

CONSTITUTION

AND

BY-LAWS,

OF

POTOMAC LODGE, NO. 6.

INDEPENDENT ORDER

OF

ODD-FELLOWS.



“And above all these things put on charity.” — ST. PAUL.



ALEXANDRIA, D. C.

PRINTED AT THE GAZETTE OFFICE.

1848.

J. G. Wheeler

Potomac Lodge

No. 8, Alexandria

Feb 17th 1848

Potomac Lodge No 8. Was founded
by J. G. Wheeler. Past Grand

Walter L. Penn, Was

Geo. L. Deaton. Was

John W. Smith, Senior P. G.

John W. Smith, Junior

March 19th 1839

CONSTITUTION.

PREAMBLE.

Whereas, it is necessary that all bodies adopt some regular adequate mode or form of government; and whereas the members of this FRATERNITY, stimulated by a desire to promote the welfare and enjoyment of their fellow creatures, emulated by the genuine philanthropic principles inculcated from the nature and spirit of our order, regarding our Lodge as a family of brethren where Unity, Brotherly Love and Charity should reign, are desirous to convince the world that in Odd Fellowship there is something more than a name, and it is only requisite that our principles should be KNOWN to be UNIVERSALLY RESPECTED—We therefore, the brethren of this Lodge, do bind ourselves in the bonds of "Friendship, Love and Truth" to support the following Constitution and form of government in this Lodge:—

ARTICLE I.

Title of the Lodge.

The name, style and title of the Lodge shall be Potomac Lodge, No. 8, of the Independent Order of Odd Fellows.

ARTICLE II.

Time of Meeting.

The stated meetings of the Lodge shall be held on Friday evening in each and every week. The hours of meeting shall be at 7 o'clock—from the first Friday in October to the last Friday in March; and at 8 o'clock—from the first Friday in April to the last Friday in September. The N. G. may call special meetings in cases of emergency, or upon the written request of five brethren.

ARTICLE III.

Elective Officers of the Lodge.

Sec. 1. The Elective Officers shall consist of a N. G., V. G., and quarterly Secretary, who shall be elected quarterly on the last Fridays of December, March, June and September, also a Permanent Secretary and a Treasurer, who shall be elected annually on the last Friday of December. The nominations for candidates for the preceding offices shall be on the eleventh and twelfth nights of the quarter.

Sec. 2. To qualify a Brother for the office of N. G., he shall have passed the V. G. Chair; for V. G. and Secretary, he shall have previously served in some subordinate office, and for Treasurer, he shall have received the fifth degree. Nor shall any member hold two of the above offices at the same time.

Sec. 3. The manner of Election shall be by ballot, the votes to be counted by two tellers appointed for that purpose by the N. G. and when counted the N. G. shall make known the result to the Lodge. The Brother having a majority of the whole number of ballots shall be declared duly elected, but in case no brother shall have a majority, then the lowest one shall be dropped on each ballot until an election is obtained.

Sec. 4. The Installation of the Officers elected as above specified, shall take place on the first Friday in January, April, July and October, in each Quarter.

ARTICLE IV.

Appointed Officers of the Lodge.

The appointed officers shall consist of a Warden, Conductor, Inside Guardian, Outside Guar-

dian, two Scene Supporters, and R. and L. H. Supporters to the N. G.; all to be appointed by the latter officer; and of R. and L. H. Supporters to the Second Chair, to be appointed by the V. G.; nor shall any member hold an office unless he has received the fifth degree.

ARTICLE V.

Duties of the Noble Grand.

Sec. 1. It shall be the duty of the N. G. to preside at all stated and special meetings of the Lodge; he shall decide all questions of order without debate, subject, however, to an appeal to the Lodge; appoint all Committees except in cases of the impeachment of officers; and generally transact all such business as may appertain to his office, which is not forbidden by this Constitution or the By-Laws of the Lodge.

Sec. 2. For the quarter immediately ensuing his term of service he shall be the sitting Past Grand of the Lodge, and shall always be present to give the charge of the Past Grand on the initiation of a Brother. It shall be his duty to pay, or cause to be paid, the per centage on the receipts of this Lodge into the Treasury of the Grand Lodge.

ARTICLE VI.

Duties of the Vice Grand.

Sec. 1. It shall be the duty of the V. G. to assist the N. G. in preserving order and decorum in the Lodge; and he shall preside over the Lodge whenever the N. G. may be absent, and in such case perform all the duties devolving upon that officer; or call a Past Grand to the chair.

Sec. 2. Should both the N. G. and V. G. be absent at any meeting of the Lodge, the oldest P. G. present belonging to the Lodge, shall preside. If no such P. G. be present, the Brethren shall appoint, as presiding officer pro tempore, some one of the Brethren present who shall have received the fifth degree.

ARTICLE VII.

Duties of the Secretaries.

Sec. 1. It shall be the duty of the Quarterly Secretary to keep a fair and impartial account of the proceedings of the Lodge, notify the different Lodges in the District of Columbia of the rejection of a candidate, or of the suspension, expulsion or reinstatement of a Brother. At the termination of each quarter make out and furnish the Grand Lodge with a quarterly report, and perform such other duties as may be enjoined on him hereafter by the Lodge. He shall have charge of the seal of the Lodge, and shall deliver up to his successor all books, papers and keys, belonging to his office two weeks after the election, under a penalty of \$5, unless a reasonable excuse be given, of which the Lodge shall judge.

Sec. 2. It shall be the duty of the Permanent Secretary to open a separate account with each member, charge all money, as it may become due, give credit as it may be received and hand the same to the Treasurer, taking his receipt therefor. He shall make a report every three months of the amount due by the members, and shall deliver over to his successor in office, all books, papers, &c., in his possession, two weeks after his election under a penalty of \$5, unless a reasonable

excuse be given of which the Lodge shall judge. For his services, he shall be exempt from the payment of all dues during the term of his service.

ARTICLE VIII.

Duty of the Treasurer.

It shall be the duty of the Treasurer, to receive from the Secretary, all the money for the use of the Lodge, and give his receipt for the same, and pay it only to the written order of the N. G., and Secretary, or either of them; he shall have his accounts ready for settlement on the night of the election, and attend the committee of accounts, or finance with his books and vouchers; he shall, when legally required, deliver all money, books and papers in his hands to his successor in office: and before entering upon the duties of his office, shall give such security, or securities, as the Lodge may deem satisfactory. He shall have his account book, in the Lodge, at every meeting posted up, and open for the inspection of the members.

ARTICLE IX.

Committee of Finance.

The N. G., on the night of the election, shall appoint three of the members as a committee of Finance to settle the accounts, and examine the books of the Lodge for the last quarter; who shall meet previous to the next stated meeting, at which meeting of the committee, the three present and last past officers shall attend, and for non-attendance, the said committee and officers shall be fined each twenty-five cents; and their report shall be made as soon thereafter as practicable.

ARTICLE X.

Supplying of Vacancies.

Sec. 1. Upon the death, resignation, or removal from office, of an elective officer of the Lodge, the presiding officer shall give notice thereof; and an election to fill the vacancy thus occasioned shall be held immediately. On such having been given, in the manner prescribed in the third article, the person so elected shall hold his office until the expiration of the time for which his predecessor was elected.

Sec. 2. Any elected, or appointed officer who shall absent himself for four successive nights from the Lodge, shall thereby vacate his seat, unless excused by the Lodge, the vacancy to be filled as prescribed in this and the 4th Article.

ARTICLE XI.

Application for Membership.

Sec. 1. Candidates for membership must be recommended by two members of this Lodge, who shall set forth in writing the age, occupation and residence of the applicant, to be read in open Lodge one meeting previous to his election. The initiation fee of Five Dollars, must accompany each petition, when a committee of three shall be appointed to report on the application, and should the person be elected and fail to come forward within six weeks after his election he shall forfeit the amount handed in with his petition unless prevented by sickness or some other unavoidable cause of which the Lodge shall judge; if rejected, the money shall be returned to him.

Sec. 2. No candidate rejected, shall Petition again until after six months.

ARTICLE XII.

Election of Members.

The ballot box shall be placed before the N, G. when the members shall, one by one, rise and advance to the ballot box and vote. When the members shall have voted, the N. G. shall inspect the box; and, if all the balls are white, he shall declare the candidate duly elected; but if there shall be more than two black balls, the candidate shall not be admitted; if there be one or two black balls, the members shall ballot a second time; should a black ball, or balls, again appear, the election shall be deferred till the next stated meeting: in the meantime, the Brother or Brothers, who cast in the black ball or balls, shall privately communicate his or their reasons to the N. G., who shall carefully conceal the name; and, at the next stated meeting, shall promulge the said reasons to the Lodge, and proceed to ballot again; and if there appears but two black balls, the candidate shall be received. In all cases when the candidate is rejected, the Secretary shall notify all the Subordinate Lodges in the District of Columbia, of the same as early as possible.

ARTICLE XIII.

Fees to be paid for Degrees.

For the first degree, seventy-five cents must be paid; for the second degree, one dollar; for the third degree, one dollar and fifty cents; for the fourth, two dollars; and for the fifth, three dollars. The Lodge shall not give credit for fees but, in all cases, the Secretary must declare himself satisfied before any degree is conferred.

ARTICLE XIV.

Dues to be paid by members.

Sec. 1. Every member shall pay the sum of 6½ cents, weekly, into the regular fund of this Lodge, and contribute to the School fund monthly, such sum as may be determined on from time to time by a majority of two-thirds of the members present at any regular stated meeting. Any Brother omitting to make his weekly payments, for six successive weeks, shall not be entitled to vote on any question, or, at any election, or to hold an office in the Lodge, until such payments shall be made.

Sec. 2. Should any member owe the Lodge \$1,12½, it shall be the duty of the yearly Secretary to notify him, or in his absence, his family, thereof in writing, and if he does not pay in three weeks thereafter, he may thereupon be suspended, by a vote by ballot of two-thirds of the members present; *Provided, always*:—that so much of this article as relates to suspension shall in no wise affect brethren actually sick.

Sec. 3. Members absent from the District of Columbia, for any period longer than three months may be exempt from dues during such absence, if the Lodge be informed thereof, but absent members shall not be entitled to benefits unless they contribute regularly to the funds of the Lodge.

ARTICLE XV.

Beneficent Appropriation of the Funds.

Sec. 1. Every Scarlet member of this Lodge shall be entitled in case of sickness, or disability, to four dollars a week, during such sickness, or disability: and in case of death, to thirty dollars for funeral expenses.

Sec. 2. *Provided*, such member be not more than one quarter in arrears, (including School Fund) at the time he is taken sick, (though the money should be paid before he is reported to the Lodge, and in no case shall dues be paid for a less time than seven days,) and his sickness is not the result of intemperance or other immoral conduct.

Sec. 3. Applications for benefits must be made to the N. G., or V. G.; when it shall be their duty, or the duty of some brother, appointed by them, to visit such brother, within forty-eight hours thereafter; and if they find him entitled to the benefits, they shall draw on the Treasurer for his weekly allowance: which allowance, shall not commence more than one week previous to the Lodge night after making said application; and shall continue so long as there is so much money in the Treasury. Should a sick Brother need the assistance of the Brothers to sit up with him, it shall be the duty of the quarterly Secretary to notify the brothers in rotation, as they stand on the roll book, two for each night; and any officer, or brother refusing, or neglecting to discharge any of the above duties, (unless a reasonable excuse be given, of which the Lodge shall judge) shall be, upon its being made known fined, 50 cents.

Sec. 4. Every qualified Brother, who may in the dispensation of Providence, lose his wife, shall be entitled to *twenty dollars* for funeral expenses: to defray which expense, a tax shall be levied on each and every member of the Lodge, to refund the same.

Sec. 5. In case of the death of a Brother, who may be entitled to receive the benefits, agreeably to this Constitution, there shall be allowed *thirty dollars* to defray the funeral expenses; the money

to be paid to his widow or nearest relative: the N. G., shall, in case there is no relative, receive the money and apply it to the above purpose; and should there be any balance left, it shall be returned to the Lodge. Should a deceased brother leave a widow, children or parents, who may have stood in need of his support, a contribution of *seventy-five cents*, shall be levied on each member of the Lodge, two-thirds of which shall be presented by the N. G., in the name of the Lodge, to such widow, orphans, or parents, as the case may be, for their use and benefit, which shall be paid to them within thirty days from the death of said member, and the remaining third put in the Treasury to reimburse it for the funeral expenditures.

ARTICLE XVI.

Of Improper Conduct of Members.

Sec. 1. Any member who shall behave himself improperly in the Lodge, refuse to obey the presiding officer, betray or divulge any of the secrets of the Order, feign himself sick or disabled for the purpose of fraudulently obtaining the weekly benefits, or be guilty of wanton intoxication whilst receiving them, or be guilty of gross immorality or criminal conduct, shall upon satisfactory proof thereof, be fined, suspended, or expelled, at the option of the Lodge.

Sec. 2. Any brother who shall wantonly persist in disturbing the peace and harmony of the Lodge, or refuse to obey the N. G., after being twice called to order, shall leave the room for the evening, or failing so to do shall be fined fifty cents.

ARTICLE XVII.

Of Expulsion, Suspension. &c.

Whenever a brother shall offend against the 16th article of this Constitution, and thereby render it expedient to suspend or expel him, the charges against him shall be presented in writing, and read to the Lodge, who shall refer them to a Committee of grievance, whose duty it shall be fairly and impartially to investigate the circumstances of the case, and report them as early as possible. If unfavorable, motion may be then made in open Lodge for Suspension, Expulsion, Reprimand or Censure, and, if seconded, shall be recorded on the minutes, and acted upon at the next stated night of meeting, or as soon thereafter as circumstances will admit: *Provided, always,* that the brother against whom the charges are preferred, shall have been present in the Lodge at the time, or been duly notified thereof by the Secretary, or opportunity given him to vindicate himself against the charges. The question shall then be taken, and in cases of suspension or expulsion, a majority of two-thirds of the members present shall decide, but a vote for reprimand or censure, shall be decided by a majority of the members present. But when they have made out and submitted their defence, they shall not be present while it is being debated and determined by the Lodge.

ARTICLE XVIII.

Disposition of the Funds of the Lodge.

Sec. 1. The funds of this Lodge shall in no wise be disposed of except for the relief of sick or distressed Brethren, their widows or orphans; for defraying funeral expenses of deceased members; and for discharging the necessary contingent expenses of the Lodge.

Sec. 2. The funds shall be appropriated exclusively to the objects specified in the preceding section; and three months notice shall be given of any intention to submit a proposition to divide the funds amongst the Brethren; which division shall never be made whilst five resident members are opposed to it; nor shall a dissolution of the Lodge take place so long as five resident Brethren remain members of it. The emblems, tools, jewels, or other regalia of the Lodge, shall not, at any time, be converted into funds, for the purpose of division amongst the members.

ARTICLE XIX.

Of Depositing Cards.

Any Brother of the order, desirous of becoming a member of this Lodge, shall send in his Card, which shall be read by the Secretary, in open Lodge, and referred to a committee of three members of the fifth degree, whose duty it shall be to report, as to the standing and qualifications of the Brother, at the next stated meeting of the Lodge. On receiving the report of the committee, the Brother shall be ballotted for; and if three black balls do not appear against him, he shall be admitted to membership, on the payment of one dollar, which will entitle the Brother to a copy of the Constitution and By-Laws: pending which interval the Brother may attend any meeting of the Lodge, having passed the necessary examination.

ARTICLE XX.

Of Drawing Cards.

Applications for Cards shall be made in open

Lodge: and a card shall thereupon be granted, provided the brother applying, be clear of the Secretary's books, and there be no valid objection. If any brother object to the grant requested, the sense of the Lodge shall be taken; and a majority of the voting members shall decide whether the card shall be granted or not. If granted twenty-five cents shall be paid for the same.

ARTICLE XXI.

Quorum to transact business, and make Appropriations,

Five Brethren entitled to a vote, shall constitute a quorum of the Lodge to do business; but no money shall be disposed of unless sanctioned by a unanimous vote. In all other instances, it shall require a vote of two-thirds of the members present, to make an appropriation. When a bill is presented to the Lodge for payment, and is objected to by one or more members, it shall then require the above vote, to pass the bill.

ARTICLE XXII.

By-Laws of the Lodge.

Additional to this Constitution, the Lodge shall institute all necessary By-Laws: *provided*, that nothing in them contained shall be so construed as to effect the provisions of this Constitution.

ARTICLE XXIII.

Of altering the Constitution.

The Constitution of this Lodge shall not be altered or amended, unless the alterations or amendments be proposed in writing, two stated meetings previous to adoption, and consented to by a majority of two-thirds of the members present.

ARTICLE XXIV.

Explanation of the Constitution, &c.

The articles of the Constitution of this Lodge shall always be construed, explained and understood in their most plain, simple and obvious meaning.—Should any doubt or dispute hereafter arise concerning the true intent and meaning of any article, it shall be referred to a committee of P. Gs., or Scarlet members, whose decision, if approved of by the members present shall be final.

ARTICLE XXV.

Duty of the Steward.

It shall be the duty of the Keeper of the Hall, or Steward, to be punctual in his attendance at all meetings of the Lodge, or committees, prepare the Lodge room for the reception and comfort of its members, for which duty he shall be allowed \$10 quarterly, and for the non-fulfilment, without a satisfactory excuse, which shall be judged of by the Lodge, he shall forfeit for every occasion the sum of \$1, to be deducted from his salary.

BY-LAWS.

1. When the Presiding Officer takes the chair, the officers and Members shall take their respective seats, and at the sound of the Gavel there shall be silence, under the penalty of a public reprimand.

2. The business shall proceed in the following order:—

1st. Minutes of last and intervening meetings read and adopted.

2d. Unfinished business on the minutes in order.

3d. Petitions of Candidates.

4th. Communications in reference to sick or distressed brethren.

5th. Communications in reference to the Good of the Order.

3. In all cases of ballot by the Lodge, the N. G. shall vote; in all other cases he shall not vote, unless the Lodge be equally divided, or unless his vote, if given to the minority, will make the division equal; and, in case of such equal division, the question shall be lost.

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

5. When a question, resolution or motion is under consideration, no other motion shall be deemed in order, unless for postponement, division, amendment, reference, or to lie on the table. A motion for indefinite postponement shall always take precedence of a motion for postponement merely.

6. When two or more members rise to speak at once, the presiding officer shall name the one to speak first: who shall invariably address the N. G. by his proper title.

7. No member shall speak more than once on the same subject or question, until all the members wishing to speak, shall have an opportunity to do so; nor more than twice, without permission of the Chair. And no member, while speaking, shall name another by his proper name, but shall use the appropriate designation belonging to his standing in the order.

8. Any Brother, who shall leave the room without the permission of the Presiding Officer, or, otherwise transgress the rules of decorum, during the sittings of the Lodge, shall be fined at the discretion of a majority present, in any sum not exceeding one dollar;—upon a repetition of the offence, he shall, in addition to a fine, be severely reprimanded by the N. G.

9. Any question shall be determined by yeas and nays whenever called for, by five members; and the names of every member shall be inserted on the minutes.

10. Every member in the Lodge room, when a question is stated, shall vote, unless for special reasons, he be excused.—*Provided*, that this section shall not interfere with the provisions of the fourteenth article of the Constitution.

11. When the reading of any paper is called for, and objected to by any member, the question thereupon, shall be determined by vote, without debate.

12. No visiter shall be allowed to speak on any subject before the Lodge, without the permission of the Lodge.

13. Any visiting Brother may be refused admission into the Lodge, on a member stating his objections, and a majority of the members at any meeting concurring, in the propriety of denying him admission.

14. Any Brother, known to divulge any of the proceedings of the Lodge improperly, shall, if a member, be punished as the Lodge may direct; if a visiter, he may never afterwards be permitted to attend the meetings of the Lodge.

15. Any elective officer, who shall fail to perform any of the duties imposed upon him by the Constitution, may be fined 25 cts. for each and every offence; and any appointed officer or member of Committee, failing to fulfil the duties assigned him, may be fined by the N. G. or officer presiding, 12½ cents for each and every offence; but in all cases, if a member thinks himself aggrieved, he shall have the right to appeal to the Lodge.

16. Any alterations to these By-Laws, not inconsistent with the Constitution, or the rules and regulations of the Order, may be proposed at any stated meeting of the Lodge, and acted upon at the succeeding stated meeting.

17. On the call of five members, a majority of the Lodge may demand that the previous question shall be put, which shall always be in this form:—"Shall the main question be now put;"—and until it is decided, shall preclude all amendments to the main question and all further debate.

18. Before putting a question, the N. G. shall ask:—"is the Lodge ready for the question;" if no member rises to speak, he shall rise and put it; and after he shall have risen to put the question, no member shall speak upon it. While the N.

G. is putting a question, or any member addressing the Lodge, none shall walk out of, or across the room, nor entertain private discourse.

19. When a member is called to order for words spoken, the objectionable words shall, if required, be taken down by the Secretary.

20. Any question or motion regularly made and seconded, may be discussed in a committee of the whole, the Chairman of which, shall report to the N. G. on the rise of the Committee, and its decision shall be entered upon the minutes.

21. The Chairman of the Committee of the whole, shall, for the time being, be invested with all the powers of the N. G., and the Committee be governed by these rules of order.

S. STETTINIUS, *Grand Master.*

A. G. HEROLD, *Grand Secretary.*



LAWS FOR THE GOVERNMENT OF THE TRUSTEES OF THE SCHOOL FUND OF POTOMAC LODGE, NO. 8, I. O. O. F.

PREAMBLE.

One of the leading fundamental principles of our Order, enjoins upon us the sacred and important duty of educating the Orphans of our deceased Brethren. In order that we may fulfil the requirements of that principle, the members of this Lodge agree to be governed by the following Laws for the Government of the Trustees of the School Fund of Potomac Lodge, No. 8.

ARTICLE 1st

The School Fund, shall be appropriated exclusively to the education and comfort of the Orphans of deceased members, who have fully complied with Article 14th of the Constitution.

ARTICLE 2nd.

There shall be elected annually, at the first meeting in September, five trustees, whose duty it shall be, to attend to the education of all Orphans entitled to the benefits of this fund, and who shall dispense *justice* without favour or partiality. All vacancies to be filled by the Lodge.

ARTICLE 3rd.

The Trustees thus elected, shall meet quarterly on the first Tuesday in October, January, April, and July; at the October meeting, they shall elect a President and Secretary, who shall have power to draw on the Treasurer of the Lodge for such sums as may be allowed by the Trustees, to pay for the education of Orphans entitled thereto.— During the two Winter quarters, three, and during the two Summer quarters, two, of the Trustees shall act as a Committee to attend to the comfort of Orphans at Schools, mark their progress in learning, and report at the quarterly meetings of the Trustees. Any two of the Trustees may appeal to the Lodge on any question of importance; the decision of the Lodge shall be final.

ARTICLE 4th.

Should the funds at any time be inadequate to the education of the number of Orphans entitled thereto, the Trustees shall decide justly and equitably upon the claims of each. And all applications which, for want of funds, may have been post-

poned, shall be entitled to priority when the funds will admit of it.

ARTICLE 5th.

When an orphan, receiving the benefits of this fund, shall, in the opinion of the Trustees, have attained a suitable age to enter upon some profession or avocation, it shall be their duty with the advice and consent of the surviving parent, or of its guardian or nearest friend, to procure a situation for it, best adapted to its talents and accompanying circumstances.

ARTICLE 6th.

These Laws shall not be altered or amended, except by the concurrence of two-thirds of all the members of the Lodge.



*RULES AND REGULATIONS GOVERNING THE
TRUSTEES OF THE PROPERTY OF PO-
TOMAC LODGE, NO. 8, I. O. O. F.*

Sec. 1st. In case of the removal, withdrawal, expulsion, suspension, or death of any Brother who is at the time a Trustee, the Lodge shall immediately proceed to elect by ballot from among the members of the Lodge, another Brother to supply the vacancy thus occasioned, so that the number of acting Trustees shall at all times and in any event be *Nine*, and when it shall occur that but *Three* of the original Trustees are living, these *Three* shall in that case, re-convey the property of the Lodge by them held in Trust, to themselves and the *Six* who may have been elected Trustees, agreeably to a former provision of this

Section, making thereby, again Nine original members.

Sec. 2nd. The Trustees shall receive all monies, issues, rents, and profits, arising from such property as they may hold in Trust for the Lodge, and pay the same into the Treasury of the Lodge, taking the Treasurer's receipt.

Sec. 3rd. The Trustees may sell the property held by them in Trust for the Lodge, whenever four-fifths of the whole number of members shall, at any regular meeting of the Lodge, so direct, and shall, after such sale, pay all the debts that may be due and payable by the Lodge or other responsibilities, for, or on account of the said property, and pay the balance, if any remains, into the Treasury of the Lodge, the same to be used as is hereinafter provided, or, when this Lodge shall become extinct or disbanded by reason of any act or disability, the property thus held in Trust, shall be sold by the Trustees, and after paying the debts and other responsibilities of the Lodge, if any, from the proceeds of such sale, the balance, should any remain, shall then be placed in the hands of the Treasurer, to be disposed of as provided by the Deed of Bargain and Sale of Hugh Smith and wife, to Potomac Lodge, No. 8, I. O. O. F. of Alexandria, which is of record in the Town of Alexandria, in the proper office for the recording of Deeds.