

THE
BOOK OF CONSTITUTION
of
**THE GRAND LODGE OF ANTIENT
FREE AND ACCEPTED MASONS
OF NEW ZEALAND**

Together with the Charges of a Freemason, a Summary of the Antient Charges and Regulations, and Appendixes and Collected Rulings of Grand Lodge.

Thirty-Seventh Edition 2022



November 2022

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THE GRAND LODGE OF NEW ZEALAND

Grand Lodge having at the Annual Communication held in Wellington on the 15th of November 2019 and subsequent amendments as allowed by the Book of Constitution, re-enacted the Book of Constitution and Laws in a revised form, this edition is issued in conformity therewith, by the direction, and under the superintendence, of the Board of General Purposes.

DP Williams
Grand Secretary

Office of the Grand Secretary
Wellington
11th November 2022

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DECLARATION OF PRINCIPLES

of the

GRAND LODGE OF NEW ZEALAND

Freemasonry as a Society is

Charitable -

its resources are devoted to the welfare and happiness of Mankind.

Benevolent -

believing that the good of others is of primary concern.

Communal -

it promotes ethical conduct and responsible attitudes amongst its members, and attitudes of heart and mind which will help them to practice charity and goodwill to all.

Educational -

its authorised ceremonials teach a system of morality and brotherhood based upon Universal Truth.

Reverent -

it acknowledges a Supreme Being, Creator of the Universe whom all men should revere. The Volume of the Sacred Law is open whenever a Lodge is in session and is a constant reminder of that fundamental duty.

Social -

it encourages the meeting together of men for the purposes of fellowship, instruction and charity.

To these several ends

It teaches -

and stands for reverence before the Supreme Being; truth and justice; brotherhood and practical benevolence; an open-minded attitude and the liberty of the individual, civil, religious and intellectual.

It charges -

each member to be true and loyal to the government of the country to which he owes allegiance and to obey the laws of any State in which he may be.

It believes -

that these objectives are best accomplished by recognising a broad base upon which men of every race, country, sect and opinion may unite.

The adoption of a restrictive platform other than one based on true human worth is unacceptable to Freemasonry.

Holding these beliefs, and in the knowledge that the true Freemason will act in civil life according to his individual judgement and the dictates of his conscience

This Grand Lodge Affirms

Its continued adherence -

to that ancient and approved rule of Freemasonry which forbids the discussion in Masonic meetings of creeds, politics or other topics likely to excite personal animosities.

Its dedication -

to those basic Masonic principles of brotherly love, relief and truth; and by their consistent practice, the lessening of the aggregate of human suffering and the promotion of the true and lasting happiness of Mankind.

Its conviction -

that it is not only contrary to the fundamental principles of Freemasonry, but dangerous to its unity, strength, usefulness and welfare, for Masonic bodies to take action or attempt to exercise pressure or influence for or against any legislation, or in any way to attempt to procure the election or appointment of government officials, or to influence them, whether or not members of the Fraternity, in the performance of their official duties.

THE ANTIENT CHARGES OF A FREEMASON

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I - Concerning GOD and RELIGION

A Mason is obliged by his tenure to obey the moral law; and if he rightly understands the art he will never be a stupid atheist nor an irreligious libertine. He, of all men, should best understand that GOD seeth not as man seeth; for man looketh at the outward appearance, but GOD looketh to the heart. A Mason is, therefore, particularly bound never to act against the dictates of his conscience. Let a man's religion or mode of worship be what it may, he is not excluded from the Order, provided he believe in the glorious Architect of heaven and earth, and practise the sacred duties of morality. Masons unite with the virtuous of every persuasion in the firm and pleasing bond of fraternal love; they are taught to view the errors of mankind with compassion, and to strive, by the purity of their own conduct, to demonstrate the superior excellence of the faith they profess. Thus Masonry is the centre of union between good men and true, and the happy means of conciliating friendship amongst those who must otherwise have remained at a perpetual distance.

II - Of the CIVIL MAGISTRATE SUPREME and SUBORDINATE

A Mason is a peaceful subject to the civil powers wherever he resides or works, and is never to be concerned in plots and conspiracies against the peace and welfare of the nation, nor to behave himself undutifully to inferior magistrates. He is cheerfully to conform to every lawful authority; to uphold on every occasion the interest of the community; and zealously promote the prosperity of his own country. Masonry has ever flourished in times of peace, and been always injured by war, bloodshed, and confusion; so that kings and princes in every age have been much disposed to encourage the craftsmen on account of their peaceableness and loyalty, whereby they practically answer the cavils of their adversaries, and promote the honour of the Fraternity. Craftsmen are bound by peculiar ties to promote peace, cultivate harmony, and live in concord and brotherly love.

III - Of LODGES

A Lodge is a place where Freemasons assemble to work and to instruct and improve themselves in the mysteries of the antient science. In an extended sense it applies to persons as well as to place; hence every regular assembly or duly organised meeting of Masons is called a Lodge. Every Brother ought to belong to some Lodge, and be subject to its By-laws and the general regulations of the Craft. A Lodge may be either general or particular, as will be best understood by attending it, and there a knowledge of the established usages and customs of the Craft is alone to be acquired. From antient times no master or fellow could be absent from his Lodge, especially when warned to appear at it, without incurring a severe censure, unless it appeared to the Master and Wardens that pure necessity hindered him. The persons made Masons, or admitted members of a Lodge, must be good and true men, free-born, and of mature and discreet age and sound judgement, no bondmen, no women, no immoral or scandalous men, but of good report.

IV - Of MASTERS, WARDENS, FELLOWS, and APPRENTICES

All preferment among Masons is grounded upon real worth and personal merit only; that so the lords may be well served, the brethren not put to shame, nor the loyal Craft despised; therefore no Master or Warden is chosen by seniority, but for his merit. It is impossible to describe these things in writing, and therefore every brother must attend in his place, and learn them in a way peculiar to his fraternity. Candidates may, nevertheless, know that no master should take an apprentice unless he has sufficient employment for him; and unless he be a perfect youth, having no maim or defect in his body that may render him incapable of learning the art, of serving his master's lord, and of being made a Brother, and then a fellow-craft in due time, after he has served such a term of years as the custom of the country directs; that so, when otherwise qualified, he may arrive to the honour of being Warden, and then the Master of the Lodge, the Grand Warden, and at length the Grand Master of all the Lodges, according to his merit.

No Brother can be a Warden until he has passed the part of a fellow-craft, nor a Master until he has acted as a Warden, nor Grand Warden until he has been Master of a Lodge nor Grand Master until he has been a fellow-craft before his election, who is also to be nobly born, or a gentleman of the best fashion, or some eminent scholar, or some curious architect, or other artist, descended of honest parents, and who is of singularly great merit in the opinion of the Lodges. And for the better, and easier, and more honourable discharge of his office, the Grand Master has the power to choose his own Deputy Grand Master, who must then be, or have formerly been, the Master of a particular Lodge, and who has the privilege of acting whatever the Grand Master, his principal, should act, unless the said principal be present, or interpose his authority by letter.

These rulers and governors, supreme and subordinate, of the antient Lodge, are to be obeyed in their respective stations by all the brethren, according to the old charges and regulations, with all humility, reverence, love, and alacrity.

N.B. - In antient times no Brother, however skilled in the craft, was called a Master Mason until he had been elected into the chair of a Lodge.

V - Of the MANAGEMENT of the CRAFT in WORKING

All Masons shall work honestly on working days, that they may live creditably on holy days; and the time appointed by the law of the land, or confirmed by custom, shall be observed.

The most expert of the fellow-craftsmen shall be chosen or appointed the master or overseer of the lord's work; who is to be called Master by those that work under him. The craftsmen are to avoid all ill-language, and to call each other by no disobliging name, but Brother or fellow; and to behave themselves courteously within and without the Lodge.

The Master, knowing himself to be able of cunning, shall undertake the lord's work as reasonably as possible, and truly dispend his goods as if they were his own; nor to give more wages to any brother or apprentice than he really may deserve. Both the Master and the Masons receiving their wages justly shall be faithful to the lord, and honestly finish their work, whether task or journey; nor put the work to task that hath been accustomed to journey.

None shall discover envy at the prosperity of a Brother, nor supplant him, nor put him out of his work, if he be capable to finish the same; for no man can finish another's work so much to the lord's profit unless he be thoroughly acquainted with the designs and draughts of him that began it.

When a fellow-craftsman is chosen warden of the work under the Master, he shall be true both to Master and fellows, shall carefully oversee the work in the Master's absence, to the lord's profit; and his brethren shall obey him.

All Masons employed shall meekly receive their wages without murmuring or mutiny, and not desert the Master till the work be finished.

A younger Brother shall be instructed in working, to prevent spoiling the materials for want of judgment, and for increasing and continuing of brotherly love.

All the tools used in working shall be approved by the Grand Lodge.

No labourer shall be employed in the proper work of Masonry; nor shall Freemasons work with those who are not free, without an urgent necessity; nor shall they teach labourers and unaccepted Masons, as they should teach a Brother or fellow.

VI - Of BEHAVIOUR, viz

1. In the Lodge while Constituted

You are not to hold private committees, or separate conversation, without leave from the Master, nor to talk of anything impertinently or unseemly, nor interrupt the Master or Wardens, or any Brother speaking to the Master; nor behave yourself ludicrously or jestingly while the Lodge is engaged in what is serious and solemn; or use any unbecoming language upon any pretence whatsoever; but to pay due reverence to your Master, Wardens, and fellows, and put them to worship.

If any complaint be brought, the Brother found guilty shall stand to the award and determination of the Lodge, who are the proper and competent judges of all such controversies (unless you carry them by appeal to the Grand Lodge), and to whom they ought to be referred, unless a lord's work be hindered the meanwhile, in which case a particular reference may be made; but you must never go to law about what concerneth Masonry without an absolute necessity apparent to the Lodge.

2. Behaviour after the Lodge is over and the Brethren not gone

You may enjoy yourself with innocent mirth, treating one another according to ability, but avoiding all excess, or forcing any Brother to eat or drink beyond his inclinations, or hindering him from going when his occasions call him, or doing or saying anything offensive, or that may forbid an easy and free conversation; for that would blast our harmony and defeat our laudable purposes. Therefore no private piques or quarrels must be brought within the door of the Lodge, far less any quarrels about religion, or nations, or state policy, we being only, as Masons, of the universal religion above-mentioned; we are also of all nations, tongues, kindreds, and languages, and are resolved against all politics, as what never yet conduced to the welfare of the Lodge, nor never will.

3. When Brethren meet without Strangers but not in a Lodge Formed

You are to salute one another in a courteous manner as you will be instructed, calling each other Brother, freely giving mutual instructions as shall be thought expedient, without being overseen or overheard, and without encroaching upon each other, or derogating from that respect which is due to any Brother, were he not a Mason; for though all Masons are, as Brethren, upon the same level, yet Masonry takes no honour from a man that he had before -

may, rather it adds to his honour, especially if he has deserved well of the Brotherhood, who must give honour to whom it is due, and avoid ill manners.

4. *Behaviour in Presence of Strangers not Masons*

You shall be cautious in your words and carriage, that the most penetrating stranger shall not be able to discover or find out what is not proper to be intimated; and sometimes you shall divert a discourse and manage it prudently for the honour of the worshipful fraternity.

5. *Behaviour at Home and in Your Neighbourhood*

You are to act as becomes a moral and wise man; particularly not to let your family, friends, and neighbours know the concerns of the Lodge, etc., but wisely consult your own honour and that of your antient brotherhood, for reasons not to be mentioned here. You must also consult your health by not continuing together too late or too long from home after Lodge hours are past; and by avoiding of gluttony or drunkenness, that your families be not neglected or injured, nor you disabled from working.

6. *Behaviour Towards a Strange Brother*

You are cautiously to examine him in such a method as prudence shall direct you that you may not be imposed upon by an ignorant, false pretender, whom you are to reject with contempt and derision, and beware of giving him any hints of knowledge.

But if you discover him to be a true and genuine Brother, you are to respect him accordingly; and if he is in want you must relieve him if you can, or else direct him how he may be relieved. You must employ him some days, or else recommend him to be employed. But you are not charged to do beyond your ability; only to prefer a poor brother that is a good man and true before any other poor people in the same circumstances.

Finally. - All these charges you are to observe, and also those that shall be communicated to you in another way; cultivating brotherly love, the foundation and keystone, the cement and glory of this antient fraternity, avoiding all wrangling and quarrelling, all slander and back-biting, nor permitting others to slander any honest Brother, but defending his character and doing him all good offices, as far as is consistent with your honour and safety and no farther. And if any of them do you injury, you must apply to your own or his Lodge; and from thence you may appeal to the Grand Lodge at the quarterly communication as has been the antient laudable conduct of our forefathers in every nation; never taking a legal course but when the case cannot be otherwise decided, and patiently listening to the honest and friendly advice of Masters and fellows when they would prevent your going to law with strangers, or would excite you to put a speedy period to all law suits, that so you may find the affairs of Masonry with the more alacrity and success; but with respect to Brothers or fellows at law, the Master and Brethren should kindly offer their mediation, which ought to be thankfully submitted to by the contending Brethren; and if that submission is impracticable, they must, however, carry on their process or law suit without wrath and rancour (not in the common way), saying or doing nothing which may hinder brotherly love and good offices to be renewed and continued, that all may see the benign influence of Masonry as all true Masons have done from the beginning of the world, and will do to the end of time.

Amen. So mote it be.

Summary of the Antient Charges and Regulations

1. You agree to be a good Man and true, and strictly to obey the Moral Law.
2. You are to be a peaceable subject, and cheerfully to conform to the Laws of the Country in which you reside.
3. You promise not to be concerned in Plots or Conspiracies against Government, but patiently to submit to the decisions of the Supreme Legislature.
4. You agree to pay a proper respect to the Civil Magistrate, to work diligently, live creditably, and act honourably by all men.
5. You agree to hold in veneration the original Rulers and Patrons of the Order of Freemasonry, and their regular Successors, supreme and subordinate, according to their Stations; and to submit to the Awards and Resolutions of your brethren in general Lodge convened, in every case consistent with the Constitution of the Order.
6. You agree to avoid private piques and quarrels, and to guard against intemperance and excess.
7. You agree to be cautious in your carriage and behaviour, courteous to your brethren, and faithful to your Lodge.
8. You promise to respect genuine and true brethren, and to discountenance imposters and all dissenters from the original plan of Freemasonry.
9. You agree to promote the general good of society, to cultivate the Social Virtues, and to propagate the knowledge of the Mystic Art as far as your influence and ability can extend.
10. You promise to pay homage to the Grand Master for the time being, and to his Officers when duly installed, and strictly to conform to every Regulation of the Grand Lodge.
11. You admit that it is not in the power of any person, or body of men to make alteration, or innovation in the Body of Masonry without the consent first obtained of the Grand Lodge.
12. You promise a regular attendance on the Communications and Committees of the Grand Lodge, upon receiving proper notice thereof; and to pay attention to all the duties of Freemasonry upon proper and convenient occasions.
13. You admit that no new Lodge can be formed without permission of the Grand Master or his Deputy, and that no countenance ought to be given to any irregular Lodge, or to any person initiated therein; and that no public procession or ceremonial of Freemasons clothed with the badges of the Order can take place without the Special License of the Grand Master or his Deputy.

14. You admit that no person can regularly be made a Freemason, or admitted a member of any Lodge without previous notice and due enquiry into his character; and that no Brother can be advanced to a higher degree except in strict conformity with the Laws of the Grand Lodge.
15. You promise that no visitor shall be received into your Lodge without due examination, and producing proper vouchers of his having been initiated in a regular Lodge.



This summary is to be read to the Master-Elect at the request of the installing officer at his Installation into the Chair of a Lodge and requires his affirmation.

THE CONSTITUTION AND LAWS
OF
THE GRAND LODGE OF NEW ZEALAND

ENACTED AT WELLINGTON IN NOVEMBER 2019

(37th Edition)

Issued under the authority of Grand Lodge

WHEREAS:

1. Freemasonry was established in New Zealand in 1842 and was until 1889 practised by numerous Lodges formed under charters from the United Grand Lodge of England, the Grand Lodge of Scotland, and the Grand Lodge of Ireland, respectively.
2. In the City of Wellington on the 11th September 1889 it was agreed that the formation of a Grand Lodge of Antient Free and Accepted Masons of New Zealand was desirable in the interests of the Craft, and a solemn declaration was signed forming and constituting a Grand Lodge called the Grand Lodge of Antient Free and Accepted Masons of New Zealand.
3. In accordance with that declaration the said Grand Lodge was duly opened in the St. Augustine Masonic Hall in the City of Christchurch on the 29th April 1890. Brother Henry Thomson was elected Grand Master, and on the following day he was regularly installed.
4. On the 13th October 1891, a Constitution and Laws were enacted for the good government of Grand Lodge and of all Lodges holding Charters under it.
5. The Constitution and Laws have from time to time been amended, and it is expedient that they be revised and further amended and, as so revised and amended, be enacted.

NOW THEREFORE:

- (a) Grand Lodge, meeting at Communication in Wellington on the 24th day of November 2000 resolved that certain Rules shall be the Constitution and Laws of Grand Lodge coming into force on the 25th day of November 2000 (the Rules in force on the 24th day of November having been revoked).
- (b) Grand Lodge at its meetings either at Communication or in Divisional Conferences in the period from the 22nd day of November 2002 until 11th November 2022 resolved that some of the new Rules referred to paragraph (a) above be amended, revoked and/or new Rules enacted, with amendments, revocations and enactments coming into force on dates no later than 30th day of November in the year they were approved.

All of which current Rules are the Constitution and Laws of Grand Lodge as are hereafter set out.

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PART I - GENERAL PROVISIONS

1. Citation

These Rules may be referred to as The Book of Constitution 2022

DEFINITIONS AND MACHINERY

2. Definitions of Terms

In these rules, unless the context otherwise requires:

- a.
 - i. "Audit" means an examination of the financial and accounting records and supporting documents by a Chartered Accountant who holds a current practicing certificate as a chartered accountant and would provide a reasonable or high level of assurance that the financial and accounts records and supporting documents are free from material errors or fraud. The opinion is expressed as the financial statements are free from material misstatements. An audit certificate will be provided.
 - ii. "Review" means an examination and verification of the financial and accounting records and supporting documents by persons who have had no part in their preparation but who have the confidence of the lodge in their duty to perform the task and who demonstrate experience in the review and preparation of accounts. This may include Chartered Accountants. There is Limited assurance, which is less than reasonable assurance, that the financial statements are free from material errors or fraud. The opinion is expressed as "nothing has come to our attention that causes us to believe that the financial statements are not free from material misstatements". No audit certificate is provided.
- b. "Ballot" means a secret vote by use of a ballot box and balls or cubes or otherwise in accordance with the custom of the Lodge but never by show of hands or by voice, except as hereafter provided in Rule 66c.
- c. "Brother", "Mason", "Master Mason", "Member of the Lodge", "Installed Master", "Past Master", or words of similar intent refer to a member of a Craft Lodge.
- d. "Communication" means the triennial Communication held in accordance with Rule 195 and includes the ceremony of Grand Installation
- e. "Craft Lodge" and "Lodge" mean a Lodge for the time being holding a Charter under the hand of the Grand Master and the Seal of Grand Lodge and include a Lodge of Research, but do not include a Lodge of Instruction.
- f. "Dispensation" means a dispensation granted by the Grand Master, whose power to grant a dispensation may be delegated to a Divisional Grand Master in terms of Rule 147 and a District Grand Master in terms of Rule 148.
- g. "District" means a group of Lodges established under Rule 9.
- h. "Division" means a Division as defined in Rule 7.
- i. "Elect", "Election" includes a vote by way of ballot, show of hands or by voice.
- j. "Emergency Meeting" means any meeting of a Lodge other than a regular meeting or a Lodge of Sorrow.
- k. "The Executive Officers" are the Grand Registrar, the Grand Treasurer, the Grand Almoner and the Grand Superintendent of Works.
- l. "Form", "Prescribed Form" or words of similar intent mean the form for the time being prescribed by the Board of General Purposes.

- m. "Grand Lodge" means the Grand Lodge of Antient Free and Accepted Masons of New Zealand.
- n. "Masonic Year" used in relation to a Craft Lodge and its Officers means the period between one regular meeting and the corresponding regular meeting in the same calendar month of the next following calendar year, notwithstanding that:
 - i. the date of either of those meetings has been altered by dispensation or otherwise, and
 - ii. the period may be more or less than three hundred and sixty-five days.
- o. "Postal Ballot" means an election held or a vote or decision taken by post in accordance with procedures laid down by the Board of General Purposes.
- p. "Recognised Grand Lodge" means a sovereign Masonic body which is for the time being recognised by Grand Lodge.
- q. "Regular meeting" means a meeting the date of which is fixed by the Charter or By-laws of the Lodge.

3. **Construction of Rules:**

In the construction of these Rules:

- a. Headings are inserted for convenience only and do not affect the meaning of the Rule.
- b. Unless the context requires a different construction:
 - i. The singular includes the plural,
 - ii. The plural includes the singular.
- c. Reference to a Division or District shall mean the particular Division or District in which the Lodge or Brother concerned is located or to which he or it is attached so as to give appropriate meaning to the Rule in question and references to a Divisional or District Grand Master shall have a similar meaning.
- d. Reference to Communication means a Triennial Communication under Rule 195 only and shall not include a Special Communication, which in terms of these Rules must be specified as such.

4. **Forms**

Forms may from time to time be prescribed, amended, or replaced by the Board of General Purposes.

5. **Saving Clause**

- a. All acts deeds matters and things which were made done or given under any former Rules and which were in force at the commencement of these Rules shall continue in force, with any necessary changes, as if they had originated under these Rules.
- b. Any period of time that began to run before the commencement of these Rules shall not be extended or shortened by these Rules, but shall expire on the date on which it would have expired if these Rules had not been enacted.
- c. "The Freemasons Charity" shall replace any reference to the Fund of Benevolence and any reference to the Fund of Benevolence shall be deemed to be read as "The Freemasons Charity".
- d. "Grand Almoner" shall replace any reference to the Superintendent of The Freemasons Charity.

6. Powers of Substituted Authorities

- a. Where the laws and customs of Freemasonry allow or provide for a Brother to preside or act for an absent Officer or Brother, he shall while so presiding or acting have all the rights, powers and duties of that Officer or Brother.
- b. The fact that he so presided or acted shall, until the contrary is proved, be sufficient evidence that he had authority to preside or act.

TERRITORY

7. Masonic Division

- a. "Division" means one of those areas over which Grand Lodge exercises jurisdiction and which are named respectively Northern, Central and Southern.
- b. The boundaries of the Divisions are as follows:
 - i. The Northern Division comprises the northernmost part of New Zealand, bounded in the south by a straight line from the southern extremity of Hicks Bay on the East Coast to Tokaanu south of Lake Taupo and thence to Mt Messenger on the West Coast.
 - ii. The Central Division comprises the remainder of the North Island.
 - iii. The Southern Division comprises the whole of the South Island and Stewart Island.

8. Lodges in a Division

- a. Every Lodge the principal meeting-place of which is situated within the boundaries of a Division shall belong to that Division.
- b. The Board of General Purposes may include in any Division any Lodge which is situated outside New Zealand, and which is under the control of Grand Lodge, or the Board of General Purposes may direct that such Lodges be administered by that Board.
- c. For the purpose of ensuring that a Lodge is associated with the District to which, by community of interest, convenience of access or otherwise its members are most closely connected, the Board of General Purposes may with the written request of the Lodge, resolve that the Lodge be deemed to belong to a Division and be allocated to a District in that Division other than the Division within which it is geographically situated.

9. Districts

The Board of General Purposes shall establish Districts within each Division comprising local groups of Lodges, and may from time to time, within each Division, alter and replace Districts and establish new Districts after consultation with the Lodges involved.

10. Repealed

11. Repealed

12. Repealed

ADMINISTRATIVE ORGANISATION AND POWERS

13. The Government of the Craft

Grand Lodge governs and possesses supreme superintending authority over the Craft in New Zealand and alone has the inherent power of enacting laws and regulations for the government of the Craft and of altering, repealing and replacing them.

14. **Executive and Judicial Power of Grand Lodge**
- a. Grand Lodge has the power of investigating, regulating and deciding all matters relating to the Craft, to particular Lodges, and to individual Brethren.
 - b. Grand Lodge may exercise this power acting in Communication, or by such delegated authority as it may appoint subject to these Rules.
 - c. Except as provided in Rule 244, Grand Lodge alone has the power of erasing Lodges and expelling Brethren from the Craft, powers it cannot delegate to any subordinate authority.
15. **Grand Master's Healing Power**
- The Grand Master shall, in addition to the powers and prerogatives he holds by Masonic usage and custom or by these Rules, have the power to heal any breach of these Rules or infringement of Masonic usage or custom.
16. **The Roll of Lodges**
- The Grand Secretary shall maintain a Roll of Craft Lodges holding a Charter under Grand Lodge, setting out the name and number of each, the date of the Charter, the date on which the Lodge was constituted, and any other particulars which the Board of General Purposes may direct to be inserted in the roll.
17. **Channels of Communication**
- a. All communications to the Grand Master shall be made through the Grand Secretary.
 - b. Applications for new Charters, Grand Master's dispensations, and nominations for office in Grand Lodge shall be made through the Divisional Grand Master.
 - c. All returns, petitions, applications for certificates and other communications to be made under these Rules to Grand Lodge or the Board of General Purposes shall be made through the Grand Secretary.
18. **Mode of Communication**
- a. Every communication to be made under these Rules shall be in writing.
 - b. Every communication to be made under any provision of these Rules by a Craft Lodge shall, except where the signature of the Master, or Master and Wardens, or Master and Secretary, is required by these Rules, be sufficient if signed by the Secretary.
 - c. Every communication to be made under any provision of these Rules by a member of a Craft Lodge shall be signed by that member.
 - d. No petition, appeal or other communication shall be received unless it is couched in proper and respectful language.
19. **Delivery of Documents and Notices**
- a. Documents or Notices required by these Rules to be sent to the Grand Secretary may be delivered by hand at the office of the Grand Secretary during ordinary office hours to any person appearing for the time being to be in charge of that office, or sent to the office of Grand Lodge addressed to the Grand Secretary by his official title.
 - b. Documents or Notices to be sent to any Craft Lodge may be delivered by hand to the Master or Secretary thereof, or sent to the Master or the Secretary of the Lodge, addressed to that person in his name or by his title of office, in either case at his usual address or at his last address known to the Grand Secretary.
 - c. Documents or Notices to be sent to any member of a Lodge may be:-

- i. Delivered by hand to that member, or
 - ii. Sent as provided in Section 152 of the Property Law Act 1952, or
 - iii. Sent by posting by ordinary post addressed to him at his usual address, or to his last address known to the Grand Secretary, or
 - iv. Sent by facsimile, or
 - v. Sent by email.
- d. A Document or Notice is deemed to have been served:-
- i. In the case of personal delivery, when received by the member, or
 - ii. In the case of posting by ordinary post, on the 5th day following the date of posting, or
 - iii. In the case of facsimile transmission, when sent to the facsimile number notified in writing by the member, or
 - iv. In the case of email, when acknowledged by the member by return email or otherwise in writing.

20. **Office of the Grand Secretary**

The office of the Grand Secretary shall be situated in the City of Wellington.

21. **Official Seals**

- a. The Seal of Grand Lodge shall be in the custody of the Grand Secretary, and shall be affixed to Masonic documents by authority of a resolution of the Board of General Purposes and in the presence of the Grand Master, or the President of the Board of General Purposes, and one Board member or the Grand Secretary, both of whom shall sign the document.
- b. Each Divisional Grand Master shall hold an Official Seal which shall be in his custody during his term of office. All appropriate Masonic documents issued by him shall be imprinted with the Official Seal and signed by him.
- c. Every Craft Lodge may have a Lodge Seal and provide in its By-laws for the custody and use thereof.

PART II - CRAFT LODGES

CHARTERS

22. **Necessity for Charter**
- a. No Lodge, except while acting under dispensation, can meet without a Charter.
 - b. No Brother shall assist or take part in any meeting within the territory of Grand Lodge which is held by a Lodge or by persons purporting to meet as a Lodge, unless it is held under the authority of a dispensation or Charter.
 - c. This Rule does not apply to existing Lodges meeting under a Charter granted by a recognised Grand Lodge.
23. **Custody of Charter**
- a. The Charter of every Lodge is to be entrusted to the Master at his installation.
 - b. The Master is responsible for safe custody of the Charter, which shall be displayed throughout every meeting of the Lodge.
24. **Name of Lodge**
- a. Every Lodge shall be distinguished by the name and number in its Charter.
 - b. A Lodge may resolve to change its name and shall present a petition in the prescribed form to the Grand Master for his approval. If approved the change shall be recorded in the Charter and the Roll of Lodges.
25. **Petition for Charter for a New Lodge**
- a. Every application for a Charter shall be by petition to the Grand Master in the prescribed form and shall be signed by at least seven Master Masons registered by Grand Lodge or by some recognised Grand Lodge.
 - b. The petition shall be supported by a recommendation from a neighbouring Lodge.
 - c. The petition, together with the recommendation of the neighbouring Lodge, shall be delivered to the Divisional Grand Master and he shall forward the same, with his report thereon, to the Grand Secretary.
26. **Formal Constitution of New Lodge**
- a. Every new Lodge shall be solemnly constituted according to ancient usage by the Grand Master and his Wardens or by such other Grand Officers as the Grand Master appoints.
 - b. No Brother shall be installed as Master or invested as a Warden except the Brother named in the Charter for such office unless by dispensation of the Grand Master.
27. **Joining Lodges**
- a. A Lodge holding a Charter under a recognised Grand Lodge may petition the Grand Master in the prescribed form to transfer its allegiance to Grand Lodge.
 - b. The petition shall be signed by the Master and Wardens of the Lodge, may have the Seal of the Lodge affixed, and shall be delivered to the Grand Secretary.
 - c. To ensure that fraternal relations are preserved, the Grand Master shall satisfy himself that all reasonable prerequisites prescribed by the Grand Lodge under which the Lodge previously held its Charter have been complied with.
 - d. A Charter granted under this Rule shall be a Charter of Confirmation.

MASTERS OF CRAFT LODGES

28. **Qualification for Nomination and Election**

Every member of a Lodge, other than a Research Lodge, who will on the day of installation have served the office of Master or Warden for one Masonic year in a Craft Lodge or in a Lodge holding a Charter under a recognised Grand Lodge is qualified for nomination to the office of Master of that lodge.

29. **Times for Election and Installation**

The By-laws of every Lodge shall fix a regular meeting ("the day of election") when the election of Master shall be held, and a regular meeting ("the day of installation") when the Master shall be installed.

30. **Nomination of Master**

- a. At the regular meeting before the day of election any Brother qualified for nomination may with his consent be proposed and seconded in open lodge without comment, for the office of Master.
- b. The names of the Brethren so nominated shall be set out in the Lodge Summons for the next meeting.

31. **Election of Master**

- a. A ballot must be taken to fill the office of Master.
- b. On the day of election the Lodge shall, without comment, proceed by ballot to elect its Master from among the Brethren who have been nominated and who have not withdrawn.
- c. The ballot shall be declared in favour of the Brother who receives more than half of the votes of the members present and voting ("an absolute majority").
- d. If an absolute majority is not at first secured, the name or names of the Brother or, in a case of equality, the Brethren receiving the smallest number of votes shall be withdrawn from the ballot, and a further ballot be taken among those remaining. This shall be done until a Brother secures an absolute majority.

32. **Failure of Nominations**

- a. If at any time before the ballot for the Master the sole nominee withdraws or becomes incapable of filling the office, then an emergency meeting shall forthwith be called for the purpose of receiving further nominations.
- b. If the date of that meeting is such that notice of the second series of nominations cannot be given seven days before the day of election, then another emergency meeting shall be called for the purpose of balloting for the Master.
- c. No dispensation shall be required for any meeting authorised by this Rule.

33. **Failure of Election**

- a. If the minute of the ballot for the Master is not confirmed, or if at any time after election and before installation the Master-elect dies, declines to be installed, or becomes incapable of filling the office of Master, then an emergency meeting shall forthwith be called for the purposes both of receiving further nominations and of conducting the election of a Master.
- b. No dispensation shall be required for any meeting authorised by this Rule.

34. Plurality of Mastership Forbidden

No Brother shall be Master of more than one Lodge at the same time without a dispensation.

35. Maximum Period of Office

No Brother shall continue as Master of a Craft Lodge for more than two years in succession without a dispensation but he may again hold the office after he has been out of that office for one Masonic year.

36. Dispensations in Special Cases

A dispensation may be granted, whether before or after the event, in any of the following cases:

- a. The election to the office of Master of a Brother who has been unable to serve the office of Warden for a full Masonic year;
- b. Where nominations for the office of Master have not been made, or cannot practicably be made, at the prescribed time;
- c. Where ballot for the office of Master has not been, or cannot practicably be, conducted on the day of election;
- d. Where the Master-elect has not been installed, or cannot practicably be installed, on the day of installation;
- e. Where nomination, ballot for or installation of the Master is irregular, or where any doubt may exist as to its regularity;
- f. Where in the case of a new Lodge a Master Mason other than a Warden is nominated as its first Master.

OFFICERS

37. Officers of a Craft Lodge

- a. The regular Officers of a Craft Lodge are:
The Master, Senior Warden, Junior Warden, Treasurer, Secretary, Almoner, Senior Deacon, Junior Deacon, Inner Guard and Tyler.
- b. A Craft Lodge may have the following additional Officers:
Deputy Master (who must be an Installed Master), Chaplain, Director of Ceremonies, Assistant Treasurer, Assistant Secretary, Assistant Almoner, Assistant Director of Ceremonies, Standard Bearer, Organist or Director of Music, Senior Steward, Junior Steward, and Assistant Steward.
- c. Notwithstanding the provisions of sub-clause a. of this Rule, an Almoner is not a regular Officer of a Research Lodge, but he may be an additional Officer.
- d. The By-laws of a Craft Lodge may prescribe the additional offices to be filled.
- e. No brother shall hold more than one office in the same Craft Lodge at the same time, provided always:
 - i. If the Lodge has resolved for any specified Masonic Year that there are insufficient qualified Brethren to fill the office of both Secretary and Treasurer then provided Notice of Motion is given at the preceding meeting and the Lodge pursuant to that Notice of Motion resolves to appoint one member to both positions, then the Lodge may elect a Brother to fill both offices and upon investiture he shall perform the duties of both offices and he shall be invested with the Jewel of either office; and
 - ii. Any Brother holding any other office may also hold the Office of Almoner.

38. **Election or Appointment of other Officers**
- a. In a Craft Lodge the Treasurer and Tyler must be elected.
 - b. Unless the By-laws otherwise provide, all other Officers are appointed by the Master.
 - c. Nomination for elective office shall be made without comment. If there is more than one nominee for any office, election shall be by ballot without comment.
39. **Confirmation of Minutes of Election**
- a. Before any elected Officer is presented for investiture the minutes relating to his election must be confirmed.
 - b. Should confirmation be withheld the election shall be void and the Lodge shall nominate and elect a Brother to fill the vacant office.
40. **Investiture of Officers**
- a. Upon installation the Master shall invest or cause to be invested his Wardens and other Officers.
 - b. The Treasurer, Secretary, Almoner, and other Officers charged with administrative functions may discharge those functions pending investiture, but no officer shall assume his office until he has been invested.
41. **Removal from Office**
- a. If the Master is dissatisfied with the conduct of any Officer he may lay the matter before the Lodge at a regular meeting. Seven days' notice in writing of the grounds of dissatisfaction shall be sent to the officer concerned.
 - b. If it appears to the majority of members present that the dissatisfaction is well grounded, the Lodge may resolve that the Officer be removed from office.
 - c. If any Officer other than the Master, whether on the ground of sickness, or change of residence, or for other good reason, requests the Master to relieve him of his office, the Master may agree and declare the office vacant.
42. **Filling of Vacant Offices**
- a. If any office other than that of Master becomes vacant:
 - i. If the office was elective, the Lodge may elect a qualified member to fill the vacancy.
 - ii. If the office was by appointment, the Master may appoint a qualified member to fill the vacancy.
 - b. These Rules and the By-Laws of the Lodge shall with any necessary modifications apply to any election under this Rule.
 - c. Until the office is regularly filled the Master may appoint a qualified Brother to act temporarily but he shall not be invested.

PRESIDING OFFICERS AND PROCEDURE

43. **Precedence in Craft Lodges**
- The order of precedence of the Officers of a Craft Lodge is as follows:
Master, Deputy Master, Senior Warden, Junior Warden, Chaplain, Treasurer, Secretary, Director of Ceremonies, Almoner, Senior Deacon, Junior Deacon, Assistant Secretary, Assistant Director of Ceremonies, Standard Bearer, Assistant Almoner, Organist or Director of Music, Inner Guard, Stewards, Tyler.

44. **Grand Master Presiding**
The Grand Master is by virtue of his office a member of every Craft Lodge and has full authority to preside in any Lodge.
45. **Other Grand Officers Presiding**
- a. If the Grand Master or Pro Grand Master is not present, the Deputy Grand Master when visiting a Lodge officially has full authority to preside.
 - b. In the absence of the Grand Master, Pro Grand Master and Deputy Grand Master, the Divisional Grand Master has full authority to preside over a Lodge situated within his Division.
 - c. In the absence of the Grand Master, Pro Grand Master, Deputy Grand Master and Divisional Grand Master, the District Grand Master has full authority to preside over a Lodge within his District.
46. **Installed Masters Acting**
No Brother who is not an Installed Master regularly enrolled on the Roll of Grand Lodge may take the Chair in a Craft Lodge, unless the provisions of Rule 47 apply.
47. **Convening and Presiding at Lodge Meetings**
- a. The Master of a Lodge, when installed, shall preside at every meeting of the Lodge at which he is present.
 - b. If the Master is absent, dies, is removed, suspended, found guilty of any Masonic offence, or rendered incapable of discharging his duties, then:
 - i. The Deputy Master, if there is one, or
 - ii. In his absence, or if there is none, the Senior Warden, or
 - iii. In his absence, the Junior Warden, or
 - iv. In his absence, the Immediate Past Master, or
 - v. In his absence, the Senior Past Master of the Lodge, shall convene the Lodge until the next Installation, or until the Master can again exercise his authority.
 - c. If the Master is not present then:
 - i. The Deputy Master if there is one, or
 - ii. In his absence, or if there is none, the Immediate Past Master, or
 - iii. In his absence the Senior Past Master of the Lodge who is able and willing to act, or
 - iv. If no Past Master of the Lodge is present and willing to act, the senior member of the Lodge of the rank of Installed Master who is able and willing to act, shall take the Master's Chair and preside.
 - d. If no Installed Master who is a member of the Lodge is present, the Senior Warden, or in his absence, the Junior Warden shall conduct the business of the Lodge, but shall request an Installed Master to occupy the Chair to open and close the Lodge and to confer degrees.
48. **Dispensation to be Read and Recorded**
If the holding or business of any meeting requires the authority of a dispensation, the dispensation shall be read as soon as the Lodge has been opened and the dispensation and the fact that it was so read shall be recorded in the minutes.

49. **Majority to Rule**
At any meeting of the Lodge properly summoned:
- a. The members present and voting have the right to regulate their own proceedings provided they are consistent with the general laws and regulations of the Craft.
 - b. Any question put to the meeting may be decided by a majority of those present and voting, unless these Rules or the By-laws of the Lodge require a larger majority.
50. **Casting Vote**
- a. Where the votes on any question, cast by ballot or otherwise, are equal, the presiding officer may exercise a second or casting vote.
 - b. A casting vote is not exercisable where these Rules or the By-laws of the Lodge require more than a bare majority to decide a question.
 - c. A casting vote is not exercisable by a Warden presiding.
 - d. Upon equality of votes, where a casting vote is not exercisable or is not exercised, the motion is lost.
51. **Only Master Masons to Vote**
Only Master Masons may vote in a Craft Lodge.

CANDIDATES

52. **Age and Other Qualifications of Candidates**
- a. Any man may be made a Freemason from the age of 18 (eighteen) years.
 - b. Every candidate must be a free man, and in reputable circumstances.
53. **Investigating Authorities**
- a. The Master and Wardens of the Lodge shall satisfy themselves as to the suitability of a candidate for initiation.
 - b. To assist the Master and Wardens in the discharge of this duty, the Lodge may by its By-laws establish an Investigating Committee.
 - c. The term "investigating authorities" includes both the Master and Wardens and the Investigating Committee.
 - d. When any person is proposed for initiation, it shall be the duty of the investigating authorities to investigate his moral character and personal circumstances, and report thereon to the Lodge.
 - e. No intended candidate shall be balloted for until the Master has intimated in open Lodge that an appropriate investigation has been made and that he supports or opposes the nomination.
 - f. If the Master intends to oppose the nomination or if any member of the Lodge informs the Master in confidence that he entertains a well-grounded objection to the intended candidate, the Master shall, without disclosing the source of his information, communicate to the proposer of the intended candidate the fact that objection is taken, so as to enable the proposer, if he thinks fit, to withdraw the proposal prior to ballot.
 - g. If a member of the Lodge wishes to propose any person for initiation, an investigation under this Rule may take place prior to the actual proposal of that person.
 - h. The investigating authorities may have regard to the advice and recommendation of any Board of Enquiry.

54. **Proposition of Intended Candidates**

- a. Except in cases of emergency, a candidate for initiation or joining the Lodge shall be proposed and seconded at a regular meeting of that Lodge.
- b. The prescribed proposal form, signed by the candidate and his proposer and seconder shall be received by the Secretary of the Lodge before the meeting of the Lodge at which the proposal is to be made.
- c. The proposer and seconder must be Master Masons, and the proposer must be a member of the Lodge.
- d. In the absence of the proposer or seconder the proposition may be made and seconded by members of the Lodge acting on their behalf.
- e. The candidate must be personally known to the proposer and seconder, who must be able to state that he is a man of good reputation, and well fitted to become a member of the Lodge.
- f. The original proposal form shall be sent to the Grand Secretary immediately after the proposal is made in open Lodge.

55. **Proposal for Initiation**

- a. Notice of a proposal for initiation shall be placed in the Lodge Summons for the next regular meeting of the Lodge after the proposal has been made in open Lodge.
- b. The notice shall state:
 - i. the candidate's:
 - full name,
 - age,
 - marital status,
 - profession, calling or occupation,
 - place or places of abode,
 - business address or addresses; and
 - ii. the names of his proposer and seconder; and
 - iii. the fact that the ballot for the candidate will be taken at that meeting.
- c. If the ballot is not taken at the meeting for which it is notified, the notice for all subsequent meetings shall contain the same particulars until the ballot is taken, or the candidate is withdrawn.

56. **Ballots for Candidates**

- a. No person can be made a Freemason in, or be admitted a member of a Lodge if on the ballot three black balls appear against him.
- b. The By-laws of a Lodge may provide that one or two black balls shall reject the person balloted for.
- c. The name of any person rejected upon a ballot shall forthwith be notified to the Grand Secretary for recording.
- d. A collective ballot may in the first instance be taken, provided that if a black ball appears a separate ballot shall then be taken for each candidate.
- e. After the declaration of the result the ballot cannot be re-opened or challenged unless the Master is of the opinion that a mistake has been made, when he may order a second ballot to be taken, provided no Brother has left the room in the interval between the first and second ballot.
- f. No candidate for initiation rejected at the ballot shall be eligible for proposal in any Lodge for a period of twelve months from the date of rejection.

57. **Initiation**

- a. Every candidate shall be initiated in the Lodge in which he has been balloted for and elected a member of the Lodge.
- b. No candidate shall be initiated earlier than the next regular meeting after he has been balloted for and elected a member of the Lodge except by dispensation.
- c. If a candidate is not initiated within twelve months from the date of the ballot, the ballot and election as a member of the Lodge shall be void unless dispensation is granted. Before the candidate is further proposed for initiation, the Master and Wardens of the Lodge shall satisfy themselves as to the continuing suitability of the candidate for initiation.

58. Admission in Cases of Emergency

- a. If upon delivery of a proposition form to the Secretary, or at any time thereafter, the proposer and seconder deliver to the Master of the Lodge a statement signed by them setting out circumstances affecting the intended candidate that they think justify speedy consideration of the proposition as a case of special emergency, then if the Master is satisfied that the emergency is real and affects the intended candidate, he may apply for a dispensation permitting speedy nomination, notice of candidature, ballot and initiation under this Rule.
- b. If a dispensation is granted there shall be placed upon the Lodge Summons for the next regular meeting, or upon a Lodge Summons for an emergency meeting, a notice of candidature as prescribed by these Rules, together with a notice that a ballot for the intended candidate will by dispensation be taken at that meeting.
- c. Before proceeding with the business stated in the Summons the Master shall state to the Lodge the cause of the emergency, which shall be recorded in the minutes.
- d. After the report of the investigating authorities has been considered by the Lodge the intended candidate may be proposed in open lodge, and a ballot may be taken. If the intended candidate is elected, he may be initiated immediately.
- e. A dispensation may also be granted under this Rule to initiate a candidate who has already been elected at the time when the emergency affecting him arises within some shorter time than one month after being balloted for.

59. Objection Raised Between Ballot and Initiation

If, after the election of a candidate, but before his initiation, objection to the candidate is communicated to the Lodge by any Brother, whether a member of the Lodge or not, the candidate shall not be initiated until the objection has been enquired into by the Lodge, and met to the satisfaction of its members.

60. Fees for Initiation

No Lodge shall initiate a person until the initiation fees, if any, prescribed by the Lodge in its By-laws, have been paid.

61. Interval between Degrees

No Lodge shall confer more than one degree on any Brother on the same day, nor shall a further degree be conferred on any Brother at a shorter interval than four weeks after his receiving a previous degree, except by dispensation and then not at a shorter interval than seven days.

62. Degrees that may be Conferred on One Day

- a. No Lodge shall on any one day confer degrees or a degree on more than two candidates, except by dispensation specifying the total number of candidates on whom the degrees or degree may be conferred.
- b. An application for a dispensation under this Rule shall specify the day on which the meeting is intended to be held, the names of the candidates, the degrees or degree to be conferred, and the special circumstances under which the application is made.

63. Objection Raised after Initiation

- a. If, after initiation but before passing, or after passing but before raising, any member of the Lodge objects to the advancement of a Brother, the objection shall be referred to a committee to enquire and report thereon to the next regular meeting of the Lodge.
- b. Upon receipt of the report, if in the opinion of two thirds of the members present and voting the objection is not well founded, the Lodge may confer the higher degree. If the objection is sustained by more than one third of the members present and voting, then the Brother shall not be advanced, and may be proceeded against under the Rules relating to the striking off of members, or be reported to the Grand Lodge. Voting under this sub-rule shall be by ballot.

64. Examination in Previous Degree

No Lodge shall confer a further degree upon a Brother until he has passed an examination in open Lodge on the degree last conferred on him.

65. Proposal for Joining Member.

- a. Notice of a proposal for a joining member shall be placed in the Lodge Summons for the next regular meeting after the proposal has been made in open Lodge.
- b. The notice shall state:
 - i. the candidate's:
 - full name,
 - age,
 - marital status,
 - profession, calling or occupation,
 - place or places of abode,
 - business address or addresses; and
 - ii. the names of his proposer and seconder; and
 - iii. the name and number of the Lodge or Lodges of which he is, or has been a member, and
 - iv. that the ballot for the candidate will be taken at that meeting.
- c. If the ballot is not taken at the meeting for which it is notified, the notice for all subsequent meetings shall contain the same particulars until the ballot is taken, or the candidate is withdrawn.

66. Elections for Joining Members

- a. The Rules relating to investigation into the suitability of candidates shall apply in the case of a joining member.
- b. Before an election for a joining member is taken, there shall be produced to the Lodge Secretary:
 - i. The Brother's Grand Lodge Certificate; and
 - ii. A certificate as to his Masonic financial status from every Lodge of which he is or was a member;

- iii. When a Lodge has ceased to meet, a certificate from the Grand Secretary, stating the fact, and confirming that the Brother was registered as a member and that his dues were paid.
- c. An election for a joining member is to be by ballot provided that:
 - i. Where a Lodge's By-laws so provide, and
 - ii Provided no member of the Lodge objects, an election for a joining member may be taken on a show of hands.

67. Members Transferring

- a. When a Brother transfers to another locality the Secretary of his Lodge shall:
 - i. Inform him of the Craft Lodges in that general area; and
 - ii. Advise all the Lodges in that area in the prescribed form of the Brother's transfer; and
 - iii. Invite the Brother to select a Lodge in the general area in which he intends to apply for membership; and
 - iv. Send a copy of the form to the Grand Secretary, the District Grand Master of the District in which the Brother intends to reside and the District Grand Master of the District he is leaving.
 - v. On receipt of the Brother's selection, advise the selected Lodge of that fact.
- b. All Lodges notified of the Brother's transfer shall forward to him a copy of the Lodge Summons for the next six regular meetings of the Lodge, and make such personal contact with him as may be appropriate.
- c.
 - i. In the instance of a lodge, or lodges, closing or merging to form one lodge in the same locality, the members who so elect, will have their membership, rank and standings classed as a transfer and not require proposal or election (i.e. not to be classed as a joining member)
 - ii. Members who choose other than to transfer as above would still be required to follow Rules 65 and 66.

68. Members Joining from Other Constitutions

- a. Every joining member who has not been a member of a Craft Lodge shall in open lodge make and sign a declaration of allegiance in the prescribed form.
- b. The fact of his having made the declaration shall be recorded in the minutes and the form of declaration signed by him shall be preserved among the records of the Lodge.

69. Book of Constitution and By-laws

- a. A copy of the Book of Constitution currently in print shall be given to every candidate upon his initiation and to every Brother joining from another Constitution and subsequently it may be returned to the secretary, but shall be available for perusal in the lodge.
- b. A copy of the By-laws of the Lodge shall be given to and retained by every candidate upon his initiation and to every joining member on his admission.

70. Degrees by Recognised Lodges

- a. A request by a Lodge under a recognised Grand Lodge to have a degree conferred on a Brother in a Craft Lodge must be countersigned by the Grand Secretary of the recognised Grand Lodge, and forwarded to the Grand Secretary for transmission to that Craft Lodge.

- b. The Craft Lodge conferring the degree shall immediately notify the Grand Secretary and the Lodge to which the candidate belongs that the specified degree has been conferred on the date and at the place stated in the notification.
- c. If a Craft Lodge wishes to have a degree conferred on a Brother in a Lodge under a recognised Grand Lodge it shall forward the request to the Grand Secretary to be countersigned by him and forwarded to the Grand Secretary of the recognised Grand Lodge for transmission to the Lodge in which the degree is to be conferred.

71. Degrees Recognised as Antient Freemasonry

Grand Lodge recognises only the degrees of Entered Apprentice, Fellow Craft, Master Mason, Mark Master, Excellent Master, and the Royal Arch, as being pure Antient Freemasonry.

72. Ritual to be Used in Lodges

- a. When conferring any degree in Freemasonry upon a candidate, every Craft Lodge shall do so in conformity with the ceremonies and general instructions laid down in The Ritual of the Three Degrees of Freemasonry approved by Grand Lodge.
- b. When conducting any other Masonic ceremony for which a form of working is approved every Craft Lodge shall adhere to that form.
- c. This Rule does not apply to any Lodge to which a Charter was first issued by the Grand Master on or before the 16th May 1913, so long as the method and mode of working customary in that Lodge on that date are adhered to.
- d. This Rule shall not apply to any Lodge formerly holding a Charter under a recognised Grand Lodge which may come under Grand Lodge by transfer of allegiance, so long as the method and mode of working customary in that Lodge at the time of transfer are adhered to.

CERTIFICATES

73. Master Mason's Certificate

- a. Every Master Mason shall be entitled to receive a Certificate in the prescribed form under the hand of the Grand Master and the Seal of Grand Lodge.
- b. After a Brother is raised the Lodge shall apply to the Grand Secretary for a Master Mason's Certificate.
- c. Except by dispensation, every Master Mason's Certificate shall be presented to and signed by the Brother in open Lodge.
- d. If the Grand Secretary is satisfied that a Master Mason's Certificate has been lost or destroyed, or if a Master Mason's Certificate has become so defaced as to be illegible, and is surrendered to the Grand Secretary, then subject to payment of any prescribed fee, a substitute Certificate shall be issued, designated as such and presented and signed in the same way as an original Certificate.

74. Past Master's Certificate

Every Brother who has been regularly installed as Master of a Craft Lodge, and has filled that office for one Masonic year, shall upon payment of any prescribed fee be entitled to receive a Certificate in the prescribed form.

75. Certificates for Joining Members

A Master Mason's Certificate may be issued to a Brother who has joined a Craft Lodge from a Lodge holding a Charter under a recognised Grand Lodge, upon application and payment of

any prescribed fee. It shall be presented and signed in the same way as a Master Mason's Certificate.

76. Certificate for Entered Apprentice or Fellow Craft

The Grand Secretary may in special circumstances issue a Certificate in the prescribed form to an Entered Apprentice or Fellow Craft.

77. Lodge Certificates

- a. The only certificates a Lodge may issue are:
 - i. When a Brother is a member of the Lodge, a certificate to that effect stating whether or not he is indebted to the Lodge;
 - ii. When a Brother has been but is no longer a member, a certificate stating:
 - Whether he ceased to be a member by resignation; or
 - Whether he was excluded, giving the date and circumstances; and in either event
 - Whether he was at the time indebted to the Lodge; and
 - Whether and at what time such indebtedness was discharged by him.
- b. If the Brother is under suspension, the certificate shall say so, with the date and circumstances.
- c. The certificate shall be dated.
- d. No charge shall be made for any such certificate.

MEETINGS OF LODGES

78. Dates of Meetings

- a. The days for the regular meetings of a Lodge shall be the days specified in the Charter and the By-laws and may be changed from time to time by alteration of the Lodge By-laws.
- b. If any regular meeting day falls on a Public Holiday or the eve thereof, the Master may direct the meeting be held within ten days before or after that day.
- c. A Lodge may in special circumstances be granted a dispensation to hold any regular meeting on a substituted day named in the dispensation.

79. Hour of Meeting

Unless the By-laws otherwise provide, a regular meeting shall be held at such time as the Master directs.

80. Emergency Meetings

- a. An emergency meeting may at any time be called by the Master, or in his absence by the Brother authorised to convene a meeting.
- b. No business shall be transacted at an emergency meeting except the business set out in the Lodge Summons convening the meeting.
- c. Except by dispensation, no Lodge shall hold in any one Masonic year more than three emergency meetings for the purpose of conferring degrees.

81. Lodge of Sorrow

- a. A Lodge of Sorrow or Remembrance as may be appropriate may be called by the Master or in his absence, the Brother authorised to convene a meeting.

- b. A Lodge of Sorrow or Remembrance is not an emergency meeting, and no Lodge business shall be transacted thereat, nor any Masonic ceremonial conducted except the ceremonies of opening and closing and the ceremony of a Lodge of Sorrow or Remembrance. A record of the meeting shall be made in the minute book of the Lodge.

82. Lodge Summons

- a. At least seven days before the date of any regular or emergency meeting, a Summons, setting out the place, date and hour at which the meeting is to be held, and the business to be transacted shall be sent to every member of the Lodge.
- b. At least seven days before the meeting a copy of every Summons shall be sent to the Grand Secretary, its Divisional Grand Master and its District Grand Master.
- c. Accidental omission to send the Summons to any Brother entitled to receive it shall not invalidate the proceedings of the meeting to which the Summons refers.
- d. Where the business to be transacted includes a charge or complaint, or other disciplinary action, neither the Brother's name nor the details of the complaint shall be included.

83. Meeting-place

- a. The meeting-place of a Lodge shall be specified in the Charter and By-laws of the Lodge.
- b. A meeting to constitute a new Lodge may be held at some other place approved by the Grand Master.
- c. In special circumstances a Lodge Charter or By-laws may, with the approval of the Grand Master, specify more than one meeting-place.

84. Temporary Change of Meeting-place

If it is impracticable to hold a meeting or meetings of a Lodge at its meeting-place the Lodge shall apply for a dispensation for a temporary change of meeting-place.

85. Permanent Change of Meeting-place

- a. If a Lodge wishes to make a permanent change of meeting-place it shall do so by amending its By-laws
- b. The amendment must be carried by a majority of at least two thirds of the members present and voting.
- c. If the change of meeting-place means a change of Division and/or District then the prior consent of:-
 - i. The Board of General Purposes, and
 - ii. The Divisional Grand Master/s and District Grand Masters affected by the change shall be obtained.

86. Meeting on Licensed Premises Forbidden

No meeting of any Lodge shall be held in premises licensed for the sale of intoxicating liquors without the prior permission of the Board of General Purposes.

BY-LAWS OF LODGES

87. **Power and Duty to Make By-laws**

- a. Every Lodge shall adopt By-laws for its government consistent with the laws of Grand Lodge.
- b. The By-laws of a newly constituted Lodge shall be enacted within four months of the date of its constitution, or such later date as the Board of General Purposes may allow.

88. **Mode of Enactment**

Unless the By-laws of a Lodge provide for some other method, By-laws may be enacted as follows:

- a. The meeting at which it is proposed to enact or amend a By-law may be either a regular or an emergency meeting.
- b. Notice of the proposal shall be given in the summons for the meeting.
- c. If the proposal is not put to that meeting, the notice shall be included in each subsequent Lodge summons until the proposal is carried, lost or withdrawn.
- d. The proposal may be carried by a majority of the members present and voting.

89. **Approval of By-laws**

- a. No By-law or amendment shall have any effect until approved by the Board of General Purposes.
- b. Immediately after a Lodge enacts or amends a By-law the Secretary shall forward two copies to the Grand Secretary for the approval of the Board of General Purposes, together with a certificate that:
 - i. They are true copies of the By-law; and
 - ii. The By-law was enacted or amended on a stated date; and
 - iii. The By-law was enacted or amended in accordance with the Lodge By-laws, or in accordance with these Rules, as the case may be.
- c. Every By-law, including every amendment to a By-law, approved by the Board of General Purposes shall come into force:-
 - i. On the day following the date of approval by the Board of General Purposes ("the Approval Date"), or
 - ii. Such earlier date than the Approval Date as the Board of General Purposes may determine (but being not earlier than the date of enactment or amendment by the Lodge), or
 - iii. Such later date than the Approval Date as may be fixed by the Lodge when enacting or amending the By-law.

90. **Presentation to the Master**

A copy of the By-laws of the Lodge shall be presented to the Master on his Installation.

EXEMPTION FROM DUES

91. **Exemption of Grand Master**

- a. The Grand Master as a member of every Craft Lodge by virtue of his office is not liable for any dues or levies payable to a Lodge, nor is any Lodge liable to Grand Lodge for fees in respect of his membership.
- b. This Rule does not apply to any Lodge of which he is a member by initiation or joining.

92. **Exemption of Officers**

- a. The By-laws of a Lodge may provide that specified Officers shall be exempt from payment of dues and levies or any part thereof.
- b. The Lodge remains liable to Grand Lodge for payment of fees in respect of those members.

93. **Honorary Members**

- a. If the By-laws of a Lodge provide, and with prior dispensation, the Lodge may elect as an honorary member any member of the Lodge who has rendered eminent service to the Lodge or the Craft.
- b. The Lodge remains liable to Grand Lodge for payment of fees in respect of an honorary member.

94. **Exemption of Members**

- a. If it appears to any Lodge that a Brother is unable to pay his dues the Lodge may exempt him from dues and levies for a period of not more than two years, or grant him remission of part thereof during such period.
- b. Upon expiry of any period of exemption or remission a further period of exemption or remission not exceeding two years may be permitted.
- c. The Lodge remains liable to Grand Lodge for payment of fees in respect of that Brother.

BOOKS, RETURNS AND ACCOUNTS

95. **Minutes**

- a. Every Lodge shall keep a set of minutes which shall record all proceedings of the Lodge.
 - i. The name of every person initiated, passed or raised in the Lodge, or admitted a member, together with:
 - The date of his initiation, passing, raising, or admission;
 - His age, address, occupation, profession, calling or description;
 - In the case of a joining member, the name and number of the Lodge or Lodges of which he is or was a member.
- b. At every regular meeting the minutes of meetings not previously confirmed shall be read, unless an exact copy has been sent to each member of the Lodge with the summons to the meeting, and confirmed.
- c. No member may require the entry in the minutes of a protest against any resolution or proceeding except:
 - i. On the grounds that it is contrary to these Rules, and
 - ii. For the purpose of appealing to a higher Masonic authority.

96. **Attendance Book**

- a. An Attendance Book shall be kept, in which every member shall sign his name before entering the Lodge-room to attend a Lodge meeting.
- b. Every visiting Brother shall sign his name in the Attendance Book, together with his Masonic rank and the number of his Lodge, before entering the Lodge-room to attend a Lodge meeting.

97. **Lodge Register**

Every Lodge shall keep a Register of its members, in the prescribed form.

98. **Returns and Remittances to Grand Lodge**
- a. Immediately after each installation a return in the form determined and supplied by the Grand Secretary shall be completed and sent to him.
 - b. Contributions to any charitable fund of Grand Lodge shall be sent to the Grand Secretary within a reasonable time of receipt by the Lodge.
99. **Lodge Dues**
- a. The Lodge shall, in accordance with its By-laws, fix the dues payable by its members.
 - b. In any financial year all members must pay the same amount of dues unless the By-laws of the Lodge provide for:
 - i. Specified exemptions;
 - ii. A lesser amount to be paid by certain categories of members;
 - iii. In the case of an initiate or a joining member the remission of a monthly pro rata proportion of dues for the period of the financial year prior to the date of initiation or joining.
100. **Lodge Accounts**
- a. All moneys received or paid on account of the Lodge shall be entered in proper books of account.
 - b. Forthwith after the close of the Lodge's financial year annual accounts shall be prepared comprising a balance sheet and a statement of receipts and payments or of income and expenditure.
 - c. "The Annual accounts shall be either reviewed or audited and presented to the Lodge for adoption. If audited the accounts will be presented to the Lodge for adoption with an audit certificate".
 - d. "A copy of the annual accounts of the Lodge, together with a copy of the Audit Certificate if the accounts have been audited, shall be sent to the Grand Secretary within one month of adoption by the Lodge".
101. **Fees Payable by Lodges to Grand Lodge**
- a. Every Craft Lodge except a Lodge of Research shall, for each financial year of Grand Lodge, pay to the Board of General Purposes a capitation fee for each member on its roll on the 30th day of June of the preceding financial year.
 - b. Members who have qualified for and been awarded a 70-year service bar will be exempt from the calculation of Capitation Fee in paragraph a. above.
 - c. That the capitation fee shall be determined at the commencement of the financial year and fixed by the Board of General Purposes (the Board) and shall be payable in such manner and at such place and at such time as the Board shall determine.
 - d. Each year the capitation fee will be increased by the annual Consumer Price Index as determined by the Reserve Bank of New Zealand.
 - e. If in any case the Board of General Purposes seeks to set a fee for a financial year which may exceed the fee calculated as per paragraph d above, that fee shall be determined at Divisional Conferences for that financial year.
 - f. If any member belongs to more than one Craft Lodge, he may nominate the Lodge by which the capitation fee in respect of himself shall be paid and may from time to time change that nomination. Any nomination must be notified to the Grand Secretary not later than the 30th day of April in each year and shall take effect on the 1st day of July following notification. Until the initial nomination has been notified as aforesaid, each Lodge of which he is a member shall pay the capitation fee.
 - g. The Board of General Purposes shall from time to time set other fees payable to Grand Lodge and schedule the same in this Rule.
 - h. All fees are exclusive of GST and are payable to Grand Lodge on demand.

Fees Payable by Lodges to Grand Lodge

(i)	Lodge Related Fees	
1	For a Charter of a New Lodge	As fixed by the Board of General Purposes
2	For a Charter of Confirmation	\$168.75
3	For the Alteration of a name of a Lodge	\$112.50
4	For a Charter granted to a Lodge of another Constitution joining Grand Lodge	\$112.50
5	For a Warrant authorising a Lodge to Strike a Centenary Jewel	\$67.50
(ii)	By-law Fees	
6	For perusing and certifying a complete set of By-laws	\$56.25
(iii)	Capitation Fees	As set by Rule 101
7	New Zealand domiciled Lodges	As set at Triennial Communication (Rule 101)
	Overseas domiciled Lodges	\$12.00 (No GST)

102. Divisional Levy

- a. A Divisional Grand Master may levy the Lodges within his Division an annual sum to assist with the administration of his Division on such basis and of such amount as shall be approved by a majority of brethren in attendance at a Divisional Conference.
- b. Members who have qualified for and been awarded a 70-year service bar will be exempt from the calculation of any Divisional Levy determined in accordance with paragraph a. above.

TRUSTEES OF CRAFT LODGES

103. Trustees of a Craft Lodge

Every Craft Lodge shall:

- a. Adopt the Grand Lodge of Freemasons of New Zealand Trustees Act 1903 ("the Act") and its amendments,
- b. From time to time elect members of the Lodge to be Trustees under the Act, and
- c. Notify the Grand Secretary annually of the names of the Trustees and of any changes therein.

CESSATION OF MEMBERSHIP

104. Resignation

- a. A member of a Lodge may at any time resign his membership by:
 - i. Personally announcing his resignation in open Lodge; or
 - ii. Notice in writing signed by him and delivered to the Master or Secretary.

- b. Unless previously withdrawn in writing a resignation given in writing shall be read in open Lodge at the next regular meeting after it has been received by the Master or Secretary.
- c. Every resignation shall be recorded in the minutes of the meeting at which it is announced or read and unless a later date is specified shall take effect immediately.
- d. No acceptance of a resignation is necessary. If a majority of the members present at the meeting at which it is communicated resolve to ask the Brother to withdraw it, it shall be cancelled if he does so before the next regular meeting. The fact of such withdrawal shall be recorded in the minutes.

105. Resignation with Dues Unpaid

- a. If any member of a Lodge resigns leaving dues unpaid, the Secretary shall send to the Grand Secretary a notice stating the name of the Brother and particulars of dues owing by him.
- b. The Grand Secretary shall immediately notify the resignation, and the amount of dues so owing, to every other Lodge of which according to the records of Grand Lodge that Brother is a member.
- c. On receipt by any Lodge of a notification from the Grand Secretary under this Rule the member in question shall be deemed to be suspended from membership of that Lodge until the dues are paid.
- d. Such suspension shall be a sufficient cause for striking off the member at any time during the continuance of the suspension, subject to compliance with these Rules.

106. Resignation of Member not in Good Masonic Repute

- a. If a member resigns from a Lodge, whether or not his dues are paid, and grounds exist for thinking that at or before the time of resignation he may have been guilty of a Masonic offence or irregularity, the Lodge shall notify the Grand Secretary.
- b. The Grand Secretary shall advise the notification to every other Lodge of which the Brother appears to be a member. Any such Lodge may then make such enquiries and take such action as it thinks fit.

107. Repealed

108. Striking Off or Suspension for Non-payment of Dues

If any member of a Lodge has not paid his dues at the expiration of a minimum period of six months after the date on which the dues are payable under the Lodge By-laws the Lodge may strike off or suspend that member either pursuant to the Lodge By-laws or by one of the following procedures:

- a. The Lodge shall send to the member Notice in accordance with Rule 19c. in the prescribed form requiring that member, within a period of not less than three months –
 - i. To pay the amount due, or
 - ii. To arrange for a sufficient explanation to be given to the Lodge to show cause for the arrears and why he should not be struck off or suspended.
 If within the said period all arrears are not paid, or a sufficient explanation not given, the Lodge may, by not less than a two-thirds majority of the members present and voting, resolve that he be struck off or suspended.

- b. The Lodge may resolve, by not less than a two-thirds majority of the members present and voting, that there be served on the member notice in accordance with Rule 19(c) in the prescribed form requiring all arrears to be paid within a period of not less than three months and advising him that if the arrears are not so paid then he shall automatically cease to be a member of the Lodge.

109. Notice of Striking Off or Suspension

- a. If the Lodge resolves to strike off or suspend a member, a copy of the resolution stating the date on which it was passed shall be sent to the member. A copy of the resolution stating the date on which it was passed, and accompanied by adequate evidence of service of the notice on the member, shall be sent to the Grand Secretary and its Divisional and District Grand Masters within seven days of the passing of the resolution.
- b. If the Lodge resolves to serve on the member notice in accordance with Rule 19(c) requiring all arrears to be paid or he shall automatically be struck off, then within seven days the Lodge shall send to the member, the Grand Secretary and its Divisional and District Grand Masters a certificate in the prescribed form together with adequate evidence of service of the notice sent to the member.

110. Effect of Striking Off or Suspension

- a. A Brother who has been struck off shall, subject to the provisions of sub-clauses c. and g. of this Rule, be deprived of all Masonic rights and privileges.
- b. A Brother who has been suspended for non-payment of dues shall not be permitted to attend any meeting of any Craft Lodge during the period of his suspension.
- c. A Brother may appeal against his striking off or suspension under Rule 108 within one month of the notification of his striking off or suspension being delivered to him.
- d. When a Lodge advises the Grand Secretary that a member has been struck off he shall advise every Lodge of which, according to the records of Grand Lodge that Brother is a member, and on receipt of such advice the member concerned shall be deemed to be struck off the membership of that Lodge.
- e. When a Lodge advises the Grand Secretary that a member has been suspended under Rule 108 he shall advise details of the suspension to every Lodge of which, according to the records of Grand Lodge, that Brother is a member.
- f. The Grand Secretary shall advise the Board of General Purposes of such striking off or suspension.
- g. The Grand Secretary shall take no action under this Rule until the time for appeal has expired and any appeal has been disposed of.

111. Reinstatement

- a. A Brother who has:
 - i. Resigned from a Lodge with dues unpaid, or
 - ii. Been struck off the membership of a Lodge for non-payment of dues or any other reason, can only become a member again by regular proposition and ballot as a joining member.
- b. Before the Brother is proposed as a joining member, he must have paid all dues outstanding at the time of his resigning or being struck off, provided that any Lodge to which he owes dues may by resolution discharge him from paying the whole or any part thereof.

- c. Notice in writing of re-joining, and compliance with this Rule shall be sent to the Grand Secretary, who shall forthwith advise every Lodge to which advice of the resignation or striking off was given.
- d. Any joining fee shall be paid to Grand Lodge for a Brother re-joining under this Rule.

LODGES OF INSTRUCTION

112. Lodges of Instruction

- a. A Lodge of Instruction shall be held only under the sanction of a Craft Lodge which shall be responsible for ensuring its proceedings are in accordance with the Laws of Grand Lodge.
- b. No person who is not a Master Mason and a member of a Craft Lodge or a regular Lodge holding a Charter under some recognised Grand Lodge, shall become a member of a Lodge of Instruction or be permitted to be present at any of its meetings.
- c. No business shall be transacted in a Lodge of Instruction except the rehearsal and practice of the ceremonial work of the Craft and matters incidental thereto, and no ceremonial work for which a form of ritual has been prescribed or approved by Grand Lodge shall be rehearsed or practised according to any other form.
- d. The Craft Lodge which sanctions the holding of a Lodge of Instruction shall from time to time appoint a member in good standing as the preceptor who shall have custody of the instrument of sanction and shall be responsible to the sanctioning Lodge for the regularity of the proceedings of the Lodge of Instruction.
- e. Every Lodge of Instruction shall keep minutes of every meeting in a proper book in which shall also be recorded the names of the members and other Brethren present with the names of the Lodges to which they belong.
- f. The Craft Lodge may from time to time make, amend, revoke and add to such rules as it thinks necessary for the management of the affairs of the Lodge of Instruction but so that its rules are not inconsistent with these Rules and the Antient Landmarks.
- g. Nothing in this Rule shall affect the right of the members of a Craft Lodge to assemble either for the rehearsal and practice of ceremonial work according to the form of ritual approved for use in the Lodge, or for the discussion of matters of Masonic interest.

LODGES OF RESEARCH

113. Constitution of Lodges of Research

The Grand Master may on petition in the prescribed form constitute a Lodge of Research.

114. Objects and Powers

- a. The objects of a Lodge of Research shall be the historical and comparative study and illustration of the origins, development, and modern trends and activities of Freemasonry, its organisation, ritual and teachings, and the dissemination of Masonic knowledge amongst the members of the Lodge and other Brethren.
- b. A Lodge of Research shall not initiate any candidate into Freemasonry, but may confer the Second or the Third Degree at the request of any other Craft Lodge.
- c. No Brother shall become or remain a member of a Lodge of Research unless he is a Master Mason and a member of a Craft Lodge or a Lodge holding a Charter under a recognised Grand Lodge, other than another Lodge of Research.
- d. Any Master Mason who is a member of a Research Lodge shall be eligible to hold any office in the Lodge, save the offices of Master, Senior Warden and Junior Warden.

MISCELLANEOUS

115. Visiting Brethren

- a. No visitor shall be admitted into a Lodge unless he is vouched for by one of the Brethren present, or until after due examination and satisfactory proof that he is qualified to be admitted.
- b. The Master may refuse admission to any visitor whose presence he has reason to believe would disturb the harmony of the Lodge.
- c. The Master may refuse admission to any visitor, or require visitors to retire, if business is to be brought forward which, in his opinion, it is undesirable to discuss in the presence of visitors.
- d. No Brother who has ceased to be a member of a Lodge shall be permitted to visit any one Lodge more than three times until he again becomes a member of a Lodge.

116. Disturbing Harmony

- a. Any Brother disturbing the harmony of the Lodge shall be formally admonished by the Master.
- b. Where any Brother persistently offends, the Lodge may resolve that he be subject to any one or more of the following:
 - i. A requirement to withdraw for the remainder of a meeting;
 - ii. A complaint to its Divisional Grand Master;
 - iii. Censure;
 - iv. Fine.

117. Dissolution of Lodge

- a. Where the members of a Craft Lodge consider for any reason that the Lodge ought to be dissolved, then the provisions of this Rule shall apply.
- b. The Master or his nominee shall, before any formal resolution is passed in the Lodge, make contact with his District Grand Master who shall participate in the discussion and consideration affecting such dissolution. The District Grand Master shall report the result thereof to the Divisional Grand Master.
- c. If the Divisional Grand Master is satisfied that the proposals for the dissolution of the Lodge (which shall include a Scheme of Distribution of the Lodge's property) are reasonable having regard to all the circumstances, he may authorise the Lodge to complete the dissolution process.
- d. Completion of the dissolution process shall be undertaken as follows:
 - i. The proposal for the dissolution of the Lodge (which must include the Scheme of Distribution for disposal of the Lodge's property) must be sent out with the names of the proposer and seconder in a Summons dispatched to the members of the Lodge not less than 14 days before the date of the meeting at which the proposal is to be considered.
 - ii. The motion must be carried by not less than two thirds of the members present and voting.
 - iii. On the passing of a resolution to dissolve the Lodge, the Master shall forthwith forward to the Divisional Grand Master the Lodge Charter, books, papers and other records. Disposal of the remainder of the Lodge's property must be implemented in accordance with the Scheme of Distribution approved by the Divisional Grand Master.
 - iv. Any funds, property or other assets of the Lodge not disposed of in accordance with the resolution, and not subject to any specific Trust, shall be transferred to

the Grand Secretary to be applied to such charitable purposes and in such manner as the Board of General Purposes shall decide.

- e. No disposal of any assets of the Lodge shall be made whereby the members of the Lodge or any of them shall benefit directly or indirectly from such disposal PROVIDED THAT a disposal of assets to another Craft Lodge or other Craft Lodges, or to a Company, Trust or other legal entity which is or are effectively controlled by a Craft Lodge or Craft Lodges shall be deemed not to contravene this paragraph.
- f. If a Lodge's assets include any estate or interest in land or the proceeds of sale thereof (such estate, interest or proceeds being collectively referred to as "landed interests"), the Scheme of Distribution shall include any or all of the following provisions:-
 - i. Subject to the subsequent provisions of this paragraph f. the landed interests shall be transferred to the Trustees of Grand Lodge to form part of the Masonic Building Fund.
 - ii. If members of the Lodge are or will become members of another Craft Lodge or other Craft Lodges, and the landed interests or part thereof are needed for Masonic buildings in which that other Craft Lodge has or will have or those other Craft Lodges have or will have an interest, whether as owner or lessee, or if that other Craft Lodge or those other Craft Lodges are part of a Trust, Company or other legal entity which has or will have an interest in a Masonic Building whether as owner or lessee, then the Scheme of Distribution may provide for the transfer of that landed interest or part thereof to that other Craft Lodge, those other Craft Lodges, Trust, Company or other legal entity (as the case may be), but on condition that the landed interest so transferred shall be held on trust by the Craft Lodge, Craft Lodges, Trust, Company or other legal entity (as the case may be) so that when the landed interest is no longer required for Masonic buildings it will be transferred to the Trustees of Grand Lodge to form part of the Masonic Building Fund. It will be a further condition of the transfer of a landed interest to a Trust, Company or other legal entity in terms of this paragraph that the Trust, Company or other legal entity:-
 - I. Must be and must remain effectively controlled by a Craft Lodge or Craft Lodges, and
 - II. Must enter into a binding covenant with the Trustees of Grand Lodge on terms acceptable to the Trustees of Grand Lodge, for the purpose of ensuring that the landed interest will ultimately be transferred to the Trustees of Grand Lodge to form part of the Masonic Building Fund, as is required by the preceding provisions of this paragraph.
- g. For the purposes of paragraph f. of this Rule 117 "land" includes all buildings and improvements thereon.
- h. At the time the Lodge forwards its Charter to its Divisional Grand Master, it shall forward a final report to the Grand Secretary outlining the steps the Lodge has taken to ensure:
 - i. Its members retain their membership of the Craft; and
 - ii. The future needs of widows and needy persons under the care and supervision of the Lodge are adequately provided for.
- i. Paragraph f. of this Rule shall apply notwithstanding any other provision in the Book of Constitution or any provision in the Lodge's By-laws to the contrary.
- j. Notwithstanding the terms of any resolution passed by a Lodge, the Lodge shall not be deemed to be dissolved unless and until it has complied fully with the requirements of this Rule.

118. Dissolution of Lodge of less than Seven Members

If at any time the number of members of a Lodge falls below seven:

- a. The Lodge shall be deemed to be dissolved.
- b. The District Grand Master shall enter into informal negotiations with Brethren who were members of the Lodge immediately prior to dissolution for the purpose of:
 - i. Retrieving the Lodge's Charter, books, papers and other records, which shall be passed on to the Divisional Grand Master.
 - ii. Formulating a Scheme of Distribution for disposal of the Lodge's remaining assets, to be submitted to the Divisional Grand Master for approval.
- c. The Divisional Grand Master shall have full authority regarding disposition of the Lodge's assets and winding up its affairs generally, save that any landed interests (as defined in Rule 117f.) shall be transferred to the Trustees of Grand Lodge to form part of the Masonic Building Fund.
- d. That part of paragraph c. of this Rule relating to landed interests shall apply notwithstanding any other provision in the Book of Constitution or any provision in the Lodge's By-laws to the contrary.

119. Disposal of Land

- a. The purpose for which Landed Interests are held by a Craft Lodge or legal entity controlled by a Craft Lodge is to provide the Craft Lodge with a Lodge building and/or income to support a Lodge building or Lodge accommodation.
- b. If such land interest is sold, transferred, gifted, or otherwise disposed of all monies arising, therefore, shall be held by that Craft Lodge as the Lodge Building Fund.
- c. The principal sum of the Lodge Building Fund monies may be only invested or used to purchase a Lodge building.
- d. Any income from the investments of the Lodge Building Fund controlled by a Craft Lodge may be used by the Craft Lodge.
- e. Under no circumstances can the Landed Interests or a part thereof, be gifted to any other organisation or charity without the permission of the Board of General Purposes.
- f. Where any Landed Interest or part thereof is to be transferred to any Trust, Company, or other legal entity effectively controlled by a Craft Lodge or Lodges then such Trust, Company or other legal entity shall as a pre-requisite to such Land Interest being transferred the Legal Entity and Trustees shall enter into a binding covenant with the Trustees of Grand Lodge in terms and in a form satisfactory to them providing that if that Land Interest shall be disposed of in any manner then either the Land Interest or all the monies arising therefrom shall be returned to the Lodge.
- g. Landed Interests shall have the meaning given to it under Rule 117 (f) and include all buildings and improvements situated thereon.
- h. Rules 117 and 118 shall include within the definition of "Landed Interests" the Building Fund upon the dissolution of a Lodge.

PART III - GRAND LODGE

COMPOSITION AND ROLL OF GRAND LODGE

120. Membership of Grand Lodge

Every Brother of and above the rank of Master Mason shall be a member of Grand Lodge.

121. Roll of Grand Lodge

- a. The Grand Secretary shall maintain a Roll of the members of Grand Lodge.
- b. There shall be entered on the Roll the name of every Brother who:
 - i. Has been regularly initiated, passed and raised by a Craft Lodge or a Lodge holding a Charter under a recognised Grand Lodge; and
 - ii. Is a member of a Craft Lodge.
- c. If any brother ceases to be a member of a Craft Lodge his name shall be removed from the Roll.

OFFICERS OF GRAND LODGE

122. Officers of Grand Lodge

The Officers of Grand Lodge consist of the following:

The Grand Master

The Pro Grand Master (if one is appointed)

The Deputy Grand Master

The President of the Board of General Purposes

Divisional Grand Masters

The Senior Grand Warden

The Junior Grand Warden

Grand Chaplains

The Grand Registrar

The Grand Treasurer

The Grand Almoner

The Grand Superintendent of Works

The Grand Secretary

District Grand Masters

Grand Lecturers

Grand Directors of Ceremonies

Divisional Grand Almoners

The Senior Grand Deacon

The Junior Grand Deacon

District Grand Directors of Ceremonies

The Grand Bible Bearer

The Grand Sword Bearer

The Grand Standard Bearer

The Grand Organist

The Grand Inner Guard

Grand Stewards

The Grand Tyler

123. Precedence of Members of Grand Lodge

- a. The members of Grand Lodge rank in the following order:
 - i. Grand Master
 - ii. Pro Grand Master
 - iii. Past Grand Masters
 - iv. Past Pro Grand Masters
 - v. Deputy Grand Master
 - vi. Past Deputy Grand Masters
 - vii. President of the Board of General Purposes
 - viii. Past Presidents of the Board of General Purposes
 - ix. Divisional Grand Masters
 - x. Past Provincial Grand Masters and Past Divisional Grand Masters
 - xi. Grand Wardens
 - xii. Past Grand Wardens
 - xiii. Past Superintendents of the Freemasons Charity
 - xiv. Grand Chaplains
 - xv. Past Grand Chaplains
 - xvi. Grand Registrar
 - xvii. Past Grand Registrars
 - xviii. Grand Treasurer
 - xix. Past Grand Treasurers
 - xx. The Grand Almoner
 - xxi. Past Grand Almoners
 - xxii. Grand Superintendent of Works
 - xxiii. Past Grand Superintendents of Works
 - xxiv. Grand Secretary
 - xxv. Past Grand Secretaries
 - xxvi. Deleted
 - xxvii. Past Grand Superintendents of Ceremonies
 - xxviii. District Grand Masters
 - xxix. Past Assistant Provincial Grand Masters and Past District Grand Masters
 - xxx. Grand Lecturers
 - xxxi. Past Grand Lecturers
 - xxxii. Grand Directors of Ceremonies
 - xxxiii. Past Grand Directors of Ceremonies
 - xxxiv. Divisional Grand Almoners
 - xxxv. Past Grand Almoners and Past Divisional Grand Almoners
 - xxxvi. Grand Deacons
 - xxxvii. Past Grand Deacons
 - xxxviii. District Grand Directors of Ceremonies
 - xxxix. Past Assistant Grand Directors of Ceremonies and Past District Grand Directors of Ceremonies
 - xl. Grand Bible Bearer
 - xli. Past Grand Bible Bearers
 - xlii. Grand Sword Bearer
 - xliii. Past Grand Sword Bearers
 - xliv. Grand Standard Bearer
 - xlv. Past Grand Standard Bearers
 - xlvi. Grand Organist
 - xlvii. Past Grand Organists

- xlvi. Grand Inner Guard
- xlvii. Past Grand Inner Guards/Past Grand Pursuivants
 - I. Grand Stewards
 - li. Past Grand Stewards
 - 1ii. Grand Tyler
 - liii. Past Grand Tylers
 - liv. Past Provincial Grand Officers enrolled as members of Grand Lodge in the same relative order among themselves as Grand Officers and Past Grand Officers of similar rank
 - lv. The Master, enrolled Past Masters, and Wardens of every Craft Lodge
 - lvi. Master Masons
- b. Past Grand Officers take precedence according to seniority by date of their first assumption of their office.
- c. Brethren upon whom Honorary Past Grand Rank is conferred at a Communication of Grand Lodge take precedence next after Brethren who at that Communication relinquish active office of the same rank.
- d. Unless the rank conferred is expressly declared to be that of Past Senior Grand Warden or Past Senior Grand Deacon the honorary rank of Past Grand Warden or Past Grand Deacon conferred shall be deemed to be that of Past Junior Grand Warden or Past Junior Grand Deacon respectively.

124. Style and Address of Brethren

- a. The Grand Master, The Pro Grand Master, Past Grand Masters, and Past Pro Grand Masters are entitled to the style of "Most Worshipful", and are accorded on formal occasions the address of "Most Worshipful Brother".
- b. Present and Past Deputy Grand Masters, Presidents of the Board of General Purposes, Divisional Grand Masters, Grand Wardens, and Past Presidents of the Board of Benevolence and Past Provincial Grand Masters are entitled to the style of "Right Worshipful", and are accorded on formal occasions the address of "Right Worshipful Brother".
- c. Present and Past Grand Chaplains, Grand Registrars, Grand Treasurers, Grand Almoners Grand Superintendents of Works, Grand Secretaries, Grand Superintendents of Ceremonies, District Grand Masters, Grand Lecturers, Grand Directors of Ceremonies, Divisional Grand Almoners and Past Grand Almoners and Past Assistant Provincial Grand Masters are entitled to the style of "Very Worshipful", and are accorded on formal occasions the address of "Very Worshipful Brother".
- d. Other present and past Grand Officers and Masters of Lodges are entitled to the style of "Worshipful", and they and all Past Masters are accorded on formal occasions the address of "Worshipful Brother".
- e. All other Brethren of the Craft are accorded the address of "Brother".

APPOINTMENTS AND ELECTIONS

125. Offices to be filled by the Grand Master

- a. The following Officers shall be appointed by the Grand Master:
 - Deputy Grand Master;
 - President of the Board of General Purposes
 - Divisional Grand Masters
 - Grand Wardens;
 - Grand Chaplains;

Executive Officers;
Grand Lecturers;
Divisional Grand Almoners

- b. The following Officer shall be appointed by the Grand Master as a vacancy occurs:
Grand Secretary
- c. The following Officer may be appointed by the Grand Master in accordance with the provisions of these Rules:
Pro Grand Master.
- d. The following Officers shall be appointed by each District Grand Master elect subject to the approval of the appointment by their Divisional Grand Master:
The District Grand Director of Ceremonies
The Grand Stewards

126. Offices to be Filled by Election

- a. The following Officers are elective:-
The Grand Master
The District Grand Masters
The Grand Directors of Ceremonies
The Senior Grand Deacon
The Junior Grand Deacon
The Grand Bible Bearer
The Grand Sword Bearer
The Grand Standard Bearer
The Grand Organist
The Grand Inner Guard
The Grand Tyler
- b. The Office of Grand Master is elective in terms of Rule 156.
- c. The Office of District Grand Master is elective in terms of Rules 158 and 159.
- d. All elective offices other than the Grand Master and the District Grand Masters are elective in terms of Rules 160-164 inclusive.

127. Eligibility for Office

- a. Except for the Offices of Grand Master, Grand Chaplain, Grand Registrar, Grand Treasurer, Grand Superintendent of Works, Grand Secretary and Grand Organist, no Brother shall be eligible to be nominated for or to be appointed or elected to any office in Grand Lodge unless he is a Past Master and he is enrolled on the Roll of Grand Lodge.
- b. No Brother shall be eligible to be appointed or elected to the Office of Grand Chaplain, Grand Registrar, Grand Treasurer, Grand Superintendent of Works, Grand Secretary or Grand Organist unless he is a Master Mason.

128. Pluralities Forbidden

No Brother shall at one and the same time hold more than one office in Grand Lodge nor offer himself for election for more than one office in Grand Lodge at the one time.

129. Maximum Term of Office

- a. President of the Board of General Purposes and Executive Officers may hold their respective offices for a maximum term of six consecutive years and are not eligible for immediate re-appointment.

- b. A Divisional Grand Master may hold his office for a maximum term of three consecutive years and is not eligible for immediate re-appointment with the exception that any Divisional Grand Master appointed in November 2015 may hold his office for a maximum term of four consecutive years.
- c. A Grand Secretary's maximum term of office may be prescribed in terms of Rule 137.
- d. In respect of all officers of Grand Lodge not referred to in the preceding paragraphs of this Rule, no Brother shall hold office for more than three years consecutively, but shall be eligible for immediate re-appointment or election.
- e. For the purposes of this Rule, where a period of more than three years elapses between a Communication and the next following Communication, and a Brother's term of office expires three years from the former Communication, his term of office will be deemed to expire on the date of the next following Communication.

130. Time of Assumption of Office

- a. The President of the Board of General Purposes, the Divisional Grand Masters and the Executive Officers shall each be appointed for a term of either one, two or three years to the next Grand Installation (whichever is applicable) and at the conclusion of that appointment may be reappointed for a further term or terms up to the maximum term permitted. They shall be deemed to assume office at the time of investiture of Officers at Grand Installation, or from the date of their appointment in the years between Communications, whether invested or not, and to vacate the office at the time when their successor is deemed to assume it, or if no immediate successor is appointed, then at the time when an immediate successor would be deemed to assume it.
- b. The Grand Secretary shall assume office when appointed in terms of Rule 125 b. and Rule 137.
- c. Each of the Grand Lodge Officers not referred to in paragraphs a. and b. of this Rule shall be appointed or elected (as the case may be) triennially and shall be deemed to assume office at the time of investiture at Grand Installation during Communication, whether then invested or not, and to vacate the office at the time when his successor is deemed to assume it, or if no immediate successor is appointed or elected, then at the time when an immediate successor would be deemed to assume it.

131. Patents of Office

- a. Every Brother appointed or elected to office in Grand Lodge shall, when the Grand Master is satisfied that he has been invested, be entitled to receive a Certificate or Patent of Office in the prescribed form.
- b. Every Brother appointed or elected to Honorary Past Grand Rank is entitled to receive the certificate prescribed by the Board of General Purposes.

132. Death or Resignation of Grand Master

- a. If the Grand Master dies or resigns during his term of office the Pro Grand Master, if there is one, shall act as Grand Master until a new Grand Master is elected and installed at Communication.
- b. If there is no Pro Grand Master, the Deputy Grand Master shall act as Grand Master, and in his absence the Immediate Past Grand Master, and if the Immediate Past Grand Master declines or is unable so to act, then the Senior Past Grand Master who is able and willing to act.

133. Vacancies in Other Offices

If a vacancy occurs in any office of Grand Lodge other than those of Grand Master and Grand Secretary, whether by death, resignation or any other cause, the Grand Master may appoint some qualified and eligible Brother to fill the vacant office until the next Communication.

134. Acting Grand Officers

- a. If the Grand Secretary or any Executive Officer is temporarily unable to carry out the duties of his office the Grand Master may appoint a suitably qualified Brother to act in his place.
- b. The Brother so appointed shall have all the powers and authority of the officer he has temporarily replaced and shall continue to act until that officer is able to resume his duties.

135. Suspension from Office

The Grand Master may at any time suspend a Grand Officer and on so doing shall report such suspension to the Board of General Purposes with his reasons for so doing. The Board, after hearing the Grand Master and the suspended Officer may:

- a. Confirm or revoke the suspension on such conditions as it thinks fit;
- b. Refer the matter to a Trial Commission;
- c. Make such recommendation to Grand Lodge as it deems appropriate.

136. Office of Pro Grand Master

- a. The Governor-General upon nomination and confirmation to the office of Grand Master, may appoint a qualified and eligible Brother as Pro Grand Master.
- b. The Pro Grand Master when appointed and installed shall be competent to exercise all the powers of a Grand Master that may be delegated to him by the Grand Master.
- c. A Committee comprising the Past Grand Masters may assist in the selection of the Pro Grand Master.

137. Mode of Appointment of Grand Secretary

The Grand Master shall on the recommendation of the Board of General Purposes appoint a Grand Secretary on such terms and conditions as may be agreed.

DIVISIONS AND DISTRICTS

138. Head of Division

- a. Each Division (subject to the general superintendence and authority of Grand Lodge and the provisions of these Rules) shall be under the control of a Divisional Grand Master who shall be accountable to the Grand Master and the Board of General Purposes.
- b. Prior to the expiry of the term of office of a Divisional Grand Master, one nomination shall be called for from each District in the Division for the office of Divisional Grand Master and such nominations shall be forwarded to the Grand Master for his consideration in making the appointment.

139. Divisional Conferences

- a. At least once between Grand Installations and at an interval not exceeding 18 months from the preceding Grand Installation a Divisional Grand Master shall by notice in writing, summon a Divisional Conference of the Lodges under his jurisdiction at such time and place as he shall determine.
- b. **Repealed**

- c. **Repealed**
- d. **Repealed**
- e. At any such Divisional Conference each Lodge shall have one vote which may be exercised by the Lodge Representative.
- f. Any Lodge may appoint a Brother to represent it at a Divisional Conference, subject to the following conditions:
 - i. He must be a member of Grand Lodge; and
 - ii. He must be appointed by or pursuant to a resolution of the Lodge; provided that a resolution shall not be invalid only because it delegates conditionally or absolutely to the Master or another member of the Lodge power to select a qualified Brother to be a Lodge Representative; and
 - iii. A Commission in the Prescribed form evidencing his appointment must be delivered to the Divisional Grand Master at least one month before the commencement of the Divisional Conference; and
 - iv. The appointment of a Lodge Representative may be open or may direct the Representative how to exercise the Lodge's vote; and
 - v. A Brother may represent more than one Lodge; and
 - vi. No appointment shall be valid or operative unless all Lodge Returns, Fees and other monies owing by the Lodge to Grand Lodge as at the 31st day of December of the immediately preceding year and Divisional levies owing by the Lodge as at that date are filed or paid at least one month before the commencement of the Divisional Conference.
- g. Prior to the opening of the Divisional Conference every Lodge Representative shall on application to the Divisional Grand Master receive voting authority and ballot papers. Ballot papers will not be available for issue while the Divisional Conference is in session, and no charge shall be made for any ballot papers.
- h. All members of Grand Lodge in a Division together with any member of the Board of General Purposes or Executive Officer shall be entitled to attend a Divisional Conference and speak in relation to any matter on the agenda or raised during that conference.

140. **Business at Divisional Conferences**

The business to be transacted at such meeting shall be any other business properly brought forward by the Divisional Grand Master or any Lodge or District in the Division.

141. **Deleted 2016 Communication**

142. **Deleted 2016 Communication**

143. **Deleted 2016 Communication**

144. **Districts**

- a. Each District (subject to the general superintendence of Grand Lodge and the provisions of these Rules) shall, subject to the authority of the Divisional Grand Master, be under the control of a District Grand Master who shall be accountable to the Divisional Grand Master.
- b. In any District where the geographical location of a lodge or lodges causes isolation or causes an undue burden on the District Grand Master elected for that district the

Grand Master may in consultation with the Divisional Grand Master appoint an Assistant District Grand Master who shall have all the powers of the District Grand Master within the area assigned to him.

145. Ineligibility for Office in Craft Lodge

No Divisional or District Grand Master shall be eligible for office in any Craft Lodge except by dispensation from the Grand Master.

146. Selection and Appointment of District Officers

- a. In each Communication year each Lodge in a District may nominate candidates for the offices of District Grand Director of Ceremonies and Grand Stewards for the ensuing three years.
- b. Nominations for office shall be made in the prescribed form by any Lodge by resolution of the Lodge and forwarded to the Grand Secretary.
- c. A nomination must be countersigned by the Brother nominated.
- d. All nominations shall be received by the Grand Secretary not later than the 1st July. The Grand Secretary shall cause those nominations to be delivered to the Divisional Grand Masters by 10 July.
- e. The District Grand Master elects' appointments together with the Divisional Grand Masters approval of those appointments are to be received by the Grand Secretary no later than the 31st July.

DISPENSING POWERS OF DIVISIONAL AND DISTRICT GRAND MASTERS

147. Dispensing Powers of Divisional Grand Masters

- a. A Divisional Grand Master may exercise within his Division the power of the Grand Master to grant the following dispensations:
 - i. Abridging the times relating to the initiation of a candidate, pursuant to Rule 57(b);
 - ii. Authorising a Lodge to hold meetings at a place other than the place named in the Charter or By-laws, pursuant to Rule 84;
 - iii. Authorising a Lodge to hold a regular meeting on a day other than the day fixed by its By-laws, pursuant to Rule 78(c);
 - iv. Authorising Brethren to be in Masonic regalia in public pursuant to Rule 184;
 - v. Authorising the conferring of a degree after less than the regular interval, pursuant to Rule 61;
 - vi. Authorising a Lodge to hold in any one Masonic year more than three emergency meetings for conferring degrees, pursuant to Rule 80(c);
 - vii. Authorising a Lodge to elect a member as an honorary member, pursuant to Rule 93(a);
- b. A Divisional Grand Master shall forthwith report the granting of all dispensations to the Grand Secretary.
- c. Except as provided by this Rule, the powers of the Grand Master to grant dispensations are not exercisable by a Divisional Grand Master.

148. Dispensing Powers of a District Grand Master

- a. A District Grand Master may, in respect of any Lodges over which he has authority, exercise the power of the Grand Master and Divisional Grand Master to grant the following dispensations:
 - i. Abridging the times relating to the initiation of a candidate, pursuant to Rule 57(b);
 - ii. Authorising a temporary change of meeting place, pursuant to Rule 84;
 - iii. Authorising a Lodge to hold a meeting on a day other than the regular meeting day, pursuant to Rule 78(c);
 - iv. Authorising the conferring of a degree after less than the regular interval, pursuant to Rule 61.
- b. A District Grand Master shall forthwith report the granting of all dispensations to the Divisional Grand Master.

FUNCTIONS AND DUTIES OF GRAND OFFICERS

149. Function and Duties of Grand Officers

The functions, duties, powers and responsibilities of Grand Officers shall from time to time be determined by the Board of General Purposes.

DIVISIONAL APPOINTEES TO THE BOARD OF GENERAL PURPOSES

150. Appointment of Divisional Appointees

- a. The Grand Master shall appoint three Appointees to the Board of General Purposes, being one from each Division
- b. The Appointees shall be appointed annually and may hold office for a maximum term of six (6) consecutive years and shall not be eligible for immediate reappointment.
- c. The Appointees shall be selected having regard to their Masonic knowledge, business, managerial and leadership skills.
- d. No brother shall be eligible to be appointed a Divisional Appointee unless he is a Master Mason.

151. Functions and Duties of Divisional Appointees

The functions, duties, powers and responsibilities of Divisional Appointees shall from time to time be determined by the Board of General Purposes.

152. Repealed

153. Repealed

154. Repealed

155. Repealed

SELECTION OF ELECTIVE GRAND OFFICERS

156. Selection and Confirmation of Grand Master

- a. Each District may nominate a candidate for the office of Grand Master for the ensuing three years. Such nomination shall be lodged with the Grand Secretary not later than the 1st May in the year of Communication.
- b. A Committee comprising the Grand Master and all Past Grand Masters shall meet for the purpose of recommending to the Board of General Purposes a Brother for the office of Grand Master.
- c. The Board of General Purposes shall either accept such recommendation or request it be reconsidered. The nominee accepted by the Board of General Purposes shall become the sole nominee for the office of Grand Master.
- d.
 - i. The Nominee once accepted by the Board shall be submitted to a postal ballot of Lodges for confirmation.
 - ii. The ballot by the Lodges shall be completed three months before the date of Communication.
 - iii. A profile of the Nominee is to be submitted to and included with ballot papers to be forwarded to each Lodge.
- e. If the Nominee is not confirmed as the new Grand Master then the retiring Grand Master shall remain in office until a successor has been nominated and confirmed in accordance with this Rule. In such event the Board of General Purposes shall fix special dates for lodging of nominations
- f. A Grand Master shall hold office until the next Communication.

157. Repealed

158. Election of District Grand Masters

The District Grand Master shall be elected by a postal ballot of the Lodges in that District.

159. Method of Election

- a. The District Grand Masters shall be elected by the Lodges of the District in accordance with procedures laid down from time to time by the Board of General Purposes.
- b. Each Lodge in a District may nominate a candidate for the office of District Grand Master for that District. Such nomination must be lodged with the Divisional Grand Master not later than 1st April in the Communication Year.
- c. Nominated Brethren will attend a District Grand master familiarisation and training Seminar.
- d. Following the seminar, the Divisional Grand Master will convene a Selection Panel to identify the most suitable candidates in each District for voting on by the Brethren in that District.
- e. In the event of equality of votes the Divisional Grand Master shall appoint the District Grand Master.
- f. In the event that no suitable candidates are nominated the Grand Master shall appoint the District Grand Master.
- g. The Rule shall come into effect on 2 May 2016 and shall govern the election process of District Grand Masters for the 2016 Communication year.

160. Allocation of Other Grand Offices

- a. In a Communication year the Board shall allocate to each Division and District the other elective offices falling vacant. The Grand Secretary shall subsequently advise each Lodge of the list showing the offices allocated to each Division and District.
- b. The Board shall have regard to the desirability of equitable distribution of such offices throughout the jurisdiction.

161. Nominations for other Elective Offices

- a. With the list of allocations for other Elective Offices the Grand Secretary shall invite nominations of qualified Brethren to fill those offices.
- b. Nominations for office may be made in the prescribed form by any Lodge by resolution of the Lodge.
- c. A qualified Brother may be nominated for a particular office, or generally for office.
- d. A nomination must be countersigned by the Brother nominated.
- e. All nominations shall be received by the Divisional Grand Master not later than the 1st July and sent by him together with his recommendations to, and to be received by the Grand Secretary not later than the 25th July.

162. Scheme of Distribution

- a. The recommendations so received shall be laid before the Board of General Purposes, which shall prepare a Scheme of Distribution of the several offices.
- b. If insufficient recommendations have been received the Board may of its own motion select a Brother for any office for which no recommendations have been received.
- c. In August the Grand Secretary shall send to each Lodge and to each Brother who has been nominated for office a copy of the Scheme of Distribution.

163. Objection and Ballots

- a. Any Brother nominated, or Lodge who nominated him, may object to the Scheme of Distribution in respect of a particular office.
- b. Every objection shall be in writing sent to the Grand Secretary on or before the 30th September in that year.
- c. The objector shall submit with the objection a written statement in support of the objection giving:
 - i. The age of the Brother nominated; and
 - ii. The date of his Initiation, and if an Installed Master, the date of his Installation; and
 - iii. Details of all Masonic offices held; and
 - iv. Particulars of his services to Freemasonry, and his suitability for the office concerned; and
 - v. Any other information relevant to the objection.
- d. A summary of the statement in support, and a similar statement regarding the Brother included in the Scheme of Distribution, shall be circulated with the Agenda for the next Communication.
- e. Unless the objection is withdrawn in writing before the Communication, a ballot shall be taken at Communication between the Brother so nominated, and the Brother included in the Scheme of Distribution. The result of the Ballot shall be final.

164. Election of Officers

- a. The Scheme of Distribution, shall be laid before Grand Lodge at Communication for confirmation.

- b. Any ballot required under the last preceding Rule shall be held first.
- c. Confirmation of the Scheme as amended by any ballot shall be deemed to be the election of the Brethren named therein.

165. Canvassing for Office Forbidden

It shall be a Masonic offence for any Brother to canvass for or otherwise solicit nomination or election for Grand Lodge Office on behalf of himself or any member of Grand Lodge.

TRUSTEES OF GRAND LODGE

166. Appointment of Trustees

- a. Grand Lodge shall from time to time appoint up to six of its members who shall be resident in New Zealand, to be Trustees in terms of The Grand Lodge of Freemasons of New Zealand Trustees Act 1903.
- b. The Board of General Purposes shall from time to time submit to Grand Lodge the names of those it recommends for appointment as Trustees.

167. Terms and Tenure of Office

- a. At each Communication not less than two Trustees shall retire (Retiring Trustees). Retiring Trustees (subject to the provisions of sub-clause b. hereof) shall be eligible for reappointment.
- b. No Trustee shall hold office for any period exceeding nine consecutive years and shall not be eligible for immediate reappointment.
- c. The Trustees shall at all time regulate their own affairs upon such trusts and for such purposes and subject to such conditions as shall from time to time be directed by the Board of General Purposes.
- d. If any Trustee shall resign his office communicated to the Board of general Purposes, becomes bankrupt, dies, ceases to be a member of Grand Lodge, ceases to reside permanently in New Zealand, or in the option of the Board of General Purposes becomes incapable in any manner of discharging the duties of that office, the Board of General Purposes shall declare his office vacant.
- e. The Board of General Purposes may fill any vacancy in the Trustees occurring under the preceding sub-clause, only until the next Communication. Any Trustees appointed pursuant to this provision shall not be consider a Retiring Trustee.

PART IV - SPECIAL AWARDS AND RECOGNITIONS

RECOGNISED GRAND LODGES

168. Holders of Grand Rank

The Grand Master may confer such Honorary Past Grand Rank as the Board of General Purposes recommends on a Brother who holds any Grand Rank, or Provincial or District Grand Rank under any recognised Grand Lodge, whether in New Zealand or elsewhere, when he becomes a member of Grand Lodge.

169. Grand Representatives

- a. The Grand Master may receive as a visitor to Grand Lodge any person not himself a member of Grand Lodge who has been appointed by a recognised Grand Lodge to represent that Grand Lodge near Grand Lodge.
- b. The Grand Master may by warrant appoint any suitably qualified person to represent Grand Lodge near a recognised Grand Lodge.
- c. On or after appointing a representative near a recognised Grand Lodge the Grand Master may appoint him a member of Grand Lodge, with such honorary rank as he may deem appropriate.

170. Additional Members of Grand Lodge

Any person of eminence and ability who has rendered service to the Craft, being a member of a Lodge holding a Charter under a recognised Grand Lodge, may by resolution passed by Grand Lodge be elected a member of Grand Lodge, with such honorary rank as the resolution may provide.

DISTINCTIONS AWARDED BY GRAND MASTER AND GRAND LODGE

171. Honorary Past Grand Rank

- a. The Grand Master may confer higher Honorary Past Grand Rank on any Past Grand Officer when he deems the circumstances warrant the preferment.
- b. On recommendation from the Board of General Purposes Grand Lodge may confer Honorary Past Grand Rank on any Brother who has attained the rank of Installed Master and has rendered special service to the Craft.

172. Recommendations for Honorary Past Grand Rank

- a. In a report to the Communication the Board of General Purposes may with the leave of the Grand Master recommend that Honorary Past Grand Rank be conferred on any qualified Brother.
- b. If recommending Past Grand Rank, the Board of General Purposes shall:
 - i. Specify the rank it recommends; and
 - ii. Declare expressly that in its opinion the Brother merits the specified honour by reason of the special service he has rendered the Craft; and
 - iii. Set out grounds to support its declaration.
- c. When a Past Master is recommended for Honorary Past Grand Rank the rank recommended shall not be higher than Past Grand Bible Bearer unless:
 - i. The Board is of the opinion that there are exceptional circumstances; and
 - ii. The approval of the Grand Master is given to the recommendation.

173. **The Grand Master's Order of Service to Masonry**

- a. The Grand Master may confer on any Brother who has rendered special service to the Craft a distinction to be known as "The Grand Master's Order of Service to Masonry".
- b. The Order shall be limited to twenty Brethren.
- c. A Brother upon whom the Order is conferred shall for Masonic purposes be entitled to use the letters "O.S.M." after his name. These letters shall follow those applicable to any Masonic rank.
- d. The Order is not Grand Rank and does not confer upon the holder any precedence, or privilege afforded to Grand Officers.
- e. Brethren so enrolled shall receive a collarette and citation.

174. **The Grand Lodge Roll of Honour**

- a. The Grand Master may confer on any Brother who has rendered meritorious service to the Craft the distinction of being enrolled on the Grand Lodge Roll of Honour.
- b. A Brother so enrolled shall for Masonic purposes be entitled to use the letters "R.H." after his name. These letters shall follow those applicable to any Masonic rank.
- c. The distinction is not Grand Rank and does not confer upon the holder any precedence or privilege afforded to Grand Officers.
- d. A Brother so enrolled shall receive a Certificate and Jewel.
- e. The number of those enrolled annually shall be determined from time to time by the Board of General Purposes.

175. **Service Awards**

There shall be two Service Awards as follows:

a. **Twenty-Five Year Service Badge**

- i. A Brother who has been a member of a Craft Lodge or a Lodge holding a Charter under a recognised Grand Lodge for twenty-five years or more and who is in good Masonic standing, is eligible to receive a Twenty-Five Year Badge for wearing in Lodge and in public.
- ii. Application for the Badge may be made to the Grand Secretary in the prescribed form by the Secretary of a Craft Lodge of which the Brother is a member.
- iii. The Lodge Secretary shall verify the initiation date of the nominee from the records of the Lodge or the individual's Master Mason Certificate. The nominee is to certify on the application form that it is his sincere belief that he is entitled to the Badge by having completed twenty-five years membership of a Lodge under the New Zealand Constitution or other recognised Grand Lodge. The Lodge Secretary is then to request the Badge from the Grand Secretary in the prescribed form together with the appropriate fee as set by the Board of General Purposes.
- iv. The Grand Secretary shall accept the Brother's record of membership as certified on the application form as being correct.
- v. The Board of General Purposes shall have discretion to determine if in any case a period of temporary non-affiliation shall be excluded in computing the nominee's period of service.
- vi. The Badge shall be presented by the Lodge in such manner as the Master of the Lodge shall determine.

b. **Fifty Year Service Badge**

- i. A Brother who has been a member of a Craft Lodge or a Lodge holding a Charter under a recognised Grand Lodge for fifty years or more and who is in good Masonic standing, is entitled to receive a Fifty-Year Service Badge and an appropriate miniature for wearing in public.
- ii. Application for the Badge shall be made to the Grand Secretary in the prescribed form by a Craft Lodge of which the Brother is a member.
- iii. The Grand Secretary shall verify the Masonic record of the nominee from the records of Grand Lodge, and, if the case requires, by enquiry from any recognised Grand Lodge, and report to the Board of General Purposes. The Board of General Purposes shall have a discretion to determine whether in any case a period of temporary non-affiliation shall be excluded in computing the nominee's period of service.
- iv. The Badge shall be presented in accordance with convenient arrangements made between the recipient's Lodge and its Divisional Grand Master.
- v. Each subsequent period of ten years' service may be acknowledged by the award of a suitable bar to the badge and to the miniature for which application must be made in accordance with this Rule.

PART V - CEREMONIES AND REGALIA

INSTALLED MASTER

176. Rank of Installed Master

Grand Lodge recognises the ceremonial for a Master-elect of a Craft Lodge and the Master-designate of a new Lodge to be installed in the Master's chair with the rank of Installed Master. That rank may also be conferred on a Grand Master-elect or a Grand Chaplain on the direction of the Grand Master upon the communication of the secrets of an Installed Master in the presence of three or more Installed Masters.

INSTALLATION

177. Installation of Grand Master

A new Grand Master shall be installed at the Grand Installation during the triennial Communication for a term of three years.

178. Attendance of Non-Masonic Visitors at Grand Installation

- a. The Grand Master may from time to time acting on the advice of the Board of General Purposes permit non-Masonic visitors to be admitted to all or any part of the Grand Master's installation and the investiture of Grand Lodge Officers.
- b. The Grand Master may from time to time acting on the advice of the Board of General Purposes determine the procedure governing the admission and retirement of non-Masonic visitors and shall retain the right to refuse admission to any such visitor whose presence he has reason to believe may disturb the dignity or harmony of the Grand Installation Ceremony.
- c. The Grand Master may before or during the Grand Installation Ceremony require any visitor or visitors to retire if he has reason to believe their continued presence would disturb the dignity or harmony of the Grand Installation Ceremony.
- d. The provisions of this Rule shall apply notwithstanding any other provision of these Rules.

179. Investiture of Officers of Grand Lodge

- a. A Brother appointed to office in Grand Lodge by a District Grand Master elect (Rule 146) shall be invested by the District Grand Master following his investiture; all other Brethren appointed or elected to office in Grand Lodge shall be invested at Communication.
- b. A Brother who is not present at Communication or who is appointed or elected between Communications shall be invested at a regular meeting of a Craft Lodge either by the Grand Master or by an Officer to whom the Grand Master delegates that duty. The investing Officer shall certify to the Grand Secretary that the investiture has been carried out.
- c. Should a brother not present himself for investiture within three months of being required to do so his appointment or election may be declared void by the Grand Master, and the vacancy may be filled as provided by these Rules.

180. Grand Wardens at Meetings

If a Grand Warden is not present at a meeting where he would normally be required to occupy his chair the Presiding Grand Officer shall direct a Past Grand Warden or any other Past Grand Officer to act as Grand Warden for that occasion.

REGALIA

181. Regalia to be Worn

No Brother shall be admitted into Grand Lodge, or any Craft Lodge without his proper Craft Lodge regalia.

182. Wearing of Craft Lodge Regalia

- a. The Master, an Immediate Past Master or a Warden of a Craft Lodge shall wear his collar and jewel when attending Grand Lodge, or his own Lodge. He may wear them when visiting another Craft Lodge or a Lodge under a recognised Grand Lodge, but on no other occasion.
- b. All other Officers of a Craft Lodge shall wear their collars and jewels in their own Lodge. They may wear them when attending the Master of their Lodge on a visit, and when attending a Past Master or Warden on a visit by direction of their Master. They shall not wear them on any other occasion.
- c. A Brother acting temporarily in an office, may wear the collar and jewel whilst so acting if he has at any time been regularly invested in that office.
- d. Any officer of a Craft Lodge wearing the collar and jewel of an office in a Craft Lodge shall also wear the Craft Lodge apron appropriate to his rank.

183. Wearing of Grand Lodge Regalia

- a. When Grand Lodge is officially in attendance Officers of Grand Lodge shall wear either the full dress or the undress regalia appropriate to their rank.
- b. A Grand Lodge Officer who is not presiding in an office in a Craft Lodge may wear the undress regalia that is appropriate to his Grand Lodge rank or the Craft Lodge regalia that is appropriate to his rank. A Grand Lodge Officer on an official visit to a Craft Lodge shall wear his Grand Lodge dress regalia appropriate to his rank. Craft Lodge regalia shall not be intermingled with Grand Lodge Regalia.

184. Public Appearance in Masonic Clothing

No Brother shall appear in public clothed in regalia or wearing any of the permitted jewels of the Craft except by dispensation.

JEWELS

185. Permitted Jewels

No jewel, medal, device, or emblem shall be worn in Grand Lodge or any Craft Lodge which does not appertain to, or is not consistent with, those degrees which are recognised by Grand Lodge as being pure antient Freemasonry.

186. Jewels of Officers of Grand Lodge

- a. The collar-jewels to be worn by the Officers of Grand Lodge are:
 - The Grand Master and Pro Grand Master*
The compasses extended to forty-five degrees, the points resting on the segment of a circle, between the legs of the compasses a gold plate on which is represented an eye within a triangle, both irradiated.
 - Past Grand Masters and Past Pro Grand Masters*
A similar jewel, without the gold plate.
 - The Deputy Grand Master*
The compasses and square united, surrounding a pierced five-pointed star.

Past Deputy Grand Masters

The compasses and square only.

President Board of General Purposes

The arms and crest of Grand Lodge.

Divisional Grand Masters and Past Provincial Grand Masters

The square, level and plumb rule

Senior Grand Warden

The level.

Junior Grand Warden

The plumb rule.

Grand Chaplains

An open book within a triangle, surmounting a glory.

Grand Registrar

A scroll, with seal appended.

Grand Treasurer

A chased key.

Grand Almoner

A pen and key.

Grand Superintendents of Works

A semi-circled protractor.

Grand Secretary

Two pens in saltire, tied by a ribbon.

District Grand Masters and Past Assistant Provincial Grand Masters

The square and five-pointed star

Grand Lecturers

A closed book.

Grand Directors of Ceremonies

Two rods in saltire, tied by a ribbon.

Divisional Grand Almoners and Past Grand Almoners

A scrip purse on which is a heart.

Grand Deacons

The dove and olive branch.

District Grand Directors of Ceremonies and Past Assistant Grand Directors of Ceremonies

Two rods in saltire surmounted by a bar bearing the word "Assistant".

Grand Bible Bearer

The Bible encircled with branches of acacia and palm.

Grand Sword Bearer

Two swords in saltire.

Grand Standard Bearer

Two staves in saltire, tied by a ribbon; flowing from the dexter a standard of the arms of Grand Lodge, and from the sinister the New Zealand Ensign.

Grand Organist

The lyre.

Grand Inner Guard

The sword and baton.

Grand Stewards

The cornucopia between the legs of a pair of compasses extended.

Grand Tyler

A sword.

- b. The collarette jewel to be worn by the Grand Master or a Past Grand Master is:
- Grand Master*
- i. The compasses extended to forty-five degrees inset at the apex with New Zealand greenstone, the points of the compasses resting on the segment of a circle. Between the legs of the compasses is a plate on which is represented an eye within a triangle both irradiated, below which is, in gold and enamel, the Armorial Bearings of the Grand Lodge of New Zealand. The whole is of 9 carat gold and suspended from either a collarette of garter blue ribbon or a gold chain.
- Past Grand Master*
- ii. The compasses extended to forty-five degrees, the points resting on the segment of a circle. Between the legs of the compasses the Armorial Bearings of the Grand Lodge of New Zealand are mounted on an enamelled circular base of garter blue. The whole is suspended from a collarette of garter blue ribbon on the point of which is mounted a gold or metal gilt New Zealand fern.
- c. The jewels of other Grand Officers below the rank of Deputy Grand Master are borne within a circular band 75 mm in diameter bearing the words "Grand Lodge of New Zealand".
- d. The jewels of the undress collars of Brethren of the rank of Grand Master down to and including Past Provincial Grand Masters and Past Divisional Grand Masters and of other Brethren of Past Grand Rank except Past Grand Stewards, are borne on a garter blue enamelled oval medal, with the words "Grand Lodge of New Zealand" surrounding the jewel.
- e. The jewel of the Past Grand Stewards is borne on a crimson enamelled oval medal, with the words "Grand Lodge of New Zealand" surrounding the jewel.
- f. These jewels are of gold or metal gilt, except those of the Grand Stewards and Past Grand Stewards, which are of silver or metal silvered.

187. Jewels of Officers of Craft Lodges and Past Masters

- a. The collar-jewels to be worn by the Officers of Craft Lodges and Past Masters are:
- Master*
The square.
- Past Masters*
The square, and pendant within it the diagram of the forty-seventh proposition of the first book of Euclid, engraved on a silver plate.
- Deputy Master*
The compasses and square united.
- Senior Warden*
The level.
- Junior Warden*
The plumb rule.
- Chaplain*
An open book within a triangle surmounting a glory.
- Treasurer*
A key.
- Secretary*
Two pens in saltire, tied by a ribbon.

Directors of Ceremonies

Two rods in saltire, tied by a ribbon.

Almoner

A scrip-purse upon which is inscribed a heart.

Deacons

The dove and olive branch.

Assistant Director of Ceremonies

Two rods in saltire surmounted by a bar bearing the word "Assistant".

Standard Bearer

Two staves in saltire tied by a ribbon; flowing from the dexter a standard of the arms of Grand Lodge and from the sinister the New Zealand Ensign.

Organist

The lyre.

Director of Music

Treble clef

Assistant Secretary

Two pens in saltire, surmounted by a bar bearing the word "Assistant".

Inner Guard

Two swords in saltire.

Stewards

The cornucopia between the legs of a pair of compasses extended.

Tyler

A sword.

b. These jewels are of silver or metal silvered.

188. Craft Lodge Jewels

a. Centenary and 150th Anniversary Jewels

- i. The Grand Master may by his Warrant on the occasion of a Craft Lodge's Centenary or its 150th Anniversary authorise the issue of a Centenary or 150th Anniversary Jewel (as the case may be), the design of which has been approved by the Board of General Purposes.
- ii. Application for a Warrant is to be in the prescribed form with a colour copy of the proposed design attached. The application shall be accompanied by proof of the Lodge's active existence for not less than one hundred or one hundred and fifty years (as the case may be) from the date of its constitution.
- iii. No Brother shall be entitled to wear a Craft Lodge Centenary Jewel or a Craft Lodge 150th Anniversary Jewel other than one who at the date of the Centenary or One Hundred and Fiftieth Anniversary (as the case may be) was a member of the Craft Lodge receiving the Warrant.

b. Founders' Jewels

- i. The Grand Master may by his Warrant on the occasion of the formal constitution of a new Craft Lodge authorise the issue of a Founders' Jewel, the design of which has been approved by the Board of General Purposes.
- ii. Application for a Warrant is to be in writing with a colour copy of the proposed design attached.
- iii. No Brother shall be entitled to wear a Craft Lodge Founders' Jewel other than one who upon and contemporaneously with the formal constitution of the Lodge became a member of that Lodge.

189. **Badges**

No Craft Lodge is to adopt a badge without approval by the Board of General Purposes to the design thereof.

190. **Old Lodges**

Members of a Craft Lodge that received its initial Charter from a recognised Grand Lodge may wear aprons, collars and jewels, as were regularly in use in that Lodge when its present Charter was granted.

APRONS, COLLARS AND GAUNTLETS

191. **Aprons**

- a. Every Masonic Apron shall be of white lamb-skin, or some authorised alternative material and except as herein provided shall be approximately 375 mms wide and 310 mms deep, with a triangular flap or fall approximately 150 mms deep at its point.
- b. The apron of a Grand Lodge officer may be approximately 450 mms wide and 400 mms deep, with a flap or fall approximately 100 mms deep at its point.
- c. Aprons of present Officers of Grand Lodge, except Grand Stewards, are lined with garter blue and edged with garter blue ribbon approximately 100 mms wide on the fall and other edges. The badge of office is of the design of the collar jewel, made of gold, metal gilt, or gold embroidery, surrounded with embroidered rose, thistle, shamrock and wreath of ferns, and placed between the levels or rosettes. The tassels are of gold, gilt chain or gold bullion, suspended from garter blue ribbon 50 mms wide. The levels or taus are of gold or metal gilt and the rosettes of a Master Mason holding office in Grand Lodge are garter blue. The edging ribbon of apron and fall is edged on both sides with gold braid 15 mms wide, and on the outside edges with gold fringe 20 mms deep.
- d. The apron of a Grand Master or Pro Grand Master, present or past, bears in addition a border of alternate pomegranates and lotuses around the apron only, at each corner the seven-eared wheat, all embroidered in gold. For the badge of office, a blazing sun is embroidered in gold in the centre.
- e. The apron of a Deputy Grand Master, President of the Board of General Purposes, and Divisional Grand Master present or past and a Past Provincial Grand Master, bears in addition to the ornaments of other Grand Lodge Officers a border of alternate pomegranates and lotuses only.
- f. The undress apron of a Grand Lodge officer other than a Grand Steward bears levels or taus of gold, metal gilt or garter blue outlined with gold braid, or rosettes of garter blue, and with the edging gold braid and gold fringe omitted. In the case of a Grand Master, Pro Grand Master, President of the Board of General Purposes, and Divisional Grand Master, present or past, and Past Provincial Grand Masters the border of pomegranates and lotuses is omitted, as is the seven-eared wheat in each corner of the apron of a Grand Master and a Pro Grand Master.
- g. Aprons of Grand Stewards, present and past, are lined with crimson and edged with crimson ribbon approximately 100 mms wide on the fall and other edges. The levels and badge of office are of silver, metal silvered or silver embroidery. The tassels are of silver or metal silvered suspended from crimson ribbon 50 mms wide.
- h. The apron of an Installed Master is lined with sky-blue and edged with sky-blue ribbon, 15 mms wide on the upper edge, 35 mms wide on the other edges of the fall, and 50 mms wide on the other edges of the apron. The tassels are of silver or silver-plated chain or silver bullion, suspended from sky-blue ribbon 50 mms wide. The

badge of rank consists of three levels or taus, one on the flap and two near the corners of the apron, of silver or metal silvered.

- i. The apron of a Master Mason is lined, edged and tasselled like that of a Past Master, and three sky-blue rosettes are worn instead of the three levels or taus.
- j. The apron of a Fellow Craft has no lining, edging or tassels, and bears two sky-blue rosettes, near the lower corners of the apron and has white strings.
- k. The apron of an Entered Apprentice is without ornament, and has white strings.
- l. That approval shall be granted by the Board of General Purposes upon application by an appropriate Lodge for dispensation from strict compliance with Rule 181 and 191(a), (h) and (i) for any Lodge that fulfils the following criteria:
 - i. That its Regular Meeting is held on Non-Masonic premises in a Public Area (Hotel, Club etc).
 - ii. That it is a Dining Lodge intending to convene immediately at the end of the working day and it Tyles no later than 6.00 pm.
 - iii. That such Lodge shall supply Aprons in dimension and colour that comply with Rule 191(a), but that are made entirely of Cotton and are kept and supplied by the Lodge to all Brethren.
 - iv. That they shall be worn by all brethren except for the Master and Principal Officers who shall wear the appropriate Master Mason (or if applicable Past Master's) apron.
 - v. That all Entered Apprentices and Fellowcrafts shall continue to wear the Apron as specified by Rule 191(j) and (k).

192. Collars

- a. On formal occasions the Grand Master and other Grand Lodge Officers, down to and including the President of the Board of General Purposes, Past Divisional Grand Masters, Past Provincial Grand Masters, the Grand Wardens, and the District Grand Masters, wear chain collars of gold or metal gilt.
- b. The chain collar has wreathed knots and rectangular links containing the monogram "GLNZ" interrupted by irradiated five pointed stars, eleven in number for the Grand Master, Past Grand Masters, Pro Grand Master, Past Pro Grand Masters, nine for the Deputy Grand Master and Past Deputy Grand Masters, seven for the President of the Board of General Purposes, Divisional Grand Masters, Past Divisional Grand Masters, Past Provincial Grand Masters, and Grand Wardens and five for District Grand Masters.
- c. Other present Grand Officers except Grand Stewards, present and past, wear collars of garter blue ribbon, 100 mms wide, edged on each side with gold braid 12.5 mms wide, embroidered in gold on the dexter side with an ear of corn, on the sinister side with a sprig of acacia, and supported in the centre with ferns embroidered with silk in colours.
- d. When an undress apron is worn, an undress collar may be worn of garter blue ribbon 100 mms wide, with gold cord and button in front.
- e. Grand Stewards, present and past, wear collars of crimson ribbon 100 mms wide, with silver cord and button in front.
- f. Officers of Craft Lodges, while in office, wear collars of sky-blue ribbon 100 mms wide, with silver cord and button in front.
- g. Past Masters may wear similar collars with silver braid 12.5 mms wide along the centre line of the collar.

- h. Masters of Lodges may wear an appropriate silver chain, not more than 25 mms wide, of a pattern approved by the Board of General Purposes, affixed along the centre line of the collar so as to expose 37 mms of ribbon on each side of the chain.
- i. The last preceding sub-rule does not prohibit the continued wearing in any Lodge of a Master's Chain in use in that Lodge prior to 4th December 1935.

193. Gauntlets

- a. Gauntlets are covered with silk or satin, trimmed all round with braid, having the wrist end edged with 13 mm fringe, and having on the side the wearer's badge of office or rank.
- b. Gauntlets are regularly worn by the Master and Wardens of a Craft Lodge; other Officers may wear them if the Lodge so decides.
- c. The gauntlets of Officers and Past Masters of Craft Lodges are covered in sky-blue, with silver braid, fringe and embroidery.
- d. The gauntlets of Officers, present and past, of Grand Lodge, except Grand Stewards, are covered in garter blue, with gold braid, fringe and embroidery.
- e. The gauntlets of present Grand Stewards are covered in crimson, with silver braid, fringe and embroidery.
- f. Gauntlets are not worn with undress aprons and collars.

194. Past Grand Officers' Regalia

A Past Grand Officer below the rank of Past Provincial Grand Master and Past Divisional Grand Master may wear the dress regalia of his office when required to discharge the duties of the present Grand Officer. On all other occasions he may wear either the undress regalia or Craft Lodge regalia.

PART VI - GRAND LODGE FUNCTIONS

COMMUNICATIONS AND TRIENNIAL GENERAL MEETINGS

195. **Communication**

- a. A Communication of Grand Lodge shall be held in the month of November commencing in 2022 in Wellington and thereafter every third year by rotation in the three Divisions – Southern, Northern and Central.
- b. The Grand Secretary shall at least two months before the date fixed for a Communication make available to every Lodge and to every Officer of Grand Lodge a Notice summoning the Communication together with a statement of the business to be transacted.

196. **Special Communication**

- a. The Grand Master, or if he is unavailable, the next senior available Grand Lodge Officer, may summon a Special Communication whenever the good of the Craft may require it.
- b. The Special Communication shall be held in Wellington on the date set by the Officer calling it, in consultation with the Grand Secretary.
- c. The Grand Secretary shall at least six weeks before the date fixed for a Special Communication make available to every Lodge and to every Officer of Grand Lodge a notice summoning the Special Communication.
- d. The particular business for which the Special Communication is summoned shall be set out in the summons, and no other business shall be conducted at the Communication.
- e. A meeting of Grand Lodge convened for no other purpose than that of conducting a Masonic ceremony is not a Communication for the purposes of these Rules.

197. **Notice to Board of General Purposes of Proposed Business**

- a. All matters to be brought before Communication, except communications from the Grand Master and reports from the Board and Committees of Grand Lodge, shall be introduced by way of a motion.
- b. Any Lodge or Brother wishing to present a remit or motion to Grand Lodge shall give notice thereof to the Divisional Grand Master.
- c. **Repealed**
- d. **Repealed**
- e. Notice of any motion intended to be moved at any Communication shall be given to the Board of General Purposes by a date fixed by the Board.
- f. Nothing in this Rule shall preclude a Lodge or Brother from raising any matter in General Business as provided by these Rules.
- g. The Board of General Purposes shall determine the order of business to be followed at the Communication, and no other business shall be discussed in Grand Lodge, except by permission of the presiding officer.
- h. Any member of Grand Lodge may without previous notice move the reception, adoption or otherwise of any report of a Board or a Committee appointed, whether by Grand Lodge or by the Grand Master, together with any motion arising from that report or from any recommendation contained in it.

198. **Presiding Grand Officer**

The Grand Master shall preside at every Communication of Grand Lodge, and in the absence of the Grand Master and Pro Grand Master the Deputy Grand Master shall preside; in his absence, the Immediate Past Grand Master, Senior Past Grand Master, or Senior Past Pro Grand Master, in that order; and if no Past Grand Master or Past Pro Grand Master is present

and willing to act, then a Grand Officer designated by the Board of General Purposes shall preside.

199. **Order of Business at Communication**

- a. The order of business shall be set out in the Notice summoning the Communication, subject to the Presiding Officer's discretion.
- b. **Deleted as a consequential amendment to Rule 265.**
- c. The Presiding Officer should ensure that at least 30 minutes is available for General Business unless a majority of the delegates attending vote to curtail this period.

200. **Order in Debate**

- a. The mover of an original motion, but not of an amendment to a motion, shall have the right of reply, but no other member shall speak twice to the same motion, except in explanation or at the request of the Presiding Officer. The Executive Officers may be called upon as required to advise Grand Lodge.
- b. Every member who speaks shall rise and remain standing, addressing himself to the Presiding Officer, and he shall not be interrupted unless any Brother shall address the Presiding Officer on a point of order, or the Presiding Officer shall himself think fit to call the speaker to order.

201. **Voting**

- a. On any resolution at Communication each Craft Lodge shall have one vote.
- b. Unless these Rules expressly call for a matter to be determined by Ballot, it shall be determined on the voices, and if there is any doubt as to whether it is carried or lost, on a show of hands.
- c. On a show of hands, each Lodge shall have one vote and will exercise that vote by the duly appointed Lodge Representative or Proxy holding up one hand and, if required, exhibiting voting authority.
- d. If the Presiding Officer decides, or ten Lodges so demand, the question shall be put to a ballot.
- e. On a ballot every Lodge shall be entitled to cast one vote.
- f. In the case of an equality of votes the motion shall be lost.

202. **Ballots**

- a. The Presiding Officer shall appoint not less than four scrutineers, who shall count the votes and report the result of the ballot to him.
- b. The ballot papers shall be promptly destroyed.

203. **Appointment of Lodge Representative**

- a. Any Lodge may appoint a Brother to represent it at a Communication as Lodge Representative, subject to the following conditions:
 - i. He must be a member of Grand Lodge; and
 - ii. He must be appointed by or pursuant to a resolution of the Lodge; provided that a resolution shall not be invalid only because it delegates conditionally or absolutely to the Master or another member of the Lodge power to select a qualified Brother to be Lodge Representative; and

- iii. A Commission in the prescribed form evidencing his appointment must be delivered to the Grand Secretary at least one month before the commencement of the Communication; and
- iv. The appointment of a Lodge Representative may be open or may direct the Representative how to exercise the Lodge's vote; and
- v. A Brother may represent more than one Lodge; and
- vi. No appointment shall be valid or operative unless all Lodge Returns, Fees and other monies owing by the Lodge to Grand Lodge as at the 30th day of June of that year are filed or paid at least one month before the commencement of Communication.

204. **Repealed**

205. **Repealed**

206. **Repealed**

207. **Issue of Ballot-papers**

- a. Prior to opening of Grand Lodge every Lodge Representative shall on application to the Grand Secretary receive voting authority and ballot papers.
- b. Ballot papers will not be available for issue while Grand Lodge is in session.
- c. No charge shall be made for any ballot-papers.

208. **Visitors to Grand Lodge**

A visitor can attend Grand Lodge only by permission of the Presiding Officer, and if admitted shall not vote but may speak to any question with his leave.

209. **Report of Proceedings**

- a. A report of the proceedings of every Communication shall be printed and available for purchase by any Brother.
- b. One copy of the Report shall be sent to each Trustee of Grand Lodge, and each member of the Board of General Purposes.
- c. A copy of the Report shall be made available to each present Officer of Grand Lodge and to every Craft Lodge.

PROPERTY AND FINANCES

210. **Terms of Vesting**

- a. All property which by law is vested in the Trustees of Grand Lodge and which is an asset of The Freemasons Charity is declared to be so vested in trust for the particular charitable purposes declared by these Rules in respect of that fund.
- b. All property which by law is vested in the Trustees of Grand Lodge and in respect of which, by declaration of trust or any other instrument, particular charitable trusts are for the time being in force is declared to be so vested upon those particular charitable trusts respectively.
- c. All property which by law is vested in the Trustees of Grand Lodge and in respect of which no particular trusts are for the time being in force is declared to be so vested in trust for the general purposes of Grand Lodge or for such charitable purposes as the Board of General Purposes shall from time to time designate.

211. Management and Control of Property

All property which by law is vested in the Trustees of Grand Lodge shall be managed, controlled or disposed of, whether temporarily or partially or otherwise, as the Board of General Purposes may from time to time direct, subject always:

- a. To all restrictions arising out of the purposes, including charitable, for which the same is held and all restrictions arising out of any declaration of trust or other instrument affecting the same;
- b. Within those restrictions, to the provisions of these Rules and the special directions of Grand Lodge.

212. Property of Grand Lodge

- a. All books and all official papers and correspondence on Masonic business in the hands of a Divisional Grand Master or a District Grand Master by virtue of his office are the property of Grand Lodge.
- b. On the termination of the office of a Divisional or District Grand Master all such books, papers and correspondence as aforesaid shall be delivered to his successor or, if the Board so directs, to the Board
- c. All Masonic regalia, including clothing, jewels, emblems of office and other regalia, and the containers thereof, loaned to any Officer by Grand Lodge shall remain the property of Grand Lodge, and shall be surrendered to the Grand Secretary when the Board of General Purposes so directs.

213. Property in the Custody of the Grand Secretary

All unissued Masonic regalia, all equipment and furniture used for the purposes of Grand Lodge occasions, all books and articles in the nature of library and museum collections and all books, documents, records and office furniture connected with the administration of the affairs of Grand Lodge are deemed to be in the custody and possession of the Grand Secretary, and to be subject to the direction of the Board of General Purposes as to their use and disposal.

214. Moneys of Grand Lodge

- a. All moneys belonging to Grand Lodge shall be paid to an account or accounts in the name of Grand Lodge in some bank or banks to be named from time to time by the Board of General Purposes.
- b. All bank accounts shall be operated as the Board of General Purposes may from time to time direct.

215. Payments of Moneys

- a. All payments to be made out of any of the Charitable Funds shall be authorised by the Authority charged with the administration of that Fund.
- b. All payments to be made out of any other fund or account shall be authorised by the Board of General Purposes.
- c. The Board of General Purposes may from time to time maintain a system of imprest accounts.

216. Investment of Funds

- a. All or any property which is vested in the Trustees of Grand Lodge may be invested by direction of the Board of General Purposes.
- b. Except with the express sanction of Grand Lodge, no funds vested in the Trustees of Grand Lodge shall be invested in any other way.

- c. When any investment is made, then subject to the provisions of any particular trust it shall be lawful to blend moneys belonging to two or more funds, whether any of them is impressed with a trust or not, and the income accruing from any such blended investment shall be apportioned among the funds in question in such manner as the Board of General Purposes may from time to time think equitable.
- d. The provisions of this Rule are in addition to and not in derogation from any powers of investment available over property in respect of which particular trusts are for the time being in force.
- e. An advance made to any person in furtherance of a charitable purpose shall not be deemed to be an investment of funds, notwithstanding that it may be made upon security or subject to payment of interest.

217. Charitable Funds Generally

- a. This rule applies to The Freemasons Charity, and, as far it is not inconsistent with their terms, to particular trusts for charitable purposes for the time being in force (in this rule collectively referred to as "the Charitable Funds").
- b. There may be deducted from the income derived from investment of capital of The Freemasons Charity such sum as may be decided from time to time by the Board of General Purposes, to be applied in or towards the expenses of the management of the Charitable Funds.
- c. No provision of these Rules applicable to the Charitable Funds or any of them shall be read as authorising the application of any of those Funds to any purpose that is not in law a public charitable purpose in New Zealand.

218. Financial Year

The financial year of Grand Lodge shall be from the 1st July to the 30th June following.

219. Accounts

The Board of General Purposes shall require proper accounts to be kept and shall submit detailed financial statements to Communication, and do all such other things as may be necessary to give Grand Lodge full information respecting the receipt and application of its funds and property. In the intervening years the Board of General Purposes shall:

- a. Not less than 21 days prior to the adoption of the Accounts and related reports for the Communication make available a copy of the Accounts to every member of Grand Lodge.
- b. Adopt the Accounts no later than the 30th of November of that year.

220. Audit

- a. The Grand Lodge accounts shall be audited annually and submitted with an auditor's certificate to Communication or in the intervening years with the copy of the accounts forwarded to members of Grand Lodge.
- b. The Auditor shall be appointed triennially by Grand Lodge and shall be paid such fee as may be agreed between the Auditor and the Board of General Purposes.
- c. If for any reason the Auditor so appointed is unable to complete an audit for the year of appointment the Board of General Purposes shall appoint a replacement Auditor.

THE BOARD OF GENERAL PURPOSES

221. Constitution of Board

- a. There shall be a Board of General Purposes.
- b. The Board shall consist of:
 - The Grand Master (or Pro Grand Master if appointed)
 - The President of the Board of General Purposes
 - The Deputy Grand Master
 - The Grand Registrar
 - The Grand Treasurer
 - Three Appointees, being one from each Division.
- c. The Grand Secretary attends the Board ex Officio.
- d. The President of the Board of General Purposes may invite the Divisional Grand Masters or such other brethren whose presence may assist the deliberations of the Board to be present at the meetings.

222. General Functions of Board

- a. The Board has the general care and regulation of all the affairs of Grand Lodge and shall take into account all matters concerning the Craft in New Zealand.
- b. The Board shall control and administer the property and finances of Grand Lodge provided however, that notwithstanding any other provision contained within these rules or the Collected Rulings no distribution of income after expenses shall be made except for charitable purposes.
- c. The Board may inspect any books and papers relating to the accounts, funds and property of Grand Lodge, give directions relating thereto and may summon any Brother having possession of any records belonging to Grand Lodge.
- d. The Board may recommend or report to Grand Lodge or to the Craft whatever it may deem necessary or advantageous for the welfare and good government of the Craft.
- e. The Board may on behalf of Grand Lodge appoint such personnel as it thinks fit for the satisfactory conduct of the business of Grand Lodge on such terms and conditions as it shall determine.
- f. The Board may from time to time make and publish Rulings to be known as "Collected Rulings".
- g. The Board may from time to time determine what expenses it will allow to any Officer or Brother and the amount thereof.

223. General Procedure

- a. The Grand Secretary or his nominee shall keep minutes of all Board meetings which shall be presented for confirmation at the next regular meeting.
- b. After the confirmation of minutes, any matter referred to the Board by the Grand Master or Grand Lodge shall take precedence over other business. Thereafter the President shall determine the Agenda.
- c. The Board may for specific purposes appoint committees to enquire and report, with or without power to act, but a committee having power to act must report any action it takes to the next meeting of the Board.
- d. The Board may regulate its own proceedings.

224. Meetings of Board

- a. The Board shall meet by command of the Grand Master or by authority of the President at such time and dates as the Grand Master or the President shall determine but not less than four meetings in any calendar year.
- b. At all meetings the President shall preside, or in his absence, the Grand Master or his nominee.
- c. Five members shall form a quorum of whom the President of the Board or the Grand Master must be one.
- d. At every meeting of the Board a resolution put to the vote shall be decided by a simple majority. In the event of an equality of votes the Chairman of the meeting shall be entitled to a second or casting vote.
- e. The Board may, without calling a meeting or without giving any previous notice, pass a resolution signed by not less than five members for the purpose of becoming an entry in the minute book of the Board as if it had been passed at a Meeting of the Board duly convened and held. The resolution may consist of a single document or several individual documents in the same form signed by one or more members. A copy of the resolution shall be sent to each Board member
- f. The contemporaneous linking together by telephone or other means of communication of the Board or a number of members of the Board not less than the quorum of the Board (whether or not any one or more of the members is out of New Zealand) shall be deemed to constitute a meeting of the Board and all the provisions of these Rules in respect of such meetings shall apply so long as the following conditions are met:
 - i. All members entitled to receive notice of a meeting of the Board shall be entitled to notice of the meeting by telephone or other means of communication and to be linked by telephone or other means for the purpose of such meeting, and shall have first received two working days prior notice of such meeting.
 - ii. Each member taking part in a meeting by telephone or other means of communication must throughout the meeting be able to hear each of the members taking part in the meeting; and
 - iii. At the commencement of the meeting each member must acknowledge the member's presence for the purpose of the meeting to all other members taking part.

225. Annual Report

The President shall make available to Grand Lodge at every Communication and by no later than 30th of November in the intervening years a copy to every member of Grand Lodge a report of the Board's activities covering the financial year just ended and of any recommendations it may think fit to make. Any such recommendation shall be considered at the next Communication.

226. Masonic Buildings Fund

There shall be a Masonic Building Fund established for the purpose of acquiring and preserving buildings or land. The Fund shall be sustained by monies received from the disposal of landed interests together with monies allocated from time to time by the Board of General Purposes which will be responsible for its administration.

227. Boards of Enquiry

- a. The Board of General Purposes may authorise the establishment of Boards of Enquiry and lay down guidelines for their operation.

- b. Membership of Boards of Enquiry shall be open to all Lodges holding a Charter under the Grand Lodge and Lodges of other recognised Constitutions.

THE FREEMASONS CHARITY

228. Object and Purpose of Fund

- a. There shall be established a fund to be known as The Freemasons Charity.
- b. The fund shall be devoted solely to charity within New Zealand and shall be controlled, supervised, and administered solely in accordance with the provisions contained within a Deed of Trust settled for that purpose.
- c. The Freemasons Charity shall submit to the Board of General Purposes by not later than the 30th November in each year a Report on its activities undertaken during the preceding financial year. Such Report shall be made available to Grand Lodge at each Communication. Any Lodge may request a copy of the Report.

CEREMONIAL REVIEW COMMITTEE

229. Ceremonial Review Committee

- a. The Board shall establish a Committee to be known as the Ceremonial Review Committee.
- b. The Committee shall be responsible for enquiring into and considering such aspects around the ceremonies of Lodges or Grand Lodge as the Board may refer to it.
- c. The Committee shall comprise such members as the Board from time to time shall appoint.
- d. The Committee shall report to the Board as required.

TRUSTEE'S MANDATORY AND DEFAULT OBLIGATIONS, INDEMNITY, AND DOCUMENTS

230. The property of a Lodge and the Lodge's Landed interest is vested with the Lodge Trustees and are to be held in perpetuity for the purposes of Freemasonry and subject to such conditions as stated in the Book of Constitution and the Lodge By-Laws.

231. Mandatory Duties of Lodge and Grand Lodge Trustees

- e. Duty to know the terms of the Trust
- f. Duty to act in accordance with the terms of the Trust
- g. Duty to act honestly and in good faith
- d. Duty to further the permitted purpose of the Trust
- e. Duty to exercise their power for the proper purpose of the Trust

232. Default Duties of Trustees – to apply to all Lodge and Grand Lodge Trustees unless specifically excluded by the Lodge By-Laws or Book of Constitution.

- a. To exercise care and skill that is reasonable
- b. To invest prudently
- c. Not to exercise power for their own benefit
- d. Duty to avoid conflict of interest
- e. Duty to act impartially
- f. Duty not to profit
- g. Duty to act for no reward
- h. Duty to act unanimously

233. The terms of the Lodge By-Laws or Book of Constitution shall not limit nor exclude a Trustee's liability for breach of trust arising from the Lodge or Grand Lodge trustee's dishonesty, wilful misconduct, or gross negligence. Nor is a Trustee granted indemnity for the Trustee's dishonesty wilful misconduct or gross negligence against the Lodge or Freemasons' property in respect of liability.

234. Lodge and Grand Lodge Trustees must keep core documents relating to the Trust or at least be satisfied that they can access copies of all core documents. These core documents are listed in Trust Act 2019 Section 45 and the model Lodge By-Laws template.

235. **Repealed**

236. **Repealed**

237. **Repealed**

PART VII - DIFFERENCES AND DISCIPLINARY PROCEEDINGS

DIFFERENCES AND OFFENCES

238. Differences

- a. Any difference which may arise between any two Craft Lodges or between any two or more Brethren, or between a Brother and a Lodge shall be referred to the Divisional Grand Master, or in the case of any uncertainty, the Officer nominated or appointed by the Grand Master.
- b. If a difference arises which the Divisional Grand Master cannot resolve to the satisfaction of all parties, then any party to the difference may appeal to the Board of General Purposes by notice to the Grand Secretary.
- c. The Board of General Purposes shall consider the appeal and may:
 - i. Refer the difference back to the Lodge or to the appropriate Divisional Grand Master for settlement, or
 - ii. Deal itself with the difference in such manner as it thinks fit including referring the difference to a Committee or Commission for investigation and report back to the Board
- d. The decision of the Board of General Purposes shall be binding on all parties.

239. Offences

- a. It shall be a Masonic Offence or cause for complaint if a Brother is convicted of an offence against the laws of the land that is punishable by imprisonment, or if his conduct or behaviour falls below that which is to be reasonably expected of a Freemason, or is in breach of these Rules, the By-laws of his Lodge, the rulings or directives of the Grand Master or the Board of General Purposes, or any of those rules of conduct which a Freemason is bound by his obligation and the teachings of the Craft to observe.
- b. It shall be a Masonic offence to fail to comply within a period of one month, or such further or other period as any disciplinary tribunal may from time to time determine, with any order, direction or ruling given by a disciplinary tribunal provided that the Grand Master may from time to time grant a stay of enforcement in respect of any order, determination or ruling which is subject to an appeal.
- c. A Lodge commits a Masonic offence whenever it is in breach of these Rules, its By-laws, its Charter, the rulings or directives of the Grand Master or the Board of General Purposes or otherwise acts in a manner as may be likely to bring the Craft into disrepute.
- d. A Brother shall commit a Masonic offence if found by competent authority to have been concerned in making Masons clandestinely, or in a Lodge which is not a regular Lodge, or to have assisted in forming a new Lodge without the Grand Master's authority.

240. Definitions

- a. A "disciplinary tribunal" shall mean a Divisional Grand Master when hearing a complaint under this Part, or the Board of General Purposes when sitting as a disciplinary tribunal to consider a complaint under this Part, or a Trial Commission, or an Appeal Commission, or Grand Lodge in Communication.
- b. "Disciplinary proceedings" shall mean any complaint brought under these rules and being heard or determined before a disciplinary tribunal.

241. Procedure

- a. A complaint alleging a Masonic Offence against any Lodge or Brother shall be made by a Lodge or by a Brother to the Divisional Grand Master.
- b. A complaint shall be made on the prescribed form and shall be delivered to the Divisional Grand Master who shall:
 - i. Forward it to the Grand Secretary for reference to the Board of General Purposes, and
 - ii. Forward a copy of it to the Brother or Lodge against whom the complaint is made.
- c. The Board of General Purposes shall consider any complaint and either:
 - i. Deal with the complaint itself, or
 - ii. Refer the complaint back to the Divisional Grand Master for settlement, or
 - iii. Refer the complaint to a Trial Commission for adjudication.

242. Trial Commission

If the complaint is referred to a Trial Commission, then:

- a. The Grand Master shall appoint a Trial Commission comprising not more than three Brethren of the rank of Installed Master and shall nominate the Chairman.
- b. The Trial Commission shall adjudicate the complaint and report the result of its determination to the Board of General Purposes.

243. Appeal Commission

- a. The complainant, or the respondent may, within one month of the date on which the decision is communicated to him, appeal to an Appeal Commission.
- b. In the event of an Appeal then the Grand Master shall appoint an Appeal Commission to hear the appeal comprising not less than three or more than five members of whom at least two Brethren shall be Grand Lodge Officers present or past and shall nominate the Chairman. If prior to hearing an Appeal, a vacancy shall occur, the Grand Master may appoint another suitably qualified Brother to fill the vacancy.

244. Penalties

- a. If a Brother has been convicted of an offence against the laws of the land and sentenced to a term of imprisonment or a sentence of home detention, he shall be expelled from the Craft by resolution of the Board of General Purposes forthwith on the Board being satisfied of such conviction and sentence.
- b. If a Brother has been convicted of an offence against the laws of the land punishable by imprisonment but is sentenced to a penalty less than imprisonment, any one or more of the following may be imposed on him:
 - i. Expulsion
 - ii. Suspension
 - iii. Censure
 - iv. Fine
 - v. Admonition
- c. If a Brother has been found guilty of any other Masonic offence, any one or more of the penalties mentioned above in sub-clause (b) of this rule may be imposed.
- d. If a Lodge has been found guilty of a Masonic offence, any one or more of the following penalties may be imposed:
 - i. Erasure from the Roll of Grand Lodge
 - ii. Suspension

- iii. Censure
- iv. Fine
- v. Admonition
- e. The expulsion referred to in paragraph (a) of this Rule shall be communicated to Grand Lodge at its next Communication and published in the Book of Proceedings of that Communication.
- f. Grand Lodge alone has the power of expulsion referred to in paragraphs (b) and (c) and the power of erasure referred to in paragraph (d), powers it cannot delegate to any subordinate authority.
- g. A penalty of fine or suspension shall take immediate effect, and if an appeal is lodged against it, shall nevertheless continue to have effect pending decision of the appeal. If the appeal is allowed, whether wholly or in part, the penalty shall be modified accordingly.

245. Fines

- a. If a fine is imposed, it shall not be more than \$250.00 for a first offence and not more than \$500.00 for a second offence committed within three years of committing the first offence.
- b. A third offence committed within three years of committing the second offence shall be deemed to be a Masonic offence justifying the erasure of the Lodge or the expulsion of the Brother.
- c. Every fine imposed shall be payable to the Grand Secretary within one month of the date of the decision imposing it, and failure to pay the fine shall be deemed to be a Masonic offence justifying the immediate suspension of a Lodge or a Brother by the Board of General Purposes.
- d. All fines shall be paid to the Freemasons Charity. Those fines do not however become eligible for the provision of a receipt able to be used by the claimant to obtain a tax credit or refund for charitable donation.

246. Suspension

- a. All references to "suspension" in this Rule shall mean a suspension under Rule 244, and the references to "interim suspension" shall mean an interim suspension under Rule 247b. iv.
- b. Suspension shall be for such a period as the disciplinary tribunal shall decide. Interim suspension shall take effect until a complaint has been finally disposed of by way of adjudication or appeal.
- c. Every suspension shall be communicated by the Grand Secretary either to all Lodges or to such Lodges as the Board of General Purposes may direct, and also the Supreme Grand Royal Arch Chapter of New Zealand, and, if the Board in the circumstances of the case thinks it necessary, to such recognised Grand Lodges as it may direct.
- d. No Craft Lodge shall during a period of suspension knowingly have any Masonic relations with a Lodge so suspended, or knowingly admit to its meeting or have any Masonic relations with a Brother so suspended, and in breach of this sub-clause shall be deemed a Masonic offence.
- e. When a Lodge is suspended under Rule 244d., the Master of the Lodge shall forthwith surrender the Charter to the Divisional Grand Master to be held in his custody or in that of Grand Lodge for the period of suspension, and any Master of a Lodge failing forthwith to surrender the Charter shall be deemed to have committed a Masonic offence justifying his expulsion from the Craft.

- f. When an order of suspension is made against a Brother he shall forthwith surrender his Master Mason's Certificate and any Past Master's Certificate he may possess to his Divisional Grand Master to be held in custody or in that of Grand Lodge for the period of the suspension and any Brother failing without adequate excuse so to do shall be deemed to have committed a Masonic offence justifying his expulsion from the Craft.

247. Proceedings of Disciplinary Tribunals

- a. In all disciplinary proceedings, the disciplinary tribunal shall apply the Rules of Natural Justice.
- b. The following powers shall inter alia be exercisable by any disciplinary tribunal in any disciplinary proceedings except as specifically modified in this paragraph:
 - i. To determine the time and place of the hearing, the procedure by which the proceedings will be heard and determined by the disciplinary tribunal and to change, add to or otherwise amend such procedure.
 - ii. To accept such evidence as it may deem appropriate, whether or not such evidence would be admissible in a Court of Law.
 - iii. To summon any Brother or Lodge to appear before it at such time and place as it shall determine, and to bring with them the Charter and any books, papers and other documents relating to the Lodge that it may request, to produce the Certificates held by any Brother and to retain in its custody such documents for such a period as it deems appropriate or until its request to hand them to a higher disciplinary tribunal. If such summons is not complied with and a sufficient reason is not given for non-compliance, the disciplinary tribunal may make an order for interim suspension of the Lodge or Brother concerned pending a decision of the Board of General Purposes.
 - iv. To make or confirm an order of interim suspension of any Brother or Lodge against whom the complaint has been made pending determination of the complaint (including appeals).
 - v. To adjourn hearings from time to time.
 - vi. To make such findings of fact as it deems appropriate.
 - vii. To confirm, change, add to or otherwise amend, the determination of a lower tribunal.
 - viii. To impose any penalty available under these Rules.
 - ix. To increase or diminish any term of suspension or any fine imposed by a lower tribunal.
 - x. To refer the matter back to a lower disciplinary tribunal for further hearing, consideration of rehearing, with such directions as it shall deem appropriate.
 - xi. To recommend the erasure of a Lodge or the expulsion of a Brother PROVIDED that any such recommendation shall be subject to Rule 244.
 - xii. To order payment by any Lodge, Brother or other party, of such costs and expenses as it shall think fit and generally to make such other order or award as it deems appropriate.
- c. A quorum in any disciplinary proceedings before a Trial Commission or an Appeal Commission shall be a majority of those appointed to the tribunal.
- d. In any disciplinary proceedings, the Grand Registrar may advise any disciplinary tribunal but shall not present the case against the Lodge or Brother complained of, nor sit as a member of any disciplinary tribunal hearing the complaint.

- e. Any determination by a disciplinary tribunal, shall, when recorded in the books of Grand Lodge, be final and binding on the parties subject to any rights of Appeal contained in this Part.

248. Reporting Decision

Any decision of a disciplinary tribunal shall be reported as soon as practicable to the Grand Secretary for distribution to the parties affected by the proceedings.

249. Printing and Publishing

- a. No Brother shall without the consent of the Grand Master, print, publish, or cause to be printed or published anything which by the customs of the Craft is improper to be printed or published.
- b. No Brother shall publish or circulate any document relating to any case of Masonic complaint made to any Masonic authority until after the final adjudication thereon, and then only if, according to the laws and regulations of the Craft, the same is proper to be published.
- c. This Rule does not extend to furnishing printed copies of any documents for the use of any disciplinary tribunal provided the same is sent through the Grand Secretary, or to the writing, printing or publishing of any notice of 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 not Freemasons are permitted to be present.

250. Use of Emblems in Business

No Brother shall use or suffer to be used any Masonic words, emblems or devices for the purpose of or in connection with his business, or in connection with any business over which he has, in the opinion of the authority determining the case, sufficient measure of control.

251. Re-admission

Any person who has been sentenced to a term of imprisonment shall not be eligible to apply to be a candidate or to be re-admitted to membership of a Lodge without the prior approval of the Board of General Purposes. The Board of General Purposes may authorise such a person to be considered for membership by the Lodge to which he has applied. In considering these matters, the Board may obtain such advice from a committee, commission or otherwise as it thinks fit.

252. Duty to Report Conviction

It is the duty of any Brother who has been convicted of any offence against the laws of the land punishable by imprisonment, whether or not such a sentence has been imposed, to report the fact within 28 days to the Master of his Lodge, or, if he is unattached, to the Grand Secretary. The Master shall, within a similar period, report the fact to the Divisional Grand Master who shall immediately report the fact to the Grand Secretary.

253. Repealed

254. Repealed

255. Repealed

256. Repealed

257. Repealed

258. Repealed

259. Repealed

260. Repealed

PART VIII – MISCELLANEOUS

GENERAL

261. Laying a Foundation Stone

Except in special cases the Masonic ceremony of laying a foundation stone, consecrating a Lodge Room, or opening a new building shall not be performed unless the new building or other major works has been approved by the Board of General Purposes.

262. Charitable Trust

The Board of General Purposes may from time to time, and on such terms and conditions as it may deem appropriate, including the requirement that The Freemasons Charity be added as a beneficiary on the winding up of that Trust, consent to the creation of a Masonic Charitable Trust and permit that Trust to use the name "Freemason" or "Masonic" or any derivative thereof.

263. Masonic Almoners Associations

- a. The Board of General Purposes may authorise the establishment of Almoners Associations under such provisions and conditions as the Board may stipulate.
- b. Almoners Associations shall each provide an Annual Report to the Grand Almoner by 31st August each year and shall submit annual financial statements and returns of Officers through the Grand Secretary.
- c. Membership of an Almoners Association shall be open to all Lodges holding Charters under the Grand Lodge and Lodges of other recognised Constitutions.
- d. The badge of an Almoners Association shall be of a design approved by the Board of General Purposes.

264. Restriction on Use of Name

- a. No Brother shall be associated directly or indirectly with any future unauthorised use of the words "Freemason", "Masonic" or any similar words.
- b. The Grand Master may upon the recommendation of the Board of General Purposes on such terms, conditions and stipulations as he may consider appropriate authorise the use of the words "Freemason", "Masonic", or any similar words.

265. Amendment of Book of Constitution

- a. These Rules may be amended at any Communication or in the manner following.
- b. All amendments shall be by way of Remit.
- c. Amendments to be dealt with at any Communication shall be dealt with as provided under Part VI of these Rules.
- d. Any Lodge proposing any Remit to amend or vary any provision of the Constitution shall adopt the following procedure.
- e. A Remit shall be first submitted to the District Grand Master of the District in which the Lodge is situated.
- f. Upon receiving the Remit, the District Grand Master shall not later than one month summons a meeting of Lodges within his District to consider the proposed Remit and vote on whether the remit in its then current form or any variation of the Remit should proceed further.
- g. Should Lodges in the District agree to support the Remit, the District Grand Master of that District shall submit that Remit to the Divisional Grand Master of his Division for submission to the Board of General Purposes who shall consider the remit at the meeting

- of the Board following the submission of the remit to it.
- h. The Board following consideration shall submit the Remit to all Lodges forthwith following the meeting at which the remit was considered. The remit shall be accompanied by any explanation which may have accompanied the remit from the submitting District (whether from the Lodge or the submitting District Grand Master), an explanation from the Board (which shall state whether the Board shall support the remit or not) and method for voting on the Remit. Voting may be postal or electronic as the Board shall determine. Only a Lodge may vote on the Remit.
 - i. Once voting shall be concluded, if the Remit shall be adopted, unless otherwise provided the variation or amendment to these Rules, unless otherwise provided in the Remit, shall come into force on the first day of month following adoption.
 - j. The Board shall when considering such remit submitted to it as aforesaid, consider without limitation the wording and appropriateness of the draft submitted and to ensure that the Remit complies in all ways with the provisions of the Book of Constitution, is appropriately drafted and shall not be offensive and where appropriate may make suitable changes without altering the intent of the Remit.
 - k. Where the Board proposes any Remit to amend or vary any provision of the Constitution, it shall with suitable variations follow the procedures set out in Sub Clause h. above.
 - l. Except as otherwise provided in this rule, this method shall be the sole means of amending these Rules.
 - m. Notwithstanding the foregoing, there shall be reserved the right in any year in which a Grand Installation shall be scheduled and not later than the period of four (4) months prior to this meeting for any Lodge or the Board to propose a Remit for consideration at this meeting and the provisions of these Rules for such a remit shall apply to that matter under Part VI of these rules for such a remit shall apply.

(The following Rules shall be repealed following the adoption of these amendments – Rule 139 b.,c., and d. Rule 197 c. and d’).

266. Restriction on Power of Amendment and Disposal of Property

- a. If Grand Lodge shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these Rules or the Collected Rulings, the residue of any funds, assets, investments or other property vested in the Trustees of Grand Lodge as may remain after payment of all liabilities, costs and expenses shall be disposed of in such manner and at such time as the Board of General Purposes may determine after taking into consideration and having regard to any special directions of Grand Lodge, provided however neither the Trustees of Grand Lodge, any member of Grand Lodge, nor any member of a Craft Lodge shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand.
- b. No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second proviso to Section CB4 of the Income Tax Act 1994 (or any rule of law in substitution thereof), or any enactment in

amendment thereof or in substitution therefore, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine, or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that section and save reasonable remuneration for services performed.

- c. Notwithstanding anything in these Rules, no proposed amendment shall be entertained, and no amendment that may be adopted shall have any force or effect, if and in so far as it purports to amend this Rule or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand.

RULINGS
OF
THE BOARD OF GENERAL PURPOSES
made pursuant to Rule 222(f)
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PRELIMINARY

"Board" means the Board of General Purposes.

"The Rules" mean the Rules of the Book of Constitution 2000 and subsequent amendments .

PART I

PROPOSAL OF CANDIDATES

1. Candidate's Provision for Dependants

It is relevant to the qualifications of a candidate to know whether in the case of his death satisfactory provision has been made for his dependants, whether by life insurance, provident society membership, or otherwise, and enquiry into this matter is regarded as justifiable and desirable.

2. Affiliations of Candidates and their Relatives

The affiliations of a candidate or of his near relatives may properly be taken into account as part of the qualifications and general fitness of the candidate in so far as such affiliations are those of:

- a. A body of an enthusiastic character, the tenets of which might conflict with the duties of toleration and fraternity enjoined upon members of the Craft; or
- b. A body whose adherents are not permitted to bind themselves by oath; or
- c. A body which maintains a policy of opposition to the Craft, exposing a candidate who is an adherent of it to conflict or domestic disharmony.

3. Proper Solicitation of Candidates

a. Where a person is well and favourably known to a Brother and in the judgement of that Brother has the qualities recommended in the charge after initiation, it is in order for him or another Brother who knows the person to inquire whether he is interested in Freemasonry. If he shows genuine interest, he should be provided with authorised literature and verbal answers to legitimate questions. Should that person fail to reopen the subject within six months, a brief enquiry as to whether he has considered the matter further is in order. If he at that point demonstrates no positive interest, the matter should be taken no further. On the other hand, if he then or subsequently indicates he wishes to pursue his interest in the Craft, he should be assisted to do so. At no time and under no circumstances should anybody outside the Craft be subjected to pressure to join it.

b. A Criminal Record Check from the Ministry of Justice is required on any candidate for Initiation before any proposition is submitted to Grand Lodge. The Criminal Record Check forms can be obtained from the Grand Secretary and are processed at National Office and need to be signed by the candidate giving their permission. Any objection to a Criminal Record Check may be a red flag.

PART II

CEREMONIES OF INITIATION PASSING, AND RAISING

4. Preparation of a Candidate

The candidate may be prepared by having his ordinary clothing arranged in accordance with the Ritual.

5. Place of Initiation

A candidate may be initiated only in the Lodge in which he has been elected a member. The second and third degrees may, by arrangement between their Masters, be conferred in other Craft Lodges.

6. Lodges of Other Constitutions Working Degrees in Lodges

A member of another Constitution cannot take the Chair in any Lodge, nor give the Obligation nor communicate the Secrets. There is no objection however to inviting a visiting Master or Past Master of another Constitution to assist in any portion of a ceremony subsequent to the communication of the Secrets.

7. Functions of Officers and Allocation of Ritual Work

- a. The Master, when present, has full control of the Lodge. He may, subject to the Rules, delegate any part of the work.
- b. An officer if present and willing to act should discharge the ceremonial functions of his office.
- c. There is no objection to the recognised practice of inviting some qualified Brother to:
 - i. Conduct an installation;
 - ii. Participate in the working of a degree upon a Past Masters' Night;
 - iii. Participate in the working of a degree for a near relative or for some other special reason;
 - iv. Participate in the working of a degree when the members of another Lodge attend by invitation;

and the consequential practice of filling the other chairs in an appropriate manner for such an occasion.

- d. The administration of the Obligation must be restricted to a Master or Past Master.

- e. In the allocation of charges no Brother should be overlooked when he is capable of delivering them and willing to do so.

8. Investiture of Candidates

The apron of a lower degree shall be removed before investiture with the new apron.

9. Presentation of Volume of Sacred Law

The presentation should be made with a few suitable words. Long addresses should be avoided.

10. Seating and Investiture of Entered Apprentices and Fellow Crafts

- a. Entered Apprentices should be seated in the northeast and Fellow Crafts in the southeast part of the Lodge. Masters should explain to candidates their proper places after they have gone through the respective ceremonies. Directors of Ceremonies and Deacons should see that Brethren below the degree of Master Mason are on all occasions correctly seated in the Lodge.
- b. Only a Brother of the Rank of Master Mason may be invested as an Officer of a Craft Lodge. A Fellow Craft may be appointed as a Steward on the day of Installation, but shall not be invested until he has completed his Third Degree.

PART III

THE CONDUCT OF LODGE AFFAIRS

11. Regular Meetings Must be Held

All regular meetings of a Craft Lodge must be held in terms of its By-laws.

12. Power of Lodges to Strike a Levy

A Lodge can strike a levy on its members for a special purpose only if permitted by its By-laws.

13. Life Members

The term "life member" is not recognised by Grand Lodge and must not be used.

14. Care for the Distressed

It is the duty of all Brethren, not merely the Almoner, to be vigilant in ensuring that all cases of hardship and distress among Masons and their dependants are brought to the attention of the Lodge, and if necessary the Board of Benevolence. The neglect of elderly Brethren who are unable to attend, or of widows of former members, is a common cause of complaint, and nothing is more likely to bring the Craft into disrepute.

15. Duties of Lodge Almoner

The duties of the Lodge Almoner include:

- a. To visit sick Brethren in their homes and hospitals, working in close association with any local or district Hospital Visiting Committee, or other similar organisation.
- b. To bring before the Lodge any cases of distress or need affecting Brethren or their dependants.
- c. To pay fraternal visits to members' homes, and to the homes of those receiving benefits from the Fund of Benevolence.
- d. Where funds are not available from a district Hospital Visiting Committee, to organise a small Almoner's Fund for local Masonic needs and for the purpose of providing comforts for Brethren in hospitals and private homes.
- e. To present to the Lodge, if required, a written report on any of his activities.
- f. To pay to the Treasurer of his Lodge all moneys received, and account for all moneys expended.

- g. To hand over to his successor all account books in his possession on the day of Installation.

16. The Landmarks

Grand Lodge has never presumed to define the Landmarks. It is inappropriate for a Lodge to lay down Masonic Law in a way not authorised by Grand Lodge.

17. Use of Letters "N.Z.C." following a Lodge name and number

This Grand Lodge being sovereign within the Districts of New Zealand it is improper within those Districts for the letters "N.Z.C." to be used following the name and number of any Craft Lodge, whether in printed matter, extending greetings or otherwise.

18. Custody of Records

Lodges should take steps to preserve their records. Any Lodge that publishes a history must send two copies of it to the Grand Secretary, for preservation in the Library of Grand Lodge, and three copies to the Legal Deposit Office.

19. Admission of Non-Masons to Lodge Rooms

- a. As a general principle the admission of non-Masons to Lodge rooms is a privilege to be exercised with discretion, and only with the permission of the Divisional Grand Master.
- b. The Trustees of a Lodge or Directors of Lodge Hall entities may, subject to Collected Ruling number 45, permit the use of their Lodge Rooms by the Order of the Eastern Star; provided that the Volume of the Sacred Law, Wardens Columns, Working Tools, Deacons Wands, Director of Ceremonies Batons are removed and where practicable articles relating to the ritual and ceremonial of the Craft are not displayed.
- c. When non-Masonic visitors are to be admitted to the Lodge Room, the following considerations should be observed:
 - i. Prior to their admission to the Lodge Room the Lodge shall be "Closed" or "Called off" in accordance with the appropriate ceremony. If the Lodge is "Called off" then following presentation; investiture or other purpose for which the visitors were admitted they must retire from the Lodge Room prior to the Lodge being "Called on" and resuming work.
 - ii. Discretion should be observed in deciding which articles relating to the ritual and ceremonial of the Craft are displayed. At no time should the Lodge undertake any ritual work of whatsoever kind in the presence of such visitors. Regalia may be worn and offices may be occupied.
 - iii. The function should always be held under the auspices of a Lodge or Lodges. Provided however, the Divisional Grand Master may give his

permission for non-Masonic visitors to be admitted to a Lodge Room in circumstances where the Lodge is not “Closed” or Called off”.

- d. When non-Masonic visitors are to be present for a historical Masonic re-enactment, the following conditions must be observed.
 - i. The Lodge Room shall not be used.
 - ii. At no time should the venue be dressed as for a modern Lodge Meeting or any part of current Masonic Ritual be employed in the ceremony.
 - iii. No Table Lodge be held.

20. Raising of Funds by Lotteries

- a. No Lodge shall promote or conduct, either within or beyond the precincts of any Masonic Lodge, any lottery, art union, raffle, sweepstake or other gambling device with the object of raising funds for any Masonic charity or other Masonic purpose without the prior approval of its District Grand Master.
- b. A lottery, art union, raffle, sweepstake or other gambling device should not be used by a Lodge to supplement its income.

21. Quasi-Masonic Organisations

It is a Masonic offence for a Brother to attend, support or associate with any organisation not recognised by Grand Lodge but which purports to mimic or copy the Masonic Ritual or Ceremonies.

22. Enquiries as to Masonic Status

All enquiries from non-masons for personal information relating to any Freemason shall be referred to the Grand Secretary.

23. Lodge Trustees

The property of the Lodge is vested in the Trustees of the Lodge as bare Trustees, and shall be managed and disposed of by them as the By-laws may provide or the Lodge may direct. They cannot take on themselves the management of the property of the Lodge. The Lodge may appoint them as a committee for a specific purpose, but cannot give them a general power of management, and they certainly do not have it by virtue of their office.

24. Particular Duties

A Lodge may from time to time elect or appoint Brethren to discharge particular duties for the Lodge, such as trustee, auditor, or librarian, but these Brethren shall not by virtue of discharging these duties be deemed to be officers of the Lodge.

25. **Speaking and Conduct in Grand Lodge**

- a. All members shall remain seated unless acting in the course of their duties or when speaking.
- b. When speaking, members shall rise, remain standing and address the Presiding Officer.
- c. A speaker shall not be interrupted except on a point of order.
- d. A member may only speak to a motion once. The mover of an original motion has a right of reply.
- e. The mover of a motion may speak for five minutes. No other speeches on any motion shall exceed three minutes.
- f. The Presiding Officer may grant an extension of five or three minutes as the case may be. Any further extension may only be granted by a vote of Grand Lodge, which shall be taken without debate.
- g. Breaches of order and disrespectful conduct towards the Presiding Officer are Masonic offences. An offender may be required to retire from Grand Lodge, and may be dealt with under Part VII of the Rules.

PART IV

REFECTORY PROCEEDINGS

26. Proceedings In Refectory

- a. Masters of Lodges in particular and the Brethren generally shall ensure that the proceedings in the refectory maintain a proper tone, maintain the dignity of the Craft, and introduce nothing to which exception can be taken by any Brother.
- b. For the guidance of the Brethren:
 - i. Each toast should be proposed separately. The practice of calling on the Brethren to honour a second toast "While you are on your feet" should not be allowed.
 - ii. Applause should be restricted to one knock.
 - iii. No item should be permitted which detracts from the seriousness of the ceremony in the Lodge Room.
 - iv. No stories should be told which may offend a Brother by referring to religious, racial or political issues.

27. Toast-List

- a. Toasts shall be given in the following order:
 - i. "The King and the Craft"
 - ii. "The Grand Master, M.W. Bro....." If he is present there shall be no toast to Grand Lodge officers. If he is not present no fire should be given.
 - iii. If the Pro Grand Master, Deputy Grand Master or a Grand Warden is present at the direction of and representing the Grand Master, he is to be given a toast notwithstanding a Grand Officer of higher rank is present. In such case this toast replaces that to "The Divisional Grand Master (or District Grand Master) and Officers of Grand Lodge".
 - iv. Where there is no Grand Officer present specifically representing the Grand Master the toast following that to the Grand Master shall be to the Grand Lodge Officer who is received and Officers of Grand Lodge.

28. **Fires**

- a. The fires following toasts are:
 - i. The Grand Master and Pro Grand Master 3 times 11
 - ii. The Deputy Grand Master 3 times 9
 - iii. The Divisional Grand Master and other Right Worshipful Brethren 3 times 7
 - iv. The District Grand Master and other Very Worshipful Brethren 3 times 5
 - v. All other Brethren 3 times 3
- b. Where ladies and/or non-Masons are present Masonic fires may be given providing a brief explanation is given.

PART V

INDIVIDUAL MEMBERS

29. Masonic Emblems

No Masonic emblems should be used for personal gain.

30. Greetings

Any Brother is entitled to offer his greetings and good wishes, stating the name and number of his Lodge, but requires the approval of his Master to convey greetings on behalf of his Lodge. Brethren who are unattached are not entitled to offer greetings.

31. Brethren Going Abroad

- a. Brethren who are about to travel overseas and intend to make Masonic visits should obtain a copy of a memorandum of instructions. Application can be made through their Lodge Secretaries to Grand Lodge Office.
- b. Brethren visiting overseas should have evidence that they are in good Masonic standing with their Lodge, and particularly that all Lodge dues are paid up to date.
- c. Members of Lodges should be careful not to become involved with Masonic bodies not recognised as regular by Grand Lodge. Lodges should impress upon their members not to make Masonic contacts overseas with Masons of other jurisdictions without first having ascertained from the Grand Secretary the existence of regular Masonry in the country concerned, and the address to which Masonic enquiries in that country should be directed.

32. Craft Membership

Brethren should acknowledge their membership of the Craft on proper occasions.

33. Natural Justice

All Brethren are entitled to receive a fair hearing, in accordance with the principles of natural justice, before any Craft Lodge, Board or Committee of Grand Lodge, and shall be entitled to be represented by any member of a Craft Lodge or Lodge holding a Charter from a recognised Grand Lodge who has been raised to the degree of a Master Mason or who is a Barrister or Solicitor of the High Court of New Zealand.

34. Rules of Debate

The proceedings at all Masonic meetings shall be conducted in accordance with the directions of the Presiding Officer and, unless the meeting decides to the contrary, in accordance with the Parliamentary Rules of Debate. Members can apply to the Grand Secretary for copies of the Rules of Debate.

PART VI

MASONIC REGALIA AND DRESS

35. Past Masters' Night

There should be no temporary surrender of Collars and Jewels by the regular officers of a Lodge to Past Masters at a Past Masters' Night. If, however, only one collar is available with the jewel of a Past Master, it may be worn by the Past Master who is to preside, instead of by the Immediate Past Master.

36. Masonic Dress

- a. Formal dress for Masonic occasions consists of either a black tailed evening coat or black dinner jacket, black trousers, black shoes, a white tie with the tailed evening coat, black tie with the dinner jacket, white gloves and either a white or black waistcoat with the tailed evening coat.
- b. The minimum acceptable dress standard for Masonic occasions within a District shall be determined by the Divisional Grand Master. If the decision of that Divisional Grand Master is such as to be of continuing effect, then it shall remain in force until specifically revoked.
- c. The circumstances in which departure from this rule is justifiable are left to the sound judgement of the individual concerned. Inability to appear in dress as set out in this rule should in no case deter a Brother from attending Lodge.

37. Aprons and Gloves

- a. With full dress the apron is fastened under the coat. With dinner jacket or lounge suit the apron is fastened over the jacket or coat.
- b. A Brother of the rank of Installed Master does not sit in the East or attend a Board of Installed Masters unless wearing the apron appropriate to the rank of Installed Master or a higher rank.
- c. It is not desirable that any Brother should be clothed with the apron of a rank or degree lower than his own.
- d. Where a Brother is to be invested as an Officer of Grand Lodge or a Craft Lodge but is not wearing the regalia appropriate to the collar of investiture then the investing officer shall symbolically invest that Brother by touching his right shoulder with the collar and then placing it over the recipient's arm. At no time should the apron, collar and jewel be worn so as to conflict between Grand Lodge Regalia and Craft Lodge Regalia.

38. Mourning

- a. Lodges should go into mourning upon the death of the Grand Master, the Pro Grand Master, a Past Grand Master, or the Deputy Grand Master.

- b. The occasion of mourning should be:
- i. The next regular meeting after notification is received from the Grand Secretary, or
 - ii. The next regular meeting after earlier knowledge of the death has come to the Lodge's notice;

provided that if the meeting so designated is the Installation Meeting, mourning may be observed at the next following regular meeting.

- c. A Lodge may go into mourning upon the death of any Brother, if the Master so directs.
- d. The tokens of mourning in the Lodge should be:
- i. A black rosette worn on the point of each officer's collar, so as not to obscure his jewel of office;
 - ii. Where the Master so directs:
 - Black drapes over the Master's and Wardens' pedestals, and
 - Black rosettes on officers' aprons. Brethren not in office wear black rosettes only if the officers do so.
- e. Breast jewels are not to be worn at a Lodge in mourning.

PART VII

CEREMONIAL GENERALLY

39. "Three Times of Asking"

Lodges should not dispense with the "three times of asking" prior to the closing of the Lodge.

40. Presiding Officer

- a. When the Grand Master presides in a Craft Lodge the Deputy Grand Master is placed on his right hand and the Master of the Lodge on his left. The Grand Wardens, if present, act as Wardens of the Lodge while the Grand Master presides.
- b. When the Deputy Grand Master, the Divisional Grand Master or District Grand Master presides in a Craft Lodge, the Master of the Lodge is placed immediately on his left hand.

41. Visiting

The Masters, Wardens and Brethren of every Lodge are enjoined to visit other Lodges as often as is convenient in order to promote the Craft.

PART VIII

SPECIAL CEREMONIES

(INSTALLATION, LAYING FOUNDATION-STONES)

42. Procedure at Installation Meetings

- a. The Lodge should be opened promptly at the time for which the meeting is called.
- b. The Master and Secretary should see that the business to be transacted prior to the reception of the visitors is dealt with expeditiously.
- c. The Director of Ceremonies is responsible for marshalling visiting Lodges and Brethren in preparation for their admission at the appointed time.
- d. The late arrival of visitors should not be allowed to delay the proceedings.
- e. The Director of Ceremonies is responsible for a suitable toast list and programme for the refectory proceedings.
- f. Toasts that call for speeches in proposing and acknowledging them should be few; for instance, the outgoing Master may be suitably honoured at the last preceding Lodge meeting; and the toast to "Absent Brethren" may be proposed without a speech. The speeches, except for the toast to the Master, and his reply, should be brief.
- g. The Tyler's Toast should be given no later than 11.00 p.m.
- h. Installation Greetings - Where the incoming Master is known to be a Companion of the Supreme Grand Royal Arch Chapter of New Zealand, then greetings may be given to him by the senior Royal Arch Companion present, following those given by Visiting Masters at the third time of rising. The Royal Arch Companion is to make himself known to the District Grand Master prior to the Installation Ceremony commencing.
- i. Address to the Brethren - Where the Address to the Brethren at a Ceremony of Installation is delivered by the Grand Master, then All Brethren will stand with the sign of Fidelity. In all other instances, all Brethren will remain seated.

43. Presentation of Working Tools at Installations

The presentation of the Working Tools to a newly Installed Master must be given by a Brother of Installed Master in either of the following forms.

Form No. 1

Third Degree

I place in your care the W.T. of a M.M. They are the S., the P. and the C. As I know that you are well acquainted with their operative uses as well as the morals conveyed by them, I shall, on this occasion formally present them to you.

Second Degree

I place in your care the W.T. of a F.C.F. They are the S., the L. and the P.R. As I know that you are well acquainted with their operative uses as well as the morals conveyed by them, I shall, on this occasion formally present them to you.

First Degree

I place in your care the W.T. of an E.A.F. They are the 24 in. G., the C.G. and the C. As I know that you are well acquainted with their operative uses as well as the morals conveyed by them, I shall, on this occasion formally present them to you.

Form No. 2

Third Degree

I have the honour to present to you the W.T. of a M.M. They are the S., the P., and the C. With their uses in operative M. as well as their moral significance to us as F.M. you are already familiar. But, to you as a ruler in the Craft and more especially as M. of the Lodge, the S. should mark out that straight and undeviating line of conduct which ought to guide you in the management of its affairs. The P. points out to you the necessity of a strict attention to every detail of administration which will make for the wellbeing of your Lodge, whilst the C. should remind you of the impartial justice which, tempered with mercy, you are to mete out to every Brother who may be under your direction.

Second Degree

I have the honour to present to you the W.T. of a F.C.F. They are the S., the L. and the P.R. (point to each). With their uses in operative M. as well as their speculative significance to us as F.M. you are already familiar. But at this time they should especially remind you (present S.) that by the rectitude of your conduct, (present L.) by the modesty and dignity of your demeanour, and (present P.R.) by the justness and uprightness of your life, you should endeavour to prove yourself worthy of the high honour which has been conferred on you by your Brethren.

First Degree

I have the honour to present to you the W.T. of an Entered Apprentice Freemason. They are the 24 in. G., the C.G., and the C. (present each). But at this time the 24 in. G. should serve especially to remind you that, whilst not neglecting the ordinary duties of your station, you should devote a portion of your time to promoting the interests of your Lodge in the interval between its stated meetings, as well as when you are in the Chair. The C.G. points out that with faithful admonition and kindly advice you should endeavour to correct the errors of your Brethren, while the C. enjoins upon you the necessity of edifying and instructing your Brethren by example and precept, so that they become perfect stones, fit for the T. which we raise to the glory of the G.A.O.T.U.

44. Ceremony of Laying a Foundation Stone

The Ritual provided for the ceremony of laying a Foundation Stone is used only for a Foundation Stone in the strict sense of the word, ie, an integral part of the foundation of a building. The Ritual is not to be used in connection with a Memorial Stone, Stone of Completion, etc. The Foundation Stone, with a casket placed in the cavity below, should be permanently fixed in position by the builder.

45. Consecration of Lodge Rooms

- a. The ceremony of consecration of any Lodge Room shall not be conducted until the Board is satisfied that the following conditions have been complied with:
 - i. That the site of the Lodge Room is vested in the trustees of the Lodge on conditions which in the opinion of the Board are calculated to ensure a permanent tenure by the trustees;
 - ii. That the Lodge Room has been approved by the Board as a suitable Masonic venue.
 - iii. That an undertaking has been given by the Lodge comprising a solemn undertaking that if the ceremony of consecration is performed the consecrated premises shall not thereafter be used for social or other secular functions or for any purpose except Masonic ceremonies, and that the consecrated premises shall not thereafter be sold, leased, let, mortgaged, or otherwise encumbered without the previous consent of the Board.
- b. The ceremony will be carried out by the Grand Master or by some officer appointed by him as provided by the Rules for the constitution of new Lodges.
- c. The consecration shall apply only to that part of a building which is intended to be used exclusively for Masonic ceremonies.

PART IX

OFFICERS OF GRAND LODGE

46. Honours and Salutes for Grand Officers

- a. The Honours for Officers of Grand Lodge are:
- | | |
|--|----|
| Grand Master or Pro Grand Master (present or past) | 11 |
| Deputy Grand Master (present or past) | 9 |
| Divisional Grand Master (present or past) | 7 |
| Other Right Worshipful Brethren | 7 |
| Very Worshipful Brethren | 5 |
| Other Grand Officers (present or past) | 3 |
- b. A Grand Master, Pro Grand Master, Deputy Grand Master or the Grand Master's Nominee will be received in due form and receive Honours.
- c. On occasions of an official visit by a Divisional Grand Master (present or past), Past Provincial Grand Master or District Grand Master (present) or his Nominee, he shall be received in due form and receive Honours.
- d. On all other occasions the salute is the sign once only of the degree in which the Grand Lodge Officer is received.

47. Contractions to denote Grand Rank

- a. The following contractions are used to denote Grand Rank:
- | | |
|--|------------|
| Grand Master | GM |
| Pro Grand Master | Pro GM |
| Deputy Grand Master | Dep GM |
| Divisional Grand Master | Div GM |
| Senior Grand Warden | SGW |
| Junior Grand Warden | JGW |
| President of the Board of General Purposes | Pres Bd GP |
| The Superintendent of The Freemasons Charity | Supt TFC |
| Grand Chaplain | GC |
| Grand Registrar | GR |

November 2022

Grand Treasurer	GT
Grand Superintendent of Works	G Supt W
Grand Secretary	G Sec
Grand Superintendent of Ceremonies	G Supt C
District Grand Master	Dist GM
Grand Lecturer	G Lec
Grand Director of Ceremonies	GDC
Grand Almoner	G Alm
Senior Grand Deacon	SGD
Junior Grand Deacon	JGD
District Grand Director of Ceremonies	Dist GDC
Grand Bible Bearer	GBB
Grand Sword Bearer	G Swd B
Grand Standard Bearer	G Std B
Grand Organist	GO
Grand Inner Guard	GIG
Grand Steward	GS
Grand Tyler	G Tyr
Past Provincial Grand Master	P Prov GM
Past Assistant Provincial Grand Master	P Asst Prov GM
Past Grand Warden (both Senior and Junior)	PGW
Past Grand Deacon (both Senior and Junior)	PGD

Except in the case of a Past Grand Warden or Past Grand Deacon, Past Grand Rank is indicated by prefixing the contraction "P". to the contraction used for Present Rank.

- b. Notwithstanding the change in the name from Grand Pursuivant to Grand Inner Guard, Past Grand Pursuivants use the contraction "PGP".
- c. Notwithstanding the change in the name from Assistant Grand Director of Ceremonies to District Grand Director of Ceremonies, Past Assistant Grand Directors of Ceremonies use the contraction "P Asst GDC".
- d. Similar contractions are used to denote Past Provincial Grand Rank, with the contraction "P Prov" prefixed; "P Prov GC," not "PPGC".

- e. District Grand Rank of other constitutions is similarly indicated by the contraction "Dist", thus: "Dist GM, (_____ Constitution)" not "DGM".
- f. Notwithstanding the change in the name from President of the Board of Benevolence to The Superintendent of The Freemasons Charity, Past President of the Board of Benevolence use the contraction "P Pres Bd Ben".

48. Wearing of Grand Lodge Regalia

- a. Only Officers of Grand Lodge (present or past) may wear the regalia of a Grand Officer.
- b. No Grand Officer (present or past) may wear the regalia of a rank higher than that which he at present holds or has held in Grand Lodge.
- c. Only Grand Officers (present or past) wearing the regalia of Grand Lodge may take part in any procession of Grand Officers.
- d. Every Brother holding Past Grand Office shall have available for his own use a set of undress regalia.
- e. No Lodge collar shall be worn over a Grand Lodge Collar.

49. Official Visits

An "Official Visit" is an occasion of celebration where honours are to be given to the person being received. It occurs as follows:

- a. Any visit by the Grand Master, or Deputy Grand Master (or their nominee)
- b. Any visit by a District Grand Master or his nominee, to a Lodge on the occasion of the Lodge's Installation meeting., or any other visit by an Officer of Grand Lodge where the Master of the Lodge and his District Grand Master agree that the occasion warrants the formal reception of that Officer.
- c. A visit by a representative of the Grand Lodge or Provincial or District Grand Lodge of a Sister Constitution to a Lodge where the Divisional Grand Master and the representative of that Grand Lodge or Provincial or District Grand Lodge agree that the occasion warrants the giving of Honours as part of the reception of that Grand Lodge or Provincial or District Grand Lodge.

50. Reception on the occasion of an Official Visit

- a. The Grand Master, Deputy Grand Master, Grand Wardens or their nominee, shall be received by the District Grand Master.
- b. On all other Official Visits, only one person shall be received and receive honours at any Lodge meeting. The Officer of Grand Lodge to be received shall be determined by the District Grand Master.

c. Reception on an Official visit has traditionally been in the Third Degree. Reception in the First or Second Degree shall be permitted with the prior agreement of the Most Worshipful or Right Worshipful Officer of Grand Lodge being received, or otherwise with the prior agreement of the District Grand Master. The Grand Master, Deputy Grand Master or their nominee shall normally enter in the Third Degree.

d. The Officer of Grand Lodge being received on an Official Visit shall receive Honours in accordance with General Instructions 53 and 55. Where it is desired to give honours on other occasions the salute is the sign once only of the Degree in which the Grand Lodge Officer is received.

e. Traditionally, the Officer being received is accompanied by other Brethren of Grand Rank in accordance with General Instruction 49.

f. An Officer of Grand Lodge who enters the Lodge with his Master shall not retire to again enter with the Officer of Grand Lodge being received.

g. In special circumstances the Officer of Grand Lodge being received may elect to be received without an accompanying procession, and not receive honours.

51. Retirement from Lodge at an Official Visit

a. If the Grand Master, or Deputy Grand Master is in attendance then Officers of Grand Lodge may retire after the "first time of rising" in order of seniority.

b. On all other occasions the Officer who was received shall retire after the "first time of rising" accompanied by Grand Officers in order of seniority.

c. On any occasion of a visit by a Sister Constitution, the Officer of the New Zealand Constitution who was received shall retire after the "first time of rising" accompanied by Officers of Grand Lodge who had been received with him. Following that retirement and still on "the first time of rising" the Provincial and/or District Grand Masters of the Sister Constitutions shall retire. However, the Constitutions may agree to retire together.

d. Notwithstanding the above, an Officer who was received may elect to retire with other brethren should circumstances justify a departure from normal practice but shall give greetings at the first rising.

52. Brethren of Grand Rank Saluting

a. Officers of Grand Lodge other than the Grand Master salute the Master with the sign of the degree in which the Lodge is working, and not with the sign of fidelity.

b. It is recommended that Officers of Grand Lodge other than the Grand Master shall accord Honours on all occasions when Brethren are called upon to do so.

c. Officers of Grand Lodge entering in procession on an Official visit do not salute the Master on entering the Lodge.

PART X

BUILDING REGULATIONS

53. New Buildings and Major Works

- a. All new buildings and major works require the approval of the Board of General Purposes to ensure that what is to be used for Masonic purposes is satisfactory for such purposes.
- b. To assist an applicant in ensuring that the new buildings or other major works are satisfactory for Masonic purposes, a Schedule of matters requiring particular attention is available from the Grand Secretary.
- c. To this end plans for all new buildings or other major works must be submitted to the Grand Secretary who will refer them to the Grand Superintendent of Works who in turn, after due consideration and, where appropriate, consultation with the Applicant, shall report to the Board.
- d. All plans and specifications submitted for approval shall be prepared by a registered architect, registered engineer or by a person in the opinion of the Grand Superintendent of Works suitably qualified.
- e. To enable the Grand Superintendent of Works to discharge his duties, the Board recommends that all proposals submitted should initially be in the form of preliminary sketches or similar with explanatory notes and preferably approved by the users or proposed users.
- f. Tenders for proposals submitted to the Board should not be called until the Board's approval has been given.

54. No Liability

Neither Grand Lodge, the Board of General Purposes nor any officer of Grand Lodge shall be liable for loss arising out of any defect in plans, buildings, or other works which are the subject of the approval.

PART XI

CHARITY

55. Form of Bequest

The following form of bequest can be used by anyone wishing to bequeath money for the benefit of any of the Charitable Funds of Grand Lodge.

I give the sum of \$..... to the Grand Lodge of Antient, Free, and Accepted Masons of New Zealand for the benefit of The Freemasons Charity, and I direct that the receipt of the Grand Secretary for the time being of the said Grand Lodge shall be a sufficient discharge to my trustees.

56. Charitable Trusts

- a. Those contemplating the incorporation of charitable trusts should first contact the Grand Secretary.
- b. As a guide to the Board's requirements the constitution, rules or trust deed of the Charitable Trust must provide that:
 - i. All the trustees or a majority thereof must be members ("Freemasons") of Craft Lodges or Lodges holding a Charter under a recognised Grand Lodge. If a Trust Deed allows for persons to be trustees of a Trust who are not Freemasons, then the Trust Deed must provide that the appointment and removal of such persons as trustees of the Trust can only be effected by Freemasons and/or Craft Lodges or Lodges holding a Charter under a recognised Grand Lodge.
 - ii. The Divisional Grand Master or his nominee shall be a member of the Board of Trustees or other controlling body ex officio. If the Divisional Grand Master has appointed a nominee to be a member of the Board of Trustees or other controlling body, that nominee shall remain as a member of the Trust Board or other controlling body as the Divisional Grand Master's nominee until:-
 - (a) That Divisional Grand Master or a subsequent Divisional Grand Master revokes the appointment.
 - (b) He dies.
 - (c) He resigns.
 - (d) The other members of the Trust Board or other controlling body resolve unanimously that he should no longer be a member of the Trust Board or controlling bodywhichever first occurs.
 - iii. The liability of each professional Trustee or former professional Trustee shall be limited to the assets of the Trust provided such liability is not attributable to an intentional default or the dishonesty (but not negligence) or to the wilful commission or omission by that

Trustee or by servants of the Trustees of an act known by that Trustee to be a breach of trust. In one or more of these events the professional satisfy the loss.

- iv. There shall be no alteration or amendment to the constitution or rules of the Charitable Trust without the prior consent of the Board.
 - v. Copies of annual reports and annual accounts properly audited shall be forwarded to the Grand Secretary promptly.
 - vi. The Board of General Purposes reserves the right to require the Charitable Trust to change its name so as to delete reference to "Freemason", "Masonic" or any derivative thereof if the Board considers that the good name of the Craft is or may be adversely affected by the continued usage of those names by the Charitable Trust.
- c. The contributions by Lodges to The Freemasons Charity should not be prejudiced by any parochial devotion to a charitable trust.
 - d. A charitable trust may, like any Lodge or Brother, approach The Freemasons Charity for financial assistance. If it does so, it will be expected to provide full details of its own financial position.

PART XII

GENERAL

57. Resource Material

- a. Grand Lodge Office may provide from time to time suitable reference manuals or publications for use by Lodges.
- b. The Master shall ensure that the relevant booklets are made available to his officers, who shall use them as a guide in the performance of their duties.

58. Forms

Prescribed forms are available from the Grand Secretary on request.

59. Grand Secretary's Physical Address

National Office (Cnr Kemp and Tacy Streets)

Unit 2 - 22 Tacy Street

Kilbirnie

WELLINGTON 6022

Postal Address:

PO Box 6439

Marion Square

WELLINGTON 6141

Telephone: (04) 385-6622

Facsimile: (04) 385-5749

E-mail: secretary@freemasons.nz.org

60. Correspondence with Grand Lodge

- a. Communications from Grand Lodge must be answered promptly and in full.
- b. Any handwritten document must be in block letters.
- c. Cheques should be crossed in accordance with banking legislation (no longer applicable).
- d. Lodge Secretaries must:
 - i. Send a separate letter for each separate subject.
 - ii. Quote the date and reference number of the letter under reply.
 - iii. Ensure that the Lodge's name and number are given.

61. **Secretary's Check List**

Monthly

Send a copy of the Lodge Summons to reach each member, the Grand Secretary, the Divisional Grand Master and the District Grand Master having authority over the Lodge at least seven days before the meeting.

After the meeting, send a fully completed Monthly Meeting Report and any Nomination Forms to the Grand Secretary. Update the Lodge Register.

Apply for any Master Mason's Certificate.

Notify the Grand Secretary, the Divisional Grand Master and his District Grand Master of any striking off, suspension or reinstatement.

Annually

January Book of Grand Lodge Proceedings will only be published following a "Communication" in terms of Rule 195.

TBA Nominations for Honorary Grand rank and Roll of Honour in the Communication year

TBA Nominations for Office in Grand Lodge in the Communication year

30th June Complete Annual Return

October Lodge Representative's Commission must reach the Grand Secretary at least one month before the Communication. It *should* reach him much sooner.

Installation Forward proceeds of Installation collection for The Freemasons Charity..

62. **Conduct at a Funeral**

- a. Where, with the consent of the close relatives it is desired to place sprigs of acacia on the casket of a deceased Brother, arrangements shall be made with the officiating Minister and with the Funeral Director.
- b. By arrangement with the officiating Minister, at an appropriate moment, the Master or his nominee shall make the following statement:

"Friends, as Freemasons we meet here today, to pay tribute to our departed Brother, and to express our deepest sympathy to those who are bereft of his presence. This sprig of acacia is a significant symbol within our Masonic Brotherhood of which (name of departed Brother) was a distinguished member and whom we remember and honour today. In sadness we place it on this casket as a sign of our Brotherly love and fellowship."

- c. Where convenient and desirable the Master alone or the Master and each of the Brethren moving in proper Masonic procession shall deposit a sprig of acacia on the casket and pause momentarily whilst adopting the sign of reverence.

63. Repealed

64. Apologies

- a. Apologies for non-attendance at Lodge meetings should not be given in the Lodge Room.
- b. Every Lodge shall provide an Apologies List outside the door of the Lodge Room into which all apologies for non-attendance at Lodge meetings shall be entered.
- c. The Lodge Secretary shall record in the Lodge Minute Book all apologies for non-attendance as appear in the Apologies List.

65. Board opinion on Remits to Communication

Where the Board of General Purposes has a particular opinion on a submitted Remit to Communication, then it shall publish its views as a codicil to the Remit's explanation circulated to the Lodge Representatives.

66. Prescribed Forms

Form No	Rule	Form
1	24	Change of Name of Lodge
2	25	Petition for Charter for a New Lodge
Addendum to form 2		Sample Wording for Charter
3		-none-
4	27	Joining Lodges
5	54	Proposition of Intended Candidate
6	65	Proposition of Joining Member
7	67(a)(ii)	Members Transferring to another Locality
8	67(a)(v)	Members Transferring to another Locality
9	68	Members Joining from another Constitution
10	73	Master Mason's Certificate
11	74	Past Master's Certificate
12	76	Certificate for Entered Apprentice

Form No	Rule	Form
13	76	Certificate for Fellow Craft
14	97	Lodge Register (Available from the FORM of REQUISITION)
15		-none-
16	108(a)	Striking off and Suspension for Non Payment of Dues
17	108(b)	Automatic Striking Off for Non Payment of Dues
18	109	Certificate of Striking off
19	131	Patents of Office (Appointed or Elected Officers)
20	171	Patents of Office (Honorary Past Grand Rank)
21	161	Nominations for Office
22	175	Twenty-five, Fifty, Sixty, Seventy and Eighty Year Service Badge and Bars
23	188	Centenary and 150 th Anniversary Jewel
24a	203	Appointment of Lodge Representative for Communication
24b	203	Appointment of Lodge Representative for Divisional Conference
25	205	-none-
26	241	Complaint alleging a Masonic Offence
27	174	Nomination for Roll of Honour
28		Transfer of Widows
29	103	Trustee Certificate Application

INDEX OF FORMS

1. Change of Lodge Name Rule 24
2. Petition for Charter Rule 25
Addendum - Sample Wording of Charter
3. –None-
4. Joining Lodges Rule 27
5. Proposition of Intended Candidates Rule 54
6. Proposition of Joining Members Rule 65
7. Members Transferring to Another Locality Rule 67(a)(ii) & (v)
8. –None-
9. Members Joining from Another Constitution Rule 68
10. Master Mason’s Certificate Rule 73
11. Past Master’s Certificate Rule 74
12. Entered Apprentice Certificate Rule 76
13. Fellow Craft Certificate
14. Lodge Register (Available from the FORM of REQUISITION) Rule 97
15. -None-
16. Striking Off/Suspension for Non-Payment of Dues Rule 108(a)
17. Automatic Striking Off for Non-Payment of Dues Rule 108(b)
18. Certificate of Striking Off Rule 109
19. Patents of Office (of Appointed or Elected Active Officers) Rule 131
20. Patents of Office (of Honorary Past Grand Rank) Rule 171
21. Nomination for Grand Lodge Office
22. Nomination and Application for a Long Service Badge/Bar Rule 175
- 22a. Nomination and Application for 25 year Service Badge Rule 175
23. Centenary and 150th Anniversary Jewel Rule 188
- 24a. Commission Form for Communication Rule 203
- 24b. Commission Form for Divisional Conference Rule 205
25. –None-
26. Alleged Masonic Offence Rule 241
27. Nomination for Roll of Honour Rule 174
28. Widow's Transfer Form
29. Trustee Certificate Application Rule 103



CHANGE of LODGE NAME

**TO: The Most Worshipful Grand
Master c/o The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

Dear Grand Master -

In accordance with the Resolution passed by the Lodge at our _____
meeting held on _____ we the undersigned do on behalf of the
members respectfully request that we be permitted to amend our Lodge name as stated below:

NEW LODGE NAME: _____

Given under our hand and seal at _____ on this _____ day of

_____ Master

_____ Senior Warden

_____ Junior Warden

CURRENT LODGE NAME and NUMBER: _____

PETITION for CHARTER



**TO: The Most Worshipful Grand Master c/o The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

Dear Grand Master -

We the undersigned, being regularly registered Master Masons of the Lodges mentioned against our respective names, having the prosperity of the Craft at heart, are anxious to exert our best endeavours to promote and diffuse the genuine principles of the art; and for the conveniency of our respective dwellings and other good reasons we are desirous of forming a new Lodge, to be named:

In consequence of this desire we pray for a Charter empowering us to meet as a regular Lodge at:

and there to discharge the duties of Freemasonry in a constitutional manner, according to the forms of the fraternity and the laws of Grand Lodge; and we have nominated and do recommend:

Brother _____ to be the first Master, Brother

_____ to be the first Senior Warden,

and Brother _____ to be the first Junior Warden

of the new Lodge. The prayer of this petition being granted, we promise strict obedience to the commands of the Grand Master and the Laws and Regulations of Grand Lodge.

DATED this _____ day of _____

_____	_____	_____
Signature	Name in full	Masonic Rank
_____	_____	_____
Lodge Name	Number	Constitution

(Signature list continued on second page.)

**PETITION for
CHARTER**
(continued)



Signature	Name in full	Masonic Rank
Lodge Name	Number	Constitution
Signature	Name in full	Masonic Rank
Lodge Name	Number	Constitution
Signature	Name in full	Masonic Rank
Lodge Name	Number	Constitution
Signature	Name in full	Masonic Rank
Lodge Name	Number	Constitution
Signature	Name in full	Masonic Rank
Lodge Name	Number	Constitution
Signature	Name in full	Masonic Rank
Lodge Name	Number	Constitution

SAMPLE WORDING for CHARTER



To all and every our Right Worshipful Worshipful and Loving Brethren

We _____ Grand Master of the Grand Lodge of Antient Free and Accepted Masons of New Zealand SEND GREETING.

Know ye that We by the authority and under the sanction of the Grand Lodge of Antient Free and Accepted Masons of New Zealand vested in Us for the purpose and at the humble petition of our loving Brethren _____ do hereby constitute the said Brethren into a Lodge of free and accepted Masons under the title or denomination of _____ No _____; the said Lodge to meet at _____ on _____ in each month or at such other place or time as may be provided for in accordance with the Constitution and We do empower the said Brethren when duly congregated in the said Lodge to make pass and raise Freemasons according to the antient custom of the Craft in all ages and nations throughout the known world and also to do and perform all and every such acts and things appertaining to the Craft as have been and ought to be done for the honour and advantage thereof AND further at their said petition and in consequence of the great trust and confidence reposed in every of the above-mentioned Brethren we do appoint the said _____ to be the first Master, the said _____ to be the first Senior Warden and the said _____ to be the First Junior Warden for opening and holding the said Lodge and until such time as another Master shall be regularly elected and installed strictly charged that you and they and all other members of the said Lodge do observe, perform and keep the laws, rules and orders contained in the Book of Constitution and all others which may from time to time be made by our Grand Lodge or transmitted by Us or Our successors, Grand Masters or by our Deputy Grand Master for the time being AND We do enjoin you to make such by-laws for the government of your Lodge as shall to the majority of the members appear proper and necessary the same not being contrary to or inconsistent with the general laws and regulations of the Craft, a copy whereof you are to transmit to Us.

AND we do require you to cause all such by-laws and also an account of the proceedings in your Lodge to be entered in a book to be kept for the purpose AND you are in no wise to omit to send to Us or Our successors, Grand Masters or to Our Deputy Grand Master for the time being at least once in every year a List of the members of your Lodge and the names and descriptions of all Masons initiated therein and Brethren who shall have joined the same with the fees and moneys payable thereon. It being Our will and intention that this Our Charter or Warrant of Constitution shall continue in force so long only as you shall conform to the laws and regulations of Our Grand Lodge.

Given under Our Hands and the Seal of the Grand Lodge

At _____ this _____ day of _____ A L _____ AD _____

By command of the Most Worshipful the Grand Master _____

G Sec _____ [Pro GM]

_____ Dep GM



JOINING LODGES

**TO: The Most Worshipful Grand
Master c/o The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

Dear Grand Master -

We, the undersigned, being the Master and Wardens of Lodge _____

No _____ regularly constituted under Charter from the Grand Lodge of _____

dated _____ which has resolved to transfer its allegiance to the Grand Lodge of New

Zealand, do hereby pray that a Warrant of Constitution may be granted empowering the members of the

Lodge to meet as a regular Lodge under the Grand Lodge of New Zealand at _____

_____ on _____, and there to

discharge the duties of Freemasonry in a constitutional manner, according to the forms and customs of the

fraternity and the laws of Grand Lodge, and the Lodge has nominated, and recommends

Brother _____ to be the first Master,

Brother _____ to be the first Senior Warden,

and Brother _____ to be the first Junior Warden

under the Grand Lodge of New Zealand.

The prayer of this Petition being granted, we promise in the name of the Lodge strict obedience to the commands of the Grand Master, and the Laws and Regulations of Grand Lodge.

_____ Master

_____ Senior Warden

_____ Junior Warden

PROPOSITION of INTENDED CANDIDATES



TO: The Worshipful Master, Officers, and Members of _____
Name and Number of Lodge

I, _____, being a free man, and of the full age of eighteen years, do acknowledge my belief in a Supreme Being, and do declare that, unbiased by the improper solicitations of friends, and uninfluenced by mercenary or other unworthy motives, I freely and voluntarily offer myself a candidate for the mysteries of Freemasonry; that I am prompted by favourable opinion preconceived of the institution, a desire for knowledge, and a sincere wish to be serviceable to my fellow creatures; that I am possessed of sufficient means to enable me to meet the charges of my initiation and the support of my membership in the Craft without detriment to my family and connections; that I have not within twelve months past been rejected by any Masonic Lodge; and I promise, if found worthy, to conform to all the ancient usages and established customs of the Order.

Information to be supplied by intending candidate:

Occupation: _____ Date of Birth: _____ Partner Name: _____

Business Name/Address/Tel: _____

Home Address: _____

Home Phone: _____ Cellphone: _____ E-mail: _____

I confirm that the foregoing replies are correct and I authorise the Lodge to make such enquiries to establish my good character and eligibility for membership as it deems necessary.

Candidate's signature: _____ Date: _____

Has the candidate ever made application or desired to be proposed in any other Lodge? YES / NO

If so, state name of Lodge and where the above occurred: _____

Was the candidate accepted? YES / NO

We the undersigned, having been personally acquainted with Mr _____ for the past _____ and do recommend and propose him as a candidate for the mysteries of Freemasonry.

Proposer's signature: _____ (_____) ID No: _____

The proposer of the candidate must be a member of the Lodge in which the candidate will be initiated – Rule 54(c).

Seconder's signature: _____ (_____) ID No: _____

Date: _____

This form must be completed and a copy sent to the Grand Secretary BEFORE the proposition is considered by any Investigating Committee.

Note for applicants under the Privacy Act 2020

The personal information on this form is being collected initially to determine your eligibility to be accepted for membership, and if you are accepted for membership will be retained for administrative and associated membership purposes of the Lodge and Freemasons New Zealand. Your membership information will be available to other members but will not generally be disclosed to other agencies or individuals. The provision of this information is not mandatory under law, but is needed if your application is to proceed. Incomplete applications will be returned for completion. You have a right to request access to and correction of any information held by the Lodge or Freemasons New Zealand.

PROPOSITION of JOINING MEMBERS



TO: The Worshipful Master, Officers, and Members of _____
Name and Number of Lodge

I, _____, of _____
do hereby apply to be admitted a member of your Lodge.

Select One:

I am at present a member of the following Lodge(s): _____,
and submit proof of my financial standing in [that Lodge] [those Lodges].

I was formerly a member of _____ (Name and Number of Lodge)
from which I resigned with dues fully paid/unpaid (or from the register of which my name was struck off for non-payment of dues) and I am now the holder of a certificate that all dues owing by me to that Lodge have been paid or satisfied.

Occupation: _____ Date of Birth: _____ Partner Name: _____

Business Name/Address/Tel: _____

Home Address: _____

Home Phone: _____ Cellphone: _____ E-mail: _____

I authorise the Lodge to make such enquiries to establish my good character and eligibility for membership as it deems necessary. If admitted a member of your Lodge I will obey the commands of the Worshipful Master and observe the by-laws of the Lodge.

Signature: _____ Date: _____

Masonic rank: _____

We the undersigned having known Brother _____ for the past _____ do recommend and propose him for membership of _____.

Proposer's signature: _____ (_____) ID No: _____

Secunder's signature: _____ (_____) ID No: _____

Date: _____

Note for applicants under the Privacy Act 2020

The personal information on this form is being collected initially to determine your eligibility to be accepted for membership, and if you are accepted for membership will be retained for administrative and associated membership purposes of the Lodge and Freemasons New Zealand. Your membership information will be available to other members but will not generally be disclosed to other agencies or individuals. The provision of this information is not mandatory under law, but is needed if your application is to proceed. Incomplete applications will be returned for completion. You have a right to request access to and correction of any information held by the Lodge or Freemasons New Zealand.



MEMBERS TRANSFERRING to ANOTHER LOCALITY

TO: Lodge _____ **No** _____

Place: _____

_____ Brother _____ who is a member in good Masonic and financial standing of this Lodge is transferring to your locality.

Delete as appropriate

Rule 67(a)(ii)
Prospective Membership
 (This notice must be sent to all Lodges in the new Locality)

He has been informed of all Lodges in your area and invited to select the Lodge in the area to which he wishes to apply for membership. In terms of Rule 67(b) of the Book of Constitution, you are requested to send him copies of your Lodge Summons for the next six regular meetings of your Lodge and to make such personal contact with him as may be appropriate.

You are requested to deal with his application for membership in terms of Rules 65 and 66.

Rule 67(a)(v)
Transfer of Membership
 (This notice must be sent to selected Lodge in the new Locality)

Your Lodge has been nominated as the one to which his membership should be provisionally transferred. You are requested to accept his membership in terms of the Book of Constitution.

His address will be: _____

Tel: _____

Email: _____

From: Name of Issuing Lodge: _____ **No** _____

Place: _____

Date: _____

Secretary: _____

Form in Quadruplicate:

- One copy to each Lodge or to specific Lodge in receiving District as appropriate
- One copy to Dist GM of the receiving District
- One copy to Grand Secretary



MEMBERS JOINING FROM ANOTHER CONSTITUTION

TO: The Worshipful Master of _____
Name and Number of Lodge

I _____ of _____ New Zealand, do solemnly declare:

1. That I will adhere to and comply with the existing Rules and Regulations of the Grand Lodge of New Zealand, and those which may hereafter be promulgated, and
2. I promise due obedience to the Most Worshipful the Grand Master for the time being of the said Grand Lodge.

DATED this _____ day of _____

Signature: _____

Signature of Witness: _____

Name of Witness: _____



MASTER MASON'S CERTIFICATE

TO All Whom it May Concern:

These are to certify that our Brother _____ who has signed his name in the margin hereof was regularly received into Freemasonry on the _____ day of _____

_____ AL _____ in _____ and

was admitted to the Third Degree on the _____ day of _____ AD _____

and

that he is duly registered in the Books of this Grand Lodge at Wellington the _____ day

of _____ AL _____ AD _____.

This certificate shall not entitle a Brother to admission into any Lodge without due examination.

_____ Grand Master

_____ Grand Secretary



PAST MASTER'S CERTIFICATE

TO All Whom it May Concern:

These are to certify that our trusty and well-beloved Brother _____

who has signed his name in the margin hereof was duly elected and installed as Worshipful Master

of _____ on the _____ day of _____

AL _____ AD _____.

_____ Grand Master

_____ Grand Secretary



ENTERED APPRENTICE CERTIFICATE

TO All Whom it May Concern:

THESE are to certify that our Brother _____ who hath signed his name at the foot hereof was regularly received into Freemasonry on the _____ day of _____ and that he is duly registered in the books of this Grand Lodge accordingly.

IN testimony whereof I have hereunto subscribed my name and affixed the Seal of Grand Lodge at WELLINGTON this _____ day of _____

THIS Certificate shall not entitle a Brother to admission to any Lodge without due examination.

Grand Secretary

Signature of Entered Apprentice



FELLOW CRAFT CERTIFICATE

TO All Whom it May Concern:

THESE are to certify that our Brother _____ who hath signed his name at the foot hereof was regularly received into Freemasonry on the _____ day of _____ and passed into the Fellow Craft Degree on the _____ day of _____ and that he is duly registered in the books of this Grand Lodge accordingly.

IN testimony whereof I have hereunto subscribed my name and affixed the Seal of Grand Lodge at WELLINGTON this _____ day of _____

THIS Certificate shall not entitle a Brother to admission to any Lodge without due examination.

Grand Secretary

Signature of Fellow Craft

LODGE REGISTER

RULE 97



PARTICULARS REQUIRED BY BOOK OF CONSTITUTION									DEGREES - WHEN				
No	Surname	Christian Name	If Joining Member, Name and No of Former Lodge	Age	Profession	Proposed by	Seconded by	Date of Proposal	Date of Initiation or Joining	Date of Passing			



STRIKING OFF/SUSPENSION FOR NON-PAYMENT OF DUES

TO: (Name of Brother and full postal address)

The following dues are now owing by you to the Lodge: _____

[for year, half-year etc ended _____ due on _____

\$ _____ etc]

You are accordingly summoned to attend a meeting of the Lodge to be held at:

on _____ there to show cause why you should not be struck off the member-

ship of the Lodge, or suspended, for non-payment of dues in accordance with the by-laws and the Book of Constitution.

Immediate payment of all arrears will retain good Masonic standing. By

direction of the Lodge

Lodge Name: _____

Lodge Number: _____

Lodge Address: _____

Secretary: _____

Date _____



AUTOMATIC STRIKING OFF FOR NON-PAYMENT OF DUES

TO:

(Name of Brother and full postal address)

Your dues to the Lodge are more than six months in arrears, and unless they are paid within the period of three months from the date of posting of this letter [or, if the notice is to be delivered personally, from the date of handing this notice to you], you will at the expiration of that period under the Book of Constitution, automatically cease to be a member of the Lodge.

The amount of dues owing is \$ _____

Payment in full of this sum will ensure you remain in good Masonic standing.

By direction of the Lodge

Lodge Name: _____

Lodge Number: _____

Lodge Address: _____

Secretary: _____

Date: _____



AUTOMATIC STRIKING OFF FOR NON-PAYMENT OF DUES

**TO: The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

This is to certify that on the _____ day of _____ the
name of Brother _____ was struck off the register of
members of this Lodge pursuant to the Book of Constitution.

Enclosed is a copy of all relevant Notices sent to the Brother.

Lodge Name: _____

Lodge Number: _____

Lodge Address: _____

Secretary: _____

Date: _____



PATENTS OF OFFICE
(of Appointed or Elected Active Officers)

TO All Whom it May Concern:

These are to certify that our trusty and well-beloved Brother _____

who has signed his name in the margin hereof has been appointed [or elected] to the office of

_____ in the Grand Lodge of New Zealand

[for the ensuing 12 months], and for performing all the duties of the said Office this is his sufficient Warrant and Authority.

Given under my hand and the Seal of the Grand Lodge at Wellington this _____ day of

_____ AL _____ AD _____.

(Seal)

_____ Grand Master

_____ Grand Secretary



PATENTS OF OFFICE
(of Honorary Past Grand Rank)

TO All Whom it May Concern:

These are to certify that our trusty and well-beloved Brother _____
who has signed his name in the margin hereof was on _____
by resolution of Grand Lodge constituted _____ in recognition
of eminent services rendered to the Craft.

Given under my hand and the Seal of the Grand Lodge at Wellington this _____ day of
_____ AL _____ AD _____.

(Seal)

_____ Grand Master

_____ Grand Secretary



Grand Lodge of New Zealand Freemasons

NOMINATION FOR GRAND LODGE OFFICE

*IMPORTANT: Please send this nomination form to the **Grand Secretary** not later than 1 July. See Rules 161/172/174, Book of Constitution.*

Collective nominations are not permissible.

A separate form must be used for each nomination.

Full Name of Nominee: _____

Member of (Name of Lodge): _____ No. _____

Name and Number of Lodge making the Nomination:

The above-named Nominee is a Candidate for (Select One):

- Active Office of _____ For the year: _____
- Past Grand Rank
- Roll of Honour
- Or any other office: _____

_____ Master _____ Date

_____ Secretary _____ Date

(Not required for Roll of Honour)

Declaration by Nominee: I, _____ ID No. _____

Print name in full: _____
hereby consent to this Nomination.

_____ Nominee _____ Date



PERSONAL INFORMATION FROM NOMINEE
(If appropriate attach a full personal CV)

Full Postal Address: _____

Phone Contact: (H) _____ (W) _____

Cell Phone: _____ Email: _____

Year(s) in which you were Master: _____

Past or Present Grand Lodge Rank: _____

Date of Birth: _____

Wife/Partner's Name (if appropriate): _____

Initiated into (Name of Lodge) _____ No. _____
On (Date) _____

Offices held in Lodge since Mastership: _____

Other Craft Activities (e.g. Almoners' Association; Charitable Trust; Masonic Homes; Board of Enquiry):

Honours/Awards
Masonic: _____
Civic: _____
Community: _____

Professional/Technical Qualifications:

Community Service:

Hobbies:

General: _____



NOMINATION AND APPLICATION FOR A LONG SERVICE BADGE/BAR

**TO: The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

Lodge _____ No _____

We the undersigned, on behalf of the members of the above Lodge, wish to nominate the following

Brother for a: 25 year Service Badge 50 year Service Badge

_____ year Bar

Personal Detail:

Name in full: _____

ID Number: _____

Date of Birth: _____ Date of Initiation: _____

In Lodge _____ No _____

The Brother's present rank is _____

Master Date

Secretary Date



NOMINATION AND APPLICATION FOR 25 YEAR SERVICE BADGE

**TO: The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

I the undersigned, on behalf of the members of the above Lodge wish to nominate the following Brother for a 25 year Service Badge:

Personal Detail:

Name in full: _____

ID Number: _____

Date of Birth: _____ Date of Initiation: _____

In Lodge _____ No _____

The Brother's present rank is _____

_____	_____
Secretary	Date
_____	_____
Lodge Name	Number

To be completed by Nominee:

I _____ hereby certify that I am, to my sincere belief, entitled to the Twenty Five Year Badge having completed 25 years membership of a Lodge under the New Zealand Constitution or other recognised Grand Lodge.

Signed _____

Date _____



CENTENARY AND 150TH ANNIVERSARY JEWEL

**TO: The Most Worshipful Grand Master
c/o The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

We, the undersigned, on behalf of the Brethren of Lodge No _____ do respectfully request you to issue a Warrant authorising the wearing of a:

- Centenary Jewel
- Sesquicentenary Jewel

by the members of the Lodge in accordance with the provisions of Rule 188 of the Book of Constitution.

In support of this petition for the issue of the said Warrant, we hereby declare:

1. That at the Regular Meeting held on _____ the said Lodge confirmed a resolution authorising the Master and Wardens to make application for a Warrant authorising the members to wear the above-noted jewel.
2. That this Lodge was first constituted on _____ as the _____ Lodge under the _____ Constitution, and operated under a temporary/regular Charter dated _____ and issued by _____ Grand Secretary.
(If temporary Charter, now give details of issue of Regular Charter.)
3. That a Warrant or Charter dated _____ was issued by the Grand Master, Grand Lodge of New Zealand designating it No _____ on the Roll of the Grand Lodge of New Zealand.
4. That the _____ Lodge No _____ has been in continuous existence since it was originally constituted as No _____ Constitution in _____.

Given under our hands and Seal at _____ on this _____ day of _____

_____ Master
 _____ Senior Warden
 _____ Junior Warden



**COMMISSION
FORM for
COMMUNICATION**

**TO: The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

Commission as Representative of:

Lodge _____ No _____

At a regular meeting of the above-named Lodge held on the _____ day of _____

Brother _____ was duly appointed to represent that Lodge at the

Communication to be held at _____ on the _____ day

of _____ and to exercise the Lodge voting entitlement.

Given under our hands and Seal at _____ on this _____ day of

_____.

_____ Master

_____ Secretary



**COMMISSION FORM
for DIVISIONAL CONFERENCE**

**TO: The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

Commission as Representative of:

Lodge _____ No _____

At a regular meeting of the above-named Lodge held on the _____ day of _____

Brother _____ was duly appointed to represent that Lodge
at the Divisional Conference to be held at _____ on the _____ day
of _____ and to exercise the Lodge voting entitlement.

Given under our hands and Seal at _____ on this _____ day of
_____.

_____ Master

_____ Secretary



ALLEGED MASONIC OFFENCE

TO Whom it May Concern:

We write to advise that the following Lodge Brother has committed a Masonic Offence pursuant to Rule 239 in that

.....

.....

.....

.....

.....

.....

.....

.....

Signed

Date



NOMINATION FOR ROLL OF HONOUR

IMPORTANT: Please send this nomination form to the **Divisional Grand Master of your Division**
See Rule 174, Book of Constitution.
Collective nominations are not permissible.
A separate form must be used for each nomination.

FULL Name of nominee _____

Member of Lodge _____ No _____

Name and Number of Lodge making the Nomination:

Lodge _____ No _____

The above-named Nominee is a Candidate for:

Roll of Honour for the year _____

_____	_____
Master	Date
_____	_____
Secretary	Date

Details of Meritorious Service to the Craft are:

.....
.....
.....
.....
.....

(Continue on separate sheet if required.)



WIDOW'S TRANSFER FORM

_____ / _____ / _____

TO The Secretary

Lodge _____ No _____

Lodge Address

Dear Sir and Brother,

Mrs _____

the widow of a former member of this Lodge, is now residing at

Contact Phone No. (_____) _____

It would be appreciated if you would keep in touch with her and take an interest in her welfare.

Yours fraternally,

Almoner's Signature Almoner's Name (Printed)

Lodge _____ No _____

Lodge Address

TO The Secretary

_____ / _____ / _____

Lodge _____ No _____

The Lodge has made contact with

Mrs _____ and she is now under our care.

Almoner's Signature Almoner's Name (Printed)

Lodge _____ No _____

Lodge Address



TRUSTEE CERTIFICATE APPLICATION

**TO: The Grand Secretary
PO Box 6439, Marion Square
Wellington 6141**

We _____

being trustees of Lodge _____ No _____
under The Grand Lodge of Freemasons of New Zealand Trustees Act 1903, in consideration of you releasing
to us the Lodge Trustees Certificate we undertake that we will use the certificate solely for the purposes of:

(registering a mortgage, sale of property, etc)

and should the certificate not be used for that purpose it will be returned to you immediately.

Signed:

Trustees of the Lodge

_____	_____
Master	Date
_____	_____
Secretary	Date

TRUSTEE ACT

Part 1

The Grand Lodge of Freemasons of New Zealand Trustees Act 1903

ANALYSIS

Title	6	Transfers, conveyances, etc., executed by majority sufficient
Preamble		
1 Short Title	7	Documents concerning personal estate executed by majority sufficient
2 Interpretation	8	Register of Trustees to be kept
3 Vesting real and personal property in Grand Lodge Trustees	9	Legal estate to new Trustees' property without conveyance
4 Vesting real and personal property in Craft Lodge Trustees	10	Interest of Trustees in personalty to pass to new Trustees without transfer
Powers of Trustees	11	Production of sufficient evidence
5		Schedule

1903 No 1 PRIVATE

Title

AN ACT to provide for the holding of Real and Personal Property by Trustees on behalf of the Grand Lodge of Antient Free and Accepted Masons of New Zealand and Lodges subject to such Grand Lodge, and to provide for the Succession of Title thereto.

Preamble

WHEREAS it is desirable that real and personal property which belongs now or may hereafter belong to the Grand Lodge of Antient Free and Accepted Masons of New Zealand, or Lodges subject thereto, should vest in and be managed by Trustees, and that on any change in the trusteeship becoming necessary the title of such property should devolve without the expense of conveyance or transfer being incurred: And whereas it is necessary to obtain power for providing for the due succession of trustees without conveyance or transfer, and for creating facilities of proof:

Be it therefore Enacted by the General Assembly of New Zealand in Parliament assembled, and by the authority of the same, as follows: -

1. **Short Title**

The Short Title of this Act is the Grand Lodge of Freemasons of New Zealand Trustees Act 1903.

2. **Interpretation**

In the interpretation of this Act the following terms shall have the meanings hereinafter respectively assigned to them, unless inconsistent with the subject or context:-

"*Grand Lodge*" means the Grand Lodge of Antient Free and Accepted Masons of New Zealand:

"*Craft Lodge*" means any Lodge now existing or hereafter constituted owing allegiance to and under the authority of Grand Lodge:

"*Masonic lands*" includes all lands and premises in New Zealand, of whatsoever tenure, which now are or which shall at any time hereafter be held in trust for or on behalf of Grand Lodge or any Craft Lodge, together with all rights, easements and appurtenances whatsoever relating thereto, and also includes chattels real:

"*Authorised representative*" of Grand Lodge means the Grand Secretary appointed by Grand Lodge and for the time being holding office; and "acting authorised representative" means such person as may be appointed to such office by the Grand Master of Grand Lodge for the time being:

The words "*legal proceedings*" shall include all proceedings whatsoever, whether preliminary, initiatory, interlocutory, or final, in any Court of Justice or before any Registrar of Land.

3. **Vesting Real and Personal Property in Grand Lodge Trustees**

All lands and any estate therein, and all moneys and securities for money, and all personal property now held by Grand Lodge or by any person or persons on behalf of Grand Lodge, and all Masonic lands, and all moneys or securities for money and personal property which may at any time or times hereafter be acquired by Grand Lodge by gift, purchase, devise, bequest, or otherwise, shall, after the coming into operation of this Act, but subject to and without prejudice to any mortgage, charge, encumbrance, lien, or lease affecting the same respectively, become vested in the trustees who shall be appointed by Grand Lodge in accordance with the Constitution and Laws of Grand Lodge, upon such trusts and for such purposes and subject to such conditions as shall from time to time be defined by such Constitution and Laws of Grand Lodge, and shall be subject to the provisions of this Act.

4. **Vesting Real and Personal Property in Craft Lodge Trustees**

Upon the passing of a resolution by any Craft Lodge adopting this Act, all lands and any

estate therein, and all moneys and securities for money, and all personal property then held by such Craft Lodge or by any person or persons on behalf of such Craft Lodge, and all Masonic lands, and all moneys or securities for money and personal property which may at any time or times thereafter be acquired by such Craft Lodge by gift, purchase, devise, bequest, or otherwise, shall subject to and without prejudice to any mortgage, charge, encumbrance, lien, or lease affecting the same respectively, become vested in the trustees who shall be appointed by such Craft Lodge in accordance with the by-laws for the time being governing such Craft Lodge, upon such trusts and for such purposes and subject to such conditions as shall from time to time be defined by such by-laws and shall be subject to the provisions of this Act. A certificate that a resolution has been passed by any Craft Lodge on a particular date adopting this Act, signed by persons purporting to be the Master and Secretary of such Craft Lodge, shall be taken as sufficient evidence that such Craft Lodge has adopted this Act upon the date named in such certificate.

5. Powers of Trustees

So far as persons dealing with such trustees are concerned, such trustees, both of Grand Lodge and Craft Lodges, shall be deemed to have the same power of sale, lease, mortgage, and disposition over such property as if they were the absolute owners thereof; and it shall not be incumbent upon any person to inquire whether any proposed dealing constitutes a breach of trust, nor shall any person be concerned to see to the application of any purchase, mortgage, or other moneys paid to such trustees.

6. Transfers, Conveyances etc., Executed by Majority Sufficient

Where any sale, mortgage, exchange, or lease of any Masonic lands subject to the provisions of this Act shall be made, the transfer, mortgage, exchange, or lease of such land, if under the operation of the Land Transfer Act, shall be as effectual if signed by a majority of the trustees for the time being of such land named in the Register of Trustees hereinafter mentioned, as if such transfer, mortgage, exchange, or lease had been duly signed by all the trustees or registered proprietors thereof; and in case such land shall not be under the operation of such statute, the conveyance, mortgage, exchange, or lease thereof, if executed by a majority of the trustees for the time being thereof named in such Register of Trustees, shall be deemed to pass the legal estate therein as fully and effectually as if all the trustees in whom the legal estate was vested had joined in, executed, or made such conveyance, mortgage, exchange, or lease.

7. Documents Concerning Personal Estate Executed by Majority Sufficient

The signatures of the majority of the trustees for the time being in whom are vested any lands mortgaged to such trustees, or in whose names are invested any moneys in any bank or company, to any release or transfer shall be sufficient to reconvey, release, or transfer respectively the estate of all the trustees therein in the same manner as if such documents had been signed by the whole of such trustees.

8. Register of Trustees to be Kept

The authorised representative for the time being of the Grand Lodge shall keep or cause to be kept in duplicate a Register of Trustees of the several lands and funds for the time being held subject to the provisions of this Act on behalf of Grand Lodge and the respective Craft Lodges in New Zealand, and such register shall be called and inscribed as "The Grand Lodge of Freemasons' Register of Trustees for New Zealand," and shall be in the form, or to the effect contained in the Schedule hereto; and such authorised representative shall with all reasonable dispatch enter or cause to be entered in such Register of Trustees the names and descriptions of the present trustees of such lands and funds respectively, with all other particulars indicated in the said Schedule; and such authorised representative shall from time to time, upon the appointment of any new trustee or trustees under the Constitution and Laws of Grand Lodge or by-laws of Craft Lodges respectively, insert or cause to be inserted in such Register of Trustees the name and description of any new trustee or trustees, and how the vacancy in the trust occurred, whether by death or otherwise, and the date of the appointment of the new trustee or trustees, and also of the date of insertion of his or their name or names in such Register of Trustees; and such authorised representative shall sign his name in such Register of Trustees in the proper column, in the same line with the name of every trustee (old and new) to authenticate the due appointment of each trustee.

9. Legal Estate to Pass to New Trustees Without Conveyance.

On the insertion as aforesaid in the said Register of Trustees of the name or names of any new trustee or trustees of any such lands not under the operation of the Land Transfer Act, held subject to the provisions of this Act, the estate in such lands of the trustee or trustees in whose place such new trustee or trustees shall be appointed shall forthwith vest in such new trustee or trustees, solely or jointly as the case may be with the old continuing trustee or trustees (if any), for the same estate and interest as the former trustee or trustees had therein, and subject to the same trusts, without any conveyance or assignment whatsoever; and on the insertion as aforesaid in the said Register of Trustees of the name or names of any new trustee or trustees of lands under the operation of the said Land Transfer Act held as aforesaid, such new trustee or trustees, together with the former or continuing trustees (if any), shall be deemed the proprietor or proprietors thereof within the meaning of the said Land Transfer Act as if the name or names of such new trustee or trustees appeared or was or were entered as such proprietor or proprietors in the register-book kept under the provisions of such Land Transfer Act, and as if a certificate of title had been duly issued to him or them, solely or jointly as the case may be with the former continuing proprietor or proprietors (if any), for all the same estate and interest as the former proprietor or proprietors had therein, and subject to the same trusts, without any transfer being made for the purpose; and as to the lands under the operation of the Land Transfer Act, the Trustees for the time being thereof registered aforesaid in the said Register of Trustees shall be deemed the proprietors thereof within the meaning of the same Act, as if the names of such trustees appeared or were entered as such proprietors in such register-book, and as if certificates of title had been duly issued to

them, but subject to the provisions of this Act, and to any then subsisting mortgage, lien, encumbrance, or lease.

10. Interest of Trustees in Personality to Pass to New Trustees Without Transfer

On the insertion as aforesaid in the said Register of Trustees of the name or names of any new trustee or trustees of any personal property, moneys or securities for money held subject to the provisions of this Act, the estate in such property, money, or securities of the trustee or trustees in whose place such new trustee or new trustees shall be appointed shall forthwith vest in such new trustee or trustees solely or jointly, as the case may be, with the old continuing trustee or trustees (if any) for the same estate or interest as the former trustee or trustees had therein, and subject to the same trusts without any transfer or assignment whatsoever.

11. Production of Register Sufficient Evidence - Schedule

A book purporting to be the Register of Trustees herein before referred to, shall, on production thereof by the authorised representative for the time being or the acting authorised representative for the time being, or by any person appointed for that purpose by either of such persons in writing, be received and taken in legal proceedings and on all occasions whatsoever as sufficient evidence (except in case of fraud or collusion) for and against not only the immediate parties but for and against third persons, purchasers, and all others whom it may concern, as to who are or were the trustees of such lands, property, or funds, and also of the vacancies which occurred in the trusteeship, and of the appointment of new trustees to supply such vacancies, and of the date of the insertion of their names as aforesaid in such Register of Trustees, and of their consent to act, and of all other matters recorded therein in pursuance of section four hereof, and judicial notice shall be taken of such book and of the signatures of the authorised representative therein; and any extract purporting to be an extract from such Register of Trustees, and certified under the hand of such authorised representative or acting authorised representative for the time being aforesaid, and bearing what purports to be the seal of Grand Lodge, shall be received and taken in all legal proceedings and in all dealings with Masonic lands before any District Land Registrar, and on all occasions whatsoever, as sufficient evidence of the several extracted matters comprised in such extract so far as the same may relate to any particular Masonic land, property, or funds, without the production of such Register of Trustees, and judicial notice shall be taken of the signature of the authorised representative or acting authorised representative of every such extract, and of such seal of Grand Lodge: And in case of the decease, illness, absence, or temporary incapacity of such authorised representative as aforesaid, some other person may be appointed by the Grand Master for the time being of Grand Lodge to act in the place of such authorised representative, but not for a longer period than the next annual meeting of Grand Lodge, and such other person shall be designated the "acting authorised representative of Grand Lodge"; and such acting authorised representative during the time for which he shall be so appointed shall have, perform, and execute all the powers, authorities and duties of such authorised representative, and shall underneath his signature in the columns of the said Register of Trustees insert the word "acting", and shall underneath his signature to any extract to be made

by him from such Register of Trustees insert the words "acting authorised representative of Grand Lodge"; and a copy of the New Zealand Gazette containing a notification by the Grand Master for the time being of Grand Lodge of the appointment of such authorised representative or of such acting authorised representative as aforesaid, shall be sufficient evidence of the due appointment of such authorised representative and acting authorised representative respectively.

Part II

**Resolution To be Passed by Lodge Adopting the Grand Lodge of Freemasons of
New Zealand Trustees Act 1903**

The Lodge No., of Antient Free and Accepted Masons, holding under the Grand Lodge of New Zealand, hereby resolves to adopt The Grand Lodge of Freemasons of New Zealand Trustees Act 1903, in pursuance of Section 4 of the said Act.

We, the undersigned, being respectively the Master and Secretary of the above-named Lodge, hereby certify that the above Resolution was duly passed by the Lodge upon the.....day of

.....Master
.....Secretary

Instructions to Lodges

One copy of above should be sent at once to the Grand Secretary for filing as a permanent record; another copy should be kept in the Minute Book, and a similar copy of the Resolution and Certificate can be signed by the Master and Secretary of the Lodge for the time being, whenever one is required by any Land Transfer Registrar, Registrar of Deeds, or other person requiring to be satisfied that the Lodge has adopted the Act.

PART III

Suggested By-law for Appointment and Powers of Trustees For Lodges which have Adopted The Grand Lodge of Freemasons of New Zealand Trustees Act 1903

1. *Five* subscribing Members of the Lodge shall be appointed as and be called the "Lodge Trustees", in whom, on appointment, shall vest all the real and personal property of the Lodge, subject to the provisions of the Grand Lodge of Freemasons of New Zealand Trustees Act 1903.

The first appointment of such Trustees shall be effected in the following manner: -

Candidates for such office shall be duly nominated and seconded at a regular meeting of the Lodge after this By-law shall have come into force. If more than *five* candidates shall have been duly nominated, an election by ballot shall be held at the next ensuing regular meeting of the Lodge, the names of the candidates having in the meantime been duly entered upon the summons for such meeting.

The *five* candidates receiving the highest number of votes shall be deemed to be thereupon appointed as the Lodge Trustees.

Should not more than the *five* candidates be nominated as above provided, they shall be declared at once appointed as the Lodge Trustees.

On such appointment, and any subsequent appointment, the Secretary shall at once forward the necessary particulars for insertion in "The Grand Lodge of Freemasons' Register of Trustees for New Zealand."

2. Such Trustees shall hold office during the pleasure of the Lodge, and any one or more may be removed by resolution of the Lodge on a ballot duly taken on the question after notice.
3. Any Trustee, who shall resign his office, become bankrupt, or incapable of carrying on the duties of his office, or who shall cease to be a subscribing member of the Lodge, shall, *ipso facto*, vacate his office as Trustee.
4. Any vacancy from time to time occurring in accordance with the preceding clause, or through the death, resignation, or removal of a Trustee shall be filled by the appointment of a successor after nomination and election (if necessary) in manner provided for the first election of Trustees.
5. The ordinary current banking account of the Lodge may be kept and operated on by the Master and Treasurer in accordance with the practice of the Lodge, but all surplus funds, and all property, both real and personal, of the Lodge, vested in the Trustees, shall be dealt with by them in such manner as may be directed from time to time by resolution of the Lodge.

**THE GRAND LODGE OF FREEMASONS OF
NEW ZEALAND TRUSTEES AMENDMENT ACT 1964**

TITLE

An Act to amend the Grand Lodge of Freemasons of New Zealand Trustees Act 1903

WHEREAS by the Grand Lodge of Freemasons of New Zealand Trustees Act 1903 provision is made for the vesting in trustees of the Grand Lodge and Craft Lodges therein named of the property therein referred to and for matters ancillary thereto; and by the Grand Lodge of Freemasons of New Zealand Trustees Amendment Act 1957 the provision aforesaid is extended to trustees of certain other property: And whereas the only other Masonic organisation which has been approved under the amendment is the Supreme Grand Royal Arch Chapter of New Zealand: And whereas those other bodies which could have been approved have now registered under the Charitable Trusts Act 1957, and the Grand Lodge of Freemasons of New Zealand Trustees Amendment Act 1957 is now no longer needed except as it refers to the Supreme Grand Royal Arch Chapter of New Zealand

BE IT THEREFORE ENACTED by the General Assembly of New Zealand in Parliament assembled, and by the authority of the same, as follows:

1. **Short Title** - This Act may be cited as the Grand Lodge of Freemasons of New Zealand Trustees Amendment Act 1964, and shall be read together with and deemed part of the Grand Lodge of Freemasons of New Zealand Trustees Act 1903 (hereinafter referred to as the principal Act).
2. **Principal Act Extended** - Section 2 of the principal Act is hereby amended by adding to the definition of "Craft Lodge" as therein set out the following words: "and shall include The Supreme Grand Royal Arch Chapter of New Zealand and any of its Chapters or other subordinate bodies".
3. **Repeal** - The Grand Lodge of Freemasons of New Zealand Trustees Amendment Act 1957 is hereby repealed.
4. **Private Act** - This Act is hereby declared to be a private Act.

Aims and Objects

AUTHORISED STATEMENT

"FREEMASONRY BRIEFLY EXPLAINED"

Freemasonry is unique. It cannot be likened to any other society in that it offers experiences and satisfaction not found elsewhere.

One of its unique features is that ***NO MAN IS EVER INVITED TO BECOME A MEMBER.***

For that reason, it is sometimes difficult for an interested person to discover much about the institution, often referred to as the Craft.

This information paper has been prepared by the Grand Lodge of New Zealand to give prospective members basic information about the nature and activities of this ancient and honourable institution. It is also for the use and guidance of members in giving encouragement to those known to be sympathetic to its aims and objectives and who could be unaware that they have to take the initiative if they wish to join the Craft.

Any person with an interest in Freemasonry will, from reading this, obtain a useful appreciation of what it stands for in practical terms and the men who are its members.

The Main Aims and Objectives of Freemasonry

- To promote the brotherhood of the human family under the Fatherhood of God.
- To render practical help to the less fortunate.
- To demonstrate through the behaviour of its members how Masonic teachings add new dimensions to the enjoyment of everyday life.

Freemasonry is a Way of Life

Freemasonry embraces many important principles which it encourages its members to adopt as a way of life. Its ethical teachings dwell on our duties to God, to our country, to our neighbours and to ourselves. They encourage the practice and maintenance of high moral standards and ethical conduct at all times.

As a consequence Freemasonry has attracted to its ranks men of goodwill and charity to comprise a worldwide society of some six million men.

This voluntary association is open to men in good standing of every race, colour and creed who wish to embrace its principles. Once admitted men meet as equals within a Lodge. There they can enjoy the company of like-minded men, united in their common interest of promoting human welfare and happiness and in absorbing the lessons of the Craft in self discipline, fortitude, justice and charity.

Freemasonry is open to Men of all Religious Persuasions

Around the world men of most religious faiths have become Freemasons because by the very nature of its aims and objectives the principles it espouses are compatible with the teachings of the recognised world religions.

Freemasonry itself is NOT a religion and makes no pretence to be one.

It recognises the importance of belief in a Supreme Being, however designated. All its members are required to hold that belief and proper recognition is given to it within Lodge rooms and in the course of the ceremonies, which are in themselves a time-honoured form of instruction.

In New Zealand this requires the Holy Bible to hold a dominant position in all ceremonies. Where appropriate it may be accompanied by other sacred writings relevant to a Brother's particular belief.

Freemasonry is Very Old

The origins of Freemasonry date back many centuries to the stonemasons who built the great cathedrals of Europe in the Middle Ages and even beyond. Their working tools and the structure of their exclusive society of those days are still used symbolically in Freemason's Lodges and in the structure of the Craft. The actual practices and procedures observed worldwide were formalised with the establishment of the United Grand Lodge of England in 1717 and have not been extensively altered.

The first Lodges in New Zealand were formed by the early settlers in the 1840's and Freemasonry in this country operated under the various Grand Lodges (or Constitutions) of Great Britain until the Grand Lodge of New Zealand was established in 1890. Most of them then transferred to the New Zealand Body.

Freemasonry is not a Secret Society

Freemasonry is not a secret society. It does nothing to conceal its existence or its activities. Its so-called secrets are details of private ceremonies designed to progressively instruct new members and impress on their minds the lessons the Craft has to offer including the virtue of self discipline. A progression through three stages (or Degrees) is necessary to obtain full membership and the detailed knowledge of them is restricted to those who qualify.

These ceremonies are solemn, intentionally impressive and are conducted with dignity and decorum. They are held in the highest esteem by members but their form is of no importance to those not belonging to the Craft.

Knowledge of them does have an incidental advantage to Freemasons in that it helps them recognise each other and their progression through to full membership.

Freemasonry Demands Loyalty to One's Country

Loyalty to one's country is an essential qualification for membership. Additionally members are expected to obey every lawful authority, obey the laws of the country they live in and promote its general welfare.

In no way do these requirements interfere with a member's civil rights to protest and seek legislative changes by lawful means.

Freemasonry is a Commitment to Charitable Works

New Zealand Freemasons provide charity in many ways as individuals, as Lodges, through district projects, various Masonic Trusts and Associations and through the Grand Lodge Fund of Benevolence.

This has made possible the commitment of substantial assets to community welfare that include a hospital and homes for the aged, a Chair of Geriatrics at the Auckland School of Medicine and annual Fellowships in Paediatrics and Child Health.

For those in need the Grand Lodge Fund of Benevolence, which is funded by members for the purpose, provides a range of assistance ranging from emergency grants to annuities and educational bursaries. This represents an outlay in any one year of hundreds of thousands of dollars and is applied to benefit both those with Masonic connections and those without.

For Freemasons charity in its widest sense is an essential feature of their way of life but it is not to be inferred that the Craft operates as a benefit society.

Freemasonry Demands Commitment

There is a commitment of time.

Lodge meetings are held monthly on fixed dates, usually over eleven months in the year. A regular attendance is expected. This is regarded as a minimum commitment by members. Advancement through the offices of the Craft, involvement in charitable works and participation with one's family in Lodge social gatherings will add to the time spent on Masonic matters.

While the fullest possible participation is encouraged and adds to the enjoyment of the Craft, a member's discretion in the matter is respected.

HIS PERSONAL COMMITMENT TO MASONRY MUST ALWAYS TAKE SECOND PLACE TO CONCERNS FOR HIS FAMILY AND HIS LIVELIHOOD

There is a financial commitment.

A joining fee is payable to a member's Lodge and thereafter an annual subscription is required to meet administrative costs. In addition calls are made on his charity to support the Grand Lodge Fund of Benevolence and for other purposes.

The extent of charitable giving is a private matter, each member contributing according to his

conscience and his personal means.

The financial cost of actively participating in Masonry is not high relative to the cost of many other pursuits.

There is a commitment to a way of life.

Members are expected to practice in their everyday pursuits the teachings of the Craft and thereby earn the trust and respect of others.

Freemasonry Excludes Religious or Political Discussion

Freemasonry respects the rights of its members to hold their own individual religious and political beliefs but these are not permitted to emerge at Masonic gatherings and possibly lead to dissension.

The Craft itself is not involved in either religion or politics.

The Structure of Freemasonry in New Zealand

The great majority of Freemason's Lodges in this country operate under the Constitution of the Grand Lodge of New Zealand. There are still some that maintain allegiance to either the United Grand Lodge of England, the Grand Lodge of Scotland or the Grand Lodge of Ireland.

All active Freemasons in New Zealand are required to be members of a Craft Lodge. Some progress to other Masonic Orders. It is not obligatory to seek that progression, many do not do so.

There are some 400 Lodges under the New Zealand Constitution throughout the country. It is generally recommended that membership be sought of a Lodge where there will be found the greatest 'community of interest' and the opportunity to enjoy the companionship of people at a social level.

This social aspect is important because Lodge membership provides the opportunity for participation in a wide range of functions and events in which wives and families are encouraged to participate.

Within a Lodge

Within the Lodge building will usually be found a room designed especially for Masonic meetings and ceremonies plus a supper room or refectory.

Most Lodges meet in the evening and the dress is formal evening dress or black dinner jacket. However a dark lounge suit with dark tie is acceptable if the other is not available. This attention to dress is largely for the sake of uniformity and to lend dignity to the ceremonies. It also gives equality to those present. Regalia and badges are worn to distinguish those who hold an office in the Craft.

A formal procedure is observed so that routine or private business is disposed of efficiently after which visiting Freemasons are admitted to the meeting. What generally follows is

ceremonial work in the admission of new members or some other aspect of Masonic instruction.

After a meeting, members gather in the refectory for refreshment. This is an important aspect of Freemasonry providing as it does, an opportunity for members to relax together in a social environment where happiness is the main criteria.

The Entry to Masonry

No one should enter Freemasonry in the hope of some material gain or advancement. To do so will only lead to disappointment.

Membership is entirely voluntary. The rules require an intending member to be motivated by his own desire to join the Craft. He will be accepted if the members feel he has the qualities making for happy and successful participation in their Lodge.

He should ensure that his wife is fully aware of a Freemason's commitments and have her full support to his seeking membership. His financial circumstances must be such as to leave him able to meet the monetary obligations without detriment to himself or his family.

The qualifying age, is eighteen (18) years. Entry is restricted to those who can demonstrate that they believe in a Supreme Being, and are loyal to their country, law abiding and of good character.

A Lodge having been approached, the proposition for membership has to be put to its members according to an established procedure. This requires a proposer and seconder, the completion of a prescribed form and an investigation of the proposition prior to members being asked to record their decision through a secret ballot.

It takes some months to complete these preliminaries and up to a year for a candidate to achieve the status of full membership.

Conclusion

Freemasonry strives to take good men and make them better members of society. Those who actively participate can enjoy a comradeship that is unique and develop a confidence in communicating with others that enables them to put Masonic teachings to good effect.

PART I - GOVERNANCE AND MANAGEMENT

BOARD OF GENERAL PURPOSES

1. Subject to any directions given to it by Grand Lodge in Communication, the governance of the Craft is in the hands of the Board of General Purposes. The Board has several functions.
 - a. Regularity — The Board as the guiding body ensures that:
 - i. Grand Lodge conforms to the Declaration of Principles in the Book of Constitution to maintain its recognition by other Grand Lodges;
 - ii. Grand Lodge continues to refuse to encourage or participate in any bodies that fail to conform to those principles.
 - b. Policy — The Board:
 - i. Establishes policy for the guidance and instruction of Lodges and the advancement of the Craft;
 - ii. Defines in a Strategic Plan strategies for the development of Freemasonry in New Zealand.
 - iii. Reviews, amends and updates the Strategic Plan;
 - iv. May prepare an Annual Corporate Plan for the management and enhancement of Freemasonry in New Zealand.
 - v. Prepares Position Profiles for all appropriate positions. In accordance with best management procedures, Position Profiles will be reviewed at regular intervals and circulated to Lodges when nominations are called for the positions.
 - c. Finance — Under Rule 222 (b) the Board has the control of all the property and funds of Grand Lodge. The Board will:
 - i. Establish policies for the investment of the funds of Grand Lodge;
 - ii. Establish budgets covering all necessary expenses and income of Grand Lodge, such budgets to be approved at the Annual General Meeting;
 - iii. Advise Grand Lodge in Communication of the amount of capitation fee needed to cover the budgeted expenses;
 - iv. Establish minimum financial reporting requirements for each Division.
 - d. Judicial — The Board is the ordinary judicial tribunal of Grand Lodge. It has full power to investigate and judge:
 - i. All cases of complaint, dispute or difference arising in the Craft;

- ii. Appeals against judgments of Divisional or District Grand Masters;
 - iii. Appeals against judgments or decisions of Lodges.
- e. Supervision — The Board will establish reporting procedures to enable it to ensure that its policies are being carried out at all levels of management;
 - f. Information — The Board will publish a précis of its relevant decisions for the information of the Craft, using National, Divisional or District publications, electronic media or such other means as are from time to time appropriate and available.
 - g. Once every three years the Board will arrange for a General Meeting to be held in conjunction with the Communication, in accordance with Rule 197.
 - h. As soon as is practicable after the end of the financial year in the years when a Communication is not held, the Board shall arrange to complete full Financial Statements for Grand Lodge for that financial year and so as to comply with Rule 219. The Board will also receive, consider, and if in order, adopt the President's Report for that financial year, prior to the Report being submitted to every member of Grand Lodge.

PART II — MANAGEMENT

- 2. The function of Management is to carry out the policies and directions of Grand Lodge and of the Board of General Purposes. The general management of the Craft is in the hands of the Grand Secretary.
- 3. The Board may delegate to Divisional Grand Masters such management functions as it shall think fit and may from time to time and at any time change or withdraw such delegation.

PART III — ANNUAL GENERAL MEETING

- 4. – 15. **Repealed**

PART IV — THE FREEMASONS CHARITY

- 16. The Board of General Purposes will put in place policies for the Freemasons Charity and will incorporate them in The Freemasons Charity Policy Manual.

PART V — DIVISIONS

- 17. Divisions are defined in Rule 7.

NOMINATION AND APPOINTMENT OF DIVISIONAL GRAND MASTER

- 18. The Board requires Divisional Grand Masters to account regularly for their delegated functions.
- 19. Any nomination for the office of Divisional Grand Master must be accompanied by a comprehensive statement of the qualifications of the candidate for that office and his ability to provide the full range of services required of a Divisional Grand Master and his

availability for the full term of his appointment.

20. In appointing a Divisional Grand Master the Grand Master will consider any advice from the outgoing Divisional Grand Master and any past Divisional or Provincial Grand Masters in the Division.

DUTIES AND POWERS OF DIVISIONAL GRAND MASTERS

21. Each Division is under the control of a Divisional Grand Master. The Divisional Grand Master is, in his Division, the direct representative of the Grand Master.
22. The function of the Divisional Grand Master is to put into effect in his Division the strategies put in place by the Board and to carry out its policies.
23. The responsibilities of the Divisional Grand Master are set out in the Position Description available from the Grand Secretary.
24. A Divisional Grand Master may in respect of any Lodge within his Division:
 - a. Examine its books and records;
 - b. Enquire into the conduct of its affairs;
 - c. Authorise any present or past Grand Officer to visit it and exercise the powers conferred on him by this Rule;
25. The Divisional Grand Master has otherwise the powers provided in the Book of Constitution and any powers delegated to him by the Board of General Purposes and the Grand Master.
26. Divisional Grand Masters shall actively promote in their respective Divisions the policies and strategies of The Freemasons Charity.
27. The Divisional Grand Master shall establish in his Division a sufficient number of Advisory Teams to ensure that any Lodge or District Grand Master in the Division needing advice on management, property, finance, publicity, membership, education or other appropriate matters will have ready access to persons with the required special knowledge.
28. The Divisional Grand Master should actively promote the creation and distribution of a Divisional newsletter.
29. The Divisional Grand Master will require regular and frequent reports from each District Grand Master in his Division on the state of each Lodge in his District.
30. The Divisional Grand Master will make regular and frequent reports to the Grand Master and the Board of General Purposes as to the state of the Lodges in his Division and on matters relating to the effectiveness of the Board's strategies and policies.

DIVISIONAL CONFERENCES

31. The Divisional Grand Master of each Division shall hold a Divisional Conference at least

once in each year at such time and place as he may decide after consultation with the District Grand Masters in his Division. The Divisional Grand Master shall, after such consultation:

- a. Determine the agenda for each such Conference;
- b. Circulate a copy with his notice of the time and place of meeting;
- c. Forward a copy of the agenda and notice of meeting to the Grand Secretary and the Secretaries of all other Divisions;
- d. At least one month's notice of the Conference shall be given to each Lodge in the Division, together with notification of the latest date on which he will accept remits or notices of motion.

32. The agenda for the Conference shall include:

- a. Consideration and approval of a budget for Divisional expenditure for the following year;
- b. Approval of the audited accounts of the Division;
- c. Appointment of an auditor;
- d. Consideration of reports;
- e. Setting a Divisional Levy to meet Divisional expenditure;
- f. Consideration of any remits or motions proposed by Lodges;
- g. Consideration of Objectives and Goals for the maintenance and enhancement of Freemasonry in the Division;
- h. General business concerning the affairs of the Division.

33. At all Divisional Conferences the Divisional Grand Master shall, if possible, ensure that there is time for a social gathering and for sessions for the advancement of Masonic knowledge.

34. Copies of the audited accounts and the annual budget shall be sent to the Board of General Purposes before the Divisional Conference at which they are to be approved and the Board shall have the right to comment on them at the Divisional Conference at which they are discussed and approved.

35. The Board of General Purposes requires that the balance date for each Division shall be in December, and recommends that Divisional Conferences be held towards the beginning of each year.

36-48. **36 to 46 deleted as Remits only as per Rule 265 in Book of Constitution**

DIVISIONAL FINANCE AND LEVIES

47. Divisional Levies will be set at a level to fund the activities of the Division. Collection of the Levy is a matter for the Division.
48. Divisions are responsible for all costs of administering the Division including:
 - a. Divisional Grand Master's travel and incidentals;
 - b. District Grand Master's travel and incidentals;
 - c. Divisional office and secretarial costs;
 - d. Divisional communications with Districts and Lodges;
 - e. Maintenance and replacement of office equipment.
49. Grand Lodge will meet the following Divisional costs:
 - a. Postal ballots for District and Divisional officers;
 - b. Costs for Divisional Grand Master to attend meetings of the Board of General Purposes and Communications;
 - c. Initial supply of Divisional Office equipment.
50. Each Division will operate its own bank account at such Bank or Banks as the Divisional Grand Master shall determine. All cheques on the Divisional Accounts shall be signed by a minimum of two persons appointed for that purpose by the Divisional Grand Master.

DIVISIONAL OFFICE

51. The Board of General Purposes requires that there be a Divisional Office in each Division at such place and with such personnel as the Divisional Grand Master may decide. The use of suitable home facilities by a Divisional Secretary would not be inappropriate.
52. Such office equipment as the Board and the Divisional Grand Master consider necessary will in the first instance be provided by the Board of General Purposes. Maintenance and replacement of equipment will be the responsibility of the Division.
53. The Board requires that the computer and software in Divisional offices be compatible with those in the office of Grand Lodge. When necessary to maintain compatibility the

Board will supply suitable upgrades.

54. Mailing lists and other proper information will, on request, be supplied by the Grand Secretary so that it will not be necessary for Divisions to maintain an independent database or mailing list.
55. While the location and staffing of the office is a matter for the Division, the Board considers that in the interests of continuity, every effort should be made to ensure that the location of the office and the office personnel cover the term of office of more than one Divisional Grand Master.

PART VI — ELECTED DIVISIONAL REPRESENTATIVES

56. For the guidance of Lodges in nominating Divisional Representatives a statement of the qualifications needed for the position is available from the Grand Secretary.

PART VII — DISTRICTS

57. In accordance with Rule 9 the Board has established fifteen Districts which are allocated as follows:
 - a. Northern Division — five Districts;
 - b. Central Division — five Districts;
 - c. Southern Division — five Districts.

The Board considers that subdivision of some Districts will be desirable and has accordingly made provision for one further District in the Northern Division, one in the Central Division and two further Districts in the Southern Division.

58. In setting up Districts the Board's policy is:
 - a. All Lodges in the District should be within reasonable distance of all the others to reduce travelling time and for ease of servicing;
 - b. All Lodges in a town, or in the case of a large City, urban area, should, as far as possible, be in the same District;
 - c. Except in exceptional circumstances, no Lodge should be in a District outside the Division in which the Lodge is situated;
 - d. If possible, there should be some community of interest between the Lodges in a District.
59. To assist the District Grand Master or his team, the Board has put together a set of questions which are included in Schedule A. While the Board recognises that not all questions will be applicable to all Lodges, passing any question with the simple statement that the question is not applicable to this Lodge should be discouraged. Any Lodge wishing to avoid a particular question should have a reasoned statement to justify them in doing so. In particular, a Lodge should not be allowed to pass questions over property on the ground that it is only a tenant. A tenant Lodge is as concerned as the landlord to ensure that the building is adequately maintained and provides a

reasonable standard of comfort to the members who meet there.

60. A Grand Officer of higher rank who accepts the position of District Grand Master shall, on formal occasions, wear the apron and the chain or collar of his office. In all Grand Lodge processions he shall occupy the place in the procession appropriate to his office. He shall be entitled to the number of salutes appropriate to his rank.

PART VIII — LODGES

61. Lodges must always keep in mind the purpose for which they exist. While the particular emphasis may be different in some special purpose Lodges, the function of a Lodge is to:
- a. Promote high ethical standards among its members; the Board requires all Lodges to make proper enquiries of both candidates and joining members to ensure that they are indeed fit and proper persons to be made or to continue as Freemasons.
 - b. Encourage members to reflect on their duty to God, their community, the people they meet at both work and play, their families and themselves; these principles are included in the final charge to an initiate.
 - c. The ritual is not a teaching medium. Learning charges by heart does not necessarily ensure that the Brother understands their content. Also, not all members will want or be able to take office. Education is essential. Lodges must therefore carry out a proper educational programme to ensure that all members benefit from membership and get the maximum enjoyment from it;
 - d. Promote a strong fraternal bond between members; the Board does not expect Lodges to establish 'fraternal committees' as do some service clubs. These can in fact be self defeating and may actually alienate some members. However, the Board does require Lodges to establish a pastoral committee with the duty of making regular and frequent contact with members who do not or cannot attend. Such a committee should always contact a Brother who misses a meeting to ensure that he is not in any difficulty. It should also pay particular attention to ensuring that new members are properly looked after. This cannot be left to proposers and seconders.
 - e. Undertake community projects; charity is one of the main aims of the Craft. Participation in community projects is good for the Lodge and has the additional advantage of raising the profile of the Lodge in the community.
 - f. Promote socialisation among members and ensure that families of members are not overlooked;
 - g. Promote the personal development of members. Every effort should be made to involve as many members, both Past Masters and Master Masons, in the affairs of the Lodge.
62. The Board of General Purposes wishes to discourage Lodges from expecting the Master Elect and his wife or partner to fund the Installation supper. In general all refectory expenses should be met from Lodge funds or on a user pays basis.

PART IX — GRAND OFFICERS

63. The duty of a Grand Officer, whether active, past or honorary, is:
 - a. To support the Board's strategies and policies;
 - b. Where requested to do so, to assist the Divisional Grand Master and District Grand Master in their respective duties.
64. An award of Grand Rank carries a responsibility to provide services appropriate to that rank.
65. Active Grand Rank will be awarded with future services in mind rather than solely as a reward for past services.
66. Honoris causa rank should also be awarded with future services in mind.
67. A reward for meritorious past services alone would more appropriately be recognised by a Certificate of Merit or a recommendation for enrolment on the Roll of Honour.
68. Lodges in nominating, and Divisional and District Grand Masters in recommending a Brother for Grand Rank should have these considerations in mind.
69. All nominations must be accompanied by a brief statement of the Brother's Masonic career and his qualifications for Grand Rank.
70. Where a Lodge asks for a dining fee or donation to the cost of supper Grand Officers who are not officiating at the ceremony should be prepared to pay.

PART X — ADVISORY TEAMS

71. The advisory Teams are not a further level in auditing the work of Lodges. The persons appointed to them must have skills in finance, property, management, education and publicity among other things. Their function is not to interfere with the work and management of Lodges, but to provide advice on those matters. Any Lodge or District Grand Master should feel free to approach the teams for advice and assistance.

PART XI — POWERS AND DUTIES OF EXECUTIVE OFFICERS

72. Qualification and Duties of Grand Registrar:
 - a. No Brother shall be appointed Grand Registrar unless he is a Barrister or Solicitor of at least five years standing and is well qualified to carry out the duties of the office;
 - b. The Grand Registrar shall provide or cause to be provided advice and counsel to the Grand Master and Grand Lodge, its Boards and Committees, on such matters as may be referred to him.
73. Qualification and Duties of Grand Treasurer:
 - a. No Brother shall be appointed Grand Treasurer unless he has at least five years experience as a Chartered Accountant or as the Board of General Purposes may decided from time to time and is well qualified to carry out the

duties of the office;

- b. The Grand Treasurer shall oversee and superintend the financial affairs of Grand Lodge, and provide or cause to be provided to Grand Lodge, its Boards and Committees, such assistance, advice and recommendations on financial matters as may be required.

74. Qualification and Duties of Grand Superintendent of Works:

- a. No Brother shall be appointed Grand Superintendent of Works unless he is an experienced architect, building contractor, engineer or otherwise well qualified to carry out the duties of the office.
- b. The Grand Superintendent of Works shall:
 - i. Provide or cause to be provided advice to the Grand Master and Grand Lodge, its Boards and Committees, on such matters as may be referred to him concerning land and buildings owned by or under the control of Grand Lodge, or owned or occupied by a Lodge or Lodges; and
 - ii. Carry out such other duties and make such reports as the Board of General Purposes or the Grand Master may direct.

75. The Qualifications and Duties of the **Grand Secretary** shall be defined from time to time by the Board of General Purposes.

PART XII — POWERS AND DUTIES OF CEREMONIAL OFFICERS

76. **Deleted 2019 Communication**

77. Duties of Grand Lecturers:

- a. A Grand Lecturer shall, when required, deliver in Craft Lodges lectures upon Freemasonry, and in particular its ethics, symbolism and history.
- b. A Grand Lecturer shall have no authority over or powers of supervision in Lodges, and shall not in any way interfere with matters of ritual or etiquette.
- c. Lodges should not consider the Grand Lecturer as a stop gap when there is no other work available. All Lodges should have a proper educational programme, both for new members and existing members. The Grand Lecturer should be regarded as a leader and advisor in any such programme.

78. Duties of Grand Director of Ceremonies:

The Grand Director of Ceremonies shall:

- a. Superintend and co-ordinate the organisation, administration and operation of all and any ceremonial occasions over which his Divisional Grand Master or his appointee will preside;
- b. Direct all processions of Grand Lodge;
- c. Ensure all Grand Officers occupy their proper positions in Grand Lodge;

- d. Direct the Installation of the Grand Master and the Investiture of the Officers of Grand Lodge;
- e. Supervise any ballot taken in Grand Lodge, or at a Divisional Conference in his Division;
- f. Introduce visitors of distinction to the Grand Master and Grand Lodge;
- g. Perform such other duties as circumstances may require.

79. Duties of District Grand Director of Ceremonies:

A District Grand Director of Ceremonies shall on such occasions as the Divisional Grand Master or District Grand Master may require, carry out the duties of a Grand Director of Ceremonies, and shall assist the Grand Director of Ceremonies in the performance of his duties.

80. Duties of Other Grand Officers:

The duties of the other Grand Officers and of any other persons appointed by Grand Lodge or the Board of General Purposes and The Freemasons Charity shall be determined from time to time by the Board of General Purposes.

PART XIII — EDUCATION

- 81. The Board considers that proper education of members is essential. The Board will appoint a committee to devise and keep up to date educational programmes designed to ensure that all members improve their knowledge of the origins and aims of the Craft, its benevolence and charitable work and the way in which it is governed.
- 82. Divisional and District Grand Masters should encourage all Lodges to take part in the educational programme.
- 83. In particular, it is essential that all initiates are assisted to learn about the organisation they have joined.

PART XIV — BALLOTS

BALLOTS AT COMMUNICATIONS AND GRAND LODGE MEETINGS

- 84. Ballot papers for votes at any meeting of Grand Lodge shall consist of cards distinguished by letters or numbers. Sufficient cards shall be provided to allow for ballots on all questions to be voted on in Grand Lodge.
- 85. For each issue there shall be two cards, one marked for voting in favour of the proposition and one for a vote against the proposition.
- 86. Lodge representatives vote by placing a card for or against the proposition in a closed box.

POSTAL BALLOTS

87. Ballot Papers for a postal ballot shall be in the prescribed form.
88. Where the ballot is for an elective office the paper shall state:
 - a. The office for which the ballot is being taken;
 - b. Where applicable, the District for which the election is required;
 - c. The full name of the candidate or candidates, with sufficient details of his Lodge and place of residence to enable him or them to be readily identifiable;
 - d. The address to which the ballot paper is to be returned;
 - e. The last date on which votes will be received;
89. Votes shall be cast by placing a tick in the appropriate box or boxes.
90. Voting papers must be signed by any two of the Master, Secretary, Senior Warden or Junior Warden and returned to reach the address shown on or before the date shown. Ballot papers received after that date shall be invalid.

PART XV — ELECTION OF OFFICERS

DISTRICT GRAND MASTERS

91. In February of the year in which he will retire from office the District Grand Master shall notify the Lodges in his District in writing and request nominations to fill the vacancy.
92. Nominations must be in the prescribed form and must be in the hands of the Divisional Grand Master by 1st April in the year of the election.
93. A Brother nominated for the office of District Grand Master must be a member of a Craft Lodge within the District but in special circumstances the Divisional Grand Master may by dispensation permit the nomination of a Brother from outside the District.
94. Every Lodge nominating a candidate shall provide a brief profile containing not more than 150 words, detailing the qualifications and fitness for the office of the candidate. A copy of the profile of each candidate shall be annexed to the Ballot Paper for the election. No other statement concerning the candidates or the election shall be circulated by any Lodge or person.
95. A Lodge's decision on which candidate it votes for must be taken by resolution of the Lodge. It cannot be delegated to a committee. The vote can be taken in open lodge or by secret ballot. The decision must be recorded in the official minutes of the Lodge but if the Lodge wishes to preserve secrecy the reference to the ballot may be excluded from circulated copies.
96. The Divisional Grand Master will advise the Grand Secretary of the names of all nominees and the Grand Secretary will thereupon conduct a postal ballot of the Lodges in each District where a vacancy will occur.
97. The final date for return of the ballot papers shall be not later than 30th June in that year.

98. The Grand Secretary shall, immediately after that date, notify the Divisional Grand Master of the result of the ballot or ballots.

ELECTION OF OTHER OFFICERS.

99. Scheme of Distribution:

Active and Honorary Offices will be allocated in accordance with the Scheme of Distribution in Schedule B.

100. Grand Master's Appointments:

In making active appointments the Grand Master will have regard to the equitable distribution of offices throughout the country.

SCHEDULE A

LODGE VISITATION - SUGGESTED CRITERIA

This is a check list to assist panel members. It is not envisaged that every question will be applicable to every Lodge.

1. **Membership**

- Total membership _____
- Active members _____
- Country members _____
- Reduced dues members _____
- Non-financial members _____
- What future officers are available? Are they Master Masons or PMs?
- What percentage of members supports social / community functions?
- If unsatisfactory, what is the reason and what steps are being taken to improve the situation?
- What is an average number of visitors?
- What is the extent of visiting other Lodges? Who participates in visiting?
- What plans does the Lodge have to attract new members and recover lapsed members?
- What plans does the Lodge have to lift the level of interest and involvement of members?
- Is there a determination by members to keep the Lodge functioning, even though it might be declining?
- If so, what are the reasons and are they practical or emotional?

2. **Meeting Place**

- Who owns the premises?
- Is there a management committee and is it active?
- What is the standard of maintenance inside and out?
- Does the exterior convey a favourable impression of the Craft?
- What is the standard of heating, air conditioning, carpet, furniture, kitchen?
- Does it conform to health and safety requirements?
- How attractive is it likely to be either to the Craft or to the community?
- Can it be used for purposes other than Freemasonry?
- What is the plan for maintenance and, if necessary, replacement?

3. **Finances and Planning**

- What is the financial position of the Lodge?
- Do dues cover the costs? If not, how is the Lodge financed?
- Is there a financial plan beyond the annual budget?
- Over what period does the plan extend?
- What are the Lodge's financial reserves?
- Are future contingencies budgeted for?
- Is there a benevolence levy?

4. **Almoner**

- Is there an active Almoner?
- Does he have a visiting/telephoning programme or does he only respond to calls for assistance?
- Is he on his own or does the Lodge have a pastoral committee to assist him?
- Does he arrange transport for those requiring it? If not, who does?
- How are widows cared for?
- Does the Almoner have an Almoner's fund for his discretionary use?

5. **Ceremonial**

- Is the approved ritual followed?
- What is the standard of work in the Lodge? (Good, bad, indifferent)
- Are all Officers fully conversant with their duties?
- Is the DC skilled in ritual and ceremonial, and able to teach?
- Do all officers attend rehearsal (including PMs allocated charges)?
- Do potential officers attend rehearsal?
- Do PMs (other than those to whom work has been allocated) come to rehearsal to help?
- What steps are taken to develop new officers?
- Are Master Masons encouraged to take part in the ceremonies?

6. **Administration**

- What specific purposes and goals does the Lodge have? (e.g., charity work)?
- How are business affairs (catering, rent, etc) attended to?
- Do the WM, Wardens and Grand Officers attend Communications and Divisional Conferences?
- How are Wardens, as future Masters, involved in planning?
- What information from Communication and Divisional Conferences is reported to the Lodge?

- How is the Secretary selected? What is the term of his appointment?
- Are minutes circulated prior to the next meeting?

7. **Social**

- Is there a constituted social committee which is active?
- Who are the members of the Committee?
- How many social functions per year?
- What is the level of attendance at social functions?
- Are the ladies of the Lodge involved? (support, catering, other)
- How is the catering for the refectory organised? (Members a plate/sandwiches and savouries only/dining Lodge?)
- Is there a refectory charge or does the Lodge cover the cost out of dues?
- What plans does the Master or the Lodge have for refectory proceedings?
- Is there a Newsletter or journal?

8. **Other**

- What is the standard of dress of the members at Lodge and at rehearsal?
- What is the standard of the regalia worn (both personal and Lodge property)?
- What is the standard of dress for candidates?
- Is there a Lodge Benevolent Fund? If so, how is it administered?
- Standing Committee. How often does it meet?
- Is it effective?
- How representative is it?
- Committee of Inquiry: Who is on the Committee? Does it interview candidates, and if so, where?
- Is it effective?
- How representative is it?
- Is there a Mentor? How effective is he?
- What action is taken to promote either Freemasonry in general or the Lodge in particular?

Summarise your opinions based upon the responses to the foregoing questions.

SCHEDULE B

The Senior Grand Lodge Officers

The Deputy Grand Master and the Grand Wardens are appointed by the Grand Master.

Scheme of Distribution – Allocation of Grand Officers to Districts

District Grand Master	Term three years
GDC	One to each Division – term three years
Dist GDC	One to each District – term three years
Grand Stewards	Two to each District – term three years
Grand Lecturers	One per Division. They are members of the National Education Committee and will be responsible for masonic education – Term three years.
Div Grand Almoner	One per Division. Maximum term – 3 years

Except for Grand Almoners, the term will be from Communication to Communication

Distribution of National Offices

Senior and Junior Grand Deacons	Term three years
Grand Bible Bearer, Grand Sword Bearer, Grand Standard Bearer, Grand Organist, Grand Inner Guard, Grand Tyler	Term three years

The National Officers will be allocated as evenly as practicable to each Division. The term will be from Communication to Communication.

Honorary Grand Rank under Rule 171(a)

Past Deputy Grand Master	Normally no more than one every three years. In general appointment would be to Divisions in rotation.
Past Grand Warden	One per Division in every Communication year.

Appointment is by the Grand Master who will normally consult with the Divisional Grand Master.

Honorary Past Grand Rank under Rule 171(b) & 172

Other Grand Ranks from Past Grand Chaplain to Past Grand Inner Guard	One in each Communication year to each District. Allocation to a District of the appointment of a Past Deputy Grand Master or Past Grand Warden will be in lieu of any other appointment.
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Promotions

Promotions are the prerogative of the Grand Master. In general one promotion will be made in each Division in any Communication year but the Grand Master may at his discretion make other appointments from time to time for special reasons.

Promotion of Grand Stewards

Long serving Grand Stewards who are still active will be considered for promotion at the discretion of the Divisional Grand Master.

Roll of Honour

One appointment to each District in any Communication year. In addition the Divisional Grand Master may recommend no more than five additional appointments in any Communication year.

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