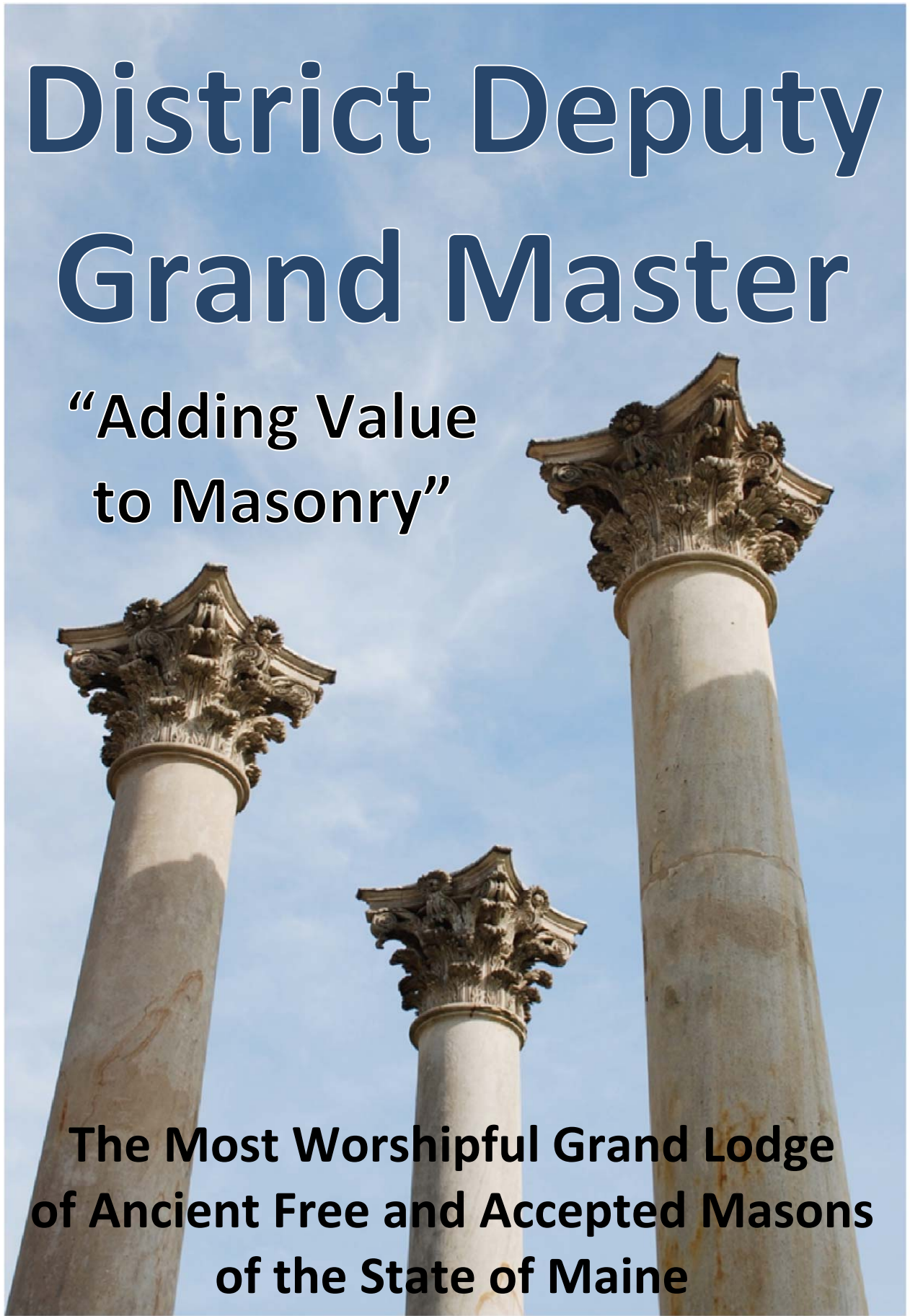


District Deputy Grand Master

“Adding Value
to Masonry”

**The Most Worshipful Grand Lodge
of Ancient Free and Accepted Masons
of the State of Maine**



**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

TABLE OF CONTENTS

Integral to the Fabric of Freemasonry 1

Role and Duties 3

 Principal Duties and Expectations..... 4

District Organization Chart 11

Annual DDGM Reports 12

The District Deputy’s Toolkit 18

Condensed Index of Constitutions 20

Helpful Hints..... 23

As of 2/24/2016

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

District Deputy Grand Masters: Integral to the Fabric of Freemasonry

The vision of Maine Freemasonry is: Enriching Lives through Education, Charity and Spiritual Growth. This aspirational goal can be achieved throughout our Grand Jurisdiction with the leadership of the Grand Master, the District Deputy Grand Masters (District Deputies) and the resources they provide. This noble desire will only be attained by adding **VALUE** to the Masonic experience through the works of dedicated Lodges and Brethren who influence positive change and growth in themselves, their Brethren and our Lodges.

The mission of a District Deputy is to create an attitude and atmosphere that fosters a strong District as well as vibrant Lodges, and that inspires the individual Brethren and groups of Masons to inculcate Masonic principles and teachings into their daily lives. To fulfill this mission, he will build and engage a District team; effectively employ the resources available from the Grand Lodge, Maine Masonic Charitable Foundation and the Maine Masonic College; and pursue opportunities to create enthusiasm and advance Masonry throughout his District.

The successful District Deputy should possess certain requisite knowledge, skills and abilities: 1) strong written and verbal communication ability; 2) effective negotiation / conflict resolution skills; 3) work habits and perspectives organized for success; 4) a forward-looking vision-focused orientation; 5) a curious and inquisitive mind; 6) an amiable personality; 7) a sound grounding in the Grand Constitution; and 8) a comfortable use of computers and email.

With the exception of the Grand Master and Grand Secretary, District Deputies are the most important officers in Grand Lodge – they are the field generals: assessing needs and nurturing talent; requesting, organizing and deploying resources; communicating visions, opportunities and plans; and recommending initiatives to Grand Lodge officers and committees that will benefit District Lodges and Brethren.

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

Within his District, the District Deputy is the personal representative of our Grand Master, vested with a portion of his powers, duties and responsibilities. The harmony, prosperity, and proper coordination and transaction of the business of Lodges in his District depends more upon him than upon any other Brother.

In the discharge of his duties, the District Deputy will ponder many serious and important questions, the solution of which will require knowledge of the Constitution, Standing Regulations and Digest of Decisions of the Grand Lodge (*a/k/a The Maine Masonic Code*), as well as familiarity with Masonic jurisprudence. The duties of this office can only be successfully performed with constant care, labor and study. The District Deputy will demonstrate Masonic knowledge and other attributes essential to being a good Masonic leader.

Your selection by the Grand Master shows the opinion he entertains of your Masonic knowledge, your willingness to labor, your fidelity and your discretion. Always endeavor to discharge your duties in such a manner as to demonstrate that his confidence has not been misplaced.

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

District Deputy Grand Master's Role and Duties

The role and duties of the District Deputy are diverse and multifaceted, including being a leader, planner, organizer, advisor, mentor, communicator, and a willing and able “go-to” resource for District Masons and others. Needless to say, he must epitomize what it means to be a good Masonic Brother. He is the personal representative of the Grand Master, helping to lift up the Craft throughout his District, and to promote compliance with the Maine Masonic Code and other requirements established by the federal and state governments and other bodies.

Some of these duties are defined below. The list is intended only to provide some guidance and parameters when preparing to assume the duties of this office. The list of duties should not be perceived as requirements that limit his creativeness and ingenuity to find ways and opportunities to fulfill his mission and charge – *i.e.*, the pursuit of further light and luster for Masonry in his District.

As a Grand Lodge officer, a District Deputy may often hear: “We can’t do that! It’s not permitted by Grand Lodge... the Grand Master... the Constitution...” The governing principle of the Constitution of the Grand Lodge of Maine is that if an idea or action is not strictly prohibited by the Constitution, then it is “allowed.” **Study the Grand Constitution so you may know what can’t be done, and what – with due consideration of the principles, ancient landmarks and values of Masonry – might be the creative idea that can make a true difference within a Lodge or Freemasonry statewide.**

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

Principal Duties and Expectations

Following are the principal duties and expectations of District Deputies. Always consider opportunities to use supporting District officers wherever possible.

Leadership

1. Build chemistry and synergies among District Lodges, officers, Brethren.
2. Inspire Lodge officers and Brethren to create a vision, supporting goals and business plans for their Lodges, as well as plans to fulfill member interests and expectations with respect to: Lodge and facility needs, social and fraternal activities, ritual proficiency and educational fulfillment, charity, community involvement, *etc.*
3. Encourage Lodges to pursue the following optional initiatives, not because Grand Lodge would like them to, but because Lodges and Brethren should feel they will be beneficial to the vibrancy of their Lodge and the **VALUE** added to being a Lodge member.
 - a. Masonic Excellence Award
 - b. Masonic Rookie and Master Builder (to come) Awards
4. Attend and support meetings of District officer / member associations; encourage the formation of such an association and the undertaking of Districtwide activities if they do not presently exist – engage other District and Lodge officers in this effort.
 - a. Refer to *Creating Districtwide Chemistry among Brethren and Lodges*
 - b. Lodges are generally stronger and more active where there is an active District association, where Lodges plan and undertake activities together.
5. Develop an environment conducive to supporting a District team that includes the District Deputy, District Education Representative and Assistant Grand Lecturer / District Ritual Instructor and the District Mentoring Coordinator, and others such as an

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

IT/Facebook/web master, blood chairman, membership chairman, public relations coordinator, *etc.*

- a. Refer to the District Organization Chart (on page 12) and descriptions of duties of some possible team members (Attachment A)
6. Promote attendance at the District Meeting with the Grand Master by Lodge officers and members (and non-Masonic guests if it is being held in a semi-public format), and at District officer / member meetings, educational programs, Schools of Instruction and social, fundraising and other District and Lodge events.
7. Impress upon the various Lodges in your District, and their Masters and Wardens, the importance of attending the communications of Grand Lodge. Make your best effort to have the top three officers of **every** Lodge follow your lead and attend or be represented at the Annual Communication (and any Special Communications) – remember, any Lodge member (other than a current Grand Lodge officer or someone representing another Lodge) may be the Lodge Proxy!

Planning and Preparation

1. Plan the District Meeting; provide the Grand Master with at least two alternative dates in a timely manner and **not later than June 30th**. The meetings may be held on a weeknight (when no District Lodge has a stated meeting) or on Saturdays. The goal is to **hold all District Meetings before December 15th**.
2. Attend the Grand Master's DDGM leadership sessions.
3. Become familiar with the contents of the Maine Masonic Code and the Maine Masonic Text Book.
 - a. See Provisions of the Code most applicable to Lodges and the duties of a District Deputy Grand Master starting on page 21 of this manual.

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

- b. Using the Adobe word search function on the electronic version of the Code (downloadable from the Grand Lodge website) helps to find specific provisions.
4. Know what Charitable Foundation programs are available to support Brethren and Lodge charitable initiatives and encourage Lodges to employ these resources.
5. Work with the District Educational Representative to determine the availability of Grand Lodge and Maine Masonic College courses that might assist Lodge achievement of the Masonic Excellence Award and fulfill the needs, interests and expectations of Lodge members...and add **VALUE** to being a Lodge Brother and Maine Mason.
6. Attend Schools of Instruction in your District and aid the Assistant Grand Lecturer in scheduling and planning the schools.
7. Be prepared to install Lodge Officers, or organize an installation team if one is not available in the District.

Lodge and Member Mentoring

1. Be prepared to assist Lodge officers to address opportunities or challenges; arrange for Lodge-requested assistance in facilitating the discussion of Lodge needs and desires and the creation of a Lodge vision and priorities (Masonic Excellence Award topics and the Lodge Strategic and Improvement Planning Program).
2. Identify and nurture talented Masons in the District, provide opportunities to broaden their perspectives and pursue their interests, and be prepared to recommend well prepared Masons to serve as Grand Lodge officers or members of Grand Lodge committees.
3. Actively support the District Mentoring Coordinator and promote the use of the Masonic Rookie and Master Building initiatives.

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

4. Assist Lodges and the District Educational Representative to plan programs when asked (and encourage them to do so).
5. Advise Lodges on Constitutional and operational issues.

Oversight and Communication

1. Establish and maintain a District Trestleboard, Facebook page and/or on a web page.
2. Ensure that all Lodges use the Grand Lodge calendar and that email addresses of Lodge and District officers are accurately recorded in the Grand Lodge membership data base (MORI).
3. Communicate to Lodge officers all decisions, regulations and communications from the Grand Lodge as may be received from the Grand Secretary, as well as information on available mentoring, Dirigo Leadership and Maine Masonic College courses.
4. Assure that all Lodges employ effective committees of Inquiry that serve as proper sentinels at the West Gate over the acceptance of only proper candidates for Freemasonry, and see that Lodge Secretaries provide Form 7 to each member of such committees, whose appointment shall be the sole knowledge of the Master, Secretary, committee members and the candidate.
5. Check every Lodge in the District as to **compliance with Section 114.3 of the Grand Constitution** requiring: "Every Master Mason raised shall within ninety days after receiving the Master Mason degree (unless time is granted by the Worshipful Master) pass an examination to the satisfaction of the Worshipful Master on the lecture of the first section of that degree, and so much of the second section as relates to the signs, grips, and words, and it shall be the duty of the Worshipful Master, to inform each Brother of this requirement and advise him as to how instruction may be obtained,

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

unless for good and sufficient reason a Brother may be excused from this requirement by the Worship Master or the Grand Master.” (This was Standing Regulation #25.)

Administration

1. Coordinate a visitation to each of the several Lodges in his District at least once in each year; preside in the same when officially present; inspect the charter or certificate of charter, bylaws, records and mode of working, and make a report thereof to the Grand Master and the Grand Secretary (refer to reporting functions below). If unable to visit any Lodge, the District Deputy may appoint a suitable Brother to perform that duty.
 - a. During all visits, be supportive and inspirational at all times, and do not give a litany of upcoming events – use the District calendar on the Grand Lodge website for that (perhaps pass out a copies for members to take home).
2. Promptly recommend Grand Master action on dispensation requests based upon a full understanding of Lodge requests.
3. Promptly handle all correspondence (including email).
4. Assist the Grand Secretary and the Lodges by pursuing the timely filing of reports and payment of invoices by District Lodges and Building Associations.
 - a. Annual Return with related payment to Grand Lodge by January 31.
 - b. Lodge History to the Grand Lodge by March 1st.
 - c. Upon request by Grand Lodge, follow up on unpaid invoices and information requests.
 - d. Other required Grand Lodge filings
 - e. IRS Form 990 for the Lodge, Building Association and other chartered entities (e.g., Masonic Trusts, Square and Compass Clubs) – must be filed by the **15th**

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

day of the fifth month following the annual meeting of the Lodge or the end of the fiscal year of related organizations.

- f. Secretary of State Department of Corporation filings for all incorporated Masonic organizations such as those in “4 e” above (not Lodges, which are part of the Grand Lodge) by June 1st.

Reporting (to the Grand Secretary except as noted)

1. Submit the Lodge Inspection Summary and the Lodge Statistical Abstract forms immediately after each inspection.
2. Use the Lodge Review Summary to report observations made over the review period and your review of a Lodge’s performance and needs, after discussing in confidence with Lodge leaders your observations and actions the Lodge might consider taking to improve the Lodge and provide greater value to its members (refer to Masonic Excellence Award materials).
 - a. By January 31st, inspect and issue reports on the condition of each Lodge in the District, incorporating any reviews made by the DER and AGL/DRI.
 - b. Recommend to the Grand Master actions that might be taken to benefit Lodges and Brethren in the District and other Districts.
3. By April 1st, submit an annual report on the condition and activities of the District and its Lodges, with recommendations for enhancing Maine Freemasonry.
 - a. Include the highlights of your activities since the last Annual Communication.
4. Promptly advise the Grand Master of ANY issues of concern or opportunities for special Recognition.
5. Immediately inform the Grand Master of the death of any past or present Grand Lodge officer living in or from your District.

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

6. Submit all personal bills for allowable expenses prior to March 15th (see page 28)

Brotherhood

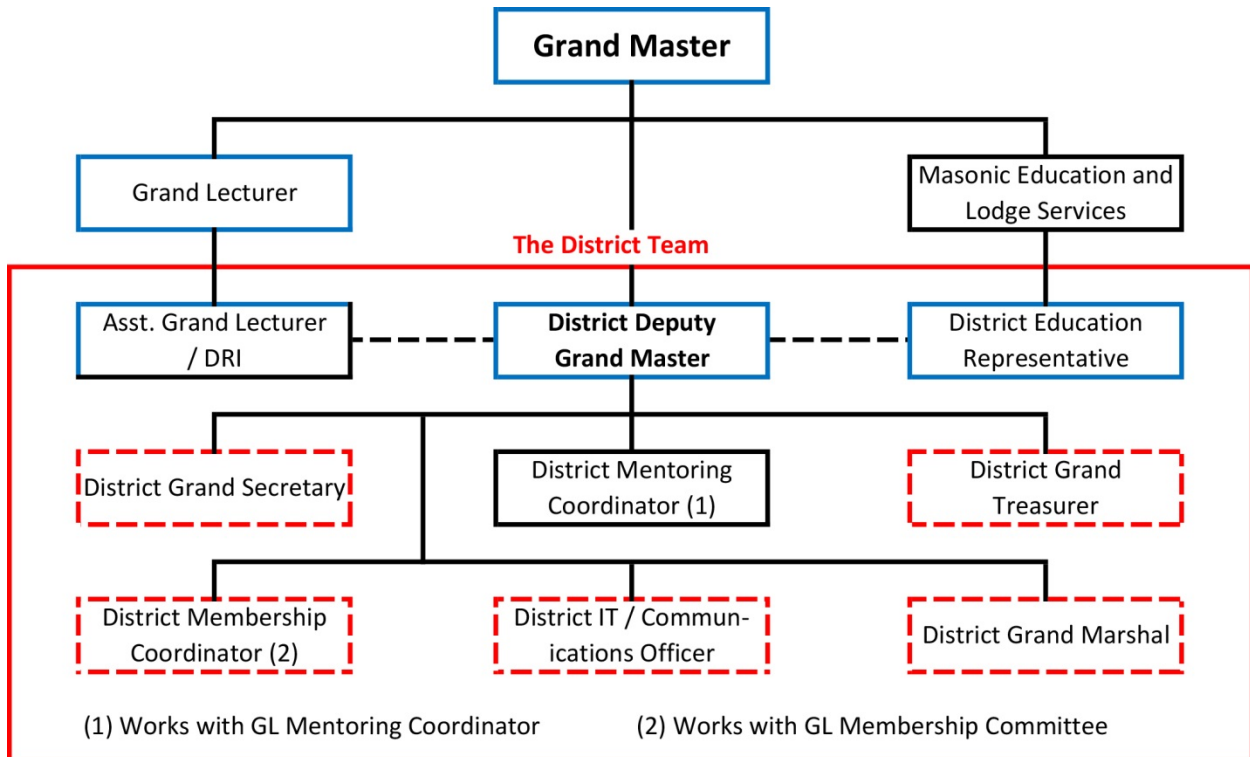
1. Encourage widow events, as well as visits and assistance to shut-in / sickly Brethren.
2. Be aware of the need for and rules governing Masonic relief by the Masonic Charitable Foundation.
3. Present fifty-year medals and service pins – this medal is a Grand Lodge award. Obtain information on the recipient in advance of the presentation from the Lodge, family members and friends (refer to Appendix A).
4. Order and present Past Master Diplomas, 50-year certificates, significant birthdays (90, 100 *etc.*).

Miscellaneous (and infrequent)

1. Perform other duties as requested by the Grand Master.

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

District Organization Chart



Outlined in blue, installed Grand Lodge officer. Outlined in black, required "non-officer" appointments by the Grand Master or DDGM. Outlined in red, optional appointments by the DDGM to assume portions of his responsibilities and duties (some may perform similar duties in District associations).

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

DISTRICT DEPUTY REPORTS

Each District Deputy is required to file reports on the health and condition of his District and the Lodges within the District. The purpose, content and submission guidelines of each report are summarized below, and copies of the reports are included in this manual and will be emailed in Word format to each DDGM for his use and to share with the leaders of Lodges in his District. (These forms are available on the Grand Lodge website under: Resources, Grand Lodge Forms, District Deputy Forms.)

Lodge Inspection Summary and Lodge Statistical Abstract

These reports – included as pages 2 and 3 of the Annual Lodge Review – are to be submitted by the District Deputy Grand Master to the Grand Secretary within two weeks of the Annual Inspection based upon reviews made and data collected prior to and during the inspection. Much of this data is used in the Annual Proceedings of Grand Lodge.

Lodge Review Summary

For many years, the District Deputy's report on each Lodge in his District has been limited to the collection of data for the Lodge Inspection Summary and Statistical Abstract (above) and a review of ritual and floor work demonstrated during the degree conferred on the night of the Official Inspection. Two points must be considered with respect to this long-standing Lodge review.

First, was the work of the evening truly indicative of the quality of work normally performed; was it an off-night, which anyone can have; were the officers new to their positions; were substitute officers employed; were they just nervous because the Grand Master's representative was present?

Second, ritual memorization and delivery as well as floor work should not be the only functions on which to judge the health and vitality of a Lodge. Other factors are more indicative

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

of the future vitality of a Lodge and how Freemasonry is practiced by the Lodge and its Brethren. For instance:

- Ritual education: What do the words and symbolism mean and what is their applicability to the opportunity to “make good men better”?
- Lodge leadership and operations
- Lodge vision and planning (including Masonic Excellence Award)
- Candidate attraction and membership development, mentoring and retention
- Lodge education programs as well as participation in Grand Lodge and Maine Masonic College education programs
- Fraternal and social programs
- Community presence and charity

These factors indicate the direction in which the Lodge is moving – its successes and its challenges, as well as areas where perhaps the District, Grand Lodge, Maine Masonic Charitable Foundation and Maine Masonic College might be called on to pursue initiatives to help Lodges and Brethren throughout the jurisdiction. They address areas in which the Masonic Excellence Award encourages Lodges to pursue improvement.

With these points in mind, a new Lodge Review Summary has been developed and supplemented with guidance for use when reviewing Lodges and discussing the conclusions and supporting rationale privately and helpfully with Lodge leaders. Encourage Lodge officers and members to conduct their own review of the Lodge, using the same review tool as the District Deputy before their meeting with them on the review. It can be surprising how similar the conclusions reached by the two reviews will be.

This review of each Lodge is to be submitted to Grand Lodge by January 31.

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

ANNUAL REPORT TO THE GRAND MASTER

In addition, each District Deputy will prepare an Annual Report to the Grand Master summarizing the activities and condition of Freemasonry in his District, as well as his accomplishments as District Deputy Grand Master. As an aid in preparing the summary, it is suggested that the report address the following topics, as well as other ideas or issues that you feel should be brought to the attention of the Grand Master.

INITIATIVES OF THE DISTRICT DEPUTY

Highlight the efforts undertaken by the DDGM to strengthen the District and its Lodges with respect to building synergies among Lodges, attracting new members, educating the Craft, addressing issues confronting Lodges, improving community perception of Freemasonry, *etc.*

HEALTH OF THE DISTRICT AND ITS LODGES

Summarize important facets of the Lodge Review Reports across all District Lodges, noting any Lodges demonstrating material improvements or weaknesses so significant as to jeopardize the viability of the Lodge or the safety of its members.

SYNERGIES AFFORDED BY THE DISTRICT ASSOCIATION

Comment on developments with respect to the existence and activities of the Masters and Wardens, Lodge Officers or Members Associations; include frequency and participation in meetings; cooperation of Lodges and officers; support of the District Meeting; coordination of programs, events, *etc.*

PURSUING THE MASONIC EXCELLENCE AWARD

Discuss your activities in promoting the award as well as the extent to which Lodges participated in the initiative and the benefits being realized by the participating Lodges.

STRENGTHENING LODGE ADMINISTRATION

Comment on efforts to enhance the strength, attitude and cooperation of Lodge officers; their efforts to recruit and develop future officers so that Past Masters can fill other stations in

GRAND LODGE OF MAINE A.F. & A. M.
M.E.A.L.S. Committee – Rev 2016

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

the Lodge, *e.g.*, ritual instructors, candidate and officer mentors, *etc.*; the development of financial budgets and the operational plans needed to achieve those budgets; the review of bylaws provisions – and dues and fees structure in particular, *etc.*

BUILDING MEMBERSHIP BASE AND INVOLVEMENT

Comment on membership activities including the holding of fellowship events, increasing presence in the community, offering candidate education in the Lodges. How many candidates do Lodges have for each degree? Did the Lodges employ strong applicant investigation procedures and do the Lodges follow candidate mentoring standards to assure candidate proficiency before they move to the next degree? Give a brief update on the Mentoring program within your District and the use of the Masonic Rookie, Pollard and Ritual Instructors Plans.

FOLLOWING CONSTITUTION AND STANDING REGULATIONS

What discussions did you have regarding whether Lodges are faithfully operating within the precepts of the Constitution and Standing Regulations? Were there any violations or concerns that should be brought to the attention of the Grand Master?

PURSUING STRONG RITUAL DELIVERY AND EDUCATION

Are the Lodges generally proficient and have sound ritual instruction – on the words, as well as their delivery and meaning? What areas may need particular emphasis by the Assistant Grand Lecturer? Do certain Lodges do exceptionally outstanding work? Which Lodges are substandard, need help, and rely heavily on reading the ritual to open and close the Lodge and when conferring the degrees? To what extent do Lodges employ the District Education Representative and Assistant Grand Lecturer / DRI?

PARTICIPATION IN GRAND LODGE AND CHARITABLE FOUNDATION PROGRAMS

Discuss the extent to which Lodges participate in matching grant programs to support and be prominent in their communities. Do they welcome available courses on mentoring, leadership and Masonry *etc.*?

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

RECOMMENDED ACTIONS FOR THE GOOD OF THE CRAFT

What ideas or suggestions do you have, or that you have heard discussed in your Lodges,
that would be of benefit to the Craft as a whole?

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

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

District # _____

DDGM Name _____

Mailing Address _____

Telephone Number / email address _____

Date _____

Suggested Topics

Salutation

Address all of the primary topics addressed above.

Where pertinent, also comment on:

- Outstanding Meetings
- Community Activities
- Fellowship Activities
- Charity Programs & Activities (Caring & Sharing)
- Widow's Programs
- Veterans Medals
- Past or Upcoming Lodge Anniversaries
- Schools of Instruction
- Compliance with Section 114.3 of the Constitution
- Condition of Lodge facilities and building planning underway
- Inspections
- Installations
- DeMolay & Rainbow Activities and Support
- Lodge Histories

Concluding Remarks

Respectfully submitted,

Signature _____

D.D.G.M. District # _____

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

CONTENTS OF THE DISTRICT DEPUTY'S TOOLKIT

Distributed at the Grand Lodge Officer Training Seminar

- 📄 Creating Districtwide Chemistry among Brethren and Lodges (PowerPoint presentation)
- 📄 Masonic Excellence Award Guidelines
- 📄 District Meeting Planning Guide
- 📄 Guidance on accessing (read only) and using the Grand Lodge membership database (MORI) for Lodges and members in the District.
- 📄 Maine Masonic College Course Syllabus
- 📄 Social Media Guide
- 📄 List of all available certified degree teams and guest officer groups

Reference and Resource Materials

- 📄 Constitution, Standing Regulations and Digest of Decisions (a/k/a Maine Masonic Code)
- 📄 Maine Masonic Text Book
- 📄 An official Grand Lodge Cipher
- 📄 Maine Masonic Mentoring Handbook
- 📄 A Guide for Lodge and Personal Mentors
- 📄 A Guide for Masters and Wardens
- 📄 Masonic Lodge Protocol Manual

Other Materials

- 📄 Copies of the DDGM Lodge Review Form 1
- 📄 Applications for Masonic Relief
- 📄 Copies of the four Pollard Plan Booklets
- 📄 Ritual Instructors Manual
- 📄 Instructions on Grand Honors (private & public)

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

- 🚩 Instructions on Examination of Visitors
- 🚩 Speaker's Bureau List
- 🚩 Supply of Grand Lodge Stationary
- 🚩 **Maine Freemasonry** brochures and current applications (petitions) for membership by degrees and affiliation (also on the grand Lodge website – www.MaineMason.org)
- 🚩 Maine Masonic Rookie and Master Builder (to come) Award Guidelines / Forms
- 🚩 Past Master's Certificate order form
- 🚩 Master's Book, by Carl H. Claudy

Other Materials available on the Grand Lodge website

- 🚩 Hiram Drummond's Trestleboard
- 🚩 Hiram's Handbook
- 🚩 Constitution, Standing Regulations and Digest of Decisions (a/k/a Maine Masonic Code)

Materials to be placed in the toolkit as they are received

- 🚩 Communications from the Grand Master and Grand Secretary (directives, rulings *etc.*)
- 🚩 Communications to and from constituent Lodges
- 🚩 Names, addresses, telephone numbers and email addresses of the Masters, Wardens and Secretaries of all Lodges in the District
- 🚩 Grand Lodge Officer Directory (reissued in June each year)
- 🚩 A copy of the latest Grand Lodge Annual Proceedings

Additional Items to be put in the Toolkit to help you perform your duties

- 🚩 A folder on the Masters and Wardens / District Officers / Members Association (bylaws, officers, *etc.*), if applicable
- 🚩 Bylaws of District Lodges
- 🚩 The Secretary's Manual with available forms *etc.*

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

PARTIAL INDEX

To The Constitution and Standing Regulations

This index is designed to cover some areas that you might refer to most often. References are to the following:

I. Constitution Part First p.4 – The Grand Lodge

II. Constitution Part Second p.29 – Charitable Foundation

III. Constitution Part Third p.31 – Subordinate Lodges

IV. Constitution Part Fourth p.49 – Amending Section

V. Standing Regulations p.51 - 60

VI. Digest of Decisions - p.61 - p.126 Remember that when you are searching for an answer, and there may be more than one answer to a question, go by the latest date. For example, if one is dated 1970 and another is dated 1980, use the one from 1980.

Provisions most applicable to the duties of a District Deputy Grand Master:

Grand Lodge

- Grand Lodge Officers p.5 Sec. 5-33.2
- Grand Lodge Standing Committees p.16 Sec. 36
- Powers of Grand Lodge p.6 Sec. 4
- Proxies of Lodges p.5 Sec 2.2, p.31 Sec. 71.1-73

District Deputy

- Duties of a D.D.G.M. p.11 Sec.20
- Inspect halls that are to be used jointly with other associations. p.51 SR 1
- Monthly communications to the D.D.G.M. p.34 Sec. 76

Candidates and Degrees

- Length of residence in state, etc. to apply for degree p.38 Sec.96
- Jurisdiction (of members) p.39 Sec. 101.2 - 103; 105.3; p.42 Sec 111-112; p.31 Sec. 67
- Out of state candidate p.42 Sec. 112

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

- Physical qualifications - p.38 Sec.98
- Number of white balls and black cubes to ballot p.53 S.R. 11
- Length of time between rejection and reapplying p.42 Sec.109.1
- Regulations regarding balloting and rejections p.39 Sec 104.1-105.6
- What are legal lectures to use in degree work p.36 Sec 85
- Passing and raising a candidate initiated in a different Lodge p.42 Sec.110
- Number of days between acceptance and degree work p.42 Sec.109.1
- Who can open a Lodge p.109 Digest of Decisions
- Who can preside over degree work (who must be present) p.41 Sec.106; p.99-100
Digest of Decisions
- Visiting another Lodge for purpose of conferring a degree on one or more of its own
candidates (sister Lodge) p.55 SR 20
- Third Degree examinations p.43 Sec. 114.3

Lodge Meetings and Halls

- Stated and Special Communications p.77
- The hour for holding stated meetings p.51 SR.7
- Sealed envelopes for communication notices p.54 S.R. 14
- Calling off a meeting and when balloting is allowed p.35 Sec.79-80
- Number of members needed present to ballot or vote on business affairs p.35 Sec. 78.2;
business conducted in any degree p.35 Sec.78.1
- Objection to visiting Brother p.37 Sec. 92,1; p.124 Digest of Decisions
- Going Dark p.34 Sec. 77.1
- Smoking p.51 S.R. 4
- Dances and use of halls p.51 SR 2; also Digest of Decisions p.79, 91 and others

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

- Use of charity funds for hall repairs, building funds, *etc.* p.88 Digest of Decisions
- Regulations concerning the conduct of Masonic meetings p.77 Digest of Decisions

Lodge Activities

- Duties of the Master p.99
- Games of chance p.56 S.R. 25
- Moving of a Lodge p.46 Sec. 126
- Powers and Duties of Lodges p.31 Sec. 67-136
- Lodge Charters p.45 Sec. 121-136
- Consolidation of Lodges p.47 Sec. 130
- Who can resign his chair p.36 Sec.89
- Adopting or revising by-laws p.36 Sec.83
- Histories p.34 Sec.75.3; p.17 Sec. 36.4
- Lodge insurance p.33 Sec. 74.5; p.55 S.R. 19; p.58 S.R. 30

Membership

- Discipline p.24 p.22 Sec. 45-57
- Funerals p.36 Sec. 86; p.37 Sec.93.1-93.2
- Honorary Membership p.92; p.32 Sec 74.2
- Life Membership p.97
- Regulations of Lodge membership p.43 Sec. 116-120
- Dual / Multiple Memberships and holding of office p.44 Sec.118.1-2
- Attendance at Schools of Instruction p.12 Sec. 20

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

HELPFUL HINTS

Grand Lodge

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

The Grand Lodge is the legitimate and sovereign power of all Masonic authority in the State of Maine. The subordinate Lodges are a constituent part of the Grand Lodge which is the parent body and without which no subordinate Lodge can exist. No other Masonic body within or without the State of Maine can impose any regulations or limitations upon the Grand Lodge of Maine. No other Grand Lodge or constituent bodies thereof may invade the jurisdiction of the State of Maine. This rule can only be dispensed with by act of the Grand Master. Consequently, a dispensation is required from the Grand Master to permit a Lodge from another jurisdiction to pay a fraternal visit in the jurisdiction of Maine. The authority of this Grand Lodge does not extend beyond the territorial boundaries of the State of Maine. The Grand Lodge of Maine has permitted an exception to its exclusive jurisdiction, in that it has recognized and has fraternal relations with the Prince Hall Grand Lodge, F. & A.M. of Massachusetts, which has a Lodge in Bangor – North Star Lodge, No. 22.

APPOINTMENT OF DISTRICT DEPUTY GRAND MASTERS

The office of District Deputy Grand Master is created by virtue of Section 2.1 of the Constitution. It is not only the prerogative, but also the duty of the Grand Master to appoint the District Deputy Grand Master. Const. Sec.14.6a, Sec. 76

DUTIES OF THE DISTRICT DEPUTY GRAND MASTERS (Const. Sec.20)

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

Never, either on an official visitation or otherwise, assume a seat in the East without invitation from the presiding Master. At an official visitation carefully observe the work of the officers with particular regard to accuracy of the ritual, expression, and dignity with which the work is exemplified. These observations should also be made by the Assistant Grand Lecturer/DRI.

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

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

Charter: See Sec. 92.2, 127, 128; - not necessary it be present in Lodge room on night of official visitation. May be inspected immediately before or after, but in connection with visitation inspection of Certificate of Charter is acceptable. As the Charter may be in safekeeping, a request to view the Charter should be made in advance of the visitation.

By-Laws: Check to see if up to date and amendments properly approved. See Const. Sec. 83.

Secretary's Records:

- Neatness and accuracy; report of Treasurer and Finance Committee spread upon records
- Check amount of unpaid dues.
- Does Lodge comply with Const. Sec. 105.5 regarding the reinstatement of suspended Brethren?

PREPARATION FOR INSPECTIONS

1. Suggest that the Worshipful Master fix the date and degree to be worked. Fix dates as early as possible and publicize the dates throughout the District.
2. Request that the Assistant Grand Lecturer / DRI be present to judge the ritualistic and floor work. Do not consult the cipher during the work.
3. Study the last Proceedings for the Lodge statistics re: meetings, attendance, degree worked, rendition, fees, income, expense, charity funds, and unpaid dues.
4. Study the record book of your predecessor with particular reference, if any, to deficiencies or problems noted.
5. Study the Masonic Text Book, Constitution and Standing Regulations. It is important to know where to find the applicable rule or decision and not necessary to quote it from memory.
6. Make sure that the Constitution and Standing Regulations in your kit are up to date.

MATTERS TO REVIEW WITH LODGES

1. Duty of Lodges with respect to the District Deputy Grand Master. Sec. 76

GRAND LODGE OF MAINE A.F. & A. M.
M.E.A.L.S. Committee – Rev 2016

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

2. Lodge Charter – See above references Sec. 128
 - a. Presence at installations
 - b. Safekeeping
 - c. Produced in connection with inspection.
 - d. Personal responsibility of the Master of the Lodge.
 - e. Replacement of a lost Charter and the fee therefore. Sec. 129
3. Stated Meetings and balloting Sec. 79-80
4. Time required between degrees Sec. 109
 - a. Dispensation in "extreme necessity or extraordinary emergency"
 - b. Additional fee for dispensation.
 - c. Information required by Grand Master to issue dispensation.
 - i. Full names
 - ii. Record of petition, dates of acceptance, balloting and date of prior degrees, if any.
 - iii. Reason for necessity or emergency, which must always relate to the Candidate and not the convenience of the Lodge.
5. Lodge Histories. Sec. 36.4, 75.3
 - a. Requirement of a Lodge Historian.
6. Representation at Grand Lodge, Const. Sec. 72
 - a. Duty of the District Deputy Grand Master, Sec. 20
7. Service Buttons and Veterans' Medals S.R. 8
 - a. Button awarded every 5 years of Masonic membership presented by the Lodge at its expense.
 - b. 50 year medal S.R. 8. This is presented by either a current or past Grand Lodge Officer

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

8. The George Washington Masonic National Memorial
 - a. Requirement on each petitioner. Sec. 74.4

9. Charity Sec. 95; S.R. 18, 23, Digest of Decisions – charity, Charitable Foundation
 - a. The Charity funds of a Lodge should be kept separate from general funds. See Text Book regarding incorporation of Trustees of Charity Funds. The Lodge is responsible to assist from its own charity funds before applying to Grand Lodge.
 - b. Grand Lodge Charity. Be sure Lodges comply strictly with all requirements as set forth in the Information about Filing Applications prepared by the Committee on Distribution.

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

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

The Grand Lodge of Maine, AF & AM, is a fraternal organization that is generally run by volunteers who receive no compensation for their services of time and effort on behalf of the fraternity. The Grand Treasurer and Grand Secretary are the only two officers receiving compensation for their services.

In certain situations, Grand Lodge pays or reimburses a portion of the expenses incurred by elected and appointed as Grand Lodge officers in the performance tasks performed on behalf of the fraternity. This policy spells out under what conditions the Grand Lodge of Maine, AF & AM, will pay the expenses of these Brethren, and at what rate these Brethren are entitled to be reimbursed.

Brethren serving in the following elected or appointed Grand Lodge positions are entitled to receive remuneration at rates to be determined, from time to time, for actual expenses incurred in the performance of their assigned duties acting on behalf of the Grand Lodge of Maine, A.F. & A.M., and under the direction of the Grand Master.

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

Generally, The Grand Lodge of Maine, A.F. & A.M., will reimburse those so entitled at the rate of forty (\$.40) cents per mile from their home Lodge of record to the point of their assigned duty and return. In addition, the Grand Lodge will reimburse for actual tolls, parking fees, and meals, provided receipts for same are attached to the voucher presented. In the event that travel by other than privately owned motor vehicle is required, a Brother should obtain the prior approval of the Grand Secretary and provide the reason why such alternative mode of transportation is required, along with an estimate of the cost thereof. Overnight accommodations are generally not reimbursable in the normal course of an elected or appointed Grand Lodge Officer's duties. Also, expenses of spouses, non-Masons, or other Brethren traveling with an elected or appointed Grand Lodge officer are not reimbursable expenses.

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

GRAND LODGE OF MAINE A.F. & A. M.
M.E.A.L.S. Committee – Rev 2016

Grand Lodge of Maine A. F. & A. M. District Deputy Grand Master Manual

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

DEPUTY GRAND MASTER: Generally, the Deputy Grand Master acting on behalf of the Grand Master when the Grand Master cannot be present will be reimbursed in the same basis as the Grand Master. The exception is when the Deputy Grand Master is attending official functions such as the Conference of Grand Master of North America, the Northeast Conference of Grand Masters, *etc.*, in the normal course of the duties of his office; he will be reimbursed for those expenses.

Attendance at installations, cornerstone layings, building dedications, District Meetings, and degree work by the Grand Lodge officers is not considered a reimbursable expense for the Deputy Grand Master and other officers reporting to the Grand Master since it is a duty incumbent with the office they hold.

SENIOR AND JUNIOR GRAND WARDENS: Generally, the Senior and Junior Grand Wardens acting on behalf of the Grand Master, when the Grand Master cannot be present, will be reimbursed in the same format as the Grand Master. Otherwise they are not reimbursed for expenses.

GRAND TREASURER AND GRAND SECRETARY: Will be reimbursed at the stated rates for expenses incurred in the performance of their assigned responsibilities, including attending Grand Lodge / Charitable Foundation related meetings and otherwise on Grand Lodge approved business.

GRAND LECTURER: Will be reimbursed at the stated rates when meeting with his appointed Assistant Grand Lecturers within the scope of his assigned duties.

DISTRICT DEPUTY GRAND MASTERS: Will be reimbursed at the stated rates in the performance of their assigned duties for Lodge Inspections within their assigned Districts.

DISTRICT EDUCATION REPRESENTATIVES: Will be reimbursed at the stated rates when traveling to Lodges more than 20 miles from home to present scheduled education programs within the scope of his assigned duties. (DRAFT)

ASSISTANT GRAND LECTURERS: Will be reimbursed at the stated rates when traveling to Lodges more than 20 miles from home to hold District Schools of Instruction, classes on ritual or symbolic instruction, and/or meeting with the Grand Lecturer and Ritual Committee within the scope of their assigned duties. (DRAFT)

**Grand Lodge of Maine A. F. & A. M.
District Deputy Grand Master Manual**

ALL OTHER GRAND LODGE OFFICERS NOT SPECIFICALLY NAMED: Expenses incurred by these Grand Lodge officers is not considered a reimbursable expense since it is a duty incumbent with the office they hold.

DISTRICT RITUAL INSTRUCTORS: At this time, this is a purely volunteer position and as such is not entitled to reimbursement.

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

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

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