



GRAND LODGE OF MAINE

—ANCIENT—

FREE AND ACCEPTED MASONS

MASONIC TEMPLE

PORTLAND, MAINE 04111

Dear Worshipful Master,

Presiding over the meetings of your lodge will be one of the most difficult tasks that you will encounter as Worshipful Master. A good basic knowledge of the various Masonic procedures and protocol will be very helpful in keeping your meetings interesting; business-like and productive.

The Committee on Masonic Education and Lodge Services is pleased to make the enclosed Home Study Course in Lodge Management available to you. The subjects contained in this course are those which are more commonly encountered in most Masonic meetings.

We recommend that you study it as your time permits and use it as a ready source of information.

The Grand Lodge of Maine will issue a Certificate of Proficiency to each Master satisfactorily passing a written test covering it's contents. Tests will be given by the District Representative at the request of the Master.

The tests are not mandatory, however, we earnestly solicit your participation in the tests to satisfy your own curiosity and to give us an indication as to how beneficial the material has been to you.

Please pass this material on to your successor at the conclusion of your term of office.

Best wishes for a rewarding year as Master of Your Lodge.

Fraternally,

Wilbur F. Lovett
Wilbur F. Lovett, Chairman
M.E. & L.S. Committee

LODGE ADMINISTRATION
A HOME STUDY COURSE IN LODGE MANAGEMENT
FOR
LODGE MASTERS
PREPARED BY
THE COMMITTEE ON MASONIC EDUCATION
AND LODGE SERVICES

Edited & Compiled by Wilbur F. Loveitt, Chairman

Upon satisfactory completion of this course a Certificate of Proficiency will be presented by the Grand Lodge of Maine.

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REMARKS TO THE MASTER

The office of Worshipful Master is the highest honor a Lodge can confer upon one of its Members. The Worshipful Master is the supreme ruler of his Lodge. If he is going to exercise that authority in a proper manner, he must be adequately prepared to do so. He should know in advance the duties of his office - should not have to rely upon the Secretary for guidance but rely on him as an excellent source for information.

The considerable power of a Worshipful Master over the Members of his Lodge during a Lodge meeting, carries with it the sharp necessity of using a great amount of tolerance, patience and understanding. He should endeavor at all times to say or do nothing that would incite ill feelings or disruption or provoke any Member to an exhibition of ill manners or shameful conduct.

Planning and designing interesting and appealing Lodge Meeting programs and activities takes time, thought and imagination. So, please do not "put-off" to a later date the thinking and planning so necessary to put your "Master Plan" into action. You should begin previous to your election and installation.

As Worshipful Master of your Lodge, one of the most important lasting responsibilities you will have is that of appointing others to Floor Offices and various Committees. The future of your Lodge, and Freemasonry in your community may well depend on the Members you appoint to the various Floor Offices and the several Committees. Satisfy yourself that you are selecting and appointing the best qualified within your Lodge. Friendship should not influence such appointments. Many Lodges are suffering and in real trouble only because Members were appointed to an Office in the Lodge who "just didn't have it," so to speak.

Pay all due respects to your Past Masters. They are the bulwark of the Lodge. They are sincerely interested in their Lodge. But sometimes some Past Masters become so interested that they attempt to run the Lodge for the Worshipful Master. When you become Worshipful Master of your Lodge, take every advantage of the experience, knowledge and advice of your Past Masters. Seek their counsel, but when all is said and done, make your own decisions. You are the Worshipful Master and the final responsibility for governing the Lodge is yours alone. Act in accordance with your best judgement as to what is best for your Lodge in particular and Freemasonry in general.

Brethren, I urge you to start now to prepare yourself for one of the most outstanding years of your entire life. Properly and thoroughly prepared, you will in time to come, look back on that significant year with justifiable pride and satisfaction. Each one of you has the potential to become the best Worshipful Master your Lodge ever had!

What your audience sees is often almost as important as what it hears. You should be properly dressed for your Station in the Lodge. Your clothes should fit properly and be clean and neat looking at all times.

Collars and aprons should be properly adjusted. Aprons should not be worn over another apron or on the inside of the coat.

When at your Station, you should stand upright, without apparent stiffness. Your feet should be flat on the floor and not too far apart. You should not move around unnecessarily, but you should not stand like a statue. Your body action should be natural.

To be able to speak properly comes naturally to some people. But, to most of us it takes much thought and practice. A Worshipful Master will find that not only what he says, but how he says it, is a very important part of his duties.

The volume of your delivery should be such that it is not overpowering to those seated close by and, at the same time, can be heard distinctly in the far corner of the room. To acquire this ability you should practice speaking from the diaphragm instead of from the throat.

You should properly and distinctly pronounce and enunciate each word. Good grammar is the ear-mark of a good speaker. In all his speaking, a Worshipful Master should be courteous and considerate. He should try to show by the inflection and tone of his voice, a politeness of manner and an evenness of temper at all times.

A motion from the floor that, in the opinion of the Worshipful Master, would mar the harmony and good order of the Lodge, could be handled in different ways: (A motion is not necessary but may be considered by the W.M.)

- a. He could tell the Brother who made the motion that he did not care to entertain it.
- b. He could tell the Brother that he feared the motion might lead to disharmony in the Lodge and ask him to withdraw it.
- c. He could direct that the motion be laid on the table and then endeavor to reconcile any potential trouble before the next Stated Meeting.

If a heated debate starts to develop after the motion has been made and seconded, the Worshipful Master might still stop discussion and drop the subject or lay it on the table, or he may call the Lodge off from labor for a few minutes to provide a cooling off period.

A Brother who is grossly negligent in addressing the Worshipful Master, or who crosses the Lodge Room at the wrong place or in the wrong manner, or who speaks out of turn, or who attempts to leave the Lodge Room during a ballot, or who give the wrong sign in addressing the Chair, or who throws the sign from a wrong location should receive a word of friendly counsel from the Worshipful Master. It is up to the good judgement of the Worshipful Master as to the time and place to do this and it should be called to the Brother's attention in a kindly and diplomatic manner.

RECOMMENDED ORDER OF BUSINESS

FULL FORM OPENING
SALUTE TO THE FLAG
WELCOME TO ALL PRESENT
INTRODUCE FIRST TIME 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
MASTERS REMARKS
REMARKS OF D.D. IF PRESENT
CLOSING

The Worshipful Master should never be in a position to 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 Worshipful Master should view before Lodge 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.

OF UTMOST IMPORTANCE

BE PROMPT OPEN ON TIME
CONDUCT YOUR MEETING IN A BUSINESS LIKE MANNER
KEEP THE MEETING UNDER CONTROL

RECEPTION OF VISITORS

When a Brother visits a lodge, and has been examined, or avouched for, the Master sends the Senior Deacon to introduce him. That officer conducts him behind the Altar and says:

"Worshipful Master, I have the pleasure of introducing to you Brother hailing from Lodge."

The Master calls up the lodge and says:

"Brother, it gives me pleasure to introduce to you the members of Lodge and their visitors, and to welcome you to a seat among us." Brethren, let us greet our visiting Brother with a hearty welcome.

The Senior Deacon conducts the visitor to a seat, and the lodge is called down.

No brother should be allowed to visit a lodge for the first time without an introduction. If the visitor is a Past Master, he should be invited to a seat in the East; and if he is an Officer of any Grand Lodge, or a Permanent Member of our own Grand Lodge, or a Past Grand Master, he should be received with the grand honors at the time of his introduction.

The Master should take great care to extend the proper courtesies to visiting brethren and to make them feel that they are welcome.

He should invariably, as soon as the lodge is opened, give a general invitation to all Past Masters to take seats in the East; and this invitation should be accepted by those present, unless there are special reasons for not doing so.

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)
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 stick 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.

Proceedure for Receiving the Grand Master

or

the District Deputy Grand Master

Master proceeds to open his Lodge through to the point where the Jr. Deacon reports that the Lodge is tyled and the Wor. Master has said, "I thank you Bro. Jr. Deacon."

The Grand Marshal makes an alarm at the tyled door by *** raps.

W.M. "Bro. Sr. Deacon" (rises and salutes) "you will ascertain the cause of that alarm."

S.D. (With Rod, goes to tyled door, gives *** raps, open door and says.) "Who comes here?"

Gr. Mar. "The Grand Marshal with a communication."

S.D. (Goes behind altar, salutes and says.) W.M. the Grand Marshal awaits without with a communication."

W.M. "Bro. Sr. Deacon you will inform the Gr. Mar. that he has permission to enter."

S.D. (salutes, returns to tyled door opens it and says.) "Bro. Gr. Mar. you have permission to enter." (Sr. Deacon remains by tyled door.)

Gr. Mar. (Goes behind Altar, salutes and says) "Wor. Master, the M.W.G.M of the M.W.G. Lodge of Maine is with out with his Suite and awaits to be admitted."

W.M. "Bro. Grand Marshal, you will inform our M.W.G.M. that a proper escort will await upon him."

(The Gr. Mar. salutes and goes out. Sr. Deacon opens and closes door then returns to his station.)

W.M. "Bro. Marshal, you will form an escort consisting of the Sr. and Jr. Stewards and Sr. and Jr. Deacons and escort our M.W.G.M. and his Suite into the lodge room."

(Escort goes out tyled door. Marshal, Sr. and Jr. Stewards form in front of Suite, Sr. and Jr. Deacons form in rear of the M.W.G.M.)

(Procession enters the Lodge Room, Lodge Marshal enters far enough to leave room for Stewards and Deacons, then steps to right. Stewards enter, halt behind Marshal, open to the right and left and cross rods. Deacons stop beside Stewards after Suite passes through.)

- Gr. Mar. "The M.W.G.M."
- W.M. (***) Rises and removes his hat)
- Gr. Mar. (Gr. Mar. forms Suite behind Altar. Conducts M.W.G.M. behind Altar, salutes and says.)
"Wor. Master, It is my pleasure to introduce M.W. Bro. _____
M.W.G.M. of the M.W.G. Lodge of Maine."
- W.M. "Bro. Gr. Mar., you will escort the M.W.G.M. to the East."
(Wor. Master descends all the way to the floor. Escort breaks and go directly to their stations, W.M. says.)
"M.W. Bro. _____ on behalf of the officers, members and guests of _____ Lodge I welcome you. Would you please face the west?"
"Brethren it is my pleasure to introduce to you M.W. Bro. _____ M.W.G.M. of the M.W. Grand Lodge of Maine. You will with me accord him the Private (Public) Grand Honors, taking your time from the East."
(Private Grand Honors, due guard and sign of the three degrees, no Grand Hailing Sign. To be given only in tyled lodge. Public Grand Honors, left arm over right, fingers touching shoulders, bow from waist three times.)
And now M.W.G.M. it is my pleasure to present you the gavel of _____ Lodge that you may continue with the introduction of your Suite.
- M.W.G.M. (Continues with the introduction of the Suite and returns the gavel to the Wor. Master.)
- W.M. "M.W. Bro. _____ I welcome you to a seat in the East."
W.M. gives one rap * to seat the brethren then continues with the opening of the lodge.

NOTE: Acting Grand Marshal and District Deputy Grand Master to be used in lieu of Grand Marshal and Most Worshipful Grand Master when occasion requires.

MASONIC PROTOCOL

THE LODGE

1. Used in two senses.
 - a. "A certain number of Masons, duly assembled."
 - b. 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.
 - g. 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
 - a. Entitled after taking Entered Apprentice obligation.
2. Worshipful
 - a. Entitled after installation as Worshipful Master.
3. Very Worshipful
 - a. Entitled - Assistant Grand Lecturer.
4. Right Worshipful
 - a. Entitled - Elected Grand Lodge officers; DGM, SGW, JGW, GT, GS. Appointive; DDGM and Grand Lecturer.
5. Most Worshipful
 - a. Entitled - Grand Master
6. Past Officers
 - a. Highest title attained is retained for life.
7. Use of Titles.
 - a. In Lodge - Always use Masonic Title with full name or last name.
 - b. You should not use title and first name only; i.e. Bro. Jim.
 - c. In public - Titles not used except between Brethren.
 - d. In correspondence - Titles are used on letters, but not on envelopes.

ADDRESSING MASONS IN THE LODGE

In addressing Lodge Members, the salutation should be such as "Brother Jones," using only his last name unless the first name is necessary to designate which "Brother Jones."

In addressing Lodge Officers, the salutation should be "Brother Secretary," using only the title of his office.

In addressing distinguished visitors, use full name and title and mention their Jurisdiction if it is other than Maine. For example, M.W. Brother John Jones -- Most Worshipful Past Grand Master of the Grand Lodge of New York.

In addressing Past Masters, state their full name and title. For example, Worshipful Brother John Smith Past Master of --- Lodge ---.

In addressing Grand Lodge Officers, state their full name and title. For example, R. W. Edwin V. George --- Right Worshipful Grand Secretary.

In addressing the District Deputy Grand Master of your Masonic District, state his full name and title. For example, Right Worshipful John O. Smith -- District Deputy Grand Master. Should he be from another Masonic District add his Masonic District letter or number. For example, R. W. John O. Smith Past District Deputy of the 20th. Masonic District.

In addressing the Most Worshipful Grand Master --- address him as Most Worshipful John Anagnostis,, Most Worshipful Grand Master.

SALUTATIONS

- 1. Due-guard given to
 - a. Worshipful Master or presiding officer from rear of altar on entering or retiring from an open Lodge.
 - b. Worshipful 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.
 - d. 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.
 - 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.

ENTERING AN OPENED LODGE (cont.)

2. Visitor for the first time.
 - a. Must be avouched for or examined (See both of these sections)

AVOUCHING

1. General procedure.
 - a. Should address the Senior Warden.
 - b. No signs given.
 - c. 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.

GREETING VISITORS AND MEMBERS

1. Before the meeting.
 - a. Duty of the Senior Warden.
 - b. Meet and greet all members.
 - c. Seek out all first-time visitors.
 - d. Make certain they are introduced to W.M. and other officers.
2. In Lodge Room
 - a. First-time visitors should be introduced formally.
 - b. Grand Honors should be accorded to those who are entitled.
 - c. Past Masters and/or special visitors invited to seat in East.

MASTER'S HAT

1. Symbol of authority.
 - a. Part of Master's regalia - MUST be worn while presiding.
 - b. Can be worn by W.M., M.W.G.M., or Past Master when presiding.
 - c. Should be removed during prayer.
 - d. Should be removed at the Altar during obligation - placed on floor, not on base of Altar.
 - e. Should 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. Master may remove hat when S.W. or J.W. are presiding during Degree work and Master is filling their station.
 - g. May be removed by Master momentarily during Degree work to rest his head - should use his discretion.

DRESS

1. Officers
 - a. No robes allowed - See Digest of Decisions pages 20 and 76.
 - b. Ordinary business suits are acceptable.
 - c. Dark suits, white shirts, bow ties, black shoes recommended.
 - d. Encourage use of Tuxedos, if possible, for the Officers.
 - e. Dress should be dignified, not sloppy.
2. Members
 - a. Should dress as they would to go to Church - neatly.
3. Candidate
 - a. Clothed in candidate's robe.
 - b. Robe should be cleaned as necessary - J.D. take notice.

LODGE ROOM BEHAVIOR

1. No one should pass between Master and Altar.
 - a. 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 Worshipful Master.
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 Worshipful Master.
4. Lodge at Refreshment
 - a. Masonic term meaning "recess".
 - b. Permission 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.

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 Grand Master and the District Deputy Grand Master as the direct representative of the Most Worshipful Grand Master. An appeal can be made from the decision of the Worshipful Master 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.

THE COMMITTEE OF INQUIRY

Several committees are appointed by the Worshipful Master of a Lodge, but no committee is as important and vital to the welfare of the Lodge in particular and Freemasonry in general as the Committee of Inquiry, appointed to investigate each Petition for the Degree of Freemasonry.

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

The Lodge Brother who is appointed by the Worshipful Master to serve as a member of the Committee of Inquiry should consider such appointment a high honor, a visible expression of implicit trust and confidence in his ability, his zeal and his concern for the welfare of the Lodge and Freemasonry. The Committee of Inquiry is in reality a Masonic sentry. It must make sure that no man not fitted for the teachings and blessings of Freemasonry pass through the West Gate to initiation.

Members of the Committee of Inquiry, are answerable to no one except their own conscience. The Lodge and Freemasonry are dependent upon their efforts and judgement. They are screening a person who can make the structure of Freemasonry either stronger or weaker.

APPLICATION REQUIREMENTS

Must be 21 years of age.

Resident of Maine for 12 months.

Resident of town or Lodge jurisdiction for 6 months.

Must be morally and mentally qualified.

If under the jurisdiction of another Lodge, a waiver must be obtained from that Lodge.

After petition accepted, it must be referred to committee of inquiry who reports at the next meeting - 30 days.

Degree cannot be conferred until 14 days after election.

Deposit must be made with application.

Full amount of initiation fee must be collected before degree can be conferred.

Petition cannot be withdrawn after it is referred to committee of inquiry without consent of Lodge.

Following are the more important points which should be checked:

1. Ascertain definitely if the petitioner has any defect or deformity which will prevent him from being instructed in the arts and mysteries of Freemasonry, or cause an inability to acquire the means of subsistence.
2. Ascertain definitely if the Lodge has jurisdiction over the petitioner.
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.
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 financial standing of the petitioner with particular reference as to his reputation in meeting his obligations, and whether or not the maintenance of Lodge membership would be in any way of financial detriment to those dependent upon him.

BALLOTING

After a petition for the degrees has been returned by the Committee of Inquiry a ballot must be spread unless it is found that the Lodge lacks jurisdiction or the candidate is deceased.

- Senior Deacon prepares ballot box.
- Master inspects ballot box.
- Make certain that there are enough white balls for each member present.
- Make certain that there are at least 6 black cubes.
- Master reads petition - instructs Brethren on method of balloting.
- Master declares ballot open.
- Senior Deacon may pass ballot box or it may be set on a table behind Altar - never on the Altar.
- Senior Deacon should avoid passing between Master and the Altar.
- After all members have voted, Master declares ballot closed.
- Senior Deacon may present ballot to J.W. and S.W. for inspection.
- Master examines ballot, destroys it and then reports.
- Two or more black cubes mean petition is rejected.
- One black cube - ballot has to be taken a second time immediately.
- One black cube on second ballot - petition is rejected.
- No one admitted or retired during balloting.
- No member excused from balloting, except by unanimous vote of Lodge.
- Tyler may be excused by Master.
- Seperate ballot for each petition.

FROM STANDING REGULATIONS AND DIGEST OF DECISIONS:

- 42a No ballot until application has been referred to a committee of inquiry.
 - b No ballot in less than four weeks unless by dispensation.
 - c A petition shall not be withdrawn after being presented to a committee of inquiry until after the committee has reported, and a clear ballot, and then by consent of the Lodge.
- 43a But one ballot for all three degrees, must be free and clear.
 - b If more than one negative vote appear, balloting shall cease, candidate is declared rejected.
 - c But one negative vote appear, a second ballot should be taken, if one negative vote reappear candidate is rejected.
 - d An objection before initiation is the same as rejection by the ballot, and must be so recorded.
Such objections are made privately to the Master, or to the Lodge, the reasons are not required.
Objection to advancement after initiation must be made to the Lodge and the sufficiency determined by a 2/3 vote.
- 9a A rejection is final when declared and recorded, that only one blackball was cast and a second ballot not taken cannot affect the issue.
 - b Our regulations require but two ballots be taken, this means two ballots the results of which are plain, if room for doubt, Master orders a new ballot.
 - c Any questions as to order of ballot on candidate will be determined by the Master.
- 10a There must be a ballot on every candidate whether the report is favorable or unfavorable, or even though there has been an objection.
 - b If the ballot is taken and the candidate is declared rejected, no other ballot can be taken to correct a mistake.
- 11 Ballot declared clear by the Wor. Master must stand even if a black ball was cast, recourse is objection.
- 12 Use of the ballot for personal reasons is unmasonic conduct.

MASONIC DISCIPLINE

I. MASONIC OFFENSES

1. 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. Stricking, 46 W. Va. 515)
2. NATIONAL AND STATE LAWS - While Masonry enjoins obedience to the civil law, it will not take cognizance of offenses against the civil law that are of a political character. So 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 two words "moral turpitude" have 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 man owes to his fellow men 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 phrase "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.

3. MASONIC CONSTITUTION
4. MASONIC REGULATIONS
5. CUSTOMS
6. OBLIGATIONS
7. BELIEF IN SUPREME BEING

II. PENAL JURISDICTION OF THE LODGE

1. ORIGINAL JURISDICTION AGAINST A MEMBER
2. TERRITORIAL JURISDICTION AGAINST ANY BROTHER
(Except member of lodges having concurrent jurisdiction.)

MASONIC DISCIPLINE (cont.)

III. PROCEDURE IN LODGE

- 1. ACCUSATION IN WRITING
- 2. SPECIFICATION OF THE OFFENSE
See p. 202-204 Maine Masonic Textbook
- 3. SIGNED BY ONE OR MORE MASTER MASON
- 4. PREPARED BY JUNIOR WARDEN
- 5. DELIVERED TO MASTER WHO SHALL SUMMON HIS LODGE
- 6. VOTE IF OFFENSE IS ALLEGED, AND, IF SO, THAT INVESTIGATION IS REQUIRED
- 7. MAJORITY VOTE REQUIRES INVESTIGATION BY GRAND LODGE
 - (a) If negetive vote, then other aggrieved Lodge or Brother may appeal to Grand Lodge who may accept.

IV. PENAL JURISDICTION OF GRAND LODGE

A. ORIGINAL JURISDICTION

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

I. HOW BEGUN

- (a) By five (5) members of the Lodge
- (b) By District Deputy
- (c) By Grand Master on his own

II. ACTION BY GRAND MASTER

- (a) Investigation
- (b) May suspend to next annual communication

4. OF ANY MASON RESIDING WITHIN JURISDICTION

- 5. GRAND MASTER MAY SUSPEND A BROTHER UNTIL NEXT ANNUAL COMMUNICATION FOR:
 - (a) Dereliction of duty
 - (b) Unmasonic conduct
 - 1. Information by Grand Master required if Brother convicted of crime involving moral turpitude and no action taken by his lodge.

B. TRIBUNALS

- 1. BOARD OF COMMISSIONERS OF TRIALS
 - or
 - (a) Special Board of Commissioners
- 2. JUDGE ADVOCATE
Duties as may be appropriate
- 3. COMMITTEE ON GRIEVANCES AND APPEALS

V. PROCEDURE COMMISSIONERS OF TRIALS

- 1. REPORT - BOARD OF COMMISSIONERS OF TRIALS
 - (a) Facts of case
 - (b) Finding
 - (c) Recommendation

MASONIC DISCIPLINE (cont.)

2. REPORT BY COMMISSIONERS ON GRIEVANCE
 - (a) Recommendation
3. GRAND LODGE CONSIDERS
 - (a) Findings of Commissioners
 - (b) Recommendation of Committee
4. GRAND LODGE RENDERS JUDGEMENT
5. PUNISHMENT
 - (a) Admonition
 - (b) Suspension
Loses membership in any Lodge in jurisdiction - unaffiliated mason.
 - (c) Exclusion
Loses membership in the order

VI. APPEALS

1. HEARD BY GRAND LODGE
 - (a) May hear other testimony
2. GRAND LODGE MAY:
 - (a) Confirm
 - (b) Modify
 - (c) Reverse
3. GIVE FINAL JUDGEMENT AND SENTENCE AS IT DEEMS JUST

NOTE: 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.

MASONIC MEMORIAL SERVICE PROTOCOL

The information concerning The Masonic Memorial service is partially derived from the Maine Masonic text book. More specific information can be obtained on pp 262 - 3. The Committee on Masonic Education and Lodge Service is offering the following suggestions in order that the purpose of the service can become clearer in the minds of the Lodge Officers who are performing it. We must note, however, that circumstances will vary because of the way the funeral home is arranged, where the deceased is placed and where the Family is seated.

1. Officers positions

A. The Master

1. Should stand at head of the casket facing family and friends.

B. The Chaplain

1. Should stand at foot of the casket facing the center of the room.

C. The Deacons

1. Should stand with crossed rods, if desired, next to the Master.

D. The Stewards

1. Should stand with crossed rods, if desired, next to the Chaplain.

E. Remaining Officers and Brethren.

1. Should remain in their seats until the conclusion of the 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.
 - a. Note: It is imperative that the sight line be clear so that the Family and Friends of the deceased can be seen by the Master and Chaplain. Actually the Master is performing the service for the deceased but he does address the family and friends.

2. The Apron

A. Statement is made by the Master.

1. "He will now wear that apron forever as the emblem of the virtues it represents."
 - a. 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.

3. Evergreen

A. Statement is made by the Master.

1. "In accordance with our custom, I now place this Evergreen over the heart of our Brother."
 - a. 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.

1. Deposit their evergreen in like manner at the end of the service.

4. Conclusion; It is important that this service be rehearsed before attempting to present it.

