

The Master's Handbook

by

ALFRED F. BRESLAUER, P. G. M.

GRAND LODGE F. & A. M. OF CALIFORNIA

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A Synopsis and Analysis of the
Master's Duties, with Suggestions
and Recommendations

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I—INTRODUCTION

Some men are born with the requisite ability to perform all the duties demanded of a Master of a Masonic Lodge. Most of us, however, only acquire the necessary information and qualifications by hard work and study. The less experience the prospective Master has had in presiding over organizations and meetings, the more effort is required to meet the demands of the office. Most officers of Masonic Lodges are conscientious and industrious. They are not afraid of the effort required to make themselves proficient in the art of presiding. What has been puzzling the author is how they go about acquiring the information and how do they prepare themselves for the all-important year?

There have been numerous pamphlets and articles written about the practically unlimited powers and prerogatives of a Master. Nevertheless search has not revealed a publication in California giving an analysis or synopsis of the duties and functions of a Master in terms of the everyday operation of a Lodge. Nor has there been published any planned course of study or instruction. Masters have had to depend mainly on learning the practical problems in connection with the operation of the Lodge by observation and experience. The District Officers' meetings have undoubtedly been of assistance in training prospective Masters. In most instances, however, the Master has had to rely upon his "native" ability to meet a situation when he is actually confronted with it.

To help fill this need the author has prepared this handbook, cognizant of the fact that a book in and of itself will not produce successful and well-equipped

Masters. This handbook is intended to give a Master or officer a survey of the various duties and functions of the presiding officer of a Masonic Lodge. In order that it may be brief, the matter will be presented in condensed and outline form. Reference will be made to other works and publications for more detailed presentation of the subject. It contains extra pages for the owner of the handbook to amplify the text with his own notes and comments. This will enable an officer to keep his ideas and suggestions in written form during the years he is "going through the chairs." When such officer reaches the East, he will have in compact form an outline of the functions of a Master, augmented with his personal comments. The handbook may be used as the basis for discussion at the District meetings. In no way is it intended to be a substitute for the instruction of the Inspector to whom each Master should look for information and guidance.

No two men are alike. Similarly, no two Masters will direct the affairs of their Lodge in the same manner. This handbook, therefore, is merely a suggested outline of duties and functions subject to the individual desires of any particular Master or Lodge. It does not speak with final Masonic authority. It is intended to serve as a sort of guidepost on a road where heretofore there have been few traffic signs. It may serve for some to define and summarize the functions of the office. For others, it may be a guide for future training. For still others it may provide a convenient memorandum book of items connected with the operation of a Lodge.

The duties of a Master may be divided in any number of ways. One writer has divided them into duties to the Lodge, to the member and to the deceased brother and

his family. They can be separated into legislative, executive and judicial powers. The author has preferred to classify the duties of a Master from a functional standpoint and to discuss them under four main subdivisions: **ritual, executive, relief and entertainment.** These divisions or classifications are not entirely exclusive. They do represent in general the main functional activities of a Master.

To reiterate, this handbook has been written to simplify, clarify and analyze the multitude of duties with which each Master and Officer is confronted.

As each printing of the handbook is in a quantity to be available for several years, there is the possibility of a discrepancy between statements in the book which you are using and the regulation of Grand Lodge with reference to any amendments which have been enacted since this edition was compiled.

If it is helpful in any respect, the author will be well repaid for his labors.

II—RITUAL

People have justly criticized some Masonic Lodges as "degree mills." It is self-evident that the conferring of degrees is not the only purpose or function of a Lodge. Even Past Grand Masters have made much of the fact that too much emphasis is placed upon the ritual. Under certain circumstances, the criticism is appropriate and timely. However, no matter how meritorious the criticism may be, we should never lose sight of one important fact. **There is nothing in Masonry more important than the ritual when a degree is being con-**

ferred. In other words, too much time can never be spent in making officers competent to confer a degree in an impressive and intelligent manner. The obligation of impressing the candidate with the lessons of the degree, and the necessity of putting on the work in a creditable manner to stimulate attendance by the brethren, requires adequate preparation, sufficient rehearsals and intelligent presentation. Careful attention to the ritual is, therefore, one of the primary duties of the Master.

All Masters and Masons must adhere to the ritual recognized by Grand Lodge. Only Grand Lodge has the power to authorize any changes in the ritual, in order that it may remain as it was handed down from time immemorial. The ritual consists of certain written or printed parts, commonly referred to as the "monitorial work," and certain esoteric or secret work. The custodian or final authority of the ritualistic work is the Ritual Committee of Grand Lodge, consisting of the Grand Lecturer and the six Assistant Grand Lecturers.

The system of teaching the ritual is decentralized. The Grand Lecturer and the six Assistant Grand Lecturers (representing different geographical areas of the state respectively) meet numerous times during the year. The Assistant Grand Lecturers have the duty of instructing the particular Inspectors in their geographical division. There are over one hundred and sixty-six Inspectors, each of whom has approximately four Lodges to instruct in the recognized work. Under such a system, with frequent meetings and schools of instruction, any possible divergence in the ritual among the more than six hundred Lodges of the state is minimized.

It should be superfluous to state that in teaching the ritual, keys or cipher rituals are strictly forbidden. For an excellent discussion of the reasons for this rule, see California Masonic Code (hereinafter referred to in this handbook as C M C.), Section 2688 supp., and annotation c.

The Master is solely responsible for a proper rendition of the ritual in his Lodge. Although the Inspector has the duty of examining the work, and if necessary of correcting the same, the primary responsibility rests upon the Master. What are the obligations resting upon the Master in this connection?

(A)—Master's Personal Ritualistic Duty

1. The Master should be exemplary in the rendition of the ritual. He is the standard by which the other officers gauge their work. If the leader is careless, it will encourage a like attitude on the part of the junior officers. In order to command respect and be able to demand perfect work by his officers, the Master must be as near perfect as his abilities permit him.

2. The Master should know all of the ritual to be rendered by a Master. This does not mean only the third degree. Many Masters believe that when a Master reaches the East, he can proceed to forget all of the work in the first and second degrees. This common error may get support from another erroneous assumption that the first degree is the Junior Warden's degree, and the second degree is the Senior Warden's. In some Lodges, this has been carried to such an extent, that the Junior Warden opens Lodge in the first degree as a matter of right without any request from the Master. It

may be proper for the Junior Warden to open the Lodge, but only when asked by the Master to assume the Master's station. The Master of the Lodge has the duty to open the Lodge in all of the degrees, but he can delegate this function to the Wardens. The practice of asking the Wardens to serve is commendable because it gives them the experience of serving as Master. However, since the primary duty rests on the Master, he should be proficient in all the degrees

3. The Master should render the ritual not only "letter perfect" and fluently, but with emphasis and meaning. A candidate will get less from a "letter perfect" lecture delivered in a monotone than from one with a few words transposed but delivered with feeling and expression. This gives no excuse for less than perfect work, but stresses the importance of saying what has to be said in an intelligent and interesting manner. After the exact wording has been learned, time and effort should then be spent on diction and delivery. This requires hard work. If a Master has had no background or training in the field of public speaking, a short, simple course taken during the time he is a junior officer can be of inestimable assistance. Most men acquire good diction and effective delivery by practice and persistent effort. The proper value must be given to enunciation, pronunciation, emphasis and delivery.

4. The Master should clearly understand the ritual being presented for the candidate. It seems unnecessary to point out that in order to make an intelligent presentation of a lecture or any part of the work, the Master should have an understanding of what he is saying. This is fundamental. Nevertheless, it is often overlooked. Primarily, the Master should know the def-

inition of the actual words used. (For example, such words as heal, tessellated, ecliptic, retractory, indite, diurnal, corporeal, hieroglyphical, etc.). Some knowledge of the philosophy of the degrees being presented will also help in the rendition. It is not necessary to read any long and involved account by some of our great Masonic authors. A short and satisfactory explanation of each of the degrees may be found in the publications of the Committee on Masonic Information and Responsibility and on Ritual. (See the subsequent reference to the Handbook for Candidates' Coaches.)

5. The Master should see that the proper Lodge paraphernalia is provided. Some of the jewels and furniture of the Lodge have historical value and sentiment. They should be preserved in as good condition as age will permit. Other items have no sentimental value but are permitted to fall into a state of disrepair bordering on disrepute. Officers' aprons and the members' aprons deserve periodic cleaning. Certainly the clothing for the candidate should be fresh and clean—a small detail no doubt, but an important part of the Master's obligation in making the candidate's first impression of the Fraternity a favorable one.

(B)—Master's Supervisory Duty Over Other Officers

1. The conferring of a degree requires the joint efforts of the officers. Each officer, except the Master, is responsible only for his particular part of the ritual. Upon the master is placed the duty to see that all the officers are present and properly prepared to render their parts. It is a primary obligation of each officer to be present at every meeting. If the officer finds it necessary to be absent, the Master should be shown the courtesy

of being requested to excuse such absence. The Master's success in having good attendance by the officers will be measured by his tact and understanding. A firm attitude on the part of the Master, yet not autocratic or unreasonable, will command respect from his officers and should result in few absences. Good leadership on the part of the Master will make itself felt in the matter of attendance of officers.

2. Brethren who are qualified should be encouraged to assist in the conferring of the degrees. The second section of the third degree lends itself to participation by the general membership. The member so asked to assist must, of course, be qualified to serve. It is both unfair and unwise to ask a brother to serve in the degree work without some warning and training. The coaches in many Lodges are well prepared to serve as officers.

3. The Master should see that the officers are preparing for the future. When a man is serving in one station, he should be prepared, if the occasion requires, to serve at least in the station ahead of him. The lower stations in the line with little work to master give the officer the opportunity to learn some of the work of the succeeding stations. The first large assignment for an officer to learn is the ritualistic work required of the Senior Deacon. It is an enormous task for a man to learn this work if he waits until the last few months of his term as Junior Deacon. The amount of work to be learned by the Junior Steward, Senior Steward, Marshal and Junior Deacon is relatively small. These years can best be utilized by preparation for the Senior Deacon's assignment. The year following, that of Junior Warden, is also a year requiring considerable work. This is an

additional reason for using the first few years in planning ahead. The Junior Steward should be able to do the Senior Steward's and Marshal's work. Preparation for two years ahead, while officers occupy these lower stations, will make the work immeasurably easier when the more difficult assignments are reached. The Master should see that some such schedule is adopted by the officers and put into actual operation.

4. The supervisory obligation of the Master is to see not only that the officers know the ritual "letter perfect," but also that their diction and delivery is such that the degree is presented in an intelligent and creditable manner. The officers should be impressed with the importance of pronunciation and emphasis.

5. The Master should of course give careful consideration to the initial appointment of a brother in the line and the advancement of such officer each year through the appointive chairs. Since a man should display executive as well as ritual ability this matter of appointment will be fully discussed under the executive functions of the Master.

(C)—Schools of Instruction and Rehearsals

1. The most important factor in our system of learning and presenting the ritual in an impressive manner is the School of Instruction. These schools are conducted by each Inspector for the Lodges in his district. Depending upon the individual Inspector, and the circumstances, these schools may be for the entire district or for an individual Lodge. Attendance is, of course, obligatory upon the officers. Special registers of attendance, kept by the Inspectors are forwarded to the

Assistant Grand Lecturers The Master should see not only that the officers attend, but also that they cooperate with the Inspector in making the schools instructive and of value to those present. The officers should be encouraged to ask questions to clear up any misunderstanding they may have about the work. The officers should be advised to review the degree before the school is held. With such a review, they will be ready to gain the most from the instruction.

2 The Master should see that complete cooperation is given the Inspector at these Schools of Instruction. Under the present method of teaching the ritual, the Inspector bears a real burden. The Master should see that the burden is lightened as much as possible by arranging time and place for meetings, providing paraphernalia, prompt attendance by the officers, etc.

3 Schools of Instruction for coaches in Candidate's work should be held at least once a year. The Inspector, if he does not have such a school planned in his year's program, will no doubt be glad to arrange such a meeting at the suggestion of the Master. The Master should see that the coaching work is uniform among the coaches and is the work as prescribed by Grand Lodge

4. The value of rehearsals in addition to the Schools of Instruction cannot be overemphasized. Some of the Lodges may be fortunate in having many petitions for degrees and consequently the opportunity to confer the degrees often. Nevertheless, the Master should see that sufficient rehearsals are provided. If petitions are few, then rehearsals are all the more necessary. Under the current program of having an officer's coach in each Lodge, such rehearsals should be under the direction of

the Officer's Coach.

(D)—Conferring of Degrees

1 Primarily, it should be borne in mind that there is nothing in the entire field of Masonry which is more important than the ritual when a degree is being conferred. Everything else must be subordinated to a proper and intelligent rendition of the degree. A perfect degree should be the standard at all times. Anything less than perfection should be frowned upon. It is human to err, and mistakes are bound to occur, but the ideal—a perfect rendition—should always be the goal sought. A problem arises in some Lodges with reference to the prompting of the officers. Momentary forgetfulness is liable to occur at any moment. Confusion results when the prompting is done haphazardly by anyone in attendance. In some Lodges, even the brethren attending take it upon themselves to prompt the officers. The confusion will be eliminated if the Master will designate some one officer or Past Master to do all the prompting which may be necessary.

2. Of course, the degree should be conferred with dignity. Undignified degree work is an indictment of the ability of a Master. Lack of dignity on the part of any officer should receive immediate and strong censure from the Master.

3. There are some preliminaries to the conferring of the first degree which should be attended to by the Master. A candidate's opinion of the Fraternity may be governed by events occurring prior to the actual conferring of the degree. This is particularly true about that period between election and receiving the first degree.

All foolish notions in the candidate's mind about "riding the goat" should be dispelled. A letter from the Master to the candidate congratulating the candidate and explaining the serious purpose of Masonry puts the initiate in the proper frame of mind to gain the most from the work. A fine letter which may be used as a guide was written by the late John Whicher. Copies of this approved form of letter may be obtained from the Grand Secretary's office. It is also included in your Lodge Manual.

4. A very attractive and informative pamphlet has been prepared for presentation to each Initiate at the close of his first degree as essential information to be shared with the members of his family. Your following of this program will be very helpful to both the new member and those who are close to him. The pamphlet—Freemasonry Does It Concern Me?—is listed on the Lodge supply order form and may be ordered by your Secretary.

5. Punctuality and promptness are essential qualities for the Master in all his endeavors. In none are they more important than in the conferring of degrees. A meeting or degree scheduled for 7:30 o'clock P.M. should be started at the designated time. Postponement in starting means that the closing is likewise delayed. Perhaps the lack of attendance at Lodge these days may be partly ascribed to the careless Master who starts his meetings late and then lets them run until midnight. Punctuality in the time of conferring degrees is a matter which should receive due consideration from the Master.

6. The Master should not overlook the opportunity of

advising the candidate regarding the use of the lambskin apron he receives during the first degree. It seems a shame that many Lodges give the apron to the candidate and advise him to put it away until it may be used during the last rites for the brother. Every member cannot be expected to bring his own apron every time he attends Lodge. However, it would not be asking too much from a candidate to require him to wear the lambskin apron he receives during the first degree until he has received the third degree. Such a custom will make the apron seem of more importance. Inscription of dates of initiation, passing and raising make the apron a Masonic record as well as a part of a Mason's clothing.

7. At the conclusion of the third degree, the candidate receives, or should receive, a number of items. Many Lodges present the candidate with a trowel properly inscribed, as a memento of the occasion. This is a nice gesture on the part of the Lodge. Since 1917, it has been obligatory on each Lodge to present to the candidate, upon the completion of his degrees, a volume of the Constitution properly inscribed by the Master and Secretary as a "souvenir of brotherly regard from the members of the Lodge, and a talisman of fidelity to his trusts in all the years that may come to him." For many years, the candidate received the book containing the Constitution and decisions, a volume too complicated for any newly raised Master Mason to comprehend or digest. Accordingly, there was prepared for distribution to the candidate a neat little booklet entitled Constitution and By-Laws. It contains the certificate of contributions to Masonic Homes, presentation statement, Constitution of Grand Lodge, By-Laws of the Lodge (Uniform) and the Landmarks and Ancient Laws.

The By-Laws contain many blanks which must be filled in to conform to the By-Laws of the particular Lodge. The Master should see that the booklet is both properly completed and inscribed before presentation.

8. With the completion of the third degree, the candidate is only starting his Masonic life. Many of the customs and the procedure in the Lodge are unfamiliar to him. The candidate should not be required to learn this most necessary information by the trial and error method. There is an easier way to acquaint the new brother with facts which will smooth the way for his contacts with the Lodge and Masonry in general. There is a manual of information for the individual Mason entitled "Masonic Law and Custom." It was originally prepared by Brother Max A. Plumb, Secretary of Charter Rock Lodge No. 410, was extensively revised in 1948 by the Committee on Masonic Information and more recently brought up to date. Its purpose is to promote "a closer cooperation, and a greater sense of solidarity between the Lodge and its members; that the young Mason may find it of aid in molding his Masonic character and thus improve the quality of the future Lodge." Some of the subjects covered briefly are entering and returning from the Lodge, decorum in the Lodge and anteroom, proper Masonic titles, how to vouch and be vouched for, visiting another Lodge, application for degrees, balloting on applications and objectives, work on committees, remaining in good standing, Masonic offenses and secrecy. The price of the pamphlet is nominal, and the Lodge and Master will be repaid many times for presenting these booklets to the candidate for his use and edification. They may be purchased through the Grand Secretary's office.

9. The close of the third degree is a good time to call the candidate's attention, and incidentally the attention of all the brethren, to the importance of giving the signs in the accepted manner. Some of the signs one sees in the Lodge room are not recognizable as belonging to any fraternal order, least of all to Masonry. Pride of appearance should induce a brother to salute the Master in a form which at least resembles the signs as taught. There is no better time than the start of a man's Masonic career to impress this lesson of giving proper signs. The general membership will also benefit from this periodic explanation.

10. The Master should be versed in the regulations controlling the degrees, restricting the work to week days and not Sunday, and that the degree conferred must be completed at one meeting; further, that the Lodge should not confer degrees upon more than five applicants at any one meeting, nor more than five degrees in any one day, nor more than one degree upon any one applicant at any one meeting, nor shall it confer either of the degrees upon more than one applicant at a time.

11. Occasion sometimes requires a candidate to receive his degrees in a Lodge other than the one in which he was elected to receive them. A common error is for the Master of an electing Lodge to make arrangements for some other Lodge to do the work without the knowledge of his Lodge. It is necessary that the Lodge authorize the Master to request the conferring of such degree by the other Lodge. This is provided for by Sections 2672, 2674 and 2676 C.M.C. The first degree cannot be conferred in another Lodge in this jurisdiction nor can any of the degrees be conferred by a Lodge in

another jurisdiction, except under written permission from the Grand Master. In the reverse situation, the Lodge may be requested to confer a degree at the request of another Lodge in California or foreign jurisdiction. Degrees by courtesy for Lodges of a foreign jurisdiction may give a Master some concern. This may arise particularly where the brother has become and is a resident in California. It seemed unjust to ask a Lodge in California to confer degrees on men who thus become members of a Lodge in a state in which they no longer resided. Accordingly, Grand Lodge has followed the rule that it is no breach of courtesy to refuse to confer a degree upon a Mason who resides here, and under the current policy of Grand Lodge, such requests will not be approved. Rather, it should be expected that such Mason would secure a dimit or waiver of jurisdiction and in due time petition a Lodge near his new home. The Master should exercise his discretion in these cases. However, when degrees are conferred, the Master should see that all requirements of the foreign jurisdiction are complied with, such as a signature for the By-Laws, etc.

12. Frequently the Master is importuned to permit a degree team to confer a degree upon a Candidate.

Before completing arrangements for the appearance of any degree team, the Inspector of your Lodge should be consulted as to the proper procedure

(E)—Coaching

1 The Ordinances provide that before a Lodge shall advance an Entered Apprentice or Fellowcraft to a higher degree, he must have given satisfactory evi-

dence by strict examination in open Lodge that he is entirely proficient and well qualified in that or those degrees he has already taken. The duty incumbent upon the Master pursuant to these requirements calls for careful planning and supervision. The candidate comes into intimate contact with the membership of the Lodge in a fraternal manner through his coaching work. His respect for the Institution therefore should be enhanced by the manner in which he is taught the candidates' lectures.

2. The appointment of an efficient Coaching Committee under the leadership of an inspiring chairman is the first step. The Master's duty, however, does not automatically end with the appointment. He should discuss with the Committee and consult with them on such matters as the advisability of having different members specialize on certain degrees, fixing definite times when the members will be available for instruction, and arranging for distribution of the monitorial part of the lectures to the candidate. These are all details which the Master should decide after consultation with the Committee. Each Lodge will handle these details in a different manner depending on circumstances and past custom. They are matters which should be definitely determined at the start of the year. The Master has the further supervisory function to see that the members of the committee are punctual in their appointments and available for instruction.

3. Care should be taken to see that the work as taught by the members of the Committee is uniform. The Master should arrange for the Chairman to hold meetings of the Committee to eliminate any possible divergence from the recognized work. An annual meet-

ing with the Inspector would be helpful in this regard.

4. It would also be beneficial if the members of the Committee would become acquainted with the philosophy and explanation of the various degrees. Candidates make innumerable inquiries from the members while receiving instruction and a knowledge of the degrees will enable the instructor to give enlightening answers. The Committee should be asked to read the Handbook for Candidate's Coaches prepared by the Committee on Ritual in 1962, and at least one of the coaches should be qualified by the Inspector to instruct Candidates in accordance with the plan for Candidate's coaching, under the supervision of the Inspector and Master as outlined in the Grand Lecturer's report to Grand Lodge. (See 1962 Proceedings, pp. 100-101.)

5 The Master should be certain that the Coaching Committee is prepared to give instruction in the third degree work. The presentation of Grand Lodge certificates to brethren who have qualified in this work should be a special event in the Lodge calendar. It will encourage members of many years standing to make themselves proficient in the work and qualify for these certificates. Some Lodges are successful in having groups of brethren study and take their examination as a special Lodge feature.

6 Examinations shall, of course, be conducted in open Lodge with the questions and answers given in a distinct tone of voice. The law permits multiple examinations at one time, allowing the questions to be put to and answered by the candidates in rotation, limiting the number to five. It is questionable whether this practice should be commended, rather than have each candidate give the entire examination.

7. As a final suggestion the Master should never permit any candidate to present himself for examination unless the Master has been advised by the Chairman of the Committee that the candidate will be able to give a creditable examination. Any person is subject to momentary forgetfulness but no candidate should be embarrassed by lack of preparation and an unsatisfactory examination.

(F)—Grand Honors and Reception of Grand Officers

1. The matter of Grand Honors seems to be subject to some doubt. Nowhere in the Constitution or Regulations is there any explanation of these honors. What are the private Grand Honors? In the 9th edition (1922) of the Constitution Blue Book appears the statement, "The private Grand Honors are the signs of the several degrees given in a manner and upon occasions known only to Master Masons." When are the private Grand Honors used? If the Master will examine the section on Reception of Grand Lodge Officers in the latest Monitor and Officer's Manual (Revised 1985) the note on page 60 gives the answer "The private Grand Honors are to be given only to the Grand Master, the Inspector of the District on official visits, or to a Grand Lodge Officer making a visitation to a Lodge by direction of, and as representative of, the Grand Master." The Ordinances particularly provide that the Inspector on his official visits is to be received with Grand Honors. See Section 1122 C.M.C. The matter is only important to this extent. The Grand Honors are in many instances bestowed on Masons more or less distinguished but who are not, as a matter of strict Masonic right, entitled thereto. No harm is really done thereby except to cheapen that which should be reserved for those who, by reason of

their rank, should be accorded special homage.

2. The public Grand Honors are provided for in the Ritual for Presentation of the Golden Veterans Award to Veteran Masons. At the close of the ceremony the Brother making the presentation states that the brethren "will join with me in saluting our Brother by the battery of three times three." The nine claps or concussions is a simplified demonstration of a more complicated sign in which three blows on the breast, on the palms of the hand, and on the thighs are repeated three times, making nine in all. Public Grand Honors do not partake of the esoteric character that the private Grand Honors should have.

3. The most important matter for the Master in connection with the reception of distinguished Masons is to see that his corps of officers know and have memorized fully and completely the form of reception set out in the Manual above referred to, starting on page 57. A rehearsal of the ceremony is an almost absolute necessity. The usual nervousness on receiving a Grand Lodge officer will be greatly diminished if there has been some practice by the officers in the ceremony of the reception. The Master should be certain that the officer being received is referred to by his correct title. A list of the correct titles of Grand Lodge officers is found on page 60 of the Manual.

4. A detail, not connected with the ritual for the reception of the Grand Lodge officers, but bearing some relation thereto, might be mentioned here. Care should be taken to meet the Grand Master or other Grand Lodge officer when he arrives in town for a meeting. Likewise, providing transportation from the hotel to the

meeting place is a courtesy which should not be overlooked. Grand Masters are desirous of knowing the Masters and officers of the constituent Lodges and a visit by the Grand Master should be the means of establishing this friendship.

(G)—Funerals

1. One of the most controversial subjects in Masonic endeavor is that of Masonic funerals. There are some who believe that the woeful lack of attendance by the brethren and the uninspiring rendition of the funeral service by Masters gives good cause for the complete elimination of any service of this kind. Others contend that there should be a Past Master or brother who should be paid for his services in conducting the funeral. Still others urge that, even though the service received rather recent revision, it is still subject to further revision and condensation. We are not here concerned with the pro and con of the arguments involved, but merely to consider the function of the Master when faced with the necessity of conducting such a service.

2. The first question is, when is it necessary for the Lodge or Master to conduct the funeral service? By law every Master Mason who dies in good standing is entitled to burial with Masonic honors, regardless of the disposition which is to be made of the remains. This is the right and privilege of the deceased and his family, but if no request is made for a Masonic service, the Lodge cannot and should not insist upon performing the last rites. The period when a loved one passes away is a trying one for the family. Many widows and families have a wrong conception of what the Masonic Lodge does or should do when a brother dies. Many

people think the fraternity is a sort of burial society. Others feel that the Lodge will think ill of the family if a Masonic service is not requested. With unmeasured tact, the Master in contacting the family should not shirk the duty of conducting the services if definitely desired by the family, yet at the same time, the Master should explain that a Masonic service is not a necessity. This visit of the Master to find out what is required is one in which the Master is called upon to exhibit great sympathy, understanding and tact.

3 A Masonic service having been requested, the Master's next duty is to see that the officers and brethren are notified of the time and place. Officers usually present no problem. The attendance of brethren does offer some difficulty. Almost every Master is faced with the problem of having a representative group of members at the funeral. Of course, attendance is a duty of every Mason, which the Master can even put into effect by summons. See Section 2908a, C.M.C. However, no Master wishes to enforce the duty by such drastic means. The only alternative is a process of education to impress the Lodge with the necessity of attending, both from the fraternal and the public point of view. The Masonic fraternity is judged in many cases by its public ceremonies as at cornerstone layings and funerals, and the general public is attentive to the interest shown in the attendance of Masons. The matter of attendance is one of the Master's first concerns in connection with funerals.

4 Then comes the all-important item of the rendition of the ritual. In the first place, the Master should see that the Lodge is in possession of the latest copy of the funeral service. The latest edition (revised 1983) has the full

instructions as to the procedure to be followed when the funeral service is held either in the Lodge room or in a chapel or home. The Master should acquaint himself with the explanations and instructions which clearly and completely describe the entire service. If the Master has not memorized the service, which is highly commendable, at least he should read it aloud several times to become acquainted and accustomed with the language and thought. Nothing will discredit the fraternity more than a Master who mispronounces the words (such as reciprocal, fiat, immutable) or stumbles through the ceremony as if he had never heard of it before. If the Master does not feel competent to conduct such a service, it is his duty to provide some Past Master or brother to take charge. Only those brethren who have been properly certified by the Inspector of their district are permitted to conduct the Masonic Funeral Service. Your Inspector should be consulted for instructions as to the procedure currently appropriate.

5. The entire Funeral Service should be memorized by the Master, if at all possible. It is permissible to refer to the book, however this should be kept to a minimum. The Lodge room or funeral parlor can be arranged so that the book is not conspicuous, by having it rest upon a stand or pulpit. However, when the Master has to approach the casket, it should not be done with a book in one hand and the apron and acacia in the other.

6. Although there is no regulation dress for the Master, propriety requires that he be clothed in some dark suit. There is something incongruous about a Master conducting a funeral in a light suit or sporty clothing.

7. Note should be made that the service as printed

contains the portion given at the funeral parlor or Lodge room and also the part given at the place of "committal." As covered by the 1956 legislation, the so-called "committal" can be used also in cremation or mausoleum services.

In 1967 the Ritual Committee prepared instructions for the adaptation of the Funeral Service for use as a Memorial Service. These instructions are contained in the current printing of the 1983 Funeral Service

8. It has been definitely ruled that out of respect to the wishes of the deceased, and as a courtesy to another fraternal organization, the Master might properly request some other organization to render its service, or a part of it. Although it is permissible, the wisdom of such joint services is questionable. One of the main reasons for revising the funeral ritual, besides removing some of the terrors of death contained in it, was to shorten the ceremony. Asking some other organization to participate and thus add to the length of the funeral service, defeats that purpose. For the same reason, there should be no need for a Masonic service where there is a minister, unless the family absolutely demands it.

9. As a final word, there might be added "the funeral service should always be rendered well. Done by competent officers, the effect is sublime and secures public approbation. Done by ignorant, unintelligent leaders, the effect is worse than ridiculous, and deters sensitive men from the portals of the Lodge."

In his 1968 report the Grand Lecturer pointed out the mounting wave of criticism that had developed in recent years because of the manner in which our Masonic

Funeral Service was being rendered in various parts of our jurisdiction. Subsequently, in January 1969 a directive was addressed to the Inspectors reiterating the policy submitted to Grand Lodge by Grand Lecturer, Chester H. Warlow, requiring Masters-elect, as part of their qualifying examinations, to be proficient in the Masonic Funeral Service. This policy, incidentally, was again referred to in the 1950 Proceedings of the Annual Communication.

The directive also stipulated that the Inspector would ascertain that at least two or more qualified brothers were not only qualified but available to perform the Funeral Service in a proficient manner and that he would ascertain the proficiency of the Master, or any other brother designated by the Master, who regularly or occasionally performs the ceremony in each Lodge in the District.

The Inspector was also charged with the responsibility of keeping a continuing record of those brothers who are qualified and capable of performing the Service in each Lodge.

During the year several complaints were received that Masters, Officers, and the Brethren were not fulfilling their Masonic duties in regard to funerals. First, Masters were not contacting and visiting the widow or family of the departed Brother and, secondly, that the Lodge members were negligent in their duty to attend the final rites for the Brother. These points require careful consideration on the part of Masters and Officers who have been negligent in the past.

(H)—Flag Ceremony

It was in 1918 that the then Grand Lecturer, Bro. Thomas Baker, suggested the ceremony of formally receiving the flag of our country. In the adoption of the report, it was proposed that the ceremony be followed not only at the stated, but also the special meetings. The matter received further attention at the Annual Communication in 1927, and it was provided that "at the annual election of officers, and at such other meetings as may be deemed desirable by the Master, the flag shall be formally presented at the altar by the Marshal and received in the manner prescribed by the Grand Lecturer." The Master, therefore, should have in mind this inspiring demonstration of patriotism to be used at various meetings during the year.

2. The ceremony is fully set forth and every move of the officers involved is minutely described in the Monitor on page 53. Like other ceremonies, it loses much of its significance if the language used is not committed to memory. Rehearsal of this portion of the work, even though the ceremony is not regularly performed, is advisable.

(I)—Installation Ceremony

1. Probably the most important meeting of the year in every Lodge is the annual installation of officers. In many Lodges, the particular method and manner of conducting the ceremony has become so well established by custom and experience that any suggested change would bring about a veritable revolution. The installation of the officers by some particular Past Master or Grand Lodge officer in many instances becomes

an unchangeable rule. Nevertheless, the Master should not lose sight of the fact that it is not only his prerogative, but also his duty, to install his successor. Much may be said for the custom of having each Master install his successor. It is a fitting climax and conclusion for the term he has served. The Master-elect, of course, has no right to name the installing officers. Even though a Past Master or Grand Lodge officer is requested to install the officers, the Master has the duty of seeing that all arrangements for the meeting are made.

2. Recent copies of the installation service should be available, both for the Installing Officer and the Master of Ceremonies. The most recent edition, as revised in 1971, is printed in very large, readable type. The installation service is supplemented by key-numbers referring to paragraphs in the addendum attached to the installation service which fully describe the procedure of installation. A review of these instructions by all participants should result in a smooth and uniform installation service. The Master should see that the Lodge is properly supplied with the most recent ritual for installation.

3. The Master, if he is to act as installing officer, should become acquainted with the ceremony. It cannot be read on the night of the installation for the first time and be expected that the brethren assembled will understand what is being presented. Some Lodges have adopted the commendable custom of having the Master commit to memory the installation service in its entirety or some part thereof. Credit is due to Masters who undertake this extra memory work. However, for those who read the ceremony, they should at least review it several times and endeavor to understand the

meaning of the service. Learn to pronounce (and incidentally understand) such words as piques, dissimulation, benignant, assiduity, luminary, unanimity, auspicious and solemnity.

4. It is advisable to have a rehearsal for this most important gathering. It will insure a smoother meeting.

5. Installation meetings all lend themselves to one criticism. They last too long. Many Past Masters cannot resist the temptation to make a long speech before the largest turn-out of the brethren for the year. Installation meetings, like other Lodge gatherings, should be concluded at a reasonable hour. The admonition, therefore, should be given to the Master-elect to see that brethren called on to make remarks are warned previously to be brief. The Master can and should control the number of presentations and other speeches.

6. The matter of the music should be given some consideration. Many brethren expect the music at installation to be something extra over that which is usually provided at a regular meeting. However, there is no need to make the installation meeting a musical concert. Many Lodges have adopted the custom of having a musical number of some sort after the installation of each officer in every station. With one hour for the installation ceremony, one hour for music and one hour for opening, closing, presentation of Past Master's jewel, apron, gift, etc., there is a three hour meeting; a meeting starting at eight o'clock closes at eleven o'clock, this may be followed by a supper which may last to the midnight hour if the toastmaster calls on a few Past Masters for their favorite jokes. Members are attracted to Lodge by meetings which are short and snappy.

Installation should be no exception to this rule

7 See Section 2034 supp. C M C , for instructions as to the use of a photostatic copy of the Charter

(I)—Fifty-Year Emblem and Other Ceremonies

1 The ceremony provided by Grand Lodge for veteran Masons is a most attractive one. The presentation of the emblem usually provides an outstanding meeting. Masters should be certain that all members on their rolls who can qualify for this coveted button have received the honor. Particular care should be given to the records of Masons who have become affiliated with the Lodge. It may be that such brethren have been members of the fraternity for the necessary fifty years.

2. The presentation, when possible, should be made by an officer of Grand Lodge, a past Grand Master or an Inspector acting at the request of the Grand Master. If this is impossible, the Master may be called upon to make the presentation. He should, of course, be familiar with the ritual which has been provided by Grand Lodge.

3 In the preparation for the meeting, care should be taken that the veteran brother is escorted to and from the Lodge room, if his physical condition requires such consideration. When the brother is incapacitated, he should not be required to stand during the entire ceremony. The Master should not overlook the great interest created among the members by the presentation of such a button, and should give the meeting planned for this purpose sufficient publicity to insure a good attendance.

4 Complete instructions for the participation by the Lodge in Grand Lodge ceremonies are contained in the Lodge Manual

III—EXECUTIVE

The executive duties of a Master are varied and extensive. In fact, he is the sole executive officer of the Lodge. Many of these duties can be allocated to others, but the Master remains finally responsible for the proper discharge of these innumerable activities. Ritual is important, but the ability to handle executive matters properly is an equally important qualification. Not every Master is expected to be an efficiency expert. What is required, however, is a careful consideration of the problem presented and a prompt solution. The first step toward solving a problem is a complete analysis of the situation. Merely understanding the problem will, in many cases, point out the solution. Then the Master should know where to search and endeavor to find an answer. If necessary he should, of course, seek advice. Finally, after due deliberation, and evaluation of the advice received, the Master should, as promptly as possible, reach a decision and act accordingly. Analyze your problem, try to find the answer, seek advice if necessary, decide and act promptly. Fair and proper decisions will undoubtedly result from such action by the Master.

(A)—Appointment of Officers

1. The first task facing every Master is the selection of the brethren to fill the appointive positions in the line of officers. At least one and usually more are appointed as officers of Masonic Lodges for the first time. Needless to

say, careful consideration should be given to such appointments. Each appointee under our system of advancement is a prospective Master of the Lodge. The Master's obligation to make a judicious and wise selection is one of his most important duties.

2. The many circumstances to be taken into consideration on the appointment of an officer for the first time are so varied that it would be impossible to set out any fixed formula for a Master to follow. A particular situation in a Lodge may necessitate an appointment contrary to what may be taken as the general rule. However, certain broad qualifications may be set forth as a general guide:

a. The appointee must have the potentialities of a future Master. Because a brother has been a good chairman of either the coaching or entertainment committee, is no assurance that he will be a good Master. The brother must have not only the ability to master the ritual but also be able to act as the chief executive officer of the Lodge should he reach the East.

b. The appointee must be engaged in an occupation which permits him to spend the time required for Lodge activities. No man should neglect his business or profession to perform Lodge duties. If the time cannot be spared, then the appointment should not be accepted.

c. The appointee should have some desire and ambition to serve as an officer. The mistake is sometimes made of carrying to an extreme the theory that the office should seek the man. Urging and persuading a man to be an officer, when there is some doubt in his mind whether he desires to take such office, will undoubtedly result in future difficulties.

d. The appointee should be selected only after consultation with the Past Masters and the officers. Some Masters fail to distinguish between consulting with a group and being dictated to by such group. What is here suggested is that the Master should seek advice on his prospective appointments, weigh the suggestions of the persons with whom he has consulted, and then make his own decision on the appointment

e. The appointee should be given to understand that the appointment is for one year. In the ordinary course of events, if the man shows that he possesses the necessary qualifications, he will be reappointed by succeeding Masters. However, if it is made clear that the appointment is temporary, it may be an incentive for the man to make himself proficient. It will also enable future Masters to eliminate more easily men who demonstrate that they are not proper material for the Master's position

f. The appointee should have those rather indefinable qualities of good fellowship and leadership. He must be able to fraternize with his fellow officers. He should be able to inspire the general membership, command respect and be able to lead.

3. What factors should a Master take into consideration in reappointing officers and advancing them to higher stations?

a. No officer should be reappointed who is incompetent, disinterested or unwilling to cooperate. Dropping men from the line is a serious thing, and sometimes leads to a crisis in the Lodge. Nevertheless, when it is clear that an officer does not possess the ability to serve

as Master, he should not be retained as an officer. The means of accomplishing his removal requires careful consideration so as to prevent disruption of the peace and harmony of the Lodge. The Lodge will ultimately benefit by the removal of incompetent officers. Preferable, of course, would be the more careful selection in the first instance.

b. No officer should be reappointed without the understanding that the reappointment is temporary. The same reasons apply here as in the matter of the appointment of an officer for the first time.

c. No officer should be reappointed without a personal interview with the Master. Such an interview gives the Master the opportunity to point out to such officer the duties required of him. The Master should point out the necessity of learning the work of the next station as soon as possible. The officer should be assigned to the work of some particular activity. By dividing the activities among all the offices and stations, each officer takes an active part in such work. Rotating each year to a new activity, such officer will have had direct experience in all work by the time he becomes Master.

4. Frequently the Master is required to appoint an officer to the station of Secretary, Tiler or Organist. These are the only positions in the line for which compensation is allowed. The right of the Master to make such appointment arises on the death, resignation or removal of the officer. Extreme care should, of course, be exercised in the selection. There is one consideration that the Master should bear in mind. Do not appoint a brother as Secretary or Tiler to provide him with an

income and thus save the Lodge from giving him relief. The appointee's qualifications for the position ought to be the sole determining factor and not his need. If the brother requires assistance, help him in the ordinary way

5. As a final word on the appointment of officers, the Master should endeavor to develop an "esprit de corps" among the officers. There should be created a strong bond of fellowship. There should be group pride in doing the degrees in an intelligent manner and an eager readiness to help any officer who needs assistance. The Master can point out to the officers this goal more impressively upon appointment than at any other time.

(B)—Stated Meetings

1 The Ordinances provide that every Lodge must hold a monthly stated meeting for the transaction of its regular business. The order of business is fixed by Article XII of the By-Laws and is as follows:

- (1) Reading of the Minutes
- (2) Reports of Investigating Committees (Other committee reports come under Miscellaneous and Unfinished Business)
- (3) Balloting
- (4) Reception of Applications
- (5) Miscellaneous and Unfinished Business
- (6) Conferring of Degrees

Further assistance and explanation is given in the Monitor and Officer's Manual (Page 44 of the most recent edition, which should be in the hands of all officers). The exact language to be used by the Master for the first

three items of business namely the Reading of the Minutes, Report of Investigating Committee and Balloting, is fully set forth. There is, of course, no established form of language for handling the item of Miscellaneous and Unfinished Business. As the Manual shows, this consists of Reports of Special Committees. Bills and Communications and New Business.

2. The first duty of the Master is to memorize the Monitorial work for conducting the stated meeting. It should be obligatory on every Master to give this work as a part of his qualification for a certificate for installation. Nothing looks worse than to see a Master conducting a stated meeting with a Monitor open on the pedestal before him. Too much stress cannot be laid upon the necessity for a Master to know this part of the work as completely as he knows the third degree lecture. It is as important, if not more so, because the stated meeting occurs monthly and third degrees may not be scheduled that often. There is always the tendency to delay learning Monitorial work, but the recognized method of conducting the stated meeting should be completely mastered prior to installation.

3. The second duty of the Master is to review the matters to come before the meeting. Some business or proposition may arise spontaneously from the floor. The majority of business, however, originates with the Master and officers or is business of which the Master has had some previous knowledge. The Master should see that any special committees are ready to render their reports. He should examine all communications and eliminate those not necessary to be read and be ready to summarize any lengthy letters. Care should be taken

that all official communications from the Grand Master or Grand Secretary are read in open Lodge. The presiding officer can make the most ordinary program of business interesting if the Master will give some consideration to the matter prior to the evening of the meeting

4 The most important duty of the Master, however, is to learn the art of being a gracious presiding officer. Under Masonic law, the Master has more power than the presiding officer of any other organization. The use of such power, however, in an autocratic manner would not make a meeting attractive. The Master must give all brethren the opportunity to speak on matters before the Lodge. He must be impartial and fair and, at the same time, maintain his position as the final authority. This almost despotic power of the Master may be entirely justified by the nature of our Masonic Institution. A fine explanation for this power has been given by the late John Whicher, in the article entitled "Prerogatives of Masters and Wardens" which is out of print but is available in the Masonic Library. He states, "The Master is responsible to Grand Lodge for the good conduct of his Lodge. To him, alone, the supreme Masonic authority looks for the preservation of order and the observance of the modern law, the ancient Constitutions, and the Landmarks of Masonry. It is manifest, then, that it would be highly unjust to levy so heavy a responsibility if it were in the power of the Lodge to overthrow his decisions or to control or question his authority, and it is but right that he should be invested with an almost unlimited power corresponding with his unlimited responsibilities." In spite of this extensive power and responsibility, the Master should always be a gracious presiding officer.

5. There is one way in which the Master may make the stated meeting an attractive as well as a beneficial one. Many brethren feel that most of the discussions at meetings is carried on only by Past Masters. The average member is reluctant to express his opinion. The Master should encourage all brethren to take part in the discussion. Encouragement by the Master will do much to bring about a greater interest by the member on the side lines and also to eliminate the old complaint "the Past Masters run everything." The attention of the Master to this detail will result in great benefit to the Lodge.

6. When the portion of the stated meeting dealing with miscellaneous and unfinished business is reached, the Master may find that he should have some knowledge of parliamentary law. What is parliamentary law and how much should a Master know? Parliamentary law is the accepted code of rules for governing the conduct of a deliberative body or assembly. It governs in a Masonic Lodge in so far as it is not repugnant to the peculiar character of the Institution. It is necessary, therefore, that the Master have some knowledge of parliamentary law. An extensive study is not necessary. The Master should know some of the fundamentals of procedure as modified by Masonic Law. If the Master has had no experience in acting as a presiding officer, he should make an effort to acquire this knowledge prior to the year he serves as Master. Every Master should read the article prepared by the late Bro. John Whicher, entitled "Masonic Parliamentary Law." It sets forth in abridged form the fundamentals a Master should know. Because it has been long out of print, that portion thereof dealing with parliamentary procedure is printed as an Appendix to this publication. The following is a very brief summary of it.

7. All business is brought before the meeting in the form of a motion. Discussion will follow the presentation and seconding of the motion. In connection with the consideration of a motion the Master should remember:

(1) Two independent original propositions cannot be presented at this same time. When the Lodge is considering a motion, only a subsidiary motion may be entertained. These subsidiary motions are to lie on the table, to postpone indefinitely, to postpone to a day certain, to commit and to amend. The motions have precedence in the order named.

(2) The motion to amend is the most common and liable to confront a Master. "A" makes a motion and then "B" makes a motion to amend "A's" motion. The vote is taken upon the amendment first. If the amendment be adopted, then the question will be upon "A's" motion as amended. If the amendment be lost, the question will be upon "A's" motion as originally made.

(3) Brethren desiring to speak should address the Master, and the Master will indicate who is entitled to the floor.

(4) A brother should not be interrupted by any other brother, except for the purpose of calling him to order.

(5) The most important thing for the Master to remember is that everyone should speak to the question, that is, talk about the particular motion before the Lodge. If the Master does not control the debate in this respect, the discussion may end in complete confusion. Argument should be restricted to the particular question under consideration. The Master should be particularly careful to see that debate is limited in this respect.

8. The foregoing brief outline should be supplemented by some further study by the Master. Examination of Roberts Rules of Order and Masonic Parliamentary Law will give a Master sufficient information to avoid parliamentary difficulties. Presiding officers should always remember to keep a cool head, do not get involved in personalities, use good common sense and remember that "peace and harmony and charity of thought and deed are paramount to all else."

9. Merely knowing the procedure to conduct a meeting will not save a Master from difficulty if he is totally ignorant of substantive Masonic law. The Master should know if a proposal or contemplated action is contrary to the established law of Masonry in this jurisdiction. In the next section we will, therefore, consider the subject of Masonic Law.

Refer to Section 2038, C.M.C., for the additional provision relative to time of opening.

(C)—Masonic Law

1. The knowledge a Master has about conducting a stated meeting must be supplemented with an understanding of Masonic law. It is the duty of a Master to see that his Lodge conducts its affairs according to the Ancient Landmarks of the Order as well as the Constitution and Ordinances of Grand Lodge. Without some knowledge of Masonic legal principles, a Master may permit the presentation and discussion of some proposition which should on presentation have been ruled out of order by the Master as contrary to the basic law of the Fraternity. In addition, between meetings, the Master is continually presented with problems requiring an

application of Masonic law. Where and how does a Master acquire a knowledge of the law governing the Masonic Fraternity?

2. Fortunately for officers of Masonic Lodges in California, all of the Masonic law in this state is collected in a single volume. Previously it was contained in California Masonic Code Annotated. As noted in the Preface, a commission was appointed to revise the code. The commission completed its work in the form of a California Masonic Code in which the Constitution and Ordinances were renumbered. The book, known as California Masonic Code can be purchased at the Grand Secretary's Office. It is provided with a pocket supplement, so that after each annual communication the supplement is issued to bring the Code up to date. The Code also has a Correlation Table starting on page 23 by which one can find what disposition was made of every section in the California Masonic Code Annotated and where such sections can be found in California Masonic Code, if the section was not replaced or rescinded. A most valuable feature of the Code is an extensive and complete index of all California Masonic law. The Appendix to the Code contains interesting historical regulations, copies of jewels and other important information. Each Master, Warden, Marshal and Deacon should possess the California Masonic Code abbreviated "C M. C." There is no sound reason why the Lodge should not furnish the officers with this book, if the officers do not personally own one. In any event, it is essential that each senior officer should possess this invaluable book.

3 The ownership or possession of the California Masonic Code will be of no benefit unless some attempt is

made to learn its contents. It is essential that a start be made prior to the year of service as Master. Committing to memory any portion of its contents is not required. The Master should develop the ability to locate in the volume the particular portion applicable to the problem confronting the Master. To acquire this ability requires an acquaintanceship with the contents of C M C. Edicts are the decisions of the Grand Master adopted by Grand Lodge. Since the formation of Grand Lodge in 1850, there naturally have been a great number of these decisions. A Resolution is the adoption by Grand Lodge of the report of a committee on some particular problem. Since the business of Grand Lodge must be referred to and reported upon by a committee before it can be finally acted upon, unless by unanimous consent, all proposals enacted by Grand Lodge are in the form of Resolutions. These have been collected and revised, and appear as annotations to the pertinent sections of the Constitution and Ordinances.

Some planned course of reading or study should be followed by the officer. An outline of a course of reading is here suggested to assist the officer in comprehending the subject of Masonic law. The reading should be done over a period of time. Do not try to do it all at once. The reader should make notes as he progresses in his reading. By following such a course of reading the officer will get a complete picture of the Masonic legal system in this jurisdiction.

4 First read The Landmarks or the Unwritten Law of Masonry which is in the Constitution and By-Laws booklet that was presented to you on the night of your third degree. These constitute the foundation stone of all Masonic Law. Even though referred to as Unwritten, they

have been in many jurisdictions reduced to writing. California, like some other states, has adopted by custom, a list of twenty-five prepared by Mackey, the great Masonic jurist and writer. These Landmarks are so fundamental that they are held not to be subject to any change whatsoever. Note, Landmark Eight, regarding the right of the Grand Master to make Masons at sight in a regular Lodge by unanimous consent of the members present. Read carefully pages 56-57 giving a brief summary of the basic Masonic law condensed from Mackey's Jurisprudence.

5. Then read the "Old Charges" and the "General Regulations," pages 23-56. In general, the "Old Charges" deal with the rights and duties of an individual brother and his relations to his Lodge and brethren. The "General Regulations" deal with the conduct of the Craft as a whole. The "Charges" and "General Regulations" are only interesting from an historical standpoint, as there are very few present-day problems not covered by specific laws of Grand Lodges.

6. In connection with the further study of the California Masonic Code, it is necessary to remember that the book as printed reflects the several items of Constitution and Ordinances in effect when the Code was adopted and published in 1975. Each year since that publication, there have been enacted new provision which change, or amplify, the provisions which were in effect in 1975. These changes are set out in the cumulative supplement which is published following each Annual Communication. The current supplement, published each year, includes all changes which have occurred during the period from 1975 to the date of publication. In using the Code, it is essential that a copy of the latest

supplement be obtained and referred to.

7. Having completed the general foundation for Masonic jurisprudence, attention should next be given to the particular enactments of the Grand Lodge of California. Read the Constitution of Grand Lodge, Sections 1-508, C.M.C. These eleven articles constitute the fundamental organic law of the Grand Lodge of California. As the Constitution of the United States is brief as compared with all the other laws enacted under its general provisions, so the Constitution of Grand Lodge is short, and the Ordinances contain the greater part of the enactments.

8. Next in order, read the Ordinances, Sections 1000-4008, C.M.C. The Ordinances are divided into four parts, relative to Grand Lodge, Constituent lodges, Trials and Restorations and Amendments. Because all of the Edicts and Resolutions now appear as Annotations to the Ordinances, there is no reason why the Ordinances should not be read and studied in the sequence in which they appear in C.M.C.

9. Having completed the text, the officer should then carefully acquaint himself with the excellent index starting on page 249, and continuing for some 200 pages. No Master is required to know by memory all Masonic law in the jurisdiction of California, but it is incumbent upon him to be able to use the index so as to locate a section of the law, or decision applicable to the problem at hand. District officers' meetings can be utilized to solve hypothetical problems. Officers will gain experience in the use of the index in solving such problems.

10. In trying to locate some particular point, the Master should make use of the annotations or cross-references under each section. Under every sections, there is a reference to all other sections that are applicable to that particular section. By reading all sections referred to, one obtains the entire law on some specific point.

11. As a final suggestion, the Master should take pride in being able to answer and solve a problem. Ridiculous is the boast of some Masters that they need not know Masonic law because they can always get the answer from a Secretary, Past Master or Inspector. Some even write letters to the Grand Master and Grand Secretary when the answer could have been easily found, had they but opened the volume of California Masonic Code. Likewise, the officer who copies his brother officer's answers to the questions prepared by the Grand Lecturer to qualify for his certificate is only doing harm to himself. A Master should seek advice when unable to decide a question, but first he should make a conscientious effort to determine the answer. No Master can effectively direct the affairs of his Lodge without a knowledge of Masonic Law.

(D)—Balloting and Election of Candidates

1. Preliminary to the actual balloting, there must of course be the receipt of an application properly prepared and presented. The form of application for degrees is available from the Grand Secretary's office. The first thing for the Master to determine is whether his Lodge has jurisdiction to accept the application. If the applicant is subject to the jurisdiction of another Lodge, then the established procedure for obtaining a waiver of jurisdiction must be followed. See Sections 2616-2624,

C.M.C., and annotations thereto, being the law on this question of jurisdiction.

2. Sufficient application forms should be available for the brethren. The Master should see that the brethren are admonished periodically regarding the duty of a recommender. The certification on the application by the recommender requires a statement as to the length of time he has known the applicant. The Lodge should consider the advisability of fixing a minimum length of time of acquaintanceship before a brother is qualified to recommend. The disagreeableness of rejection may be avoided in many instances if recommenders are reminded of the essential qualifications for membership and advised to be careful in their proposal of an applicant.

3. The application having been regularly received, the next duty of the Master is to appoint an Investigating Committee. This is the Master's duty and not that of the Secretary or any other officer. It is one of the most important of the Master's duties. Care should be exercised in the selection of the Committees to choose not only men who know what qualifications the applicant should have, but also men who will attend to the investigation promptly and report before the next stated meeting. The Master should impress upon the Committee the necessity of prompt action. The entire investigation is a confidential matter, the members of the Committee being known only to the Master and the report is made directly to the Master and the report is made directly to the Master and no one else. Review here the excellent discussion in Section 2638 and 2640 C.M.C., regarding the Master's duty in connection with investigations.

4. Many Lodges supplement the work of the Investi-

gating Committee with an informal committee composed of the officers and other competent members. The applicant is asked to appear before the group and inquiry is made into his qualifications. The Master, of course, conducts these meetings. It should not be used as a star-chamber session, but to impress upon the applicant the fact that Masonry requires a petitioner to meet certain standards. It can increase the petitioner's regard for the fraternity and gives him the chance to meet additional members of the Lodge.

5. There are two questions which are likely to arise in connection with applications. One is the matter of physical qualifications which has been so fully covered in the decisions that nothing need be added. Read Section 2600-2602 (Supp) C.M.C.

6. The other question deals with a man's financial condition. Not only should a man be physically, mentally and morally qualified to become a Mason, but he should also have sufficient financial worth to meet his obligations and not likely to become a charge on the Lodge. Misfortune overtakes many individuals who were in comfortable circumstances when they joined the Lodge. We do not, of course, place any premium on wealth. Nevertheless, the history of Lodges is replete with cases of men taken into the fold without careful examination and who with their family become shortly thereafter recipients of relief. This consideration emphasizes the propriety of becoming acquainted with the family of an applicant and seeing that they fully understand the functions of the fraternity with reference of relief. This is a delicate matter to handle, but tactfully and carefully considered, it may save the Lodge considerable expense.

7. The "law of the ballot" is clearly defined. Read Sections 2644-2658, C.M.C. The procedure is fully explained, and the ritual for the ballot is contained in the monitorial work for the stated meetings.

8. The Master should be particularly careful to see that all the brethren vote. It has been ruled that the Master has no power to excuse a brother from voting. The custom in some Lodges of permitting those who desire to do so to approach the altar and vote should be severely frowned upon. Such a practice may seriously interfere with the principle of unanimous approval upon which the fraternity has been built. All brethren present should actually take part in the balloting.

9. The matter of group balloting and reballoting is clearly explained in the pertinent sections of the Ordinances. Section 2652, C.M.C.

10. The application for affiliation and the procedure is likewise clearly set forth. See Section 2692 C.M.C.

11. The term "ballot" as applied to voting on applicants for degrees refers to a ballot by cubes and balls. When balloting is referred to in other sections, it means a secret vote by slips of paper. Thus on a petition for restoration of a member suspended for two years for non-payment of dues, the vote must be by ballot. See Section 2820 C.M.C. The ballot is secret as hereinbefore explained. Note that the election of officers is also by ballot, which necessarily should be secret. However, the Lodge by unanimous consent, may permit any designated officer to cast the ballot for the Lodge. See Section 2500, C.M.C. and 1985 monitor page 61

(E)—Visiting and Avouchment

1 The right of Masons to visit other Lodges has been codified in our California law Entered apprentices and Fellowcrafts have no right of visitation, only the privilege of sitting in their own Lodge when opened in the degree taken by them However, another Lodge may permit such a visit, when accompanied by a Master Mason, as a courtesy to the Lodge or Master Mason. See Section 2422, C M C Master Masons have a qualified right to visit depending upon whether a member of the Lodge visited makes a valid objection against such visitor to the Master See Sections 2412-2416, C M C. The law regarding visiting and avouchment is found in Sections 2412-2420, C M C.

2. When a visitor presents himself to the Tiler, the latter should introduce the brother to the Master if he is available. The first matter to be determined is whether the visitor is in good standing in a Lodge of a recognized jurisdiction. If the brother is in good standing and vouched for, then he is ready to be admitted If no one can vouch for him, then he should be examined privately under the test oath It is the Master, not the Tiler, who appoints the Committee and care should be exercised in the appointment of the brethren to conduct the examination. The test oath is found in the Monitor and Officers' Manual, Page 48

3. The Committee should be admonished and warned that their purpose and duty is to ascertain whether the visitor is a Master Mason That is their only duty and not to see how much of the work the visitor or the Committee does or does not know It is highly discourteous for a Committee to give a visitor a grueling examination

or "the third degree" (in the colloquial sense). Now and then, an examining committee has to deal with a visitor who has not been to Lodge for many years and his knowledge of Masonry is very slight. The Committee then faces a more difficult task. In most cases, however, it should only take a few minutes to ascertain whether the visitor is a Master Mason.

4. The Lodge should adopt some card index system of visitors, so that it will be easy to locate date of visitation if the visiting brother visits again. Attention should also be given to the notification of the home Lodge of the visitor of his visit to your lodge. Both index cards and notification cards may be obtained from the Grand Secretary's office.

5. The Master, or a reception committee, should see that the visitor is given a cordial greeting by the members of the Lodge A brother should sit with the visitor and introduce him to several members of the lodge His presence might be noted by the Master from the East, and if the occasion permits, he might be called on to speak The quality of a Lodge is reflected in the friendliness exhibited toward visitors

(F)—Dues and Dimits

1 The life blood of a Lodge is its dues Without adequate financial support, the other functions of a Masonic Lodge cannot be properly performed. A considerable portion of the Master's time and effort is devoted therefore, to matters in connection with the dues problem. There are five phases of the dues problem. life membership, collection of dues, remissions, suspensions and restorations

2. Current statistics show that many of the Lodges have life membership funds. Of course, there is no problem of collection in connection with such funds. It is a question of administration. The enabling sections for these life memberships are Sections 2804 and 2806, C.M.C. Sections 2302 and 2302d (supp.) and 2304, C.M.C., provide what investments may be made with the funds. The use of said funds is definitely restricted by Section 2306, C.M.C., permitting the Lodge to use only the income with the "original amounts to be forever kept and maintained as and for a permanent life membership fund." The permanency of the contributions to the fund has been the subject of much discussion in Grand Lodge.

3 The collection of dues is a continuing problem of each and every Master. Theoretically, there should be no difficulty. Members are required by law to pay their dues quarterly in advance. If they are not paid, then the member is subject to suspension. As a practical matter, however, it is not simple. We have to continually remind our brethren of the necessity and value of retaining their membership and check them to see that they do not become delinquent in the payment of their dues. The Secretary of the Lodge is the collecting official. The Master as the chief executive officer should supervise the matter of collections, and be periodically informed as to the number and extent of delinquent members. It is absolutely necessary for the Master and Secretary to have the assistance of a Delinquent Dues Committee. The whole subject of collection of dues, importance of direction by Master and assistance of Delinquent Dues Committee has been so adequately treated in several regulations that each Master should read Sections 2812-

2820, C.M.C. thoroughly. Note particularly the suggestion that the Secretary mail quarterly notices and the various steps which should be taken as outlined in Section 2816, C.M.C. The Master who sees that his Lodge follows the suggested procedure will eliminate the problem of the two- and three-year delinquent members with whom so many Lodges are troubled.

4. Remission of dues is a function which the Lodge exercises but in which the Master plays an important role. The Master should know the reason why a member is not paying his dues. the Delinquent Dues Committee can assist the Master in getting this information. When the Master has ascertained the fact that the brother is unable to pay there is a positive duty to have the Lodge remit the dues of such member. In order to save payment of Grand Lodge dues for such member, remission covering twelve months ending June 30th of current year must be made at the Stated Meeting in June. For pertinent provisions in the law regarding remissions, see Section 2810, C.M.C. and annotations thereto. A Master is called upon to exercise good sound judgment in the matter of remissions, being sympathetic to those who need assistance and at the same time being stern with those who can find money for unessential expenditures and fail to pay their dues.

5. Suspension of a member should only be in order after all methods to avert this penalty have been tried. Experience has shown that the great majority of suspended members stay suspended, lost to Masonry forever. Of course, suspension is had only after following in strict form the procedure set forth in Section 2814, C.M.C. Extreme care should be taken by the Master that no one, entitled to remission of dues, is unjustly

suspended We must be realistic, however, and know that there are members who lose entirely their interest in and regard for Masonry, and who do not wish to pay up their dues to take a dimit In such cases, there is no alternative but suspension. There are also a few brethren who need the "jolt" of suspension to make them realize the necessity of keeping in good standing. Such cases are very few. The best way to avoid unnecessary suspensions is to institute an effective dues collection system as suggested in paragraph 3

6. Restoration to membership is either absolute or discretionary Within two years a member has the absolute right to be restored upon payment of the arrearages and accrued dues Section 2818, C.M.C. After two years his restoration requires a two-thirds vote by ballot of all members present at a Stated Meeting, Section 2820, C.M.C. In connection with restoration, the Master should remember that the opportunity still exists after suspension to remit dues. True it is that remissions after suspension should be done with caution but circumstances may make such action desirable Real effort should be expended to effect restorations and return brethren to the rolls of Masonry

7. The matter of dimitts is closely allied to the question of dues. There is nothing complicated about this Section 2432, C.M.C., sets forth the method for dimitting The recipient of the dimit should be advised, however, as to his limited rights as a dimitted Mason See Section 2406, C.M.C.

(G)—Funds and Property of Lodges

1 The funds and property of Lodges are trust funds in

the highest sense. The funds may be used only for

(a) Necessary expenses of the Lodge

(b) Masonic relief.

(c) Entertainment (limited, not to exceed 30% of total revenue). See Annotation 2322k, C.M.C., for limitations on the amount available.

(d) Certain specified expenditures, such as expenses of officer attending Grand Lodge, testimonial for retiring Master and flowers for ill or deceased brethren.

The Master is continually facing the task of deciding whether a contemplated expenditure is permitted. There is also the question whether the expenditure can be considered as part of the "necessary expenses" or whether it must be charged to the Entertainment Fund Thus, it has been decided that the purchase of lambskin aprons to present to candidates are a necessary expense.

The Master should therefore acquaint himself with the Regulations on this subject, there being quite a number of decisions dealing with the question of proper and improper expenditures. Sections 2316, 2318 and 2320, C.M.C.

2. The most practical suggestion which can be made to assist Masters in the matter of Lodge expenditures is the advisability of preparing and using a budget The Lodge should be operated so that the necessary expenses, relief and entertainment are less than the income. This is just sound business sense. This plan of operation means that the capital of the Lodge increases

each year. There is no way of budgeting the amount to be expended for relief, but the amount to be expended during a year for other matters may be definitely fixed. Unless there are extraordinary relief demands, such a budget plan will mean that the funds of the Lodge (primarily for relief) will be increased annually rather than be depleted. As Lodges become older, the membership gets older and the demands for assistance naturally become greater. Lodges should, therefore, be conservative with their funds and be prepared to meet unusual relief requests if the occasion should require. If the Master is fortunate in having an accountant in the Lodge, he should request his assistance in preparing a budget. In fact, a Budget Committee can render a real service. Comparative figures are most helpful. A Master should have before him the detailed expenditures of the previous year or years, and then prepare his estimate for the pending year. It is suggested that the Master should have the information and budget estimates in the following form (figures taken from a metropolitan Lodge of about five hundred members). A more detailed list of expenditures would be even more preferable.

			Estimate for 1985-86
RECEIPTS			
Dues Collected	1983-84	1984-85	
	\$ 7,140 00	\$ 7,230 00	
Applicants Fees	1,900 00	1,600 00	
Applicants Contributions	715 00	635 00	
Interest on Investments	938 75	1,015 50	
Entertainment Collections	156 30	181 30	
Endowment Fund Collections	962 00	1,025 00	
TOTAL	\$11,812 05	\$11,686 80	
DISBURSEMENTS			
Contributions paid G. L.	\$ 655 00	\$ 540 00	
Fees & Contribution Returned	160 00	295 00	
Degree Fees & Per Capita			
Paid G. L.	1,594 75	1,629 30	
Endowment Collections			
Paid G. L.	962 00	1,025 00	
Social Security & Unemploy			
Taxes	85 50	36 00	
Relief	1,987 60	2,032 50	
Salaries	2,130 00	2,080 00	
Rent	1,250 00	1,375 00	
Printing & Postage	635 19	642 23	
Aprons & Laundry	53 70	39 85	
Entertainment	2,061 00	1,902 85	
Miscellaneous Expense	187 40	203 15	
TOTAL	\$11,762 14	\$11,800 88	
Net Gain	\$ 49 91		
Net Loss		\$ 114 08	

Note that in each of the above years, the expenditures for entertainment were kept to approximately two-thirds of the maximum permissible. Greater expenditures would have had to be made from the reserve funds.

3. A fundamental proposition in connection with Lodge funds is that with the exception of the Life Membership fund, they cannot be segregated or earmarked. All of the Lodges' assets constitute a common fund for the purposes heretofore designated.

4. Another basic principle is that the trustees are always subject to the control of the Lodge. Likewise, the actions of the trustees are subject to the desires of the Lodge. See Section 2308, C.M.C.

5. The title to the funds and property of the Lodge should be vested in the name of the Lodge and not the trustees. By civil law, the Lodge may acquire title to property and with the title in the name of the Lodge difficult questions of transfer on the death of trustees might be avoided. Section 2308.

6. The matter of entertainment funds has received extensive consideration by Grand Lodge. See Section 2322 C. M. C., for interpretations of what is included in "total revenue."

7. The particular sections dealing with funds and property of Lodges are Sections 2300-2326. These should receive careful reading by the Master. In considering investments, refer to Section 2302-2304, C. M. C.

(H)—Trials

1. The trial of a member for a Masonic offense is not a frequent occurrence. However, when such action is necessary, the Master should be thoroughly acquainted with provisions of the law regarding the filing of charges, right of the accused to have a full trial or plead guilty and have the Master determine the guilt and penalty, election of trial commissioners, service of summons, trial, and subsequent proceedings. In 1957 a drastic change was made in the procedure for a Masonic trial. Prior to that time it was necessary to hold a fullscale trial whether the accused pleaded guilty or not guilty. Now if the accused pleads guilty, or fails to file any answer, then the Master, or Trial Master, has the duty of making a complete investigation, determining whether the charge and specifications are true, making a finding as to the guilt or innocence of the

accused, and if guilty, fixing the penalty. In addition, he must have prepared a written record of the facts he has discovered and his determination of the case. If the accused pleads not guilty, then the Master must take the necessary steps for the election of trial commissioners and a full trial. It is therefore absolutely necessary for every Master to be familiar with the provisions of the California Masonic Code relating to the trial of a member. See Section 3348, C. M. C., for designation of Trial Master.

2. Immediately upon learning that a disciplinary action is coming up, the Master, or the Secretary at the Master's instruction, should communicate the facts to the Grand Secretary. The latter will then provide the necessary forms and instructions applicable to the appropriate type of procedure. The first duty of a Master upon receipt of written charges is to determine whether the Lodge has jurisdiction, and whether the charges constitute a Masonic offense. This is the initial and primary duty of the Master. The violation of the Ancient Landmarks, of the constitution or regulations of Grand Lodge, of the By-Laws of the Lodge or of any portion of the Masonic or moral law, constitutes a Masonic offense. See Sections 3300-3314, C. M. C. The Master may reject frivolous or non-Masonic charges, or strike out or amend any portion of specifications not pertinent.

3. The next duty of the Master is to see that one copy of the charges is forwarded to the Grand Secretary and that one copy of the charges, together with a Notice of Filing Charges, is served upon the accused. The notice must be given by using the form provided by the Grand Secretary. The notice advises the accused to file his answer, either guilty or not guilty, and notifies him that

if he fails to file such written statement, further proceedings will be taken against him, without any further notice. The time allowed the accused by the notice, and the manner of service, are set forth in Section 3358, C.M.C.

4 Unless the accused files a plea of "not guilty," the Master must make a complete investigation, and determine the matter as set forth in Section 3340, C.M.C. Read that section very carefully and be sure that a complete and adequate record is prepared, noting particularly that ALL THE FACTS supporting the Master's determination of guilt or innocence should be fully set forth. Section 3340 reads as follows:

Sec. 3340. PROCEDURE IF ACCUSED FAILS TO PLEAD NOT GUILTY, OR PLEADS GUILTY. If within the time provided for in the notice hereinbefore in this Article specified, the accused shall not have filed in writing with the Secretary of the Lodge his plea of not guilty, the Master of said Lodge or the Trial Master, as the case may be, shall personally make a complete investigation and shall determine whether the charge and specifications are true, causing the facts relating thereto to be reduced to writing, in triplicate, and he shall make a finding as to the guilt or innocence of the accused, and shall fix the penalty therefor. Upon such finding and determination of penalty he shall cause one copy of the complete written record to be forwarded to the Grand Secretary and shall cause one copy thereof to be filed in the archives of the Lodge. At the next stated meeting of the Lodge the Trial Master shall announce his findings and the penalty imposed by him. Notice of the penalty fixed by the Trial Master

shall be mailed to the accused at his last known address. A copy of the minutes of the Master's announcement shall be sent to the Grand Secretary as a part of the record.

Upon the filing by the accused of a written plea of guilty to the charge the Trial Master may make a finding of guilt without further investigation, but may make any such investigation as he feels necessary and shall, in his report to the Lodge, determine the penalty.

An accused may, at any time before a verdict is rendered by the Trial Commission, change a plea of not guilty to one of guilty as herein provided, whereupon the Trial Master shall dismiss the Commissioners and proceed in the manner provided for cases wherein a guilty plea was originally entered by the accused

Cross References Powers of Master, §2526, Procedure on receipt of charges, §3634, Trial Master, §3348

ANNOTATIONS

§3340a. The investigation and findings by the Trial Master constitute a form of trial. The sentence or penalty, following a finding of guilty, must be one of the three penalties prescribed in this Code and a failure to fix a penalty after a finding of guilty constitutes a mistrial. *Griev. Com.* 1958, p. 275.

5. If the accused shall, within the prescribed time limit, file his written plea of not guilty of the charge, the facts should be communicated to the Grand Secretary in order that the appropriate forms and instructions

may be made available for proceeding with a formal trial. Previously, it was the duty of the Master to preside at the trial, and it was therefore incumbent upon him to know the provisions of the law and the duty of a judge in determining what evidence should or should not be admitted. At the present time, under Section 3348, C.M.C., the Grand Master appoints the Trial Master whose duty it is to preside at the trial. As a practical matter, if the Master of the Lodge feels that he is qualified to act as a Trial Master, and is not disqualified from presiding, the Grand Master will appoint him as Trial Master. If a Master feels that he is qualified, and decides that he would like to act as a Trial Master, he must spend time and effort in prepping himself to conduct the proceedings. He must carefully read the section of the law regarding Masonic trials. Particular care should be taken to see that the established procedure is strictly followed. The imposition of penalties is a serious matter, and an accused brother is entitled to all the protection given to him by the law of Masonry.

6. What help or assistance in connection with trials can the Master look for? Even though a Master decides that he will not act as the Trial Master, it is still incumbent upon him to handle the proceedings until the trial actually commences. In fact, if the accused pleads guilty, or files no answer, the Master, if appointed Trial Master, has the sole responsibility of deciding the matter. There is no substitute for knowing what the law actually provides, so the Master's primary responsibility is to read and understand Sections 3300-3501, C M C

7 Some time ago, the author assisted the Grand Secretary's office in the preparation of a Masonic Trial Outline. This outline is used by the Grand Secretary's

office to the Master with the forms and instructions forwarded on receiving notice of impending disciplinary action. The outline is not intended as a substitute for the pertinent provisions of the C M C. It does give, however, an orderly outline of each step which should be followed from the time charges are prepared until the record is completed and sent to the Grand Secretary, together with any notice of appeal. The pertinent sections of the C.M.C. are noted opposite each suggested step. This outline, which follows immediately, might well be used as a course of reading or instructions, if an officer wishes to familiarize himself with the law involved. Again, the reader is urged to note the annotations which follow each of the sections in C.M.C., and to check the current supplement for any revisions.

8 Masonic Trial Outline—All references are to California Masonic Code.

	Section
Accuser prepares or has prepared charges which, must constitute "Unmasonic conduct." Separate specifications for each offense claimed, numbered 1, 2, 3, etc. must charge the actual offense, not merely state that the accused was convicted of such an offense	3326, 3328
Accuser files accusation. If no other accuser within 30 days, Junior Warden to prepare and sign charges without waiting for direction of Master to do so	3320, 3326
Master determines if Lodge has penal jurisdiction, and whether charges constitute a Masonic offense. For any violation of the Ancient Landmarks of the Order, of the Constitution or Regulations of Grand Lodge, of the By-Laws of his Lodge, or of any portion of the Masonic or moral law, a member, or any other Mason within the jurisdiction of the Lodge, may be reprimanded, suspended or expelled. A list of violations of criminal	3318

law, and a list of violations of Masonic or moral laws is found in Sections 3302 and 3310, C M C Section 3312 is a list of matters not considered as Masonic offenses, particularly business disputes not involving fraud. There is a specific regulation against gambling, Section 3314, C M C

Master may reject frivolous or non-Masonic charges or strike out or amend any portion specifications not pertinent 3334, 3352

Secretary sends one copy of charges to Grand Secretary 3334

Copy of charges and Notice of Filing Charges (using Form secured from the Grand Secretary) served on accused in manner set forth in Section 3358, C M C 3336, Supplement 3358

If accused fails to file plea of not guilty, Master, or Trial Master, makes complete investigation, determines whether charge and specifications are true, makes finding as to guilt or innocence of accused, fixes penalty, prepares record, forwards one copy of record to Grand Secretary and files one copy of record in Lodge archives 3340

If accused files a plea of not guilty, the Grand Secretary should be so advised in order that the proper forms and instructions may be made available for election of Trial Commissioners and the holding of a formal trial 3342, 3344, 3346, 3356

Grand Master must appoint a Trial Master. May be Master of Lodge, or any Past Master. Master of Lodge, however, presides at meeting for election of Trial Commissioners, gives notices regarding trial, etc 3348, 3350

Master determines time and place of trial and announces same to Lodge. Time of trial must be fixed far enough ahead to permit proper service of summons on accused. Allows accused following time before trial 3354, 3358

If within jurisdiction of Lodge, or within the states of California or Hawaii, 30 days

Section
3300-3314
inclusive

Section

If out of state, but address known, 60 days

If address unknown, sets trial for early date

In such case trial record should contain a full statement showing what efforts were made to locate the accused.

Secretary prepares Minutes of election meeting of Lodge, showing Commissioners elected, and time and place of trial 3326

Secretary sends notice to Commissioners of time and place of trial 3354

Tiler (or other designated member) serves summons, together with copy of charges, personally on accused; if unable to do so, use substituted method of service as set forth in section 3358, C.M.C. Important the procedure of service be strictly observed. 3326, 3356, 3358

Secretary retains copy of summons with certificate of service for presentation to commissioners at trial 3354

Secretary sends notice of time and place of trial to accuser by registered mail or personal service 3354

Trial Master summons all Masonic witnesses requested by either side. Non-Masonic witnesses cannot be summoned but must appear Voluntarily 3372

Trial Master orders testimony taken elsewhere if witnesses unable to attend with due notice to both sides 3372

Trial Master may appoint a court reporter (Mason) to report proceedings, bill to be paid by Lodge of the accused, or by Grand Lodge, if from another Lodge or jurisdiction (Secretary serves without extra compensation) (Section 3394, C M C) 3368

Trial Master appoints some officer authorized by the laws of the state to administer oaths, if any non-Masonic witnesses expected 3372

	Section
Trial Master brings all records, notices, proofs of service thereof, etc., to trial. Brings to trial blank form to show results of balloting, for signatures of all Commissioners (Secure signatures following verdict and save delay later.)	3376
Trial Master presides. Decides all questions of Masonic law. Determines sufficiency of testimony, presence or absence of other witnesses, or of Lodge members, or other Master Masons. Commissioners are sole judges of the facts, Master has no vote in decision.	3376
Secretary keeps full record of proceedings (If unable to attend, a designated Lodge member may serve.)	3366
Trial Master ascertains before proceeding with trial if all Commissioners are acceptable to both sides. "Vacancies on the Commission, because of objections or otherwise, shall be filled by the remaining Commissioners, subject to the approval of the Trial Master, from qualified members of the Lodge, provided that if a majority of the Commissioners are unable to act the Trial Master shall refer the matter to the Lodge for the election of new Commissioners to fill the vacancies."	3362
Before or during trial Accuser or Accused may select any Master Mason in good standing to act as counsel. Master may select a Mason, as advisor.	3360
Secretary reads charges and specifications, also evidence of delivery of same to Grand Secretary (Usually acknowledged by letter.)	3376
Secretary reads Minutes of Special Meeting of Lodge electing Commissioners and setting time and place of trial.	3376
Secretary reads summons sent accused and evidence of service.	3376
Secretary reads notice to accuser to appear, and evidence of delivery.	3376

	Section
Secretary reads notice sent Commissioners of this meeting.	3376
Trial Master swears court reporter and Masonic witnesses (on Masonic Honor)	3372
Authorized officer swears all non-Masonic witnesses.	3372
Accused presents his answer (oral or written) to the charges, if personally appearing.	3376
Trial Master proceeds with testimony. Ordinary California court rules apply for evidence taken. Right of cross-examination applies to all testimony submitted. Depositions, confessions, and court records are permitted. Hearsay barred. Proof viewed with caution if from only one witness.	3376
Trial Reporter records and transcribes all testimony.	3372
Secretary includes all documentary records in the trial record (NOTE: as exhibits are admitted, hand them to the reporter to be numbered and marked.) (For example Accuser's 1, 2, 3, etc., Accused's A, B, C, etc.)	3372
Trial Master completes trial within ten days, except for good cause, such as unfinished court trials or reasonable continuances.	3378, 3380
Trial Master excludes all persons except Master, Secretary and Commissioners when voting on verdict.	3382
Commissioners vote by separate written ballot, guilty or not guilty, by "aye" or "no" vote in following order. First, on each separate specification. Second, on the charge of unmasonic conduct. If verdict is "guilty" then vote on penalty in the following order. First, shall he be expelled? Second, shall he be suspended? Third, shall he be reprimanded? Only those who participated in the trial may vote, but a majority of electd Commissioners is necessary to convict, and to determine sentence.	3382

	Section
Secretary prepares certificate of action taken by Commissioners, showing number of "aye" and "no" votes on each separate specification, on the charge, and on the sentences involved	3382, 3386
Secretary should have all Commissioners sign the certificate Secretary should also sign	3386
Trial Master may announce result to those Lodge members or others concerned who are still present (NOTE: No other publicity allowed Section 3520, C M C)	3386
Court Reporter prepares and signs verbatim transcript of proceedings and delivers to Secretary of Lodge as soon as possible	3366, 3386
Master announces result of trial at next stated meeting with only members of the Lodge present. If the penalty be suspension or expulsion, the effective date of the penalty shall be that of the stated meeting at which the result is announced. If the penalty be reprimand, such reprimand shall be delivered at the next stated meeting after the Annual Communication at which such penalty has been affirmed	3386, 3406
Secretary prepares copy (or extract) of Minutes of Stated Meeting at which announcement of verdict was made to the Lodge Important document as Trial Record will be incomplete without it.	3386
Secretary signs the Trial Record, attaching thereto Minutes of special meeting electing Commissioners, Commissioners certificate of votes taken, extract of Minutes of Stated Meeting at which announcement of verdict was made to Lodge	3388
Master approves the same	3384, 3388
Secretary immediately sends completed original transcript, with all documents, exhibits and required certificates, to Grand Secretary File one copy of tran-	3390

script in archives of Lodge (and include either copy of documents sent or a list of same)

Secretary notifies accused, if member of the Lodge, of the result of trial (**If not a member, Grand Secretary will notify his Lodge.**) Notice by first-class registered mail when not personally served 3406

6. Revisions, Reversal and Restoration: Sections 3502-3520, C.M.C provide the method for the reversals of judgments and also the steps to be taken for restoration by suspended and expelled Masons. The Grand Secretary's office has forms to be used in connection with restorations.—Applications for Restorations. The reverse side of the application has the applicable regulations printed in full. Masters should become familiar with this form.

7. See Section 3396 for use of foreign record of conviction.

8. Attention might be called to the fact that there may be trials of other than members. Of interest are Sections 3000-3012, C.M.C., for trial of the Grand Master, Sections 3100-3118, C.M.C , for trial of Masters and Sections 3200-3206, C.M.C , for trial of Lodges.

(I)—Grand Lodge

1. The operation of Grand Lodge, confusing and bewildering as it may seem to most Masons, is not difficult to comprehend. If the officers will take the time to learn and understand the composition of Grand

Lodge and its system of committees, it will not seem so mysterious. In addition, if the Master attending Grand Lodge will come prepared with some knowledge of its operative procedure, the proceedings will be more intelligible to him. The annual communication gives the Master or other Lodge representative the opportunity to meet Grand Lodge officers personally. This personal contact does much to humanize and personalize what otherwise might seem a most august body of men.

2 The composition, powers and functions of Grand Lodge are set forth on pages 35-49 C.M.C. An examination of these sections will give the Master the basic law for the composition, powers and duties of Grand Lodge

3. Between annual communications the Grand Master exercises all of the executive powers of Grand Lodge. Masters of Lodges usually have the opportunity of knowing the Grand Master personally, as all recent Grand Masters have endeavored to visit as many Masonic Districts as possible in the jurisdiction. This gives the Masters a chance to know the Grand Master before the communication.

4 The other Grand Lodge office, with which contact is most generally had, is that of the Grand Secretary. This office can be of real assistance to a Lodge because the Grand Secretary's office has a most complete set of Masonic records and data. Almost any information of a historical or statistical nature can be supplied. Of most assistance is the supply of forms and publications available for Lodge use. The following are items from the list of publications with which all Masters should be acquainted:

Constitution and By-Laws (to be presented to Newly Raised Members)

Monitor and Officers' Manual

California Masonic Code

Funeral Service

Installation Service

Masonic Law and Customs

Cards for Registration of all Visitors

Sacred Roll for Funeral Service

Handbook for Candidates Coaches.

Candidate's Monitors in the several degrees in new form so that candidates in each of the degrees may receive only that monitorial work which is appropriate to the degree

Record of Candidate (Useful for Master's personal record of candidates progress, status, etc)

Postcards to notify Lodge of visit from Sojourner, free

Outline of procedure for Investigation of Applicants

A price list giving the current prices can be obtained from the Grand Secretary's office for the foregoing items, accounting forms, diplomas and other miscellaneous documents printed and distributed by that office

5. The Master, when possible, should attend the annual communication of Grand Lodge as the representative of the Lodge. What can a Master do to pre-

pare for this annual event? A practical suggestion would be for him to read the Proceedings of the previous or several preceding communications. This will acquaint him with the business transacted and the procedure followed. The Proceedings of Grand Lodge are an unusual source of Masonic knowledge. Each Lodge in the jurisdiction receives one copy of the Proceedings. In most Lodges it is filed away in some inaccessible file in the Secretary's office. It is suggested and recommended that the Master and Wardens (and such other officers as wish) be required to read the Proceedings. By reading such Proceedings an officer will note the importance of committee work in Grand Lodge. All business, unless by unanimous consent, is referred to and reported upon by a committee before it is acted upon by Grand Lodge. Lodges or Masters having some resolution to present should be prepared to appear before some committee to support their particular proposal. See list of standing committees with their duties enumerated in Sections 1200-1250, C.M.C.

6. All resolutions finally reach the floor of Grand Lodge for a vote after consideration by the committees. Every member of Grand Lodge has the privilege of expressing his opinion. Masters are therefore urged to take the floor and speak for or against some resolution in which they are interested or upon which they desire to comment. The most effective talks in Grand Lodge have been made by members from the floor. Masters, Wardens and Representatives should have no reticence to rise and express their opinions.

7. The elective officers of Grand Lodge are the Grand Master, Deputy Grand Master, Grand Wardens, Grand Treasurer, Grand Secretary and Grand Lecturer. The

election is held on the final day of the communication. Like most Lodge elections, the officers are usually advanced without competitive election. Unlike the Constituent Lodges, however, the Senior Grand Deacon is not advanced. The office of Junior Grand Warden is the first step or office leading to the station of Grand Master and the office is filled by election. It is customary not to have any nominations for this office. This might seem a little confusing to a Master since in order to elect there must be a majority vote. How does the Master get to know the possible candidates for Junior Grand Warden?

The Past Grand Masters, and three members of this Grand Lodge to be appointed annually by the Grand Master to serve for a single term and who are not past or present elected Grand Officers, shall constitute a committee to recommend to the Grand Lodge a member thereof for election as Junior Grand Warden.

The recommendee, alternately, shall be a member of a Lodge in the North and of a Lodge in the South. The name of the recommendee and his biographical sketch shall be sent to each Inspector, and may be sent to such other members of the Grand Lodge as the Grand Master may determine. All dissemination of this information thereafter shall be oral and not by any other means of reproduction. It is expected that the information shall be communicated promptly and as often as necessary by the Inspectors to the Masters and Wardens of each Inspectoral District and through them to other members of the Grand Lodge in their respective Lodges.

Immediately prior to the election of the Junior Grand Warden, the Grand Master shall read the biographical sketch of the recommendee and if the recommendee be

present, the Grand Master shall introduce him. (Section 200 supp.)

Masters can receive assistance from their Inspectors in this matter of the selection of a Junior Grand Warden as well as with other Grand Lodge problems confronting them.

8. It is also suggested that the Master report to his Lodge the transactions of the Grand Lodge communication. The next stated meeting after the communication provides a good time for such report. Some of the highlights of the session or particular matters in which the Lodge is interested should be covered in the report. It will make the operations of Grand Lodge more understandable to the brethren of the Lodge.

(J)—Lodge Bulletins and Publications

1 The membership must be kept informed of Lodge activities. The duty thus devolves upon the Master to see that an interesting and informative Lodge publication is provided. The Master's duties are so extensive that he should call on some other brother to act as editor. Nevertheless, the Master should keep in close touch with the editorial staff to see that the bulletin contains attractive material. It is the information medium of the Lodge, and the more attractive the publication the better will be the attendance at Lodge.

2 See Section 2072 Supp., C.M.C., second paragraph, for the change in the regulations as adopted in the 1976 Communication, to permit the publication of names of Applicants and of Candidates.

3 Masters should not overlook the value of including

personals about the membership. There is nothing a member likes better than to see his name in print. Personal items give the opportunity to do so. Some Lodges run monthly lists of members' birthdays or anniversaries of becoming Master Masons. Such schemes are commendable for they bring the brethren's names into print.

4. The bulletin should contain news of the Lodge and Masonic items of general interest. Bulletins should be exchanged with other Lodges. Articles and items from other publications may be used, always giving credit to the bulletin from which the reprint is made. It is desirable, of course, that Masonic news items and articles be used instead of those of general interest.

5. It perhaps is superfluous because of the great publicity heretofore given to it, to add that no paid advertising may be included in the bulletins. The Master should acquaint himself with the provisions of Section 2072 Supp., C.M.C. which provides that no Lodge or member of a Lodge shall solicit, sponsor, insert, place or print advertising of any kind in or for any medium or publication which purports to be Masonic in name or character, or which is published by or for any Body, Order or Organization requiring Masonic affiliation as a condition to membership.

6. In connection with publications, the Master should become acquainted with CALIFORNIA FREEMASON, as it is the only official publication of the Grand Lodge of California. It not only contains reports of the Grand Lodge officers, but gives a review of Grand Lodge activities and news items from various sections of the state.

The current procedure is for one copy of each issue of the CALIFORNIA FREEMASON to be mailed to each member of a Lodge in this jurisdiction. The cost of such mailing is included in the Grand Lodge budget.

(K)—Committees

1. There is an excellent opportunity in the matter of committee work to create interest among the brethren of the Lodge. Although the Master remains the chief executive officer, and should supervise all activities, the details should be handled through committee assignments. The appointment of a considerable number of brethren to committees gives such brethren an active part in Lodge affairs and naturally increases their interest in the Lodge. There is possibility for any number of committee appointments. A list of the committees usually found in Masonic Lodges would include Coaching, Delinquent Dues, Auditing, Entertainment, Masonic Homes, Refreshments, Relief, Sick, Reception, Endowment Fund, Editorial, Masonic History, Sojourners, Public School, Masonic Information and Responsibility.

2. The names of the committee members should be published often in the Lodge bulletin or other Lodge publication. Publicity given to committee appointments is flattering to members of the committee.

3. There might be worked out a schedule of committee assignments for each "line" officer in the Lodge. Such officer should not ordinarily act as chairman of the committee but merely serve as an active member thereof. Such a schedule would mean that each officer would have some direct contact with every activity of the Lodge. By the time an officer reaches the station of

Master, he will thus have had active participation in all of the activities. This experience will be most helpful to him.

A suggested list of committee assignments for the officers would be as follows:

Master	Relief
Senior Warden	Relief and Delinquent Dues
	Candidate Coaching
Junior Warden	Relief and Auditing
Chaplain	Public Schools
Senior Deacon	Entertainment
Junior Deacon	Editorial
Marshal	Masonic Homes Endowment
Senior Steward	Coaching
Junior Steward	Entertainment and Refreshment

The foregoing schedule is merely an example of a schedule of appointments. A different schedule will accomplish the same purpose as long as an officer covers all of the important committees during the time he advances from Junior Steward to Senior Warden.

IV—RELIEF

Thus far we have considered the obligations of a Master in connection with the ritualistic work and the executive duties. We now examine the duties of a Master in connection with relief to be administered by a Masonic Lodge. In the final analysis, relief is probably the most important activity of the Lodge. All of the funds of the Lodge are to be conserved for use in relieving the distress of a worthy brother and his family. Expenditures for charity may require the use of all of the funds.

Since charity occupies this preferred position in Lodge activities, it is natural that a goodly portion of the Master's time should be consumed in handling charity and relief matters. The method of dispensing charity has undergone radical change in recent years. The giving of money may not be so important as assisting an unfortunate brother to be self-supporting (by locating employment for him) There should be a modern treatment of relief matters. What, therefore, are the Master's duties in regard to relief and how may he meet these demands?

(A)—Relief by the Lodge

1 The Master should never forget the fact that there are two members on the Charity Committee besides himself and that his Senior and Junior Wardens are the other members of the Committee. See Article X of the By-Laws. Many Masters make the very serious mistake of dispensing relief without the knowledge or advice of the Wardens. By discussing and advising with the Wardens in regard to relief matters, the Master accomplishes two things: He gets the benefit of their counsel and, most of all, he gives them some experience in handling charity problems. It gives a Warden knowledge of what relief has been expended for the two years prior to his year as Master. The value of educating the Wardens in this connection cannot be overestimated.

As noted in Section 2086n, C M.C., all disbursements by the Master and Wardens as the Charity Committee must be reported to the Lodge.

2. Masters should never take for granted that relief

payments made in the past should continue in the future. Many Lodges have regular "stipendiaries." Upon taking office, each Master with his committee should re-examine each case to see if there has been any change in the status of the recipient and if the amount provided should be increased or decreased. An annual investigation of these regular cases is an absolute necessity

3 Another common error is made in connection with the record of the investigation and disposition of each charity demand. Masonry rightfully prides itself on the fact that when relief is given it is done without any publicity. This does not mean, however, that there should be no record of any kind of the transaction. It is a serious mistake for a Master to trust all the details to his memory. This is particularly unwise if the recipients of relief make another request of the Lodge several years later and the Master is then asked what transpired during his term in office. There should be established some permanent record of the demands for relief, the report and facts found on the investigation of each case, and what relief assistance or advice was rendered. Such records, highly confidential, should be kept some place accessible only to the Master and Secretary. In cases which continue over a long period of time, a written record is of invaluable assistance.

4 There are two elements involved in every relief problem. First, is the applicant entitled to assistance, and second, what aid should be rendered? Section 2900, C M.C., provides that a Lodge must relieve its own members, their widows and orphans, wherever residing. During the lifetime of a member, technically he is the only one entitled to relief. However, circum-

stances may exist where relief may be extended to dependent relatives and thus relieve the brother himself, who is responsible for their support. A divorced wife is not considered as a dependent relative. Upon the death of a brother, his widow and orphans become entitled to assistance, if in need. The obligation toward the widow ceases on her remarriage. By resolution, the term "orphan" has been defined to mean a child below the age of twenty-one years. Sojourning Masons, their widows and orphans in the jurisdiction of the Lodge, are also entitled to necessary aid.

5. Having determined that the applicant is entitled to assistance, a more difficult question is presented in connection with the type of aid to be rendered. Merely giving funds may not be the solution to the problem. Sound advice may remedy an unfortunate family situation where money might continue it without change. Obtaining employment for a brother, if possible, will be a more satisfactory solution to a relief request than advancing money to such brother. The condition may be such as to require an application for admission to or outside relief from one of the Masonic homes. Financial assistance to a brother should be enough to keep him from want and yet not in an amount which would encourage him to keep on the Lodge's relief rolls. The determination of the amount to be advanced is an important item for the Chanty Committee.

6. Some difficulty may confront a Master of a Lodge, not associated with a Masonic Service Bureau, in connection with a request for aid from a "sojourning" Mason. There is the hardship of determining that the applicant is a Mason in good standing. The advancement of funds to such Mason with the expectation of

reimbursement from the home Lodge of such Mason should be done only upon express authorization of his Lodge. Only nominal and temporary relief should be extended before the authorization is received. In the reverse situation, where a member of your Lodge is located at a place distant from the Lodge, approval of relief extended to such brother should be specific and certain. The amount to be advanced to the brother should be definitely stated, otherwise the Lodge may find itself obligated in a greater sum.

7. There is one principle to remember in all relief cases, namely, that the extension of aid is not dependent upon the worthiness of a brother. If the Lodge has not previously taken the necessary steps to expel or suspend a brother, where the circumstances would justify such action, then the Lodge must extend assistance if the brother requests assistance and is in need. See Section 2900c, C.M.C.

8. Perhaps the most frequent request made for relief is in connection with burials. Many families, uninformed in the matter, think that it is the duty of the Lodge to bury its members at the expense of the Lodge. When the occasion requires, this duty should be unquestionably assumed. In most cases, however, the circumstances do not necessitate action by the Lodge. Read the law regarding burial, Section 2906, C.M.C.

9. The Master should familiarize himself with the sections dealing with relief by the Lodge. Section 2900, C.M.C. and Annotations thereto.

10. A subject closely connected with relief is that of sickness. In many cases, financial assistance is not as necessary as a thoughtful visit by the Master of the

Lodge. In making the suggestion that the Master call upon the sick brother, the writer is mindful of the fact that the Master of a large city Lodge has many demands upon his time. Nevertheless, if it is at all possible to make such a visit, the Master will be fulfilling one of the most important functions of his office in doing so. It is needless to say how great a benefit the Lodge will derive from the attitude of the brother who feels that he has been honored with a visit by the Master of his Lodge. It makes him feel that the Masonic teachings are not mere theoretical idealism but practical fraternalism. If the Master's duties are too burdensome, the matter of the visits to sick brethren should be taken care of by an efficient and cheerful Sick Committee. Brethren who are ill may feel resentful toward a Lodge which does not evince some interest in their recovery and welfare.

11. As a final suggestion the Master should be careful of the funds of the Lodge, but at the same time be sympathetic with the brother requiring help. The stature of a Master is measured by his thoughtful handling of distress among the members. Wherever possible, the Master should anticipate a request for assistance when he is apprised of a brother's unfortunate circumstances. Ritual and executive ability of a Master is essential, but equally if not more important is an "understanding heart" to extend relief and assistance in an intelligent and helpful manner.

(B)—Masonic Service Bureaus

Section 2904, C M. C., gives a concise description and explanation of the functions of the Masonic Service Bureau. A thorough understanding of this section will be of invaluable assistance in dealing with sojourning brethren

(C)—Masonic Homes

1 The crowning jewels of practical Masonry in California are the Home for the Aged at Union City (formerly Decoto) and the Home for Children at Covina. The information regarding these marvelous institutions has been extensively published. All officers should be well acquainted with these Homes. Material regarding the Homes is frequently received from the Endowment Board. Much may be gained from reading the Annual Report of the Trustees of the Masonic Homes, published in the Annual Proceedings of Grand Lodge. It would be well for the Master to acquaint himself with the last several reports of the Trustees. An effort should be made to visit these Institutions. The opportunity to visit the home at Union City is afforded to those attending Grand Lodge. Masters residing in the South are close to the Covina Home. A personal visit will indelibly impress upon the officer the value of these Institutions to Masonry in California.

2 The Homes are operated by a Board of Trustees consisting of nine members. The membership and powers of the Board are contained in Sections 1302-1310, C M C. Masters should make themselves familiar with the personnel of the Board.

3 The basis for admission into the Home at Union City is set forth in the rules for admission found in the C M C. The rules for admission are also found in the front pages of the Application for Masonic Relief. The relief extended by the Trustees may either be actual admission to the Home, or assistance through outside

relief. Circumstances may call for assistance at home, rather than institutional care

4. The regular forms adopted by the Trustees must be used in making application for Relief. These may be obtained from the office of the Masonic Homes, San Francisco, when required. A careful examination of the forms will advise the Master of the steps necessary to complete the application. It will also give the Master some idea of the completeness of the information required by the Trustees to pass upon the application. The form will indicate what essential facts should be had by the Master before deciding upon all applications for aid, even though as complete a report is not necessary in all cases.

5. In connection with rules governing admission to the Home for Children, Appendix page 237 of the C.M.C. contains the latest revision. Familiarity with the form will assist in prompt completion. In most instances, aid must be given promptly, and it is necessary that the application be prepared in a short space of time.

6. Masters should be certain that the admission of an individual to the Homes does not mean a severance of contact with such individual. Regular visits, if possible, and at least a periodic letter will be most helpful. Gifts at Christmas and birthdays will make the recipient feel that the Lodge is cognizant of their welfare and they are not just inmates of an institution.

7. Periodic reports to the membership of the Lodge as to the welfare of brethren of the Lodge residing at Union City makes the Masonic Homes a live matter for the Lodge. It will create an interest and counteract the

criticism which is sometimes levied at institutional care as against personal assistance. It will materially assist in having the brethren contribute to the Endowment Fund.

(D)—Masonic Homes Endowment Board

The operating expenses of the Masonic Homes are paid from several sources: first, the \$25.00 paid by initiates and affiliates; second, the per capita tax on Lodges, third, the income from the Endowment Fund, and fourth, from incidental income. Purpose of the fund: To supplement the funds provided by Grand Lodge for the support of the Homes and to provide a definite source of income in times of depression or of inflation or of special need. The Endowment Board will supply plenty of material to acquaint the Master with the aims, purposes and standing of the Endowment Fund. Read the many instructive pamphlets available from the Endowment Board, Report of Endowment Board published in Annual Proceedings and other material prepared by the Board for the use of Lodges. All officers should be entirely familiar with the work of the Endowment Board.

2. Once a Master is impressed with the fine work of the Endowment Board he will be more enthusiastic about the participation of the Lodges in the efforts to increase the amount of the Fund. The Master should see that the Lodge is informed of and participates in the annual Endowment month emphasis. The appointment of an effective committee will give this important work attention for the entire year rather than just a single month. Material for distribution to the members of the Lodge may be obtained from the Endowment Board.

3 The creation and operation of the Masonic Homes Endowment Board is provided for in Sections 1402-1418, C.M.C

(E)—Mutual Aid Associations.

1 Some Lodges have Mutual Aid Associations, formerly known as Low Twelve Clubs or by similar names. The general purpose is to provide immediate funds on the death of a member of such organization by assessment levied on the other members. A controversy arose whether such organizations were improper as violating the provisions of Section 2070, C.M.C., prohibiting a Lodge from sponsoring or sanctioning any collateral financial undertaking or venture. A committee was appointed to investigate the matter, and it made the following recommendations which were adopted by Grand Lodge in 1957

(a) Such organization may not use either the Lodge or district name or the words "Low 12" or any other words in the title which indicate Masonic sponsorship

(b) There must not be a duplication of Lodge and association officers

(c) The officers or directors of the association must not be selected by the Master or elected by the Lodge.

(d) There should be no attempt by the Lodge officers to solicit membership or transact any association business within the Lodge

2. The association should obtain from the California

State Insurance Commissioner, who has jurisdiction over this type of business activity, the necessary Certificate of Exemption or other required clearance.

3. If such Mutual Aid Association exists, neither the Lodge nor the Master has any official relationship with it whatsoever. However, the Master should be satisfied that it complies with Grand Lodge regulations

V—ENTERTAINMENT

"All work and no play makes Jack a dull boy" This nursery rhyme is most applicable to the activities of a Lodge. All work, ritual, business or relief, without variation, will probably reduce the attendance at Lodge to an absolute minimum. It is self-apparent that there must be proper entertainment features to balance the serious side of Masonry. Entertainment should not be the main feature in Lodge activities. It should be provided in moderation and in keeping with the ultimate aim and purpose of Masonry. The fact that there is a definite place for entertainment in the circle of Lodge activities means that the Master must devote some effort to it. Many details in connection with entertainment can be delegated to others. The Master, however, should and must remain the source of authority and direction. Otherwise, there is great danger of either expensive, dull or improper entertainment features. Let us analyze the function of the Master in this respect.

(A)—Programs

1 The term entertainment is used in a broad sense. It includes all Lodge gatherings where ritual or business is not the purpose of the meeting. Social affairs, re-

freshments, talks and lectures are all included in the scope of entertainment. In the same category may be considered programs for Public Schools Week, Constitution Observance, and Masonic Research.

2. As suggested in the introduction, the Master should exercise a final supervisory control in a manner not to interfere with the initiative of an Entertainment Committee. It is important to have an active Committee with an energetic chairman.

3. Plans for entertainment should not be made haphazardly as the year progresses. At the very outset of the year, major events should be tentatively arranged. Careful planning will prevent crowding too much entertainment into any one period and then having several months pass without some feature. It is not difficult to arrange a balanced years program providing some thought is given to the matter before the year commences. How many meetings for the year are there to be considered? The average Lodge will probably have

Stated Meetings	12
Special Meetings (approximately) ...	<u>30</u>
Total	42

What events are more or less definitely fixed each year:

Election of Officers ...	1
Installation of Officers	1
Public Schools Week	1
Constitution Observance	1
Past Masters Night	1
Endowment Fund Program	1
Official Visit of Inspector	1

What other possible programs can be planned:

Fraternal Visit with Another Lodge .	1
Youth Organizations ...	2
Thanksgiving Turkey Whist ..	1
Father and Son Night	1
Senior Warden's Night	1
Third Degree Examination	1
Old Timers Night	1
Speakers on Vital Subjects	3
Research Program	2
Lodge Anniversary Program ...	1
Dinner Dance	1
Masonic History Program ..	1
Motion Picture (Commercial) ..	1

The foregoing list is merely suggestive of the possible meetings which can be planned. If a Lodge has five or six candidates, there will be approximately twenty to twenty-five meetings devoted to the conferring of the degrees and officers' rehearsal. The remaining twenty meetings need not remain "dark nights" but can be used for some of the suggested entertainment features.

4 The Master should be mindful that a great deal of work is required in connection with each and every meeting which is planned. He should delegate the handling of the details to the Entertainment Committee. An effective program does not just happen without careful planning and preliminary preparation. Spontaneous events are usually failures.

5. When a speaker is scheduled the Master will probably have the duty of introducing the speaker and handling the meeting. Prior to the meeting the Master should see that ample announcement of the meeting is

made, that transportation is provided for the guest speaker and that he is introduced personally to a number of the brethren on his arrival at the Lodge. A bulletin of the Masonic Education Committee contained such pointed admonitions for a Master and Chairman in connection with handling such a meeting that it is repeated here in full:

"A Start the program on time A wait of fifteen or twenty minutes may kill an entire evening The audience becomes weary before the program begins

"B Avoid lengthy preliminary exercises Remember, while the entertainment may be enjoyable, the real event of the evening is the address Do not tire the audience by overloading the program with music and readings and speeches by local brethren Two or three musical numbers with ten minutes of community singing under a competent leader should meet all ordinary requirements And let the talent be the best available Move the program along snappily

"C Give the speaker a suitable introduction to the audience Do not baldly announce his name and subject in a literal, cold-blooded manner This is like tossing him into a pool of cold water Nor should the chairman indulge in fulsome flattery and redundant adulation This embarrasses the speaker Tell something about the speaker, his work and achievements, in an informal, friendly way, state his subject clearly, pronounce his name distinctly and present him to the audience with a smile A tactful introduction serves to put the speaker at his ease, awakens the sympathetic interest of the audience and goes far toward creating the atmosphere in which the speaker can do his best

"D Be sure the hall is well ventilated Bad air puts an audience to sleep Have hall or Lodge room brightly lighted, but there should be no lights behind the speaker to dazzle the eyes of the brethren The audience should be placed directly in front of the speaker Avoid the "hollow square" type of seating if possible

"E Close early, certainly not later than 10:30 Do not let the proceedings drag Under ordinary circumstances adjournment should be had very soon after the address

"F If the lecture is to be given on a degree night, it might be well

to make provision for the address at a dinner preceding the work If the talk is to be given at the "refreshments" after the degree, schedule the evening in such a way as to enable the speaker to begin his remarks at a reasonable time It is not fair, either to the speaker or the brethren, to call upon him to speak at 11 o'clock or later, when the brethren are tired and anxious to go home

"G. Frequently the lecture is given at a stated meeting, in which case, arrangements should be made to permit the speaker to begin at least by 9 o'clock"

6. The final and probably most important suggestion in connection with entertainment is that the program should be varied. Any program, cleverly arranged, may be dull and uninteresting due to the fact that it is performed every year in the same way without change. Brethren are attracted to meetings where the presentation is novel. This calls for the ingenuity of the Master and the Entertainment Committee. It requires hard work to evolve a program which has new features, but such effort will be repaid by increased attendance. There are innumerable programs more novel and interesting than those hereinbefore suggested, which are more or less standard. Aim to have as many attractive and unusual programs as possible, bearing in mind that since we are dealing with a Masonic Lodge, an interesting program with Masonic content is preferable to ordinary entertainment.

(B)—Financial Considerations

1 Many programs suggested in the preceding section can be provided without expending any funds. Prominent and inspiring speakers may be obtained without any expense to the Lodge. Masters ought to try to curb the inclination to provide refreshments at all meetings The attraction of having refreshments (if a

Lodge finds it necessary) loses its drawing power if it becomes a common and regular event. Effective programs in many instances can be put on at no cost to the Lodge.

2. In planning the years program, it is essential for the Master to budget the amount which can be expended for social purposes. Such a budget will insure a proper allocation of the funds to the various types of meetings. It will prevent expenditures in excess of the statutory allowance.

3. Section 2322, C.M.C., limits the amount to be expended for purposes of refreshments and the promotion of fraternal intercourse to 30 per cent of the total revenue of the Lodge. The section further provides that, in the discretion of the Lodge, the fund may be cumulative. Certain decisions define the term "total revenue" and what constitutes expenditures for social purposes

4. The permission to expend 30 per cent for social purposes is not a direction that the maximum amount should be spent. The conservative and careful Lodge will not use the maximum. The stated percentage is merely a limitation.

VI—CONCLUSION

Time and place and circumstances alter all things. One could not be dogmatic and set down positive rules or answers which would cover every possible situation. Therefore this book cannot be looked upon to solve all problems which might confront the Master of a Masonic Lodge. Rather it is offered as a source of information, an outline of facts and suggestions. It is hoped that the recommendations and suggestions contained herein may be of some assistance to Masters and prospective Masters. Because it is mainly suggestive, the text may and should be augmented with the notes and comments of the owner of the book. For that reason the following pages have been left blank for personal memoranda.

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TO
My Brethren of our Ancient and
Honorable Institution, whose zeal
in disseminating the true
principles of
FREEMASONRY
and
whose loyalty to country is an
inspiration to all who love Liberty
and Truth
THIS WORK
is affectionately dedicated

Published
By
THE GRAND LODGE F & A M OF CALIFORNIA

APPENDIX

MASONIC PARLIAMENTARY LAW

Abridged from Standard Authorities,
from Established Procedure, and
from the Constitutions

A GENERAL GUIDE

for Presiding Officers of Masonic
Bodies of Every Degree

Compiled by
JOHN WHICHER
Grand Secretary
Grand Lodge of California
(1908-1941)

PRELIMINARY

The powers of a presiding officer of a Masonic body, while, in the chair, are autocratic, yet he is bound to govern with moderation and with due regard to that peace and harmony which should—and does—distinguish a body of Masons. He should not only know constitutional law, but he should be familiar with the general rules of parliamentary law as modified to apply to our peculiar Institution, constantly having in mind his obligation to "strictly obey the moral law"; to "submit to the awards and resolutions of the brethren, when convened in every case consistent with the Constitutions", to "avoid private piques and quarrels"; to be courteous to the brethren, and to admit no visitors without proper vouchment or due examination and the production of proper credentials. As to this, the presiding officer should select committees of examination with care, advising the members thereof that their duty is not to test the visitor's proficiency in the ritual, but to ascertain if he be of the degree he represents himself to be, a member in good standing of some recognized Masonic body, and entitled to visit.

This little work has been compiled not with the idea of presenting anything new, but that Masters of Lodges and presiding officers of other bodies of Masons (whose government is based on the laws of Craft Masonry) may become familiar with what may be termed basic rules of procedure without reading and studying larger and fuller authorities.

The rules herein given are those which by long usage are recognized by well-informed Masons as being necessary and proper for the orderly conduct of Masonic

business, omitting, for the needs of brevity, the arguments usually found in textbooks on parliamentary law

Presiding officers should always know and remember that a well-poised head, a clear mind, and common sense are prime requisites in the conduct of business, and that peace and harmony and charity of thought and deed are paramount to all else.

PARLIAMENTARY LAW

Does Parliamentary law govern in the conduct of Lodge business? It does, except so far as it is not repugnant to the peculiar character of the Institution. The work of Grand Lodge is regulated by the will of the Grand Master, from whose dictum, while presiding, there can be no appeal. When installed into office, it is not as Grand Master of the Grand Lodge, but as the "Grand Master of Masons" (Anderson's constitutions). A Grand Master, however, may be tried for abuse of power.

Likewise the work of a Lodge is regulated by the will of the Master. Objections to decisions may be laid before the Grand Master by any five Master Masons in good standing.

Who may preside over a Lodge? The Grand Master, the Master (who cannot transfer his duties to a Warden when he is present), and in the absence of the Master, the Wardens in the order of their rank. The Master or a Warden being present, may invite any qualified brother, or brethren, to confer degrees.

BUSINESS. No Lodge shall transact any business with a less number than seven members present, except the conferring of degrees (In Council, Chapter and Commandery, nine constitute a quorum.)

No business of any kind except collections or appropriations for charity, conferring of degrees, ceremonial observances, electing a representative to Grand Lodge, balloting for trial commissioners, or (by dispensation) to ballot for and confer degrees without ref-

erence to a committee, or (by dispensation) to receive and act upon the petition of a rejected candidate within twelve months after rejection, shall be done at a special meeting.

All business except examination of candidates and conferring degrees shall be done in a Lodge of Master Masons.

MOTIONS must be put in writing if the Master requires it, and must be seconded before being considered. Strict courtesy shall be observed in debate. The "previous question," being a parliamentary motion intended to suppress debate, is "utterly unknown in the parliamentary law of Masonry, and it would be always out of order to move it in a Masonic body" (Mackey). The Master may suspend discussion at any time, which prerogative should be exercised with caution and good judgment. Ordinarily, a member should be permitted to speak but once on the same subject, except that the mover of the resolution may close the debate.

VOTING. All questions before the Lodge, excepting amendments to the by-laws, balloting upon petitions and applications and upon petitions for reinstatement to membership, and upon applications to the Grand Master for dispensations, are determined by a majority of the members present. Members present and not voting are presumed to acquiesce with the majority vote. In all cases of a tie vote (except votes by ballot) the Master, in addition to his proper vote, may have the casting vote. The usual method of voting is viva voce or by show of hands, but the Lodge may determine how the vote on any particular matter should be had.

By-Laws may be amended only by two-thirds of the members present, after notice as required by the By-Laws.

A member suspended for nonpayment of dues for more than two years may be restored only by the votes of two-thirds of the members present, at the stated meeting next after the petition for restoration is presented. Such vote must be by ballot.

All applications to the Grand Master for a dispensation must be by Lodge action.

ANNOUNCEMENT OF VOTE. The question having been put, and it clearly appearing that there is a decision, the Master should announce that "the ayes have it—the motion is adopted"; or "the noes have it—the motion is lost."

Any member not satisfied with the correctness of the result may then call for a division, which should not be refused if made at this time. The Master then puts the question a second time, requesting those on each side to stand alternately while they are counted. The Master—but usually the Secretary—notes the number voting, and the announcement of the vote thus made is final, from which there is no appeal.

The same form should follow when other than a majority vote is required.

SUBSIDIARY MOTIONS. During discussion of a main question, the only subsidiary motions that can be entertained in a Masonic Lodge are:

1. To lie on the table;
2. To postpone indefinitely;

3. To postpone to a day certain,
4. To commit,
5. To amend.

Consideration of these motions has precedence in the order as above arranged. That is to say, if a motion to amend has been made during the discussion a motion may be made to postpone indefinitely, and if this be adopted, discussion ends. Or, if during debate on a proposal to amend, each of the four other questions be presented, then each of these questions must be put in the order of precedence. If an amendment be adopted, the question will be upon the original motion as amended. If the amendment be lost, the question will be upon the original motion. An amendment can only be made to strike out certain words, to add or insert certain words, or to strike out certain words and insert others. An amendment may be made to strike out all after the first word, which if adopted would in effect dispose of the question. Such a motion, however, in a Masonic Lodge is of doubtful propriety.

A motion to strike out may be amended by motions to add or retain certain words. Any number of amendments may be proposed to a motion, and be all offered before a vote is taken on any of them; provided that an amendment may not again be proposed in identical form. But they must be put in the order in which they are offered.

An amendment to an amendment is admissible. Further amendments are out of order.

There are some exceptions, however, to this rule because of the restrictions of the By-Laws and the Con-

stitution. For instance, a motion to amend the By-Laws must be in writing and lie over until the next stated meeting for consideration. Such motion is subject to amendment at the meeting at which it is offered, but not at a later meeting. It must be adopted or rejected. A two-thirds vote of the members present is necessary to amend the By-Laws.

A resolution to provide for life membership likewise must be in writing, lie over until the next stated meeting, and is subject to amendment at the meeting at which it is introduced, but not later. If it is desired to amend, another resolution must be introduced, and treated in the same manner as the original. A majority vote of the members present is necessary to pass such resolution, and notice in writing must be forwarded to every member before action is had.

1 **To lie on the table.** This motion takes precedence over all other motions, must be put immediately and is not debatable. It should rarely be invoked in a Masonic Lodge.

2 **To postpone indefinitely.** This is subject to debate of a limited character, and the merits of the original question should form no part of the discussion.

3 **To postpone to a day certain.** This may be termed a friendly motion, that is, one made by the friend of a proposition. It may be amended by striking out the time fixed and inserting another. The best form is to move that the question be made the special order for a certain day and hour. This motion is seldom used in Lodges, but it is not unusual in Grand Lodge, which meets for several days. In Lodge, it is sometimes desirable to

postpone to a later hour of the same meeting. Debate on such a motion must not go to the merits of the proposition, but only to the expediency of postponement.

4. To commit. The usual form of the motion is that the proposition be referred to committee—if to a standing committee, the mover should indicate what committee; if to a special committee, it should be so stated and the number of members of the committee designated. A motion to commit may be amended, as for instance, by adding "with instructions to report" at a time fixed. Debate on a motion to commit must not be on the merits of the original proposition, but only on the propriety of committing it. If the report of the committee be not satisfactory, a motion may then be made to recommit, and such motion may be made at any time prior to the adoption of the committee's report.

OF INCIDENTAL QUESTIONS. Cushing defines incidental questions to be "those which arise out of and are connected with (though they do not necessarily dispose of) other questions to which they relate, and which, for the time being, they supersede."

It is impossible to anticipate or enumerate all the incidental questions that may arise in the course of a discussion. Five, however, are of frequent occurrence, as follows:

1. Questions of order;
2. Questions of reading papers;
3. Questions of leave to withdraw motions;
4. Questions on suspending a rule;
5. Questions on taking the vote by ayes and noes.

These are always in order, and for a time take precedence of the main question, provided they refer to that question. Incidental questions are subject to the rule as to subsidiary questions. For instance, it may be moved to lay any one of them on the table, to postpone, or to commit; and when the incidental question is disposed of, discussion on the main question may be resumed.

(1) **Questions of order:** (1) Two independent original propositions cannot be presented at the same time. If a Lodge is discussing a motion, no other independent motion may be entertained, although a subsidiary one may, until the first motion is disposed of.

(2) A subsidiary motion cannot be entertained out of its rank of precedence. That is to say, when a motion has been made to lay a proposition on the table, it would be improper to move to postpone, until the motion to lay on the table is disposed of.

(3) When a brother desires to speak, he should address himself to the Master, and never (without express permission) to any other member.

(4) If two or more brethren rise nearly at the same time, the Master should indicate who is entitled to the floor.

(5) A brother must not be interrupted by any other brother, except for the purpose of calling him to order, or by permission of the Master, and while he is on the floor no motion can be made or put.

(6) No brother, except the mover of a question (who may have the close of the debate) should speak more than once, but this rule may be dispensed with by the

Master, if he deems it proper to permit it.

(7) No abusive or improper language should be permitted, and the Master may, and ought to, direct a disorderly brother to be excluded from the meeting if he should persist in his misbehavior.

(8) The Master may at any time speak, and a brother on the floor should sit down while the Master is speaking, unless his remarks be merely in the nature of a question directed to the brother.

(9) Everyone who speaks should speak to the question. This is the most important of all the rules of order, because it is the one most necessary for bringing debate to a satisfactory conclusion. It is sometimes difficult to determine when this rule is violated, but it is within the discretion of the Master to judge and say how far a brother should be indulged in a line of argument not strictly within the scope of the question before the Lodge.

(10) Generally, there should be no speaking unless there be a question regularly before the Lodge, but it is permissible to permit a brother who is about to make a motion, to speak in its favor before actually proposing it, but with the understanding that he will speak to the question and will conclude by formally making his motion. But it is always better to first present the motion, secure a second, and then speak to it. The Master should always be on the alert to check any breach of order, but it is always in order for any member to rise to a point of order, which he may do by saying, "I rise to a point of order" The speaker objected to should then desist and the Master should request that the point of order be stated. If the Master decides the point "not well

taken," he should direct the speaker to resume his argument. If the Master decides the point "well taken," it prevents the speaker from further discussion, if it is the discussion itself that is objected to, or cautions the speaker, if the objection was made to the manner or scope of his remarks. Of course there can be no appeal from the decision of the Master on a point of order—or from any decision of the Master.

2 Of questions for reading papers. Any member has the right to call for the reading of any paper which constitutes the subject matter of a proposition. But if a paper has been once read, or if referring only indirectly to the subject under discussion, then it should not be read except upon motion regularly made and adopted by a majority vote.

3 Of questions of leave to withdraw motions. When a motion or resolution has been made and seconded, and stated by the Master, it is the property of the Lodge, and can only be withdrawn by consent of the members present, which consent must be unanimous. This rule is contrary to the accepted version of parliamentary practice as it prevails in some Lodges, but it is correct, because if the Lodge were to grant leave for the withdrawal of a motion over the objection of any member, the objecting member might immediately renew the motion.

A formal motion, however, to withdraw is not usually deemed necessary. If the mover desires to withdraw his motion, he may ask permission to do so (and it is not necessary to secure the consent of the one who seconded the motion). If no one objects, the consent is assumed to be granted. But if a member says "I object"

discussion continues on the main question. The motion—or request—for permission to withdraw a motion may be made at any time before final vote is declared. But if an amendment has been proposed to a motion, the original motion cannot be withdrawn until the amendment has been withdrawn or defeated, and if an amendment has been adopted, it is not in order to ask to withdraw the original motion

Questions for the withdrawal of papers—reports of committees, petitions, or protests—are in the nature of questions for the withdrawal of motions and are subject to the same rule. There is one exception to this regulation, and that relates to petitions for degrees or for affiliation, which cannot be withdrawn after having been received by the Lodge.

4. Questions on suspending a rule. There is a recognized power in every deliberate body to suspend any of its rules for the purpose of transacting business which would be not permissible under the general rule, which suspension may be made at any time by unanimous consent. Which motion is not debatable nor subject to amendment, but must be brought to a direct vote. But in a Lodge of Masons no By-Laws, no part of the Constitution, can be suspended, and a motion to suspend any By-Law or any part of the Constitution cannot be entertained. A standing resolution, however, as, for instance, a resolution relating to the powers and duties of Trustees, may by unanimous vote be suspended. If, however, a resolution provides as to the mode in which it may be amended, that mode only may be followed. Therefore, if a standing resolution provides that it may not be repealed or amended except after notice to all

members, it may not be suspended or changed except in accordance with its own provisions.

5. Of questions on taking the vote by ayes and noes. In Grand Lodge, three members may demand that a vote on any question shall be taken by written ballot. This is provided by the Constitution. At any time before a decision is announced, any member may change his vote. In a Lodge, however, if a motion should be made for a vote on any proposition by ayes and noes, the Master should rule it out of order. There is no necessity for such a proceeding in a Masonic Lodge

QUESTIONS OF PRIVILEGE. In legislative bodies there occur questions which relate to matters affecting the dignity or rights of the assembly of its members, and these are called "questions of privilege." Questions of this kind take precedence of all other business, and are always in order. Such questions are rarely if ever brought up in a Masonic Lodge, but it might happen in the following instances: Any matter relating to the alleged misconduct of a member, matters affecting the reputation of the Lodge, such as false reports of its proceedings; matters affecting the secrecy of proceedings, where a member deems it necessary to give proper precautions. The Master must decide whether, in his judgment, the questions is properly one of privilege, and it must be at once considered, but it may be disposed of by any mode of disposition to which any other question is subject.

PRIVILEGED QUESTIONS. These should not be confounded with "questions of privilege" which are priv-

ileged questions, for all privileged questions are not questions of privilege. Privilege questions are not personal, they relate to matters of business. They are of three kinds:

(1) Those which relate to the rights and privileges of the Lodge or any member;

(2) Motions for reconsideration,

(3) Special orders.

A motion to reconsider is a privileged question, and can only be entertained at the same meeting during which a matter has been disposed of. If it is desired at a future meeting to undo that which was previously done, the proper motion would be, at such future meeting, not to reconsider, but to repeal or rescind. No one who voted on the losing side can move a reconsideration. A motion for reconsideration is not debatable unless the question proposed to be reconsidered was debatable. A majority vote is sufficient for reconsideration. After reconsideration, the original question is placed just as it was when adopted, and not as first presented, if it had been amended or changed in any way, and may be amended or postponed, or treated in any manner desired. The reconsiderations herein referred to do not apply to the ballot for degrees or membership.

Reconsideration of ballot. A ballot upon a petition for degrees or an application for membership cannot be reconsidered. Sometimes an injudicious or overzealous member, forgetting that the welfare of the Lodge, and not that of the petitioner, should always be paramount, will hastily impugn the motives of one who has cast a cube, instead of generously believing that proper influ-

ences of which he has no knowledge have led to the rejection. But unfortunately it does sometimes happen that a worthy candidate is rejected because of mistaken identity or other reasons, and a reconsideration is desirable and proper. This may only be done by a motion, at any stated meeting within twelve months after rejection, to petition the Grand Master for a dispensation to "receive and set upon the petition of _____, a rejected applicant," which motion must be decided by ballot. Unanimous vote is necessary to carry the motion. The Secretary should then certify to the Grand Master the fact that the motion was adopted as above required, and in addition should set forth the reasons why the dispensation is desired. There can be no discussion regarding an unfavorable ballot, either upon the petition itself or on a defeated motion to rebalot. Before a ballot is taken, discussion of the qualifications of the candidate is permissible. The Master, on his own motion, may order a second ballot on a motion to request a dispensation to rebalot, to correct a possible mistake, the same as on the petition itself.

Special orders. When the consideration of any matter has been postponed to a time fixed, when the time so fixed arrives, it becomes the special order, and is a privileged question, taking precedence of all other business unless by majority vote it is deferred to another time fixed or discharged. If a motion to discharge the special order prevails, it ceases to be a special order and subsides into the class of motions to which it properly belongs, and may be called up only in the regular order of business. A special order may be called up, as a right, by any member, but it is not the duty of anyone to call it up. And if the hour passes without

any action being taken to proceed with it, the special order is dropped, and it can be called up thereafter as unfinished business

ORDER OF BUSINESS A settled order of business is necessary in all deliberative assemblies, hence an Order of Business should always be prescribed. No business may lawfully be done before the time fixed by the call for a meeting. And any business transacted at a stated meeting of a Lodge of Masons before the hour fixed in the By-Laws is void and of no effect. The Grand Lodge of California has wisely, in the Uniform Code of By-Laws, provided for a regular order of business at stated meetings, as follows:

1. Readings of the minutes,
2. Reports of committees;
3. Balloting;
4. Reception of petitions,
5. Miscellaneous and unfinished business;
6. Conferring of degrees

In the proportion as that order is observed will be the harmony and celerity with which business will be transacted. Unfinished business should take precedence over new business, else it might happen that new business would accumulate to the point of confusion and the unfinished business suffer.

Questions of privilege may arise during a meeting, special orders may require consideration, and other

business may be injected before the Lodge, which must be handled in the wise judgment of the Master. If he should permit propositions to be introduced at improper times, irrelevant questions to be presented, and the regular order to be disturbed, he will find himself involved in perplexities difficult to be extricated from. The smooth conduct of business marks the fitness and capacity of the Master to preside over his Lodge. New business should be taken up and considered in the order of precedence already described.