



DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER

R.W. Bro. Vishal Bakshi
Chairman, RGM's Council for
Growth and Excellence in Freemasonry,
RGLNI

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DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER



- Worshipful Master is responsible for observance of all laws (BoC, Regional Grand Lodge Bye-laws and Lodge Bye-laws). Master should be well versed with Rules of BoC, especially Rule 77 to 163 pertaining to daughter Lodges.
- Warrant and Banner of the Lodge shall be displayed in Lodge meeting.

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DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER



- ❑ Appointment of regular Officers – Senior and Junior Warden, Secretary, Senior and Junior Deacon, Inner Guard. IPM is also a regular Officer.
- ❑ Appointment of additional Officers – Chaplain, Director of Ceremonies, Asst. Director of Ceremonies, Almoner, Bearers of VSLs, Sword Bearer, Organist, Assistant Secretary, Stewards.
- ❑ Treasurer and Tyler are elected by Lodge members in the same Election Meeting in which WM is elected and are invested in the Installation Meeting.


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DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER




- ❑ A Master cannot appoint a secretary who has already served in the Office for a continuous period of three terms. A Secretary can be appointed for fourth continuous year in office only by Dispensation from the Regional Grand Master.
- ❑ A Master can remove an Officer only after following the procedure prescribed in Rule 99 of BoC.
- ❑ If any vacancy occurs in a regular office other than the Master, such Officer shall be appointed as per the provisions of Rule 100 of BoC.

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DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER




- No Brother can be a Master of more than one Lodge at the same time, except by dispensation from the Regional Grand Master if the Lodges are in the same Region and dispensation from MW the Grand Master if the Lodges are in different Regions.
- Ensure that Secretary sends Summons at least 10 days before the date of the Lodge meeting.

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DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER




- There is no power to cancel any regular meeting. Lodge meeting must be held in the specified place and on the specific day, unless a Dispensation is granted by RW the Regional Grand Master for change of date and place. Such meeting shall take place 14 days before or after the specified day of the meeting.

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DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER




- ❑ No Lodge can hold a meeting on 26th January, 15th August and 2nd October. If the meeting falls on any of these days, the Meeting shall be held on such other day not more than 7 days after the specified day of the meeting, as the Master directs, and no dispensation is required for this. However, dispensation from RGM is required if the meeting is held within 14 days prior to or 8-14 days beyond the regular date of meeting.

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- ❑ In case a Lodge wishes to hold a meeting at any place other than the regular place, the Lodge shall apply for a Dispensation from RW the Regional Grand Master. The application for Dispensation shall be accompanied by the Agenda of the meeting. In case a Lodge wishes to hold a meeting at a place outside its own Region, the Lodge must apply for a Dispensation to RW the Regional Grand Master of the other Region only after RW the Regional Grand Master of the Lodge's own Region has granted a Dispensation.

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EMERGENCY
MEETING

DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER

- ❑ Lodge can hold an Emergency Meeting after obtaining a Dispensation from RW the Regional Grand Master. No business which the Rules of BoC require to be transacted only at a regular meeting can be taken up in Emergency Meeting.
- ❑ Only such business shall be transacted at Emergency Meeting which is stated in the Dispensation granted by RW the Regional Grand Master and printed on the Summons. Minutes of any previous Lodge meeting cannot be read or confirmed at Emergency Meeting.

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EMERGENCY
MEETING


DUTIES AND RESPONSIBILITIES OF WORSHIPFUL MASTER

- ❑ Ensure that Secretary has taken Dispensation from the Regional Grand Lodge for Initiation / Passing /Raising of more than 2 Candidates, Emergency Meeting or for any other purpose for which a Dispensation is required before issuing the Summons for the Lodge meeting.

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- ❑ Plan the Ceremony of Initiation, Passing and Raising well in advance so that these ceremonies are conducted properly, and ritual working is good. Keep in regular touch with Director of Ceremonies and Secretary.
- ❑ Regularly check with Secretary that he has enough number of BoCs, Regional Grand Lodge bye-laws, Lodge bye-laws, Ritual books with him to be given to Candidates after Initiation/Passing/Raising.
- ❑ Ensure that Rituals are performed in a satisfactory and impressive manner.

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- ❖ Regularly check with Secretary that all statutory compliances mentioned in the BoC and Regional Grand Lodge bye-laws are being followed. Half-Yearly Returns (Annual return in case of RA Chapter and Mark), Past Masters Return, Installed Masters Return, application for Installed Master's Certificate and Grand Lodge Certificate for Master Masons.



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- ❖ Master must ensure that after the Lodge has approved any Amendment to its bye-laws, the Secretary should immediately to the Regional Grand Lodge for approval of RW the Regional Grand Master and MW the Grand Master. Summons of the Meeting in which bye-laws were approved should be attached with the application.

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- ❑ The application for Dispensation from RW the Regional Grand Master for Initiation / Passing /Raising of more than two Candidates on the same day must specify the names of the candidates, the degrees to be conferred and the reason why such application is being made.
- ❑ There must be a gap of four weeks between two Degrees, unless RW the Regional Grand Master has granted a Dispensation to advance a Brother to a higher degree in less than four weeks but in such case also there must be a gap of at least one week between two Degrees.

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- ❑ When the Lodge is open in all the three Degrees or in any higher Degree, the Lodge may be resumed in any of the lower Degree for ritual working. It must be noted that when the Lodge is resumed in a lower Degree, it continues to be open in the higher Degree. Therefore, it is compulsory to close the Lodges in the higher Degrees before closing the Lodge.


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- ❑ Membership of a Brother can be ceased for non-payment of dues only after the procedure prescribed in Rule 124 of BoC has been followed by the Lodge.
- ❑ Permanent Exclusion: A Brother can be permanently excluded only after the procedure prescribed in Rule 156 of BoC has been followed by the Lodge.
- ❑ In case of Voting on any proposal/resolution, the Master in chair has the right to give the casting vote in case the votes are equal.

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JOINT
MEETING

- ❑ In case of joint meeting of two or more Lodges, a Dispensation from MW the Grand Master is required. Joint Meeting is not considered a regular meeting. Joint meeting can be held for Long Term Service jewel presentation, memorial service or any other purpose as the Grand Master may authorize (for more details see Rule 112 of BoC).

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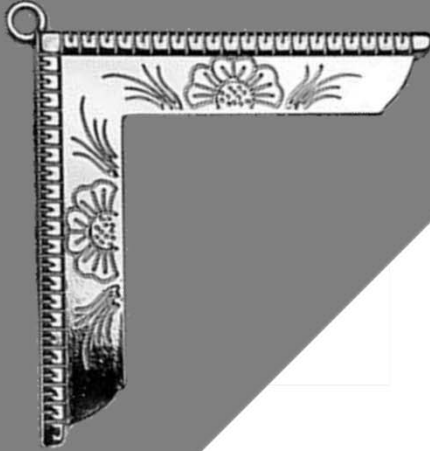


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- ❑ The Master has the power to refuse to admission to any Visitor of known bad character or whose presence, in his opinion, is likely to disturb the harmony of the Lodge.

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**THANK YOU
FOR WATCHING!**

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