

GRAND LODGE OF MAINE A. F. & A. M.

TABLE OF CONTENTS

Preface: Who am I?	2
District Deputy Job Description	3
Summary of General Duties	4
Additional Duties	5
District Deputy's Kit Contents	6
Condensed Index of Constitutions	8
District Officers Associations	10
Organization Flow Chart	11
DDGM Reports	12
Helpful Hints	15
Reimbursement Policy	19
Grand Honors	22
Masonic Protocol	23
Presiding On Lodge Business	27
Recommended Order of Business	28
Formal Reception of the Grand Master	29
Schools of Instruction	31
Masonic Discipline	33
Optional Charges	36
Memorial Service	43
Committee of Inquiry Instructions	44
Examination of Visitors	45
Word Pronunciation	47

GRAND LODGE OF MAINE A.F. & A. M.

PREFACE "WHO AM I?"

With the exception of the Grand Master and Grand Secretary, you are the most important officers in the Grand Lodge. In the several districts you are the representatives of our Grand Master, invested with a portion of his powers, duties and responsibilities. Upon each of you, more than upon any other Brother, depend in your several jurisdictions the harmony, the prosperity, and the proper transaction of business of the lodges.

It is your duty to visit each lodge, at least once during the year; inspect its mode of working; examine its bylaws; see if its records have been properly kept, ascertain if its hall is safe and properly supplied with furniture and working tools; communicate to it all edicts received from the Grand Secretary; and give it such instruction as your wisdom may suggest.

It is moreover your duty to make your report to the Grand Master at the time named in the Constitution, which should be omitted or delayed under no circumstances within your control. Whether the lodges have done their duty or not, do yours: let them understand that the responsibility for omissions and delays must fall where it belongs, and set the example of doing duty promptly.

In the discharge of your duties, you will have many serious and important questions propounded to you, the solution of which will require a full knowledge of the Constitution, Regulations and Decisions of the Grand Lodge, and skill in Masonic jurisprudence. If any one of you has accepted this office under the impression that it is a position of honor, with few or no duties, save the agreeable visitation of lodges, I beseech him to dismiss that idea at once from his mind, and realize that its duties can be successfully performed only by constant care, labor and study. Your selection by the Grand Master shows the opinion he entertains of your Masonic knowledge, your willingness to labor, your fidelity and your discretion: endeavor to discharge your duties in such a manner as to show that his confidence has not been misplaced.

GRAND LODGE OF MAINE A.F. & A. M.

DISTRICT DEPUTY GRAND MASTER

The District Deputy Grand Master (herein frequently referred to as "District Deputy") is the personal representative of the Grand Master and it is his duty to visit the several lodges in his district at least once in each year; preside in the same when officially present; inspect the charter or certificate of charter, by-laws, records and mode of working, and make report thereof to the Grand Master and the Grand Secretary immediately after each inspection on such forms and in such manner as required by the Grand Lodge. If unable to visit any lodge, he may appoint a suitable brother to perform that duty.

The District Deputy shall communicate to the lodges all such edicts and regulations of the Grand Lodge as may be received from the Grand Secretary. Before the first day of April in each year, he makes a report of his doings to the Grand Master. He attends all Grand Lodge sessions during his term of office.

The District Deputy Grand Master, on receiving from the Grand Treasurer the jewel of his office and the record of the District over which he is appointed, shall give a receipt to the Grand Treasurer, in substance, as follows, viz:

"Whereas, I _____, have been appointed and duly commissioned District Deputy Grand Master for the _____ Masonic District and have received the collar and jewel appertaining to said office, and the book of records of said district, I hereby promise to return the same, at the expiration or revocation of my commission, to the Treasurer of the Grand Lodge of Maine; and in default thereof I promise to pay the Treasurer of said Grand Lodge the sum of six hundred dollars."

GRAND LODGE OF MAINE A.F. & A. M.

SUMMARY OF YOUR DUTIES AS THE D.D.G.M.

1. Attend Grand Lodge sessions.
2. Attend School of Instruction for D.D.G.M.'s.
3. Be prepared to install Lodge Officers.
4. Inspect all Lodges in the District.
5. Fill out and mail in all Lodge inspection reports immediately following the inspection or send via email.
6. Visit all Lodges in the District, at your convenience, in addition to your official visitation.
7. Be prepared to assist Lodge Officers in the District with any problems.
8. Keep the Grand Master informed of any problems that may arise.
9. Inform the Grand Master of the death of any past or present Grand Lodge Officer. See that he is invited to preside, if he wishes, at the Memorial Service.
10. Be prompt in handling correspondence.
11. Be prepared to assist Lodges in planning programs when asked to do so.
12. Plan a district meeting during the year and give the Grand Master a choice of dates.
13. Arrange for the necessary Schools of Instruction with the Assistant Grand Lecturer and —STRIVE FOR 100% ATTENDANCE.
14. Check every Lodge in the District as to compliance with Standing Regulation #25. See that each Master carries out that regulation.
15. Submit all bills for expenses prior to March 15th.
16. Prepare a complete report of your year's activities and mail to the office of the Grand Secretary by April 1st.
17. See that Lodge histories are sent to the Grand Lodge on time, March 1st.

GRAND LODGE OF MAINE A.F. & A. M.

Additional

District Deputy Grand Master's Duties

1. Impress upon the various Lodges in your district, and their Masters and Wardens, the importance of attending the communications of the Grand Lodge. Make your best efforts to have every lodge represented at all such communications by their first three officers.
2. Inspect all halls that are to be used jointly with other associations.
3. Act upon a petition for the removal of a Lodge from the place in which it is located to another location.
4. Sanction the application for a new charter when the original is either lost or destroyed.
5. Attend all Schools of Instruction in your District, and aid the Grand Lecturer or his assistant in the setting up schools.
6. Conduct the District Meeting.
7. Assist the Lodges in presenting fifty-year medals and service pins.
8. Perform any other duties requested by the Grand Master.
9. Read and be familiar with the contents of the Constitution and Standing Regulations, the Maine Masonic Text Book and the Maine Masonic Cipher.
10. Develop a District team consisting of the District Education Representative, the District Ritual Instructor, and others such as a web master, blood chairman, public relations coordinator, president of the officers association, CHIPS coordinator, etc.
11. Assist any Lodge in whatever challenges it may face.

GRAND LODGE OF MAINE A.F. & A. M.

THINGS THAT SHOULD BE IN YOUR DISTRICT DEPUTY'S KIT WHEN YOU RECEIVE IT (OR WHICH YOU SHOULD PUT IN AFTER YOU RECEIVE IT).

1. The Grand Master's Outline of the duties of the D.D.G.M.
2. A current copy of the Constitution and Standing Regulations.
3. The Maine Masonic Text Book.
4. An official Grand Lodge Cipher.
5. The last Annual Proceedings of the Grand Lodge.
6. A copy of each of the Pollard Plan Booklets.
7. At least 4 copies (for each lodge in your district) of Planning for Progress, the District Deputy's annual report on each Lodge, three of which are returned to the Grand Secretary upon completion of Official visit, one for your own file for use in making annual report.
8. Application forms for Masonic Relief.
9. Application forms for Community Betterment Grants.
10. Application for membership (petition).
11. Copy of a Past Master's Certificate order form.
12. Master's Book, by Carl H. Claudy.
13. Instructors Manual.
14. Hiram Drummond's Trestleboard.
15. Hiram's Handbook.
16. Maine Masonic Public Relations Manual.
17. Members Handbook.
18. District Education Representative's Manual.

GRAND LODGE OF MAINE A.F. & A. M.

THINGS TO PLACE IN THE KIT AS THEY ARE RECEIVED.

1. All communications from the Grand Master and Grand Secretary, (Directives and Edicts).
2. Copies of all communications to and from constituent lodges.
3. Names, addresses and telephone numbers of the Masters, Wardens and Secretaries of all Lodges in the District.

ADDITIONAL THINGS TO PUT IN THE KIT THAT MIGHT HELP YOU PERFORM
YOUR DUTIES.

-
1. A folder on the Masters and Wardens Association or Officers Association as called by some districts, (by-laws, etc.).
 2. List of degree teams.
 3. A copy of the Secretary's manual.
 4. A supply of pamphlets for prospective candidates.

GRAND LODGE OF MAINE A.F. & A. M.

PARTIAL INDEX

To The Constitution And Standing Regulations

This index is designed to cover some areas that you might use or refer to more than others. References are to the following:

- I. Constitution Part First p.6 -The Grand Lodge
- II. Constitution Part Second p.29 - Charitable Foundation
- III. Constitution Part Third p.31 -Subordinate Lodges
- IV. Constitution Part Fourth p.49 - Amending Section
- V. Standing Regulations p. 1 - 76
- VI. Digest of Decisions - p.1 - p.6 (in back of book). Remember that when you are researching for an answer, and there is more than one answer to a question; go by the latest date, ex. if one is dated 1970, and another is dated 1980, use the one from 1980.

Some of the more common topics:

Duties of a D.D.G.M.	p.14	Sec. 24
Discipline	p.24	Sec. 45-49
Funerals	p.40	Sec. 102
Games of chance	p.61	S.R. 61
Going Dark	p.40	Sec. 105
Grand Lodge Officers	p.7	Sec. 2-33
Jurisdiction (of members)	p.44	Sec. 121-122 123, S.R. 5,50
Life Membership	p.61	S.R. 58
Lodge insurance	p.58	S.R. 48
Monthly communications to the D.D.G.M.	p.52	S.R. 15
Moving of a lodge	p.37	Sec. 86
Number of white balls and black cubes to ballot	p.56	S.R. 32
Objection to visiting brother	p.56	S.R. 30
Out of state candidate	p.41	Sec. 113
Powers and Duties of Lodges	p.35	Sec. 82-111
Powers of Grand Lodge	p.8	Sec. 4
Proxies of Lodges	p.34	Sec. 79-81
Regulations of charters	p.53	S.R. 17
Regulations of Lodge membership	p.47	Sec. 133-137c
Sealed envelopes for communication notices	p.57	S.R. 36
Smoking	p.53	S.R. 18
Surrendering of a Charter	p.37	Sec. 87

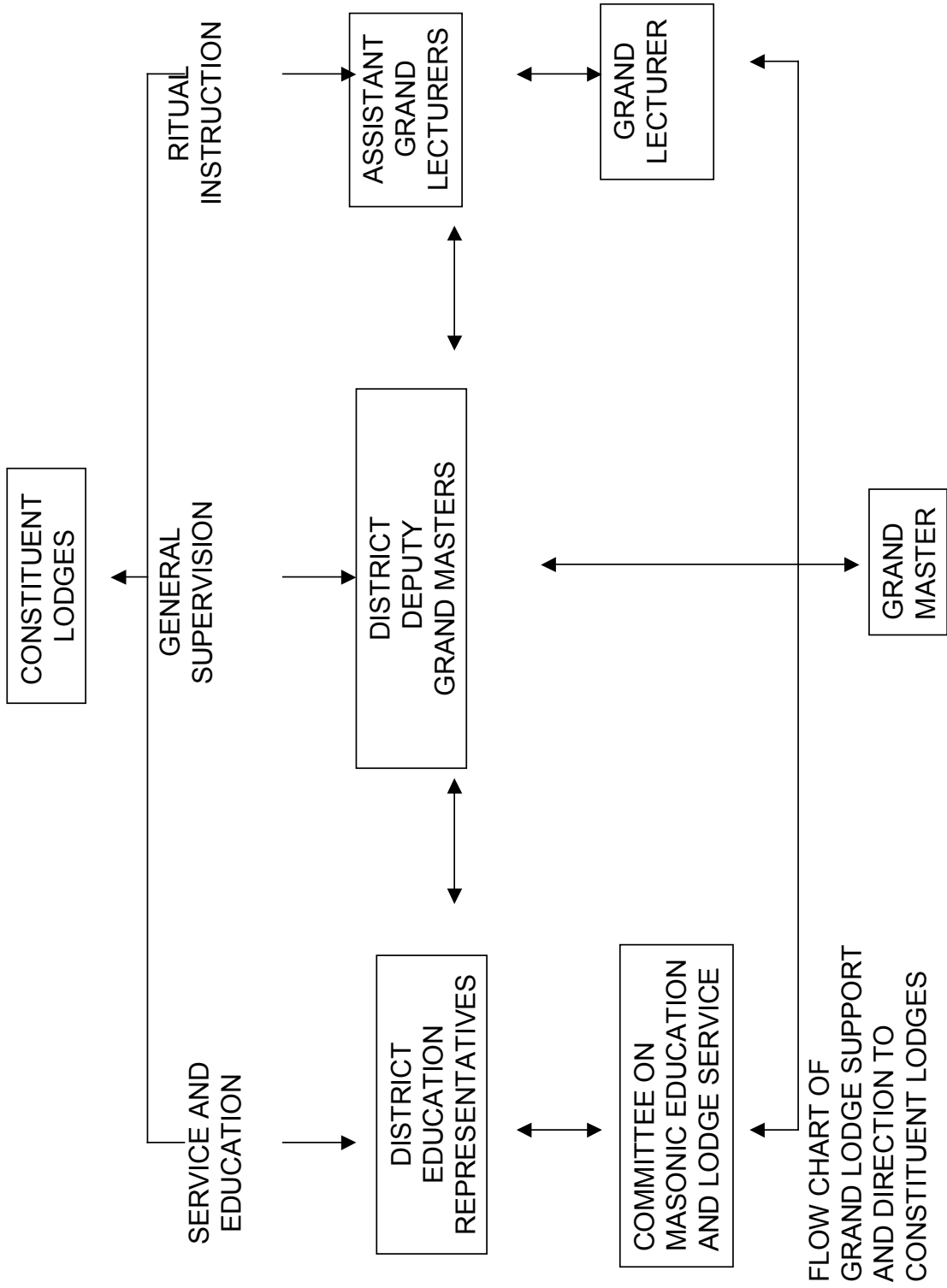
GRAND LODGE OF MAINE A.F. & A. M.

The Hour for holding stated meetings	p.54	SR 24
Third Degree examinations	p.54	SR 25
Use of Halls and Dances Also Digest of Decisions p. 39	p.51	SR 12
Visiting another lodge for purpose of conferring a degree on one or more of its own candidates (sister lodge)	p.59	SR 50
Number of members needed present to ballot or vote on business affairs	p.39	Sec.94
Fees for dispensation	p.39	Sec.93b
Who can resign his chair	p.39	Sec.96
What are legal lectures to use in degree work	p.39	Sec.100
Adopting or revising by-laws	p.38	Sec.91
Calling off of a meeting and when balloting is allowed	p.38	Sec.92&93
Length of residence in state, etc. to apply for degree	p.41	Sec.112
Length of time between rejection and reapplying	p.44	Sec.117
Physical qualifications - also refer to page 67 of Digest of Decisions	p.45	Sec.123
Regulations regarding balloting and rejections	p.45	Sec.124-128
Passing and raising a candidate	p.46	Sec.129
Number of days between acceptance and degree work	p.47	Sec.131
Who can preside over degree work (what officers must be present) Also page 65 of Digest of Decisions	p.47	Sec.133
Dual Membership and holding of office	p.48	Sec.136
Histories	p.50	SR 2
Attendance at Schools of Instruction	p.51	SR 8b
Use of Charity Fund for hall repairs, building funds, etc.	D. Decis. p.15	
Regulations concerning how to run a Masonic meeting	D. Decis. p.51	

District Officers' Associations

In successful Districts an Officers' Association performs a most important function in the Masonic life of a District. In those cases where a District does not have such an Association, you should meet on a regular basis with the Officers of the Lodges within his District and encourage them to form one.

GRAND LODGE OF MAINE A.F. & A. M.



GRAND LODGE OF MAINE A.F. & A. M.

YOUR ANNUAL REPORT TO THE GRAND MASTER

In addition to your Four Part Report on the Progress of each Lodge, you will prepare an Annual Report to the Grand Master. This report is intended to inform the Grand Master of the conditions of Freemasonry in your District, as you see it.

Your report is also referred to the Committee on Condition of the Fraternity and forms the basis, for the most part, of this Committee's report to Grand Lodge.

It hardly needs to be stated, therefore, that a mere chronological report of dates and places is of little value. Where and when you went and what you ate is not helpful information when evaluating the vitality and condition of Freemasonry and the lodges in your District.

As an aid in preparing your annual return, it is suggested that you comment on the following: (These subjects are not to be considered exclusive. You may have other ideas or issues, which should be brought to the attention of the Grand Master.)

CONSTITUTION AND STANDING REGULATIONS

Are your Lodges faithfully operating within the precepts of the Constitution and Standing Regulations? Any violations or particular problems, which should be brought to the attention of the Grand Master?

RITUAL

Are the Lodges generally proficient? What areas may need particular emphasis by the Grand Lecturer? Do certain Lodges do exceptionally outstanding work? What Lodges are substandard and need help?

LODGE ADMINISTRATION

Comment on attitude and cooperation of Lodge officers, officer material, planned meetings, prompt openings, handling of business, balloting, closing early, records of meetings, finances, dues structure, charity, form of control and disbursements.

GRAND LODGE OF MAINE A.F. & A. M.

CANDIDATES

Comment on membership activities, candidates and candidate education in the lodges. What Lodges have candidates. Elder brother system. Pollard Plan.

MASTER AND WARDENS ASSOCIATIONS

Comment on their activities and effectiveness, meetings, programs, cooperation of lodges and officers, activity.

DISTRICT MEETINGS

Comment on theme of programs and attendance.

MASONIC EDUCATION

Comment on what the several lodges are doing. Note particularly outstanding educational programs.

OUTSTANDING MEETINGS

Note well-planned, well-attended, outstanding meetings during year.

FOR THE GOOD OF THE CRAFT

What ideas or suggestions do you have or you have heard discussed which would be of benefit to the Craft as a whole?

As noted above, these subjects are not intended to be exclusive. You are free to comment on any matters, but make your report informative. There may be some anniversaries worthy of comment. Proposed building programs would be of interest. Also, it may be important to comment on conditions of buildings and lodge rooms.

Give your report some thought and spend some time in its preparation. It is one of the most important responsibilities of your office.

COMMUNITY ACTIVITIES

What are the Lodges in your District doing of note in their communities?

FELLOWSHIP ACTIVITIES

What are the Lodges doing for Fellowship activities and what successes resulted?

GRAND LODGE OF MAINE A.F. & A. M.

SUGGESTED FORMAT FOR D.D.G.M. ANNUAL REPORT

District # _____
Mailing Address _____
Date _____

This is due at the Grand Secretary's office by April 1st, and the expense account is due at the Grand Treasurer's office by March 15.

Salutation

Suggested Topics

Lodge Administration
Constitution & Standing Regulation Compliance
Ritual
Masonic Education
Charity Programs & Activities (Caring & Sharing)
Master's & Warden's or other District Associations
Veterans Medals
Widow's Program
Inspections
Installations
Outstanding Meetings
DeMolay & Rainbow Activities and Support
Lodge Histories
Schools of Instruction
Condition of Lodge Facilities
Community Activities
Fellowship Activities
Compliance with S.R. 25 in particular (see item 2 above)
Recommendations
Concluding Remarks

Respectfully submitted

Signature _____
D.D.G.M. District # _____

Reports should be typed and spaced properly.

GRAND LODGE OF MAINE A.F. & A. M.

HELPFUL HINTS

GRAND LODGE

The style and title of this Grand Lodge is "The Most Worshipful Grand Lodge of Ancient Free and Accepted Masons of the State of Maine." Const. Sec. 1 The style and title of the Grand Master is "The Most Worshipful Grand Master of Masons in Maine."

The Grand Lodge is the legitimate and sovereign power of all Masonic authority in the State of Maine. The subordinate lodges are a constituent part of the Grand Lodge which is the parent body and without which no subordinate lodge can exist. No other Masonic body within or without the State of Maine can impose any regulations or limitations upon the Grand Lodge of Maine. No other Grand Lodge or constituent bodies thereof may invade the jurisdiction of the State of Maine. This rule can only be dispensed with by act of the Grand Master. Consequently, a dispensation is required from the Grand Master to permit a lodge from another jurisdiction to pay a fraternal visit in the jurisdiction of Maine. The authority of this Grand Lodge does not extend beyond the territorial boundaries of the State of Maine.

The Grand Lodge of Maine has permitted an exception to its exclusive jurisdiction, in that it has recognized and has Fraternal relations with the Prince Hall Grand Lodge, F. & A.M. of Massachusetts, which has a Lodge in Bangor, North Star Lodge, No. 22.

APPOINTMENT OF DISTRICT DEPUTY GRAND MASTERS

The office of District Deputy Grand Master is created by virtue of Section 2 of the Constitution. It is not only the prerogative, but also the duty of the Grand Master to appoint the District Deputy Grand Master. Const. Sec.7, Sec. 83, S.R.8. He must necessarily seek advice and recommendations from others as to qualified brethren. No other officer, present or past, has this authority. It is solely the duty and the privilege of the Grand Master.

DUTIES OF THE DISTRICT DEPUTY GRAND MASTERS

Inspections - required to inspect each lodge once annually. The Worshipful Master should receive you officially and accord you private grand honors and present you the gavel in order that you may officially preside in accordance with the Constitution. The Master in recognition of the presence of higher authority should uncover upon your entrance into the lodge room. It is proper to request a brother of your own choosing to act as your grand marshal for official visitations. The proper time for the alarm is immediately following the tiling of the lodge by the Junior Deacon.

GRAND LODGE OF MAINE A.F. & A. M.

Never, either on an official visitation or otherwise, assume a seat in the East without invitation from the presiding Master.

At an official visitation carefully observe the work of the officers with particular regard to accuracy of the ritual, expression, and dignity with which the work is exemplified.

The following should be examined and inspected as part of your official visitation:

Charter: See S.R. 17-111 - not necessary it be present in lodge room on night of official visitation. May be inspected immediately before or after, but in connection with visitation. Inspection of Certificate of Charter is acceptable.

By-Laws: Check to see if up to date and amendments properly approved. See Const. Sec. 91.

Secretary's Records: Neatness and accuracy; report of Treasurer and Finance Committee spread upon records; remind Secretary if necessary of S.R. 15. Also see Const. Sec. 84. Are Grand Lodge communications properly presented to lodge and recorded? Check amount of unpaid dues. Does lodge comply with Const. Sec. 51?

Treasurer's Records: Neatness and accuracy; requirements of report to Grand Secretary within 10 days of annual meeting. Proc. 1938, page 303.

PREPARATION FOR INSPECTIONS

1. Suggest that the Worshipful Master fix the date and degree to be worked. Fix dates as early as possible and publicize the dates throughout the District.
2. Study the cipher thoroughly for degree to be worked. Do not consult the cipher during the work.
3. Study the last Proceedings for the Lodge statistics re: meetings, attendance, degree worked, rendition, fees, income, expense, charity funds, and unpaid dues.
4. Study the record book of your predecessor with particular reference, if any, to deficiencies or problems noted.

GRAND LODGE OF MAINE A.F. & A. M.

5. Study the Masonic Text Book, Constitution and Standing Regulations. It is important to know where to find the applicable rule or decision and not necessary to quote it from memory.
6. Make sure that the Constitution and Standing Regulations in your kit are up to date.

MATTERS TO REVIEW WITH LODGES

- a) Duty of Lodges with respect to the District Deputy Grand Master. Const. Sec. 83, S.R. 15
- b) Lodge Charter - S.R. 17
 1. Presence at installations S.R. 17-H
 2. Safekeeping
 3. Produced in connection with inspection.
 4. Personal responsibility of the Master of the Lodge. Const. Sec. 106.
 5. Replacement of a lost Charter and the fee therefore. Const. Sec. 89.
- c) Examination of Candidates. S.R. 25
Responsibility of Master. Failure of –
- d) Stated Meetings and balloting. Const. Sec. 93, Sec. 124.
- e) Time required between degrees. Const. Sec. 130.
 1. Dispensation in "extreme necessity or extraordinary emergency".
 2. Additional fee for dispensation.
 3. Information required by Grand Master to issue dispensation.
 - a. Full names
 - b. Record of petition, dates of acceptance, balloting and date of prior degrees, if any.
 - c. Reason for necessity or emergency, which must always relate to the Candidate and not the convenience of the Lodge.
- f) Lodge Histories. S.R. 2
 1. Requirement of a Lodge Historian.

GRAND LODGE OF MAINE A.F. & A. M.

- g) Representation at Grand Lodge, Const. Sec. 79
 - 1. Duty of the District Deputy Grand Master, S.R. 8

- h) Service Buttons and Veterans' Medals
 - 1. 25 year button S.R.44 and the 40 year button S.R.49, both of which are presented by the Lodge at its expense.
 - 2. 50 year medal S.R. 26. This is presented by Grand Lodge.

- i) The George Washington Masonic National Memorial
 - 1. S.R. 39 requirement on each petitioner.
 - 2. Endowment fund contribution. This is a "once" only program separate from requirements S.R. 39 Pennsylvania Plan, \$10 for each lodge, \$1 per member. Urge Lodges delinquent in this program to complete solicitation.

- j) Charity
 - 1. The Charity funds of a Lodge should be kept separate from general funds. See Text Book re incorporation of Trustees of Charity Funds. The Lodge is responsible to assist from its own charity funds before applying to Grand Lodge. Const. 62
 - 2. Grand Lodge Charity. Const. Sec. 60-66. Be sure lodges comply strictly with all requirements as set forth in the Information about Filing Applications prepared by the Committee on Distribution.

- k) Maintenance of Masonic Library
 - 1. See Const. Sec. 97
 - 2. The value of maintaining reference materials.

GRAND LODGE OF MAINE A.F. & A. M.

**THE GRAND LODGE OF MAINE, AF & AM
POLICY ON
REIMBURSEMENT OF EXPENSES**

The Grand Lodge of Maine, AF & AM, is a Fraternal Organization that is essentially run by volunteers who receive little or no compensation for their services of time and effort on behalf of the Fraternity.

In certain situations, Grand Lodge feels the need to compensate the Brethren, who are elected, and appointed, as Grand Lodge Officers who perform certain duties in carrying out their assigned tasks on behalf of the Fraternity.

The purpose of this Policy will be an attempt to spell out under what conditions The Grand Lodge of Maine, AF & AM, will compensate these Brethren, and at what rate these Brethren are entitled to be reimbursed.

The following elected, or appointed Grand Lodge Officer positions are entitled to receive compensation at rates to be determined, from time to time, for actual performance of their assigned duties acting on behalf of the Grand Lodge of Maine, AF & AM, and under the direction of the Grand Master.

To be eligible for reimbursement all entitled Brethren are required to submit the approved Grand Lodge Expense Reimbursement Voucher showing the date, location and service performed. This will include the total miles to and from said location. In addition, any tolls or parking fees will be shown with a receipt for each, attached to the Voucher. If meals are encountered and necessary, they will also be shown as to cost, and a receipt for it attached to the voucher. The Voucher will be submitted to the Grand Secretary at The Grand Lodge office in Portland. The Grand Secretary will stamp the Voucher for payment and turn it over to the Grand Treasurer who will in turn issue an appropriate check for payment of the entitled expenses. The Grand Treasurer will present all such Vouchers to the Finance Committee at their next scheduled meeting for their review and final approval. In the event that the Finance Committee has any question regarding an expense item, it will be the responsibility of the Brother submitting the request to answer and justify any such question, and account for accordingly.

Generally, The Grand Lodge of Maine, AF & AM, will reimburse those so entitled at the rate of twenty (\$.20) cents per mile from their Home Lodge of Record to the point of their assigned duty and return. In addition, the Grand Lodge will reimburse for actual tolls, parking fees, and meals, provided receipts' for same are attached to the Voucher presented. In the event that travel by other than privately owned motor vehicle is required, a Brother should obtain the prior approval of the Grand Secretary and provide the reason why such alternative mode of transportation is required, along with an estimate of the cost thereof. Overnight accommodations are generally not reimbursable in the normal course of an elected or appointed Grand Lodge Officer's duties. Also, expenses of spouses, or other non-Masons

GRAND LODGE OF MAINE A.F. & A. M.

traveling with an elected, or appointed Grand Lodge Officer are not reimbursable expenses.

Notwithstanding the foregoing, the following is generally the accepted practice for all elected and appointed Grand Lodge Officers in the performance of their assigned duties.

GRAND MASTER: Each Grand Master has a contingency account from which to draw that will provide reimbursement to him for his out of pocket expenses during his term of office. The Grand Master will submit a Voucher on the approved Voucher format, with any required receipts attached thereto, to the Grand Secretary who will stamp his approval and present the approved Voucher to the Grand Treasurer for actual payment. It is intended that the Grand Master will be reimbursed for mileage, tolls, parking, use of personal telephone for Grand Lodge business, and alternative modes of transportation and accommodations when required in the performance of his assigned duties.

DEPUTY GRAND MASTER: Generally, each Deputy Grand Master who is acting on behalf of the Grand Master, when the Grand Master cannot be present, will be reimbursed in the same format as the Grand Master. The exception will be when the Deputy Grand Master is attending official functions such as the Conference of Grand Master of North America, the New England Council of Grand Masters, etc., in the normal course of the duties of his office; he will be reimbursed for those expenses. Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense, since it is a duty incumbent with the office they hold.

SENIOR AND JUNIOR GRAND WARDENS: Generally, the Senior and/or Junior Grand Warden who is acting on behalf of the Grand Master, when the Grand Master cannot be present, will be reimbursed in the same format as the Grand Master. Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers not considered a reimbursable expense, since it is a duty incumbent with the office they hold.

GRAND MARSHALL, DEACONS AND STEWARDS: Attendance at Installations, Corner Stone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense, since it is a duty incumbent with the office they hold.

GRAND CHAPLAINS AND GRAND ORGANISTS: Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense, since it is a duty incumbent with the office they hold.

GRAND PURSUIVANT AND GRAND TYLER: Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense, since it is a

GRAND LODGE OF MAINE A.F. & A. M.

duty incumbent with the office they hold.

DISTRICT DEPUTY GRAND MASTERS: Will be reimbursed at the stated rates in the performance of their assigned duties for Lodge Inspections within their assigned Districts. Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense, since it is a duty incumbent with the office they hold.

GRAND LECTURER: Will be reimbursed at the stated rates in the performance of his assigned duties for District Schools of Instruction, and/or meeting with his appointed Assistant Grand Lecturer's within the scope of his assigned duties. Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense, since it is a duty incumbent with the office he holds.

ASSISTANT GRAND LECTURERS: Will be reimbursed at the stated rates in the performance of their assigned duties for Lodge Schools of Instructions, and/or meeting with the Grand Lecturer within the scope of his assigned duties. Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense since it is a duty incumbent with the office they hold.

DISTRICT RITUAL INSTRUCTORS: At this time, this is a purely volunteer position and as such is not entitled to reimbursement. Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense since it is a duty incumbent with the office they hold.

ALL OTHER GRAND LODGE OFFICERS NOT SPECIFICALLY NAMED: Attendance at Installations, Cornerstone Laying, Building Dedications, District Meetings, and Degree Work by the Grand Lodge Officers is not considered a reimbursable expense since it is a duty incumbent with the office they hold.

The Grand Master may make exceptions to the stated Policy if it is in the best interest of the Fraternity.

The purpose of the Policy is not to penalize any Brother who in good conscience is performing his assigned duties on behalf of The Grand Lodge. Rather, it is an attempt to make known to all elected, and appointed, Grand Lodge Officers what is considered appropriate for reimbursement of expenses incurred during their respective terms of office.

If an elected, or appointed, Grand Lodge Officer is in doubt as to whether or not a given expense will be reimbursed by The Grand Lodge, he should contact the Grand Secretary in advance to avoid any misunderstanding associated with a projected expense.

GRAND HONORS

Grand Honors are of two kinds: Public and Private. Each is given differently, and is intended for use on designated occasions as mentioned below. The manner in which Grand Honors are given and used as adopted by the Grand Lodge in 1940 is as follows:

Public

A - How Given

Public Grand Honors are given "by crossing the arms upon the breast, the left uppermost, the tips of the fingers touching the points of the shoulders, and bowing three times with arms thus crossed." This form was adopted in 1894.

B-When Used

Public Grand Honors are to be used in all public ceremonies which require the use of Grand Honors. They may be used also as a token of esteem "in receiving all Grand Lodge officers of our own or other Grand Jurisdictions, with the exceptions as noted under Private Grand Honors, and for permanent members of our own Grand Lodge."

Private

A - How Given

Private Grand Honors consist of the due guards and signs of the three degrees, each given on the step of the degree. These Private Grand Honors may be given "in procession" or "in place" whichever is desired by the Grand Officer to be received, or as may be most expedient; if given "in procession" each Brother when reaching the East steps and faces the East and on step of degree gives due guard and sign of the first degree the first time around the hall, of the second degree the second time around, and of the third degree the third time around."

B - When Used

Private Grand Honors shall be used when:

- (a) A Masonic Hall is to be dedicated; unless semi public
- (b) A new lodge is to be constituted; unless semi public
- (c) A new Master-elect is to be installed; unless semi public
- (d) The Grand Master or his official representative is to make an official visitation to a Lodge; unless semi public

These Honors may also be accorded to Past Grand Masters of our own or other Grand Jurisdictions.

The manner in which the Grand Lodge, Grand Lodge officers or Visitors should be received is described in Chapter VII, in the Maine Masonic Text Book.

GRAND LODGE OF MAINE A.F. & A. M.

Masonic Protocol

THE LODGE

- I. The term is used to define,
"A certain number of Masons, duly assembled" (It is not to be confused with a Lodge room or a Lodge hall)

OFFICERS

1. Elective
 - a. Determined by Lodge By-laws
 - b. Usually only Master, Senior and Junior Wardens and Treasurer and Secretary
 - c. Some Lodges elect all officers
 - d. Chosen separately by ballot at annual meeting.
 - e. Term - usually for one year or until successor is installed
 - f. Campaigning or nominations are not allowed
 - f. Master and Wardens cannot resign
 - h. Master may appoint an acting officer to fill a vacancy
 - i. In the absence of the Master, the following may preside:
 - (1). Senior Warden
 - (2). Junior Warden
 - (3). A Past Master
2. Appointive
 - a. Appointed by Master at annual meeting after he is installed
 - b. Term - same as elective
 - c. May resign at any time if Lodge By-laws so provide
 - d. Master may fill a vacancy at any meeting
3. Duties
 - a. Spelled out in installation ceremonies
 - b. Each officer should become familiar with his duties

MASONIC TITLES

1. Brother
Entitled after taking Entered Apprentice obligation
2. Worshipful
 - a. Entitled after installation as Worshipful Master
 - b. Entitled to all appointed Grand Lodge Line Officers
3. Very Worshipful
Entitled - Assistant Grand Lecturer, District Education Representative
4. Right Worshipful
 - a. Entitled - Elected Grand Lodge officers: DGM, SGW, JGW, GT, GS
 - b. Appointive: DDGM and Grand Lecturer
5. Most Worshipful
Entitled – Grand Master

GRAND LODGE OF MAINE A.F. & A. M.

6. Past Officers

Highest title attained is retained for life except appointed Grand Lodge Line Officers

7. Use of titles.

- a. In Lodge - Always use Masonic Title with full name or last name
Examples; R.W. Robert M. Jones or R.W. Bro. Jones
- b. Do not use title and first name only in direct address or in correspondence; i.e. Bro. Bob.
- c. In public titles are not used except preferably between Brethren.
- d. In correspondence - Titles are used on letters, but not on envelopes.

SALUTATIONS

1. Due-guard given to

- a. Worshipful Master or presiding officer from rear of altar on entering or retiring from an opened Lodge.
- b. Wor. Master or presiding officer when addressing him.
- c. Due-guard and sign given in place for each degree with Grand hailing sign at the opening of M.M. Degree; F.C. Degree only the first two due-guards and signs; and the E.A. Degree only the first Due-guard and sign. Private Grand Honors - Due-guards and signs as given in M.M. opening, except no Grand Hailing Sign. (See Grand Honors)

ENTERING AN OPENED LODGE

1. Member or frequent visitor.

- a. Tyler can avouch for - causes alarm at tyled door - J.D. responds at the order of the W.M., reports to the W.M. that X number of brethren are without, properly clothed and avouched for and wish to gain admission; permission granted, they enter, approach rear of Altar and give due guard and sign of Degree.
- b. Tyler should be aware of the progress of the meeting and determine when a Brother should be admitted.
- c. No one should be admitted during Degree work (should wait for break after first section) or balloting.
- d. Emergency calls, from without for a member in a meeting should be delayed until a break, or the Tyler should use discretion and send a message by a Brother seated near the preparation room door. No alarm at tyled door during work.

2. Visitor for the first time.

Must be avouched for or examined (see both of these sections).

*** This subject is demonstrated on track 6 of the Masonic Protocol tape. ***

*** This subject is contained in the District Representative's Toolbox . ***

GRAND LODGE OF MAINE A.F. & A. M.

AVOUCHING

1. General procedure.
 - a. Address the Senior Warden.
 - b. Give no signs.
 - c. Avouch only if you have sat in a Lodge with visitor.
 - d. A member of the Examining Committee can avouch for a visitor who has passed the examination.
 - e. A Brother who will be absent from a meeting can avouch for a visitor only if he has sat in a Lodge with him, and can avouch for him in the presence of a Brother who will attend that meeting. This must be done in person and not over the phone.

**** This subject is demonstrated on track 4 of the Masonic Protocol tape. ****

**** This subject is contained in the District Representative's Toolbox . ****

GREETING VISITORS AND MEMBERS

1. Before the meeting the Senior Warden.
 - a. Meets and greet all members.
 - b. Seeks out all first-time visitors.
 - c. Makes certain they are introduced to W.M. and other officers.
2. In Lodge room the Master.
 - a. Introduces first-time visitor formally.
 - b. Accords Grand Honors to those who are entitled.
 - c. Invites Past Masters and/or special visitors to seat in East.

**** This subject is demonstrated on track 5 of the Masonic Protocol tape. ****

**** This subject is contained in the District Representative's Toolbox . ****

THE MASTER'S HAT

1. Symbol of authority and part of Master's regalia.
 - a. Should be worn while presiding.
 - b. Can be worn by W.M., M.W.G.M., or Past Master when presiding.
 - c. Must be removed during prayer.
 - d. Must be removed at the Altar during the obligation – placed on floor, not on base of Altar.
 - e. Must be removed when Grand Master is present or when D.D.G.M. is presented at official visitation (inspection). Master may replace hat during work of the evening.
 - f. Should be removed when the S.W. or J.W. are presiding during Degree work and Master is filling their station.
 - g. May be removed by Master briefly during Degree work to rest his head - should use his discretion.

GRAND LODGE OF MAINE A.F. & A. M.

DRESS

1. Grand Officers when visiting a Lodge should dress as least as well as the presiding Master
2. Officers
 - a. No robes allowed - See Digest of Decisions pages 20 and 76.
 - b. Ordinary business suits are acceptable.
 - c. Dark suits, white shirts, ties, dark shoes recommended.
3. Members should dress in a dignified, not sloppy manner.

LODGE ROOM BEHAVIOR

1. No one should pass between the East and the Altar.
 - a. Master relies on the Great Light (Holy Bible) to rule and govern his Lodge. Line of vision should never be broken.
 - b. Exception - during Degree work Officers may pass this way in a clockwise motion while conducting candidate.
2. Lodge at Labor.
 - a. No audible conversation or noise that will distract the attention of the candidate or interrupt the business of the Lodge.
 - b. No one may leave the Lodge room without the permission of the W.M..
3. Lodge at Ease.
 - a. Same as Lodge at Labor except that the Brethren, may converse quietly.
 - b. No one should move about or leave Lodge room without permission of the W.M.
4. Lodge at Refreshment.
 - a. Masonic term meaning, "Recess".
 - b. Permissible to leave the Lodge room.
 - c. Craft is under the direction of the Junior Warden. He is responsible for the general welfare of the membership.

*** This subject is demonstrated on track 7 of the Masonic Protocol tape. ***

*** This subject is contained in the District Representative's Toolbox . ***

BALLOTING

1. The Master reads petition - instructs Brethren on method of balloting.
2. The Senior Deacon prepares ballot box.
3. The Master inspects ballot box.
 - a. Make certain that there are enough white balls for each member present.
 - b. Make certain that there are at least six (6) black cubes.
4. The Master declares ballot open.

GRAND LODGE OF MAINE A.F. & A. M.

5. The Senior Deacon may convey ballot box from member to member or it may be placed on a table behind Altar - NEVER ON THE ALTAR. The Senior Deacon must avoid passing between Master and the Altar.
6. After all members have voted the Master declares ballot closed.
7. The Senior Deacon will present the ballot to the J.W. and S.W. for inspection if directed by the Master, they do not report whether the ballot is clear or not.
8. The Master examines ballot, destroys it and then reports.
 - a. Two or more black cubes mean petition is rejected.
 - b. One black cube - ballot may be taken a second time immediately.
 - c. One black cube on second ballot - petition is rejected.
9. No one enters or retires during balloting.
10. No member excused from balloting, except by unanimous vote of the Lodge.
11. The Tyler may be excused by the Master.
12. There is always a separate Ballot for each petition.
13. See Text Book and Lodge by-laws.

**** This subject is demonstrated on track 8 of the Masonic Protocol tape.****
**** This subject is contained in the District Representative's Toolbox .****

PRESIDING ON LODGE BUSINESS

A Masonic Lodge does not operate under the rules of order observed by secular bodies. In a Masonic Lodge, a Worshipful Master's decision is final. He cannot be overruled by action of the Lodge. He is accountable to the Most Worshipful Grand Master and the District Deputy Grand Master as the direct representative of the Most Worshipful Grand Master. An appeal of the decision of the Worshipful Master can only be made to the Most Worshipful Grand Master.

A District Deputy Grand Master is the direct representative of the Most Worshipful Grand Master. He is supreme in his district when he is acting in his official capacity as District Deputy.

If any Lodge considers itself aggrieved by a District Deputy Grand Master, it can appeal to the Grand Master.

GRAND LODGE OF MAINE A.F. & A. M.

RECOMMENDED ORDER OF BUSINESS

FULL FORM OPENING
SALUTE TO THE FLAG
WELCOME TO ALL PRESENT
INTRODUCE VISITORS AND GUESTS
OFFER P.M.'S A SEAT IN THE EAST
RECEIVE DIGNITARIES
READING OF MINUTES
READING OF COMMUNICATIONS
READING OF BILLS
PETITIONS TO BE READ
PETITIONS TO BALLOT
COMMITTEE REPORTS
OLD BUSINESS
NEW BUSINESS
GOOD OF THE ORDER
ANNOUNCEMENTS
DEGREE WORK OR PROGRAM/DISTRICT EDUCATION REPRESENTATIVE
MASTERS REMARKS
REMARKS OF DISTRICT DEPUTY OR GRAND MASTER IF PRESENT
CLOSING

The Worshipful Master should never tell the Secretary to “Clear his desk.” A review of things to be presented should be given by the Secretary to the Worshipful Master, or the Master should view what is to come before the Lodge. The Secretary does not enjoy being put into the position of appearing to run the Lodge. His only desire is to present before the Lodge those things called for by the Worshipful Master in the order he desires.

GRAND LODGE OF MAINE A.F. & A. M.

FORMAL RECEPTION OF THE GRAND MASTER

Since a visit by the Grand Master is usually known in advance by the officers of a Lodge, preparations can be made, and possibly a rehearsal held in order that the affair may be run smoothly.

The Grand Master is usually accompanied by his own Grand Marshal, and the Grand Marshal will meet with the Master of the Lodge before the meeting is opened and advise him of the Grand Master's wishes.

These plans for a formal reception are usually as follows:

The Grand Marshal knocks at the door of the Lodge immediately after it is tiled, and when this is acknowledged, he asks the Senior Deacon to inform the Master that the Grand Master is in waiting and wishes to be received in the Lodge. The Master will then ask his own Marshal to form a procession of the two Stewards and the two Deacons and wait upon the Grand Master. When this procession arrives at the ante-room, the Grand Marshal will direct the Stewards to head the procession and the Deacons to bring up the rear. The Grand Marshal will already have formed his own procession according to Masonic Protocol and he will enter the Lodge Room immediately after the two Stewards. The Stewards will stop inside the door, step aside, face each other and raise their rods over the procession. The Grand Marshal announces "The Grand Lodge of Maine" and the Master will then immediately give three raps to raise the Lodge.

The procession marches to the rear of the altar in double file, halts at the altar, opens rank, faces inward while the Grand Marshal goes to the rear of the column and escorts the Grand Master to the rear of the altar and introduces him to the Master of the Lodge. (While this is going on, the Lodge Marshal, Stewards, and Deacons quietly retire to their respective places.) The Master asks the Grand Marshal to escort the Grand Master to the East, where he is welcomed by the Master and in turn introduced to the Brethren, at the conclusion of which he is given the Private Grand Honors at the request of the Master, taking cue from the Grand Marshal. The Master then presents his gavel to the Grand Master, who will probably hold it until the completion of the introductions by the Grand Marshal. As the rest of the officers in the procession are introduced by the Grand Marshal, they will advance to the rear of the altar, salute the Master, and then advance to the East, forming lines facing inward on the South and North sides alternately. The Grand Master will then introduce his Marshal, and all the officers will then be given the Public Grand Honors at the request of the Grand Master. The Grand Master will then, usually, use the gavel to seat the Lodge and return the gavel to the Master and ask him to continue with the opening.

The Grand Master should be the last one to speak on the program for the evening, and after he speaks, the Master may invite the Grand Master to close the Lodge. No one should speak after the Grand Master, not even to make an announcement.

(This same format may be used for the Reception of the DDGM on his official visitation.)

*** *This subject is demonstrated on track 3 of the Masonic Protocol tape.* ***

GRAND LODGE OF MAINE A.F. & A. M.

IMPORTANT ADDITIONAL INFORMATION

GRAND LODGE OF MAINE A.F. & A. M.

Ritual Schools of Instruction

A letter from the Grand Lecturer

Suggestions for Schools of Instruction

1. You may want to consider appointing a well-known brother to assist you in promoting attendance at the Schools and other functions in the District, assistance in writing appropriate notices for newspaper releases, getting announcements to radio stations, etc. Call him a District Promotion and Publicity Mason; your assistant—your appointment.
2. Schools should be scheduled only at special communications, on dates which will not conflict with lodge meetings or other activities within the District.
3. Study the Summary Reports of the Schools of Instruction for each degree (to be found in your kit) as these will reveal much information. Lodges which show consistent lack of attendance by its officers at Schools of Instruction may require your attention.
4. It is very important that the school begin promptly at 7:30. The District Deputy should arrange with the Master for opening the Lodge so that the Lecturer may begin the School as close to 7:30 as is reasonably possible. The Schools will be closed at 9:30 p.m.
5. Our candidates for Freemasonry have every right to expect that the ritual of each Degree be presented accurately, smoothly, and in an effective manner. Officers of our Lodges have a responsibility to see that this happens. Please give them frequent encouragement to attend. We will work very hard to make the Schools of Instruction interesting and informative.
6. Formal Degree Teams which function in your District need the approval of the Grand Lecturer and are required to attend the School of Instruction for the Degree they work. You should be aware of their existence and activity. Please keep us informed.
7. Again, congratulations; have a good year. We look forward to working with you for our Grand Lodge and Freemasonry. If we may be of help to you in any way, please do not hesitate to ask.
8. For the sake of good public relations, rotate the Schools of Instruction around your District from year to year.
9. Contact the Master of a Lodge first, then check the date with the Lecturer in your District; arrange more than one date to choose from.
10. It is a good practice to arrange for a 6:30 p.m. supper.
11. Try not to schedule any schools during public school vacations. This will hurt the attendance at the school if you do.
12. Of most importance is the publicity of your school, encourage the Master of each Lodge in the District to notify each one of his officers [more than once] by verbal

GRAND LODGE OF MAINE A.F. & A. M.

contact at his Lodge, by written contact, and by calling them on the telephone. The importance of this cannot be stressed enough.

13. If you can, publish the date, time, and place in the local newspapers. Once again, have a great year and I look forward to seeing you and working with you.

Thank You,
Fraternally,
Robert Landry, Grand Lecturer

PROTOCOL FOR SCHOOLS OF INSTRUCTION

Opening: Each host lodge is requested to open lodge in the degree of the school, with its officers filling the chairs. At the point in the opening when the visiting Brethren are proven, the following procedure will be followed:

- A. The Master of the host lodge will avouch for the DDGM by name.
- B. The DDGM will avouch for all past & present Grand Lodge Officers by name.
- C. The DDGM will then avouch for the ranking officers of each lodge by name.
- D. The ranking officer of each lodge will avouch for each member by name.

Please remember that the member avouching for a Brother is to address the Senior Warden and that no signs are given.

As a member is avouched for he will be seated.

After the Lodge has been proved the Master will introduce the DDGM, who will introduce the AGL. The opening will then continue as part of the school.

This procedure will serve several purposes as it will (a) demonstrate the proper way to prove the lodge, (b) introduce everyone in the hall (except the host lodge officers), (c) save time, and (d) get the school started quickly. After the opening the AGL will ask the Master to introduce the officers of the host lodge.

Closing: Each school shall be closed using the Closing Ceremony found in the Official Cipher on pages 58, 106, and 178 respectively.

The Grand Lecturer urges all Lodges to use this closing. The Short-form should only be used if the hour is late.

The so called long-form only takes a few minutes longer and it helps the new members, as well as the officers understand the duties that are described in this ceremony. All schools will be timed so that the long-form closing will be completed at 9:30 PM.

MASONIC DISCIPLINE

1. MASONIC OFFENSES

- a. MORAL LAW - "Moral law is the eternal and indestructible sense of justice and of right written by God on the living tablets of the human heart, and revealed in his Holy Word. (Moore v. Strickling, 46 W.Va. 515)
- b. NATIONAL AND STATE LAWS - While Masonry enjoins obedience to the civil law, it will not take cognizance of offenses against the civil law. Treason, the highest offense known to the civil law, cannot be punished as a Masonic offense. There are also certain other offenses against the civil law which are not Masonic crimes; when an act, prohibited by statute, involves no moral turpitude, it cannot ordinarily be punished as a Masonic offense; but when an act is prohibited by statute as being against good public morals, or as dangerous to the life, health, and good order of the community, it is an offense against Masonic Law.

The term "moral turpitude" has been defined as "inherent baseness or vileness of principle"; "The quality of a crime involving grave infringement of the moral sentiment as distinguished from mala prohibita." Webster's New International Dictionary. Generally speaking, crimes malum in se involve moral turpitude, while most offenses that are unlawful only because made so by statute, do not. "Moral turpitude" implies something immoral in itself, regardless of its being punishable by law. It is an act of baseness, vileness, or depravity in the private or social duties which is done to a fellow man or to society in general, contrary to the customary rules and duty between man and man. It is something done contrary to justice, honesty, modesty, and good morals. The word "moral" in the term "moral turpitude", seems to be nothing more than emphasis on the word "turpitude". State of Maine v. Jenness, 143 Me. 380.

It is well recognized that moral turpitude cannot be exactly defined by a rule to fit all cases. It may or may not be said to exist, depending on facts, conditions, and circumstances.

- c. MASONIC CONSTITUTION
- d. MASONIC REGULATIONS
- e. CUSTOMS
- f. OBLIGATIONS
- g. BELIEF IN SUPREME BEING

GRAND LODGE OF MAINE A.F. & A. M.

2. PENAL JURISDICTION OF THE LODGE

- a. ORIGINAL JURISDICTION AGAINST A MEMBER
- b. TERRITORIAL JURISDICTION AGAINST ANY BROTHER (Except member of lodges having concurrent jurisdiction.)

3. PROCEDURE IN LODGE

- a. ACCUSATION IN WRITING
- b. SPECIFICATION OF THE OFFENSE
 - See p. 202-204 Maine Masonic Textbook
- c. SIGNED BY ONE OR MORE MASTER MASONS
- d. PREPARED BY JUNIOR WARDEN
- e. DELIVERED TO MASTER WHO SHALL SUMMON HIS LODGE
- f. VOTE IF OFFENSE IS ALLEGED, AND, IF SO, THAT INVESTIGATION IS REQUIRED
- g. MAJORITY VOTE REQUIRES INVESTIGATION BY GRAND LODGE
 - If negative vote, then other aggrieved Lodge or Brother may appeal to Grand Lodge which may accept.

4. PENAL JURISDICTION OF GRAND LODGE

a. ORIGINAL JURISDICTION

- i. OFFENSE COMMITTED IN ITS PRESENCE OR BY ANY MEMBER WHILE IN ATTENDANCE UPON A COMMUNICATION.
- ii. EXCLUSIVE POWER TO TRY AND PUNISH ITS OWN OFFICERS FOR ANY OFFENSE.
- iii. IMPEACHMENT AGAINST THE MASTER.

b. HOW BEGUN

- i. By five (5) members of the Lodge
- ii. By District Deputy
- iii. By Grand Master on his own

c. ACTION BY GRAND MASTER

- i. Investigation
- ii. May suspend to next annual communication

d. OF ANY MASON RESIDING WITHIN JURISDICTION

e. GRAND MASTER MAY SUSPEND A BROTHER UNTIL NEXT ANNUAL COMMUNICATION FOR:

- i. Dereliction of duty
- ii. Unmasonic conduct
 - 1. Information by Grand Master required if Brother

GRAND LODGE OF MAINE A.F. & A. M.

convicted of crime involving moral turpitude and no action taken by his Lodge.

- e. TRIBUNALS
 - i. BOARD OF COMMISSIONERS OF TRIALS
 - or
 - SPECIAL BOARD OF COMMISSIONERS
 - ii. JUDGE ADVOCATE
 - Duties as may be appropriate
 - iii. COMMITTEE ON GRIEVANCES AND APPEALS

5. PROCEDURE COMMISSIONERS OF TRIALS

- a. REPORT - BOARD OF COMMISSIONERS OF TRIALS
 - i. Facts of case
 - ii. Finding
 - iii. Recommendation
- b. REPORT BY COMMISSIONERS ON GRIEVANCE
- Recommendation
- c. GRAND LODGE CONSIDERS
 - i. Findings of Commissioners
 - ii. Recommendation of Committee
- d. GRAND LODGE RENDERS JUDGMENT
- e. PUNISHMENT
 - i. Admonition
 - ii. Suspension
 - Loses membership in any Lodge in jurisdiction - unaffiliated mason.
 - iii. Expulsion
 - Loses membership in the order.

6. APPEALS

- a. HEARD BY GRAND LODGE
- May hear other testimony
- b. GRAND LODGE MAY:
 - i. Confirm
 - ii. Modify
 - iii. Reverse
- c. GIVE FINAL JUDGMENT AND SENTENCE AS IT DEEMS JUST

NOIE: Refer also to the excellent booklet from the Masonic Service Association of the United States entitled "Masonic Trials and Privileged Communications", by Bro. Newell H. Lamb, P.G.M. of the Grand Lodge of Indiana.

GRAND LODGE OF MAINE A.F. & A. M.

Use of Optional Charges

At the Annual Communication of the Grand Lodge of Maine on May 6, 1975, the following optional Charges were approved for use of the Lodges in their Degree Work.

1. "On Yonder Book" (with or without preamble)
2. "Welcome to the Lodge"(Official New Hampshire Charge)

These two Charges can be used in place of the regular Charge for the Master Mason Degree as given in the Maine Masonic Text Book.

"The Apron Charge" may be given after the Master has presented the Apron to the candidate as prescribed in the Official Ritual after the words "— honor to the fraternity" in the Entered Apprentice Degree.

The use of these special Charges are subject to certain restrictions as follows:

1. These Charges are not intended for regular use, but should be reserved for use on special occasions, in order that their effectiveness and appeal not be reduced through commonplace use.
2. These Charges should be given only by brethren who can do so in an exemplary or outstanding fashion, without hesitation, loss of memory, audibly and with proper dramatic effect. A good job is not enough - it must be excellent.
3. Only one Charge should be given after any Degree, either the regular Charge or one of the above optional Charges.

GRAND LODGE OF MAINE A.F. & A. M.

PREAMBLE TO “ ON YONDER BOOK”
(optional)

It must indeed be gratifying to know that you are at last a Master Mason, and once you have affixed your signature to the Bylaws of this lodge, you will have sealed your allegiance to the oldest and greatest fraternity in existence, one that encircles the globe and whose influence for good is never ending.

The particular reason that you chose to become a member of this grand and noble order is known only to yourself. It might have been the prompting of idle curiosity. That being true, you should now be well satisfied. It might have been for financial reasons. That being true, be at once undeceived for Freemasonry offers no financial benefits to any of its members. It might have been for social aspirations. That being true, you are now afforded the opportunity to acquaint yourself with many interesting and intelligent gentlemen. It might have been because a relative or close friend (can also name the relative such as father, brother, etc. as appropriate) is a Mason and expressed a desire that you should become one also and follow in their footsteps. That being true, it is not only an honor to yourself, but to the fraternity as well.

But, be the reason that it may, there are two great questions that still confront you. Will you be worth anything or nothing to Freemasonry and, will Freemasonry be worth anything or nothing to you? The answers lie within you yourself, for if you will apply to your own life the lessons that you have received in the three degrees, it will make you a better citizen, a better father, a better son and a fonder husband.....for.....In Mason's Lodge...

GRAND LODGE OF MAINE A.F. & A. M.

ON YONDER BOOK CHARGE

In Mason's Lodge, with darkened eyes
With cable tow about me,
I swore to hale all mysteries,
That Masons keep, and Masons prize,
All brothers' secrets whispered low,
All words they speak, all things they do,
In mystic manner taught me.

On yonder Book that Oath I took,
And will I break it? Never!
But stand by this, and this, and this,
Forever and forever.
(Giving D-G and S. on step of E.A. Degree)

2.

I swore to answer and obey,
All summons sent me duly,
By brothers' hand or Lodge array,
I swore that I would never stray,
From Ancient laws and rules that bound,
Freemasons in days renowned,
But would observe them truly.
(On yonder Book that Oath I took, etc...
as above and giving D-G and S. on step of F.C. Degree)

3.

I swore to lead with generous care,
All those in sorrow hidden,
A brother on the darkened square,
The mourners with disheveled hair,
The orphan doomed, alas, to stray,
Upon a rough and rugged way,
While tears gush forth unbidden.
(On yonder Book, etc... giving D-G and S. on step of M.M. Degree)

4.

I swore to deal in honesty,
With each true heart around me,
That Honor ... bright should ever be,
Unbroken bonds 'tween him and me,
Nor wrong „ nor guile, nor cruel fraud,
Should ever break the sacred cord,
By which my vows have bound me.
(On yonder Book, etc... giving D-G of all 3 Degrees - one with each "this")

GRAND LODGE OF MAINE A.F. & A. M.

5.

I swore the Portals close to guard,
Of the Masonic Temple,
To rid the quarries of their dross,
To build each mystic wall across,
With body perfect, upright heart,
And mind mature in moral art
In Precept and example.

(On yonder Book, etc... pointing to Greater and Lesser Lights and letter

6.

I swore the Chastity to guard,
Of woman true and tender.
Of Mason's widow, wife, or child,
His mother or sister, undefiled.
To them I pledge a brother's love,
By Him who rules the Lodge above,
To be a true defender.

(On yonder Book, etc... giving Distress sign - one motion with each this)

7.

My Brother (or Brothers):
These are your Vows, Be they your cares.
And may such aid be given,
In answer to your earnest prayer,
That you may ever do and dare,
All that God's gracious Laws enjoin,
So that when evening shades decline,
You may be found in Heaven.
On yonder Book these Oaths we took,
And will we break them? Never:
But stand by this, and this, and this,
Forever and forever.

(Have candidates join with you in giving D-G and S. on the step of all three Degrees - one with each "this)

Have lesser lights arranged around the altar or dim lights and use altar spot as case may be.

GRAND LODGE OF MAINE A.F. & A. M.

CHARGE M.M Degree

You have now received all the instruction that pertains to our noble craft, and have advanced by regular gradations to the summit of ancient Masonry.

You have been conducted around the courts of the temple, have viewed its beautiful proportions, its massive pillars, its starry decked canopy, its mosaic pavements, its furniture, ornaments, lights and jewels. You have been admitted within the Middle Chamber, and have learned from the example of our ancient Brethren to reverence the Sabbath Day, keep a tongue of good report, to maintain secrecy and practice charity.

You have now entered the Sanctum Sanctorum, and in the inflexible integrity of the illustrious Tyrian, have witnessed an example of firmness and fortitude never surpassed in the history of man. Your representation of our Grand Master Hiram Abif is a type of the upright man in his passage through life, endowed with power and intelligence to carry out the designs of the Grand Architect of the Universe.

He enters the South Gate upon the sunny period of youth, and is met by allurements which, like the ruffian, would turn him from the path of duty; but deaf to the siren tones and sustained by the unerring dictates of the Monitor within, he moves on to the West Gate or middle period of life.

Here he is met again by misfortunes, desires and trials, tempting him to betray his trust; but, with firmness too deeply rooted to be shaken by the vicissitudes of fate, he treads the way of life unfalteringly and arrives in age at the East Gate; that opening through which he looks out on a brighter and better world. Here he is met by the inexorable enemy to whom all must yield. At the fatal blow of death he sinks to the dust and is buried in the rubbish of his earthly nature; but not forever, for by the Sprig of Acacia we are reminded of that part which never dies.

And now, my brother, if in all these things you have witnessed a series of unmeaning rites, if the spirit of Truth has not applied to your heart the morals of these teachings; then indeed have our labors been in vain. But I am persuaded that such is not the case. I trust you have entered into the spirit of these solemn rites and understand the full meaning of these interesting symbols; that all the forms and ceremonies through which you have passed from the moment you first knocked at the door of the lodge for admission, until the sublimity of this degree appeared to you, have deeply impressed upon your mind the great fundamental principles of our time honored institution; for then, and only then, can you claim the name of Mason; for then, and only then, can you feel that friendship, that unity, that fervency and zeal, that purity of heart which should actuate everyone who would appropriate to himself the proud title of Master Mason.

GRAND LODGE OF MAINE A.F. & A. M.

As such I welcome you to this lodge, and my sincere wish is that you may so live up to the tenets of your profession that when you are summoned to appear before the Grand Architect of the Universe you may be found worthy to be admitted to the Sanctum Sanctorum, there to rest secure in the protecting love of our Heavenly Father through the boundless ages of a never ending happiness, and enjoy the reflections of a well spent life, in a world where all are equal.

There's a world where all are equal, we are hastening to it fast,
We shall meet upon the level when the gates of death are passed;
We shall stand before the Orient, and our Master will be there
To try the blocks we offer with his own unerring square.

We shall meet upon the level there, but never thence depart;
There's a mansion, 'tis all ready for each trusting faithful heart;
There's a mansion and a welcome, and a multitude is there;
have met upon the level and been tried upon the square.

GRAND LODGE OF MAINE A.F. & A. M.

APPROVED APRON CHARGE

It may be that, in the coming years, upon your head may rest the laurel wreaths of victory; pendant from your breast may hang jewels fit to grace the diadem of an Eastern potentate; nay, more than these, with light added to the coming light, your ambitious feet may tread round after round of the ladder that leads to fame in our mystic circle, and even the purple of the Fraternity may rest upon your honored shoulders: but never again from mortal hands, never again until your enfranchised spirit shall have passed upward and inward through the pearly gates, shall any honor so distinguished, so emblematical of purity and all perfections, be conferred upon you as this which I now bestow. It is yours; yours to wear throughout an honorable life, and at your death to be deposited upon the coffin which shall enclose your lifeless remains, and with them laid beneath the clods of the valley.

Let its pure and spotless surface be to you an ever present reminder of a "purity of life and rectitude of conduct," a never-ending argument for nobler deeds, for higher thoughts, for greater achievements. And when at last your weary feet shall have come to the end of life's toilsome journey, and from your nerveless grasp shall drop forever the working tools of life, may the record of your life and actions be as pure and spotless as this fair emblem which I place in your hands tonight; and when your trembling soul shall stand naked and alone before the Great White Throne, there to receive judgment for the deeds done while here in the body, may it be your portion to hear from Him who sitteth as the Judge Supreme the welcome words: "Well done, good and faithful servant! Thou hast been faithful over a few things; I will make thee ruler over many things! Enter thou into the joy of thy Lord."

GRAND LODGE OF MAINE A.F. & A. M.

MASONIC MEMORIAL SERVICE

The information concerning the Masonic Memorial Service is partially derived from the Maine Masonic Textbook. More specific information can be obtained on pp. 262-3. Circumstances will vary because of the way the funeral home is arranged, where the deceased is placed and where the family is seated. The Grand Master has approved the use of these services even though the body or the ashes are not present, in either of the latter two cases, the word "symbolically" (shown in parentheses below) should be inserted in the service and only the Master will place the apron and the evergreen in an appropriate place.

The Grand Master should be informed of the death of any Past or Present Grand Lodge Officer and offered the opportunity to preside at the Memorial Service.

I. Officers' positions.

- A. The Master should stand at the head of the casket, facing family and friends.
- B. The Chaplain should stand at the foot of the casket, facing the center of the room.
- C. The Deacons should stand with crossed rods (if desired), next to the Master.
- D. The Stewards should stand with crossed rods (if desired), next to the Chaplain.
- E. Remaining officers and brethren
 1. Should remain in their seats until end of service.
 2. If seats are not available, the officers and brethren should stand at the head and foot of the casket next to the Deacons and Stewards.
Note: It is imperative that the sight line be clear so that the Master and Chaplain can see the family and friends of the deceased. Actually the Master is performing the service for the deceased, but he does address the family and friends.

II. The Apron: Statement is made by the Master.

- A. "He will now (symbolically) wear that apron forever as the emblem of the virtues it represents." (As the Master concludes this statement, he holds up the apron by the two upper corners with the flap toward him and places it over the edge of the casket, allowing the strings to fall within the casket.)

III. The Evergreen: Statement is made by the Master. "In accordance with our custom, I now place (symbolically) this Evergreen over the heart of our brother." (The Master brings his right hand to his left breast, then extends it, palm downward, over the casket, depositing the Evergreen, then carries it above his head pointing to Heaven and then drops arm and hand to side.)

B. Other officers and brethren

Deposit their Evergreen in like manner at end of the service.

Conclusion: It is important that this service be rehearsed.

*** *This subject is demonstrated on track 9 of the Masonic Protocol tape.* ***

INSTRUCTIONS TO COMMITTEE OF INQUIRY

The best interests of Masonry demand that an exhaustive investigation be made of the character and standing of every applicant. It is imperative therefore that your investigation of the petitioner be thorough.

Members of Committees of Inquiry are urged to become familiar with those sections of the Grand Lodge Constitution, which relate to applications (See Index-page 61), the section on "Application" in the Maine Masonic Text Book (1966 edition) pages 225-233 and page 38 in the Digest of Decisions.

Following are the more important points on which you will wish to check:

1. Ascertain definitely if the lodge has jurisdiction over the petitioner.
2. Ascertain definitely if the petitioner has any defect or deformity which will prevent him from being instructed in the arts and mysteries of reference as to his reputation in meeting his obligations, and whether Freemasonry, or cause an inability to acquire the means of subsistence.
3. Ascertain whether the petitioner is mentally qualified to receive Masonic Degrees.
4. Ascertain whether the petitioner is morally fit to be received into the Fraternity.
5. Ascertain if any organization to which he belongs will impair his usefulness to the Fraternity.
6. Ascertain if his neighbors, acquaintances and employers give him a good character reference.
7. Check his answers to the questionnaire attached to his petition and see that all are fully answered. If any questions have not been answered, interview the petitioner and have the same completed, or ascertain the reason for his not answering such questions.
8. Consider the petitioner's ability to meet his financial obligations with particular or not the payment of lodge dues would be in any way a financial burden to those dependent upon him. This is a good time to brief the petitioner as to the fees relating to the degrees.
9. Do not make a favorable recommendation unless you are convinced that the petitioner will conform to the laws, rules and regulations of the institution.

EXAMINATION OF VISITORS

1. Appoint committee of three.
2. Visitors must be examined individually.
3. Current dues receipt card.
 - a. Check signature with one appearing on dues card.
4. Check Lodge name and number in directory.
 - a. Be sure directory is up to date.
5. Tyler's Oath. (page 184 in cipher) Need not be memorized in this State.
6. Examination of ritual.
 - a. Great Lights in each degree.
 - b. Due-Guard Signs, Grip & Word.
 - c. Grand Masonic Word & manner.
 - d. Relate story in extreme circumstances.
7. Courtesy.
 - a. No trick questions.
 - b. Do not detain.
 - c. Don't show off.
 - d. Don't try to embarrass visitor.
8. Conclusion, (from S.R. #30)

A visiting brother, having produced his Grand Lodge certificate or diploma, or a current receipt for annual dues, and having satisfied the examining committee of a lodge that he is a Mason in good standing, and a member of a regular lodge, shall have the right to inspect the Charter or Charter Certificate of the lodge he desires to visit.

Every Lodge shall keep and preserve a record of visitors.

**** This subject is demonstrated on track 2 of the Masonic Protocol tape. ****

**** This subject is contained in the District Representative's Toolbox . ****

GRAND LODGE OF MAINE A.F. & A. M.

WORD PRONUNCIATION

That these words may be pronounced correctly and uniformly, please practice reciting them.

<i>A-ca'-cia</i>	<i>Fel'-low Crafts</i>	<i>Prog'-ress</i>
<i>Ac-ces'-so-ry</i>	<i>Fi-del'-i-ty</i>	<i>Pro-pi'-ti-ate</i>
<i>Ad'-mir'a'ble</i>	<i>Fru-i'-tion</i>	<i>Pu"-tre'fact'-tion</i>
<i>Ad"-mo-ni'-tion</i>	<i>Fur'-ther</i>	<i>Py-thag'o-ras</i>
<i>A-gree'-a'bly</i>	<i>Ge-om'e-try</i>	<i>Quar'-ries</i>
<i>All'-de'vour'-ing</i>	<i>Har'-assed</i>	<i>Re-cess'es</i>
<i>Al'-mond'tree</i>	<i>Hav'-oc</i>	<i>Re-fresh'-ment</i>
<i>A"-men'</i>	<i>Hec'-a-tomb</i>	<i>Re-pos'-i-to"-ries</i>
<i>An'-ti-dote</i>	<i>Hum'-bly</i>	<i>Rep'-tile</i>
<i>Ap-prised</i>	<i>Hy-poc'-ri-sy</i>	<i>Re'-qui-ern</i>
<i>Ar'-chi-tect</i>	<i>Il-lume'</i>	<i>Ruth'-less</i>
<i>Ar'-chi-tec"-ture</i>	<i>Il-lus'-trate</i>	<i>Sac'-ri-fice</i>
<i>Ar'-chives</i>	<i>Im"-mor-tal'-i-ty</i>	<i>Saith(Seth)</i>
<i>Ar-tif-i-cer</i>	<i>Im-mu'-ta'ble</i>	<i>Sanc'-tum</i>
<i>A-troc'-i-ty</i>	<i>Im"-per-cep'-ti-bly</i>	<i>Sanc-to'-rum</i>
<i>Au'-di'bly</i>	<i>Im"-pre'ca'-tions</i>	<i>Se-cret'ed</i>
<i>Be-nef-i-cent</i>	<i>In-censed'</i>	<i>Shib'-bo-leth</i>
<i>Breth'-ren</i>	<i>In-clem'-en-cies</i>	<i>Sof-tened</i>
<i>Chap'-i-ter</i>	<i>In-cul'-cate</i>	<i>Spe'-cies</i>
<i>Clan-des'-tine</i>	<i>In-di-gent</i>	<i>Spec'-u-la"-tive</i>
<i>Clefts</i>	<i>In"-dis-crim'-i-nate-ly</i>	<i>Spher'-i-cal</i>
<i>Com-men'-su-rate</i>	<i>In-dis-sol'-u-ble</i>	<i>Spir'-it</i>
<i>Com-pass-es</i>	<i>In-ef-fa'ble</i>	<i>Stu-pen'-dous</i>
<i>Con'-tem-plate</i>	<i>in-es'-ti-ma-ble</i>	<i>Sub-ser'-vi-ent</i>
<i>Con-tem '-pla-tive</i>	<i>In'-fi-nite</i>	<i>Suc'-coth</i>
<i>Cow'-ans</i>	<i>In-i'-ti-at'-ed</i>	<i>Sum'-mon-ses</i>
<i>Cy'-cles</i>	<i>I-on'-ic</i>	<i>Syn-on'-y-mous</i>
<i>De-ceased"</i>	<i>In-quir'-y or in'-quir-y</i>	<i>Tab'-er-nac"-le</i>
<i>Del'-uge</i>	<i>In-sid'-i-ous</i>	<i>Tem-pes'-tu-ous</i>
<i>Dem'-on-strate</i>	<i>In-var'-i-a-ble</i>	<i>Ten'-ets</i>
<i>Des'-tined</i>	<i>In-trin'-sic</i>	<i>Tes'-sel-lat"-ed</i>
<i>De"-fes-ta'-tion</i>	<i>In-vi'-o-la-ble</i>	<i>Truths</i>
<i>Dev"-as-ta'-tion</i>	<i>Is'-ra-el</i>	<i>Tu'-bal-cain"</i>
<i>De-tails'</i>	<i>Ja'-chin</i>	<i>Tur'-bu-lent</i>
<i>Dis-cern'-ing</i>	<i>Jeph'-thah</i>	<i>Un-hal'-lowed</i>
<i>Di-vest'-ed</i>	<i>Mo-ral'-i-ty</i>	<i>U"-ni-ver-sal'-i-ty</i>
<i>Di-vine'</i>	<i>Mo-sa'-ic</i>	<i>Vi-cis'-si-tudes</i>
<i>Dot'age</i>	<i>Naph'-ta-li</i>	<i>Vir'-tue</i>
<i>Ed'-i-fice</i>	<i>Ob'-se-quires</i>	<i>Wa'-ter-ford</i>
<i>En-due'</i>	<i>Of-ten</i>	<i>Winds</i>
<i>E'-noch</i>	<i>Par'tic'-u-lar-ly</i>	<i>With-al'</i>
<i>En'-tered Ap-pren'-tice</i>	<i>Pa'-thos</i>	<i>Zeal'-ous</i>
<i>E'-phra-im-ites</i>	<i>Per'-il</i>	<i>Ser"-e-da'-thah or</i>
<i>Eu-re'-ka</i>	<i>Per-sist'-ed</i>	<i>Ze-red'-a'tha</i>
<i>Ex-em'-plary</i>	<i>Pi-las'-ter</i>	
<i>Ex-u'-ber-ance</i>	<i>Pome'-gran-ate</i>	