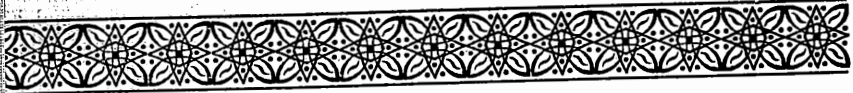


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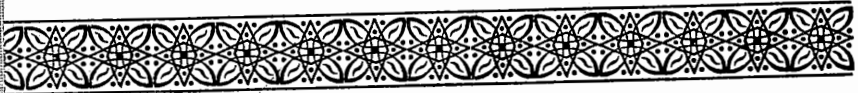
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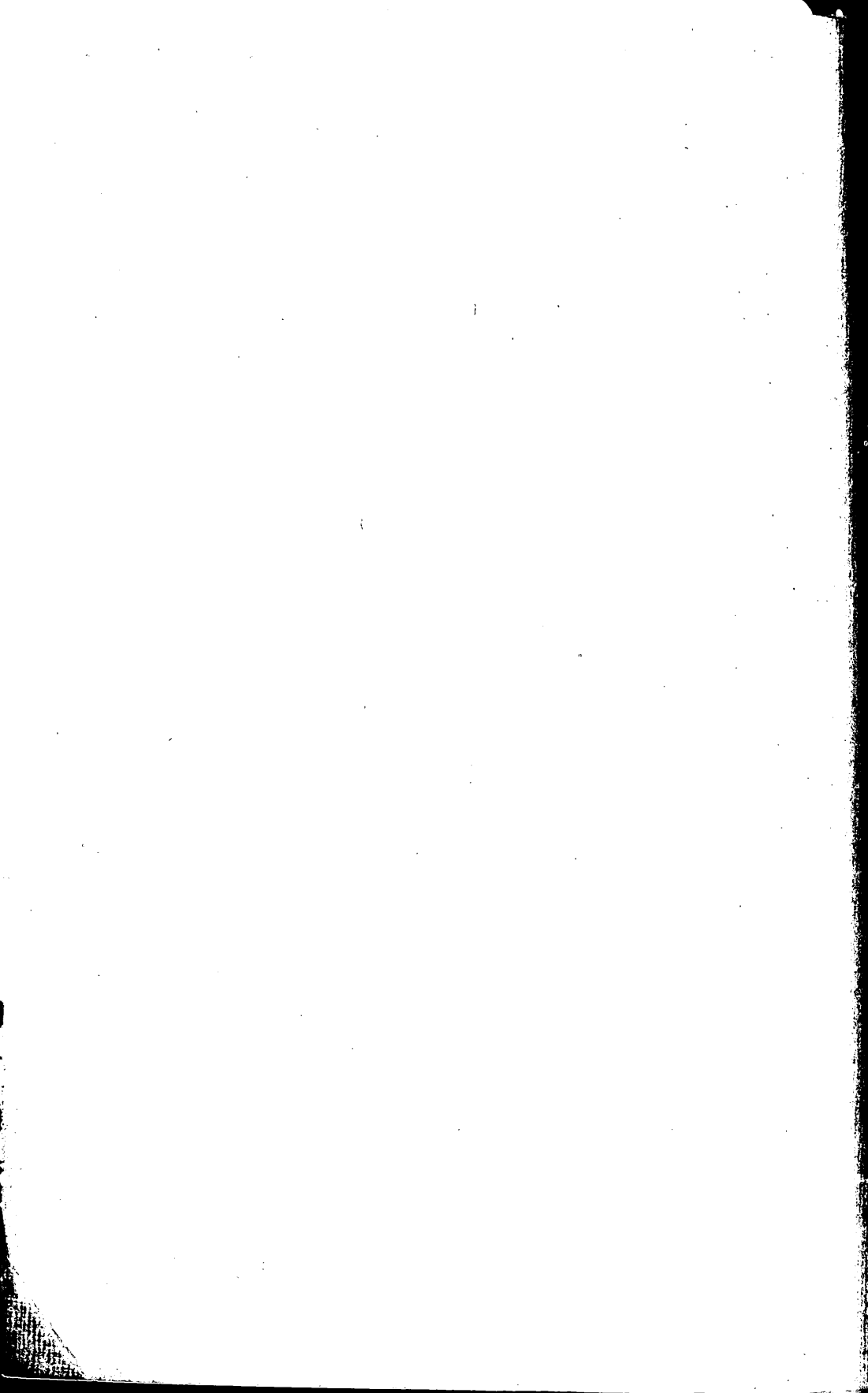
GOLDEN EAGLE



Constitution for Subordinate Castles.

[Adopted September 3d, 1907.]





Grand Castle of New Jersey

KNIGHTS OF THE GOLDEN EAGLE

CONSTITUTION

For the Government of Subordinate Castles,

WITH THE

RULES OF ORDER AND ORDER OF BUSINESS.

ARTICLE I.

NAME.

SECTION 1. Each Castle shall adopt a distinctive name at its organization, by which, together with the number assigned to it, it shall thereafter continue to be known.

SEC 2. Twenty-five members are requisite to organize a Castle. A Castle shall never consist of less than seven members. Five members or more present constitute a quorum. When only five are present unanimous consent is requisite to carry a question involving the expenditure of money.

ARTICLE II.

MEMBERSHIP—HOW GAINED.

A Castle is composed of those persons to whom a dispensation or charter to hold a Castle is originally granted, and such persons as shall thereafter be elected to membership therein according to the following rules and regulations:

1. The applicant must be a white male; of the age of eighteen years; possess a good moral character; must hold to the Christian faith; must be law-abiding; must be free from mental and physical infirmity, and be competent to earn a support for himself and family.

2. The application must be over the signature of the applicant, and shall contain a true statement of the age, occupation and residence of applicant, which statement must be entered in full upon the minutes. The applicant must be recommended by two members. These members shall not be named on the committee of investigation.

3. The application shall be read in open Castle and then be referred to a committee of three to investigate and report at next stated session, if practicable, whether the applicant is qualified to become a member of the Order. A ballot cannot be taken until a majority of the committee make report. An application may be withdrawn before the coming in of the committee's report, but not after.

4. Immediately after the reading of committee's report a secret ballot shall be taken. If not more than one black ball appear, the applicant is elected. If two or more black balls appear, the ballot shall be forthwith renewed, and if two or more black balls again appear, the applicant is rejected. Balloting shall not be postponed. A completed ballot shall not be reconsidered. When, before a ballot is completed, a member declares he has made a mistake in his ballot, the balloting shall forthwith be renewed.

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5. A rejected applicant may not renew his application to any Castle until six months after his rejection.

6. One dollar of the membership fee shall be paid to the Castle when the application for initiation is presented. The fee shall be returned to a rejected applicant.

7. A Castle may, for good cause, reconsider and declare void, by a two-thirds vote, any election of an applicant for membership at any time before the admission of said applicant by initiation.

8. The applicant shall present himself for initiation within six weeks from his election, or show good cause why he does not; and on his failure so to do, the election shall thereby become null and void, and the fee paid by him be forfeited to the Castle.

9. An application for membership by one possessed of a withdrawal card, or what is equivalent thereto, shall be treated in like manner with an application for initiation, save that a two-thirds favorable ballot is sufficient to elect, and if he be rejected he may at once renew his application in any Castle.

10. The membership fee shall not be less than three dollars, and shall be wholly paid before the candidate is admitted to membership.

[Each Castle shall by by-law determine the initiation or membership fee; it may be more but never less than three dollars.]

ARTICLE III.

MEMBERSHIP—HOW LOST.

1. *By Withdrawal Card.*—A member clear of indebtedness to the Castle, and free from penal charges, making application in person or in writing, over his signature, for a withdrawal card, such card shall be issued to him; and when the card has been duly sealed his membership in the Castle granting the card shall cease. The fee for withdrawal card is one dollar.

2. *By Certificate.*—When a member who is clear of indebtedness to his Castle and free of penal charges, desires to join others in forming a new Castle, at his request a certificate shall be granted; his membership in the Castle granting such

certificate shall cease when the new Castle shall have been duly constituted with him as a member thereof; and if the new Castle shall not be constituted with him as a member the certificate shall be void, and his membership in the Castle which granted it shall continue as though the card had never been granted. No fee shall be charged for such certificate.

3. *By Resignation.*—A member who is clear of indebtedness to his Castle, and free from charges, may tender his resignation from the Order in writing, over his signature, which being done and the resignation accepted by a vote of the Castle, thereupon his membership in the Castle and Order shall cease.

4. *By Expulsion* under the provisions of law relating to offences against the Order.

5. *By Forfeiture of the Charter.*—As when the membership shall fall below seven in number; for cause, because of violation of the laws of the Order by the Castle. In either case every member (including those who have been theretofore suspended for non-payment of dues) shall be entitled to receive from the Grand Master of Records, upon the payment of one dollar, a certificate which shall have the same force and effect as a withdrawal card.

6. A member neglecting to pay dues until his arrearages equal the sum of dues for one full year shall be reported as being in arrears by the Clerk of Exchequer; and thereupon, unless the Castle shall by vote otherwise determine, the Noble Chief shall declare the member dropped from the roll, and thereupon his membership shall cease.

7. *By Dismissal Certificate.*—A member suspended for non-payment of dues, against whom no charge is pending, shall, upon making written application and the payment of one dollar, be entitled to receive, and the Castle may grant, a dismissal certificate, which shall have the same force and effect as a withdrawal card: *Provided*, That if a member has been suspended for three years, the Castle shall grant a dismissal certificate in accordance with the foregoing.

ARTICLE IV.

MEETINGS.

SECTION 1. Stated sessions shall be held at the place and time prescribed in the By-Laws.

SEC. 2. Castle sessions must be held either weekly or semi-monthly.

SEC. 3. Special meetings shall be called by order of the Noble Chief in his discretion or on the written request of seven members. Only such business as is stated in the call shall be considered at special meetings, and notice of special meetings shall be mailed to every member.

[By-Laws are required to fix time and place for stated sessions.]

ARTICLE V.

TERMS—QUARTERS.

The year is divided into two terms of six months each, the first term ending June 30th and the second term ending December 31st in each year. The year is also divided into four quarters of three calendar months each, beginning with January.

ARTICLE VI.

RELATING TO OFFICERS.

SECTION 1. *Nominations.*—The By-Laws may determine how long previous to election nominations may be made, with this restriction, to wit: Nominations for any post shall be open at the session immediately preceding election, and shall not be opened afterward except when by reason of declination only one shall remain in nomination for any post.

SEC. 2. The elective officers of this Castle shall consist of a Noble Chief, Vice Chief, High Priest, Venerable Hermit and Sir Herald, who shall be elected semi-annually, separately, at the first stated session in June and December; a Master of Records, Clerk of Exchequer, Keeper of Exchequer, one Past Chief as Representative of the Castle in the Grand Castle, annually, at the first stated session in December. There shall also be three trustees, to serve for the term of eighteen

months, who shall be elected at the first stated meetings in June and December, in such manner as to leave two remaining over at each election. The term of the Representative shall commence on the first day of January each year, and the term of the trustees on the night of their election.

The following officers shall be appointed by the Noble Chief on the night of his installation: Worthy Bard, Worthy Chamberlain, Ensign, Esquire, First Guardsman and Second Guardsman.

SEC. 3. Officers shall be installed on the first stated session in the term, or as soon thereafter as may be practicable. If an officer-elect neglects to be present, or to show good reason for his absence at the time appointed for installing, his post may be declared vacant by the Castle and thereupon the office shall be forthwith filled by election. The District Grand Chief is the proper installing officer. When he fails to be present at the time designated by law, or at a later date named by him, the Representative, and in his absence the senior Past Chief present, shall act as installing officer. Officers selected to fill vacancies shall be installed at once by the Representative or senior Past Chief present.

DUTIES OF OFFICERS.

Each officer shall perform the duties assigned to his post by the Ritual and the Constitution and Laws of the Order, whether the same be here enumerated or not.

SEC. 4. The Noble Chief shall preside in all sessions of the Castle; enforce a strict observance of the Ritual and Constitution and By-Laws; on points of order decided by him there is an appeal to the Castle; he acts as judge in all elections and declares the result; no warrant for the payment of moneys by the Keeper of Exchequer shall be effective without his signature; as a member of the Relief Committee it is his special duty to attend to the prompt payment of benefits when same have been allowed; he shall call special meetings when requested in writing by seven members;

he has the appointment of the majority of the members of every committee, unless appointment is otherwise provided for; he is not entitled to vote, save in election of members and officers, but when the members present and voting are equally divided on a question he has the power to decide the question.

SEC. 5. The Vice Chief has the appointment of the minority of the members of every committee where the Noble Chief appoints the majority. He shall preside in the absence of the Noble Chief, and when so presiding is invested with the same powers as the Noble Chief.

SEC. 6. The Master of Records shall keep and record minutes of Castle proceedings; conduct its correspondence; attest all orders drawn on the Keeper of Exchequer; have charge of the seal and attest all official papers; keep a register of the membership, noting thereon all suspensions, expulsions and withdrawals from membership in any manner; make out and forward such reports as are required by the Grand Castle at close of each term, and whenever specially required thereto; see to it that certificates are made out and forwarded to the Grand Castle officers of the election of Representative, and of members having attained the Past Chief's Degree by service in official posts in the Castle, as often as the same shall occur. It is his duty to forward, with the regular reports, the per capita tax thereby shown to be due to the Grand Castle. He may be paid for his services, and the amount of his compensation shall be fixed by by-law and may not be altered to affect him during any term.

[By-Law to fix compensation of Master of Records.]

SEC. 7. The Clerk of Exchequer shall keep the accounts between the Castle and its members; he, only, may receipt for moneys due the Castle; all moneys received by him shall be turned over to the Keeper of Exchequer immediately and a receipt taken therefor in a book belonging to the Castle. He shall, at the close of each quarter, furnish every member with a statement of his account with the Castle. At the close of each term he

shall furnish to the Master of Records the exact financial standing of each Past Chief member. He may be paid for his services, and the amount of his compensation shall be fixed by by-law and may not be altered to affect him during any term.

[The posts, Master of Records and Clerk of Exchequer, may be consolidated. By-law to fix compensation of Clerk of Exchequer.]

SEC. 8. The Keeper of Exchequer shall receive and care for all money tendered to him by the Clerk of Exchequer, and give receipt therefor; he shall make disbursement thereof only on the order of the Noble Chief over his signature, duly attested by the Master of Records. He shall keep an account of receipts and disbursements in a book provided by the Castle. He shall receive and hold all securities deposited with him by the Trustees, and give them receipt for the same. He may be paid for his services, and the amount of his compensation shall be fixed by by-law, and it may not be altered to affect him during any term.

SEC. 9. The Representative shall attend the stated session of Grand Castle; he shall observe the instructions of the Castle and faithfully present and support such matters in Grand Castle session as shall be committed to his charge by his Castle. He shall present a written report of the proceedings in Grand Castle at the first opportunity after the close of the stated session of the Grand Castle. He shall be paid such compensation as shall be determined by by-law.

[By-law to fix pay of Representative.]

SEC. 10. The Trustees shall have the care of the property of the Castle; make such investments and reinvestments of Castle moneys as shall be directed by the Castle; and when so directed call in and collect invested moneys. All securities received by them shall be deposited with the Keeper of Exchequer, who shall give receipt for the same. They shall collect interest and dividends on Castle securities, and pay all moneys received from them from any source to the Clerk of Exchequer who shall give receipt to them for the same. They shall

keep a record of all transactions of Castle business in a book belonging to the Castle. They shall make a full report at the close of each term, and render therein a complete inventory of all Castle property and securities.

ARTICLE VII.

COMMITTEES.

There shall be two standing committees, viz.: Relief Committee and Auditing Committee.

SECTION 1. *Relief Committee.*—The Noble Chief, Vice Chief and Sir Herald shall constitute the Relief Committee. It is their duty to visit in person members claiming to be disabled or liable to become disabled for pursuing their usual occupations, and to use all reasonable means of information relating thereto. They shall make report in writing at each stated session when any claim for benefits is pending, and in such report shall be distinctly stated the nature of the disability, the date of its origin, or that it has continued from last report, and whether in their opinion the member claiming benefits has been so disabled for pursuing his ordinary occupation as to be entitled to benefits. It is the duty of the Noble Chief to attend to the prompt delivery of benefits when same are allowed.

SEC. 2. *An Auditing Committee of three Members.*—This committee shall be appointed by the Noble Chief to serve for the period of eighteen months. The first appointment shall be for six, twelve and eighteen months, and thereafter the Noble Chief, on being installed, shall appoint one member of this committee. This committee shall examine and audit the accounts of all officers who have to do with moneys, securities or properties of the Castle. This shall be done steadily at the close of each term, and may be done in the discretion of the committee at any time. It is the duty of every officer, on request of the Auditing Committee, to submit his books, accounts and vouchers to examination by this committee. The stated examinations shall be minute and extend to a verification

of each member's account with the Castle and of balance of moneys in hands of the Keeper of Exchequer or deposited in bank. This committee shall render a full report at the first stated session in each term. They may be paid such compensation as the By-Laws may prescribe.

[By-Law to fix compensation of Committee.]

SEC. 3. *Special Committees.*—May be appointed by the Castle and by the Noble Chief of his own motion for specific purposes, from time to time, as exigencies may require. The powers of such committees shall be made to appear in the resolution or order whereby they are constituted.

ARTICLE VIII.

REVENUE.

At the stated session when one becomes a member of the Castle by having the First Degree conferred upon him, or by election on application based on a withdrawal card or its equivalent, a certain sum (the sum to be fixed by By-Law) shall be charged against such member as weekly dues, and at each and every stated session thereafter a like charge shall be made. When stated sessions are held semi-monthly the charge must be for the number of weeks intervening before the next stated session. Castles may arrange for monthly or quarterly charges for dues, and in such case the practice must be analogous to that stated above. The sum so charged becomes in arrear if not paid at the next stated session (or on the first meeting in next month or quarter), and when any member shall allow such charges to remain unpaid for so many weeks (or months) as shall constitute a quarter, or shall allow arrearages to accumulate until he shall be in arrears in a sum aggregating the amount of such charges for one quarter he shall thereupon, at such date, by reason of such default or neglect, and without any action to be had by the Castle or any officer, become not in good standing, and he shall continue to remain not in good standing until all such arrearages and all intervening charges have been fully paid, and for four full

weeks after he shall have squared his account.

It is the duty of every member, at his peril, to keep himself informed of the condition of his account with the Castle, and no requirement upon any officer to mail statement of account quarterly shall operate as a waiver of this rule.

The moneys thus received, together with fees for admission and receipts from all other sources, including interest and dividends on investments, constitute the General Fund of the Castle, and this fund shall be devoted to paying the current expenses of the Castle; the payment of weekly benefits to disabled members, and of death benefits to members' families. Any surplus remaining in the fund from time to time may be invested in manner as provided for by the laws of the Order in New Jersey: *Provided*, That Castles may by By-Law make provision for collecting moneys for the purpose of paying death benefits and determining how the same shall be paid; *Provided, further*, That death benefit shall be paid only upon death of a member who is entitled to weekly benefits; *Provided, further*, That a Castle may arrange to pay a benefit to a member in good standing on the death of his wife.

ARTICLE IX.

WEEKLY BENEFITS.

Each Castle shall possess the power to regulate its own dues, benefits and assessments, and may, by its By-Laws, declare itself to be beneficial or otherwise, as the members may elect; and may pay weekly or funeral benefits, or both.

Every member of the Castle, when mentally or physically disabled for pursuing his ordinary occupation (or, in case of chronic affections, some occupation) shall be entitled to receive from the General Fund of his Castle a certain weekly benefit (the amount to be fixed by by-law) during the continuance of such disability—

Provided, That he shall have been a member for not less than six months, is in good standing, and has received the

Third Degree, when the disability is incurred; that the disability has not been caused by intemperance or vicious habits; that the disability is not consequent upon an infirmity which existed prior to his admission as a member and was not disclosed in his application for membership; that benefits shall not be allowed for part of a week; and that the amount of benefit shall be scaled down at certain points of time, when disability is long continued, in accordance to rule fixed in the By-Laws.

And provided, Application for benefits is made in manner following:

1. When the member resides in or near the town where the Castle is located (and three miles from Castle hall shall be the limit of nearness) he shall in some manner cause the Castle to be informed that he is threatened with disability, within a reasonable time, and not later than the second stated session after disability is threatened. The question of benefit to such member shall be referred to the Relief Committee. Upon the coming in of the report of the Relief Committee it shall be determined by a majority vote whether benefits shall or shall not be paid, the question being put in this form: "Shall weekly benefits be paid to Bro.—, on report of the Relief Committee now before you?" When the benefit is refused the member claiming it shall be promptly notified in writing by the Master of Records.

2. If a member reside beyond the three-mile limit, benefits shall be paid on the certificate of a sister Castle of the condition of disability, where such method is practicable; otherwise upon the certificate of the attending physician; which certificate shall disclose the date of incurrence of disability, its cause and duration of its continuance, or that it has continued from date of prior certificate, and a further statement by said physician that in his opinion and best belief the member has been disabled during the period stated, for the cause stated, for pursuing his ordinary occupation. This certificate shall be verified by the oath of the physician making it. The certificate shall be made not later

than four weeks from the incurrance of the disability, and shall be renewed every four weeks, if disability so long continue. On the coming in of such certificate the question shall be put: "Shall benefits be paid to Bro. ——— on the certificate of attending physician (or of Castle No. —) now before you?" A majority vote shall determine. If benefit is refused, the member claiming it shall be promptly notified in writing by the Master of Records.

3. When a member who claims benefits, and the same are refused, is dissatisfied with the action of the Castle, he may ask for a rehearing and redetermination of his claim by filing a notice to that effect within one month from refusal; and a member failing to give such notice shall be considered as acceding to the action of the Castle in refusing benefits. Upon filing of such notice a committee shall be appointed to take evidence. The member and the Castle may be represented by counsel, who shall be members of the Order. The evidence shall be taken and subsequent proceedings had after the manner prescribed in Code of Trials, and when report of committee shall have been read in open Castle, the following question shall be put: "Shall benefits be paid to Bro. ——— on the evidence now submitted?" A majority vote shall determine the question. An appeal shall lie to the Grand Castle from the action thus had, which appeal may be made by the member claiming benefits, by his legal representative or by any member of the Castle. All appeal proceedings shall be prosecuted in the manner provided in the Code of Trials.

ARTICLE X.

CODE OF TRIALS.

1. The first step in any trial shall be the presentation to the Castle of which the accused is a member, over the signature of a member of the Order, of a written charge or charges, together with specifications of the complaint, which shall disclose the time, place and cause of complaint. Thereupon the Castle shall, by a majority vote, determine

whether the accused shall be required to answer to the same or not.

2. If the Castle determine that the accused shall answer to the charges, the Noble Chief shall appoint a member to prosecute the charge, who shall serve upon the accused a copy of the charges and specifications, duly authenticated under the seal of the Castle, and a notice that at the next session of the Castle a Trial Committee will be appointed. A notice mailed to his last known or recorded place of residence shall be deemed sufficient.

3. At the next stated session of the Castle the Noble Chief shall appoint three members as a Trial Committee, whose duty it shall be to receive the plea of the accused and, when necessary, to examine the parties, their proofs and witnesses. All testimony shall be reduced to writing and signed by the person giving the same. The committee shall keep a journal of its proceedings and shall report to the Castle the plea, testimony and journal, together with a resolution embodying their conclusions as to the guilt or innocence of the accused upon each specification and each charge separately and distinctly.

4. The prosecutor and the accused and his counsel have the right to be present and examine all witnesses who shall be brought before the committee. Witnesses shall be duly sworn or affirmed by an officer qualified by the laws of this State to administer oaths.

5. The committee having made report to the Castle, the accused and every member of the Castle shall forthwith be notified that said report will be considered at the next stated session of the Castle. The mailing of notice, with postage prepaid, is a full compliance with this law.

6. At the session designated, under the head of unfinished business, the report of the Trial Committee shall be considered. The charges, specifications and testimony shall be distinctly read, and the accused and his counsel and the prosecutor shall be heard thereon in the order named, and thereupon a vote shall be taken upon the reported resolution of the Trial Committee, and, a two-thirds

vote approving, the same shall be recorded as the judgment of the Castle. If the judgment of the Castle sustain the charges in whole or in part, the Castle shall, before proceeding to other business, by a two-thirds vote, determine the punishment to be imposed in this order: (1) Shall the convicted brother be expelled? (2) Shall the convicted brother be suspended for a definite time (to be named)? (3) Shall the convicted brother be fined (naming the amount—the largest amount to be voted for first)? (4) Shall the convicted brother be reprimanded in open Castle? Each vote shall be duly recorded, and the record thereof made up and approved before proceeding to a second vote.

7. An appeal shall lie from the action of the Castle to the Grand Castle. The appellant shall file his notice of appeal in writing with the Castle not later than the fourth stated session thereafter, and within said period shall file his appeal with the Grand Chief. The appeal shall state the matter appealed from, and shall disclose the cause and grounds of appeal.

8. Upon the reception of notice of appeal the Castle shall forthwith forward to the Grand Chief the complete record of the trial, to wit: The charges and specifications, journal of Trial Committee, and testimony, together with complete extracts from the journal of all things relating to the subject-matter, duly certified and under seal.

9. The Grand Chief shall refer the whole case to the Committee on Appeals, who shall examine the proceedings and report thereon to the next succeeding session of the Grand Castle.

10. If there has been a substantial compliance with this code in the conduct of the case, and the evidence warrant a conviction, the committee shall recommend that the appeal be dismissed. If there has been such deviation from this code as may have worked injury to the accused, the committee shall report that the appeal be sustained and a new trial ordered. If the evidence shall not appear to warrant a conviction, the committee shall report that the appeal be

sustained and the accused go without further prosecution for the offense charged.

11. The action of the Grand Castle shall be had upon the report of the committee without amendment, and shall be either in confirmation or rejection of said conclusions of the Committee on Appeals. If the action be in rejection of said conclusions, the Grand Castle shall, before proceeding to other business, determine said appeal. The Subordinate Castle shall in all cases have the record of trial remitted to it. On the expiration of five weeks from the final determination of an appeal by the Grand Castle, all papers relating thereto shall be returned to the Castle remitting the same, accompanied with a certificate of the judgment of the Grand Castle in the premises; *provided*, in the meantime, no appeal to the Supreme Castle shall have been taken.

ARTICLE XI.

MISCELLANEOUS PROVISIONS.

SECTION 1. All elections of officers shall be by ballot when more than one person is nominated. Absent members may be nominated and elected.

SEC. 2. Votes cast for persons not in nomination shall not be counted.

SEC. 3. A member can be nominated for more than one post, but can be elected to but one post.

SEC. 4. The Noble Chief shall act as judge and appoint two members as tellers. The polls must be opened in front of the post of Noble Chief, and each member in good standing shall deposit his ballot.

SEC. 5. After the first ballot the candidate receiving the smallest vote shall be dropped on each successive ballot.

SEC. 6. The acting Noble Chief has the power to sign all documents, he being invested for the time with all the power and authority of the Noble Chief, excepting the appointing of Subordinate Officers.

SEC. 7. The Clerk of Exchequer must report to the Noble Chief when a member owes one year's dues, and the Noble Chief must notify the Castle with which it is optional to suspend the member.

SEC. 8. The salary of an officer cannot be withheld from him in payment of dues, or other debts, without his consent.

SEC. 9. A member elected or appointed to a post cannot be installed unless he is square on the books; that is, in good standing on the night of installation.

SEC. 10. A ballot in which a member who is in arrears to an amount equaling thirteen weeks' dues voted is illegal.

SEC. 11. It is illegal for a Castle to donate to an initiate any part of his initiation fee, or in any manner evade the provisions of the law, by which a person can be admitted for a less sum than prescribed in the law.

SEC. 12. The Noble Chief has no right to respond to the voting sign.

SEC. 13. A member indebted to the Castle to an amount equaling thirteen weeks' dues shall not be entitled to the password, to vote, be qualified, to occupy any post, or eligible to nomination or election, or be appointed on any committee.

SEC. 14. Castles have no right to debar a member from speaking who is indebted to the Castle to an amount equaling thirteen weeks' dues. He has the right of voice until suspended.

SEC. 15. If any elective officer shall absent himself from three successive stated sessions, and being requested thereto shall fail to present a satisfactory excuse, his post shall be declared vacant and an election shall forthwith be held to fill the vacancy. Any appointed officer may be removed for like cause by the Noble Chief, and vacancy filled by appointment.

SEC. 16. Security shall be required of the Clerk and the Keeper of Exchequer before they may be installed.

[It is recommended to Castles to contract with security companies for indemnity against loss by these officers. The Grand Master of Records can furnish information on this point together with address of security companies.]

SEC. 17. Castles shall adopt necessary By-Laws, and may adopt such By-Laws as are not in repetition of this Constitution or in conflict with it. By-Laws and alterations thereof must be offered in

writing and read at a stated session; be read at second stated session; and may be acted upon after reading in the third session. A majority vote is necessary to adopt or alter a by-law. When regularly adopted by the Castle, the Master of Records shall certify the same to the Grand Chief, who shall refer the same to the Law Committee of the Grand Castle, and the said By-Laws shall become operative when the Castle shall have received the same back with the approval of the Law Committee and Grand Chief attached thereto, duly certified by the seal of the Grand Castle.

EXTRACTS FROM CONSTITUTION OF SUPREME CASTLE.

LAWS GOVERNING SUBORDINATE CASTLES EXCLUSIVELY.

Par. 44. Grand Castles shall prescribe a constitution for Subordinate Castles within their jurisdiction, but the following obligatory rules shall be incorporated therein:

(1) A Castle shall never consist of less than seven members, and shall hold regular sessions weekly or semi-monthly, as shall be provided for in its by-laws. Grand Castles may by dispensation allow sessions to be held at longer intervals.

(2) Five members, including one qualified to preside, shall constitute a quorum for the transaction of business. No appropriation of money shall be made except by the consent of a quorum.

(3) All business of the Castle shall be transacted in the Crusader's Degree, except the conferring of the Pilgrim's and Knight's Degree.

(4) Elections for officers (except Master of Records, Clerk of Exchequer and Keeper of Exchequer, who shall be elected annually in December), shall be held at the first session in the months of June and December. Nominations for all elective posts shall be made at the preceding session.

(5) Officers shall be installed at the first session in the months of January and July, or as soon thereafter as prac-

licable. No officer of a Castle shall be installed or receive the S. A. P. W. unless he is in good standing and the semi-annual report has been made out, the tax due the Supreme or Grand Castle paid, and all rituals accounted for.

(6) All vacancies by death, resignation, or otherwise, shall be filled in the manner of the original selection, to serve the residue of the term; and the officers so serving shall be entitled to the honors of the term.

(7) Any person to become a beneficial member of this Order, must be a white male, of the age of eighteen (18) years, of sound body and mind, of good moral character, a believer in the Supreme Being, and of the Christian faith, believing in the person, mission, work and teachings of Jesus, the Christ, as set forth in the Scriptures of the New Testament, a law-abiding resident of the country in which he resides, and competent to pursue some useful and lawful occupation; *provided*, that those engaged in the manufacture or sale of spirituous or malt liquors are not eligible to membership. The amount of initiation fee shall be fixed by the Grand Castle; but in no case shall the three degrees be conferred for less than three (\$3) dollars.

(a) Castles may also admit persons as associate members who have the above qualifications, except that of sound body, the amount of the initiation fee to be fixed by the Grand Castle, but in no case shall it be less than three (\$3) dollars.

(b) The dues of an associate member shall be such as prescribed by the By-Laws of the Castle, but shall not be less than four (4) cents per week.

(c) Associate members shall not be entitled to any benefits in case of sickness or disability, or funeral benefits in the event of death, and shall not be allowed to vote on any question affecting benefits. In all other respects they shall enjoy the same privileges as other members.

(d) A beneficial member of a Castle may become an associate member by making written application to his Castle, and upon its receipt the request shall be granted.

(e) An associate member of a Castle may become a beneficial member by making written application to his Castle, and if found to possess the necessary qualifications, the request may be granted upon the payment of the fee as prescribed in the By-Laws.

(f) A suspended member may be reinstated as an associate member upon the payment of the fees prescribed in the By-Laws.

(g) A member in possession of a withdrawal card or dismissal or defunct certificate may be admitted as an associate member in any Castle to which he may present the same, accompanied by the fee as prescribed by the By-Laws.

(8) Applications for membership must be signed by the applicant, stating his age, residence and occupation, and endorsed by two members in good standing, which must be entered upon the records, and the application be referred to a committee of three for investigation (none of whom shall have recommended him), who shall carefully and conscientiously satisfy themselves that the applicant is worthy to become a member of the Order, and shall report the result of the investigation at the next session of the Castle. No Castle can act on any application until a majority of the committee have reported.

(9) After the report of the Investigating Committee has been heard, every member present shall be allowed to speak on the case. The Noble Chief shall then order a ballot to be taken, and if, on examination, not more than one black ball has been cast, he shall declare the applicant elected; but if two or more black balls be found, he shall direct the ballot to be renewed, when, if two or more black balls be again found, he shall declare the applicant rejected; and in no case shall anyone who has been rejected by a Castle be again permitted to make application to the same or any other Castle in less than six months from the time of such rejection. A Castle may, for good cause, reconsider and declare void, by a two-thirds vote, any election of an applicant for membership, at any

time before the admission of said applicant by initiation.

(10) One week must elapse between the application and the conferring of the Pilgrim's degree. If it is deemed expedient, more than one degree may be conferred at the same session. (This does not apply to cases where dispensations are granted by the Supreme and Grand Chiefs and their deputies.)

(11) When application is made by a brother for a higher degree, the ballot shall be taken while open in the Crusader's degree, when, if not more than two black balls appear, he shall be declared entitled to receive the said degree; but should three or more black balls appear, the ballot shall be immediately renewed, when, should they again appear, he shall be declared rejected, and cannot make application for the same degree again in less than three months thereafter. If there be more than one candidate for the higher degree, the Castle may ballot for them collectively, but if more than two black balls appear, they shall be balloted for separately.

(12) A brother holding a lawful withdrawal card or dismissal certificate may make application for membership in any Castle, accompanying the same with his card or certificate and the fee prescribed in the By-Laws, which application shall be referred to a committee of three, who shall examine into and report on the same, and if, upon a ballot being taken, two-thirds of the ballots cast are in favor of his admission, he shall be declared elected. A brother applying for membership by withdrawal card or dismissal certificate, and being rejected, may immediately renew his application in any other Castle.

(13) Applications for withdrawal cards shall be made either personally or in writing to a Castle, and a card shall thereupon be granted; *provided*, the brother is free from indebtedness, charges, made or pending, or there be no other valid objection.

(14) Any withdrawal card may be revoked by the Castle granting the same, or ordered vacated by the proper Grand Castle, or Grand Chief, at any time, for

cause appearing, and when so revoked the person holding said card shall again become subject to the Castle which issued the same.

(15) A member suspended for non-payment of dues, against whom no charge is pending, shall, upon making written application and the payment of not less than one dollar, be entitled to receive, and the Castle shall grant, a Dismissal Certificate, which shall have the same force and effect as a Withdrawal Card.

(16) A Withdrawal Card or Dismissal Certificate can be renewed by the Castle granting the same, if lost or destroyed, upon satisfactory evidence being presented by the applicant, upon such conditions as the Castle may determine.

(17) A brother suspended for non-payment of dues may be reinstated in the same manner as provided for applicants by Withdrawal Card or Dismissal Certificate, upon the payment of such sum as the By-Laws shall prescribe. A brother desiring to be reinstated may, if refused, demand a certificate, under seal of the Castle, setting forth the facts in the case, and such certificate may be received and acted on as a withdrawal card would be by any Castle choosing to receive the brother; *provided*, that before such certificate is acted upon, due notice shall be sent to the Castle from which the same was issued. If a Castle becomes defunct, its members may apply to the Grand Castle for Dismissal or Defunct Certificates. Where no Grand Castle exists, application shall be made to the Supreme Chief.

(18) A member of a Castle desiring to resign from membership shall present the same in writing, accompanied by all dues to date, and upon its receipt shall be accepted, a certificate granted to that effect, and membership shall terminate. A former member holding a resignation certificate can obtain a withdrawal card by presenting said certificate to the Castle issuing same, accompanied by the requisite fee.

(19) To reinstate a member who has been expelled from a Subordinate Castle, permission must first be obtained from

the Supreme Chief or appropriate Grand Chief, and two-thirds of all ballots cast upon the application must be favorable.

(20) An application for membership may be withdrawn prior to the report of the committee, but not afterwards. After the committee has reported, the Castle shall proceed to ballot, whether the report be favorable or not.

(21) No application for beneficial membership shall be received from anyone residing in another jurisdiction without the consent of the Grand Chief of said jurisdiction.

(22) A degree may be conferred upon a member of another Castle, when requested, over its seal, by the Castle of which the brother is a member.

(23) No degree shall be conferred unless the same shall have been previously paid for.

(24) Each Castle shall have a seal with appropriate devices, which shall be affixed to such cards and certificates, as well as to all official documents emanating from the Castle. A copy of said seal to be filed with the Supreme or Grand Castle.

(25) A member six months in arrears may be declared suspended.

(26) Each Castle possesses the power to regulate its own dues, benefits and assessments, except as hereinbefore provided, and may, by its By-Laws, declare itself to be beneficial or otherwise.

(27) No Castle shall be named for any living individual.

(28) Castles may hold public installations at which they may open and close in regular form, provided that the work is memorized, and no rituals are used, passwords or signs given, or any part of the unwritten work divulged.

Par. 45. A Grand Castle shall not incorporate in the Constitution for its government, or in that for the government of Subordinate Castles within their jurisdiction, any portion of these laws, except the foregoing general obligatory rules in paragraph 44, and the laws governing charges and appeals, as specified in paragraphs 101 to 142, inclusive. Subordinate Castles shall not incorporate any portion of these laws in their By-Laws.

FORMS

TO ACCOMPANY CODE OF TRIALS.

FORM FOR SECTION 1.

To the N. C., V. C., Officers and Members of
.....Castle, No. ..., K. G. E. of N. J.:

BROTHERS—The undersigned, a member of
.....Castle, No. ..., K. G. E., hereby charges
Sir Knight, a member of your Castle,
[here insert in general terms the dereliction,
confining the general charge to willful violation
of his obligation, violation of the laws or rules
of the K. G. E., violation of the moral law or
law of the land, or any or all of these, as the
case may be] as is more fully stated in the
specifications, as follows:

FIRST.—That the said Sir Knight [name and
rank in full] did, upon the.....day of.....
in the city or town of

SECOND.

THIRD.

FOURTH.

[Here insert full specifications making the
same an exact copy of document provided for
by Section 1.]

Nota.—The specifications must set forth in
clear plain language, as near as practicable, the
nature of the offense; the time and place of
occurrence, so that the member charged shall
be afforded a full opportunity of defending him-
self—nothing to be stated that would be im-
proper to commit to writing. This, of course,
is a matter of justice to the accused, showing
that the person preferring the charge did so
without malice, evil intent and solely with the
idea of protecting the Castle.

SECTION 2.

FORM FOR APPOINTMENT OF PROSECUTOR BY NOBLE CHIEF.

.....CASTLE, No. ...
K. G. E. OF N. J.

To.....:

SIR KNIGHT AND BROTHER—By virtue of the
power conferred upon me under Section 2, Code
of Trials, I hereby appoint you Prosecutor on
behalf ofCastle, No. ... State of.....,
K. G. E., that you may faithfully, justly and
impartially execute the duties of said office,
seeking naught but the truth and bearing
malice toward no man.

Dated.....
this.....day of.. .., N. C.
....., 19..

FOR USE BY PROSECUTOR IN SERVING COPY OF CHARGES AND SPECIFICATIONS.

.....CASTLE, No. ...
K. G. E. OF N. J.

To.....:

SIR KNIGHT AND BROTHER—Having been ap-
pointed Prosecutor by the Noble Chief of.....

Castle, No., K. G. E. of N. J., upon theday of..... to prosecute certain written charges preferred against you, I herewith send you, duly authenticated under seal of the Castle, a copy of said charges and notice thereto attached. I call your attention to the constitutional Code of Trials, wherein you will find your rights of defense and your rights as to counsel, and hereof take heed or else be at your own peril.

Dated..... this.....day of....., 19.....
Prosecutor.

Therefore it is recommended that this Castle do at once, in accordance with right and justice and as speedily as possible, take a majority vote, determining whether the accused shall answer these charges or shall be acquitted and go free.

Signed,

NOTICE BY PROSECUTOR OF APPOINTMENT OF TRIAL COMMITTEE.

.....CASTLE, No. ...
K. G. E. OF N. J.

To.....

SIR KNIGHT AND BROTHER—Take notice that at the next meeting ofCastle, No. ... a Trial Committee will be appointed by the Noble Chief, which committee is empowered to take evidence touching the truth or falsity of the charges and specifications preferred against you.

Dated..... this.....day of....., 19.....
Prosecutor.

SECTION 3.

FORM OF APPOINTMENT OF TRIAL COMMITTEE.

The appointment of this Trial Committee shall follow the wording used in the appointment of the Prosecutor, except changes in individual names and title of office.

FORM OF SUMMONS FROM TRIAL COMMITTEE.

.....CASTLE, No. ...
K. G. E. OF N. J.

To.....

SIR KNIGHT AND BROTHER—You are hereby summoned to personally appear before the Trial Committee ofCastle, No., which said committee will meet at the hour of ... on the day of, 19...., and then and there give evidence touching certain charges preferred against Sir Knight on behalf ofCastle, No.

.....
Trial Committee of Castle,
No., K. G. E. of N. J.

SUMMONS [To be endorsed.]

TO
BROTHER

Filed this day of, 19.....
.....
Clerk of Committee.

[Also endorsed.]

I hereby certify that on the day of A. D. 19...., at the....., State of New Jersey, I served the within summons, also the charges and specifications, by delivering to and leaving with said brother a copy thereof, or by leaving such copy at his residence or with an adult person.

FORM OF ACCEPTANCE OF SUMMONS.

I hereby certify that I have been duly served with the within summons, also of a duly certified copy under the seal ofCastle, No., K. G. E. of N. J., of the charges and specifications.

Dated this..... Signed,
day of 19.....
.....CASTLE, No. ...
K. G. E. OF N. J.

[Nota.—As to the resolution demanded in Section 3, the same should embrace a brief review of the evidence presented as a basis for the conclusions of the committee. The Trial Committee should be held to a strict accountability as to the correctness of these conclusions, for it should appear in writing that the same are founded upon the written evidence. This is very important, and a deviation from this rule might suggest improper influence.]

SECTION 5.

FORM OF COMMITTEE'S REPORT.

.....CASTLE, No. ...
K. G. E. OF N. J.

To the N. C., V. C., Officers and Sir Knights of
.....Castle, No., K. G. E. of N. J.:

SIR KNIGHTS AND BROTHERS—Your committee appointed to try the charge [or charges] preferred against Brother, of Castle, No., on the day of, A. D. 19...., having heard the plea of the accused, and made an examination of parties in accordance with the Code of Trials, do find from the evidence—

On specification 1 of charge first } Guilty or
On specification 2 of charge first } not
On specification 3 of charge first } guilty.

Resolved, That Brother is [not] guilty and recommend that the charge [or charges] be dismissed, or that he be expelled [suspended or otherwise] from the Castle.

[The same course must be pursued upon the several specifications to each charge, if there be more than one.]

The accompanying papers contain the minutes and proceedings of the committee, and the evidence taken before them, with the signatures of the several witnesses to their testimony.

.....
.....
.....

Committee.

[Nota.—The journal of the Trial Committee may be kept in any form. It may be endorsed when folded

In the matter of

.....Castle, No. ..

v.

Sir Knight X. Y. Z.

Journal
Testimony
Resolution

Dated

FORM OF NOTICE TO MEMBERS.

.....CASTLE, No. ..
K. G. E. OF N. J.

To

SIR KNIGHT AND BROTHER—Take notice that upon day of 19.., the next stated session of Castle, No. ..., the report of the Trial Committee in the matter of Castle v., a Sir Knight of said Castle, will be considered. The report will then be read and action by vote taken thereupon.

Dated this
day of 19..

.....
Chairman of Committee.

Attest:

....., *Clerk of Committee.*

SECTION 7.

FORMS OF APPEAL.

To the Castle, No. ...

[or *Grand Chief of the*, &c.]

Your appellant, humbly showing that whereas upon the of in the year..... he was adjudged by Castle, No. ..., of being guilty of certain charges, to wit: [specify charges] and that punishment has been imposed as follows [specify punishment], and that whereas he has reason to believe that [give cause and grounds for appeal].

Whereby in view of the decision of this Castle great injury, harm and detriment has been done him, the said therefore he appeals from the judgment of this Castle and prays that the guarantee of protection of his individual rights as laid down in the constitution of the Order of K. G. E., may remove his cause to the Committee of Appeals through the medium of the Grand Chief in such cases made and provided.

Signed,

Dated

DOCUMENT

TO ACCOMPANY SENDING HISTORY OF TRIAL BY CASTLE TO GRAND CHIEF.

.....CASTLE, No. ..
State of

Grand Chief, &c.:

In accordance with Section 8 of the Code of Trials, this Castle forwards to you, under seal, the report of the Trial Committee in the matter of Castle, No. ..., against together with complete extracts from the journal of all things relating to the subject-matter thereof.

RULES OF ORDER

PRESIDING OFFICER.

RULE 1. The Noble Chief shall preserve order and decorum, pronounce the decisions on all questions, except on an appeal from his decision, decide questions of order without debate, subject to an appeal, on which no member shall speak more than once. In case of an appeal, the Vice Chief shall put the question, "Shall the decision of the Noble Chief stand as the judgment of the Castle."

RULE 2. Before putting the question the Noble Chief shall ask, "Is the Castle ready for the question?" If no member rise to speak, he shall rise and put the question *in the words of the motion*. While the Noble Chief is putting the question or addressing the Castle strict silence shall prevail; and after he has risen to put the question no member shall speak on it.

RULE 3. The Noble Chief or any member doubting the result of a vote may call for a division of the Castle, upon which division those voting in the affirmative shall rise and stand until counted, after which those voting in the negative shall rise and stand until counted. The Vice Chief and Sir Herald shall count the vote on either side, and report the number to the Noble Chief as each is taken and ascertained.

MOTIONS.

RULE 4. No motion shall be subject to debate until it shall have been seconded and stated by the Noble Chief. It shall

be reduced to writing on the call of three members.

RULE 5. Any member offering a motion, or desiring to address the Castle, shall rise and respectfully address the Noble Chief and be recognized by him; whilst speaking, he shall confine himself to the question under debate, and avoid all personal, indecorous or sarcastic language; and all reflections on the Castle or its members.

RULE 6. When a question is before the Castle, no motion shall be in order except to adjourn, the previous question, to lie upon the table (these questions shall be decided without debate), to postpone indefinitely, to postpone for a certain time, to divide, to commit or to amend—all of which motions shall have precedence in the order herein designated; but the adoption of a motion to lay an amendment on the table shall not carry with it the original proposition which it is proposed to amend.

RULE 7. A motion for the previous question, seconded by five members, shall preclude further amendment or debate, and the Noble Chief shall immediately arise and put the question, "Shall the main question now be put?" If a majority vote in the affirmative, then the vote upon the pending amendment and original motion shall be immediately taken without amendment or debate.

RULE 8. Any member who voted on the prevailing side may move the reconsideration of the vote at the same stated or special session at which the vote was taken, and if sustained by a majority of the votes, the reconsideration shall be had.

RULE 9. A motion to close is always in order, except when a vote on the previous question is pending; if carried in the affirmative, it is no adjournment until the Castle is closed in due form. The Noble Chief cannot entertain a motion to close a Castle until the regular business, as laid down in the Constitution, has been gone through with.

RULE 10. All resolutions must be in writing and shall have the name of the mover written on the same paper.

RULE 11. No member shall speak more

than once on the same subject or question until all the members desiring to speak shall have had an opportunity to do so, nor more than twice without the permission of the Noble Chief; and no member, while speaking, shall name another except by his proper title, according to his standing in the Order.

RULE 12. No member shall interrupt another whilst speaking, except to call him to order for words spoken. If requested, the objectionable words shall be taken down by the Master of Records. The speaker, at the request of the Noble Chief, shall take his seat until the question is decided, when, if permitted, he may proceed.

RULE 13. Should two or more members rise to speak at the same time, the Noble Chief shall decide who is entitled to the floor.

RULE 14. When a blank is to be filled the question shall be first taken upon 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 indivisible.

RULE 16. When a question has been postponed indefinitely it shall not be again acted upon during that session.

RULE 17. The affirmative of any question shall be put first and afterwards the negative; but in matters of form, such as reading reports, petitions, memorials or other papers, withdrawing motions, &c., the reading may be ordered, or the request be granted by the Noble Chief stating, "If no objections are raised," the reading shall proceed or the request shall be granted, without the formality of a vote.

RULE 18. When the reading of any paper or other matter is called for, it shall be read, unless objected to by any member, when it shall be determined by a vote of the Castle without debate.

RULE 19. No member shall be permitted to speak or vote unless clothed in regalia according to his rank and station in the Castle.

RULE 20. The member first named on a committee shall act as chairman

thereof until another is chosen by the committee.

RULE 21. Any member, at the time of his appointment, may excuse himself from serving on a committee if he then be a member of two other committees.

RULE 22. No committee can be finally discharged until all the debts contracted by it are paid.

RULE 23. Any member who shall misbehave in the sessions of the Castle, disturb the order or harmony thereof, either by abusive, disorderly or profane language, or shall refuse obedience to the Noble Chief, shall be admonished of his offense by the chair, and if he offend again he shall be excluded from the room and afterwards dealt with as the Castle may direct.

RULE 24. No member under charges shall be allowed to be present in the Castle when the vote thereon is taken. Before the vote is taken the member charged shall have the perusal of all documents and papers relating to his case, and shall be heard in his own defense.

RULE 25. All communications, petitions and memorials shall be presented through a member of the Castle, and a brief statement of the contents shall be entered on the minutes.

RULE 26. Any motion for the good of the Castle may be entertained while working in "The Good of the Order."

RULE 27. When a motion is made, it is not necessary to wait for a seconder, it being understood that the Noble Chief can second any motion or resolution himself. He is not obliged, unless he sees proper to do so, to take any notice of a motion unless it be seconded.

RULE 28. Elective and appointed officers must fill their respective posts, and upon entering the Castle during its session must immediately assume the same.

RULE 29. It is not required that an appeal from a decision of the Noble Chief should be in writing.

RULE 30. A vote by yeas and nays cannot be taken in a Castle.

MANUAL.

RULE 31. Cushing's Manual shall govern all cases of order not embodied in these rules.

COMMITTEE ON LAW.

R. M. FOUST, P. G. C., *Chairman*.
FRANCIS B. LEE, P. C., No. 69.
JAMES P. BECKLEY, P. C., No. 2.

The foregoing Constitution was adopted by the Grand Castle of New Jersey at the special session held in the city of Trenton, February 20th, 1896.

WALTER A. BARROWS,
Grand Chief.

Attest:

E. D. SENSEMAN,
Grand Master of Records.

ORDER OF BUSINESS

1. Opening Castle in due form.
2. Roll call and noting absentees.
3. Reading minutes of previous session.
4. Sick and distressed.
5. Previous applications for membership.
6. Election and admission of candidates and conferring degrees.
7. Applications for membership.
8. Collection of dues.
9. Unfinished business arising from minutes of previous session.
10. Reports of committees generally.
11. New business.
12. Receipts of the evening.
13. Good of the Order.
14. Close of Castle in due form.

This Order of Business may be transposed by the Noble Chief if there be no objection; if objection is made, it must be decided on motion by a majority vote.