



**THE CONSTITUTION  
OF  
THE UNITED GRAND LODGE  
OF  
MARK MASTER MASONS  
OF VICTORIA**

Published by the authority of  
The United Grand Lodge of Mark Master Masons of Victoria

2000

Revised 2012

Includes all amendments to Amendment List 10

**BOOK OF CONSTITUTION  
TABLE OF AMENDMENTS**

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**THE UNITED GRAND LODGE**  
**OF**  
**MARK MASTER MASONS OF VICTORIA**

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**HISTORICAL NOTE**

The United Grand Lodge of Mark Master Masons of Victoria had its foundation in a meeting of the accredited representatives of fifteen of the Lodges then working in Victoria on the thirtieth day of May, 1899, and the first Grand Master - Edward Coulson - was installed the following day.

At this meeting Articles of Union were agreed upon and are printed and published herewith.

The Lodges represented were:

1. Keystone, No. 0, Scottish Constitution.
2. Kilwinning, No. 310, English Constitution (originally "South Melbourne Mark Lodge").
3. Waranga, No. 371, English Constitution.
4. Moira, No. 412, English Constitution.
5. Citizens, No. 30, Scottish Constitution (originally "Hope Mark Lodge" and now "Citizens Marine Mark Lodge").
6. Hawthorn, No. 31, Scottish Constitution (originally "Duke of Manchester Mark Lodge" and now defunct).
7. Admiral Collingwood, No. 32, Scottish Constitution (now defunct).
8. Prince of Wales, No. 446, English Constitution.
9. Goulburn Valley, No. 488, English Constitution.
10. Canadian, No. 34, Scottish Constitution.
11. Melbourne, No. 35, Scottish Constitution (now Boroondara Mark Lodge).
12. Bendigo, No. 36, Scottish Constitution.
13. United Wimmera, No. 37, Scottish Constitution.
14. United Brunswick, No. 38, Scottish Constitution (now Victory -United Brunswick Mark Lodge).
15. Maryborough, No. 39, Scottish Constitution.

There are now upon the Register of The Grand Lodge 93 Mark Lodges and 36 Royal Ark Mariner Lodges.

The Book of Constitutions of the Grand Lodge was first adopted at a meeting of The Grand Lodge held on the thirty-first day of January, 1901, and such adoption was duly confirmed at a meeting of The Grand Lodge on the first day of March, 1901. From time to time thereafter various amendments and revisions were made until it was considered expedient by The Grand Lodge that an entirely new Constitution be prepared.

This present Constitution was approved and adopted at a meeting of The Grand Lodge held on Wednesday, seventeenth day of November 1999 and the Grand Secretary was directed to have the same printed and published in the form here following.

Dated this first day of July 2008.

**John E. Glover**  
**Grand Secretary**



**THE ARTICLES OF UNION**

**of**

**THE UNITED GRAND LODGE**

**of**

**MARK MASTER MASONS of VICTORIA**

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1. That the Masters, Past Masters, Wardens and Overseers of Mark Lodges, under the existing English and Scottish Constitutions, meet mutually (by Summons) and form themselves into a Grand Lodge, to be called “The United Grand Lodge of Mark Master Masons of Victoria”.
2. That the jurisdiction of The Grand Lodge shall extend to the Degree of Ark Mariner.
3. That The Grand Lodge shall determine as soon as possible after its formation whether the Grand Lodge Officers shall be elected or appointed, and shall also determine what Book of Constitutions shall be adopted pending the adoption of a Book of Constitutions of its own.
4. That, until otherwise determined by The Grand Lodge, the Lodges forming the same shall be at liberty to work under the Rules and Regulations, and to follow the procedure at present in force in their respective Constitutions.
5. That all Grand Lodge Officers above the rank of Grand Sword Bearer (except Grand Chaplains and Organists) shall be Installed Masters of the Mark Degree, and all other officers of the rank of Overseer or upwards.
6. That the Lodges under The United Grand Lodge (when formed) shall be registered, and rank in precedence according to the dates of the warrants they at present hold under their respective Constitutions.
7. That whatever rank any Brother at present holds or has held, under either of the said Constitutions or any Constitution recognised by either of the said Constitutions or the said The United Grand Lodge (when formed), shall be confirmed, and that relative Past Grand Rank shall be conferred on all Grand, District Grand and Provincial Grand Lodge Officers, present or past, upon registration of their names and payment of the sum of 10/6 each, provided that they be members of some Lodge in Victoria which shall have tendered its allegiance to The United Grand Lodge within six months from its formation.
8. That Warrants under the Seal of The United Grand Lodge shall be prepared for those Lodges that, within six months, have declared their allegiance to the said The United Grand Lodge.

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# THE GRAND MARK CONSTITUTION

## The Name of the Constitution

1. The official title of this document is "The Constitution of the United Grand Lodge of Mark Master Masons of Victoria" ("the Constitution").

## Unity Rule

2. The United Grand Lodge of Mark Master Masons of Victoria hereby declares that Freemasonry consists of the following Degrees:  
the Entered Apprentice;  
the Fellow Craft;  
the Master Mason;  
the Mark Master Mason;  
the Supreme Order of the Holy Royal Arch.

**AL10**

## The Constitution's Scope

3. This Constitution is the constitutional document of the Degree and is binding on
  - \* Grand Lodge; and
  - \* the Board; and
  - \* all Lodges; and
  - \* all committees and subcommittees of Grand Lodge or Lodges; and
  - \* all Brethren.
- 3A. If a Brother ceases to be a member of the Degree the Constitution as in force at midnight on the day on which he ceased to be a member remains binding on him in respect of any matter or thing done or said, or failed to be done or said, at or prior to midnight on that day.
4. The Constitution replaces the whole of the existing - "Rules for the Government of the Order", "Rules of Debate" and "Lodge Bylaws".

## **The Constitution's Objectives**

5. The objectives of the Constitution include to:
  - \* assist all Brethren to know their duties and responsibilities to the Degree and to their Brethren, and to observe and preserve the tenets, principles, disciplines and teachings of Freemasonry; and
  - \* assist in achieving the objectives of the Degree; and
  - \* enable all bodies within the Degree and all meetings to function smoothly, efficiently, and in peace, order and harmony; and
  - \* encourage whenever possible the resolution of any difficulties or differences by mediation in compliance with the objectives of Freemasonry; and
  - \* provide an adequate system of referrals, hearings and appeals (if mediation fails).

## **The Availability of the Constitution**

6. A copy of the Constitution must be presented to
  - \* a candidate for advancement - during the ceremony; and
  - \* a member joining from another jurisdiction - at or after the Lodge meeting at which he is elected as a joining member.



7. A prospective member of a Lodge (whether an applicant for advancement or for acceptance as a joining member) may obtain a copy of the Constitution for perusal.
  
8. The application form to be signed and completed by an applicant for acceptance for advancement, or for acceptance as a joining member of a Lodge, must include an acknowledgement that a copy of the Constitution was available to him for perusal prior to completing his application and
  - \* state that he has read it, or waived his right to read it, and
  
  - \* state that he has agreed to be bound by it.
  
9. A Brother has a right to buy a copy of the Constitution (together with any amendments to it) at the Grand Secretary's office by making payment of the amount fixed by Regulation from time to time and current at the time of buying the copy.

### **Interpreting the Constitution**

10. Every Clause must be interpreted so as to
  - \* give effect to its purpose; and
  
  - \* further the objectives of Freemasonry and the Degree; and
  
  - \* further the objectives of the Constitution.

11. In this Constitution the words and phrases set out below bear the following meanings

<b>Word or phrase</b>	<b>Meaning</b>
Appeal Council	The appeal body established under this Constitution.
Board	The Board of General Purposes under this Constitution.
Brother (Brethren)	A member (members) of a Lodge.
Craft Lodge	A body the members of which are freemasons and which owes allegiance to Grand Craft or to a Craft body recognised by Grand Craft.
Degree	The voluntary unincorporated association comprised of Mark Master Masons who are members of a Lodge being the body known as The United Grand Lodge of Mark Master Masons of Victoria headed by the Grand Master who observe the tenets, principles and teachings of Mark Masonry.
Document	A letter, notice of motion, petition, or any other form of document and includes a facsimile transmission or electronic mail.

Grand Chapter	The body known as The Supreme Grand Chapter of Royal Arch Freemasons of Victoria.
Grand Communication	An assemblage of Grand Lodge for any business other than a Grand Installation and includes a Special Grand Communication.
Grand Craft	The United Grand Lodge of Antient Free and Accepted Masons of Victoria.
Grand Installation	The Grand Lodge meeting at which the Grand Master is installed, reinstated, or proclaimed.
Grand Lodge	The governing body of the Degree, comprised of Brethren who hold the qualifying rank required by this Constitution.
Grand Master	The head of the Degree.
Grand Officer	A Brother appointed as an Officer of Grand Lodge.
Grand Registrar	The Grand Officer who has obtained a qualification in law and whose function it is to advise Grand Lodge, the Grand Master, the Grand Secretary and the Board on matters of law and the Constitution, and Lodges on matters relating to the Constitution.

Grand Secretary

The Grand Officer who

- \* must sign Warrants and membership certificates; and

- \* may be required to sign particular correspondence; and

- \* must discharge all functions and duties required of him by the Constitution or involved in the functioning of the Degree unless he delegates them to an officer or administrator who is charged with the administration of the Degree.

Grand Secretary's office

The administrative office allocated to the Grand Secretary and his staff.

Installation Meeting	The meeting of a Lodge at which the Master is installed and Officers invested.
Installed Master	<ul style="list-style-type: none"> <li>* A Mark Master Mason who has been installed as a Master or who has been installed as a Master of the Degree by authority of the Grand Master; and</li> <li>* Includes a Mark Master Mason who served in an equivalent office under a body recognised by Grand Lodge; and</li> <li>* Except in Clauses relating to conferrals or promotions includes a Brother of higher rank.</li> </ul>
Lodge	A body authorised to meet by a Warrant under the Grand Lodge seal and all the members of which are Mark Master Masons.
Lodge of Instruction	A Lodge which meets under the superintendence of a Lecture Master and at which Brethren are instructed in ceremonial.

Mark Master Mason	A Master Mason who has been advanced in a Lodge or under a body recognised by Grand Lodge.
Mark Year	The period from the installation of the Grand Master at one Grand Installation to the next installation of a Grand Master or the period from one Installation Meeting to the next.
Master	A Mark Master Mason installed in the chair of a Lodge to lead it and preside over it during his term of office.
Meeting (meeting)	A comprehensive term which includes Grand Communication, Grand Installation, Installation Meeting, Board meeting, Lodge meeting, and a meeting of a committee or subcommittee and where the context admits includes the south or festive board.
Panel	Members of either the Board or the Appeal Council selected to hear referrals or appeals.
Past Grand Master	A past head of the Degree.

Past Grand Officer

A Grand Officer who has completed his term of office, or a Brother on whom the Grand Master has conferred Grand Rank.

Presiding Officer

The Brother chairing a meeting.

Quorum

The minimum number comprised of members entitled to vote being

\* Grand Communication or Grand Installation - not less than twenty four (including at least two Most Worshipful Brethren and one Right Worshipful Brother); and

\* Board - not less than six; and **AL4**

\* Lodge - not less than seven; and **AL 7**

\* all other bodies - one more than half but with a minimum of two.

Regulation

Any regulation made from time to time by the Board pursuant to Clause 111.

Royal Ark Mariner Masonry	The voluntary unincorporated association comprised of Mark Master Masons who have been elevated in a Royal Ark Mariner Lodge being the body known as the Antient and Honorable Fraternity of Royal Ark Mariners of Victoria headed by the Grand Master (in his capacity as Grand Commander) who observe the tenets, principles and teachings of Royal Ark Mariner Masonry.
Special Grand Communication	A Grand Communication convened for a special purpose and held in between Grand Communications. <span style="float: right;"> AL 8</span>
Warrant	A written authority issued to a Lodge by Grand Lodge and includes a Licence and a Warrant (or Licence) of Confirmation.
Writing or Written	Any form of written, typed or printed communication including a facsimile transmission or electronic mail.

12. If a word or phrase is defined in the table of definitions, it must be given that meaning wherever it appears.



13. In this Constitution, where the context admits, words and phrases of singular number may include the plural and words and phrases of plural number may include the singular.
  
14. A Lodge being open to men only, all words and phrases are used solely in the masculine.

## GRAND LODGE

### Grand Lodge as the Governing Body

15. Grand Lodge is the governing body over
  - \* the Board; and
  - \* all Lodges; and
  - \* all Committees and Subcommittees; and
  - \* all Brethren (whether or not members of Grand Lodge) including all Mark Master Masons who are unaffiliated but whose prior membership was in, or included in, one or more of the Lodges.
26. Grand Lodge's power of government operates whether the Board, Lodge, Committee or Subcommittee meeting or the Brother's conduct, is within or beyond the State of Victoria.
3. Grand Lodge is prohibited from and shall be deemed always to have been prohibited from making any distribution whether in money, property or otherwise howsoever to its members or to members of Lodges provided that this shall not prevent nor shall it be deemed ever to have prevented benevolent payments or the remuneration of any officers or employees of Grand Lodge for services rendered.

## **Indemnity**

4. Every Grand Officer shall be indemnified out of the property of the Degree against any liability incurred by him in that capacity in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted.

## **Royal Ark Mariner Masonry**

5. The jurisdiction of Grand Lodge shall extend to Royal Ark Mariner Masonry.

## **Membership of Grand Lodge**

20. Unless disqualified by or under the Constitution the members of Grand Lodge are
  - \* all Brethren holding the office of Overseer or Warden; and
  - \* all Installed Masters; and
  - \* all Brethren holding Grand Rank.

## **Suspension of Grand Lodge Membership**

21. Suspension of Grand Lodge membership occurs immediately upon
- \* suspension by the Grand Master, the Board or the Appeal Council ; or
  - \* a member of Grand Lodge continuing to be a member of a Lodge for more than thirteen weeks after it is suspended or becomes a Lodge in default.
22. A Lodge becomes a Lodge in default immediately upon failure to
- \* deliver a document within four weeks after the date specified for its delivery; or
  - \* make any payment to or through Grand Lodge within four weeks after the specified date for payment.

23. Suspension of Grand Lodge membership ceases immediately upon

**Cause of Suspension**

**Cessation of Suspension**

Suspension by the Grand Master

\* lifting of the suspension by the Grand Master, the Appeal Council or by Grand Lodge; or

\* expiration of the period of suspension

Suspension by the Board or Appeal Council

\* lifting of the suspension by Grand Lodge or the Appeal Council or the Board; or

\* expiration of the period of suspension

Membership of a Lodge that has been suspended or in default

\* the suspension of the Lodge being lifted; or

\* expiration of the period of the suspension of the Lodge; or

\* the Lodge ceasing to be in default; or

\* the Brother ceasing to be a member of that Lodge and being, or becoming, a member of another Lodge

## GRAND COMMUNICATIONS AND GRAND INSTALLATIONS

### Convening Grand Communications

AL8

24. Subject to Clause 25, on and after 1 June 2014-
- \* Grand Communications must be held in each calendar year in the months of May and November, but additional Communications may be held;
  - \* Grand Communications will be held as prescribed by the Regulations unless otherwise provided for in the Constitution;
  - \* If the date of the May Communication or the November Communication is varied to another month in accordance with Clause 25, the Communication is nevertheless still described in this Constitution and the Regulations as the May Communication or the November Communication as appropriate.
- AL8
25. After consultation with the Board, the Grand Master may vary the date of any Grand Communication by no more than forty-two days.
26. Grand Lodge is declared to be opened or closed “in ample form” when the Grand Master presides; “in due form” when the Deputy Grand Master presides; or “in form” at all other times yet always with the same authority.
27. If, after the date for a Grand Communication has been notified to those Brethren entitled to attend, it becomes impracticable or undesirable to hold it on that date the Grand Master or if the Grand Master is unavailable, or is incapable of acting, the most senior of the Deputy Grand Master or the Senior Grand Warden or the Junior Grand Warden available and capable of acting must direct the Grand Secretary to cancel it or to notify a change to a date that is not more than two weeks before or after the date previously determined.
28. If none of the Grand Master, the Deputy Grand Master or a Grand Warden is available and capable of exercising the power conferred by Clause 27, the Grand Secretary may cancel the Grand Communication or notify a change to a date that is not more than two weeks before or after the date previously determined.

29. At least ten weeks before a Grand Communication and at least ten days before a Special Grand Communication is to be held the Grand Secretary must notify in writing

- \* the Grand Master; and
- \* the Deputy Grand Master; and
- \* the Past Grand Masters; and
- \* each Grand Officer; and
- \* the Secretary of each Lodge;

of the proposed agenda and the date on which, and the time and place at which, it is to be held.

30. Upon being notified by the Grand Secretary of the date on which a Grand Communication is convened, every Secretary at every meeting of his Lodge before the Grand Communication is held, must announce

- \* the date, time, and place, of that Grand Communication; and
- \* any statement in relation to the Grand Communication that the Grand Secretary requires.

31. The Grand Secretary must convene a Special Grand Communication when directed to do so by the Grand Master or if the Grand Master is unavailable, or is incapable of acting, the most senior of the Deputy Grand Master or the Senior Grand Warden or the Junior Grand Warden, available and capable of acting, or, if none of them is available and capable of acting, the most recent Past Grand Master available and capable of acting.
32. A direction to convene a Special Grand Communication may specify the date and time when, and the place where, the Special Grand Communication is to be held.
33. Failure to give notice to anyone entitled to it, or non-receipt of notice, does not invalidate a Grand Communication or Grand Installation or limit it in any way.

#### **The Grand Communication Agenda**

34. The agenda for a Grand Communication is prepared by the Grand Secretary subject to the approval of the Grand Master or other Presiding Officer.

#### **Motions and Petitions**

35. Notice given at a prior Grand Communication is required for any motion to be included in the agenda specified in Clause 34, except in the case of a motion for a variation to the amount of Grand Lodge fees levied in accordance with Clause 171.  
**AL 9**
36. Fees to be contributed by Lodges to the General Fund of Grand Lodge shall be determined by resolution at a Grand Communication, notice of which must be given, at a prior Grand Communication; or by the Grand Secretary in writing by post, facsimile or other electronic transmission to the Secretary of every Lodge at least 90 days prior to the Grand Communication held following the giving of notice; whichever is the later. A certificate signed by the Grand Secretary that notice has been given in accordance with this Clause is to be taken as conclusive proof of compliance with this Clause, notwithstanding that service may not have been effected on one or more Lodges.  
**AL 9**
37. No notice is required for an amendment of a motion or of a petition.



38. There must be delivered to the Secretary of each Lodge the text and a brief statement of the intended effect of a motion or petition proposed to be moved or presented at a
- \* Grand Communication - not less than ten weeks before that Grand Communication; and
  - \* Special Grand Communication - not less than ten days (including the day of delivery) before the Special Grand Communication (**AL 8**)
39. A notice of motion must:
- \* be in writing and signed by the intending mover; and
  - \* bear the name, address, Lodge name and number of the intending mover; and
  - \* be delivered to the Grand Secretary's office.
40. A petition must state the name and number of the petitioning Lodge and be:
- \* in writing and signed on its behalf by the Master and a Warden or Secretary; and
  - \* authorised by a resolution carried by the Lodge in open Lodge at a meeting the summons for which contained the text and a brief statement of the intended effect of the petition; and
  - \* delivered to the Grand Secretary's office.

41. A notice of motion, a petition, or a brief statement must not contain any matter that is

- \* beyond the powers of Grand Lodge; or
- \* contrary to the tenets, principles, disciplines or teachings of Freemasonry or the Degree, or
- \* defamatory; or
- \* disloyal to the Grand Master; or
- \* obscene; or
- \* too vague or too uncertain; or
- \* prevented by the Constitution.

42. If the Grand Secretary considers that a motion, petition or a brief statement contains any prohibited matter he must refer it to the Grand Master and Grand Registrar and must not take any further action upon it until he receives rulings or advice from the Grand Master and the Grand Registrar.

43. If advice or a ruling from the Grand Master or the Grand Registrar states that the notice of motion, petition or brief statement contains any prohibited matter and has not been amended to eliminate it the Grand Secretary must:

- \* reject the notice of motion or the petition; and
- \* inform the Brother intending to move the motion or the Secretary of the Lodge intending through one of its Brethren to move the motion or present the petition that the notice of motion, petition, or brief statement has been rejected and of the authority under which it has been rejected; and
- \* return the notice of motion to the Brother whose name appears on it or return the petition to the Secretary of the petitioning Lodge.

44. Unless a notice of motion, petition or brief statement is rejected because it contains prohibited matter the Grand Secretary must refer it to the Board and the Board must consider the relevant matter and may make a recommendation or report to Grand Lodge, prior to the motion or petition being considered by Grand Lodge.

45. If the Brother who gave notice of motion or the Brother deputed to present a petition will not be present at the Grand Communication, application may be made to the Grand Master prior to the Grand Communication for leave for the motion to be moved or the petition presented by another Brother but unless that leave is granted the motion or petition lapses.

## **Attendance at a Grand Communication**

46. Those who may attend any Grand Communication are:

- \* any member of Grand Lodge; and
- \* any Brother; and
- \* any other person who has been invited to attend by the Grand Master, the Grand Master elect, or the Presiding Officer

and who is not under suspension, exclusion or expulsion.

47. Each member of Grand Lodge attending any Grand Communication shall, before entering the Grand Communication, record his name in such manner as shall be prescribed by regulation from time to time and shall then be furnished with an agenda paper of the business to be transacted at the Grand Communication.

48. Only members of Grand Lodge may vote and speak at a Grand Communication, but other Brethren may be invited by the Grand Master or Presiding Officer to speak.

## **Keeping Order at a Grand Communication or Grand Installation**

49. If anyone requested by the Presiding Officer to leave a Grand Communication or a Grand Installation fails, or refuses, to leave, the Presiding Officer may order that person to leave the meeting.

50. Any person who is ordered to leave a Grand Communication or Grand Installation must not

- \* return to it or to any resumption of it after adjournment or call off; or
- \* remain in the building in which it is being held; or
- \* attend any South or other gathering complementary to it; or
- \* attend any other Grand Communication or Grand Installation

until first giving the Presiding Officer an unequivocal undertaking in writing not to repeat the offence.

51. A ruling by the Presiding Officer at a Grand Communication or Grand Installation cannot be dissented from, but any Brother who is dissatisfied with it may refer the ruling to the Appeal Council.

52. A referral to the Appeal Council under Clause 51 must

- \* be in writing; and
- \* specify the ruling with which there is dissatisfaction; and
- \* state briefly the reasons for dissatisfaction; and
- \* specify what is contended to be the correct ruling; and
- \* be signed by the Brother so referring and state his name, Lodge, address and telephone number; and
- \* be delivered to the Grand Secretary not more than two weeks after the conclusion of the Grand Communication or Grand Installation at which the ruling was given.

53. A referral to the Appeal Council under Clause 51 may be withdrawn by notice in writing delivered to the Grand Secretary's office before the Appeal Council's ruling is given, but not otherwise.

54. Unless the referral is withdrawn the Appeal Council must give a ruling upon it.

## THE GRAND MASTER

### Nominating and Electing the Grand Master

55. Any member of Grand Lodge may nominate for election as Grand Master any Brother who has served as a Grand Officer for at least three terms and has not been installed as Grand Master more than twice.
56. A nomination for election as Grand Master must
- \* be in writing on the form prescribed in the Regulations; and
  - \* except when there is a further call for nominations at a later date, be delivered to the Grand Secretary's office not earlier than the first day of October and not later than 5 p.m. on the Wednesday preceding the November Grand Communication. **(AL 8)**
57. When only one Brother is nominated at the November Grand Communication he must be declared elected.
58. If two or more Brethren are duly nominated as candidates for election as Grand Master, an election at which voting is by ballot paper with the surnames of the candidates arranged in alphabetical order must be held at the November Grand Communication and each ballot paper must be completed and placed in the ballot box before the voter enters the Lodge room.

AL3

59. If two Brethren are duly nominated as candidates for election as Grand Master then the candidate receiving the highest number of votes shall be declared elected as Grand Master. If the vote is tied a further ballot or ballots must be conducted until a majority vote is achieved.
60. If more than two Brethren are duly nominated as candidates for election as Grand Master the Board shall determine the method of voting by Regulation.

#### **Replacement of a Grand Master or Grand Master Elect**

61. If the Grand Master

- \* dies; or
- \* declines to continue in office; or
- \* is found to be unfit to discharge the duties of the office (by the process described in Clauses 63 and 64);

the Deputy Grand Master (or if he is unavailable or unable to act, the most recent Past Grand Master capable of acting and willing to act) must carry out the duties of Grand Master until the next Grand Installation.



62. If the Grand Master-Elect is awaiting installation and he

\* dies; or

\* declines to take office; or

\* is found to be unfit to discharge the duties of Grand Master (by the process described in Clauses 63 and 64)

a Special Grand Communication must be convened and nominations called for Grand Master and a Grand Master elected;

or

at the Grand Communication held prior to the Grand Installation, nominations called for Grand Master and a Grand Master elected;

and

in either case the Grand Installation must proceed as if the Grand Master-Elect had been elected at the November Grand Communication.

63. If at any time the mental or physical state of the Grand Master (or the Grand Master elect) or the performance of his duties is called into question a decision reached by the Past Grand shall determine whether the Grand Master or the Grand Master elect (as the case may be) is fit to discharge his duties.

64. If the Past Grand Masters determine that the Grand Master or the Grand Master elect (as the case may be) is not fit to discharge his duties the Grand Master shall be deemed to have ceased to hold office as such by virtue of the determination of the Past Grand Masters or the Grand Master elect shall be unable to be installed as Grand Master by virtue of the determination of the Past Grand Masters.

## Installation of a Grand Master

65. The installation of the Grand Master takes place at the Grand Installation following the Communication ordinarily held in May each year but this may be varied by no more than forty-two days by the Grand Master after consultation with the Board. **(AL 8)**
66. The Grand Installation may be postponed because of an emergency or failure of a quorum.
67. If the Grand Master elect is unavailable for, or is incapable of, installation
- \* his installation must be postponed; and
  - \* the Deputy Grand Master designate must be installed; and
  - \* the investiture of Grand Officers must proceed.
68. If on his reinstatement the Grand Master prefers to be proclaimed, his installation must be proclaimed; and
- \* the installation of the Deputy Grand Master designate; and
  - \* the appointment and investiture of Grand Officers;
- must proceed.

## **The Grand Master's Powers**

69. The Grand Master may exercise all his inherent and traditional powers, and may do all such things pertaining to his office as are not in respect of a matter expressly entrusted by the Constitution to Grand Lodge or its Board or Committees and
- \* act as Presiding Officer for the whole or any part of any meeting at which he is present; and
  - \* in the exercise of his inherent or traditional powers grant a Brother or a Lodge dispensation from compliance with a provision of the Constitution; and
  - \* after considering a recommendation by the Board grant any Warrant.
70. A dispensation granted by the Grand Master must not be considered as in any way constituting a precedent, its being limited to the Brother or Lodge advantaged by it and available only in circumstances that the Grand Master considers could not await, or would not justify, an amendment of the Constitution.
71. The Grand Master may, by warrant, appoint any Brother to represent Grand Lodge in a new or sister Grand Lodge or Grand Chapter recognised by Grand Lodge and may constitute him, and also any Brother regularly deputed from a sister Grand Lodge or Grand Chapter, a member of Grand Lodge with such rank as the Grand Master may deem appropriate.

72. By virtue of his office the Grand Master is a member of

- \* the Board, and

- \* all committees and subcommittees of the Grand Master, Grand Lodge or the Board.

73. The Grand Master must not be a member of the Appeal Council and, except as a party or witness, must not attend any meeting of any Panel or attend any hearing by any Panel.

#### **Delegation of the Grand Master's Powers**

74. The Grand Master may delegate the exercise of any of his powers or privileges and the performance of any of his duties temporarily or for a specified period or event.

75. If the Grand Master is unavailable or unable to exercise any of his powers or privileges or to perform any of his duties, they are automatically delegated to the Deputy Grand Master and, if he is unavailable or unable to carry out what is required by that delegation, that delegation is to devolve upon the most recent Past Grand Master available, capable and willing to act.

#### **Communicating with the Grand Master**

76. The Grand Master or Deputy Grand Master shall not be applied to on any business concerning Mark Master Masons or mark masonry except through the Grand Secretary.

## GRAND OFFICERS, PAST GRAND OFFICERS, OFFICES, AND ORDER OF SERVICE

### **Titles, Offices, Ranks, Designations and Order of Precedence**

77. The following tables prescribe the titles, offices and rank, and their abbreviations, and their order of precedence in respect of Grand Officers (hereinafter referred to as “Grand Rank”):

<b>Prefix</b>	<b>Designation</b>	<b>Those entitled to the prefix</b>
Most Worshipful Brother	MWBro	Grand Master Past Grand Masters
Right Worshipful Brother	RWBro	Deputy Grand Master, Past Deputy Grand Masters, Grand Wardens and Past Grand Wardens
Very Worshipful Brother	VWBro	All other Grand Officers and Past Grand Officers above the rank of Deputy Grand Director of Ceremonies
Worshipful Brother	WBro	All other Grand Officers and Past Grand Officers who are Installed Masters.
Brother	Bro	All other Grand Officers and Past Grand Officers.

<b>Office and precedence</b>	<b>Abbreviation</b>
Grand Master	GM
Deputy Grand Master	DGM
Past Grand Master	PGM
Past Deputy Grand Master	PDGM
Senior Grand Warden	SGW
Junior Grand Warden	JGW
Past Senior Grand Warden	PSGW
Past Junior Grand Warden	PJGW
Grand Master Overseer	GMO
Grand Senior Overseer	GSO
Grand Junior Overseer	GJO
Grand Chaplain	GChap
Grand Treasurer	GTreas
Grand Registrar	GReg
President of the Board	PBGP
Grand Secretary	GSec
Assistant Grand Secretary	AGSec
Grand Inspector of Workings	GIW
Deputy Grand Inspector of Workings	DGIW
Grand Lecturer	GLect
Grand Director of Ceremonies	GDC
Deputy Grand Director of Ceremonies	DGDC
Assistant Grand Director of Ceremonies	AGDC
Senior Grand Deacon	SGD
Junior Grand Deacon	JGD
Grand Sword Bearer	GSwdB
Grand Standard Bearer	GStdB
Grand Organist*	GOrg
Assistant Grand Organist*	AGOrg
Grand Pursuivant	GPurs
Assistant Grand Pursuivant	AGPurs
Grand Herald*	GHer
Grand Steward	GStwd
Grand Tyler*	GTyler

\* A Grand Organist, Assistant Grand Organist, Grand Herald or Grand Tyler who is not an Installed Master has the title Brother and title abbreviation Bro.

78. In respect of a Past Grand Officer not included in the table to Clause 77.

\* the order of precedence is immediately below the Grand Officer holding the same rank; and

\* the designation of his rank is the abbreviation appropriate to that rank but preceded by the letter "P".

79. The Grand Honours to be accorded shall be

Most Worshipful Brethren .....	Nine Honours
Deputy Grand Master .....	Seven Honours
Right Worshipful Brethren .....	Six Honours
Very Worshipful Brethren .....	Five Honours
Other Grand officers .....	Four Honours

Provided that not more than one Grand Officer can receive Grand Honours as a member of Grand Lodge on the same occasion.

### **Election of Grand Treasurer**

80. The Grand Treasurer shall be nominated at the November Grand Communication and the election shall proceed as prescribed by Clauses 57 to 60 (inclusive) of this Constitution.

81. Should the Grand Treasurer or Grand Treasurer elect die, decline to take or continue in office, or become incapable of acting, further nominations must be called for and an election held.

## Appointment of Grand Officers

82. The Grand Master has the sole power to appoint Grand Officers.
83. At his installation the Grand Master must appoint and, if present, install a Deputy Grand Master, and -
- \* must appoint each of the following Grand Officers:
    - \* Senior Grand Warden
    - \* Junior Grand Warden
    - \* Grand Master Overseer
    - \* Grand Senior Overseer
    - \* Grand Junior Overseer
    - \* Grand Registrar
    - \* Grand Secretary
    - \* Grand Tyler, and
  - \* may appoint other Grand Officers specified in Clause 77.
84. At the date of commencement of this Constitution a President of the Board of Benevolence is in office, is entitled to membership of the Board and ranks in order of precedence immediately after the President of the Board. The office of President of the Board of Benevolence will cease to exist at the end of the Mark Year current at the date of commencement of this Constitution.



85. A Brother must not be appointed to hold two offices as a Grand Officer simultaneously, but the Grand Master may request him to resign from an office to hold another office that has become vacant.
86. The Grand Registrar shall have the custody of the seal of Grand Lodge and shall affix, or may authorise the Grand Secretary to affix, the same to all patents, warrants, certificates and other documents issued by the authority of Grand Lodge, as well as to such documents as Grand Lodge may direct. He shall also superintend the records of Grand Lodge, take care that the several documents issued be in due form and shall attend and advise the Grand Master whenever requested so to do.
87. The Assistant Grand Secretary must act in all respects as Grand Secretary during the absence, illness, or unavailability of the Grand Secretary.
88. With the exception of
- \* Grand Registrar; and
  - \* Grand Secretary; and
  - \* Assistant Grand Secretary; and
  - \* Assistant Grand Organist; and
  - \* Grand Herald; and
  - \* Grand Tyler; and
  - \* the replacement of a Grand Officer during his term of office
- a Grand Officer must not be appointed to the same office for a period of more than seven years (whether or not consecutive).

**AL2**

89. If during a year a Grand Officer is appointed or reappointed to an office, the period served as a Grand Officer that year must be ignored in calculating the period of seven years.

### **Loss of Office and Replacements**

90. If for any reason there is no Deputy Grand Master, the Grand Master must immediately appoint and install a replacement.
91. An appointee must not be invested as a Grand Officer, and a Grand Officer must not continue to hold his office, if
- \* he informs the Grand Secretary that he declines to hold the office; or
  - \* he is suspended from membership of Grand Lodge or is excluded or expelled.
92. Should the Grand Master be dissatisfied with the conduct of any Grand Officer he may suspend him from his duties and shall submit the cause of his dissatisfaction to the next meeting of the Board. If it appears to the Board that the dissatisfaction is well founded the Grand Master may remove the Grand Officer and appoint another Brother in his place.
93. If an appointee is precluded from being invested in, or a Grand Officer dies, resigns or is otherwise precluded from holding an office which
- \* the Constitution requires to be filled - the Grand Master must appoint a replacement; or
  - \* the Constitution does not require to be filled - the Grand Master may appoint a replacement.

94. A replacement Grand Officer, or a Grand Officer who was not installed or invested at the Grand Installation,

- \* may be installed or invested by direction of the Grand Master at any Lodge meeting; and
- \* holds office for the remainder of the Mark Year; and
- \* is in every respect a Grand Officer.

### **Fees Payable by Grand Officers and Past Grand Officers**

95. Fees determined from time to time by the Board are payable to Grand Lodge by a

- \* Grand Officer appointed to an office not previously held by him or promoted in Grand Rank although retaining the same office; and
- \* Past Grand Officer on conferral of Grand Rank or promotion in Grand Rank.

### **Conferrals of, and Promotions in, Grand Rank**

96. The Grand Master has the sole power to confer Grand Rank and to promote or demote in Grand Rank.

97. Except in respect of an Organist, Herald or Tyler the basis of it is:

- \* conferral - holding the rank of Installed Master; and
- \* promotion - holding a Grand Rank.

98. The Grand Master may promulgate guidelines to assist Lodges in making recommendations to him for conferrals and promotions and he may amend, replace or repeal them, but whatever is contained in them must be read and understood as not limiting in any way the Grand Master's sole power to confer or promote.

### **Order of Service**

99. The Grand Master has the sole power to award the Order of Service and the Brother so honoured shall be entitled to place the letters “OS” after his name.

**GRAND MARK NOMINEES LIMITED, CHAMAR PTY. LTD., THE BOARD,  
COMMITTEES AND SUBCOMMITTEES**

**Grand Mark Nominees Limited**

100. Grand Mark Nominees Limited

- \* is a company limited by guarantee incorporated under the Corporations Law
  
- \* has a Board of Directors constituted by the persons from time to time holding the following offices in Grand Lodge -
  - Grand Master
  
  - Deputy Grand Master
  
  - President of the Board
  
  - Grand Treasurer
  
  - Immediate Past Grand Master
  
- \* acts as legal owner and trustee of the real and personal property of Grand Lodge and otherwise in accordance with its Constitution and the trust deed made by it on the twenty-fourth day of June 1980.

**Chamar Pty Ltd**

101. Subject to variation by the Board the office administration will be carried out jointly with Grand Chapter by Chamar Pty Ltd. The Board shall appoint three Directors to the board of Chamar Pty Ltd. Such directors shall continue in office until replaced from time to time by the Board.

**AL2**

## The Board

102. The members of the Board are:

- \* the Grand Master; and
- \* the Deputy Grand Master; and
- \* the brother who was Grand Master immediately before the incumbent Grand Master; and
- \* the Senior Grand Warden; and
- \* the Junior Grand Warden; and
- \* the Grand Treasurer; and
- \* the Grand Registrar; and
- \* the President of the Board; and
- \* the Grand Secretary; and
- \* six elected members, and
- \* one member appointed from time to time by the Grand Master if the Grand Master so desires for such period not exceeding two years as the Grand Master may fix.

**AL3**

103. An elected member of the Board

- \* takes office at the Grand Installation following his election; and
- \* holds office for a two-year term; and
- \* must not hold office as an elected member for a period of more than six years (whether or not consecutive).

104. Nomination as a candidate for election to the Board must be

\* by a Lodge of which the nominee is a subscribing member; and

\* authorised by a duly carried resolution of the Lodge; and

\* made in respect of an Installed Master; and

**AL1**

\* made by delivering to the Grand Secretary by a date and time determined by the Board of General Purposes but no later than five p.m. on the first day of October a nomination signed by the candidate, the Master and the Secretary of the Lodge.

**AL8**

105. No Lodge may nominate more than one candidate at any such election.

106. If a Lodge purports to nominate two or more candidates, all of those nominations are null and void and must be rejected by the Grand Secretary.

107. If the number of candidates is

\* more than six - an election must be held in the manner prescribed by Regulation; or

\* six or less - the Presiding Officer at the November Grand Communication must declare them to be duly elected members of the Board to take office at the next Grand Installation; and

\* less than six - the Grand Master must appoint at that Grand Installation Installed Masters to fill the vacancies, doing so either for one year or two years at his discretion. **(AL 8)**

108. The Grand Master may remove or replace any elected member of the Board who

- \* dies; or
- \* informs the Grand Secretary that he declines the office; or
- \* is suspended from membership of Grand Lodge or is excluded or expelled;  
or
- \* resigns from that office; or
- \* becomes a member of the Board by right; or

in the Grand Master's opinion has

- \* become incapable of holding the office; or
- \* become unfit to hold the office; or
- \* shown an ineptitude, or inability, or unwillingness to discharge the duties of  
the office; or
- \* so conducted himself as not to be worthy of his office.



109. The Board's functions are to

- \* keep the welfare of the Degree under review as its first care; and
- \* initiate proposals, and consider proposals by others, to strengthen and promote the Degree; and
- \* keep the finances (including income, expenditure, and investments) of Grand Lodge under review; and
- \* inform Grand Lodge of any report by Grand Mark Nominees Limited; and
- \* administer the Welfare Fund (previously known as the Benevolent Fund) with power to expend it for any charitable purposes; and
- \* encourage membership of, and discourage resignations from, the Degree; and
- \* keep the Constitution under review by
  - \* considering proposals for, and initiating, amendments; and
  - \* advising the Grand Master and, if appropriate, Grand Lodge upon any matters relating to the Constitution; and
- \* keep ritual and ceremonial under review and consider any proposals for changes in them; and
- \* conduct or oversee significant functions or celebrations of the Degree; and
- \* superintend the administration of Grand Lodge; and
- \* maintain the furnishings and equipment of Grand Lodge; and
- \* consider requests for assistance by Lodges or Brethren and, if appropriate, provide assistance; and
- \* establish, promote and protect the archives of the Degree; and
- \* advise the Grand Master and, if appropriate, Grand Lodge upon any proposals for changes in regalia; and
- \* generally, do all things necessary or desirable for the maintenance and improvement of the Degree.

110. The Board may

- \* deposit with a bank such amount as it considers desirable for the effective administration of Grand Lodge and may from time to time increase or reduce that amount; and
- \* invest, and vary holdings, in any investment authorised from time to time by the Trustee Act 1958 of the State of Victoria.

111. The Board may from time to time make Regulations:

- \* on such matters as are not dealt with in this Constitution but only to the extent that any such Regulations are consistent with, and do not derogate from, the provisions of this Constitution.
- \* on such matters as are prescribed by the Constitution.

112. The Board must appoint from its members an Executive Committee and a Finance Committee no later than its last meeting each year to be effective from the Grand Installation and may appoint other committees and subcommittees. All such committees shall be reviewed and ratified by the new Board at its first meeting following the Grand Installation.

113. An ordinary meeting of the Board shall be held at least once a quarter at such time and place as the President shall appoint. The Grand Master or the President may from time to time convene special meetings of the Board and may invite other members of Grand Lodge to be present at any meeting for consultation and advice, but such invitees shall not be entitled to vote.

## Committees and Subcommittees

114. Committees and subcommittees may be established by the Grand Master, Grand Lodge, the Board or a Lodge.
115. The Grand Master, Grand Lodge, the Board or a Lodge, establishing or continuing a committee or subcommittee must

- \* appoint its members; and
- \* determine upon its duties and powers; and
- \* specify to whom it is to report

but a committee or subcommittee (other than the Board's Executive Committee) must not enter into any contract or legally binding agreement of any kind unless expressly authorised by the Grand Master, Grand Lodge, the Board or a Lodge (as the case may be) to do so.

116. Membership of a committee or subcommittee commences

- \* Lodge committees or subcommittees - at the closure of the Installation meeting; and
- \* all other committees or subcommittees - at the closure of the Grand Installation;

or if appointed later than the Installation meeting or the Grand Installation on the day of appointment.

117. Those persons comprising a committee or subcommittee may be added to or replaced by a decision of the Grand Master, Grand Lodge, the Board or Lodge (as the case may be) that established or continued it.

## **REFERRALS, HEARINGS AND APPEALS**

118. The Board shall hear and determine all matters with respect to
- \* breaches of the tenets, principles, disciplines, or teachings of the Degree; or
  - \* actions or conduct conflicting with the objectives of the Degree; or
  - \* matters affecting, or relating to, the character or conduct of the Degree, a Lodge or a Brother; or
  - \* unmasonic conduct, breach of Masonic duty or breach of the Constitution; or
  - \* election dispute; or
  - \* any continuing difference or dispute whatsoever.
119. Board hearings shall be presided over by the President or in his absence the Immediate Past President of the Board and the Panel shall consist of not less than five members of the Board selected by the President, or in his absence, the Grand Secretary but must not include the Grand Master, the Deputy Grand Master, the Grand Registrar or the Grand Secretary.
120. Appeals or complaints against decisions or rulings of the Board shall be heard and determined by the Appeal Council subject to final appeal to the Grand Lodge.

121. The Grand Master must appoint an Appeal Council and maintain a register of twelve eligible Brethren one of whom shall have obtained a qualification in law and another of whom shall be a Past Grand Master from which, when an appeal arises, the Grand Secretary or if ineligible or unavailable, the Assistant Grand Secretary, must select a Panel of five members for the appeal.
  
122. To be eligible for membership of the Appeal Council a Brother must have served in at least three active offices in Grand Mark unless he possesses particular relevant expertise but the Grand Master, Deputy Grand Master, the Grand Registrar and the Grand Secretary are not eligible.
  
123. A Panel member taking part in a Board hearing must not take part in a hearing by the Appeal Council in respect of the same matter.
  
124. A Panel member taking part in a Board hearing or a hearing by the Appeal Council who absents himself even temporarily while the hearing or appeal continues in his absence must not take any further part in the hearing or appeal.
  
125. Those Panel members taking part in the hearing of an appeal must choose one of their number to be their Presiding Officer.

## **Board and Appeal Council Hearings**

126. Those who may bring a matter before the Board or an appeal before the Appeal Council are:

<b>Board</b>	<b>Appeal Council</b>
Grand Secretary	Grand Secretary
Any other Brother	A Brother referring a ruling under Clause 51.
Any Lodge	A Brother who brought a matter before the Board or who was brought before it.  A Lodge which brought a matter before the Board or which was brought before it.

127. A matter is brought before the Board or an appeal before the Appeal Council by:

- \* Grand Secretary - completing, signing, and delivering a notice of referral or notice of appeal to the President; or
- \* any other Brother - completing, signing, and delivering a notice of referral or notice of appeal to the Grand Secretary's office; or
- \* the Board or a Lodge - carrying a resolution to refer or appeal and completing, under the signature of the President or the Presiding Officer (as the case may be), and delivering a notice of referral or notice of appeal to the Grand Secretary's office.

128. If those present at a hearing are too few to constitute a quorum the Presiding Officer may
- \* stand the matter or appeal down until such time on the same day as a quorum is present; or
  - \* adjourn the matter to a specified date, time and place.
129. If the cause of lack of a quorum is such as to render it unlikely, or impossible, to obtain a quorum within three weeks, the hearing or appeal must be aborted and the Grand Secretary must treat the matter or appeal as if the referral or appeal had just been delivered.
130. The Grand Secretary must determine the date on which, and the time and place at which, a hearing by a Panel will commence but in doing so must allow for three weeks to elapse between the giving of notice and the hearing unless the matter is one of urgency.
131. Any subsequent determination as to the date, time, and place of a hearing or appeal, or resumption of a hearing or appeal, must be by the Presiding Officer.
132. Written notice of the date on which, and the time and place at which, the hearing will commence must be given by the Grand Secretary to the Panel and to the Lodge which, or the Brother who, referred or appealed or is the subject of a referral or appeal.
133. If a notice of hearing is given by registered post it must be presumed to be received no later than the fifth postal delivery day after it was posted, and any response must be delivered at the Grand Secretary's office within two weeks after the receipt, or presumed receipt, of the notice.

134. Any response must be in writing stating
- \* in summary form all facts, matters and explanations relied upon; and
  - \* in the case of an appellant - the grounds of appeal; and
  - \* in the case of a Lodge - the names, addresses and telephone numbers of the members of the Lodge (to a maximum of three) who are to represent it.
135. Non-receipt of a notice of hearing or of a written response does not invalidate the hearing or decision by the Panel but a rehearing must be granted if it is established to the Panel's satisfaction that the notice was not received or that the response was posted by registered post such that it would be received in the normal course of post within the two week period.
136. A Lodge which is the subject of a Panel hearing or which referred the matter to the Board or Appeal Council
- \* is entitled to be represented before the Panel by a maximum of three Brethren; and
  - \* its Master, Secretary and Treasurer may be required by the Panel to appear before it, answer questions and produce any relevant documents; and a failure to do so without proper reason itself being misconduct by the Lodge and by the Brother whose failure it is.



137. A Brother who is the subject of a Board or Appeal Council hearing or is the one who referred the matter to the Board or Appeal Council

- \* is entitled to appear on his own behalf and to have a maximum of two Brethren to assist him before the Panel; and
- \* may be required by the Panel to appear before it, answer questions and produce any relevant documents; and a failure to do so without proper reason itself being misconduct.

138. Any Brother may be required by a Panel to appear before it, to produce any document specified by the Panel and to give evidence in the matter or the appeal; and a failure to do so without proper reason shall be deemed to be misconduct by that Brother.

139. The Presiding Officer, any member of the Panel hearing the matter or the appeal and any Brother who is a party or representative of a party or of the Board may during the hearing ask questions of any party to the proceedings or any Brother involved; and a Brother refusing or failing without proper cause to answer a question is guilty of misconduct.

140. The Presiding Officer may disallow any questions or evidence that he considers to be:

- \* beyond the powers of the Board or the Appeal Council (as the case may be);  
or
- \* contrary to the tenets, principles, disciplines, or teachings of Freemasonry or the Degree; or
- \* prolix; or
- \* repetitive; or
- \* irrelevant; or
- \* too remote; or
- \* defamatory; or
- \* disloyal to the Grand Master; or
- \* obscene; or
- \* too vague or too uncertain to be acted on; or
- \* prohibited by the Constitution.

141. The Grand Registrar may be invited to attend every hearing by a Panel and may at the request of the Presiding Officer or any member, or of his own volition, advise the Panel orally or in writing.

142. If a Brother is present at a hearing, any oral advice given by the Grand Registrar during the hearing must be given in that Brother's presence unless, having been given the opportunity to be present when the oral advice is given, he does not avail himself of it.
143. If the Grand Registrar's advice is given in writing prior to the hearing, the Grand Secretary must give a copy of it by hand (whether personally or by courier or agent) or by registered post to the Panel and to any Brother representing himself or his Lodge at least one week before the hearing is to commence or resume. If the Grand Registrar's advice is given in writing at the hearing a copy of it must be made available to the Brother representing himself or his Lodge at the hearing.
144. If a Panel retires to consider its decision, or any aspect of the matter before it, the Grand Registrar must not take part in or be present during its consideration, but this Clause does not preclude the Panel from seeking written advice from him.
145. It is the duty of the Assistant Grand Secretary or, in his absence, the Presiding Officer's nominee to record in short form the minutes of every hearing by a Panel.
146. If the Brother who, or the representative of the Lodge which, is
- \* the subject of the matter referred to the Board; or
  - \* a respondent to an appeal to the Appeal Council
- is not present at the date, time, and place notified to him, the Grand Secretary must attempt to reach him by telephone and must report the result of that attempt to the Presiding Officer before the hearing commences or an adjourned hearing resumes.

147. It is within the power of the Board and the Appeal Council to give decisions on aspects of the matter before it without waiting for the hearing to be completed on other aspects.

148. The Board or the Appeal Council may

- \* dismiss the matter; or
- \* decide that the matter does not call for further action; or
- \* offer guidance to avoid the cause of the matter recurring; or
- \* in relation to the Lodge the subject of the reference or appeal
  - \* admonish it; or
  - \* reprimand it; or
  - \* fine it; or
  - \* suspend its Warrant for a specified period not exceeding twenty six weeks; or
  - \* recommend to the Grand Lodge that its Warrant be revoked; or
- \* in relation to the Brother the subject of the reference or appeal
  - \* admonish him; or
  - \* reprimand him; or
  - \* fine him; or
  - \* suspend him for a specified period not exceeding twenty six weeks;  
or
  - \* prohibit him from holding for a specified period any office in Grand Lodge and in any Lodge of which he is a member; or
  - \* recommend to the Grand Lodge his expulsion from the Degree.

149. If the voting at a hearing either before the Board or the Appeal Council is tied,
- \* Board - the status quo is preserved; and
  - \* Appeal Council - the appeal must be upheld.
150. A decision of a Panel is delivered validly if the Presiding Officer or any member present throughout the hearing announces it at a sitting in the presence of the parties and signs a written statement of the decision and the reasons for it and delivers it to the Grand Secretary's office for forwarding to the parties.
151. A decision of the Board may be challenged by an appeal to the Appeal Council made by delivering a completed notice of appeal to the Grand Secretary's office within four weeks after notice of the decision has been given in the presence of the Brother or Lodge involved or after delivery of the notice of decision by the Grand Secretary by hand (whether personally or by courier or agent) or by registered post.
152. It is a fundamental basis of membership of the Degree that every decision of the Appeal Council may be challenged by an appeal to the Grand Lodge, subject to the procedural requirements of Clauses 127 and 151.

## LODGES

### Classification of Lodges

153. A Lodge may be:

- \* a daylight Lodge, which ordinarily opens no later than two p.m.; or
- \* a twilight Lodge, which ordinarily opens no earlier than four p.m. and no later than six p.m.; or
- \* an evening Lodge, which ordinarily opens after six p.m..

154. A Lodge may change to or from a daylight, twilight or evening Lodge if:

- \* notice of motion is given; and
- \* the motion is carried by the affirmative vote of at least seventy five per cent of the Brethren of that Lodge present and entitled to vote, at the meeting at which the motion is proposed; and
- \* the Grand Master approves the change.

155. A Lodge which has

- \* made a change; or
- \* failed to obtain the support of seventy five per cent of the Brethren of that Lodge present and entitled to vote at the meeting at which the motion to change is proposed; or
- \* been refused approval by the Grand Master

must not again initiate a change until at least four subsequent regular meetings of the Lodge have been held.

## **The Name, Number and Meeting Place of a Lodge**

156. Every Lodge must have a name which

- \* if a new Lodge - must be specified in the petition; or
- \* if a new Lodge of Instruction - must be that of the Lodge to which it is to be attached; or
- \* if changing its name - following notice of motion, it:
  - must be carried by the affirmative vote of at least seventy five per cent of the Brethren of the Lodge present and entitled to vote at the meeting at which the motion is proposed; and
  - must not be capable of being confused with the name of another Lodge; and
  - must be approved by the Grand Master.

157. Each new Lodge must have a number which is

- \* Lodge - the number next in sequence after the last number previously allocated on the register of Lodges; or
- \* Lodge of Instruction - the number of the Lodge to which it is to be attached.

158. The number of a Lodge is not affected by any change in the Lodge's name.

159. A Lodge may change its meeting place if

- \* a notice of motion is given; and
- \* the motion is carried by the affirmative vote of at least seventy five per cent of the Brethren of the Lodge present and entitled to vote at the meeting at which it is proposed; and
- \* it is approved by the Grand Master.

### **Constituting a New Lodge**

160. Every new Lodge shall be solemnly constituted by the Grand Master or, in his absence, by the Deputy Grand Master.

161. Those who seek the constituting of a new Lodge or Lodge of Instruction must do so by delivering to the Grand Secretary's office a petition signed by every petitioner.

162. A petition for a new Lodge must be supported by

- \* Lodge - twenty five Mark Master Masons; and
- \* Lodge of Instruction - twenty Mark Master Masons

each of whom must agree to become a foundation member.

163. Any petitioner who is a member of a Lodge not under government of the Grand Lodge or who is unaffiliated must produce evidence of his membership or a copy of his clearance certificate, and it must be attached to the petition.



164. A petition for a new Lodge must identify

- \* Lodge - the Master and Wardens; or
- \* Lodge of Instruction - the Lecture Master

each of whom must, with the exception of the Wardens, be an Installed Master.

165. A petition for a new Lodge must be sponsored by a Lodge by resolution carried in open Lodge and a copy of that resolution must form part of the petition.

166. Every petition for a new Lodge must be considered by the Board which must report on it to the Grand Master who may approve, or refuse to approve, it.

### **The Warrant of the Lodge**

167. The Warrant must be entrusted to:

- \* Lodge - the Master at the Installation meeting;
- \* Lodge of Instruction - the Lecture Master

and must be

- \* displayed in, and clearly visible at, every meeting of the Lodge; and
- \* produced to the Board or the Grand Secretary if the Lodge is called upon to do so.

168. If the Warrant is lost, spoiled, stolen or destroyed the Secretary of the Lodge must deliver to the Grand Secretary's office within one week after the occurrence or the discovery of the occurrence

- \* a statement of what has occurred; and
- \* a request for the grant of a Warrant of Confirmation; and
- \* a request for dispensation by the Grand Master to enable the Lodge to continue meeting until its meetings can be regularised by a Warrant of Confirmation; and
- \* if the Warrant has been stolen, a statement of the steps taken by the Lodge to inform the police.

169. A Warrant of Confirmation may be issued by the Grand Master bearing the date of the original Warrant or such later date as the Grand Master may think proper. Should the original Warrant subsequently be found or restored, the Warrant of Confirmation shall be surrendered unless the Grand Master otherwise directs.

## The Duties of a Lodge

170. The duties every Lodge owes to the Degree and to the Grand Master include to
- \* comply with the Constitution; and
  - \* conduct meetings and advance candidates only in strict conformity with the ritual of the Degree as prescribed from time to time by the Board; and
  - \* advance the interests of the Degree; and
  - \* encourage the continuance and growth of the Lodge and of the Degree by encouraging Master Masons to be advanced; and
  - \* encourage its Brethren to continue their membership and to attend its meetings; and
  - \* ensure that any fees, dues, and other amounts fixed by Regulation or otherwise from time to time be paid at the Grand Secretary's office immediately they become due; and
  - \* encourage representation at every Grand Communication.
171. Every Lodge shall contribute to the General Fund of Grand Lodge half yearly such amount in respect of each Brother who is a member of the Lodge as is fixed by Grand Lodge from time to time provided that if any Brother is a member of two or more Lodges only the Lodge with the lowest number on the register of Grand Lodge shall be obliged to so contribute in respect of that Brother.

172. Every Lodge must deliver to the Grand Secretary's office:

<b>Document</b>	<b>Date by which it must be delivered</b>
Summons for meeting of the Lodge	At least ten days before the meeting
Lodge meeting report, including details of any Brethren advanced or joining and their marks, and any deaths, resignations, exclusions and reinstatements	Within one week after each Lodge meeting
Return of members entitled to vote at a Grand Communication	Within one week after the Installation meeting
Audited statement of receipts and expenditure and of Lodge's financial affairs	Within eighteen weeks after the end of each financial year.

173. The ownership of the jewels, regalia and furniture of every Lodge vest in the Master and Wardens for the time being in trust for the members of the Lodge.

174. The proper forms and books to be kept by every Lodge (in addition to the books elsewhere provided for) shall be -

- \* Forms of Application for Advancement
- \* Forms of Application for Joining Members
- \* Forms of Clearance Certificates
- \* Forms of Declarations
- \* Cash Book
- \* Members' Dues Book
- \* Members' Address Book
- \* Duplicate Receipt Book
- \* Members' Mark Register
- \* Resolution Book

### **Lodges of Instruction**

175. No Lodge of Instruction shall be held unless under the sanction of a duly constituted and warranted Lodge and by the special licence of the Grand Master. The Lodge giving its sanction and the Brethren to whom such licence is granted shall be answerable for the proceedings and the mode of working of the Lodge of Instruction.

176. The offices of Lecture Master and Treasurer must be determined by election each year, in the same manner as described in Clauses 179 and 180.

177. The following shall apply to each Lodge of Instruction:

- \* notice of the times and places of its meetings shall be submitted to the Grand Secretary for approval of the Grand Master
- \* no Brother shall be admitted or continue to be a member of a Lodge of Instruction unless he is a member of a Lodge
- \* minutes recording the names of all Brethren present at each meeting shall be kept and shall be produced when called for by the Grand Master, the Board or the sanctioning lodge.

## Lodge Officers

178. The Officers, their designations and their precedence in a Lodge are:

<b>Office and Precedence</b>	<b>Designation</b>
Master	WM
Immediate Past Master	IPM
Senior Warden	SW
Junior Warden	JW
Master Overseer	MO
Senior Overseer	SO
Junior Overseer	JO
Chaplain	Chap
Treasurer	Treas
Secretary	Sec
Assistant Secretary	ASec
Registrar of Marks	RM
Director of Ceremonies	DC
Conductor	Cond
Welfare Officer	WO
Senior Deacon	SD
Junior Deacon	JD
Organist	Org
Choirmaster	ChrMstr
Inner Guard	IG
Steward	Stwd
Tyler	Tyler

179. In every Mark Year a Master must be nominated and elected at a Lodge meeting no later than the last meeting before the Installation meeting.

180. If there is more than one nomination for Master, a ballot shall be conducted in the same manner as provided in Clauses 58 and 59.
181. If the Master elect dies or is unable or unwilling to be installed, a further election must be held at or before the Installation meeting but if such inability shall be only of a temporary nature, as through illness or other emergency, the Grand Master may grant a dispensation postponing the Installation until a subsequent meeting.
182. At a meeting before the Installation meeting the Lodge shall elect a Treasurer and if there is more than one nomination, a ballot shall be conducted.
183. At his installation the Master must appoint two Wardens, three Overseers, Secretary, Conductor, two Deacons, Inner Guard and Tyler and may appoint other Officers as specified in Clause 178.
- 183A A brother who has not previously been elected or appointed to any office specified in Clause 178 in a Lodge may not be elected or appointed to an office with a higher precedence than Senior Deacon unless the election or appointment is to one of the following offices – Chaplain, Treasurer, Secretary, Assistant Secretary, Registrar of Marks or Welfare officer. **AL6**
184. Except for a Master of the Degree no Brother may be installed as a Master unless he has
- \* served five years (whether or not consecutive) as a Mark Master Mason; and
  - \* held the office of Warden of a Lodge during one of those five years and held an office of Overseer of a Lodge during one of those five years. **AL6**
185. All Officers of a Lodge, other than the Organist and Tyler, must be members of it.



186. The Grand Master may appoint and install a Mark Master Mason as a Master of the Degree with the rank of Installed Master being an office for which there are no prior requirements.

187. The Master may appoint as many Stewards as he considers desirable.

188. No officer shall be installed or invested by proxy, nor shall any Brother be deemed to hold office in any Lodge until he has been installed or invested in that office.

189. No Officer may hold two or more offices concurrently in the one Lodge with one exception, namely an officer other than the Master and the Secretary may hold the office of Welfare Officer in a Lodge in addition to another office in that Lodge specified in Clause 178, but only if there is no other member of the Lodge available and willing to hold the office of Welfare Officer. In such a case the Regulations may prescribe the mode of investiture of the Welfare Officer.

**AL10**

190. A Master must not hold concurrently the same office in another Lodge.

191. If a Master

\* dies; or

\* resigns his office; or

\* resigns from the Lodge; or

\* is by accident, illness, or injury rendered incapable of completing his term of office; or

\* is suspended, excluded, or expelled

the Senior Warden or, in his absence, the Junior Warden must convene all meetings until a new Master is installed and the most recent Past Master, capable and willing to act, must act as Presiding Officer.

192. If a Master is unable to be present at one or more meetings of his Lodge, the most recent Past Master willing to act must act as Presiding Officer at that meeting or meetings.

193. If a Lodge Officer

- \* dies; or
- \* resigns his office; or
- \* resigns from the Lodge; or
- \* is by accident, illness, or injury, rendered incapable of completing his term of office; or
- \* is suspended, excluded or expelled,

the Master may appoint a replacement who, upon being invested into that office, will hold it and its rank for the remainder of the year.

194. A Master must not be installed in the same Lodge in more than two successive years, but may be installed again after the elapse of at least one year.

195. The only place where

- \* a Master may be installed; or
- \* a Lodge Officer may be invested

is in his own Lodge, and the Grand Master has the indisputable right to preside over any Installation meeting.

## Lodge Members

196. The categories of Lodge membership and the qualifications for them are:

<b>Category</b>	<b>Qualification</b>
Honorary	Exceptional contribution to the Lodge by a subscribing member of another Lodge
Special	Circumstances justifying reduction or remission of Lodge dues
Distant	Distance of main place of residence from the place of meeting of the Lodge is more than the distance specified by resolution of the Lodge.
General	All other members

197. Honorary and Special Members must be elected by the Lodge members for which election a notice of motion is required.

198. Lodge membership shall be deemed to include any Special Member or a Secretary or other Officer of a Lodge who has been exempted from subscription in consideration of the services rendered by him while filling such office.

199. A Brother shall cease to be a member of each Lodge in which he has been advanced or which he has joined upon the expiration of a period of fifty-two weeks after he ceases to be a member of a Craft Lodge.

## **New Members and Joining Members**

200. A candidate for advancement to the rank of a Mark Master Mason must
- \* have served at least twenty six weeks in the rank of a Master Mason; and
  - \* be a member of a Craft Lodge; and
  - \* have acknowledged himself to be bound by the Constitution; and
  - \* have completed and signed an application and declaration and handed them (whether personally or by agent or courier) or mailed them by registered post to the Secretary.
201. A Lodge from time to time must prescribe by resolution the amount to be paid to the Lodge by a candidate for advancement or by a Brother on joining the Lodge.
202. A joining member must be a Mark Master Mason and be a member of a Craft Lodge; and
- \* produce his clearance certificate or evidence of membership of another Lodge; and
  - \* have completed an application and handed it (whether personally or by agent or courier) or mailed it by registered post to the Secretary.
203. The signed application and declaration and the candidate's mark must be retained by the Lodge as part of its records.

204. It is desirable that every candidate for advancement and every joining member have a proposer and seconder but, on written application made by the Lodge to the Grand Secretary, the Grand Master may dispense with the need for the candidate or the joining member to be proposed or seconded or both.
205. The Lodge summons for a meeting at which the Lodge is to consider accepting a candidate or a joining member must state
- \* his full name, residential address, date of birth and date of raising; and
  - \* the name and number of his Craft Lodge; and
  - \* the name and number of the Lodge (if applicable), or of the Chapter (if applicable) in which he was advanced or exalted; and
  - \* the names of the proposer and seconder, unless dispensed with by the Grand Master.
206. A Brother who is considering voting against, or proposing an objection to, a candidate or a joining member, should inform the Master of that fact and of the reasons for it at least two days before the meeting which is to consider accepting the candidate or joining member.
207. The Master who is made aware of a possible, or proposed, objection to a candidate must
- \* consider the reasons for objection; and
  - \* unless he considers the objections valid and cannot be met - endeavour by mediation to reach a basis which will be agreeable to the objector and will avoid an objection at the meeting.

208. Unless a Brother requests a ballot, acceptance of a candidate or a joining member may be by show of hands in open Lodge and in all cases three votes against constitutes rejection of the candidate or joining member
209. The Secretary of a Lodge shall notify the Grand Secretary in writing, immediately after the meeting of the Lodge of all cases of rejection of candidates or proposed joining members.
210. If the candidate for advancement shall refuse or neglect to attend for that purpose when notified, his election shall become void at the expiration of six months after such notification.
211. The number of advancements at any meeting of a Lodge must not exceed two.
212. The Secretary must deliver to the Grand Secretary's office a copy of the candidate's mark for registration.

### **Certificates**

213. A membership certificate in respect of each candidate who has been advanced shall be issued by the Grand Secretary and must be signed by the Brother.
214. If a Brother's certificate of membership is lost, spoiled, stolen or destroyed he may submit a request for a replacement setting out the circumstances together with the specified fee to the Grand Secretary and, if the certificate is spoiled, return it to the Grand Secretary for cancellation.
215. If a Brother resigns from a Lodge, is in good standing and does not owe any dues or other payments to the Lodge, the Secretary must issue him with a clearance certificate which, upon his becoming a member of another Lodge, must be signed by its Master and Secretary.
216. No Lodge shall grant any certificate to a Brother, except a clearance certificate, or a certificate that all dues have been paid, to enable him to join another Lodge.

217. A travelling certificate for the purposes of introduction and identification may be issued by the Grand Secretary.

### **Resignations**

218. A Brother proposing to resign from a Lodge must give written notice to its Secretary.

219. A resignation must not be accepted if any matter concerning the Brother

- \* has been referred to the Board; or

- \* has been resolved by the Lodge to be so referred; or

- \* is the subject of an appeal to the Appeal Council

and has not been finally determined upon by the Board or by the Appeal Council.

220. If acceptance of a resignation is precluded by Clause 219 it must be held in abeyance until the matter has been finally determined by the Board or by the Appeal Council.

221. The decision of the Board or Appeal Council may include a direction to the Lodge as to how the notice of proposed resignation is to be dealt with.

222. A clearance certificate must not be issued until the Brother has paid the Secretary the full amount of his dues and all of his other outstanding debts to the Lodge, or such lesser amount agreed to by the Master and the Secretary.

223. Upon receiving a notice of proposed resignation the Secretary must promptly inform the Master and the Welfare Officer, but if there is insufficient time for the Brother to be contacted, the reading of the proposed resignation may be held over to a subsequent meeting of the Lodge.

224. A proposed resignation may be withdrawn at any time before the closure of the meeting of the Lodge at which the resignation is announced by the Secretary but, if not withdrawn by then, must thereupon be accepted.

225. If a new financial year commences during the period from the date on which notice of proposed resignation was received by the Secretary to the date when the resignation is accepted,

\* no dues will be payable by the Brother to the Lodge; and

\* no dues on account of the Brother will be payable by the Lodge to Grand Lodge

in respect of that period unless the proposed resignation is withdrawn.

### **Lodge Finances**

226. Brethren of any Lodge are individually and collectively obligated to ensure that the Lodge is financially secure and that any current liability or contingent liability can be discharged at the proper time.

227. Lodge dues must be prescribed, and may be altered, by resolution which may specify different amounts for different categories of membership but without affecting the powers of remission or reduction for a Brother in financial difficulty.

228. Subject to Clause 311, a resolution altering the amount of Lodge dues may be passed at any meeting during a year and may be expressed to come into force immediately.

229. Lodge dues for any financial year are due to be paid no later than the first day of that financial year and must be paid to the Secretary or, in his absence, the Treasurer and other payments to a Lodge are due to be paid no later than the date specified by the Master, Secretary or Treasurer.



230. A Brother may by arrangement with the Secretary elect to make payment of his Lodge dues by instalments the last being paid no later than the last meeting before the following Installation meeting.
231. If a Brother is ten months in arrears in paying dues to a Lodge, the Secretary must notify him in writing that
- \* unless an extension of time is granted by the Master, Secretary or Treasurer payment must be made before the next meeting of the Lodge; and
  - \* if payment is not so made he may be excluded from the Lodge and from all privileges of or derived from membership of the Degree and Royal Ark Mariner Masonry.
232. Any Brother whose dues shall be one year or more in arrears to any Lodge of which he is or has been a member shall be deemed unfinancial, and shall not hold office or be elected or appointed to any office in Grand Lodge or any Lodge until he has paid the dues in arrears in respect of each Lodge of which he is a member.
233. A report on the Lodge's financial affairs must be given at each of its meetings.
234. At least one auditor must be elected during each year to audit the Lodge's financial affairs.
235. All moneys received or paid on account of a Lodge shall be from time to time regularly entered in proper books, which shall be the property of the Lodge. The accounts of the Lodge shall be audited at least once in every year.

236. Every Lodge shall, within four months of the end of each financial year, issue an audited statement of receipts and disbursements for the year, together with a statement of affairs disclosing the assets and liabilities of the Lodge in the form prescribed in the Regulations from time to time, such statements to be printed or otherwise reproduced and a copy thereof to be sent to the Grand Secretary and every member of the Lodge at least seven days prior to the meeting at which it is proposed to present the same for adoption.
237. If a Lodge is owing any current account, which for the time being it is unable to pay, no honorarium, jewel, regalia or other donation is to be voted or paid for out of Lodge funds. In no circumstances shall honoraria be voted or paid to any Officer or Officers of any Lodge in any financial year in which the nett credit balance of the Lodge shall be less than one hundred dollars, after paying the proposed honorarium or honoraria, or exceed in the aggregate five per cent of the total amount of the annual subscriptions received by the Lodge during that financial year.
238. In no case shall any appeal for financial assistance from other than Masonic sources be read or considered in open Lodge.

### **Lodge Bylaws and Resolutions**

239. The former power of a Lodge and a Lodge of Instruction to make bylaws is terminated upon the adoption of this Constitution by Grand Lodge and all then existing bylaws must be treated as if they had been made not as bylaws, but as resolutions, and unless in conflict with any provision of the Constitution they continue in force until repealed by a subsequent resolution.
240. A Lodge may pass resolutions governing its internal procedures and may subsequently amend or repeal a resolution by merely passing another resolution but if any provision in any such resolution is inconsistent with the tenets, principles, disciplines or teaching of the Degree or any provision in this Constitution it is null and void.

241. The Secretary of a Lodge must keep a separate book in which he records all such resolutions additionally to including them in the minutes.
242. There is no duty to give a candidate or joining member a copy of any of the Lodge's resolutions, but a copy must be made available to any member on request.

### **Lodge Meetings**

243. The Grand Master has full authority to preside in any Lodge and to command any of the Grand Officers to attend him. The Deputy Grand Master, if present, is to be placed on his right and the Master of the Lodge on his left. The Grand Wardens if present are to act as Wardens of the Lodge during the time he presides.
244. Unless the Grand Master be present, the Deputy Grand Master has full authority to preside in any Lodge, the Master of the Lodge being placed on his right. The Grand Wardens, if present, are to act as Wardens of the Lodge during the time he presides.
245. Ordinarily a Lodge meets on a regular basis, the meeting dates, time and place being those registered with the Grand Secretary.
246. A Lodge must neither meet nor rehearse on the day on which a Grand Communication is normally held unless with the approval of the Grand Master.
247. At least ten days notice of every meeting shall be given by summons delivered to every member, the order of business being determined by the Master.

248. The date, time and place (or all or any of them) of a regular meeting of a Lodge may be changed for a particular occasion by resolution or, in an emergency, by decision of the Master but, any change must be recorded on the notice paper.
249. Brethren shall not meet for general instruction in mark masonry except in a duly sanctioned and licensed Lodge of Instruction provided that the Master of any Lodge may call together the Officers and such of the members of his Lodge as he may wish for the rehearsal of the proceedings of the Lodge.
250. The Master or, in his absence, the Senior or Junior Warden or the Lodge by resolution, may call a special meeting of the Lodge which may be
- \* open to visitors as at a regular meeting; or
  - \* restricted to members of that Lodge and Grand Lodge or Board representatives;
- but that meeting must not consider any matter that is not on its agenda.
251. Every Lodge shall keep an appearance book in which all members of the Lodge and visitors present at each meeting shall enter their names, ranks and marks.
252. A Brother who has been concerned in making Mark Master Masons clandestinely or at a Lodge which is not a regular Lodge or who may assist in forming a new Lodge without the Grand Master's authority, shall not be admitted as a member, or even as a visitor, into any regular Lodge, and he shall not be entitled to any privileges until he receives dispensation from the Grand Master entitling him thereto.

253. No Brother shall print or publish, or cause to be printed or published, anything which Grand Lodge considers improper to be published. No Brother shall publish or circulate any document relating to any case of Masonic complaint before the regularly constituted authorities, until after final adjudication thereon, and then only if the Grand Secretary shall give notice in writing that the same may be published. This Clause does not extend to furnishing printed copies of the documents for the use of the Appeal Council, Board or any Committee or Sub-Committee investigating such case of Masonic complaint, provided the same are sent through the Grand Secretary, or the Secretary of such Committee or Sub-Committee respectively, nor to the writing, printing or publishing of any minutes, notice or summons issued to the members of a Lodge by the authority of the Master, nor to the proceedings of any festival or public meeting at which persons who are not Mark Master Masons are permitted to be present.
254. Subject to Clause 254A a visitor to a Lodge cannot be admitted unless he is personally known to and vouched for by a Mark Master Mason and if the visitor is not a Brother he must also produce a certificate of the grand lodge or grand chapter to which he claims to belong or offer proper evidence of his having been regularly advanced. In all cases satisfactory proof of identity and good standing of the visitor must be provided. If the visitor is not known to and vouched for by a Mark Master Mason he must be examined to determine whether he has been regularly advanced.
- 254A. Notwithstanding Clause 254, a visitor who is not a Brother may be admitted to a Lodge meeting but only for the purpose of witnessing or participating in a presentation of the Mark Man Ceremony, provided that the visitor is a current member of a Craft Lodge who has attained the rank of a Master Mason. (AL 8)
255. It is within the power of the Master to refuse admission to any visitor whose presence he has reason to believe will disturb the harmony of the Lodge or to any visitor who is known to be of questionable character.
256. Unless seeking to join or considering joining a Lodge, an unaffiliated Mark Master Mason may not visit any Lodge more than once in any year.

## **Defunct Lodges**

257. No Lodge has the power of dissolving or surrendering its Warrant whilst thirteen or more of its members desire to retain the right of assembling.
258. Should the majority of the members of any Lodge determine to retire from it, the power of assembling remains with the rest of the members, but should the number of members remaining at any time be less than thirteen, the Lodge becomes defunct.
259. If a Lodge
- \* returns its Warrant; or
  - \* does not hold a meeting during a period of twenty six consecutive weeks; or
  - \* in any other manner becomes defunct,
- and it is under any valid current or contingent liability, its Brethren remain individually and collectively under an obligation to discharge that liability.
260. The Grand Master has the power to revive a defunct Lodge.

## **Erasure of Lodges**

261. Grand Lodge has the power to erase a Lodge.
262. The Board has the power to refer any case for erasure of a Lodge to Grand Lodge.

263. A Lodge may be erased if

- \* it becomes a Lodge in default pursuant to Clause 22;
- \* it fails to meet for one year;
- \* the Warrant is sold;
- \* within the specified time, it fails to pay any fine levied upon it;
- \* the Board is of the opinion that the conduct of the Lodge has been of such a character as to merit erasure.

264. If a Lodge is erased or becomes defunct its members must ensure that

- \* any liability is discharged; and
- \* any remaining money and other funds are paid to the Grand Secretary who must deal with them as the Board may direct; and
- \* the Warrant, seal, minute books, all financial records, the Volume of the Sacred Law and all other books whatsoever; and
- \* the furniture, fittings and regalia

are delivered to the Grand Secretary's office or such other place as he may direct.

## **Suspension of Lodges**

265. The Board has the power to suspend a Lodge.

266. A Lodge may be suspended

- \* for any of the reasons specified in Clause 263
- \* if one of its officers shall act in breach of Clause 136 in any matter concerning the Lodge
- \* if it offends against any other clause of this Constitution or any Regulation
- \* if it fails to reinstate any Brother who is a member of it following a direction by the Grand Master to do so.

267. If a Lodge is suspended it shall remain liable for payment of all dues to Grand Lodge in respect of each Brother who is a member of it and each Brother shall remain liable to pay his dues to the Lodge.

## **Effect of Erasure or Suspension of a Lodge**

268. If a Lodge be erased or suspended each Brother who is a member of it at that time shall be deemed to be under suspension and shall not be allowed to visit or join any other Lodge until his suspension shall be revoked.

## **Suspension, Exclusion or Expulsion of a Brother**

269. The Board has the power to suspend a Brother, but only Grand Lodge has the power to expel a Brother.

270. A Lodge has the power to exclude a Brother from the Lodge.



271. Where -

- \* a complaint has been made against a Brother which, if proved, would justify his exclusion from the Lodge or a Brother's dues are twelve months or more in arrears to the Lodge; and
- \* the Brother has been given, personally or by registered post addressed to his last known address, fourteen days' written notice of the complaint or the arrears in dues and of the date of the meeting fixed for its consideration; and
- \* the Brother has been permitted to attend the meeting and to be heard in respect of the complaint,

a resolution passed by not less than seventy five percent of the Brethren present and voting at the meeting may exclude the Brother either indefinitely or for a definite period fixed by the resolution.

272. Any Brother whose dues owing to a Lodge have been in arrears for three years shall be deemed to have been excluded from the Lodge, without any formal determination of exclusion, until the whole of the dues which are so in arrears on the date of the exclusion, or such part of them as the Lodge accepts in full satisfaction of the whole, have been paid and the payment reported to the Grand Secretary.

273. A Lodge must, at a reasonable time before the date on which an exclusion of a Brother under Clause 271 is due to commence, inform him, by written notice given to him personally or by registered post addressed to his last known address, that the exclusion will commence on that date but non receipt of the notice does not prevent the exclusion coming into effect on that date.

274. Any Brother suspended, excluded or expelled by Grand Craft, Grand Chapter or the Grand Master's Royal Ark Mariner Council, or all of them, shall without any formal determination of suspension, exclusion or expulsion be deemed to be suspended, excluded or expelled from any Lodge of which he is a member, effective from the same time it is imposed by Grand Craft, Grand Chapter or by the Grand Master's Royal Ark Mariner Council (whichever first occurs).

275. While a Brother is suspended, excluded or expelled from any Lodge he -

- \* ceases to be a member of the Lodge and to be entitled to any Masonic privilege; and

- \* is ineligible to join any other Lodge; and

- \* ceases, from the expiration of the time allowed to appeal to the Board against the exclusion, to be a member of any other Lodge of which he would otherwise be a member; and

- \* shall cease to be a member of the Degree from and after the time allowed for any appeal against such action, unless his appeal shall be allowed.

276. A Lodge which excludes a Brother under Clause 271 shall inform the Grand Secretary of the date and cause of the exclusion or any removal of the exclusion.

277. A suspension or exclusion, imposed as a result of action by Grand Craft, Grand Chapter or by the Grand Master's Royal Ark Mariner Council, is removed automatically upon it being removed by Grand Craft, Grand Chapter or the Grand Master's Royal Ark Mariner Council.

278. A suspension imposed by the Board may only be removed (whether completely or conditionally) by the Board or, on appeal, the Appeal Council or Grand Lodge and, if imposed by the Appeal Council, may only be so removed by it or by Grand Lodge.
279. Except for an exclusion for non payment of dues, the removal of an exclusion or suspension or the revocation of an expulsion leaves the Brother unaffiliated and resumed membership of his Lodge is by the Lodge's acceptance of his application to rejoin.
280. If any Brother shall be convicted of a misdemeanour or felony and sentenced to a term of imprisonment the Board may, after due consideration, recommend suspension or expulsion by Grand Lodge.
281. A Brother offending against any clause of the Constitution or any Regulation to the breach of which no specific penalty is attached shall, at the discretion of Grand Lodge, or any of its delegated authorities, be subject to admonition, fine or suspension.
282. Should the Grand Master be satisfied that any Brother has been illegally, or without sufficient cause, excluded from any of his masonic functions or privileges, he may order him to be reinstated.

### **Amalgamation of Lodges**

283. Should two or more Lodges pass resolutions desiring amalgamation the Grand Master may give effect to such desire, either by granting a new Warrant (which may be ante-dated to a date not earlier than that of the earliest Warrant of the Lodges concerned) or by directing that certain of the Lodges shall cease to exist and that their members shall (if they so desire) automatically become members of the surviving Lodge on such conditions as he may think fit. The Grand Master may give directions as to change of the name or number of a Lodge, disposal of Lodge property and any other matter incidental to such amalgamation.

## **PROVISIONS GOVERNING ALL MEETINGS**

### **Matters Inconsistent with the Constitution**

284. If a Brother considers that a motion, or a purported resolution or decision, is inconsistent with a provision in the Constitution he may submit his objection to the Grand Secretary who must deal with it in the same manner as if it were a notice of motion, petition or brief statement and subject to Clauses 41-43.
285. Any Brother who is dissatisfied with a decision under Clause 284 by the Grand Master, the Board or the Grand Secretary may refer it to the Board or the Appeal Council as appropriate.

## The Presiding Officer

286. The Presiding Officers and their replacements are:

<b>Function</b>	<b>Presiding Officer</b>	<b>Replacement</b>
Grand Communication	The Grand Master	The Deputy Grand Master or, if he is unavailable or incapable of acting, the most recent Past Grand Master present, capable of acting and willing to act.
Grand Installation	The Grand Master	A Past Grand Master
Board	President	The immediate Past President of the Board or the member who, of those present and capable of acting, holds the most senior rank in Mark Masonry or a member appointed by him.
Lodge	Master	The most recent Past Master present, capable of acting and willing to act.
Any other Committee or Sub-Committee	The appointed chairman or, if none, one of its members elected by it.	One of its members elected by it.

287. Every Brother who shall, in accordance with this Constitution and the Regulations preside or act in Grand Lodge, or in any constituent Lodge, or on any Board, Committee or Sub-Committee for or in the place of any Officer or Brother who may from any cause whatever be absent or unqualified to act, shall, while so presiding or acting have all the rights, powers and duties but not the rank of the Officer or Brother whose substitute he shall be or in whose place he shall act. He shall enforce the pronouncements and directions of constituted authority, as well as the Constitution, and his acts shall have the same validity in all respects as those of such Officer or Brother.

288. A Brother must not preside

- \* over an election in which he is a candidate; or
- \* during the process of a motion the carrying of which would give him an advantage or disadvantage.

289. The Presiding Officer must

- \* ensure that the meeting has been properly convened; and
- \* ensure that a quorum is present throughout the meeting; and
- \* open the meeting; and
- \* preserve good order and discipline; and
- \* make such rulings as he considers necessary or desirable; and
- \* ensure that, if there is a matter on which opinions differ, at least one person representing each opinion is given a hearing; and
- \* close the meeting; and

may make such alterations to the order of agenda items as he thinks desirable.

## Keeping Order at Meetings

290. If the Presiding Officer knocks once and calls for order all present must wait seated and in silence for him to speak and to complete what he has to say.
291. Other than the Presiding Officer anyone addressing a Grand Communication, a Grand Installation or a Lodge meeting (whether or not an Installation meeting) must stand throughout but must otherwise remain seated unless required to stand in the discharge of the duties of his office.
292. If anyone present at a meeting other than a Grand Installation or Grand Communication
- \* behaves in an unacceptable or unMasonic manner; or
  - \* disrupts its proceedings; or
  - \* is called to order three times at the meeting; or
  - \* moves an amendment or makes any statement that contains any matter that this Constitution prohibits in a motion, petition or brief statement, and does not withdraw it when called upon to do so by the Presiding Officer; or
  - \* fails or refuses to comply with a ruling or direction by the Presiding Officer;
- the Presiding Officer may require that person to leave that meeting and to return to it if, and only if, in doing so he makes an adequate apology to it.
293. A ruling by the Presiding Officer cannot be dissented from but any Brother who is dissatisfied with it may appeal to the Appeal Council or the Board (as appropriate).

## Quorum

294. If those present at the stated time for opening a meeting are too few to constitute a quorum the Presiding Officer may delay opening of the meeting until those present constitute a quorum.
295. If at the end of half an hour after the stated time for opening a meeting those present are still too few to constitute a quorum the Presiding Officer must announce to those present that the meeting cannot be held because of lack of a quorum and may announce a date, time and place for a special meeting to replace it.
296. If during the course of a meeting the number of those present falls below the number necessary to constitute a quorum the Presiding Officer may
- \* announce a call off for up to thirty minutes; or
  - \* adjourn the meeting to a specified date, time and place.
297. If the Presiding Officer announces a call off because of lack of a quorum he may
- \* call the meeting on at any time during the call off if the number of those present becomes sufficient to constitute a quorum; or
  - \* if by the end of the call off those present are still too few to constitute a quorum exercise the powers conferred upon him by Clause 295.



## **The Unopposed Business System**

298. Except for a hearing by the Board or the Appeal Council, or where provision is otherwise made in the Constitution, the basis for conducting any meeting is the unopposed business system.
299. Under the unopposed business system
- \* the mover of the motion moves it without speaking to it;
  - \* the person presenting a petition presents it without speaking to it;
  - \* there is no seconder;
  - \* immediately the motion is moved or the petition is presented the Presiding Officer asks "Are there any questions?"
300. If there are no questions, the Presiding Officer asks "Is the matter opposed?" and, unless any member holds up his hand as an objector, he declares "Motion carried" or "Petition granted" (as the case may be) without any vote upon it.
301. If there are questions, they are answered by
- \* the Presiding Officer; or
  - \* the mover of the motion or person presenting the petition; or
  - \* the appropriate Grand Officer or Lodge Officer.
302. The Presiding Officer, and not the person asking the question, is the sole judge of the sufficiency of an answer to a question.

303. The Presiding Officer may refuse to allow a question if he considers it is
- \* beyond the powers of the meeting; or
  - \* contrary to the tenets, principles, disciplines, or teachings of Freemasonry or the Degree; or
  - \* defamatory; or
  - \* disloyal to the Grand Master; or
  - \* obscene; or
  - \* too vague or too uncertain to be capable of answer; or
  - \* prohibited by the Constitution; or
  - \* impeding the consideration of other matters on the meeting agenda; or
  - \* in need of research to answer the question.
304. Immediately upon the answer to the last of the questions allowed by the Presiding Officer he asks "Is the matter opposed?" and, unless any member holds up his hand as an objector, he declares "Motion carried" or "Petition granted" without any vote upon it.
305. If any member objects to the motion, amendment or petition, the mover or person presenting the petition speaks to it and the matter is then debated and voted upon in accordance with good and accepted practice.
306. The mover of a motion or the person presenting a petition may amend it to accord with anything said in the course of its consideration and with which he agrees.

307. An amendment to a motion or to a petition may be moved by any other member present at the meeting.
308. The Presiding Officer must reject an amendment that is in contradiction of the motion or petition.
309. The unopposed business system applies to an amendment to a motion or petition as if it were a motion or petition.
310. Save with the Presiding Officer's consent, no person other than
- \* a mover or a presenter of a petition exercising a right of reply at the end of the debate; or
  - \* a Grand Officer or Lodge Officer in the discharge of the duties of his office;
- may speak more than once during the debate upon a motion, petition or amendment.

### **Notice of Motion**

311. The matters for which notice of motion is required are
- \* alteration to dues; and
  - \* change of Lodge name and number; and
  - \* permanent change of time or place of Lodge meeting; and
  - \* election of an honorary or special member; and
- any other matter the Presiding Officer considers should be on notice.

312. Every notice of motion must appear on the summons for the meeting at which the matter is to be resolved.
313. If the Brother who gave notice of motion is not present at the meeting at which it is to be considered, the Presiding Officer may permit another Brother to proceed with the motion, otherwise the motion lapses.

### **Minutes**

314. The minutes of every meeting must be recorded in a minute book and at the next regular meeting must be signed by the Presiding Officer after they have been confirmed.
315. Minutes instead of being read aloud may be
- \* circulated to all entitled to them in advance of the meeting at which they are to be confirmed; and
  - \* confirmed pursuant to a motion.
316. Minutes may be circulated by hand (whether personally or by agent or courier) or post.

317. If circulated, those entitled to a copy of the minutes of a meeting are:

<b>Type of meeting</b>	<b>Entitlement</b>
Grand Communication or Grand Installation	Grand Master; and Deputy Grand Master; and Past Grand Masters; and Grand Officers; and all Lodge Secretaries.
Board, committee or subcommittee	The Presiding Officer and all other members of the Board, committee or subcommittee.
Lodges	All members of the Lodge and its District Representative.

318. Failure to receive a copy of the minutes does not affect their validity and does not preclude their confirmation.

### **Correspondence**

319. The Secretary or the Presiding Officer at a Lodge meeting must select the correspondence (if any) that should be read at a meeting, the test being whether any passage is unusual or of particular interest and the reading being limited to that passage, but that selection must include notices of Grand Communications, Grand Installations and any material that the Grand Secretary has directed must be read.  
**(AL 8)**

## **Voting on Motions, Amendments, and Petitions**

320. Unless otherwise specified in this Constitution, for a vote to be carried more than fifty percent of those present and voting must have voted in favour of the motion, petition, or amendment.

321. Unless the Presiding Officer orders a ballot, voting on a motion, petition, amendment or recount must be by show of hands.

322. A recount in respect of any vote may be required by

- \* the Presiding Officer; or

- \* three or more members who were present and voted

but only the Presiding Officer may require a second recount on the same matter.

323. When the vote is being taken upon a recount a Brother who voted in the original vote

- \* cannot be compelled to vote in the recount; and

- \* if he votes in the recount, may vote differently to the way he voted in the original count,

and a Brother who was not present at, or refrained from voting in, the original vote may vote in the recount.

324. The vote upon a recount must be counted by two or more Brethren appointed by the Presiding Officer.

325. There is no casting vote but an equally divided vote must be treated as a rejection of the motion, petition, or amendment.

## **Elections**

326. Unless otherwise specified in this Constitution, the Presiding Officer has the sole right to decide how any election is to be conducted.

327. The Presiding Officer may appoint a returning officer and assistants, who must be

- \* election of Grand Master or of Board members - Grand Officers or Past Grand Officers; and

- \* Lodge election - any Brethren present.

328. If there is any dispute, or difference of opinion, as to the validity of a vote at an election and that vote could affect the result of the election, the matter must be referred to the Grand Secretary for a ruling.

329. If the returning officer and his assistants retire from the lodge room to count the votes they must return to the lodge room or enter the South as soon as possible after the count has been completed and must give a written record of the result of the election to the Grand Secretary or the Secretary (as the case requires).

## DOCUMENTS AND PAYMENTS TO GRAND LODGE

### Documents

330. A document is lodged when it is delivered to the Grand Secretary, or a member of the staff, at the Grand Secretary's office.

331. Delivery of documents may be accepted on behalf of

- \* the Grand Master; and
- \* Grand Lodge; and
- \* the Grand Secretary; and
- \* the Grand Registrar; and
- \* the Board; and
- \* the Appeal Council; and
- \* committees and subcommittees appointed by the Grand Master, Grand Lodge or the Board.

332. Delivery may be effected at the Grand Secretary's office by hand (whether personally, or by agent or courier), registered post, facsimile transmission or electronic mail.



333. Delivery must be effected during the hours when the Grand Secretary's office is open for Masonic business. However, for so long as the Grand Secretary's office is located at the Masonic Centre, 300 Albert Street, East Melbourne and at times when the box (if any) at the Masonic Centre designated for Grand Lodge is accessible, delivery may be made into that box but will not be treated as effected until it is received at the Grand Secretary's office.

334. A document must be delivered to the Grand Secretary's office

- \* if a date for delivery is specified - on or before that date; or
- \* if that date is a day when the Grand Secretary's office is not open for Masonic business - on the next day on which it is open; or
- \* if no date for delivery is specified - within four weeks after the matter referred to in the document occurs or arises.

## **Payments**

335. Amounts payable through the Grand Secretary's office are paid when a payment is made by delivery at the Grand Secretary's office.

336. Delivery at the Grand Secretary's office or in the Grand Lodge box at the Masonic Centre is not available for payments to be paid to

- \* a Lodge; or
- \* a Lodge Officer; or
- \* a Lodge committee; or
- \* a Brother receiving a payment on behalf of his Lodge.

337. Amounts may be accepted when paid to be credited in Grand Lodge's records to

- \* Grand Lodge; or

- \* the Board; or

- \* Grand Mark Nominees Limited; or

- \* a Grand Officer who is under a duty to receive such amounts in his capacity as a Grand Officer; or

- \* in the discretion of the Grand Secretary - for any other person or cause.

338. The provisions of this Constitution with respect to delivery also apply to determine how and when an amount may be paid.

339. Payments made through a bank or other financial institution will be treated as paid as at the date the payment is recorded by the bank or, if by cheque, the cheque has been cleared.

## GRAND LODGE ARMS AND STANDARD

340. The blazon of the Grand Lodge Arms are: per fesse red and blue, in fesse an arch white masoned black, the Keystone charged with an equilateral triangle black; and for a Crest issuant from a mural crown white masoned black, a cubit arm proper, the hand grasping a keystone also white charged with an equilateral triangle also black. And for supporters: On the left side a craftsman habited proper holding in the exterior hand a Keystone white, and on the right side a Warden habited proper and holding in the interior hand an Axe proper.
341. The Grand Lodge Standard shows the Grand Lodge name on a scroll or scrolls with the date when the Grand Lodge was constituted, and with a keystone in the centre engraved with the registered mark of the first Grand Master, and with the mallet and chisel in each lower corner, the whole being embellished with tassels and fringe of gold.

## REGALIA

342. Regalia consists of apron, collar, gauntlets and jewels.
343. Regalia must not be worn at any non-Masonic function unless the Grand Master grants a dispensation specific to that function or category of function and wearing regalia not allowed by the Constitution, or in a place in which it is forbidden, is a Masonic offence.
344. All regalia must be approved by the Board and worn in accordance with the Regulations.
345. A Brother attending Grand Lodge or a Lodge may also wear the jewel of
- \* Royal Ark Mariner Masonry; and
  - \* the Chapter; and
  - \* the long service jewels prescribed by Regulation; and
  - \* the jewel of the Order of Merit; and
  - \* such other jewels as the Grand Master may permit from time to time;
- but strictly in compliance with any Regulations as to the way in which they are to be worn.
346. Neck jewels and long service jewels of the Degree and Royal Ark Mariner Masonry and long service jewels of Grand Craft and Grand Chapter may be worn in the South.

## **AMENDMENT AND REPLACEMENT OF THE CONSTITUTION**

347. This Constitution must not be replaced or amended except by resolution at a Grand Communication, notice of which must be given at a prior Grand Communication.
348. If any member of Grand Lodge proposes a replacement or an amendment, notice of it must be delivered to the Grand Secretary not less than eighteen weeks before the Grand Communication at which it is proposed to be moved.
349. Any notice delivered under Clause 348 must be referred by the Grand Secretary to the Grand Master and the Board.

## **COMMENCEMENT OF THE CONSTITUTION**

350. This Constitution shall take effect on the 1st day of January 2000. Nothing in this Constitution shall render invalid any acts or omissions before 1 January 2000 in accordance with the Constitution or Rules then in force.
351. Any amendment to this Constitution comes into force immediately upon its adoption at a Grand Communication.

## **SCHEDULES**

352. The Schedules to the Constitutions of Grand Lodge in force immediately prior to the commencement of this Constitution shall remain in force notwithstanding the provisions of Clause 350.
353. From the date upon which this Constitution takes effect the Schedules may be amended, replaced or deleted from time to time by Regulation.

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