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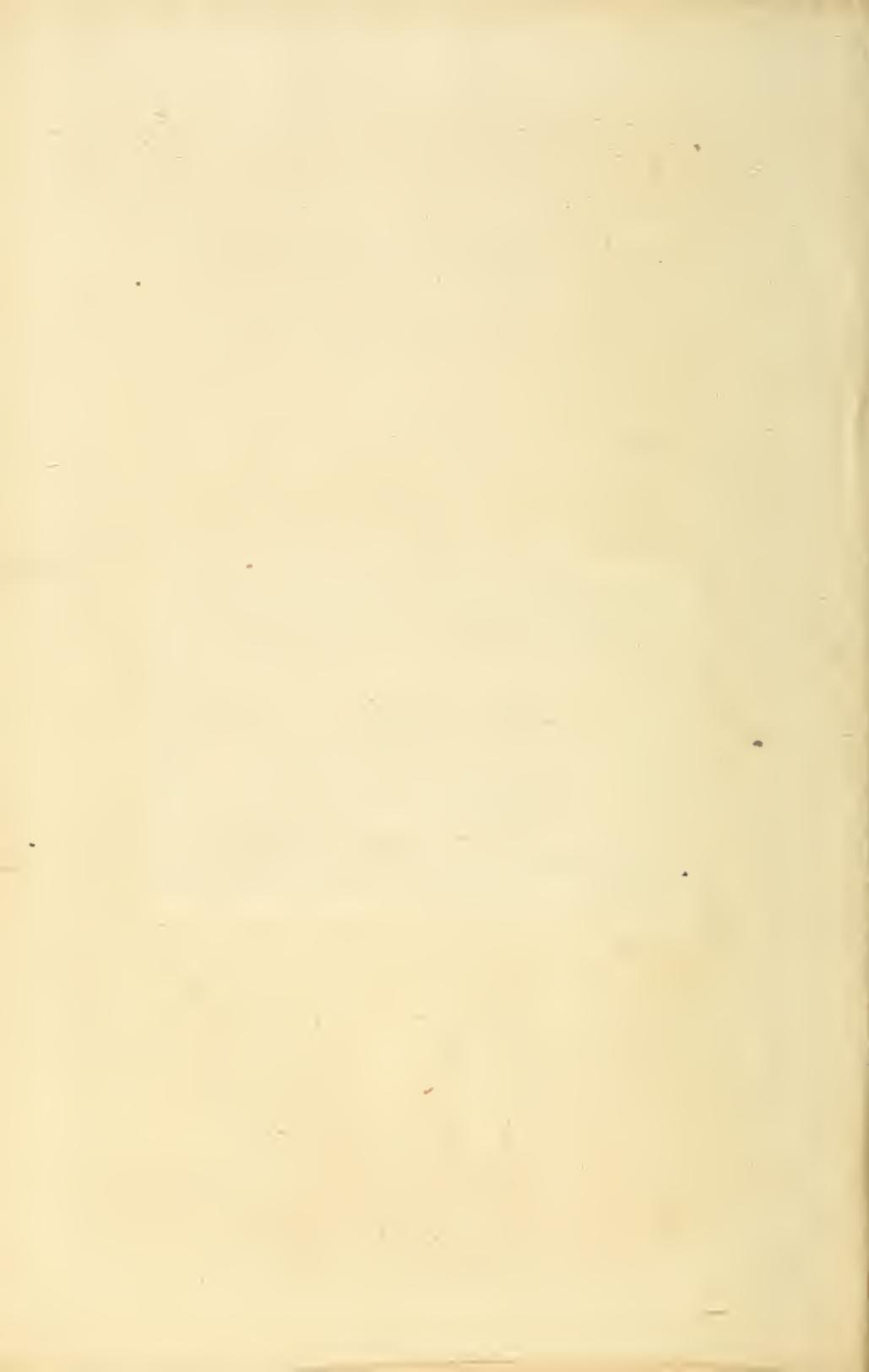
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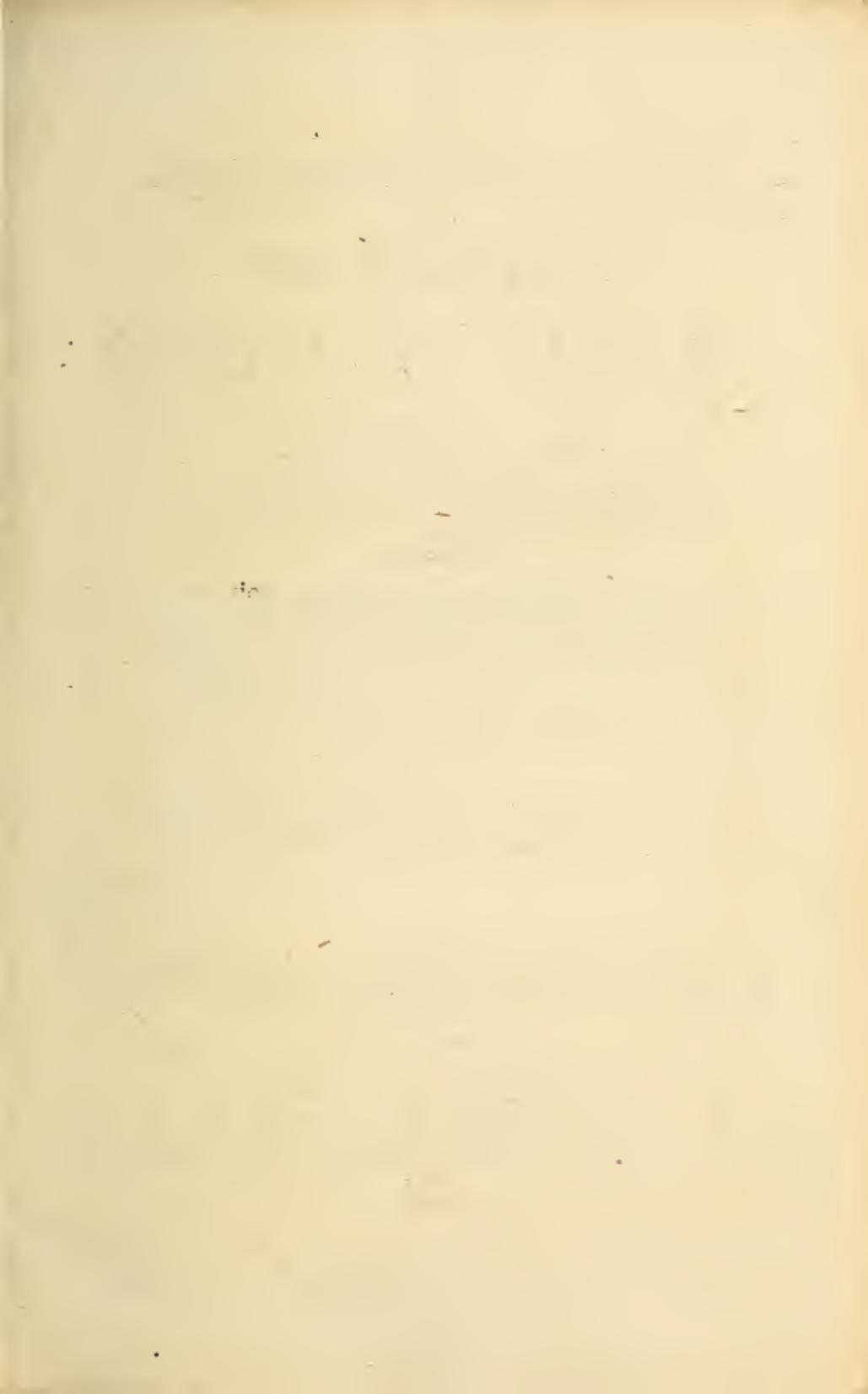


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J. C. W. Bailey
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Bailey's Series of Practical Masonry.

THE SECRETARY'S
SPECIAL HELP;

A MONITOR FOR THE
SECRETARY OF THE LODGE;

CONTAINING

All information proper to be published, which is necessary
to qualify him for the important duties of his station ;
particularly those of Keeping the Minutes of the
Lodge ; Posting up the Records ; Keeping
the Financial Accounts of the Members ;
and taking notes of proceedings on
Masonic Trials.

LIKEWISE,

A Set of Forms of all manner of Official Documents,
likely to pass through his hands.

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*" Him that—publisheth peace ; that bringeth good tidings of
good, that publisheth Salvation."—Is. LII. 7*



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BY J. C. W. BAILEY,

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States for the Northern District of Illinois.



was always difficult, and in many instances impossible, to trace back the biography of any given member even to the salient facts of his initiation and his death. Such was the contrast observed by the writer, in the many Lodge-records that came under his observation.

It was in this way that he learned to deduce this important axiom that "it is not so much what a Lodge *does*, that makes its history as what *its Secretary records* of its doings," and "that an indifferent Secretary is the murderer of his Lodge." These axioms form the theory of the volume now presented to the Masonic public.

Among the many volumes of greater or less merit issued recently from the Masonic Press, none is specially proposed to fill a want which every Lodge and Secretary keenly feels. Heretofore the Secretary has been compelled by the necessities of his position, to blunder over his task, to invent his own system and to measure his performance of duty by his own ideas of right and wrong. With this "Special Help" before him, it is hoped that his task hereafter, will be less difficult and uncertain; that more uniformity will be found in Lodge records; that the valuable facts of Masonic history will not be allowed to perish for want of a chronicler, and that Lodges will better appreciate the services of the really meritorious men who fill their Southeast,

THE SECRETARY'S SPECIAL HELP.

CHAPTER I.

GENERAL THEORY OF HIS OFFICE.

SECTION FIRST.

Historical Sketch.

Few things conduce more to the welfare of Lodges, than the selection of proper persons for Secretaries. The Lodge that has been fortunate in securing the services of such a person, and retaining him for a term of years in its Southeast, until he becomes familiar with the condition of its finances and its general history, and endears himself to its membership by his fidelity, punctuality and general efficiency, finds itself in every way profited thereby. Its pecuniary interests are most favorably affected through his exertions; its facilities for doing good work are increased. Its position before the Grand Lodge and the Craft in general, is elevated, and the social and moral interests under its charge, are correspondingly advanced. Happy such a Lodge! Happy the brotherhood who can appre

ciate fidelity, experience and aptness in the person of him who wears its Cross-pens and rescues its history from oblivion!

Taking another standpoint and observing one of those Lodges that indulge in frequent changes in the Secretariship, and that are not successful in securing that Ezra,—“the right man in the right place” we detect a loose method in all its proceedings. A shadow of uncertainty rests upon its records. Its pecuniary affairs are complicated and embarrassed. The brethren hesitate to pay their contributions under the uncertainties that surround the Southeast. Their collections are retarded; the charities of the Lodge suffer, and the social machinery of the Lodge is out of joint.

The office of Lodge-Secretary is comparatively a modern one, the duties of that position prior to 1721 having been performed by the Master or one of the Wardens of the Lodge. In the “Old Regulations,” approved and confirmed by the Grand Lodge of England in 1721, the oldest records of Masonry extant, we find the following:

“The Master of each particular (or subordinate) Lodge, or one of the Wardens, or some other brother *by the appointment of the Master*, shall keep a book containing their By-laws, the names of their members, and a list of all Lodges in town (of London) with the usual times and places of their forming, and also all the transactions of their own Lodge that are proper to be written.” Art. III.

Again, in a subsequent article, we find the following directions:

“The Secretary (of the Grand Lodge) shall be a member of

the Grand Lodge by virtue of his office, and shall vote in everything except in choosing Grand Officers. The Grand Master or Deputy has authority always to command the Treasurer or Secretary to attend to him with their clerks and books in order to see how matters go on, and to know what is expedient to be done on any emergency." "There shall be a book kept (for the Grand Lodge) by the Grand Master or Deputy, or rather by some brother appointed Secretary of the Grand Lodge, wherein shall be recorded all the Lodges, with the usual times and places of their forming, and the names of all the members of such Lodges; also, all the affairs of the Grand Lodge that are proper to be written." Art. XIII.

This is all that the ancient records afford concerning an office which, in modern times, has bourgeoned into the most important position, except that of Master, in the Lodge. It is easy to see how this has occurred. The fact that the collection of the finances and the formation of the records are entrusted solely to his care and that, while the other officers of the Lodge are subject to incessant changes, that of the Southeast is usually stationary, are sufficiently explanatory.* These records, however, show conclusively that the office of Secretary is directly subordinate to that of the Worshipful Master, and that although he may not, as in ancient times, be *appointed* by that officer, yet his first duty, as seen in the Installation Service is "to observe the Worshipful Master's will and pleasure."

* This thought is equally applicable to the immense influence and authority thrown, in modern times, around the office of Grand Secretary, so different from the customs of a century past.

SECTION SECOND.

Qualifications of the Secretary.

With these references to the past as preliminary to our main subject, we proceed to sketch the qualifications of the Secretary. He must be an expert penman; sufficiently accustomed to composition to conform to the rules of orthography and construction of sentences; a fair accountant; familiar with the forms of Masonic documents and the general usages of the Masonic institution; thoroughly up to the peculiar customs of his own Lodge; a bold, close and faithful collector of Lodge monies; and well read in the Constitution of the Grand Lodge and the By-Laws of his own Lodge. Thus considerable experience, education, and natural ability, joined with unblemished integrity, enter into the composition of a good Secretary. We must not forget, either, that punctuality in attending upon all the meetings of the Lodge, both regular* and called is particularly incumbent upon the Secretary; any other officer may be absent with less damage to the interests of the Lodge than the Secretary.

* An attempt is making of late years to substitute for the old-fashioned word "Regular," the stilted term, "Stated." We would express our dissatisfaction at the change.

SECTION THIRD.

The Furniture of the Secretary.

The Secretary's place in the Lodge is said to be "on the left of the Worshipful Master in the East." This, however, does not perfectly express the fact. If the Dais (or platform on which the Master sits) be supposed to occupy about three-fifths of the eastern end of the apartment, room is left on the right and left for narrow platforms; the one on the right (Northeast) being occupied by the Treasurer, that on the left (Southeast) by the Secretary. By this arrangement, a Lodge 25 feet broad would be divided thus: 15 feet being occupied for the Dais on which the Master and the Past Masters sit, five feet is left for a platform for the Treasurer, and the same space for the Secretary. The space behind the Treasurer will be wanted in the Lodge Ceremonies; that behind the Secretary may properly be used for bookcases, and other furniture of his station; the platform of the Secretary (and Treasurer, is raised one step, and that not so high as the platform of the Junior Warden, but a little higher than that upon which the private brethren sit, around the apartment.

The Secretary must have at his command at least one desk, secured with lock and key, also an ample supply of stationery, not only for his own use but for that of his fellow members, and the various Committees who require it for drafting reports, resolutions, etc.; sufficient lamps; strong, well-bound record

books; a seal and seal-press; a supply of Lodge-blanks and diplomas; in short, whatever the necessities of his office suggest. If the Lodge is in circumstances to afford it, a small iron safe for the Secretary's use will be a good investment.

The Secretary is *ex-officio* Librarian of the Lodge. Every Lodge is supposed to have something of a collection of books; at least the published proceedings of the Grand Lodge are there. These must be preserved, bound in volumes and made accessible for reference. In addition to these, there are but few Lodges of later years but what have some Monitors, Song Books, and other practical works in their Library, while many are furnished with costly and valuable collections. The Secretary is held to be responsible that these books are not lost. In his keeping, also, are placed the full supply of By-laws of the Lodge, with all other documents, written or printed, save the Charter, which is in the care of the Master, and the Treasurer's account books. Even the Charter is often entrusted by the Master to the Secretary's keeping.

SECTION FOURTH.

The Duties of the Secretary.

The duties of the Secretary are succinctly expressed in his official response found literally in the Monitor, viz.: "to observe the Worshipful Master's will and pleasure; to record the proceedings of the Lodge; to receive all monies and pay them into the hands of the Treasurer."

A Grand Lecturer of much experience, gave us from his pocket sketch book, a brief description of 18 Secretaries, taken in a succession of 18 Lodges as he visited them.

1. Hard of hearing: guessed at proceedings and made record accordingly.
2. A fine intellect. His records read like historical essays.
3. Sits writing during prayer.
4. Has a voice like a clarion.
5. Voice feeble; not heard beyond the altar.
6. Does not respond to the 3 knocks.
7. Keeps the Lodge funds and pays them over "semi-occasionally" to the Treasurer.
8. Joins too much in Lodge debates: Secretary's *pen* should be heard, not his tongue.
9. Insists in disbursing the Lodge funds instead of the Treasurer.
10. Is the only bright Mason in the Lodge: W. M. gets his aid at every pinch.
11. Smokes in the Southeast like a volcano.
12. Keeps his books "at his office;" never has them at the Lodge when wanted.
13. A splendid penman; his books look like the engrossing of J. W. S.
14. Regularly donates his salary to the Charity Fund of the Lodge.
15. A shocking bad reader and pronounces archives *archeeves*; to hear him read his minutes is mortifying to good taste.
16. The Southeast too noisy: Secretary always has a gang of whisperers around him.
17. Has invented a ridiculous response, too absurd for description.
18. Has been Secretary for nearly 30 years; a glorious old fellow.

In all trials for unmasonic offenses, where testimony is to be taken for or against the accused, the Secretary is expected to be present to record it. Making up the reports to the Grand

Lodge, issuing and certifying to summonses by the Master's order, and collecting the dues of the Lodge are matters to be prepared in general in the intervals of the meetings.

As compensation for these extra services, the Secretary is excused from the payment of the ordinary contributions to the Lodge-treasury, and paid in addition a small compensation. It is an error to account this as payment *for attending the Lodge meetings*; there is no more reason for paying the Secretary for attending the meetings and keeping the minutes of the Lodge, than the Master for performing his duties or the Senior Deacon for performing his. In point of fact the Senior Deacon's are the more arduous of the two. But because the Secretary is required to use valuable time between the meetings he is justly allowed something for his services. As a general rule, this allowance is too small.*

The following sketch of your "Specific Duties" will be found in the Form of Model By-laws on a subsequent page:

"In addition to those duties which appertain to every individual Mason, the duties of the Secretary are: 1. To observe the Worshipful Master's will and pleasure. 2. To record the proceedings of the Lodge. 3. To receive all monies. 4. And to pay them into the hands of the Treasurer. 5. To attend upon trials and meetings for taking evidence. 6. To furnish copies of all evidence taken on trials where an appeal to the

* It is rarely the case, outside of cities and large towns, that the Secretary's allowance exceeds one dollar per month. In some Lodges only one half this amount is paid him. These sums are simply ridiculous.

Grand Lodge is demanded. 7. To furnish Diplomas, Demits, Certificates, etc., duly signed and sealed, by order of the Lodge. 8. To prepare the annual reports for the Grand Lodge and certificates for the representatives. 9. To notify the Grand Secretary promptly of all expulsions from the Lodge. 10. To keep a book of Masonic biography for recording all important facts relative to the Masonic history of each member of the Lodge. 11. To keep a visitor's book. 12. To prepare a balance sheet of all the accounts of the members, and a roll of all who are entitled to vote; likewise an official statement of his own account with the Lodge, and deliver them to the Master on the — day of —. 13. To preserve the Seal of the Lodge with care, and deliver it to the Worshipful Master at the close of his term of office."

CHAPTER II.

FORMS FOR LODGE BUSINESS.

SECTION FIRST.

Form of Petition for Initiation.

The first advances that a profane* can make towards the *arcana* of Freemasonry is through a "petition to be made a Mason." This ought to include the seven following facts:

1. His name. (First name in full.) *
2. His post office address. If resident in a city, then specify street and number.
3. His vocation.
4. His age.
5. That he has for a considerable period entertained a favorable opinion of the Masonic Institution. †
6. That he makes his application unbiassed by friends. ‡

* Probably no reader of this volume need be told that the term "Profane" technically means a "non-Mason," an "outsider." Pity there is not a better word; but such as it is, we use it.

† That is, he is not acting upon a sudden impulse in the matter. He has not suddenly become converted from opposing it to advocating it.

‡ It is not objectionable for a Mason when asked, to give his candid opinion in regard to the Order. The restriction applies only to his counseling or advising any one to become a Mason. This, according to the American theory, is a gross outrage, and would subject the culprit to Masonic discipline.

7. That if admitted to share the privileges of Masonry, he will cheerfully obey its laws and conform to its exalted principles.

The following Form of Petition, as comprising those seven essential points, and as being already in very general use, is recommended :*

.....186 .
To the Master, Wardens and Brethren of
*Lodge, No....*

The undersigned respectfully represents that having long entertained a favorable opinion of your ancient and honorable Institution, he is desirous of being admitted a member thereof, if found worthy. If accepted, he pledges himself to a cheerful obedience to all the established usages and requirements of the Order. His age is....years; his vocation is that of a.....; his residence is.....

Recommended by

..... }
 }

To this form, the applicant appends his name, with his own hand. It is countersigned by two members of the Lodge (Master Masons) who are sufficiently acquainted with his men-

* Nearly all the forms given in this Chapter, are for sale at this office, printed from electrotype blocks on hard, firm paper of the best quality, cut exactly the proper size to suit the Secretary's files. Secretaries are invited to send for a sample of each.

tal, moral, and physical endowments, to recommend him. A fee, regulated by the By-laws, is added to the paper, and the whole placed in your hands to be laid before the Lodge at its next regular meeting. We would recommend you not to put *your own name* upon a petition of this sort, still less is it proper for the Master or Wardens to do so. There may be cases where such an act is necessary, but these are rare.*

This petition being referred to a Committee is indorsed upon the back, with names and dates, and placed on file.

SECTION SECOND.

Form of Report on Petition

On the evening when the Report from this Committee is due, you will hand to the Chairman of the Committee a blank in the following form :

.....186 .
To the Master, Wardens and Brethren of
*Lodge, No....*

The undersigned Committee appointed on the
 Petition of.....for Initiation,
 after due examination and careful inquiry, beg
 leave to report.....on said
 Petition.

.....

Committee.

*The impropriety consists in this, that it gives too favorable a bias to the petition and, like the endorsement of a millionaire to a note, makes it "sure to go through."

You will observe that the Committee give *no reasons* for their action ; they simply report "favorably" or "unfavorably." The matter is then put to vote. If the applicant is *delected*, through the ballot box the fee, which all this time has remained in your possession, is passed over like all other monies of the Lodge, to the hands of the Treasurer. But if the applicant is *rejected*, you hand the fee to one of his recommenders, taking a receipt therefor.* In no case do you part with the "Petition," that remains perpetually on file among the archives of the Lodge.

There is no form of petition needed for advancing an Entered Apprentice through the subsequent Degrees.

SECTION THIRD.

Form of Petition for Demit.

Whenever a brother desires, to withdraw from the membership of the Lodge it is proper that he should subscribe his name to the following form of request :

* If you would avoid the rock on which many an honest but imprudent Secretary has been wrecked, *never pay out a cent officially without "taking a receipt therefor."* We can pardon this ridiculous appendage to the Secretary's response when we consider what an important principle is involved in it.

*To the Worshipful Master, Warden and Brethren
of.....Lodge, No....*

The undersigned, a Master Mason, respectfully prays to withdraw from the membership of your Lodge, and asks for a certificate to that effect. His motives for this request are*.....

Date.

As no one is authorized to subscribe the name of another to a Petition for Initiation, still less may it be done upon a paper of this sort. You will see to it that every signature that passes through your hands is genuine.

SECTION FOURTH.

Form of a Demit.

Should this request be granted, the Lodge will authorize the issuance of a Demit,† which is in this form:

Hall of.....Lodge, No....
.....186 .

To all to whom these presents may come—Greeting :

This is to certify, that Brother.....

* Many Lodges do not require the brother to state his reasons for withdrawal. In such a case, leave out that clause.

† We spell this word "Demit," in the old style. Such authorities as the English historian Carlyle still preserve the ancient orthography. Shall Freemasonry pay less regard to antiquity than the Scotch cynic?

a Master Mason, and a member of this Lodge, having paid all demands upon him for fees, dues, and other contributions, and being in good Masonic repute, has this day been allowed by us to demit from the membership of the same.

By Order of the Lodge,

.....Secretary.

[Seal.]

The Seal of the Lodge, to be appended to this, may be impressed by a lever-press (the best method) or impressed upon a wafer (or wax) and added as you may deem best. A practice is gaining ground of printing the Lodge Seal from an electrotype upon all the official documents belonging to a Lodge*

Cases sometime arise where the Certificate of Demit is not called for. Nevertheless, we would advise you always to make it out when ordered by the Lodge, and if not called for, file it with the petition upon which it was based. You of course know that the brother is just as much a demitted man as though he had his pocket-full of demits. It is the *vote of the*

* There might well be more taste displayed in the selection of Lodge Seals, and as this matter is distinctly in your department, we call your attention to it here. The plain Square and Compass make a good design but somewhat hackneyed. The Working Tools of the Fellow Craft properly grouped, are pleasing. The Broken Column is highly recommended. Either the Trowel, the Slipper, or the Letter G., standing alone, is appropriate. Other designs, single or combined, may be suggested by artistic minds, but we would avoid too much grouping. Better one or two suggestive emblems than to copy, as some do, half the Trestle-board.

Lodge that demits him; not the certificate of the fact which you have prepared.

Should a brother who has once received a Demit from your *Lodge*, lose it, or for any reason desire another copy, you are at liberty, without any further order of the *Lodge*, to make him a new one, dated etc., like the first; and for such service you have a right to make him a moderate charge.

SECTION FIFTH.

Form of Petition for Membership.

Whenever a brother, residing in the vicinity of your *Lodge*, desires to affiliate with you, he must subscribe his name to the following form of petition :

.....186 .

To the Master, Wardens and Brethren of
*Lodge, No....*

The undersigned, a Master Mason, late a member of.....*Lodge, No....* under the jurisdiction of the Grand *Lodge* of....., respectfully petitions for membership in your *Lodge*, if found worthy. If accepted, he pledges himself to a cheerful obedience to all the requirements of your By-laws, and to the established Rules and Regulations of the Order. His age is....years; his vocation that of a.....his residence is.....

Recommended by

..... }
 }
 }

This petition requires two recommenders, concerning whom we make the same remarks as when alluding to the endorsers of a petition for Initiation. A fee, prescribed by the By-laws, accompanies the petition, which amount you will dispose of as advised upon page 17.

The Committee, to whom this petition is referred, are furnished by you with a blank Form of Report similar to that described in *Section Second*.

On a previous page we said, while speaking of the *Petition for Initiation* that it is not to be returned in case of rejection but "remains perpetually" on file among the archives of the Lodge." This is also the correct course to pursue with a *Petition for Membership*, but if the applicant is rejected you are bound to return him *his Demit*, for that is as much his private property as the fee which accompanies it.

SECTION SIXTH.

Miscellaneous.

That the Official Forms may all be found in juxtaposition, we give here the proper form of a Summons. This answers to what is technically called "a Due Summons," when it is issued by the Master's order, signed by the Secretary, sealed with the Lodge Seal and personally delivered by the Tyler or some one specially appointed for the purpose. All these essentials of a "Due Summons" being carefully observed, the brother who

refuses to obey it places himself in a perilous position towards the Institution at large, and his Lodge in particular.

SUMMONS.

Hall of.....*Lodge, No.*....
.....186 .

Brother.....

You are hereby summoned to attend a.....
communication of this Lodge, on.....
evening,.....at....o'clock, at the usual
place of meeting.

Object of the meeting :.....

By order of the Worshipful Master,
.....*Secretary.*

[Seal.]

We also give here a convenient Form of an Account to be filled up by you, and presented quarterly to the members of the Lodge.

.....186 .
Bro.....

To.....*Lodge, No.*.....*Dr.*
To Dues to....1st, 186 ,.....\$.....
.....*Secretary.*

The regular Dues of every member of this Lodge are.....Dollars annually, payable..... commencing on the first day of.....in each year.

In another part of this book we say: "It would not be extremely unjust were we to charge the Secretary with the losses

that occur through the negligence of the brethren to make punctual payment of their dues." This is well exemplified in the following occurrence :

"Brother S—— was elected Secretary of a certain Lodge. He entered upon his duties with the positive understanding that he was to have *full authority* to perform them according to the rigid understanding of the term. The affairs of that Lodge had long been in confusion. Accounts were years and years behind hand. Few of the members were less than twelve months in arrears. The Lodge was embarrassed with debts small and large, until its credit was exhausted. They owed every body who would trust them, from the landlord who was threatening to attach their property for three years' rent, down to the old black washerwoman who was begging for her little fee for washing the aprons. The Grand Lodge dues were ten years in arrears. In brief, that Lodge was generally looked upon, and felt itself to be, almost bankrupt.

"But Brother S—— took hold of its affairs like a business man as he was. He first devoted his leisure hours to writing up the records of the Lodge, which for many months had accumulated upon scraps and odd sheets. This led him to the conclusion that all the difficulties which embarrassed the Lodge lay in the late Secretary's neglect to collect the dues. Then he began and drew off every account in due form, following it up with a regular system of dunning. In cases where the brother could not pay the whole at a time, and one of these owed as much as twelve dollars, he accepted a portion of the debt and dunned the brother for the rest as often as he met him. When they could not pay any, he took their due bills so as to close up the accounts. As fast as any brother's account was paid in full he notified the Lodge of the fact, accompanying it with commendatory remarks. As the money came in he

handed it to the Treasurer, recommending the payment of debts, beginning with the poor black washerwoman. They were liquidated, some in whole, some in part, as the means of the Lodge permitted.

Before the year expired every account had been collected save the twelve dollar one, and every debt paid and the credit of the Lodge fully established. After this, let no one doubt that the financial embarrassments under which many of our Lodges labor, are the fault of timid and incompetent Secretaries, and nothing else."

The following is a correct form for the indictment brought by the Junior Warden upon charges against a fellow member, or demitted brother :

Hall of.....*Lodge, No*....
.....186 .

The undersigned, in the performance of his duty as Junior Warden of this Lodge, presents the following charges against Brother..... a member of this Lodge,* viz. :

That on the.....day of.....186...., at the.....of.....he (was intoxicated.†)

(Signed) A..... B.....,
Junior Warden.

* If a member of some other Lodge, specify the name, number and locality of that Lodge. If a member of no Lodge, say "a demitted Mason residing in the vicinity of this Lodge."

† Or "did strike, etc." Fill up the blank with such specifications as the testimony will warrant. It is not Masonic

If your Lodge does not support the theory that the Junior Warden is the official prosecutor, then the above may be signed by any officer or member, allowing for the necessary changes in form. But the large majority of American Lodges require this of their Junior Warden.

The following is the proper form for a Diploma :

*To all Free and Accepted Ancient Masons on
the face of the Globe:—*

We, the Worshipful Master, Senior and Junior Wardens of Lodge, No. . . , of the most Ancient and Venerable Fraternity of Free and

policy to adopt the ordinary law procedure and amplify this indictment by offenses that cannot be proved; the Junior Warden should rather contract the charges and limit the indictment to one or more well defined specifications. The offenses that come more directly within the scope of a Lodge jurisdiction are seen in the Model By-laws, Chapter 7, Sec. 11, on a subsequent page. We give an extract from them as follows :

“ *Offenses.*—An offense in Masonry is hereby defined to be an act which contravenes any clause of these By-laws; any Constitutional will or edict of the Grand Lodge; any requisition of the unwritten law of Masonry; any law of the land or any law of God. The Ten Commandments constitute the Divine law to which Freemasons are particularly subject. The popular vices of intemperance, profanity, Sabbath-breaking, evil speaking, licentiousness and gambling, are in a special manner, interdicted as unmasonic.”

Accepted Masons, held in, and working under the authority of a Charter from the Most Worshipful Grand Lodge of, do hereby certify that our worthy Brother, who has signed his name on the margin hereof, has been regularly Entered, Passed and Raised to the Sublime Degree of Master Mason, and during his continuance with us has behaved himself as an honest, faithful Brother. And as such we recommend him to the Fraternity around the Globe.

In Testimony Whereof we have subscribed our names and caused the seal of our said Lodge to be hereunto affixed, this day of, A. D., 186 . ., A. L., 586 . .

. W. M.

[Seal.] S. W.

. J. W.

. Secretary.

The following is a good Form for notifying the Grand Secretary of an expulsion or suspension done in your Lodge. It will equally suffice as a notification to surrounding Lodges in cases where you are required to give them such notice :

Hall of Lodge, No. . .
. 186 . .

A B, Esq.,

Grand Secretary of Grand Lodge of

R. W. Sir and Brother:—On the day of, 186 . ., Mr. C D, a Master Mason, and member of this Lodge, was expelled by this

Lodge in pursuance of its By-laws, upon charges
of

By order of the Worshipful Master,*

(Signed),

E.... F....,

[Seal.]

Secretary.

You will perceive that the Form can be adapted to an Entered Apprentice or Fellow Craft, and to a demitted Mason; it also applies to the penalties of Suspension and Reprimand, as well as Expulsion.

The following is a convenient form for a Lodge Notice :

Hall of Lodge, No. . .

..... 186..

The members of this Lodge are hereby notified that Brother G.... H...., late a member of this Lodge, will be buried according to the rites of Masonry, at the on the All Master Masons in good standing, are fraternally invited to attend.

By order of the Worshipful Master,

E.... F...., Secretary.

Such a notice as this differs so widely from a Summons that it is marvelous that any one should confound the two. The difference may be readily conveyed in this formula, "A NOTICE tells us what we *may* do, a SUMMONS what we *must* do.

* Observe that in nearly all documents certified to by you as Secretary, the formula, "By order of the Worshipful Master," must be appended. The theory of your office is that you "observe the Worshipful Master's will and pleasure," and do nothing without his order.

It is a laudable custom in many towns and cities, to make notices through newspaper advertisements, of the Regular or Called Meetings of the Lodge. The following is an appropriate Form for this publication :

Hall of *Lodge, No.* . .
 186..

This Lodge will hold its regular communication in the .. instant. All transient brethren in good standing are cordially invited to attend.

By order of the Worshipful Master,
 E F Secretary.

If for a Called Meeting, insert after the date the words, "for work," or "for instruction," or "for discipline," etc., etc.*

Obituary notices cannot very strictly be referred to a given form, as the life of the deceased must furnish the proper material for his death-notice. But as you will be most frequently called upon to furnish notices of the sort, we take the occasion to introduce a Form upon which you can readily model them. Avoid fulsome eulogy, which is always *false eulogy*, at the same time avoid coldness and stiffness of style :

Whereas, It has pleased the Supreme Architect of the Universe to summon from his labors

* The foreign custom is to send out a special notice, in circular form, to each member, specifying by name those who are to receive Degrees. In this country, we often place a written notice of a called meeting, in the Tyler's hands, and direct him to call upon all the members, or as many as may be practicable, and notify them in person.

upon earth, our beloved Brother A. . . . B. . . ., calling him by His Omnipotent will to that judgment which awaits all who are toiling in this earthly temple; and

Whereas, The Masonic ties which have so long bound us in mutual friendship and enjoyment to our departed friend, are severed, no more to be reunited until the day when the grave shall yield up its dead; therefore,

Resolved, That we sincerely mourn this disruption of covenanted friendship, bearing in tender remembrance his fidelity to Masonry and his devotion to the principles it inculcates.

Resolved, That we earnestly sympathise with the relatives and friends of our deceased Brother, and tender them that consolation which the world can neither give nor take away; and that we will wear the usual badge of mourning for the space of 30 days.

Resolved, That a copy of this preamble and resolutions be forwarded to the family of our deceased Brother, and inserted in the journals of this place.

It is needless to add that any important facts of a Masonic character, such as length of Masonic attachment; long official service; high Masonic rank and attainments; etc., etc., should be interwoven into an obituary notice. The age, day of death, and Masonic age, may well be added.*

* There is great poverty of thought in the ordinary range of obituary literature. The subject deserves more study than has been given to it, and the Secretary is the proper leader in such studies. See the work on Masonic Burials, a part of the "Bailey Series."

As the forms of Annual Reports to Grand Lodges, vary in every jurisdiction, being furnished in blank to the Secretaries of Lodges, it is superfluous to offer one here. They should be written out with care, the names properly spelled for the Standard Roll of Membership,* and the facts taken literally for your record. It would seem inexcusable for Secretaries to make the mistakes they do in Grand Lodge returns; yet they *are excused* by scores at every grand annual communication. A service for a single year on the Grand Lodge "Committee on Returns" will show you very conclusively how much need there is for a model Secretary in every Lodge.

The following form for a certificate of representation to Grand Lodges, will suffice where the Grand Lodges do not require a particular form :

Hall of *Lodge, No* ..
.....186..

This certifies that A.... B.... is the Worshipful Master of this Lodge, having been installed as such on the day of 186 ..

(Signed,) E.... F....,
[Seal.] Secretary.

The same form is applicable to one of the Wardens. If a brother, not an officer, is appointed by the Lodge to represent it in the absence of the officer, use the following form :

* Every member is supposed to know best how to spell his own name, and you are not called upon to correct his orthography in this matter.

Hall of Lodge, No. ..
.....186 ..

This certifies that at the communication of this Lodge on the ... day of 186 .., Brother M.... N.... was elected to be our representative in the next Grand Annual Communication of the Grand Lodge.

By order of the Worshipful Master.

(Signed,) E.... F....,
 [Seal.] Secretary.

When an application is to be made to the Grand Master for a special dispensation for any purpose, the following form may be used:

Hall of Lodge, No. ..
.....186 ..

A.... B...., Esq.,

Grand Master of Masons :

*M. W., Brother :—*At a communication of this Lodge, held on the day of 186 .., it was resolved to petition the Grand Master to grant us a dispensation to confer the second and third degrees upon Brother C.... D...., an Entered Apprentice of this Lodge, without the interval of one month between those degrees, he being about to depart to a distant country, and craving a full admission to Masonic light before leaving us.

By order of the Worshipful Master,

(Signed,) E.... F....,
 [Seal.] Secretary.

This form will suffice for petitions to remove the Lodge to another locality ; to have a public procession ;* to hold an election of officers out of the usual course ; and any other matters affording subjects for a request to the Grand Master.

The above form will also suffice for a petition upon any subject *to the Grand Lodge*. In every case where the Lodge action was *unanimous*, it is well so to express it in the petition.

As you are called upon, very properly, to draw up almost every important resolution that is offered, you should study terseness brevity and accuracy. The study of a collection of laws and forms, such as every Attorney keeps in his library, will afford you a good practice.

In sending the Grand Master, or the Grand Lodge a petition for any purpose, it is highly proper that it should be accompanied with a statement of the facts, circumstances and reasons attending it. This, too, comes within your department.

We take this page to warn you against a temptation, under which Secretaries have succumbed to the injury of their own reputation and the damage of the Lodge. We allude to the assuming an undue share in the debates, and particularly the elections of the Lodge officers. After a Secretary has occupied the southeast for five or ten years, he is particularly liable to make this mistake. His knowledge of the Lodge

* In some Lodge jurisdictions no Lodge is allowed to have public proceedings (except funerals) without special dispensations for the purpose.

business and the necessities of the craft would seem to argue that his interposition upon such occasions would be acceptable to his fellow-members. Yet we assure you that such interference *always gives offense*. There is no other officer or member whose frequent speaking and active part in elections will give so much occasion for complaint as yours. The less the Secretary acts, outside his official duties, the more agreeable he will make himself to the Lodge. The title of "Warwick, the king-maker," should not at all be coveted by you. Many instances are on record where old and faithful Secretaries have occasioned so much disgust by attempts of this sort as to destroy their usefulness, and drive them ignominiously into retirement.

It is a mistake to suppose that in the Lodge debates the members are simply seeking for light. Some of them are seeking only to *express their opinions*; some to make favorable impressions upon their fellow members with a view to future elevation; some for other purposes. And for the older members and officers to occupy the hour to the exclusion of these, is to give offense to the very class who should most be propitiated; we mean the young and rising generation.

It is a pleasing privilege you enjoy, to correspond with Secretaries of other Lodges, Grand Secretaries, and enlightened Brethren, official and unofficial, throughout the world. If you have the requisite leisure, it is worth the extra toil and expense to open and maintain a large Masonic correspondence. We give a list of Grand Secretaries corrected up to March, 1866

It will equally suffice for any future date, if you will simply address your communication to "The Grand Secretary of the Grand Lodge of Freemasons of ———," appending merely the Post-office address. Such a communication cannot well miscarry.

- Alabama*, DANIEL SAYRES, Montgomery.
Arkansas,
California, A. G. ABELL, San Francisco.
Canada, THOMAS BIRD HARRIS, Hamilton.
Colorado, O. A. WHITTEMORE, Denver.
Connecticut, JOHN W. PAUL, Hartford.
Delaware, HENRY F. PICCELS, Wilmington
District of Columbia, W. MORRIS SMITH, Washington
England, Wm. GRAY CLARKE, London.
Florida,
France, Paris.
Georgia, SIMRI ROSE, Macon.
Illinois, H. G. REYNOLDS, Springfield.
Indiana, WILLIAM HACKER, Indianapolis.
Iowa, THEODORE S. PARVIN, Iowa City.
Ireland, JOHN E. HYNDMAN, Dublin.
Kansas, E. T. CARR, Leavenworth.
Kentucky, J. M. S. McCORKLE, Louisville.
Louisiana, SAMUEL M. TODD, New Orleans.
Maine, IRA BERRY, Portland.
Maryland, JACOB H. MEDAIRY, Baltimore.
Massachusetts, C. W. MOORE, Boston.
Michigan, JAMES FENTON, Detroit.
Minnesota, C. W. CARPENTER, St. Paul.
Mississippi, D. P. PORTER, Jackson.
Missouri, A. O'SULLIVAN, St. Louis.
Montana, C. M. MATHER,

- Nebraska*, J. N. WISE, Plattsmouth.
Nevada, CHARLES H. FISH, Virginia City.
New Brunswick,
New Hampshire, HORACE CHASE, Hopkinton.
New Jersey, J. H. HOUGH, Trenton.
New York, J. M. AUSTIN, New York.
North Carolina, Wm. T. BAIN, Raleigh.
Nova Scotia, C. D. TWINING, Halifax.
Ohio, JOHN D. CALDWELL, Cincinnati.
Oregon, J. E. HENFORD, Oregon City.
Pennsylvania, Philadelphia.
Rhode Island, HORATIO RODGERS, JR., Providence.
Scotland, WILLIAM A. LAWRIE, Edinburgh.
South Carolina, A. G. MACKEY, Charleston.
Tennessee, CHARLES A. FULLER, Nashville.
Texas,
Vermont, HENRY CLARK, Poultney.
Virginia, JOHN DOVE, Richmond.
Washington Territory, ELWOOD EVANS, Olympia.
West Virginia, T. H. LOGAN, Wheeling.
Wisconsin, W. T. PALMER, Milwaukee.

From these Grand Secretaries, and from well-known Masons at large, you can procure in abundance the Proceedings of Grand Lodges, Masonic Orations, Photographs, and whatever is coveted as useful or ornamental in your Lodge. Your correspondence will afford a charming feature in the ordinary business of the Lodge-meetings; while your scope of Masonic knowledge and charity will be correspondingly enlarged,

CHAPTER III.

MODEL BY-LAWS,

SECTION FIRST.

The Importance of a Standard Code for Reference.

In offering a model form for By-Laws, we do not expect to revolutionize the By-Laws of Lodges, or even to produce any sudden or radical alteration in those that have been long in use. Our object in introducing this form here is to place before your eye a standard, by which, when alterations in your own By-Laws are demanded, you can make them most judiciously. But few By-Laws in use are sufficiently complete to answer a sudden demand made by any novel question of usage or discipline. The following form, drafted in 1854, has been officially adopted by a number of Grand Lodges, and is in use in hundreds of Lodges in jurisdictions that have not officially adopted it. It has stood the severe test of twelve years' use in various sections of the country* without calling for essential emendation. The Secretary is, or should be, placed upon every committee appointed by the Lodge to amend the By-laws. Should this be done while you are in the

* There are two or three Grand Lodges that have adopted a different form for this. In such cases the Lodges are not permitted to deviate from them; yet even there this model will have important uses,

southeast of your Lodge, you should endeavor to avoid the following errors, found to a greater or less degree, in most of the By-Laws in use.

1. The imposition of fines as a Masonic punishment.
2. Granting permission to the Lodge to suspend its By-Laws temporarily, upon a vote of two-thirds or three-fourths.
3. Authorizing the Lodge to take appeals to itself from the decision of the Worshipful Master.
4. Severity of punishment, such as expulsion for non-payment of dues; suspension for trivial offenses, &c., &c.
5. Misappropriating the duties of the respective Lodge-officers.
6. Authorizing the Lodge to elect its Deacons.
7. Introducing the "Order of Business" as a part of the By-Laws, etc., etc.

These and other errors being carefully avoided in making your draft of By-Laws, you should observe that the By-Laws that you are recommending have the following merits, viz :

1. A preamble, setting forth in a brief way, the history and purposes of Freemasonry.
2. An Incorporation of the regulations of the Grand Lodge constitution with your By-Laws, so far as practicable.
3. The use of plain unambiguous language in expressing the duties of officers and members, and all matters of fees, discipline, etc.

In the form here appended, those features will be found thoroughly incorporated

BY-LAWS.

CHAPTER I.

THE LODGE.

ITS TITLE, WARRANT AND MEETINGS

SEC. 1. *The Title of the Lodge*

The title of this Lodge is ———— No. ———.

SEC. 2.—*The Warrant of the Lodge.*

The Warrant of this Lodge is a charter granted on the ——— day of ———, A. D. ———, A. L. ———, by the Most Worshipful Grand Lodge of ———, to whose constitutional rules and edicts the most implicit respect and obedience shall ever be paid by its members. The jurisdiction of this Lodge extends on every side to a point equidistant to the nearest Lodges, respectively.

SEC. 3.—*The Meetings of the Lodge.*

The meetings of this Lodge shall be either regular, festival, or called. The regular meetings shall be held on the ———, ——— of each month. The hour of meeting from March 21st to September 22d, inclusive, shall be — o'clock; and from September 22d to March 21st, at — o'clock, P. M. The hour of closing shall be — P. M. throughout the year.

The order of business, at every regular meeting of the Lodge, shall be as follows, subject, however, to be changed at any time, or temporarily dispensed with, at the discretion of the Lodge:

1st. Reading minutes of the last Regular, and all intervening meetings.

SPECIAL HELP.

- 2d. Unfinished Business.
- 3d. Reports of Committees.
- 4th. Balloting.
- 5th. Reception of Petitions.
- 6th. Motions and Resolutions.
- 7th. Work and Lectures.

All business of this Lodge must originate at regular meetings, except the burial of the dead and installations; all balloting on petitions for initiation, advancement or membership, and all appropriations of the funds of the Lodge, must be done at regular meetings.

No regular meeting can be called off beyond the day and night in which it was opened, and the Lodge must be regularly closed before the Brethren disperse.

Degrees may be conferred at called meetings, provided the candidates have been duly elected at regular meetings.

Festical Meetings, for the purposes of installation and social pleasure shall be held on the anniversaries of the Saints John (St. John the Baptist, June 24th; St. John the Evangelist, December 27th), or the day before or the day after, at such hour as shall have been previously designated by vote of the Lodge.

Called Meetings may be held at any time at the discretion of the Worshipful Master, by giving due notice to a reasonable number of the members for such purposes as may be strictly specified in the notice, and not incompatible with the laws and usages of Masonry. All meetings of this Lodge shall be held at the Masonic Hall, at ———, unless for funeral or other strictly emergent purposes the Worshipful Master may direct otherwise.

No meeting of this Lodge, either regular, called or festival, can be held unless the charter is present and displayed in view of the members present; and none be declared open until after devout prayer to God.

This Lodge shall be represented at each Grand Communication of the Grand Lodge of ———, when practicable.

CHAPTER II.

• THE MEMBERSHIP.

THE MEMBERS AND THEIR DUTIES.

SEC. 1.—*Who are Members of this Lodge.*

The members of this Lodge are all who have been or may hereafter be initiated or elected to membership herein, and who have subscribed their names to these By-laws, not having demitted or been excluded for unmasonic conduct.

SEC. 2.—*The Duties of Members.*

The duties of the members of this Lodge are primarily divided into three classes—toward God, their neighbors and themselves.

Toward God—to respect the name, and exalt the honor of the Grand Master in Heaven, and ever to allude to him with that profound respect due from the creature to the Creator; likewise, to love, honor, and obey the Holy Bible, the Word of God, as the only guide of Masonic faith and practice.

Toward neighbors—to do unto others as in like circumstances they would have others do to them.

Toward themselves—to avoid all irregularity and intemperance which may impair their faculties or debase the dignity of their profession.

The duties of the members of this Lodge are secondarily divided into three classes—toward an individual Brother, this Lodge and the body of Masonry.

Toward an Individual Brother—to aid him in the hour of difficulty; console him in the hour of grief; relieve him in distress: counsel him when astray: pray for him; and avoid every word and act that might injure him in person, character, purse, or feelings.

Toward this Lodge—to obey these By-laws, and all others of its rules and edicts, as well in spirit as in letter; to uphold all its lawful interests, and extend the honor of its name throughout the Masonic world.

Toward the body of Masonry—to support the Constitution of the Grand Lodge of the State of ———, which is the con-

servator and ruler of the Order in this jurisdiction, and see that none of the ancient landmarks of Masonry are removed or overthrown.

The various "Charges" delivered monitorially to candidates in the symbolical degrees respectively, are hereby acknowledged to contain a correct summary of Masonic duties. Any violation of those rules, or neglect of the duties specified in this section, is an offense against Masonry.

CHAPTER III.

THE OFFICERS.

THE OFFICERS, THEIR ELECTION, INSTALLATION AND DUTIES.

SEC. 1.—*The Officers of the Lodge.*

The officers of the Lodge shall be ranked and entitled as follows:

1. The Master, whose title is Worshipful.
2. The Senior Warden.
3. The Junior Warden.
4. The Treasurer.
5. The Secretary.
6. The Senior Deacon.
7. The Junior Deacon.
8. The Steward.
9. The Tyler.

All the officers of this Lodge, except the Deacons, are elective.

The offices of Steward and Tyler may be vested in one and the same individual, at the discretion of the Lodge.

SEC. 2.—*The Election of the Officers.*

The election of the officers of this Lodge is considered under three heads, to wit: The *time* of election, the *manner* of election, and the *eligibility* of the electors.

The time of election shall be annual—that is to say, on the ———, at such an hour as may have been designated at the stated meeting last preceding. But if for any reasons the members prefer another day, the Lodge, by unanimous vote, may select the day before or the day after, at its discretion.

Each officer, duly elected and installed, shall hold his office until his successor is duly elected and installed.

The *manner of election and appointment* shall be as follows: When the day of election shall arrive, the presiding officer shall open the Lodge upon the Third Degree of Masonry.

The Secretary shall then call over the roll of all the members of the Lodge (Master Masons) who are entitled to vote, beginning with the Master, and continuing down according to rank and seniority.

Nominations for the office of Master shall then be made—the last Master, unless excused at his own request (or withdrawn,) being always considered in nomination for re-election.

The roll of voters shall be called the second time, as before; and as each one's name is announced, the Senior Deacon shall carry the box to him and receive from him a written ballot.

When all the votes are thus collected, they shall be delivered to the presiding officer to count, who, after he has carefully ascertained the state of the vote, shall order the Secretary to proclaim the officer elected.

While the Senior Deacon is collecting the votes, and until the Secretary has made proclamation, as aforesaid, each member shall be silent and keep his seat. None can serve as Master until he has first served as Warden in this or some other Lodge.

After the office of Master is filled, the vote shall be taken for Senior Warden, for Junior Warden, for Treasurer and for Secretary, according to the same rules and principles. Finally, the office of Steward and Tyler shall be filled on the same plan, except that the individual last occupying that station shall not be considered in nomination for re-election, unless specially nominated for the occasion.

Immediately following the election of officers, as above described, the Master elect shall appoint a Senior Deacon, and the Senior Warden elect shall appoint a Junior Deacon, who shall be proclaimed by the Secretary as the other officers.

All preferment among Masons is grounded upon real worth and personal merit only; therefore no Master or Warden shall be chosen by seniority, but for his merit.

A majority of all the votes cast shall be essential to a choice.

No member present, and entitled to vote, shall be excused from that duty, save by permission of the Lodge, granted for good and sufficient reasons presented.

No officer, duly elected and installed, can resign his office during the term thereof, save by demitting.

The Eligibility of Electors.—Every Master Mason, a member of this Lodge, whose dues are paid up to the day of election, and who is not, at the time of election, under exclusion for unmasonic conduct, shall be eligible to vote, but no others.

SEC. 3.—*Installation of the Officers.*

The Installation of the officers of this Lodge shall take place on _____, (unless that day come on Sunday,) or as soon as practicable after their election.

The last Past Master, when present, may install the Worshipful Master elect, who may then proceed to install the other officers.

The rules for installing shall be those set forth in the various Monitors, approved by the Grand Lodge of _____.

An officer re-elected to the office in which he has just served one or more terms, needs not be reinstalled therein.

SEC. 4.—*The Duties of the Officers.*

The duties of the officers of this Lodge are considered under eight heads, as follows:

The Master.—In addition to those duties which appertain to every individual Mason, and those which are purely traditional, and therefore unwritten, the duties of the Master are: 1. To open and preside over the Lodge when present, and to make all necessary provision for the faithful performance of those duties when absent. 2. To preserve the charter of the Lodge with unflinching care, and deliver it to his successor in office. 3. To see that these By-laws, the Constitution of the Grand Lodge of _____, and the Ancient Constitutions of Freemasonry, be duly understood, respected, and obeyed, by the members. 4. To give Masonic instruction at every meeting of the Lodge. 5. To take command of the other officers, and claim of them, at any time, advice and assistance on any business relative to the Craft. 6. To represent this Lodge, in conjunction with the Senior and Junior Wardens, at all the

Grand Communications of the Most Worshipful Grand Lodge of the State of———. 7. To see that the proper officers collect and truly keep the moneys of the Lodge; to see that the furniture and other valuables are not wasted, damaged, or lost; and, in case the charter of this Lodge should ever be forfeited or surrendered, to preserve these things subject to the order of the Grand Lodge. 8. To draw all orders upon the Treasurer, but not without the consent of the Lodge. 9. To act upon the Standing Committee on Charity. 10. To appoint all Committees except the Standing Committee on Charity. 11. To see that all unmasonic conduct that comes to his knowledge be faithfully dealt with, according to the By-Laws of the Lodge and the general rules of Masonry. 12. To guarantee to every one charged with unmasonic conduct, a fair trial, and an appeal to the Grand Lodge, if demanded. 13. To preside at the burial services of deceased Master Masons, members of this Lodge. 14. To appoint the Senior Deacon. 15. To fill all vacant offices by *pro tem.* appointments. 16. To convene the Lodge in called meetings, whenever there shall appear to him an emergent occasion. 17. To install his successor in office. 18. To see that worthy Brothers, visitors from other Lodges, have courteous attention and a welcome in this Lodge. 19. To give the casting vote at any time, in the event of a tie. 20. To appoint the Standing Committee on Finance on the day of his installation. 21. To read and expound to the Lodge the proceedings of the Grand Lodge. 22. To decide all questions of order subject to an appeal to the Grand Lodge, or Grand Master.

The Senior Warden.—In addition to those duties which appertain to every individual Mason, and those which are purely traditional, and therefore unwritten, the duties of the Senior Warden are: 1. To succeed to and exercise all the powers of the Master in the event of his absence. 2. To represent the Lodge, in conjunction with the Master and Junior Warden, at all the Grand Communications of the Most Worshipful Grand Lodge of the State of———. 3. To act on the Standing Committee on Charity. 4. To appoint the Junior Deacon. 5. To take charge of the Craft during the hours of labor.

The Junior Warden.—In addition to those duties which appertain to every individual Mason, and those which are purely traditional and therefore unwritten, the duties of the Junior Warden are: 1. To succeed to and exercise all the

powers of the Master in the absence of the two officers above him. 2. To represent the Lodge, in conjunction with the Master and Senior Warden, at all the Grand Communications of the Most Worshipful Grand Lodge of the State of _____. 3. To act on the Standing Committee on Charity. 4. To take charge of the Craft during the hours of refreshment.

The Treasurer.—In addition to those duties which appertain to every individual Mason, the duties of the Treasurer are: 1. To receive all moneys from the hands of the Secretary. 2. To keep just and regular accounts of the same. 3. To pay them out at the Worshipful Master's will and pleasure, with the consent of the Lodge. 4. To prepare an official statement of his account with the Lodge, and deliver it to the Secretary on the _____.

The Treasurer shall promptly deliver to his successor in office all the funds of the Lodge, together with all the books; vouchers, etc.; having any reference to the financial business of the Lodge, or to his office.

The Secretary.—In addition to those duties which appertain to every individual Mason, the duties of the Secretary are: 1. To observe the Worshipful Master's will and pleasure. 2. To record the proceedings of the Lodge. 3. To receive all moneys. 4. And to pay them into the hands of the Treasurer. 5. To attend upon trials and meetings for taking evidence. 6. To furnish copies of all evidence taken on trials where an appeal to the Grand Lodge is demanded. 7. To furnish Diplomas, Demits, Certificates, etc., duly signed and sealed, by order of the Lodge. 8. To prepare the annual reports for the Grand Lodge and certificates for the representatives. 9. To notify the Grand Secretary promptly of all expulsions from the Lodge. 10. To keep a book of Masonic biography for recording all important facts relative to the Masonic history of each member of the Lodge. 11. To keep a visitor's book. 12. To prepare a balance sheet of all the accounts of the members, and a roll of all who are entitled to vote; likewise an official statement of his own account with the Lodge, and deliver them to the Master on the day of his installation. 13. To preserve the Seal of the Lodge with care, and deliver it to the Worshipful Master at the close of his term of office.

The Secretary shall promptly deliver to his successor in office all the books, papers, vouchers, etc., in his possession, having any reference to the business of his office.

All petitions and documents of every character, handed to

the Secretary, on the business of the Lodge, shall be labeled, filed for preservation, and kept in some safe and secure place, and only delivered up by order of the Lodge, according to the evident intention of these By-laws.

The Senior Deacon.—In addition to those duties which appertain to every individual Mason, and those which are purely traditional, and therefore unwritten, the duties of the Senior Deacon are: 1. To act as the proxy of the Master in the active duties of the Lodge. 2. To give fraternal attention to visiting Brethren. 3. To conduct candidates in the different degrees of Masoury.

The Senior Deacon is appointed by the Master.

The Junior Deacon.—In addition to those duties which appertain to every individual Mason, and those which are purely traditional, and therefore unwritten, the duties of the Junior Deacon are: 1. To act as the proxy of the Senior Warden in the active duties of the Lodge. 2. To have special care to the security of the Lodge.

The Junior Deacon is appointed by the Senior Warden.

The Steward.—In addition to those duties which appertain to every individual Mason, the duties of the Steward are: 1. To have in charge, subject to the direct orders of the Master, the furniture, jewels, and other property of the Lodge. 2. To provide light, fuel and refreshments for the comfort of the Brethren. 3. To have special care to cleanliness in the hall and anterooms.

The office of Steward may be merged into that of Tyler, at the discretion of the Lodge.

The Tyler.—In addition to those duties which appertain to every individual Mason, the duties of the Tyler are: 1. To tyle the door, subject to the direct orders of the Master. 2. To serve notices, summonses, citations, etc., issued under authority of the Master and the Lodge.

The duties of Steward and Tyler may be united in the office of Tyler at the discretion of the Lodge.

Supernumerary Officers.—The Lodge may, at its discretion, appoint a Chaplain, a Marshal, a Physician, an Organist, and one or more Masters of Ceremonies, whose duties shall correspond with their titles.

Each officer of this Lodge shall be held personally responsible to the Master, and, through him, to the Lodge, and to the Grand Lodge, that his office be filled with dignity, honor and correctness, and that its various duties be performed

without haughtiness or tyranny, but according to love, and in a diligent desire to exemplify the virtues and sublime morality of Freemasonry to the world.

Due respect and obedience shall be paid by the members of this Lodge to its various officers, according to their respective rank and station.

CHAPTER IV.

PETITIONS.

FOR INITIATION, MEMBERSHIP, ADVANCEMENT, DEMIT, DIPLOMA, CHARITY, APPEAL, ACTION ON PETITIONS.

SEC. 1—*Petition for Initiation.*

An application for initiation into the Masonic Order through this Lodge, shall be made by a written petition, signed by the applicant's own hand, and in the following form :

To the Master, Wardens and Brethren of ——— Lodge, No. ———.

The undersigned respectfully petitions, that, having long entertained a favorable opinion of your ancient and honorable institution, he is desirous of being admitted a member thereof, if found worthy. He pledges himself to a cheerful obedience to all the requirements of the institution. His age is ——— years; his vocation is that of ———; his residence is ———.

(Date.)

A ——— B ———.

This petition shall be recommended by at least two members, Master Masons, and delivered to the Secretary, with the sum of ——— dollars accompanying it. If the Lodge consent to receive it, it shall be referred to a Committee of three members, Master Masons, who shall diligently investigate the character and standing of the applicant, and make a report to the Lodge at its regular meeting one month thereafter.

The qualifications for an initiate are faith in God, hope in immortality, and charity (love) toward all mankind. An applicant shall furthermore have attained to the age of twenty-one years and be under the tongue of good report.

Before a candidate shall enter the Lodge for initiation, he shall plainly declare his assent to the three following interrogations:

1. Do you seriously declare upon your honor before these gentlemen, that unbiassed by friends and uninfluenced by mercenary motives, you freely and voluntarily offer yourself a candidate for the mysteries of Masonry?

2. Do you seriously declare upon your honor before these gentlemen, that you are prompted to solicit the privileges of Masonry by a favorable opinion conceived of the institution, a desire of knowledge, and a sincere wish of being serviceable to your fellow-creatures?

3. Do you sincerely declare upon your honor, before these gentlemen, that you will cheerfully conform to all the ancient established usages and customs of the fraternity?

Should the applicant be rejected, the deposit fee shall be returned to him. Should he be elected, and fail to come forward for initiation within six months, his fee shall be declared forfeited, and the whole proceedings in his case null and void.

SEC. 2.—*Petition for Membership.*

An application for membership into this Lodge by a Mason regularly demitted from some other Lodge of Free and Accepted Masons, shall be made by a written petition, signed by the applicant's own hand, and in the following form:

To the Master, Wardens and Brethren of ——— Lodge No. ———.

The undersigned, a Master Mason, late a member of ——— Lodge, No. ———, under the jurisdiction of the Grand Lodge of ———, respectfully petitions for membership into your Lodge, if found worthy. He pledges himself to a cheerful obedience to all the requirements of your By-laws, and to the ancient usages of Masonry as admitted among you. His age is ——— years; vocation is that of a ———; his residence is ———. C. ——— D. ———.

(Date.)

This petition shall be recommended by at least two members, Master Masons, and delivered to the Secretary, with the sum of ——— dollars accompanying it. If the Lodge consent to receive it, it shall be referred, lie over and be reported upon, as in the case of a petition for initiation.

No person shall be considered a member of this Lodge until he shall have subscribed his name to the By-laws.

SEC. 3.—*Petition for Advancement.*

An application by an Entered Apprentice or Fellow-Craft, a member of this Lodge, for advancement to a higher degree, shall be made verbally through a member, a Master Mason.

The qualifications for an applicant for a higher degree are thorough proficiency in the preceding degrees, and satisfactory evidences that he has evinced the genuine spirit of a Free mason.

No petition for advancement shall be entertained until a public examination has been had, in open Lodge, upon the petitioner's qualifications, and an interval of at least one lunar month has elapsed since the reception of the preceding degree.

SEC. 4.—*Petition for Demit.*

An application for a demit (withdrawal), from this Lodge by a member hereof, in either degree, shall be made by a written petition, signed by the applicant's own hand, and in the following form:

To the Master, Wardens and Brethren of ——— Lodge, No.—.

The undersigned, a ——— Mason, respectfully prays to withdraw from the membership of your Lodge, and asks for a certificate to that effect. His motives for this request are
 _____ A———— B————.

(Date).

This petition shall be accompanied by a certificate from the Secretary of the payment of the applicant's quarterage, and all other dues, up to the end of the quarter in which the petition is dated.

No petition for a demit shall be entertained by this Lodge when the petitioner is under charges for unmasonic conduct of any sort.

SEC. 5.—*Petition for Diploma.*

An application for a diploma or certificate of present good standing, by a Master Mason, a member of this Lodge, shall be made verbally, and be accompanied by a certificate from the Secretary of the payment of quarterage and all other dues up to the end of the quarter in which the application is dated.

No petition for a diploma shall be entertained by this Lodge, when the petitioner is under charges for unmasonic conduct of any sort.

SEC. 6.—*Petition for Charity.*

Applications for relief from persons in distress, whether Masons or otherwise, must be made through some member or members of the standing Committee of Charity, either verbally or in writing.

SEC. 7.—*Petition for Appeal.*

An application for an appeal to the Grand Lodge, by a member of this Lodge (or by a non-affiliated Mason under the jurisdiction of this Lodge), under sentence for unmasonic conduct, must be in writing, directed to the "Master, Wardens and Brethren," and deposited with the Secretary.

SEC. 8.—*Action on Petitions.*

All applications and petitions of every sort, except for charity, must be presented at the regular meetings of the Lodge.

Applications for initiation or for membership, must lie over at least one lunar month from the dates of their reception; all others may be acted upon at the same meeting at which they were received.

The vote upon applications for diplomas, demits, charity or appeals to the Grand Lodge, may be taken either *viva voce*, or by a show of hands, or by secret ballot, and a majority of votes shall decide all such questions.

The vote upon applications for initiation, advancement or membership, must be made by secret ballot, and one negative vote shall reject.

Every member of the Lodge present when a motion is put or a question stated, shall be bound to vote, unless excused by action of the Lodge.

In balloting, if more than one negative vote appear, the balloting shall cease, and the candidate be declared rejected; but if, on the first ballot, one negative only appear, a second ballot shall immediately take place; and if, on the second ballot, a negative still appear, no further ballot shall be taken for one year thereafter, unless by the second regular

meeting thereafter the member opposing shall voluntarily withdraw his objections in open Lodge.

No one shall inspect the ballot save the Master and Wardens, and no Brother shall be permitted to make known to another, or to the Lodge, what manner of vote he cast.

No restriction of any sort shall be placed upon a Brother in the matter of voting, nor shall he be questioned as to how he exercised that right.

A rejected applicant for initiation, advancement, or membership, can not again present his petition to the Lodge within the space of — months from the date of his rejection.

CHAPTER V.

FINANCIALS.

FEEs, CHARITY, WAGES, MANAGEMENT OF THE FUNDS.

SEC. 1.—*Fees.*

The fees are for degrees, membership, for quarterage, and for extraordinary contributions.

Fees for Degrees.—The fee for the first degree (or that of E. A.) shall be — dollars, to accompany the petition.

The fee for the second degree (or that of F. C.) shall be — dollars, to be paid before the degree is conferred.

The fee for the third degree (or that of M. M.) shall be — dollars, to be paid before the degree is conferred.

No candidate shall be initiated, passed and raised in this Lodge for a less sum, in the aggregate, than — dollars.

When a degree is conferred upon a candidate at a meeting called for the purpose, by request of said candidate, he shall pay all the expenses of the meeting.

Fees for Membership.—The fees for membership shall be —, to be demanded of each member by the Secretary at the close of each quarter. The first quarter shall commence on the _____.

Fee for Extraordinary Purposes.—A fee for extraordinary purposes may be levied by a majority at any stated meeting in the discretion of the Lodge, due notice to the members having been previously given.

SEC. 2.—*Charity.*

The duty of practical charity or alms-giving is recognized by this Lodge as one of the primary principles of the Masonic institution.

The Standing Committee of Charity shall have the power, at any time, to draw upon the Treasurer, through its Chairman, the Master, for any sum, not exceeding—dollars, in the discretion of the Committee, to bestow upon a distressed worthy Master Mason, his wife, widow or orphan child, or any other distressed worthy applicant.

SEC. 3.—*Wages.*

Pecuniary wages shall be paid to the Treasurer, Secretary, Steward and Tyler.

The Wages of the Treasurer.—The Treasurer, for his services as heretofore specified, shall receive the amount of his quarterage.

Wages of the Secretary.—The Secretary, for his services as heretofore specified, shall receive the amount of his quarterage, and the further sum of—dollars for each meeting he may attend.

Wages of the Steward.—The Steward, for his services as heretofore specified, shall receive the sum of _____ for each meeting at which he performs the duties of his office.

Wages of the Tyler.—The Tyler, for his services as heretofore specified, shall receive _____ for each meeting at which he performs the duties of his office; or, if he performs the duties of Steward in addition to those of Tyler, he shall receive, in addition thereto, the amount of his quarterage.

The Lodge may make such further appropriations for special purposes, as Masonic law and usage justify.

SEC. 4.—*Management of Funds.*

All moneys received by the Secretary on behalf of the Lodge, shall be handed over to the Treasurer, at or before the next meeting subsequent to their reception.

All moneys received by the Treasurer, on behalf of the Lodge, shall be kept by him as a separate fund from his private hoard, and be at the command of the Lodge at any moment when drawn upon or called for.

The Lodge, at its discretion, may loan out its funds at lawful interest, under the supervision of the Treasurer, he taking good and sufficient security therefor.

CHAPTER VI.

COMMITTEES—STANDING, SPECIAL.

SEC. 1.—*Standing Committee.*

There shall be two Standing Committees of the Lodge, viz: A Committee of *Charity* and a Committee of *Finance*.

Committee of Charity.—The Committee of Charity shall consist of the Master and the Wardens.

The duties of the Committee of Charity shall be, to dispense the benevolences of the Lodge, so as to relieve human distress in the most speedy and practicable manner.

The Committee of Charity shall have power at any time to draw upon the Treasurer, through its Chairman, the Master, for a sum not exceeding — dollars at a draft, to be bestowed upon a distressed worthy Master Mason, his wife, widow or orphan child, or upon any other distressed worthy applicant for aid.

The Committee of Charity may take such measures, in employing nurses to wait upon the sick, engaging the burial of the dead, etc., as any sudden contingency may demand, and present the bills, through the Finance Committee, for settlement.

Committee of Finance.—The Committee of Finance shall consist of three members, Master Masons, to be appointed by the Master on the day of his installation.

The duties of the Committee of Finance shall be to examine the books, vouchers, etc., of the Treasurer and Secretary, from time to time, and to make a detailed report, in writing, at the regular meeting preceding the next St. John's day subsequent to their appointment. Likewise, to examine and

audit all bills, accounts and claims that may be presented to the Lodge, and report upon the same in writing. Nor shall any account be allowed by the Lodge until it shall have been examined and reported upon by the Finance Committee.

SEC. 2.—*Special Committees.*

Special Committees shall be appointed upon all applications of Initiation, or Membership, and upon other items of business, at the discretion of the Lodge.

Special Committees upon applications for initiation or membership, shall consist of three members; but upon other items of business, of such number as the Lodge in its discretion may decide upon.

Special Committees upon applications for initiation or membership shall report at the regular meeting one month subsequent to their appointment; all other special committee shall next regular meeting after their appointment, unless the Lodge report at the meeting at which they were appointed, or at the shall otherwise order.

All reports of Committees shall be in writing, unless otherwise ordered by the Lodge.

All Committee, whether standing or special (except the Committee of Charity), shall be appointed by the Master; and all Committees shall be composed of Master Masons.

Members who are appointed to serve upon Committees shall feel bound in Masonic honor to give patient and diligent attention to the business of their appointment, and report their conclusions to the Lodge without fear or favor.

CHAPTER VII.

DISCIPLINE.

OFFENSES, TRIALS, PENALTIES, APPEALS.

SEC. 1.—*Offenses.*

An offense, in Masonry, is hereby defined to be an act which contravenes any clause of these By-laws; any constitutional rule or edict of the Grand Lodge; any requisition of the

unwritten law of Masonry; any law of the land, or any law of God. The Ten Commandments (Exodus, Chapter 20) constitute the divine law to which Freemasons are particularly subject. The popular vices of intemperance, profanity, Sabbath-breaking, evil-speaking, licentiousness and gambling, are, in a special manner, interdicted as unmasonic.

Non-payment of dues; divulging the transactions of the Lodge to any but a member thereof; violating the secrecy of the ballot-box or of the Lodge; rude behavior within the Lodge; neglect of family and neighborhood duties; contumacy in refusing obedience to a Lodge summons, etc., are specially declared unmasonic.

Reporting Offenses.—The members of the Lodge while at *labor* (the space of time occupied by the meetings of the Lodge), are under charge of the Senior Warden, who will report to the Lodge all offenses that occur during his administration.

The members of the Lodge while at *refreshment* (the interval between one regular meeting and another), are under charge of the Junior Warden, who will report to the Lodge all offenses that occur during his administration.

But the Wardens, respectively, shall be allowed their discretion whether to report trivial offenses to the Lodge or make them the subject of private counsel, caution and reprimand.

The report shall be in writing, and in the form of charges and specifications, which the Warden who presents them shall personally prosecute before the Lodge.

Non-affiliating (demitted) Masons, living within the jurisdiction of this Lodge, are under its cognizance, and shall be reported for unmasonic behavior in the same manner as the members of the Lodge.

SEC. 2.—*Trials of Offenses.*

No penalty shall be inflicted by the Lodge until after a fair trial and examination of evidence or confession of the fact of guilt shall be manifest. The *manner of trial* shall be as follows: The written charges and specifications shall be filed with the Secretary of the Lodge, whose duty it shall be to have a copy thereof duly delivered to the accused, as also a notice which shall give a reasonable time for the taking of proof to sustain the charges and specifications; also to inform

the accused that he may at the same time and place offer proof to exculpate himself from such charges, and that the accused may also have leave to take proof at other time and place as he may designate, upon giving seasonable notice to the Master or presiding officer of said lodge, for which purpose the Lodge shall allow a reasonable time, if asked for. And in all cases the whole of the testimony shall be reduced to writing, if not improper to be written, and shall be carefully preserved by the Secretary of the Lodge.

Every member shall be duly tried in the Lodge opened in the highest degree to which he has attained: and he shall be allowed to remain in the Lodge during the trial and until the summing up of the evidence is completed.

If the accused member has absconded, so that notice can not be served upon him, charges may be preferred against him which shall lie over — months, and if the Secretary shall then report that he cannot serve notice upon him, he shall enter a denial of the charges upon the record, and some Brother shall be appointed to defend him, and proof may be taken and the case tried as if he were present.

SEC. 3.—*Penalties for Offenses.*

The object of all Masonic penalties is declared to be twofold—to vindicate the honor of Masonry and to reform the erring Brother.

The only penalties recognized by this Lodge or known to Freemasonry, are expulsions, suspensions and reprimands.

Expulsions—The highest grade of Masonic punishment is expulsion. It shall only be inflicted for aggravated offenses, or for contumacy in refusing to acknowledge subjection to the Lodge, or for such offenses as are notoriously subversive of the foundations of virtue and morality, and would therefore be calculated to render the Masonic institution contemptible in the eyes of the community.

The Secretary shall immediately report to the Grand Secretary the names of all members, and of all non-affiliated Masons expelled by this Lodge from the privileges of Masonry.

Suspensions.—Suspensions are definite, as for a certain period; or contingent, upon some subsequent act of the individual thus suspended.

It shall require a unanimous vote to reinstate a suspended or expelled member.

The Secretary shall note, in the annual report to the Grand Lodge, the names of all persons suspended or expelled by this Lodge.

Reprimands.—The lowest grade of Masonic punishment is public reprimand, in open Lodge. This shall be done by the Master, in a manner which, while it conveys a clear idea of the offense thus reprehended, holds out a full measure of love and pardon to the repentant Brother.

SEC. 4.—*Appeals.*

Any Brother who feels himself aggrieved by the action of this Lodge in the infliction of Masonic penalties, may take an appeal to the Grand Lodge.

When an appeal has been granted by the Lodge, the Secretary shall prepare exact copies of all the proceedings of the Lodge, the evidence taken on both sides, and all documents used on the trial, and send said copies to the Grand Secretary, to be used before the Grand Lodge in the investigation of the case.

A Brother suspended or expelled by this Lodge, but restored by the Grand Lodge on appeal, is not thereby restored to membership in this Lodge, until after petition, reference and clear ballot, as in the case of a demitted Mason.

CHAPTER VIII.

AMENDMENTS.

Amendments to these By-Laws may be made either by action of the Grand Lodge or of this Lodge.

Amendments by the Grand Lodge.—Any amendments that may be made by the Most Worshipful Grand Lodge of —, in her own constitutional rules or in these By-Laws, and any edicts or resolutions of a general character, promulgated by the Grand Lodge, which affect any subject embraced in these

By-Laws, shall be considered as so many amendments to these By-Laws, from the date thereof, without any formal action on the part of this Lodge.

Amendments by this Lodge.—Any portion, or the whole of these By-Laws, may be amended or others substituted in their stead, at the will of the Lodge, provided the general principles of Freemasonry, and the constitutional rules and edicts of the Most Worshipful Grand Lodge of — are carefully maintained. But all amendments, substitutions, etc., shall be proposed in writing, read before the Lodge, and laid over for one month before the vote of the Lodge shall be taken; and a majority of two-thirds of the members present shall be essential to the adoption of said proposition.

No By-Laws, or any portion thereof, can be temporarily dispensed with except the clause relative to the Order of Business, and such others as are especially excepted in the body of these By-Laws.

CHAPTER III.

FORMS FOR LODGE RECORD.

The following form comprises the gatherings of large experience in the Southeast. It has stood the test of practice in very many Lodges. It is simple and easy of application; every Secretary can understand it. It contains forms flexible enough to suit every description of business that can legitimately occupy the attention of the Lodge.

The Secretary should select a volume of about ten quires, strongly bound in leather, and each page ruled with a cross line about an inch from the left hand margin of each page. All entries made in this volume must be done with deliberation and care. No original entries are made in this book. All minutes are kept upon loose sheets until they are read to the Lodge, corrected and confirmed before they pass into the Record Book. This rule is invariable. Alterations and erasures, therefore, are so inexcusable that their presence in the Record Book becomes a matter of grave suspicion against the Secretary. The heading of the Record Book should be :

RECORD BOOK

OF

..... *Lodge, No.* ..

HELD AT

.....
VOLUME*Begun* 186 ..
.....

In the *first* Record Book of a Lodge, the minutes relative to its organization should appear; also a copy of the original dispensation, and of the charter or warrant under which the Lodge is held.

To make the following pages easy of use to the Secretary, we fill up enough of the blanks to express the name, number and location of the Lodge. The reader will not fail to observe the foot-notes to each page, as by these he will be guided in filling all the blanks, and adapting the formulas to every circumstance of the Lodge.

1. Fidelity Lodge, No. 80, Barton, Illinois, met in regular communication January 16, 1866. Lodge opened at 7 P. M., on the first degree.*

Officers present :

A....	B.....,	W. M.
C....	D.....,	S. W.
E....	F.....,	J. W.
G....	H.....,	Treas.
I....	J.....,	Sec'y.
K....	L.....,	S. D.
M....	N.....,	J. D.
O....	P.....,	Tyler. †

*If on any other degree say so; in regular practice, however, Lodges are opened successively, beginning with the first.

If the meeting is not the *regular* one, (that is if it is either a *called* or *festive* meeting), say "met in called communication for the purpose of," &c., and add the words "paying the last tokens of respect," &c., or "trying Brother A— B— upon charges of," &c., or "receiving instruction from," &c., as the case may be.

Invariably leave a blank line between each paragraph.

† In the absence of an officer write after the name of his substitute the words *pro tempore* or *p. t.*

2. Members present. (Give names in full.)
3. Visitors present. (Give names in full, appending to each the name and location of his Lodge. If demitted, say "late of" &c.) *
5. The Lodge was called from labor to refreshment on the first degree.
4. The Lodge was opened on the second degree.
6. The Lodge was called from labor to refreshment on the second degree.
7. The Lodge was opened on the third degree. †
8. The minutes of the last regular, and all the intermediate communications were read and approved by the Lodge, and signed by the Worshipful Master. †

If there are other officers in addition to the eight above given, such as Chaplain, Steward, Masters of Ceremonies, Organist, &c., insert them in the column, the Chaplain's name following the Junior Warden, the others following the Junior Deacon. In the Candian Lodges, the last Past Master is entered on the record immediately following the name of the presiding officer.

* See remarks relative to the Visitors' book on a subsequent page. As usually kept, it is totally unreliable, and the Secretary must depend upon his own exertions *inside* the Lodge to make a correct list of the visitors. It is a proper courtesy for the Master to instruct the Senior Deacon to furnish to the Secretary the names, &c., of all visitors, as a regular part of his labors.

The names of all Brethren present during the meeting are placed together as above described without reference to the hours of their arrival and departure.

† The reader must not suppose that we are endeavoring to teach any *particular order* of opening the Lodge. But as the above is the general custom it is so inserted here. So far as the Secretary is concerned he has but to record the facts as they occur.

† If there have been no intermediate meetings since the last regular one, omit this clause.

9. The unfinished business of the Lodge was called up by the Worshipful Master. *

10. The lecture on the Master's degree, omitted at the time of the Raising of Brother H. B. was given by Past Master C. D., by the Worshipful Master's order. †

11. The Committee on the petition of Brother

If the Master is absent, the presiding officer *now occupying the chair* signs the minutes. The Secretary then subscribes his own name below the Master's on the left of the page.

The first business at every regular meeting of the Lodge, must necessarily be "reading the minutes." Without these the Master cannot know *what business to bring before the Lodge*. No vote "to dispense with reading the minutes" is ever put by a well instructed Master. The neglect of the Secretary to bring the minutes to the Lodge, subjects him to severe rebuke.

At a called meeting or festival meeting the minutes need not be read. In the first place the Master's summons expresses the business of the meeting; in the other case it is suggested by the custom of the Lodge, as announced in the By-Laws.

Those Secretaries who prefer the word "meeting" to that of "communication" are at liberty to use it. We prefer it, but custom has sustained the word "communication," and we adopt it.

* In another part of this volume is given a description of the "Agenda paper," prepared by the Secretary and laid before the Master, just before he opens the Lodge. This "Agenda paper" contains every item of unfinished business in the record-books; likewise all matters of business that have been placed in his hands since the last meeting, or laid on his table at the present. The items are arranged in order of their age. This "Agenda paper" is an invaluable guide to the Master in all the proceedings of the evening.

† If your Lodge think this term too forcible, say "by the Worshipful Master's *request*," or "direction," etc. The term above used, however, is the most common.

È.... F.... for membership in this Lodge reported favorably.*

12. On motion, resolved that the report be received and the Committee discharged. †

13. Brother G.... H.... a member of..... Lodge, No....., at....., was admitted as a visitor, upon examination, and introduced to the Lodge. ‡

14. The Committee on the Treasurer's account of the last quarter, reported the account correct, as follows, etc. §

15. On motion *Resolved*, that the Report be received and adopted and the Committee discharged.

16. The Committee on the Secretary's account of the last quarter, reported progress and asked for further time to report. ||

* Or "unfavorably;" or "asked for further time," etc., etc., as the case may be.

† A Masonic Lodge, being a deliberative body adopts, to a partial extent parliamentary usages, and its action upon Lodge business is done by *motion*, *second* and *vote*. Therefore many of the paragraphs in your record begin with the words "On motion."

All *final reports* of Committees should be in writing, duly signed by the members. If the Committee only "reports progress" and asks further time, it may be done orally. If one or two of a Committee are absent, those present make their report as if their number was complete.

All written reports must be labelled and filed among the archives of the Lodge.

‡ It is not customary to name in your Record the Committee on Examination.

§ The Master will instruct you whether this account is to be copied on your record or only filed. If the latter, you will add, after "correct" the words, "as on file No.—"

|| If granted, the business comes up again through the

17. On motion, *Resolved*, that the Committee's request be granted.

18. The Committee on the petition of L. . . . M. . . . for Initiation, reported unfavorably.*

19. On motion, *Resolved*, that the Report be received and the Committee discharged.

20. The Committee on Finance reported the account of Messrs. G. & F. for \$31.17, correct, and recommend that it be paid.†

21. On motion, *Resolved*, that the Report be received and the amount paid.‡

22. New business was called for by the Master.§

23. The ballot was spread on the petition of Brother E. F. for membership, and he was declared elected.

24. Brother E. F. signed the By-laws.||

"Agenda paper" at the next regular communication of the Lodge. It is an invariable usage that all committees *must report progress* at every regular meeting, unless specially excused.

* In those jurisdictions where but one ballot is required for the three degrees, use the words "for admission to the light of Masonry."

† The general usage is to refer all accounts to the Committee on Finance for examination and audit. This is by far the best plan.

‡ It is upon the strength of this entry that the Master will proceed to draw his order upon the Treasurer for the amount, \$31.16.

§ The distinction between Unfinished Business, or the business lying over from the last convocation, and New Business, is one of sufficient importance to justify entries like these in the proceedings.

|| In those Lodges where subscription to the By-laws is not a requisite to membership, this clause is omitted. In such a

25. The ballot was spread on the petition of L. M. for initiation, and he was declared rejected.*

26. The account of the Tyler, \$7.70, for official services, was presented.†

27. On motion, *Resolved*, that it be referred to the Committee on Finance.‡

28. The petition of O. R. for initiation, was presented.

29. On motion, *Resolved*, that the petition be received and referred to a Committee of Investigation.§

case, the brother is a member the moment his election is announced, and you will proceed to place his name in your "Book of Masonic Biography."

* Although according to the entry, a few paragraphs back, the Committee on the petition of E. M. "reported unfavorably," yet, agreeable to correct usage, the ballot must be spread; this is never omitted.

† The instant a declaration of "rejection" is made, you should provide for paying back the fee to one of the petitioner's recommenders, taking his receipt therefor.

‡ No officer, not even the Tyler or Secretary, can be paid Lodge-monies without a specific order from the Lodge.

§ It is a proper usage in cases of small accounts which are well understood by the Lodge, to move their reference to the Committee on Finance, "with power;" that is, with authority to pay them, if found correct, without further action of the Lodge. In such cases the Master will draw his order upon the Treasurer upon the favorable report of the Committee.

§ If the applicant is particularly offensive to any member of the Lodge, the motion may be to "reject the petition" which, if carried, disposes of it without further action. You must then return the fee as advised on a previous page.

Unless the regular fee accompanies the petition, the Secretary should not present it to the Lodge.

30. The Worshipful Master appointed as such Committee Bros. J. A. and F.*

31. Brother A. B. moved the following Resolution, which was adopted, viz.: *Resolved*, that the thanks of the Lodge be presented to Brother C. D. for his valuable Oration delivered at the last called communication.†

32. Bro. W. W. L. moved the following resolution which, on motion, was referred to the Committee on Finance, viz.:

Resolved, That the sum of \$8.00 be appropriated to the widow of our deceased Brother R. C.

33. Bro. H. J. G. moved the following resolutions, which were adopted, viz.:

Resolved, That our next Installation shall be in public.

* As soon as the appointment is made, you will hand the Chairman of the Committee (that is the one whose name is first announced by the Master) a memorandum of the applicant's name, age, etc., and the names of his two recommenders. But the petition itself you will file and preserve in the archives.

The Master appoints all committees save those excepted by the terms of the By-laws.

Some Lodges have a Standing Committee on Investigation, to which all petitions of this character are referred.

† It is not necessary to record in the Minutes the *Secunder* to a motion. If the original motion is amended say, "which after amendment was adopted," etc. If the motion was lost, tabled, postponed, referred to a committee, etc., make entries to correspond. The above form will answer for every character of motion and for every disposition that can be made of a motion.

As a general rule, motions not adopted are not entered upon the Record-book. In this, however, the Worshipful Master will instruct you: no specific rule can be given here.

Resolved, That a Committee of three be appointed to make all necessary arrangements for a public Installation.

34. The Worshipful Master appointed as such Committee Bros. L. M. and N.

35. Bro. W. W. L. moved the following resolution, which was adopted, viz.:

Resolved, That the vote to appropriate \$8.00 to Mrs. R. C. be reconsidered.*

36. Brother J. L. K. moved the following resolution, which was adopted, viz.:

Resolved, That a Committee be appointed to investigate the outstanding difficulty between Bros. J. and B.

37. The Worshipful Master appointed as such Committee Bros. A., B. and C.

38. The Junior Warden, in pursuance of his official duty, offered the following report:

Hall of.....*Lodge, No*.....
.....186 .

The undersigned, in the performance of his duty as Junior Warden of this Lodge, presents the following charges against Brother..... a non-affiliated Mason living within the jurisdiction of this Lodge, viz.:

That on the.....day of.....186..., at the.....of.....he (was intoxicated.)

(Signed) A..... B.....,
Junior Warden.

* Almost any action of the Lodge may be reconsidered. This places the question before the Lodge as though it had never been acted on.

39. *Resolved*, That the Lodge will proceed to trial upon the charges against Brother . . . as specified in the Junior Warden's Report,* and that a Committee be appointed to take the evidence.

40. The Worshipful Master appointed as such Committee Bros. Z. B. and M.

41. The Lodge of Master Masons was called from Labor to Refreshment.

42. The Lodge of Entered Apprentices was called from Refreshment to Labor.

43. Mr. L. M. was introduced and Initiated in due form: the accompanying Lectures being delivered by the Worshipful Master.†

44. Brother R. R. M. was examined as to his proficiency on this Degree.

45. The Lodge of Entered Apprentices was closed.‡

* If the Lodge "decline to proceed to trial" make your record accordingly. Oftentimes such matters are laid over to give time for the erring brother to come forward and make proper acknowledgments. A well organized Lodge is ever loth to go into the details of a public trial; and unless the offense is gross and aggravated, the charge may readily be quashed by a proper show of repentance.

† When by reason of the want of time the Lecture is postponed, make your record accordingly. This brings the matter up through the "Agenda paper" at the next regular meeting of the Lodge.

‡ Or "Called from Labor to Refreshment." It is good usage to call off the two lower Lodges successively, and, when the evening is ended, close all three by a single order. This saves time. The ceremony of closing three Lodges in succession is tedious, and drives the brethren away.

46. The Lodge of Fellow Crafts was called from Refreshment to Labor.

47. Brother R. R. S. was introduced and Passed in due form. The delivery of the Lecture was postponed until the next regular convocation.

48. The Lodge of Fellow Crafts was closed.

49. The Lodge of Master Masons was called from Refreshment to Labor.

50. The receipts of this Communication were as follows :

Dues from Brother	W. A.	50
“ “ “	V. B.	5.00
Initiation, “	M.	25.00
Passing “	S.	5.00
		35.50

51. The Minutes of the Communication were read and adopted by the Lodge.

52. No further business appearing the Lodge was closed at 10 P. M., in due form, peace and harmony prevailing.*

By these forms, numbered herè for convenience in 52 paragraphs, all the business of a Lodge may be systematically recorded. After copying these minutes into the record-book, make upon the margin of each page, (left blank for the purpose,) a brief synopsis of each important paragraph. This facilitates the after examination of the record. A glance at any law-book will show you the plan.

* The hours of opening and closing must always be specified in the Minutes.

We again remark that the sequence of paragraphs as laid down in this volume, is not designed to *instruct the officers* how to do the business of the Lodge, but to teach the Secretary how to *record it correctly*. To young officers, however, this volume will have its value as a general guide, except in those jurisdictions where Grand Lodge legislation has laid down standards differing from these.

BOOK OF MASONIC BIOGRAPHY.

In every Lodge there should be something to answer the purpose of a Biographical book of the membership. This may be made either in a separate volume or in a specified portion of the Record-book. The following form will be found practical, but it may be greatly enlarged upon if thought advisable. In this table the Secretary should enter, in due order, the names of each Initiate and each Affiliated member.

It is in such a table as this, that "the request for Masonic Burial" should be recorded, a request so frequently made by brethren who appreciate at their full value those last solemn tokens of fraternal respect and esteem.

CHAPTER IV.

MISCELLANEOUS SUGGESTIONS.

1. The larger part of the instructions contained in this volume is applicable to Secretaries and Recorders of *all Masonic bodies*, whether Chapters, Councils, Commanderies, Consistories, Senates, Arcopagi, etc., etc. The same relations between the presiding officer and the recording officer exist in all of them ; and as the purposes of Masonry are the same, whatever may be the rituals, and as the general course of proceedings is the same in all Masonic bodies, he who can make up the proceedings of a Masonic *Lodge* correctly, will not materially err when he occupies the Southeast in the "higher bodies."

2. In regard to "Visitor's Books," such as are generally seen in the Tylers' Rooms of Lodges, are kept for the most part without any attempt at accuracy. A Brother of much experience as a lecturer, gives us the following sketch of six of these Visitors' Books, taken in a succession of six Lodges which he had visited :

1. Not an entry had been made in it for five consecutive meetings. 2 The dates were misplaced, and I found I had antedated my name nearly a year. 3. All manner of amusing

scribbling had been done in it by impatient visitors. 4. The leaves were torn into fragments for pipe and cigar kindlings. 5. No location or dates were appended to the names. 6. Kept with care ; the Tyler makes a point of admitting no one until he has examined his written record.

3 No crude or undigested matter laid upon your table should be brought before the Lodge ; hand it back to the parties for revision. The time of the Lodge is too precious to be taken up with such things. The usages of Masonry and the By-laws of the Lodge specify the *manner* as well as the *matter* of business, and nothing is deemed fairly in your hands, as Secretary, save that which comes before you in due form. Yet you might properly hand such things to the Master for his private eye, if you are doubtful as to their form and correctness.

4. Among the more noted instances of faithful service as Secretary and Grand Secretary, we would name the Hon. Philip Swigert, of Kentucky, for twenty-five consecutive years Grand Secretary of his Grand Lodge. Upon his retirement, an honorarium, for faithful service, was granted him. We name also the late Grand Secretary of England, who served for nearly fifty years in the Southeast, and who lives to enjoy a splendid pension from the Grand Lodge ; also the Lawries of Scotland, father and son, who have served their Grand Lodge for seventy-five years without a break ; the venerable John Dove, of Virginia, Grand Secretary for a period marvelously protracted, etc. Other instances exist in abundance. It

may be said in general that the Masonic fraternity have ever been appreciative of the merits of good Secretaries, both Grand and subordinate, and they are no niggards in their acknowledgments.

. 5. Just before the opening of the Lodge make out and lay before the Master, an "Agenda paper," as our English Brothers call it, that is a memoranda of *the things to be done at that meeting*. This is so important to the prompt and accurate management of business, that we wonder so few of our Masters have learned the use of it. The following is the copy of an "Agenda paper" of this sort:

AGENDA PAPER.

March 1, 1866.

1. Report on account, Jones and Lobdell.
2. Report on petition, Maria L. Ward.
3. Report on Committee on the case of Mrs. Leonard Hopkins.
4. Standing Quarterly report on Finance.
5. Examination of Charles Covell for F. C. Degree.
6. Petition of Wm. Jamison for Masonry.
7. Petition of Samuel R. Tash for Membership.

You will readily see, from a glance at this "Agenda paper," that it shows what unfinished business is suggested by the minutes of the last communication; also what new business lies upon the Secretary's table. You will see, too, what an immense advantage it gives the Worshipful Master to have before his eye, upon his pedestal, a prospectus of the evening's business. It is better than all the "Rules of Order" ever drafted.

6. The author of this volume would most solemnly and affectionately warn you against a practice as unmasonic as it is dangerous, *that of keeping the funds of the Lodge in your own possession*. The grass is growing over many a heart, broken by the disgrace of defaulting in Lodge monies. Many a Secretary, whose ruin involved expulsion and ignominy, owes that ruin and ignominy to the habit, begun in carelessness, and continued under the pressure of temptation, of *retaining funds* in his own hands which he should have promptly paid over to Treasurer.

You are bound to pay over to the Treasurer all the funds of the Lodge at every regular meeting,* and you are liable to be removed from office, and put under charges of malfesance in office, should you fail to do so. You have no right to pay accounts due by the Lodge, *not even your own*. All must go into the Treasurer's hands and be accounted for by him. If the Treasurer is absent at any meeting, you must pay the accumulated funds into the Worshipful Master's hands, taking his receipt therefor.

At the closing of the Lodge, when you read the regular notes of the proceedings for correction, you will call out

* The fees upon petitions not balloted for, are not "Lodge funds." Yet even those, we know many Secretaries, who persist in passing *out of their own hands* into the Treasurers, and we honor their stern integrity in the act.

plainly all payments made you since the last communication of the Lodge, giving the items and naming the total. These form the *last entry* of the minutes but one for the evening. In addition to these details you will do well to originate new duties upon the subject so that the Lodge may always have, at a moment's call, these three facts, viz :

1. What amount of money is on hand in the Treasury.
2. What debts, if any, are due by the Lodge.
3. What debts are due the Lodge.

In acting as collector of the Lodge monies, always insist upon *giving a receipt*. We advise this both for your own security and that of the craft. Many a Brother has been suspended for non-payment of dues, and died in that unhappy condition, because of his loose dealing with the Secretary, involving not criminality but negligence. Adopting the practice neither to pay out nor take in money without passing receipts, you will steer clear of difficulties that have wrecked many Lodges and their financial officers.

7. It cannot be denied that circumstances sometimes occur in which the Secretary is obliged to take the Lodge books, or portions of them, home with him. Yet it is an unfortunate necessity, and should as far as possible be obviated. There is certainly no reason for your requiring the account books at your house, as the accounts can so readily be transferred to loose sheets of paper and the collections based upon them. When we were Master of a Lodge, we ever looked uneasily upon the Secretary going home with the valuable and impor-

tant records of the Lodge under his arm, and discouraged the practice as much as we could. It has cost many a Lodge its records.

8. On a preceding page it is said that the charter of the Lodge is often entrusted, by the Master, to the Secretary's care. This is becoming more common than formerly, in view of the fact that Lodges are providing themselves more generally with secure depositories such as desks, chests, etc., for the preservation of their valuables. As the care of the charter necessarily devolves extraordinary responsibilities upon the Secretary, it will be well here to speak of the matter.

Every man knows, or ought to know, the following facts, viz: that the Lodge cannot work unless the charter is present, and that no one has any authority to handle the charter save the Master. As, therefore, it happens sometimes that the Master is absent from the meetings, he may place the charter in your custody. In doing so he gives you (or should give) these positive injunctions, that in case of his absence you deliver it to none save the Warden highest in rank, or in the absence of both Wardens, the Senior Past Master present.*

* Our Canadian Brethren have customs under this head so different from the Americans that it is necessary to explain this sentence. In that jurisdiction a Warden cannot, *under any circumstances* preside. In the absence of the Master the Senior Past Master of right presides. This is the most important difference between the customs of the Canadian Lodges and ours. There are, however, fundamental differences in their Rituals, the discussion of which does not belong to this volume.

No matter, therefore, who may solicit the control of that important document, even though the whole Lodge unanimously instruct you to *deliver to them the charter*, you must not do so. Remember that it is your first duty "to observe the Worshipful Master's will and pleasure;" there is no authority above his, save that of the Grand Master or his Deputy, in presence commanding you to surrender to him the charter.

The proper depository of the charter is a metal cylinder case, closed at the end. This will preserve it from soil and wear for many generations. The moment the Master (or presiding officer of the occasion) enters the hall, you will place it in his hands.

9. In cases where you are compelled to be absent from the meetings, (such cases should but rarely occur,) you will hand the keys of your various depositories to the Master, accompanying them with a synopsis of business placed in your hands since the last communication of the Lodge. Your papers should always be so labelled and distributed among the pigeon-holes and compartments of your desk that if *you suddenly die*, your successor can take up the thread where it fell from your faithful hands.* It is not an inappropriate thought when you are about to close your desks for the evening: "Perhaps I shall not live to come back here; what is it that

* The series of Lodge-blanks for sale at this office are printed *on the backs*, so as to facilitate labelling and filing.

remains undone that I may deserve the eulogy *faithful to the last.*"

10. At the end of every three months the dues of the Lodge should be collected. If a brother desires further time, let him ask for it and it doubtless will be given him; but consider the money *due* at the close of the quarter. If he has taken all the steps in financial equity, he will make known that request *before the amount comes due*. Notify every member by written account of his indebtedness; a form is given for this on a preceding page. Let it be known that among your most ardent wishes is this, *that your books be kept balanced*. How many a Southeast have we seen which the members shun, and where the only person who really seems welcome is the candidate; and this because each one is in debt to the Lodge.

We have wondered how the Senior Deacon, how the Master can rehearse the Lectures in the Lodge when he is himself several quarters in arrears. Where is his honesty when the Secretary's account-book cries out against him? But if you will give every member a timely suggestion in regard to his account, it will be an easy matter to make your collections.

11. It is a pleasing and a grateful charge devolving upon you as Secretary to make up the *Masonic Biography* of every member of your Lodge. The Secretary is the historiographer of the Craft. As a model for his labors in this department, accept the following sketch:

"Bro. J. was for thirteen years Secretary of our Lodge. A

more amiable and unassuming man I never knew. His voice was rarely heard in debates; never in the little caucussing which in our Lodge always precedes the annual elections. His influence, which was greater than any other member, was confined exclusively to the performance of his official duties, and the personal duties which every Mason owes to the fraternity.

“As a Masonic historian he was particularly active. Whenever a new member was made, either by Initiation or Affiliation, he sought from him all the facts of his birth and parentage and wove them into a biographical sketch. If the brother had any Masonic relations, they too, were noted. All matters of political or social elevation were noted in this sketch, and whatever else that reflected credit upon his life and character.

“Whenever a member died there were all the facts necessary to form an obituary, not the stereotyped skeleton that appears in every newspaper, but something intelligent, instructive and illustrative of its Masonic origin. Thus, when Col. P—— suddenly died, our intelligent Secretary went at once to the Lodge-book and in an hour or two had sketched off a biographical notice that filled a column in our local papers, and that told the world the merits and social elevation of our lamented dead.

“After our Secretary's death it was found that every member's record had been in this way carefully brought and ‘posted,’ so to speak, to the beginning of the new year! We shall long lament the loss of this intelligent man.”

To the above we add, that amongst those of the living who have made for themselves a name in this department, none are more worthy than Alfred Creigh, LL.D., of Washington, Penn.

12. It will assist the Secretary in clothing with life and intelligence the bare forms (bones) which we have furnished him

in this volume, if he will read the following sketch of the drama of Masonry. In nothing does the difference between dulness and intelligent life appear more conspicuous than in the contrast between different Lodges in their manner of working; while some glow with light and animation, others stagnate in moss and mud. You can scarcely make an interesting record unless you have an interesting drama to record:

“The love of histrionic display is universal to all ages and people. The rudest have their plays, ceremonies, acting: the most civilized the same, under a more elegant drapery. The chief attraction of Masonry lies in this; its Drama gratifies the universal craving for histrionic display in the highest and noblest forms.

In all great plays, whether tragedy or comedy, there is a substantial human thought as a central figure, and its attraction lies in the masterly working out, with human characters, the full developments of this thought. How grandly this is done in such dramas as Hamlet, Macbeth, etc., we need not urge. Such pieces are immortal, because man is from age to age the same in impulse, thought, vice and virtue.

Masonry is a Drama,—a great one nay, the greatest one of all, because the oldest, farthest spread, and conveying greater lessons than any other. Viewed with an informed eye, it presents, in its inimitable scenery and character, the relations between man and his fellows, between man and his God.

It takes a person out from the bulk of society, choosing him from the mass by certain tests that have reference to the part he must play in life. This selection and election is highly Dramatic. It is the first Scene of the first Act of the great Drama of Masonry.

It prepares this selected character (the candidate) for the part he is to perform, as the servants in the tiring-room of the theater, prepare their characters for the stage. Every step in this preparation is strikingly Dramatic.

It introduces the candidate by scenic display, ancient, curious and impressive, before an audience that symbolizes Judgment, Truth, Prudence. The whole of this is thrillingly Dramatic. A volume might be written to illustrate this entrance by the Northwest upon the Masonic stage. It is his birth.

The Drama now goes on step by step, each Act and Scene developing new thoughts. Degree follows Degree, to the number of three, the first impressing Morality, with all its adjuncts upon the candidate; the second informing his mind with the principles of Science; the third conveying the doctrines of Religion. This latter is so Dramatic, so grateful to the eye and ear, that it only needs the announcement that 'the Master's Degree is to be worked to-night,' to call together an audience in the poorest and shabbiest Lodge in the land.

How impressive is the entire Masonic Drama when properly presented to the mind! We have witnessed the acting of most of the immortal pieces of Shakspeare and others, that occupy the modern stage, but there is none of them that has a CENTRAL THOUGHT like this of Masonry. Compared with this, they are 'of the earth, earthy.'

Has any of our readers an acquaintanceship with theatrical men and matters? If so, he must have observed the extreme care with which everything is prepared, the properties, the scenery, &c., that can give effect to the performance. How studious is every actor to commit his part (every word of it) to memory! How every movement is calculated, every entrance, exit, crossing of the stage, etc.! How every inflection of the voice is contrived to add to the general effect! And all this, too,

though the play itself may be some trifling matter hardly worthy a sensible man's attention. Ask Bro. Edwin Forrest his experience on this subject, and he will say that the life of an actor is the most laborious and studious of all professions, on account of the innumerable *minutiae* necessary to the successful presentation of pieces before the public.

If this be so with Dramatic performances of an ordinary character, how should it be, let us inquire, with the Drama of Masonry? A play whose lessons involve all the virtues essential to a moral life; a play that brings up with startling force the revelation of a Resurrection! The answer must be that every portion of this Drama should be acquired with solicitous and painful accuracy, and exhibited with earnest and solemn fidelity to the truths conveyed in it. The solemnity with which a Christian assemblage exhibits the Last Supper of their Lord: the fervor with which a Jewish assemblage receives the bringing-forth of the LAW from its receptacle: these are the models upon which MASONS should work in presenting the thrilling and matchless Drama of their craft.

[*Drama*—A poem, or composition, representing a picture of human life, and accommodated to action. The principal species of the drama are tragedy and comedy.

Dramatic—Theatrical, not narrative.

Dramatically—By representation.

Theatrical—Scenic representations.—*Webster.*]"

13. The form of an Account Book as kept by the Secretary, agrees with those of ordinary business. Each member has two pages, or a part of two pages to his account on the books. On the left hand page charge him with his quarterage and other contributions, as specified in the By-laws, or levied by special

order of the Lodge. * At the end of each quarter add up this column.

On the right hand page give him credit for all payments made on his account, and for all allowances made him by the Lodge. Thus the Tyler's account is charged quarterage etc., the same as other members, and credited by "services rendered" to the same amount, as well as the amount of his salary proper. Add up this column, at the end of each quarter, and carry the balance to the side to which it belongs. The following is a page from the Lodge Ledger, showing the different phases in which accounts sometimes present themselves. You will observe that when a member demits he pays up to the end of the quarter. A member dying or being expelled is credited by "profit and loss" to balance his account. An honorary member stands from year to year balanced by the term "honorary member."

* Lest this remark be misunderstood, we would say that Lodges sometimes, though rarely, make assessments upon the members for special purposes.

SPECIAL HELP.

<i>Henry Levins.</i>		<i>Henry Levins.</i>		Cr.
1862. Mar. 31	To Quarterage,	1862. Mar. 31	By Services,	\$ 1.25
June 30	do	June 30	do	1.25
Sept. 30	do	Sept. 30	do	1.25
Dec. 31	do	Dec. 31	do	1.25
1863. Jan. 15	To Cash,		By Services as Secretary for twelve months,	24.00
				<u>24.00</u>
				\$29.00
<i>George Lord.</i>		<i>George Lord.</i>		Cr.
1862. Mar. 31	To Quarterage,	1862. May 10.	Deceased.	
June. 30	do		Profit and Loss,	\$2.50
				<u>\$2.50</u>
<i>James G. Lakin.</i>		<i>James G. Lakin.</i>		Cr.
1862. Mar. 31	Honorary Member.	1862.	Honorary Member.	

14. There is a custom among Secretaries highly reprehensible in itself, and calculated to give bad impressions to visitors, viz. : that of keeping their seats and continuing their business when the gavel orders the whole Lodge to rise. So far is this carried in some Lodges, that we have not unfrequently heard the scratch of the Secretary's pen during the solemn stillness accompanying Lodge-prayers. So bad and unjustifiable a habit only needs be pointed out to be corrected. Let the Secretary consider himself in some respects, a model of behavior to his brethren, and let the historian of the Lodge leave a clear record of his own pious and thoughtful attention to duty.

15. A "Model Southeast" is thus described :

"The Secretary, a venerable man, rising three score and ten, sits at a table made, under his own instructions, with a treasury of drawers, pigeon-holes, slides and recesses of every kind. This table is large enough for two persons besides himself, and there are chairs accordingly. So every brother who has a Resolution to draft, and every Chairman of a Committee goes naturally to one of those chairs, seats himself as one who has a right there, (as indeed he has) and finds stationery at his command. On the left of the Secretary, against the wall is a book-case containing the library of the Lodge, a snug little collection of a hundred volumes, not much read to be sure, but always ready for reference, the prominent books in it seeming to be Josephus, a Scriptural Commentary, thirty volumes of a uniform edition of Masonic republications, and the like.

Behind the Secretary is a large frame containing photographs collected by the indefatigable efforts of the Secretary in his fifteen years' official practice. In that frame are seen the Masonic journalists and writers, lecturers, distinguished

officials of Grand Lodges, and nearly every member of his own Lodge. Some of these have wreaths of cedar sprigs around them pointing mystically to a fact of serious import.

“Here sits the venerable Brother ——, decrepit in limbs so that he is brought from home at every meeting of the Lodge, in the arms of the brethren: but clear in intelligence, and ardent in heart, as when forty years ago he first made the circumambulation with youthful feet.”

16. The Secretary should avoid an erroneous practice that is creeping into the Lodge and Grand Lodge Records of late years, viz. : that of ranking the Secretary above the Treasurer. This is no question as to which of the two offices is more honorable or more important than the other; the only question is what is ancient and general usage under this head. The position of the Secretary on the *left* of the Worshipful Master while the Treasurer is on the right shows in itself conclusively which has the higher rank; while the fact of the Treasurer being installed before the Secretary, confirms the argument.

In processions the Secretary walks upon the left of the Treasurer, just as the Junior Warden walks on the left of the Senior Warden.

The Jewel of the Secretary in the American Lodges is almost invariably the *Cross-pens*, as given upon the cover of this volume.

17. In getting up a new edition of your By-laws, you ought to pay more attention than is usually given to appearances. A large, shabby pamphlet, done at a small printing office, with poor type, poorer ink, poorest skill, reflects nothing but dis-

credit upon Masons, who are said, in a theoretical way, "to be lovers of the fine arts." By-laws should be done in the best style of the typographic art, set up by skillful typos, the pages not larger than 24mo., worked off on good paper and then undergoing the care of a good book-binder, who will see that every one of them is neat, tasty, and correctly put together. A collection of the By-laws in use in the 5218 Lodges of the United States and Canadas, is a lamentable sight to one who has been taught to value appearances as emblematic of skill and decency. Some of the City Lodges of New York have By-laws exceedingly beautiful; write to their Secretaries.

18. Should you have occasion in the performance of your official duty to use the Hebrew names, you will find a convenient list in the 1st chapter of 1st Chronicles. From this catalogue it is easy to cull such as the following:

KENAN,
LAMECH,
MIZRAIM,

GOMER,
JOKTAN,
OPHIR,

SHEM,
ARAM,
MIBSAM.

In the 10th chapter of Nehemiah is a list much used for this purpose. The following is a selection from this:

SERAIAM,
AZARIAH,
JEREMIAH,

PASHAR,
AMANIAH,
MALCHIJAH,

HATTUSH.
SHEBANIAH,
MALLUCH,

19. It sometimes happens that a Brother who has taken but one or two degrees in your Lodge, removes his residence and desires to be transferred to the Lodge within whose jurisdiction he has taken up his abode. In such a case, some kind of certificate must be given to him. The following is a convenient form.

Hall of *Lodge, No.*
.....186 ..

By order of the Lodge, and at his own request, Brother C—— C——, an Entered Apprentice, has this day been transferred to the care, goodwill and government of Lodge, No., at , he having made good proficiency in his degree, and exemplified the exalted virtues of the Royal Art during the period of his connection with us.

[Seal.]

By order of the Lodge,
..... Secretary.

20. As in this age of Masonic growth, you are likely to be called upon to draft petitions for the organization of new

Lodges, we give the ancient form used in such cases. This petition directed to the Grand Master, (not Grand Secretary), requires the signatures of at least seven Master Masons.

To the Grand Master of Masons of the State of ——— :

The undersigned respectfully represent, that we are Free and Accepted Master Masons; that we are at present, or have been, members of regular Lodges; that having the prosperity of the Fraternity at heart, we are willing to exert our best endeavors to promote and diffuse the genuine principles of Masonry; that for the convenience of our respective dwellings, and for other good reasons, we are desirous of forming a new Lodge in the town of ———, to be named ———; that, in consequence of this desire, we pray for Letters of Dispensation, or Warrant of Constitution, to empower us to assemble as a legal Lodge, to discharge the duties of Masonry, in a regular and constitutional manner, according to the original forms of the Order and the Regulations of the Grand Lodge. That we have nominated and do recommend ——— ——— to be the first Master, ——— ——— to be the first Senior Warden, and ——— ——— to be the first Junior Warden of the said Lodge; and that, if the prayer of this petition should be granted, we promise a strict conformity to all the Constitutional Laws and Regulations of the Grand Lodge.

(Signed by at least seven Master Masons, each giving the name and location of the Lodge, of which he is or last was a member.)

21. The following is the usual form of a Dispensation to open and work a Lodge U. D.

The Grand Lodge of ———, By ——— ———, Grand Master. To all to whom these presents may come, Greeting:

Whereas, it has been duly represented to me, that in the Town of _____, County of _____, and State of _____, there reside a number of Worthy Brethren of the Most Ancient and Honorable Fraternity of Free and Accepted Masons, who are desirous of being authorized to proceed forthwith to work as a regular Lodge; and it appearing to be for the benefit of the Craft in general, as well as the aforesaid Brethren in particular, that they should be encouraged in their laudable endeavors and design; and it further appearing to my satisfaction, that the petitioners have complied with the Laws and Regulations on this subject, enacted by the Grand Lodge: Therefore, be it known that I, _____, Grand Master of Masons, in and for the State of _____, by virtue of the power and authority in me vested, during the recess of the Grand Lodge, do hereby appoint our trusty and well-beloved Brother, _____, as Master, Brother _____, as Senior Warden, Brother _____, as Junior Warden, together with their associates, Brothers _____, _____, _____, _____, to assemble and work as a regular Lodge in the Town and County aforesaid, in our jurisdiction, by the designation of _____ Lodge, U. D., and there to enter Apprentices, pass Fellow-crafts, and raise Master Masons, agreeable to the usages and customs of Ancient Free and Accepted Masons, and the Laws and Regulations of the Grand Lodge of _____, but not otherwise.

And I do hereby require and enjoin the said _____ Master and his Wardens, aforesaid, to make due return to this Dispensation, and returns and transcript of the work at the next Grand Annual Communication of _____, to be holden in the Town of _____, on the _____ next, until which time, unless sooner revoked, this Dispensation shall continue in full force and effect.

Given under the hand of the Grand Master and Grand Secretary, with the Seal of the Grand Lodge affixed, this _____
 _____, Grand Secretary, _____, Grand Master.

22. In preparing for the delivery of courses of Lectures to the Lodge during the winter months, the members will naturally rely much upon your judgment of men and themes. Being the Corresponding Secretary (as well as the Recording and Financial Secretary) your opportunities are great. We offer a suggestion or two upon the subject, leaving a fuller development of the theme to another volume.*

There is one subject upon which a Lecture should be delivered to the Lodge at least once a year, that is *the History of the Lodge itself*. In this, which can be prepared by no one as well as yourself, should appear all the preliminary steps of the organization; references to the original members; elaborate notices of those who have gone to the Silent Lodge; the *status* of the Lodge and its prospects for the future. For such a *resume* and *prospectus* the following lines are adapted:

MEMORIAL HYMN.

We sing of those who 've gone,
 The friends to memory nearest,
 Who left our Lodge forlorn,
 When youthful hopes were dearest ;
 We drop our voices low,
 And tears in silence flow—
 They 're gone, they 're gone, we know
 To the quiet place of death,
 To the Silent Lodge beneath,

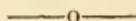
* The "Worshipful Master's Special Help," the third volume of this series and a neat compend of the history, duties, and prerogatives of that exalted station,

Where the green sprigs ever bloom
 In the low, low tomb.
 Rest sweetly there !
So mote it be !

Each mystic grace they had
 Our faithful souls have yielded ;
 The types that made them glad,
 Our hearts on them are builded :
 The Level, Plumb, and Square,—
 The' Acacia green and fair,
 We dropped it gently there
 In the quiet place of death,
 In the Silent Lodge beneath,
 Where the green sprigs ever bloom
 In the low, low tomb.
 Rest sweetly there !
So mote it be !

We deem not they are lost,
 To FAITH and HOPE no craven,
 But, with the white-robed host
 Who look in LOVE to heaven,
 We raise our voices high,
 And call them to the sky,
 Who here in darkness lie :
 " From the quiet place of death,
 " From the Silent Lodge beneath,
 " Where the green sprigs ever bloom—
 " From the low, low tomb.
 " Rise, Brother, rise !"
So mote it be !

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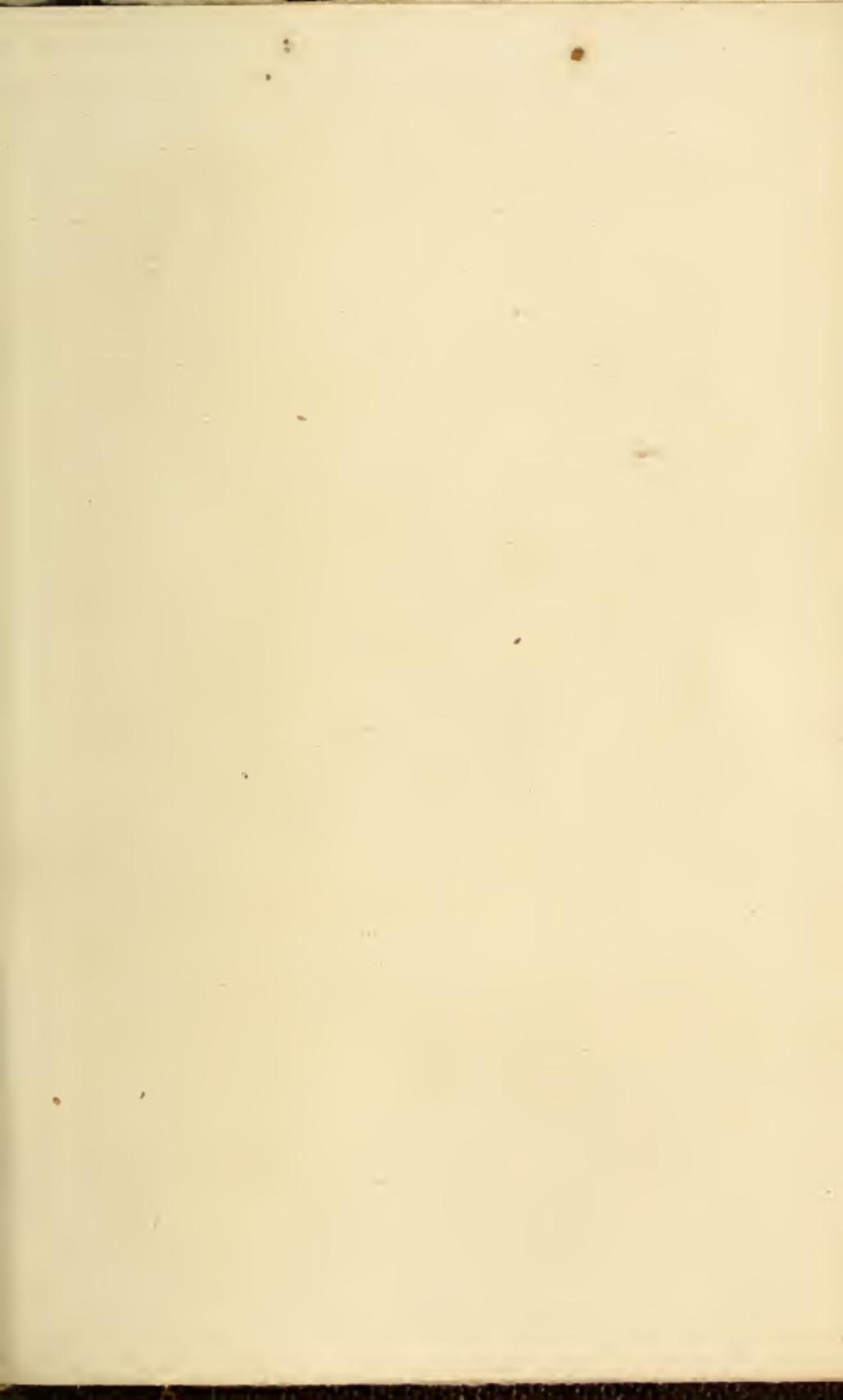
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