



LODGE OFFICERS GUIDE

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INTRODUCTION

Constituent lodges are governed by the *Book of Constitutions* of Grand Lodge and the by-laws of their respective lodges, therefore this booklet is intended as a guide for lodge officers of the constituent lodges in our Grand Jurisdiction of British Columbia and Yukon, and has been compiled by the special committee on the revision of the *Lodge Officers Guide*, as listed below. Every effort has been made to be brief and concise, with references given wherever possible, which it is recommended should be consulted for a fuller explanation. All references are from the *Book of Constitutions* 2008 unless otherwise stated, and are subject to any revisions that may be passed by Grand Lodge thereafter. Undoubtedly questions will arise that are not covered in this booklet. In such cases reference should be made to the *Book of Constitutions* or other authority. The matters dealt with here are those which are most commonly met within the usual course of our lodge work. While this *Lodge Officers Guide* is not mandatory, it is presented in the firm belief that its use will result in a stronger, more self-reliant, and masonically informed group of officers in each lodge.

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I GRAND LODGE

Grand Lodge of Ancient Free and Accepted Masons of British Columbia and Yukon is the governing body of Freemasonry within the Province of British Columbia and Yukon Territory, hereinafter know as "Grand Lodge."

Its style and title is "The Most Worshipful Grand Lodge of Ancient, Free and Accepted Masons of British Columbia and Yukon"

It holds one Regular Communication Annually, on the Friday immediately preceding St. John's Day (June 24), and the following day in June, at which time it elects its officers, enacts legislation and transacts whatever business may properly come before it.

GRAND LODGE

Grand Lodge is governed by a written *Constitutions*, a copy of which is presented to every brother when raised or upon affiliation. It is called *The Book of Constitutions* and contains the rules or guidelines, sometimes referred to as the law, without which no organization can function effectively. It also contains the *Rulings and Edicts* of former Grand Masters which, having been approved by Grand Lodge, have the effect and force of law in our Grand Jurisdiction. (but are subject to revision or overruling by Grand Lodge in session).

There is another book, authorized under the Constitution of Grand Lodge, called *The Book of Forms & Ceremonies*. It contains a list of all the various printed forms authorized for use by Grand

Lodge, and numerous ceremonies such as the Opening and Closing of Grand Lodge, Installation of Grand Lodge Officers, Institution, Constitution, and Consecration Ceremonies of New Lodges, Lodge Installation Ceremonies for both the Canadian and Ancient work, Funeral Ceremonies and a number of others. It also contains certain of the Ancient Charges.

If he is to be successful, it is essential for every officer to make himself well acquainted with both of these books.

RULERS IN THE CRAFT

The Most Worshipful Grand Master is the ruler of Freemasonry in our Grand Jurisdiction. His rulings are binding on all freemasons who are members of lodges warranted under the Grand Lodge of British Columbia and Yukon and all unaffiliated freemasons residing in this jurisdiction. While his powers are very great they are not unlimited, for his authority is at all times subject to the Constitution and to Grand Lodge.

To emphasize this fact, the Grand Master, when on his official visits, is always preceded into the lodge by a brother, usually senior in masonic years, bearing a copy of the *Book of Constitutions*, symbolically to remind him and all brethren that none are above the law and that all are equal under it and subject to it. This is one of the great principles of Freemasonry.

The Worshipful Master of a lodge is also a Ruler in the Craft. He occupies a high and important position in Freemasonry. His decisions are binding on the brethren of his lodge and their only appeal is to Grand Lodge. As with the Grand Master, he too, is subject to the laws of Freemasonry as laid down in the *Book of Constitutions* and the by-laws of his own lodge. These are the regulations by which he is obligated to perform his duties and which, indeed, govern all brethren.

As Worshipful Master, he is custodian of the warrant or charter of his lodge, and is responsible to Grand Lodge as well as to the brethren of his lodge for its preservation, and must duly see that it is transmitted to his successor. He can, if circumstances should require it, be called to account by the Grand Master or the District Deputy Grand Master (when authorized by the Grand Master).

FACTS ABOUT OUR GRAND LODGE

Its beginning took place in Victoria on the 26th day of December, 1871, when "The Most Worshipful The Grand Lodge of Ancient, Free, and Accepted Masons of British Columbia" was opened in ample form and duly consecrated, dedicated, and proclaimed.

Most Worshipful Brother Israel Wood Powell was elected first Grand Master, and Most Worshipful Brother Robert Burnaby first Past Grand Master.

Eight lodges came together to form Grand Lodge, with a total membership of approximately 300. By the year 1971, one hundred years later, Grand Lodge had grown to 169 lodges with a combined membership of over 25,000.

In 1995, there were 167 Lodges with a combined membership of 17,100 recorded in the *Proceedings*. In the June 2008 Grand Lodge proceedings there were 148 Lodges and with a combined membership of 10,600 members recorded.

Its powers are to enact laws and regulations for the Government of the Craft: to grant warrants for the formation of constituent lodges upon proper application; to investigate, regulate, and decide all matters relative to the Craft, whether to particular lodges or to individual brethren; to suspend or revoke warrants and expel brethren, should such be necessary; and to exercise a general supervision over the welfare of the Craft within its jurisdiction.

Its annual communication is held on the Friday preceding St. John's Day (24 June) and following days as required, at a place agreed to by the members at their previous annual communication.

Its jurisdiction extends throughout all of the Province of British Columbia and the Yukon Territory, and includes all masonic lodges warranted by it, and all freemasons therein.

Its officers may be divided into two groups, those who are elected by the members and those who are appointed by the Grand Master. The elected officers are: the Grand Master, Deputy Grand Master, Senior Grand Warden, Junior Grand Warden, and Grand Treasurer. The appointed officers are: the District Deputy Grand Masters, and all other officers with the exception of the Grand Secretary, who is appointed by a special committee and affirmed by Grand Lodge.

Its membership is comprised of the officers mentioned in the paragraph above, the duly installed Worshipful Masters and Wardens of all warranted lodges in this jurisdiction, and all Past Masters in good standing of the aforesaid lodges.

Its administration is by decision of Grand Lodge assembled, under the direction of the Grand Secretary and his staff, and assisted by the Grand Treasurer. The Grand Secretary has certain discretionary powers approved by Grand Lodge.

The Grand Secretary is in effect the general manager, with overall responsibility for conducting the business of Grand Lodge. The many duties involved in the administration of the affairs of Grand Lodge are too numerous to enumerate here. The *Book of Constitutions* lists in part the responsibilities attached to the offices of Grand Treasurer and Grand Secretary. One significant function of the Grand Secretary is to endeavour to guard lodges against any infringement of the *Constitutions* or the Ancient Landmarks.

Its funds constitute a very important part of Grand Lodge. Unfortunately too few brethren take the time to familiarize themselves with them. There are three types of funds:

1. Administrative Funds, set up to meet the expenses involved in the operation of Grand Lodge.
 - a. The General Fund, derives its income solely from the *per capita* dues and fees received from the

constituent lodges. The expenses of Grand Lodge are budgeted for each year and voted on at the annual communication, and are shown in detail in the *Proceedings*. As costs escalate so the assessments against lodges must be increased to enable Grand Lodge to operate effectively.

- b. The Contingency Fund, is actually part of the General Fund, and, as its name implies, is set aside for emergencies.
2. Trust Funds, set up for specific purposes and are administered by boards of trustees, who distribute moneys from them in accordance with the terms for which the funds were established. Their assets cannot be diverted to other uses. Thus they are safeguarded and protected from any possible attempt to squander or dissipate them, or otherwise misuse them. They are:
 - a. The Benevolent Fund: (See *Book of Constitutions*).
 - b. The Bursary Fund: (See *Book of Constitutions*).

This fund was approved by Revenue Canada as a Charitable Fund on 1 May 1995, and all donations made to it therefore qualify for income tax reduction for the donor.
 - c. Masonic Community Charities Fund, was established in 1988 to fund approved charitable projects as approved by Grand Lodge, and administered within the jurisdiction. As of 1995, there are two approved projects:
 - i. The Cancer Car Project, an endeavour supporting a fleet of cars and vans used to drive patients requiring transportation to and from Cancer Treatment Centres about the province; and
 - ii. The "We Can Help Program", a series of lessons given to Grade 4 students covering basic first-aid and accident prevention. This program is administered in conjunction with the St. John Ambulance Society.
 - d. The Masonic Foundation Fund, was established (under the Societies Act of the Provincial Government) to receive bequests and other contributions. This fund is also approved by Revenue Canada as a charitable fund and all donations and bequests are deductible before taxes.
3. Special Funds, set up to meet a particular need, usually of short duration, such as for our 1971 centennial celebration.

Its committees fall into two categories, those of a permanent nature called standing committees, and those that are non-permanent, or special committees. The chairmen and members of the standing committees are appointed or re-appointed annually by the Grand Master.

The standing committees are:

- Constitutions
- District Deputy Grand Masters' Reports
- Education and Leadership
- Finance
- Fraternal Relations
- Jurisprudence

- Lodge Buildings
- Petitions and Grievances
- Rituals
- Grand Lodge Communication
- Warranted Lodges and Lodges Under Dispensation
- Community Relations

The duties of each of these committees, and the Boards of Trustees, are set forth in the *Book of Constitutions*. The non-permanent or special committees are such as may be appointed from time to time by the Grand Master and are discharged when their work is completed. All committees must submit annual reports which are dealt with at the regular communication of Grand Lodge and are published in the Grand Lodge Proceedings.

This annual report covers every aspect of its function during the year. Referred to in masonic terms as *The Grand Lodge Annual Proceedings*, it is most comprehensive. A copy is transmitted to each lodge secretary when it is published and the *Proceedings* are available to every freemason in electronic form upon request. It contains, among other information:

- The Grand Chaplain's Address
- The Grand Master's Address
- Reports of the Grand Treasurer, Grand Secretary, all Standing Committees and Boards of Trustees, any Special Committees, the Grand Historian, and the Auditors.
- Financial Statements covering each of our Grand Lodge Funds
- Amendments to the *Book of Constitutions*
- Notices of Motion and Resolutions
- The name and number of each lodge in our Grand Jurisdiction
- A list of all Grand Lodge officers and their respective lodges
- And much, much more as will be seen from the index at the end

A study of our Grand Lodge *Proceedings* is essential to appreciate the function of Grand Lodge and indeed of Freemasonry in British Columbia and Yukon today. The written proceedings are therefore recommended to all freemasons in this Jurisdiction.

A GUIDE OF BASIC PRINCIPLES FOR RECOGNITION OF OTHER GRAND LODGES BY OUR GRAND LODGE (Ref. Page 150, 1946 *Proceedings*)

1. Regularity of origin, *i.e.* each Grand Lodge shall have been established lawfully by a duly recognized Grand Lodge or by three or more regularly constituted lodges.
2. That there be no debarment from membership because of nationality, race, colour or sectarian or political belief; that a belief in the G.A.O.T.U. and the Great Architect's revealed Will shall be an essential qualification for membership.
3. That all initiates shall take their obligation on or in full view of an open Volume of the Sacred Law, by which

is meant the revelation from above which is binding on the conscience of the particular individual who is being initiated.

4. That the membership of the Grand Lodge and individual lodges shall be composed exclusively of men and that each Grand Lodge shall have no masonic intercourse of any kind with mixed lodges or bodies which admit women to membership.
5. That the Grand Lodge shall have sovereign jurisdiction over the Lodges under its control; *e.g.* that it shall be a responsible, independent self-governing organization, with sole and undisputed authority over the Craft or Symbolic Degrees (Entered Apprentice, Fellow Craft and Master Mason) within its jurisdiction; and shall not in any way be subject to, or divide such authority with, a Supreme Council or other power claiming any control or supervision over those degrees.
6. That the three Great Lights of Freemasonry (namely a Volume of the Sacred Law, the Square, and the Compasses) shall always be exhibited when the Grand Lodge or its Constituent lodges are at work, the chief of these being the Volume of the Sacred Law.
7. That the discussion of religion and politics within the lodge shall be strictly prohibited.
8. That the principles of the Ancient Charges, customs, and usages of the Craft shall be strictly observed.

II DUTIES OF LODGE OFFICERS

The duties of the lodge officers is the true purpose of this guide. The proceeding or preamble has been only a basic explanation of Grand Lodge and constituent lodges.

The success of a lodge, whether large or small, is largely dependent upon the quality of leadership possessed by its group of officers, and particularly the Worshipful Master. While one poorly qualified Worshipful Master may not have a seriously harmful effect on a lodge, a succession of them certainly will. Lodges having well informed officers tend to have better attendance, show greater strength, and in short be more successful.

As a brother progresses from office to office in his lodge he should acquire such attributes as ability to meet people, observe the masonic niceties, and as his experience broadens, develop his latent executive talents and abilities. This can be accomplished in part by availing himself of the material available from Grand Lodge, starting with the explanations presented to him progressively through the three degrees, familiarizing himself with the *Book of Constitutions, Forms and Ceremonies*, the *Lodge Officers Guide*, and other material offered by Grand Lodge.

THE WORSHIPFUL MASTER

"the honour, reputation, and usefulness of the lodge will materially depend upon the skill and ability with which you manage its affairs..."

The Worshipful Master has a great deal of responsibility and authority, and is therefore responsible to the brethren and to Grand Lodge for the conduct and wellbeing of the lodge. As the principal officer you have the authority necessary to manage its affairs. The Worshipful Master must be fair and impartial in his judgment. If you find you have been in error, you should be quick to admit it and correct it. You must put the welfare of your lodge in particular, and the Craft in general, above self, remembering that you are a servant as well as a Master. You must uphold your authority, but not abuse it, and follow the masonic principles of parliamentary procedure in all business matters. (*Robert's Rules of Order* is available as a guide.)

Be conscious of your own limitations, and receptive to good advice and counsel. Do not be slow in asking for help when you need it; this is no reflection on your ability, for none of us can solve all the problems that from time to time beset us. Each lodge has its corps of Past Masters, who, presumably have acquired a good deal of experience, and to whom you should be able to turn for counsel and assistance. Preside with dignity, decorum, harmony, and good fellowship, remembering that in all matters you must set the example.

As Worshipful Master you cannot fulfill the program of your lodge alone. Select good men to serve on your committees, and inspire them to do their work efficiently. Be on the lookout for any brother with outstanding talent, that extra something which marks him as a leader, and encourage him with greater opportunities and challenges. It is important that the lodge study the qualifications of its petitioners, and for this reason be careful in the appointment of your Committees of Investigation, especially the chairmen.

You are charged to preserve the warrant of your lodge and to deliver it to your successor in office. You and your Wardens hold all furniture, jewels, and other property of the lodge in trust for the members, and shall see that they are insured against loss of any kind. You may claim of your officers at any time, advice and assistance on any business relative to the lodge. You are *ex officio* a member of all committees.

Be aware of the importance of holding practices and rehearsals, and exemplify degrees in the absence of candidates. In this way those participating gain self confidence, and develop a feeling of sureness, which makes for a far better performance of the ritual, and lodge work in general. This in turn increases interest in the lodge, both on the part of members and visitors, for any meeting, whether masonic or otherwise, which is well conducted, makes a good impression. The informality of the practice session enables brethren to enter into discussion, where questions can be asked and explanations given.

The following directives and information are given to assist you as Worshipful Master in the performance of your duties.

REGARDING GRAND LODGE

1. As changes are approved to the *Book of Constitutions* at Grand Lodge almost every year it is essential to procure those amendments and ensure your copy of the *Book of Constitutions* has the most up-to-date information. See freemasonry.bcy.ca/lodgesecretary.
2. It is your duty to see that your lodge is represented at the annual communication of Grand Lodge by yourself and Wardens or proxies.
3. If unable to attend Grand Lodge, be sure duly qualified proxies are elected to represent your lodge (Refer to "Votes and Voting").
4. If you have served previously as Worshipful Master of a lodge you are entitled to two votes at Grand lodge.
5. Your lodge shall have the right to give instruction to you, the Wardens, or proxies before the Communication of Grand Lodge (Refer to R61).
6. It is improper for you to communicate directly with the Grand Master on masonic business; communications must go through the Grand Secretary's office.
7. You must produce, if required, the Warrant, Minutes, and books of your lodge to the Grand Master, Grand Lodge, or brethren authorized by the Grand Master.
8. No public masonic procession is permitted without a dispensation or previous ruling from the Grand Master (except funerals). Refer to R164 and the *Book of Form and Ceremonies*.

REGARDING BUSINESS OF YOUR LODGE:

9. Continually familiarize yourself with the Grand Lodge *Book of Constitutions*, your lodge by-laws, and *Forms and Ceremonies*, to avoid error.
10. See that all reports, returns, and remittances to Grand Lodge are made promptly by your secretary.
11. See that the books, records, and accounts of your lodge are kept properly and a "Financial Review" is conducted annually or in accordance with the by-laws of your lodge. Encourage the lodge to prepare and adopt a budget
12. The business of the lodge with the exception of degree work may be transacted in any degree at the discretion of the Worshipful Master.
13. The Regular Communication of your lodge shall be the only meeting in each month at which business may be done, with exceptions specified in the *Constitutions, e.g., Funerals, Degrees, etc.*
14. Before making any binding decision be sure that you know all the facts and that your decision is in the best interest of the lodge; from your decision there can be no appeal except to Grand Lodge.
15. It is your responsibility to see that every member who has been raised is properly instructed and examined in open lodge. (ensure that the sponsors and or the coaches are reminded of their responsibilities to the candidate.

16. You may withhold the reading of any communication, if in your opinion it is improper to be read. (See "Communications" under Rulings.)
17. If any member shall object to a visitor, you shall refuse the visitor admittance or ask him to withdraw.
18. A demit may be granted to an Entered Apprentice or Fellow Craft.
19. It is strongly recommended that a brother be interviewed by a committee before he is suspended for non-payment of dues.
20. You should stress the point that every brother is, literally speaking, a member of the Sick and Visiting Committee.
21. Do not hesitate to use your gavel with authority.
22. It is not correct procedure to hand over your collar to anyone who is to occupy the chair temporarily. Transferring the gavel in the prescribed manner, the emblem of authority, conveys all the necessary courtesies. (Passed at G.L. 1967 - Revision of Ancient Ritual).
23. Insist on proper masonic courtesy in your lodge and in the banquet room.
24. The brethren should be reminded prior to the degree that mirth has no place in the exemplification or conferral of degrees.
25. Physical qualifications for candidates can be found in Rulings under "Physical". Consult the Grand Secretary for additional information.
26. Ensure that a sufficient number of white balls and black balls, or cubes, are in the ballot box.

GENERAL INFORMATION:

27. You must see that the affairs of your lodge are conducted in strict conformity with the *Book of Constitutions*, Regulations and Edicts of Grand Lodge and the by-laws of your lodge.
28. The ritual work of your lodge must conform to the ritual it has adopted.
29. You should be able to do the following in a capable and impressive manner:
 - a. Confer the three degrees.
 - b. Properly conduct a ballot for candidates and affiliates.
 - c. Open and close your lodge in the three degrees in long form.
 - d. Receive visitors graciously and make them welcome.
 - e. Conduct your lodge business in conformity with your by-laws, e.g. motions, amendments, elections, etc.
30. It is your prerogative to:
 - a. Appoint committees and designate a chairman.
 - b. Rule on points of order.
 - c. Close your lodge at your will and pleasure.
 - d. Initiate and close debates.
 - e. Accord Grand Honours to distinguished brethren. Grand Lodge officers on official visits must be given Grand Honours.
 - f. Refuse admittance to a visitor or visitors.

- g. Withhold the reading of any communication.
 - h. Call an Emergent Communication of your lodge.
 - i. Direct a ballot to be taken on any important question.
 - j. Appoint non-elected lodge officers.
31. The following subjects should not be discussed or debated in open lodge or at the banquet table:
- a. Sectarianism, religion, or theological creeds.
 - b. Private business.
 - c. Partisan politics.
 - d. Racial questions.
 - e. Non-masonic subjects which divide men by class, feud or schism.
 - f. Any matters which slander your lodge or your officers, Grand Lodge or its officers, any brother, or the Craft in general.

HELPFUL SUGGESTIONS:

32. The first item on the agenda after the reading of the summons of every meeting should be to welcome everyone, have visitors introduced, and invite those you wish to take seats in the east. It is an expected courtesy that you invite current Worshipful Masters, as well as past and present Grand Lodge officers. No one, other than the Grand Master, his representative, or the current DDGM are entitled by right of their office to a seat in the east. It is your prerogative to invite any brother to a seat in the east.
33. The reception of visitors with honours due their rank should never be omitted.
34. You should hold frequent rehearsals to ensure that officers are ready for any work which may present itself.
35. If no candidates are available during your year, the degrees should be exemplified by and for the benefit of the officers and members, because the ritual is the very heart of Freemasonry.
36. Successful meetings must be planned carefully in advance. There is no substitute for good planning.
37. A well rounded program for the year should include competent degree work, educational features, and good fellowship.
38. Examples of programs that have helped to improve Lodge Communications are: Past Master's, Senior Member's, Fathers and Sons, Non-officers, and Ethnic Nights; Anniversaries, Roll Calls, Fraternal Visitations, Guest Speakers and Visiting Degree teams.
39. Do not rely on memory. A notebook containing a page for each meeting with the order of business spaced to allow for notes has proven to be of valuable assistance.
40. Activate committees by encouraging them to perform their duties and have them report in open lodge.
41. The more your brethren are involved in lodge activities the healthier your Lodge will be.
42. You should open your lodge promptly at the stated time and transact the business in an expeditious manner.

43. Time spent with your secretary before the meeting will help to ensure a smoother presentation of the business.
44. Be very careful with the use of masonic titles, e.g. Most Worshipful Brother, Right Worshipful Brother, Very Worshipful Brother, Worshipful Brother, and Brother.
45. A regular informal newsletter has proved to be popular in many lodges, and W.M.'s comments in the regular notice are also an effective communication tool.

THE SENIOR WARDEN

"the equal measures you are bound to pursue in conjunction with the Worshipful Master in the ruling and governing of the lodge...."

The importance of your office is second only to that of the Worshipful Master, and for this reason your regular attendance at all communications of your lodge is essential.

You are expected, during your year as Senior Warden, to carefully understudy the duties entailed in the office of Worshipful Master, so that when you succeed to that important office you will be well prepared to undertake the government of the lodge with complete confidence.

In the absence of the Worshipful Master you shall succeed to and be charged with, all his powers and duties, but shall not assume his chair. In such an event it is your prerogative to ask a Past Master to occupy the Worshipful Master's chair and conduct the business.

You are expected, during your year, to familiarize yourself with the *Book of Constitutions*, especially those sections concerning Constituent lodges. The *Book of Forms and Ceremonies* you will also find helpful, and you should, of course, be thoroughly familiar with the by-laws of your lodge, which knowledge will stand you in good stead in the year ahead.

It is recommended that you observe carefully the duties of Worshipful Master as set out herein, together with the other sections of this booklet, which have been specially compiled to assist lodge officers, such as yourself, to carry out their duties now and in the future with a greater measure of self-confidence, which will mean so much in making for a happy and successful year of office.

Use the year as Senior Warden to prepare a plan for your anticipated year as Master: plan an agenda, prepare committees, and initiate a meeting book with an agenda for each meeting.

THE JUNIOR WARDEN

" the integrity of the measures you are bound to pursue in conjunction with the Worshipful Master and Senior Warden. in the ruling and governing of the lodge "

Next to the Worshipful Master and the Senior Warden your office is the most important in the lodge, for in the absence of those officers, you are to govern the

lodge. Being one of the three senior officers, your regular attendance at all communications is essential. As with the other senior officers; a study of the *Book of Constitutions*, and the *Book of Forms and Ceremonies*, together with the by-laws of your lodge is recommended, particularly those sections dealing with your duties as Junior Warden.

The superintendence of the Craft during the hours of refreshment is one of the important duties assigned to your office. You would do well to study carefully the other sections of this booklet, which contain much valuable information which you will find very helpful in the performance of your duties in your present and future offices. As you are now a member of Grand Lodge, entitled to all its rights and privileges, you should endeavor to attend the Annual Communication held in June each year.

THE TREASURER

"to keep a just account of the receipts and expenditures...."

While it is not necessary for you as Treasurer to be an expert accountant, at least a rudimentary knowledge of bookkeeping is of great value. In most lodges there is usually a qualified accountant who will be pleased to assist you in the proper maintenance of books and records. It is advisable to keep your books as simple as possible yet recording all necessary information. Your duties are:

- a. To see that all moneys received by the lodge are deposited in a lodge bank account.
- b. To make due entries and account of all moneys deposited in and withdrawn from the lodge bank account, and any other financial transactions.
- c. To see that all accounts owed by the lodge are approved at a Regular Communication, and are paid by cheque signed by two authorized officers.
- d. To see that all bonds, insurance policies, and valuable papers are placed in a bank for safe keeping, or in a safety deposit box, to which only authorized officers shall have access.
- e. To see that all cheque stubs, cancelled cheques, bank statements, and records are kept for examination by the financial reviewers.
- f. To see that all your books and records are available for examination by the District Deputy Grand Master.
- g. To encourage the lodge to prepare and adopt a budget.

You may be required to advise the lodge on all financial questions, *e.g.*, investments, expenses in relation to income, *etc.* At the end of the lodge's fiscal year, it may be necessary to assist the Secretary in preparing a comprehensive statement of its financial affairs. A financial review of your books by the appointed Financial Review Committee should be made as soon as possible, and a statement received from them that they have examined your records and found them to be correct as set out in your financial statement. Your statement should be read out at the next Regular

Communication (or in accordance with the lodge by-laws) to be accepted and passed by the lodge.

When there is a change of Treasurer, it shall be the duty of the outgoing Treasurer to turn over to his successor all books, records, and lodge property that have been in his possession, and to take a receipt for the same with a copy going to the Secretary.

A careful study of the *Constitutions* of Grand Lodge, and the by-laws of your lodge is most advisable, particularly those parts dealing with financial matters.

THE SECRETARY

"to record all proceedings of the Lodge proper to be written...."

You hold an office that requires many skills, zeal for your lodge, and great personal integrity. You must work closely with the Worshipful Master, assisting him in the planning of the meetings and the laying out of his program in advance for the year. Be ready to advise him on the *Constitutions* of Grand Lodge and the by-laws of your lodge, and guard against any infringement of them. You should be approachable and courteous and able to work in harmony with the other officers of the lodge.

You should arrive at the lodge with all your records in order for the meeting, early enough to allow sufficient time to discuss with the Worshipful Master any matters pertaining to the meeting he may have in mind, and to confer with any of the brethren who may have business to transact, or require information or assistance. You come into personal contact with the brethren of your lodge more often than any other officer, and thus have a great opportunity to be a friend and promoter of harmony.

You are virtually a "strong right arm" to the Worshipful Master in the conduct of the business. Therefore, your regular attendance at all communications is essential.

The following directives are given for your assistance. You should make frequent references to the *Book of Constitutions* for more detailed information.

REGARDING NOTICES:

1. A copy of all lodge notices, and programs, must be sent to the Grand Master, Grand Secretary, District Deputy Grand Master and Regional Representative.
2. Nicknames should not be used in the minutes, or in the preparation of notices, programs, or formal correspondence.
3. All notices of lodge meetings should be sent in sealed envelopes (except funerals). (See "Notices" under Rulings). Emailing of lodge notices and minutes is permitted by Grand Lodge with the approval of the lodge and written permission of recipients. Caution is to be observed in confirming accuracy of mail addresses.
4. The name of the candidate must appear on the notice for the meeting at which it is proposed to confer the degree. This also applies to courtesy degrees.
5. Five days notice, at least, shall be given of all lodge communications, except in case of funerals.

6. The applicant's full name, age, profession or occupation, and address, shall be sent to all members of the lodge in the notice for the Regular Communication before the applicant's petition can be balloted on.
7. A Lodge shall not confer the E.A. degree on a candidate until at least two weeks have elapsed since his election by ballot. His name shall have appeared on the notice calling the meeting for his Initiation.
8. A Fellow Craft should be notified of a meeting when the Fellow Craft or Entered Apprentice degree is to be conferred. (See "Fellow Crafts" under Rulings). This would stand true for an Entered Apprentice as well.
9. No lodge notice or programme should be sent out until a draft has been submitted to the Worshipful Master for his approval.
10. An Emergent Communication of the lodge may be called at any time, except Sundays, by the Worshipful Master. The business to be transacted must be expressed in the notice and recorded in the minutes. No other business can be transacted thereat.
11. Where a notice of motion is presented, it shall be given at one Regular Communication and placed on the notice for the next Regular Communication.

REGARDING DUES:

12. It is your duty to collect all dues and moneys owing to the lodge, in accordance with the *Book of Constitutions* and by-laws of your lodge, issue dues cards and receipts affixed with your signature and lodge seal, and keep a correct account for each of its members.
13. Dues are payable in advance.
14. Dues commence on a *pro rata* basis when the candidate becomes a Master Mason, or when a Master Mason affiliates with the lodge.
15. Dues cease when an application for a demit is read in open lodge however dues for the year the demit was requested must be paid.
16. Entered Apprentices and Fellow Crafts do not pay dues.
17. When dues are remitted because the member is unable to pay, it is not necessary to pay *per capita* dues to Grand Lodge.
18. Annual Returns and Grand Lodge *per capita* dues etc. must be in the hands of the Grand Secretary not later than 1 March, for the preceding calendar year. There is a penalty assessed of \$1.00 per day that the *per capita* is received late in the Grand Secretary's office.
19. In case a member has neglected to pay his dues for three months, you shall formally notify him by personal contact, telephone, or in writing that he is subject to suspension. (R74)
20. If a member is suspended for non-payment of dues he must apply for reinstatement, be investigated and balloted on.

REGARDING LODGE FINANCES:

21. It is your duty to keep an accurate account of all lodge finances separate from the Treasurer's records, in a set of books approved by the lodge, which shall be subject to a financial review, and present a detailed statement of the affairs of the lodge annually.
22. A list of accounts to be paid shall be submitted to the lodge at each Regular Communication. These accounts when approved by the lodge shall be paid by cheque signed by two of the authorized officers.
23. As lodge by-laws vary, consult them in relation to your specific banking procedures.

REGARDING MINUTES:

24. It is your duty to keep a record of all transactions of the lodge proper to be written including a list of members and visitors present at each meeting.
25. The pages of the minute book should be numbered consecutively, and if loose leaf in form, bound annually.
26. The name and number of your lodge, place, date and hour of meeting must be explicitly stated, *e.g.*, at a (Regular or Emergent) Communication ofLodge No... held in..... Hall on (date) at (hour). Present were (then list all officers commencing with the Worshipful Master).
27. The opening and closing time of the lodge must be stated in the minutes of each meeting.
28. The names of the candidates for each degree and for affiliation together with all the required particulars must be recorded in the minutes.
29. The utmost care should be taken that the dates of initiations, passings, and raisings, demits, deaths, suspensions, and expulsion of members, as entered in the minutes are correct.
30. All corrections and postscripts in the minutes should be initialed by the Worshipful Master and yourself.
31. A summary of the receipts and disbursements for each month should be included in the minutes.
32. The name of every brother suspended or reinstated, together with the reasons, shall be recorded in the minutes.
33. A record of the election of officers must be carefully kept.
34. A factual account of the Annual Installation of Officers must be recorded in the minutes.
35. An accurate resume of all applications for membership and how they were dealt with must be included in the minutes.
36. After the minutes have been read and confirmed in open lodge, you and the Worshipful Master shall affix your signatures to them. If the Grand Master and/or District Deputy Grand Master are present it is appropriate for them to sign as well.

REGARDING THE LODGE SECRETARY'S RESPONSIBILITIES TO THE GRAND SECRETARY:

37. You shall submit to the Grand Secretary, each month on a Form 56, or in such form and at such stated periods as the Grand Secretary may require, the information requested, including the following particulars, and where applicable, full names, addresses, and occupations of the parties concerned, namely:
- a. Notice of all Regular and Emergent Communications
 - b. Petitions for the degrees and for affiliation.
 - c. Results of ballots, or other action on petitions.
 - d. Demits granted.
 - e. Applications for waiver of jurisdiction.
 - f. Results of application for waiver of jurisdiction.
 - g. Suspensions for non-payment of dues.
 - h. Suspensions or recommendations for expulsion for unmaasonic conduct.
 - i. Restorations to rights and privileges.
 - j. Refusals to grant reinstatement.
 - k. E.A.s and F.C.s dropped from the roll.
 - l. Dual or plural membership.
 - m. Religious services attended by lodge members in regalia.
 - n. Monies received for special Grand Lodge funds.
 - o. Death of members.
 - p. Loss of lodge property through theft or fire (reported on Annual Return).
 - q. Information with regard to imposters or clandestines.
 - r. Installation of new officers (Annually on Form 64).

REGARDING CANDIDATES AND AFFILIATES:

38. After an applicant's petition has been received in open lodge, at a Regular Communication and an Investigating Committee appointed, you shall provide the committee with the necessary forms and all available information.
39. After the applicant has been balloted upon in open lodge it is your duty to inform the Applicant by letter:
- a. If he has been accepted or rejected.
 - b. The time and place he is to receive his degrees.
40. An applicant seeking affiliation shall submit to you proof of his status in Freemasonry, to be confirmed by the Grand Secretary's office.
41. You shall keep a copy of all documentary proof of memberships submitted to you by an applicant for affiliation, and endorse on the originals and copies all of the pertinent facts.
42. You shall procure a Grand Lodge certificate to be paid for by the lodge, for every member raised.
43. The certificate shall be signed by the new Master Mason in the presence of the Worshipful Master or yourself.
44. You shall procure a Master Mason apron, a copy of the *Book of Constitutions*, and the lodge by-laws for candidates receiving the Master Mason degree. (R148)

45. There must be two days intervening between meetings called to confer degrees. (R87)
46. A period of two weeks must have elapsed before a candidate can be advanced to a higher Degree.

REGARDING BY-LAWS AND CONSTITUTIONS:

47. You should always have a current copy of the *Book of Constitutions* with all available amendments. See freemasonry.bcy.ca/lodgesecretary/
48. Any clause in the by-laws of Constituent lodges conflicting with the *Constitutions* of Grand Lodge shall be repealed.
49. The date, hour and place of the Regular Communication as specified in the lodge by-laws cannot be changed or departed from without dispensation from the Grand Master.
50. A copy of the lodge by-laws must be available. Everyone upon becoming a member shall sign the by-laws in token of his submission thereto.
51. You must be prepared to read the section pertaining to the secrecy of ballot in the lodge by-laws when an applicant has been rejected, or a member reprimanded or suspended.
52. The minute book, records, and by-laws must be available for inspection by the District Deputy Grand Master.
53. The lodge seal and your signature must be affixed to all dues cards and documents proper to be issued.
54. No lodge shall hold a meeting on a Sunday. (See "Sunday Meetings" Digest of Rulings and Edicts - *Book of Constitutions*)
55. Circular letters must not be sent to lodges without the consent of the Grand Master. (See "Circular Letters" Digest of Rulings and Edicts - *Book of Constitutions*)
56. To avoid unnecessary work for the Grand Secretary, study the *Book of Constitutions* thoroughly before consulting him on controversial matters. If, however, there is any doubt, be sure to obtain a clarification from him.
57. Before printing any forms such as demits, applications, etc., consult the *Book of Forms and Ceremonies*, and the Grand Secretary.
58. Although it is the duty of the Worshipful Master to see that lodge property is insured, you should double check this important matter.
59. The correspondence should be read, but it is the prerogative of the Worshipful Master to withhold the reading of any communication except that from Grand Lodge.
60. However experienced you may be you should avoid any suggestion of endeavouring to rule the Worshipful Master and the lodge. Tact can overcome many difficulties.
61. You should keep a register listing each member, showing his name, address, age, occupation, date of initiation, passing, raising, affiliation, or death, spouse and/or next of kin, and other pertinent facts.
62. You should notify committee members of their appointment and duties.

64. If a member of the lodge commits a masonic offense or a misdemeanor repugnant to the Order, it is suggested that before any action is taken, the Grand Secretary should be consulted to avoid confusion or error.
65. It is not proper for a lodge, or a member of a lodge, to communicate directly with a lodge or a Grand Lodge outside the jurisdiction of our Grand Lodge. Such communications must be made through the Grand Secretary's office.

THE DEACONS

"...to attend the Worshipful Master and assist the Wardens...."

Your duties are outlined in the *Book of Forms and Ceremonies*, in that section dealing with Installation of Lodge Officers, in the by-laws of your Lodge, with which you should be familiar, and any additional *Duties of Lodge Officers* booklet provided by your lodge. Many lodges require officers to be responsible for certain parts of the ritual work. Know what those are.

One of your important duties is to conduct candidates through the various degrees. This should be done in a firm and friendly manner, so as to impart a sense of confidence to the candidate as he enters new and strange surroundings. It is very important to ensure that the candidate is put at ease in the preparation room prior to entering the lodge room.

Your rods are emblems of your authority and as such should always be carried in the performance of your duties about the lodge, except as required by your lodge ritual and historical practice when attending the Great and Lesser Lights, and when transmitting the Word.

Your rods should be carried in accordance with the protocol or procedures of your lodge. Otherwise, they should be carried at a slight forward angle from the body (approx. 30°), never in a horizontal position. You may salute with a slight forward movement of your rods, bringing them back to your sides.

In those lodges where the Deacons' rods are held crossed and interlocked while the candidate is assuming his obligation, the rods should be held behind the candidate and lowered the moment he has sealed his obligation.

When receiving the Grand Master, the District Deputy Grand Master, or a Grand Lodge officer on an official visit, you should meet him at the entrance to the lodge room, cross your rods over him, and escort him to the altar, lowering your rods as the officer leaves the altar to approach the east, and return to your places.

When a Grand Lodge officer is retiring from the lodge room, in open lodge, you should meet him at the altar, cross your rods over him and retire with him to the entrance door, lowering your rods as the officer leaves the lodge room. You should be directed to do this at the time by the Worshipful Master.

It is necessary that you know your work thoroughly, as you are the officers who perform most of

the floor work of the lodge. The successful performance of the degrees, and other ceremonies, depends in large measure upon the skill and ability with which you conduct yourselves. For this reason it is essential that you attend all communications of your lodge, particularly practices and rehearsals. A study of the various sections of this booklet is recommended to you, which you will find most helpful as you progress to the more important and responsible offices of the lodge. Call upon the Director of Ceremonies for instructions and for questions that may arise during a practice.

THE DIRECTOR OF CEREMONIES

".....to see that everything is done decently and in order...."

It is your duty to see that the lodge is properly prepared and that all brethren appear in the lodge in the clothing prescribed in the *Book of Constitutions*, and that every brother when in lodge or at refreshment, is placed according to his masonic rank. You shall have the direction of processions on all public occasions.

It is also your duty to see that everything is done decently and in order and that there is no confusion or mismanagement in the ceremonies or other business of the lodge.

You should receive Grand Lodge officers and other visitors and see that they are assigned their proper places in the lodge room in accordance with their rank in the Craft.

You should be conversant with the *Book of Forms and Ceremonies* and well skilled in the ancient usages and established customs of the fraternity, so that you may with due authority, correct that which may be wrong and guard against innovations in the body of Freemasonry.

You are free to move about the lodge to assure that the work is performed without confusion, while still maintaining the dignity of the occasion. During the conferral of degrees you should be the only prompter and the only one with a ritual book open.

Your punctual and regular attendance at all communications and rehearsals of the lodge is essentially necessary.

THE STEWARDS

"... to assist the Deacons and other Officers...."

Your duties, as with other officers of the lodge, shall be in accordance with ancient masonic usages and customs, the *Book of Constitutions*, and the *Book of Forms and Ceremonies*.

Under the direction of the Senior Warden, you shall, with the Deacons, and Tyler, see to the safe and careful keeping of the jewels, furniture, and other property of the lodge. Under the direction of the Junior Warden, you shall have the arranging and preparation of refreshments, and are required to serve at the banquet table.

It will be your duty, under the supervision of the Director of Ceremonies, to see that visitors are properly accommodated, and generally to attend to any

ceremonies in which the lodge may take part. This will include, in most lodges, preparing the candidates for the degree being conferred.

Should there be more than two candidates for any degree, one or both of you will assist the Deacons during the ceremony in the lodge room.

Your regular and punctual attendance at all lodge communications, and rehearsals, is particularly important.

THE INNER GUARD

" to suffer none to pass or repass except such as are duly qualified...."

Your duties are set forth in the charge at installation, which can be found in the *Book of Forms and Ceremonies*.

Situated immediately inside the entrance to the lodge, you should take your place in good time before the lodge is opened, so that you can meet the brethren as they enter the lodge, and at the same time see that they are properly clothed, and vouched for.

Introduce yourself to anyone you do not recognize, find out who he is, and, if he is a first-time visitor, introduce him to the Senior Warden or Director of Ceremonies. When the lodge is in session it is then your duty to report any alarms and to obey the commands of the Junior Warden (in the Canadian work) or the Worshipful Master (in the Ancient or American work). You should make a point of familiarizing yourself with the duties of the office above you in order that you will be able to perform those duties with ease in due course.

As an officer of the lodge it is your duty to aid and support the Worshipful Master and Senior Officers wherever possible, and by your regular attendance and attention to the duties of your office, evince your interest in the lodge and your desire to advance in office. If your lodge has a manual of officers' duties, familiarize yourself with it.

THE CHAPLAIN

"... to lead the devotional exercises of the lodge...."

As Chaplain you represent spiritual light. Your duties, though important, are not extensive, and contribute to the dignity of our ceremonies. You should cultivate a good delivery, speaking up clearly, and giving expression to our prayers. Care should be taken that all prayer is non-denominational.

You may, on occasion, be very helpful to the lodge if you are familiar with the funeral service, although it is not necessary for you to commit it all to memory. In many lodges the Chaplain's duty includes the opening and closing of the V.o..S.L.

Being one of the officers of the lodge, your attendance at all communications is important.

THE DIRECTOR OF MASONIC EDUCATION

"...to initiate Masonic discussion and debate amongst the Brethren...."

You are important to the masonic education of the members of your lodge. It is through you that the educational program is directed, with instruction from your Worshipful Master. You should plan a well rounded educational program for the year, offering topics of interest to the brother who is the youngest in Freemasonry as well as to the brother who has attended lodge for many years. You should assist the coaches in responding to questions asked by the candidates.

Invite well skilled and knowledgeable brethren of your lodge, district or jurisdiction to present topics which are informative as well as those which involve the brethren in healthy discussions. It is important that your presentations are in harmony with a full program of the evening. Short five minute talks are as interesting as well researched papers. Be observant of your audience and gauge the length of your presentations accordingly.

Being one of the officers of the lodge, your attendance at all Communications is essential.

THE HISTORIAN

"... to keep proper records of events of your lodge...."

As Historian, you should preserve the archives of your lodge and keep a record of events within and without the lodge which the regular minutes, written by the Secretary, may not record. Photographs and videos of social events with the members and their families are strongly recommended; photographs of visiting brethren or of gatherings of the lodge, picnics, dances, barbeques, fraternal visits, presentation of long service pins, visits of relatives, of the candidates, work parties, etc. are events that should be preserved. Note that no photographs are allowed while the lodge is at labour.

The by-laws of your lodge may state that annually you give an account of what you propose to place in the historical records of the lodge. Lodges, many years old, have returned to historical records and used them to present a reading of events which happened many years earlier. In your capacity as Historian, you are ensuring that in years to come brethren will be able to read with interest some of the entertaining events of your lodge.

THE TYLER

"...to guard against the approach of cowans and eavesdroppers...."

Your office is one of considerable importance, for being situated outside the door of the lodge you are in a position to observe all brethren who approach the entrance to the lodge, and to make sure that they are duly qualified. You are a prime member of the committee to welcome visitors and members, and as such should be courteous and obliging, cultivating the habit of a firm handclasp, a warm smile, and a friendly greeting.

You may be the first brother an unknown visitor meets. Introduce him to other brethren so that he may be properly accommodated. If you find a visitor who cannot be vouched for, then your duty is to request the

Worshipful Master to appoint an Examining Committee, that the Tyler's Oath be then administered.

Other duties pertaining to your office are:

- a. To see that all members and visitors sign the Porch Book before entering the lodge.
- b. Should a brother wish to enter the lodge while the lodge is at labour, ensure that the brother is advised as to the degree the lodge is working in.
- c. To give and answer alarms as may be necessary.
- d. To prepare the lodge with such other assistance as the Worshipful Master may direct. You should be thoroughly familiar with the proper arrangement of the lodge, the preparation room and the anteroom, and all the equipment. The candidates suits in the preparation room should be clean. Clean aprons, the Porch Book, a current *List of Lodges Masonic*, and V.o.S.L. for examinations, should be available in the anteroom.
- e. To assist the Stewards in the proper storage and safe keeping of regalia and other paraphernalia.
- f. To manage the anteroom while the lodge is in session. (Sometimes brethren in the anteroom forgetfully engage in loud talk and laughter that is disturbing to the lodge while in session. It is your prerogative to tactfully maintain order and decorum in the anteroom).

You should be thoroughly familiar with masonic procedures and courtesies, opening and closing lodge, and the proper introduction of the Grand Master or his representative, which information is covered in Section III "Visitation of G.M."

Your regular and punctual attendance at all communications of the lodge is essential, for you are one officer in particular whom a Worshipful Master depends greatly on for the smooth performance of his meeting. You are expected to give the Tyler's Toast at the close of refreshment boards of your lodge.

A common version of the Tyler's Toast

To all poor and distressed Brethren,
Wheresoever they may be,
On land, the sea or in the air.
A speedy relief from their suffering,
And a safe return to their native land,
If they so desire.

To all poor and distressed Brethren.

III MASONIC PROTOCOL AND COURTESIES

In order that we may view these suggestions in right perspective, it is necessary for all to keep in mind that they are presented as a guide and help to brethren who, from time to time, have the honour of presiding at a Craft lodge communication designated to receive the Grand Master, or Grand Lodge officers, or other distinguished visitors, and who are keenly desirous of doing that which is considered to be correct.

These suggestions are a further evidence of a desire to impress all brethren with the dignity and high

importance of Freemasonry, and to show by a few simple phrases that correct protocol and common Masonic courtesies do enhance and improve that dignity.

VISITATION OF THE GRAND MASTER TO A LODGE:

1. A lodge receiving a visit of the Grand Master should arrange to meet him on his arrival at the terminal, if he is travelling by public transportation, or at his hotel if he is travelling by car. Suitable accommodation should be arranged for the Grand Master as required. A competent brother should also be appointed to meet and greet him at the lodge hall.
2. The officer designated to preside over the lodge during the Grand Master's visit should, sometime before the meeting, discuss arrangements with the Grand Director of Ceremonies or the Grand Master.
3. The Worshipful Master should see that a convenient room is provided as a dressing room for the Grand Master and his officers.
4. The *Book of Constitutions* is always carried ahead of the Grand Master on his entry into and departure from the lodge room. It is therefore necessary that the presiding officer select a suitable brother to perform this duty; he must be a Master Mason, but need not be a Past Master. He should be one who, by his moral and spiritual perfection and long service to Freemasonry, is deserving of this honour.
5. The seats to the right of the Worshipful Master must be reserved for members of the Grand Master's suite.
6. The lodge may be at labour in any degree agreed to by the Grand Master. Consult with the D.D.G.M.
7. The presiding officer directs a committee of two well skilled brethren to retire to attend the Grand Master on his entrance into the lodge.
8. The presiding officer directs the Deacons to attend inside the door.
9. The Tyler should be instructed concerning the correct manner of announcing the entry of the Grand Master. When the Grand Master indicates he is ready, the Tyler throws open the door of the lodge and announces in a clear voice, "The Most Worshipful Grand Master." (Page 63 *F. & C.*).
10. The suite accompanying the Grand Master into the lodge room should consist only of elected and appointed Grand Lodge officers and Past Grand Masters. Any others are to be by invitation of the Grand Master only.
11. The lodge is called up as the suite, followed by the Grand Master, preceded by the brother with the *Book of Constitutions*, enters.
12. The Deacons escort the Grand Master with crossed wands over his head, to the altar where he is presented (not introduced) by the committee, giving his title as the Most Worshipful Grand Master of

- Ancient, Free, and Accepted Masons of British Columbia and Yukon. Not "The Yukon".
13. Grand Honours are given nine times under the direction of the Director of Ceremonies.
 14. The presiding officer advances to the altar, welcomes the Grand Master, and then says, "In token of our fealty and submission to the Most Worshipful Grand Lodge, I tender you the gavel, the emblem of authority, and ask you to precede me to the east and take charge of the lodge". The Grand Master is then preceded by the brother carrying the *Book of Constitutions*, who places it on the pedestal.
 15. The Deacons return to their places when the Grand Master leaves the altar.
 16. The presiding officer may be asked by the Grand Master to conduct the business, but the Grand Master should always occupy the Master's chair.
 17. The Grand Wardens or, in their absence, such brethren as may be commanded by the Grand Master as such, shall act as Wardens of the Lodge. The Deputy Grand Master shall be seated at the right of the Grand Master and the Worshipful Master on his left.
 18. The program should be so arranged that the address of the Grand Master delivered in the lodge room is the climax of the meeting.
 19. The proper salutation, when addressing the Grand Master, is "Most Worshipful Grand Master".
 20. When the Grand Master announces his intention to retire, he resigns the gavel to the presiding officer who calls the lodge up and directs the Deacons to attend at the altar. The brother who is to carry the *Book of Constitutions* then approaches the pedestal, picks up the *Book of Constitutions*, precedes the Grand Master to the altar, and his suite follows him. The District Deputy Grand Master joins the Grand Master's suite.
 21. The brethren retiring with the Grand Master should be no more in number than those who entered with him, unless others are invited by the Grand Master.
 22. The Deacons cross their wands over the Grand Master and Grand Honours are given nine times under the direction of the Director of Ceremonies.
 23. The Grand Master, preceded by the brother carrying the *Book of Constitutions*, is escorted by the Deacons, wands crossed over his head, to the door of the lodge and he passes through, followed by his suite.
 24. After the lodge is closed, the presiding officer and the Director of Ceremonies should hasten to the banquet room and see that the Grand Master and his officers are placed according to rank at the head table.
 25. During the banquet hour those brethren who have been asked to propose and reply to toasts should use the following salutation: "W. Bro. Toastmaster" ("R. W. Bro." or V.W. Bro. the case may be), "Most Worshipful Grand Master, and brethren".
 26. All brethren, regardless of rank, shall rise to toast the "Grand Lodge".

27. On the Grand Master's visit, the host lodge should provide transportation to and from his lodgings, if required.

VISITATION OF THE GRAND MASTER TO A DISTRICT:

The Grand Master may direct the D.D.G.M. to summons any two or more lodges in his district to attend at a communication of one of them (called the host lodge) at a time and place designated by the Grand Master to receive his advice and instruction, and in such case the following rules shall apply in conjunction with those in the foregoing paragraphs.

1. Official visits of the D.D.G.M. shall not conflict with visitations of the Grand Master.
2. The host lodge shall be convened and opened in accordance with its by-laws and ritual.
3. The other lodges summoned need not open their lodges, but their officers and members must be summoned to attend at the host lodge to welcome the Grand Master. W.M.s must wear their collars.
4. Prior to the arrival of the Grand Master, the Worshipful Master of the host lodge shall turn the gavel and chair over to the D.D.G.M.
5. The D.D.G.M. will meet and receive the Grand Master at the altar, tender the gavel to him and escort him to the east.
6. If the Deputy Grand Master be present, he will be placed at the right, and the D.D.G.M. at the left of the Grand Master. The Worshipful Master of the host lodge will be placed to the right of the Deputy Grand Master. If the Deputy Grand Master be not present, then the D.D.G.M. will be placed at the right and the Worshipful Master of the host lodge at the left of the Grand Master.
7. When the Grand Master announces his intention to retire, he will return the gavel to the Worshipful Master of the host lodge, and the D.D.G.M. will retire with the Grand Master and his suite.
8. Unless otherwise directed by the Grand Master, the procedure by which the officers and members of the lodges other than the host lodge will meet and pay their respects to the Grand Master, and the part they take in the communication, will be determined prior thereto by the D.D.G.M.
9. Expenses incurred by the host lodge in respect of the communication, as approved in advance by the Junior Wardens of the other lodges, shall be shared among all the lodges summoned, including the host lodge, in proportion to their membership.

OFFICIAL VISIT OF THE DISTRICT DEPUTY GRAND MASTER:

1. The Worshipful Master should, sometime before the meeting, discuss arrangements with the District Deputy Grand Master.
2. The lodge should see that a convenient room is provided as a dressing room for the D.D.G.M. and his suite.

3. The brethren must clearly understand that the D.D.G.M. is the personal representative of the Grand Master and he should be treated with the same dignity and respect.
4. The D.D.G.M. should be met at the lodge hall by the Worshipful Master or his representative.
5. The lodge may be at labour in any degree agreed to by the D.D.G.M. (If he so desires the D.D.G.M. may be present during the opening of the lodge, retiring thereafter to re-enter and be received officially).
6. The Worshipful Master ascertains if the D.D.G.M. is prepared to enter. (The D.D.G.M. should be received before any business is transacted).
7. The W.M. directs a committee of two well skilled brethren to retire to attend the D.D.G.M. on his entrance into the lodge.
8. The W.M. directs the Deacons to attend inside the door.
9. The Tyler should be instructed concerning the correct manner of announcing the entry of the D.D.G.M. When the D.D.G.M. indicates he is ready, the Tyler throws open the door of the lodge and announces in a clear voice, 'The Right Worshipful District Deputy Grand Master of District No (See *Forms and Ceremonies*).
10. The lodge is called up as the suite followed by the D.D.G.M. enters.
11. The Deacons escort the D.D.G.M. with crossed wands over his head to the altar, where he is presented (not introduced), by the committee.
12. Grand Honours are given seven times under direction of the Director of Ceremonies.
13. The Worshipful Master approaches the altar, welcomes the D.D.G.M., and says, "In token of our fealty and submission to the Most Worshipful Grand Lodge I tender you the gavel, the emblem of authority, and ask you to precede me to the east."
14. It is unnecessary for the Deacons to escort the D.D.G.M. from the altar to the east. They return to their places when the D.D.G.M. leaves the altar.
15. The suite accompanying the D.D.G.M. into the lodge room may include officers and members of Grand Lodge, provided they are properly dressed. Brethren of the lodge being visited should not be in the suite. It is their duty to receive and welcome the D.D.G.M.
16. The D.D.G.M. may retain the gavel but ordinarily, after seating his suite, he returns it to the Worshipful Master so that the work of the evening may proceed expeditiously, and takes his seat to the immediate right of the Worshipful Master.
17. The D.D.G.M. should rise and come to the sign of fidelity only:
 - a. When the name of the G.A.O.T.U. is invoked.
 - b. When the Great Lights are being arranged.
 - c. When prayer is being offered.
 - d. When an obligation is being administered.
 - e. When a deceased brother is being remembered.

He also rises with the brethren when the Grand Master is present and when visiting in districts, other than his own, where he has no official authority.

18. The books and records of the lodge must be made available to the D.D.G.M. for inspection. It is customary for him to sign them with the date.
19. Although the D.D.G.M. is a member (by courtesy) of each of the lodges in his district, this alone does not give him voting privileges.
20. The D.D.G.M. may stay in the lodge and see it closed.
21. The Worshipful Master calls the lodge up, directs the Deacons to attend at the altar, the D.D.G.M. proceeds to the altar where he is joined by his suite and the Deacons cross their wands over the D.D.G.M.
22. Grand Honours are given seven times under direction of the Director of Ceremonies.
23. The D.D.G.M. is escorted by the Deacons, wands crossed over his head, to the door of the lodge and passes through followed by his suite.
24. After the lodge is closed the Worshipful Master and Director of Ceremonies should hasten to the banquet room and see that the D.D.G.M. and suite are placed according to rank and seated without delay.
25. Those brethren proposing or replying to toasts should use the following salutation: "Brother (or whatever his rank) Toastmaster, Right Worshipful Brother District Deputy Grand Master and brethren."

FORMAL RECEPTION OF GRAND LODGE

OFFICERS OTHER THAN THE G.M. OR D.D.G.M.:

1. The reception of visitors, with honours due their rank, is an ancient custom of the Fraternity, and should not be omitted.
2. The lodge should see that a convenient place is provided as a dressing room for the distinguished visitors.
3. The lodge may be at labour on any degree for Grand Lodge officers or distinguished visitors to be received and given Grand Honours. Consult with the D.D.G.M. to determine if the Grand Master has made any ruling for his year.
4. The Worshipful Master should direct two Past Masters to retire and escort the visitor or visitors into the lodge room and present him or them at the altar.
5. The procedure of receiving Grand Lodge officers is much the same as with the D.D.G.M., except the Worshipful Master should not surrender his gavel unless the Grand Lodge officer is making an official visit by authority of the Grand Master.
6. When visiting unofficially Grand Honours may be given at the discretion of the Worshipful Master. (See "Grand Honours" in this section).
7. Grand Lodge officers may remain in the lodge until it is closed, thereby omitting the formality of retiring with Grand Honours.

8. It is important to remember that distinguished visitors, regardless of rank, may be invited to take seats in the east.

WHEN RECEIVING A FRATERNAL VISIT FROM ANOTHER LODGE:

1. The lodge may be open on any degree when receiving a fraternal visit from another lodge.
2. The Worshipful Master of the visiting lodge and his brethren may be escorted into the lodge room by the Director of Ceremonies, conducted to the altar and introduced.
3. If more than one lodge is visiting, introductions should be in order of lodge seniority.
4. The Worshipful Master may accord the visiting Worshipful Master Grand Honours - three in number, or more if he is so entitled.
5. All Worshipful Masters and Past Masters should be warmly welcomed and invited to take seats in the east, and other brethren asked to be seated amongst the brethren of the lodge.
6. On closing, it is an act of courtesy to invite the Worshipful Master of the senior lodge visiting to close the V.o.S.L., making sure to have asked him earlier if he is prepared to do so.

RECEPTION OF VISITORS:

1. Visiting brethren should be received courteously, properly introduced, extended a warm welcome, and, at the Worshipful Master's discretion, invited to take a seat in the east. Current Masters and Grand Lodge officers, and Past Grand Lodge officers should be invited to sit in the east. This is a privilege, not a right, which the Worshipful Master may extend to any brother of any degree.
2. When an examining committee for a visitor is required, the importance of the selection of its members cannot be underestimated. Its purpose is to determine the eligibility of a visitor to enter the lodge, not to determine his proficiency in the ritual.
3. Duties of the examining committee are:
 - a. To examine the visitor's dues card and see that it is current. Have him sign his name and compare the signature on his card
 - b. To verify the legality of the lodge name and number on his card by checking it in the *List of Lodges Masonic* supplied to each lodge. This book contains a list of all regular lodges in every jurisdiction recognized by our Grand Lodge. (A footnote to the G. L. of B.C.&Y.'s entry is a list of Grand Lodges not recognized by our Grand Lodge. We are not permitted to have masonic intercourse with members from lodges of unrecognized jurisdictions.
 - c. To administer the Tyler's Oath (See *Forms and Ceremonies*) and continue examination to a satisfactory conclusion. Note that the visitor has the right to examine the lodge warrant.

4. After a first time visitor has been properly examined or vouched for, he should be formally introduced at the altar, generally by the Director of Ceremonies.
5. Following a visitor's introduction and other formalities, he should be placed in the care of a member.
6. If a visitor is an officer of our Grand Lodge or any regular Grand Lodge, he may be given the Grand Honours appropriate to his rank. (See "Grand Honours")
7. The Worshipful Master may direct that Grand Honours be given to any Installed Master, Past Master, Grand Lodge officer or Past Grand Lodge officer.
8. If any member of the lodge objects to sitting in lodge with a visitor, the Worshipful Master shall refuse the visitor admittance, and if admitted, shall require him to withdraw. (R171)
9. Rights and privileges as well as responsibilities of visitors should be understood. (Sec. 253 256, also "Demit" under *Rulings and Edicts*).
10. Officers of a lodge visiting a sister lodge should indicate their office when signing the porch book.

WHEN VISITING ANOTHER LODGE:

1. A brother, when visiting a lodge where he is unknown, should introduce himself.
2. He should have with him a receipt for current dues, be prepared to take an examination, unless he can be vouched for, and sign the porch book before entering the lodge.
3. He should, if the opportunity affords itself, express his appreciation for his reception and extend the fraternal greetings of his lodge and his Worshipful Master.

GRAND HONOURS:

1. The Grand Honours of Freemasonry are those peculiar acts and gestures by which the Craft have always been accustomed to express their homage, their joy, or their grief, on memorable occasions. Our Grand Lodge adopted the English Funeral Grand Honours as our Official Grand Honours. (Page 174-1946 *Proceedings*).
2. They are given as follows: "Both arms are crossed at the chest, the left uppermost, the open palms of the hands striking high on the breast; they are then raised above the head with the tips of the fingers touching each other, and then made to fall smartly on the thighs" (*Mackey's Encyclopedia*). The Honours are repeated the requisite number of times. Only on the occasion of funerals are any words spoken.
3. The following are the proper number of Grand Honours to be given:
 - a. Most Worshipful Brethren are entitled to nine Honours (e.g., Grand Masters and Past Grand Masters).
 - b. Right Worshipful Brethren present and past are entitled to seven Grand Honours (e.g., Deputy

- Grand Masters, Senior Grand Wardens, Junior Grand Wardens, Grand Treasurers, Grand Secretaries, and District Deputy Grand Masters, current and past).
- c. Very Worshipful Brethren, present and past, are entitled to five Grand Honours.
 - d. Worshipful Masters, present and past, are entitled to three Grand Honours.
 - e. Three Grand Honours are also given during Installation Ceremonies.
4. The Grand Tyler, Grand Chaplain, and Grand Organist are entitled to five Grand Honours only if they are Installed Masters (see following and point 9 below).
 5. If a Grand Lodge officer holds a Past Grand rank senior to his present rank, he is entitled to the Grand Honours accorded to his senior rank.
 6. A visitor from another jurisdiction should be accorded Grand Honours, as outlined above, appropriate to his rank.
 7. All brethren except those in his suite must give Grand Honours to the Grand Master or other Grand Lodge officer.
 8. When any distinguished brother is visiting a lodge unofficially, Grand Honours may be given at the discretion of the Worshipful Master.
 9. A brother must be an Installed Master to receive Grand Honours.

CONDUCT IN THE LODGE ROOM:

1. The lodge room should be considered as being dedicated to the teachings and practice of the masonic arts, the search for masonic light, and as reflecting the light we have found.
2. Any undue frivolity or flippancy is unbecoming and individual conduct should be above reproach.
3. A brother must observe the first call of the Worshipful Master's gavel.
4. The Worshipful Master's decision can only be challenged by appeal to Grand Lodge.
5. A brother desiring to speak in lodge should rise, salute the Worshipful Master, and wait until he is acknowledged.
6. A brother, entering a lodge at labour, must approach the altar, salute the Worshipful Master with the sign indicated by the position of the Great Lights, offer his apology if late, and quietly take his seat. Prior to entering the lodge he should check with the Tyler to ascertain in what degree the lodge is at labour.
7. A visiting brother should be properly introduced, made welcome, seated among the brethren and not off by himself. (See "Reception of Visitors" this section).
8. A brother, in open lodge, should not pass between the altar and the Worshipful Master's station, except on official business, or when directed by the Worshipful Master, or during floor work in the degrees.

9. The three principal officers should approach and leave their stations, keeping their pedestals to their right.
10. All movements by officers and brethren on the floor of the Lodge should be made with precision, perambulating in a clockwise manner, turning corners at right angles, or as is the lodge's practice.
11. Smoking or unbecoming language is not permitted in the lodge room.
12. In an effort to be friendly, brethren sometimes lay aside the use of proper titles and surnames in the lodge room. The practice of using nicknames, given names, or diminutives, conflicts with formality and ancient usages and customs.
13. Levity, laughter or comment during degree work is unmasonic and is not acceptable.
14. The ballot box should not be placed on top of the V.o.S.L.
15. A quorum consists of seven - five of whom must be members of the lodge.
16. A brother taking part in a degree should salute the Worshipful Master before and after his participation.
17. Applause should NOT be given for the rendition of any ritualistic work.
18. No one but an Installed Master shall sit in the Worshipful Master's chair.
19. Silly or ill-timed attempts at humour should not be made in the presence of a candidate being prepared for any of the degrees. He should also be informed (before he enters the lodge) that the ceremony in which he is about to take part is very serious and solemn and he has nothing to fear.
20. The candidate should be forewarned that cleanliness of mind and body are essential before he presents himself for initiation.
21. The Stewards should be instructed to exclude from the preparation room all persons not engaged in the preparation of the candidate.
22. Undue emphasis by the three ruffians in the Master Mason degree is uncalled for.
23. Deacons and Stewards should carry their rods when performing their duties about the lodge, except while attending the Great and Lesser Lights and during the transmission of the Word in the Ancient work, and they should never be leaned against the altar.
24. There is a need for quiet attention to what is going on in the meetings, so that others will not be distracted by audible talking while members are speaking or during degree work.
25. Brethren must obtain permission from the Worshipful Master before retiring, or approaching the station of any Officer, or crossing the lodge room. The sign of fidelity is to be given when passing the altar.
26. When the Worshipful Master declares the lodge at ease (not refreshment), he should give instructions to let no one retire without permission. It is actually

the brethren who are put at ease. The lodge is still at labour and tyled.

27. The signs should be given smartly and with uniformity, following the example of the Director of Ceremonies.
28. All brethren must rise and come to the sign of fidelity when the Great Lights are being attended.

BALLOTING FOR CANDIDATES:

1. The committee's report on the petitioner having been received, and disposed of, the following procedure is offered as a guide.
2. The Secretary reads only the petitioner's name, and then passes the petition to the Worshipful Master.
3. The Worshipful Master directs the Senior Deacon to prepare the ballot box.
4. The Senior Deacon examines the ballot box, assures himself that the white balls and black balls (cubes) are in the proper compartment and then, circumambulating in a clockwise direction, takes the ballot box in turn to the Junior Warden, Senior Warden, and Worshipful Master, each of whom inspect it for the same purpose.
5. The Worshipful Master then announces "Brethren, you are about to ballot on the petition for (gives name of applicant in full and reads all details). He has been reported on favourably by the Committee of Investigation."
If the ballot is being held for initiation, the Worshipful Master states: "White balls elect, two or more black balls (cubes) reject, be careful how you ballot. . . Ballot for the good of the Craft. I declare the ballot open." If the ballot is being held for affiliation, the Worshipful Master states: "White balls elect, three or more black balls (cubes) reject, be careful how you ballot. Ballot for the good of the Craft. I declare the ballot open." (Raps gavel once).
6. If ballots for affiliation or initiation are to be spread on the same evening, the ballot for affiliation should take precedence.
7. The Worshipful Master ballots: (use sign of fidelity before balloting). The Senior Deacon takes the ballot box to the Senior Warden, who ballots, thence to the Junior Warden, who ballots and thence to the altar where he places it.
8. The Junior Deacon approaches the altar and moves the Great Lights to one side, making room for the ballot box. (The ballot box is never placed on the Great Lights).
9. The Senior Deacon and the Junior Deacon then assume positions north and south of the altar, about six feet west of same, and about four feet apart, facing each other.
10. The Worshipful Master will then instruct the brethren to proceed to ballot under the direction of the Director of Ceremonies, who should demonstrate the proper procedure according to the ritual of your lodge. (See paragraph 12 below).

11. The Director of Ceremonies, after calling the brethren up - generally the south side first and commencing with the brethren in the east - directs them to approach the altar in single file from the west and wait their turn to ballot in an orderly manner.
12. Each brother approaches the altar, gives the sign of fidelity, drops the sign, ballots with the right hand, steps back, salutes the Worshipful Master with the sign of the degree on which the lodge is open, and returns to his place. The Senior Deacon is the last to ballot.
13. It is a common practice in some lodges for the Deacons to call out the name of each brother as he advances to ballot.
14. If the Tyler is a member of the lodge, he must be brought into lodge, a brother placed in his stead, and given all the particulars before he ballots.
15. The Worshipful Master inquires if every brother has balloted, and upon being satisfied, declares the ballot closed. (Raps gavel once).
16. The Senior Deacon closes the ballot box and takes it to the Junior Warden, Senior Warden, and Worshipful Master in turn for their inspection.
17. If the Worshipful Master finds no more than one black ball (cube) has been cast he proceeds as follows:
W.M. "Bro. Junior Warden, how do you find the ballot in the south?"
J.W. "Clear in the south, Worshipful Master."
W.M. "Bro. Senior Warden, how do you find the ballot in the west?"
S.W. "Clear in the west, Worshipful Master."
W.M. "And I find it clear in the east. Brethren, by your ballot you have elected to become a member of this lodge by initiation (affiliation)." (Raps gavel once).
W.M. "Bro. Senior Deacon, you will destroy the ballot." (Ballot is destroyed without opening the box.)
18. If, however, on the first ballot for initiation the Worshipful Master finds two or more black balls (cubes) have been cast, he shall without comment, order the Senior Deacon to destroy the ballot, and when done, directs him to again prepare the ballot.
19. If on rebalot for initiation two or more black balls (cubes) are still found to have been cast, or on the first ballot for initiation more than two black balls (cubes) are found to have been cast, or on any ballot for affiliation three or more black balls (cubes) are found to have been cast, the same procedure as outlined in para. 17 is followed with the exception that the Wardens report the ballot dark in the south and west, whereupon the Worshipful Master says: "Brethren I likewise find it dark in the east, and declare the petition of for initiation (affiliation) rejected. Bro. Senior Deacon, destroy the ballot." (Raps gavel once).

20. The Worshipful Master then directs the Secretary to read that section of the by-laws referring to the secrecy of the ballot.
21. As a guide the following points are worth remembering:
 - a. See that a sufficient number of balls and cubes of each kind are in the ballot box.
 - b. Every member present must cast his ballot.
 - c. Ballots must be taken individually, but may be taken concurrently if the individual ballot boxes are clearly marked.
 - d. It is irregular to place additional ballot balls in the ballot box while balloting is proceeding.
 - e. Failure of a brother to ballot does not invalidate a ballot.
 - f. Result of the ballot having been declared by the Worshipful Master, must stand.
 - g. Where a ballot is taken without black balls (or cubes) being available, the ballot must be retaken.
22. For further information see "Ballot" under *Rulings*.

CONDUCT IN THE BANQUET ROOM:

1. The banquet program should include:
 - Grace
 - Basic Toasts:
 - a. The Queen and the Craft.
 - b. If appropriate, a toast to the head of a foreign state, *e.g.*, The President of the United States. (not the Office of the President)
 - c. Visitors.
 - d. Grand Lodge "To the Most Worshipful Grand Lodge of Ancient, Free and Accepted Masons of British Columbia and Yukon."
 - e. Tyler's Toast. (Page 57).
2. The same dignity should be observed as in the lodge room, and the speaker shown due respect by the silence and attention of the brethren.
3. The most suitable place for the toastmaster to preside is at the centre of the head table, with the Grand Master or any other Grand Lodge officer making an official visit on his immediate right.
4. Distinguished brethren should be invited to the head table.
5. The Loyal Toast "The Queen and the Craft" is given fairly early during the banquet.
6. If brethren from the USA are present it is an act of courtesy to have a toast to 'The President of the United States' immediately following the toast to the Queen and the Craft.
7. Smoking is forbidden until after the toast to the Queen. Smoking is prohibited by law in public buildings in this jurisdiction.
8. A brother who has been asked to speak should begin by addressing the toastmaster first, using his proper title: *e.g.*, Brother, or Worshipful Brother Toastmaster (as the case may be) followed by the words "and Brethren". If the Grand Master, or District Deputy Grand Master, or other Grand Lodge officer be present, he must also be recognized

- and addressed as such, immediately after addressing the toastmaster.
9. The toast to Grand Lodge:
 - a. Should not be proposed by a member of Grand Lodge.
 - b. All brethren rise to toast "The Most Worshipful Grand Lodge of British Columbia and Yukon" – there are no exceptions.
 - c. If the Grand Master is present, he shall respond.
 - d. If the Grand Master is out of the jurisdiction, the Deputy Grand Master assumes all powers and functions of the Grand Master and if present he shall respond.
 - e. If the Grand Master has specifically designated one of his officers to represent him officially, he shall respond. Subject to Paragraphs. (c), (d), (e), the D.D.G.M., as ranking officer in the district, shall respond.
10. The proposer of a toast should know that he is not expected to deliver a speech, only a few carefully chosen remarks are necessary.
11. It is especially important to give the brethren proposing or replying to toasts ample time to prepare themselves. Others should not be requested to speak unless forewarned.
12. Such expressions as "Bro. Bill", or "Bro. Dick" at the banquet table are not regarded as being in good taste in this jurisdiction. Titles and surnames should be used. Also the term "brethren" - not "gentlemen" is correct protocol.
13. Inappropriate stories and jokes must not be tolerated.
14. The brother replying to the toast to the visitors is speaking for all visitors.
15. After the formal toasts have been replied to by selected brethren, the toastmaster should keep a close eye on the clock and terminate the banquet at a reasonable hour.

DRESS:

1. In Grand Lodge and on all occasions where Grand Lodge officers appear in their official capacities, they shall wear the full clothing and regalia of their office.
2. When not accompanying the Grand Master or when not appearing in an official capacity, only aprons and collars of office should be worn unless otherwise directed by the Grand Master.
3. All brethren attending the Grand Master as part of his suite should be suitably dressed. The conventional form of dress is tuxedo - white shirt - black tie - black shoes, with no innovations. Many Grand Masters also prefer white gloves be worn by those in the suite.
4. All brethren attending the District Deputy Grand Master on an official visit as part of his suite should be suitably dressed. Tuxedo is preferred and considered proper. Otherwise dark suit - white shirt - and dark tie.

5. Worshipful Masters and Past Masters attending a lodge communication in which Grand Lodge Officers are taking part should be suitably dressed. Tuxedo preferred. Worshipful Master's are to wear collars but not cuffs.
6. All officers of constituent lodges, wherever possible, should wear tuxedos during the regular and emergent meetings of their respective lodges.
7. All non-officer brethren attending regular or emergent communications of their respective lodges should wear, dark suit, white shirt, dark tie, and black shoes.
8. Loud clothing and sports wear would seem to be out of place at any lodge communication if we are serious in setting a dignified and refined tone to our masonic gatherings. Brethren should not be excluded due to their attire but a quiet word would be appropriate.

INSTALLATION CEREMONY:

1. The Board of Installed Masters does not confer a degree, it performs a ceremony.
2. The term "beneath the rank of an Installed Master" is incorrect. The proper form should be, "all those who are not Installed Masters".
3. The expression "you will retire by both doors" is not correct. It should be "you will retire by either door".
4. The Board of Installed Masters must not forget that Master Masons are being kept waiting outside and should proceed with the Installation as expeditiously as possible without forfeiting any of its beauty and decorum.
5. When the visitors are escorted into the lodge room after the Board of Installed Masters is closed, they should arrange themselves west of the altar and await direction from the Installing Master.
6. When members are admitted they form a procession in columns of two on the north side of the lodge facing east. The junior officer is on the right, unless otherwise specified.
7. It is recommended that all members, including Past Masters, join the perambulations.
8. When saluting the Worshipful Master during circumambulations it is not essential to stop and face the east.
9. It is not necessary for a brother to go to the altar to salute, if he is taking part in the ceremony. He may salute from his position or when he arrives in the east.
10. It is unnecessary for the Inner Guard to receive direction from the east to permit the Director of Ceremonies or Marshal to leave or enter the lodge room.
11. Proclamations and Grand Honours are given by the Director of Ceremonies, or Marshal, directly in front of the pedestals.
12. The chairs of the Senior Warden, Junior Warden, Inner Guard, and Chaplain should be filled as soon as they are vacated.

IMPORTANT POINTS TO REMEMBER:

1. Reading from rituals in open lodge during the opening and closing ceremonies, or when conferring degrees, is unacceptable, except for the prompter.
2. The Worshipful Master should not be addressed as "Worshipful Sir", unless that is the ritual of the lodge, and should never be referred to as a "Sitting Master". There is no such term.
3. Although "first", "second", and "third", degrees are not improper, it is preferred that the degrees be called "Entered Apprentice", "Fellow Craft", and "Master Mason."
4. The proper name is "Master Mason degree", not Master Mason's degree. We do not say Entered Apprentice's degree or Fellow Craft's degree.
5. The proper expression is "Square and Compasses", not "Square and Compass." A compass is not a tool but it is an instrument for locating the magnetic north.
6. When obligating a candidate, we should not use the expression "Repeat your several names in full". The proper expression is "State your name in full" to one candidate or "names in full" to several candidates. The implication is that the candidate has several aliases when we use the term "several names in full."
7. We should remember to use the term "freemason" not just "mason" whenever we would use the term "mason" alone.
8. We should avoid using the term "Blue lodge" but rather "Craft lodge" or "Constituent lodge".
9. The word "brethren" is preferred to "brothers" in Freemasonry.
10. Members should never be referred to as "side benchers", but rather as "brethren."
11. The Worshipful Master can suspend labour in any degree; but he cannot "suspend the lodge". (See "Definitions", *B. of C.*).
12. The volume on the altar should be referred to as "The Great Light in Freemasonry", or "The Volume of the Sacred Law".
13. There is no such thing as a "Masonic Bible". There is, however, a masonic edition of the Bible containing a supplement relative to Freemasonry, which some lodges present to their candidates upon receiving the Master Mason degree.
14. There are no degrees in Freemasonry higher or superior to the Master Mason degree.

IV RULES OF ORDER

The object of rules of order is to assist an assembly to accomplish in the best possible manner, the business at hand. To do this it is necessary at times to restrain the individual, as the right of an individual in any group, to do what he pleases, is incompatible with the interests of the group as a whole.

Where there is no law, where every man does as he pleases, there is the least of real Liberty. Experience has shown the importance of definiteness in the law, and no society should attempt to conduct business without having adopted rules as the authority for the smooth and effective conduct of its affairs.

RULES OF ORDER

Every Worshipful Master of a lodge should familiarize himself with the recognized principles of parliamentary procedure, for by doing so he can readily determine what particular points are applicable to masonic government. The prerogatives of the Worshipful Master and the privileges of the members are important factors.

There are several rules of order peculiar to Freemasonry which are inconsistent with usual Parliamentary procedure, *e.g.*, no motion to adjourn is in order; Rulings made by the Worshipful Master cannot be challenged from the floor; Debate can be closed at any time by the Worshipful Master; The Worshipful Master may close the lodge or call it to refreshment at his will and pleasure.

In consideration of any proposition or business before the lodge, all debate must be conducted with order and decorum.

The first principle of successful presiding is to use authority without anyone being conscious of it.

When debates become antagonistic the Worshipful Master should use his prerogative to close the debate by calling the lodge to refreshment to permit a "cooling off". If he does this with a smile and some remark about his own need for a little reflection he will offend no one.

Because of the power of the gavel, a good Worshipful Master uses it sparingly. If he keeps cool, is tactful, and has a thorough understanding of masonic rules of order he will be a successful Worshipful Master. The cardinal rule is to guide, not drive.

All points of order, questions of privilege, precedence, or decorum not provided for in the *Book of Constitutions* or lodge by-laws are to be decided by the Worshipful Master in accordance with the established usages and customs of the fraternity, but always subject to an appeal to Grand Lodge.

Each Worshipful Master should be thoroughly conversant with the by-laws of his lodge. Therein should be found the order in which the business of the lodge shall be conducted and a section dealing with "Rules of Order" which should be studied carefully.

In conjunction with the rules of order in lodge by-laws, the following rules can be found in the *Book of Constitutions*:

1. A quorum consists of seven Master Masons, five of whom must be members of the lodge. No business shall be conducted unless one of the five is the Worshipful Master or one of the Wardens.
2. All voting in a constituent lodge shall be by a show of hands, except in cases where the *Constitutions* requires a ballot.
3. The Worshipful Master may direct a written ballot be taken on any important question, as he sees fit.
4. Every member must cast his ballot. It is his masonic responsibility. Failure of any member present to cast a ballot does not invalidate a ballot.
5. None but members of the lodge, shall ballot or vote upon any subject.
6. The presiding officer has the casting vote, in addition to his own vote, in case of a tie.(See "Voting" under Rulings).
7. All the business of the lodge, except the conferring of degrees, shall be in any degree seemed suitable by the Worshipful Master.
8. The Regular Communication of the lodge shall be the only meeting, in each month, at which business may be done. Any exceptions are specified in the *Constitutions, e.g.*, funerals, degrees, masonic trials.
9. No amendment to a motion shall be in order after an amendment to an amendment.
10. A notice of motion shall be given at one regular meeting and placed on the lodge notice to be dealt with at the next regular meeting.
11. No member shall speak more than once on the same question, unless in explanation, or the mover in reply, without permission of the Worshipful Master.
12. All members shall remain seated during the transaction of business except those officers whose duties require them to move about in the discharge of their duties.
13. No lodge shall have the power of adjourning from day to day.
14. It is the prerogative of the Worshipful Master to withhold the reading of a communication if it is, in his opinion, improper to be read in open lodge.
15. No appeal shall lie to a constituent lodge from the decision of the Worshipful Master. His decision shall be reviewed only by Grand Lodge. Such appeal shall only be taken by the person or persons against whom the decision was given, and not by any other member of the lodge.