their duties under this Code and are not acting in the best interests of B'nai Brith Canada and this Lodge.

**SCHEDULE A
DUTIES OF ELECTED OFFICERS**

- 1) The President, or Co-Presidents as the case may be, shall preside at all General and Special Meetings, enforce the laws of the Supreme Lodge, of the District Grand Lodge, and of this Lodge. He shall be the custodian of the Charter of the Lodge. They shall be one of the signing officers of all Lodge funds, and shall sign all official documents. One or the other shall be ex-officio member of all committees. They shall agree on the appointment of all Committee Chairmen. In their discretion they shall delegate any of the Vice-Presidents to consult with specific committees on their behalf and to report the progress of these committees. They shall make a complete report of his administration to the Lodge at the expiration of his term. They shall perform such other duties as regularly pertain to his office.
- 2) The Executive Vice President shall preside at General and Special Meetings in the absence of the Presidents in the discharge of their official duties and shall preside as Chairman of the Executive Committee. He shall accept the responsibility of consulting with specific committees as requested by the Presidents and shall report back to them the progress of these committees as requested.
- 3) The Vice-President shall preside at General and Special Meetings in the absence of the Executive Vice-President. He shall accept the responsibility of consulting with specific committees as requested by the Presidents and shall report back to them the progress of these committees as requested.
- 4) Should none of the above be present for General or Special meetings then a Chairman shall be appointed by the members in attendance to preside over that meeting
- 5) The Treasurer shall receive and bank all monies due the Lodge. He shall sign all cheques drawn upon the Treasury. He shall keep a true record and account of all monies received and disbursed and present to the Lodge at each Executive Meeting a full report of the financial condition. He shall prepare all reports to the District Office. His books, records and accounts shall at all times be subject to the inspection of the Head Trustee and other officers of the Lodge designated by the President. He shall deliver to his successor in office all books, papers, accounts and other properties in his possession. He shall serve on the Financial and Investment Committee.

- 6) The Financial Secretary shall prepare and file the membership reports as required by the District. He shall report on the collection of the Lodge dues and maintain a current list of members of the Lodge.
- 7) The Chaplain shall be the retiring President or in the event of re-election of the President then the office shall be filled by the election of a Past President. He shall perform such other duties as are defined in the Ritual and as the usage of the Order requires.
- 8) The Head Trustee shall assist in the preparation of the annual budget for the Lodge. The Head Trustee shall appoint a Trustee to every committee of the Lodge that receives or disburses funds on behalf of the Lodge in excess of \$100.00, and the Trustee so appointed shall verify all accounts, statements, financial reports and expenses of that Committee and report to the Executive Committee.
- 9) The Recording Secretary shall keep an accurate record of the proceedings of the Lodge and shall perform all other regular duties of his office as may be determined from time to time.
- 10) The Warden shall perform such duties as are prescribed by the Ritual of the Order. He shall have custody of the Lodge Banner and Menorah as well. He shall maintain order at meetings. The Warden shall be responsible for refreshments at Executive Meetings.
- 11) In the event that a General or Special Meeting has been called and a quorum is present and the prescribed time has elapsed, the seniority of office to establish a Chairman for the Meeting in the absence of the President shall be the sequence of Officers as indicated in Items I - 10 or unless otherwise specified.

**SCHEDULE B
DUTIES OF COMMITTEES**

(I) STANDING COMMITTEES

1) BROTHERHOOD COMMITTEE (Sick and Welfare)

The Brotherhood Committee shall report to the Lodge, by the use of the Lodge publication, on all events concerning the health and welfare of the members and their families, and visit those members when able. They shall be required to distribute appropriate cards and/or gifts to those members or their families as designated by the Executive Committee.

2) COMMUNITY AND VOLUNTEER SERVICE COMMITTEE:

The Community and Volunteer Service Committee shall co-operate with civic organizations in the community and prepare programs to assist the needy and elderly and others, and to further the aims of B'nai Brith.

3) FAMILY RECREATION COMMITTEE:

The Family Recreation Committee shall be responsible for the planning of all social programs that involve the wives and children as participants, except where special committees have been designated for the affairs by the President.

4) FINANCIAL AND INVESTMENT COMMITTEE:

The Financial and Investment Committee shall be comprised of seven (7) members including the Chairman, the Treasurer, and a Trustee, and shall be charged with the responsibility of guiding the investment of Lodge funds so as to obtain maximum earnings limited to investments approved under the Province of Ontario Trustee Act.

5) FUNDRAISING COMMITTEE:

The Fundraising Committee shall be in charge of the Fundraising activities of the Lodge for the purpose of raising funds for the support of the B'nai Brith agencies, institutions, and community activities.

STANDING COMMITTEES CONTINUED

6) JUDAIC CULTURE:

The Judaic Culture Committee shall arrange Jewish Education programs for Lodge Meetings, and in every way co-operate in furthering the Jewish Education program of the Order.

7) MEMBERSHIP COMMITTEE:

The Membership Committee shall devise ways and means of increasing the membership of the Lodge. It shall at all times devote itself to the enrolment of new members and shall conduct membership campaigns as and when determined by the Lodge.

8) MEMBERSHIP RETENTION COMMITTEE:

The membership retention committee shall obtain a list from the Financial Secretary of delinquent members and shall investigate the cause of the delinquencies, communicate personally with the delinquent members and in all ways assist in keeping the members of the Lodge in good standing.

9) NOMINATION COMMITTEE:

The Nomination Committee shall consist of not less than five (5) members in good standing, including the Chairman. The Committee shall present a list of nominees for the various elected offices at the Executive Meeting prior to the Nomination Meeting, for their information, and at the Nomination Meeting. The Nomination Chairman shall invite the Executive Vice-President, if he has indicated that he will be standing for the office of President, as an observer, who may offer comments during discussion but will not be eligible to cast a vote upon considering a Nominee.

10) OBSERVER BULLETIN COMMITTEE:

The Bulletin Committee shall publish and prepare the Lodge publication, "The Observer," the number of issues to be determined each year by the Lodge Executive.

11) PROGRAM COMMITTEE:

The Program Committee shall arrange a program, where appropriate, for General Meetings of the Lodge and co-operate with the Executive Committee and other committees to the end that the programs shall be diversified in nature.

(II) OPTIONAL COMMITTEES

1) ALLOCATIONS COMMITTEE:

The Allocations Committee shall evaluate all requests for charitable donations and service grants and shall report and recommend as to such donations, to the Executive Committee

2) ARCHIVES COMMITTEE:

The Archives Committee shall be responsible for the preparation of a permanent record of each year's activities and shall be expected to use those items, material and equipment available, whether through their own initiative or that of other chairmen.

3) BOWLING COMMITTEES:

The Bowling Committees shall organize and direct the operation of bowling leagues within the Lodge for the purpose of uniting the members of the Lodge

4) CONSTITUTION COMMITTEE:

The Constitution Committee shall accumulate any and all amendments to the Constitution and additional by-laws that are approved in each fiscal year. They shall record them in a book for that purpose, and, at the end of each fiscal period, they shall re-print all of them for distribution.

5) ISRAEL COMMITTEE:

The Committee for Israel shall devise ways and means of implementing the Israel Program of B'nai Brith as promulgated by the Supreme Lodge.

6) JEWISH NATIONAL FUND COMMITTEE:

The Jewish National Fund Committee shall co-ordinate a program whose purpose shall be to promote the purchase of J.N.F. trees within the membership and to encourage support of this program.

7) LEAGUE FOR HUMAN RIGHTS COMMITTEE:

The League for Human Rights Committee shall keep in touch and co-operate with the League for Human Rights of the Order, and shall carry out within its locality the program prescribed

OPTIONAL COMMITTEES CONTINUED

8) PUBLICITY COMMITTEE:

The Publicity Committee shall have charge of all publicity concerning the internal functions of the Lodge.

9) PUBLIC RELATIONS COMMITTEE:

The Public Relations Committee shall endeavour to make the general public aware of the working of Leonard Mayzel Ontario Lodge and it's involvement in the community,

SCHEDULE C RULES OF CONDUCT

Members shall:

1. Accept their shared responsibility for the performance of B'nai Brith Canada and this Lodge.
2. Assist each other in fulfilling joint obligations to B'nai Brith Canada and the Lodge.
3. Declare their belief that the Lodge and its members are acting in the best interests of B'nai Brith Canada and its respective Lodges.
4. Serve as ambassadors of B'nai Brith Canada and the Lodge with respect to the promotion of views and agreed upon programming of B'nai Brith, but do not represent this Lodge or B'nai Brith Canada unless authorized to do so by the Executive Committee, and in accordance with the policies of B'nai Brith Canada.
5. Act in the interests of B'nai Brith Canada and this Lodge, not in their own self-interest.
6. Disclose and acknowledge a potential conflict of interest in any situation where, as a result of a decision of this Lodge, the member may anticipate a personal gain. The member shall withdraw from any further discussion to avoid any perception of acting in their own self-interest rather than the Lodge's.
7. Operate within, and respect the group process.
8. Meaningfully participate in discussions. Listen to the views and opinions of others, present their own views, opinions and concerns, and discuss differences, with respect and dignity.
9. Abide by the decision of the Lodge once any discussion is completed.
10. Never consider undermining the Lodge process. Raise concerns as they arise between meetings of the Executive, and advise the Lodge Executive of these concerns and/or of issues that may be of concern to the Lodge.
11. Respect the confidential nature of any discussions taking place within Lodge meetings.