



**MOTION FROM GRAND REGISTRAR
CONSTITUTIONAL REFORMS**

**BOARD OF GENERAL PURPOSES
TO MASONIC COUNCIL & COMMERCIAL COUNCIL**

**NEW RULES 300 TO 339;
ABOLITION OF OFFICE OF CHIEF EXECUTIVE OFFICER; AND
CONSEQUENTIAL AMENDMENTS**

Pursuant to Rule 413 of the Book of Constitutions VWBRo. Ian Upjohn KC, Grand Registrar moves that the Book of Constitutions be amended as set out in the attached documents:

1. Board of General Purposes to Masonic Council and Commercial Council - New Rules 300-339;
2. Abolition of Office of CEO- Repeal of Rules 62A and 62B; and
3. Consequential amendments in Rules 1 to 400, the 11th Schedule, and the Rules of Debate.

This motion will be considered and voted upon at the Special Meeting of Grand Lodge held pursuant to Rule 88 on Wednesday 8th February 2023.

**BOARD OF GENERAL PURPOSES
TO MASONIC COUNCIL & COMMERCIAL COUNCIL
NEW RULES 300 TO 339**

1. **The heading** situated between Rules 299 and 300 that reads:

BOARD SELECTION PANEL

Be repealed from the Constitution and *replaced* with the following:

**COMPOSITION, ELECTION, SELECTION AND ROLES OF MASONIC AND
COMMERCIAL COUNCIL**

2. **Rule 300**, be *repealed* from the Constitution and *replaced* with:
- a) The **Commercial Council** is charged with the responsibility for the preservation and prosperity of the real property, investments, commercial interests, corporate governance and finances of Grand Lodge.
 - b) The **Commercial Council** shall consist of six persons:
 - i) three masonic members; and
 - ii) three independent members.
 - c) No person shall be eligible to serve as a member of the **Commercial Council** that is at the same time a member of the **Masonic Council**.
 - d) The Grand Master and/or Deputy Grand Master may attend, observe and address any meeting of the Commercial Council, but shall not have any right to vote at such meeting, other than a special joint meeting of both Councils as provided by Rule 311 below.
3. **Rule 301**, be *repealed* from the Constitution and *replaced* with:
- a) The **Masonic Council** is charged with the responsibility for Masonic matters and all other functions of Grand Lodge not the responsibility of the **Commercial Council**.
 - b) The **Masonic Council** shall consist of seven persons:
 - i) five masonic members of whom shall be elected in accordance with the procedure set out in Rule 305; and
 - ii) *ex officio*, the Grand Master and Deputy Grand Master. *Ex officio* members may not vote except at a specially convened joint meeting of both councils as provided for in Rule 311.
 - c) No person shall be eligible to serve as a member of the Masonic Council that is at the same time a member of the Commercial Council.
4. **Rule 302**, be *repealed* from the Constitution and *replaced* with:
- a) References throughout this part to ‘masonic members’ is a reference to a subscribing member of a warranted lodge under the United Grand Lodge of Victoria.
 - b) A brother nominating as a ‘masonic member’ for election to the **Commercial Council** or **Masonic Council** must:
 - i) have held the rank of at least Master Mason within such a Lodge for a minimum period of five consecutive years immediately prior to nominating;

- ii) have his nomination endorsed by a resolution of a Lodge of which he is a subscribing member passed in open Lodge by the majority of members present; and
- iii) not be disqualified from managing a corporation under law.

5. **Rule 303**, be *repealed* from the Constitution and *replaced* with:

- a) The term of office of each **Council** member shall be 3 years long, commencing on 1 January and ending on 31 December of the third calendar year thereafter.
- b) No masonic member or independent member of the **Commercial Council** may serve more than two terms consecutively.

6. A new **Rule 303A**, be inserted and to state the following:

- a) *Transitional Provision* – Upon establishment one of the **Commercial Council** masonic members and 2 of the 5 **Masonic Council** members shall serve a term of only eighteen months commencing 1 July 2023. They shall be the member who receives the third or next most votes.
- b) *Transitional Provision* – Upon establishment, one of the independent members of the **Commercial Council** shall be selected and appointed for a term of eighteen months commencing 1 July 2023.
- c) The terms of the other 3 initial members of the Commercial Council and other 3 members of the Masonic Council shall be two and half years, ending 31 December 2025
- d) *As Transitional Provisions*, Rules 303A (a)-(c) (inclusive) shall expire and be repealed from the text of this Constitution as at 31 December 2024.

7. **Rule 304**, be *repealed* from the Constitution and *replaced* with:

Nominations by Candidates for election to either the **Masonic Council** or **Commercial Council** must be received by the Grand Secretary, in the prescribed form, not later than four weeks prior to the June Quarterly Communication or unless otherwise provided for within these Rules.

8. **Rule 305**, be *repealed* from the Constitution and *replaced* with:

- a) Elections for **Masonic Council** members and masonic members of the **Commercial Council** shall be conducted by Grand Lodge at the September Quarterly Communication by way of first past the post.
- b) The candidate(s) who receive the most votes shall be duly elected to respective office that falls vacant on 1 January in the following year.

9. **Rule 306**, be *repealed* from the Constitution and *replaced* with:

- a) References throughout this part to ‘independent members’ is a reference to those members of the **Commercial Council** who are not Freemasons and are selected in accordance with the procedure set out in Rule 306(b).
- b) The independent members of the **Commercial Council** shall be selected by a professional consultant engaged by the holding company of Grand Lodge specialising in board nomination and recruitment.

- c) Guidelines and desired qualifications, experience or other criteria for candidates for office on the **Commercial Council** may be issued by the **Masonic Council** in consultation with the **Commercial Council** from time to time, but the selection process is to be conducted by the consultant acting as independent expert and without canvassing or interference from any Masonic body or member.
- d) Likewise, the professional consultant may issue to the **Masonic Council** and the **Commercial Council** for wider publication guidelines about knowledge, skills and experience and other desired criteria for potential nominees for election as future masonic members of the **Commercial Council**.

10. **Rule 307**, be *repealed* from the Constitution and *replaced* with:

- a) Should any elected masonic member of either the **Masonic Council** or the **Commercial Council**:
 - i) die,
 - ii) resign,
 - iii) cease to be a subscribing member of a warranted Lodge under the United Grand Lodge of Victoria,
 - iv) become an insolvent under administration; or otherwise disqualified from managing a corporation under law;
 - v) become of unsound mind;
 - vi) become a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
 - vii) be absent without the consent of either the **Masonic Council** or the **Commercial Council** (that being the Council to which the masonic member belongs) for three consecutive meetings;
 - viii) be found by Grand Lodge to have engaged in serious misconduct, for which finding a special majority of 75% of members voting is required.
A casual vacancy in respect to that masonic member's position on either the **Masonic Council** or **Commercial Council** shall become immediately vacant.
- b) Any casual vacancy arising under Rule 307(a), shall be filled for the remainder of the term by way of an election, in accordance with the procedure set out in Rule 305, at the next quarterly or special meeting of Grand Lodge.
- c) The Grand Master's powers of suspending a member charged with a criminal or serious Masonic offence under Rule 274 applies to all masonic members of a **Council**.

11. **Rule 308**, be *repealed* from the Constitution and *replaced* with:

- a) Should an independent member of the **Commercial Council**:
 - i) Die;
 - ii) Resign;
 - iii) become an insolvent under administration or otherwise disqualified from managing a corporation under law;
 - iv) become of unsound mind;
 - v) become a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;

- vi) be absent without the consent of the **Commercial Council** for three consecutive meetings;
- vii) be found by Grand Lodge to have engaged in serious misconduct, for which finding a special majority of 75% of members voting is required.
a casual vacancy in respect to that independent member's position the **Commercial Council** shall become immediately vacant.
- b) Any casual vacancy arising under Rule 308(a), shall be filled in accordance with the procedure set out in Rule 306, as soon as practicable.
- c) Such replacement shall serve the remainder of that disqualified member's term of office and shall be eligible for re-appointment for one further term thereafter.
- e) The Grand Master may suspend an independent member of the **Commercial Council** who is charged with a criminal offence punishable by a term of imprisonment exceeding 12 months.

12. **The heading** situated between Rules 308 and 309 that reads:

BOARD OF GENERAL PURPOSES - COMPOSITION

Be repealed from the Constitution.

13. **Rule 309**, be *repealed* from the Constitution and *replaced* with:

Should a member *ex officio* of the **Masonic Council** cease, for whatever reason, to hold the office in respect of which he held membership of the **Masonic Council**, he shall be replaced *pro tem* by the brother who acts in that office until a substantive appointment has been made.

14. **Rule 310**, be *repealed* from the Constitution and *replaced* with:

At the first meeting in each year both the **Masonic Council** and the **Commercial Council** shall select their own Chair for a term of 1 year, who shall not have a casting vote.

15. **Rule 311**, be *repealed* from the Constitution and *replaced* with:

- a) In the event of a disagreement or deadlock between the **Councils**, they shall endeavour to resolve the same by consensus at the next joint meeting held in accordance with Rule 318, or if the matter is urgent, a specially convened joint meeting.
- b) The Grand Master shall chair such special joint meeting, unless he otherwise decides. If consensus cannot be achieved, the matter shall be put to a vote. The Chair shall have a deliberative vote but not have a casting vote.
- c) Should a matter upon which there is disagreement or deadlock arise between the **Masonic Council** and the **Commercial Council** and they are unable to achieve consensus at a special joint meeting, then the Grand Master or other Chair of the special joint meeting shall, have the power to refer the matter upon which there is disagreement or deadlock to a quarterly or special meeting of Grand Lodge for resolution of the membership by way of majority vote.
- d) Any special joint meeting of the Councils under this Rule, and any meeting of Grand Lodge convened thereunder, shall deal only with the business that gave rise to the convening of

it and no other business shall be considered thereat, unless Grand Lodge expressly so resolves.

16. **Rule 312**, be *repealed* from the Constitution.
17. **Rule 313**, be *repealed* from the Constitution.
18. **Rule 314**, be *repealed* from the Constitution.
19. **Rule 315**, be *repealed* from the Constitution.
20. **Rule 316**, be *repealed* from the Constitution.
21. **Rule 317**, be *repealed* from the Constitution.

22. **The heading** situated between Rules 317 and 318 that reads:

BOARD OF GENERAL PURPOSES – MEETINGS & GENERAL

Be *repealed* from the Constitution and *replaced* with the following:

MASONIC AND COMMERCIAL COUNCIL – MEETINGS & GENERAL

23. **Rule 318**, be *repealed* from the Constitution and *replaced* with:
 - a) The ordinary meetings of the **Masonic** and **Commercial Councils** shall be held monthly.
 - b) Quorum for the meetings of the **Commercial Council** shall be four.
 - c) Quorum for the meetings of the **Masonic Council** shall be three, excluding *ex officio* members.
 - d) Quorum for special joint meetings under Rule 311 of the **Councils** shall be ten.
 - e) A special meeting of the **Councils** may be convened any time by the Chairman of the respective Council.
 - f) A regular joint meeting of the **Masonic Council** and **Commercial Council** shall be conducted every six months, or more frequently as required by either **Council**.
 - g) Such regular joint meetings (except those convened in accordance with Rule 311) shall be presided alternatively by the Chair of the **Masonic Council** and the Chair of the **Commercial Council**.
 - h) No monthly meeting of either **Council** is required in the months in which a joint meeting is held.

24. **Rule 319**, be *repealed* from the Constitution and *replaced* with:

Any special matter referred to **Masonic Council** or **Commercial Council** by their Chairman or the Grand Master shall have precedence over other business.

25. **Rule 320**, be *repealed* from the Constitution and *replaced* with:

All communication from **Masonic Council** or **Commercial Council** to the Grand Master, Grand Lodge or other **Council** or Committees or to any individual warranted Lodge or brother, shall be

in writing. All such communication shall identify the writer and office which he holds and shall be conducted or transmitted through the Grand Secretary.

26. **Rule 321**, be *repealed* from the Constitution and *replaced* with:

No recommendation, petition, or representation of any kind shall be received by **Masonic Council** or **Commercial Council** unless it is in writing. All such communication shall identify the writer and office which he holds and shall be conducted or transmitted through the Grand Secretary.

27. **Rule 322**, be *repealed* from the Constitution and *replaced* with:

- a) If a member of the **Masonic Council** or **Commercial Council** believes that a matter for discussion by **the Council** will or may create a conflict of interest between himself and either **Council**, the member must declare the same immediately.
- b) It shall be for the relevant **Council**, applying established policies and procedures, to decide whether the member must retire while the matter is discussed and whether he may vote on the matter.

28. **Rule 323**, be *repealed* from the Constitution and *replaced* with:

A permanent record of all transactions and resolutions of the **Masonic Council** and **Commercial Council** shall be kept in an approved form by the Grand Secretary or a brother deputed by him.

29. **The heading** situated between Rules 323 and 324 that reads:

BOARD OF GENERAL PURPOSES – POWERS & DUTIES

Be *repealed* from the Constitution and *replaced* with the following:

MASONIC AND COMMERCIAL COUNCIL – POWERS & DUTIES

30. **Rule 324**, be *repealed* from the Constitution and *replaced* with:

- a) The **Masonic Council** shall at its first meeting in every year appoint a Complaints Committee, a Complaints Review Committee and an Agenda Committee and may, from time to time, appoint such other Committees as it may think necessary for specific purposes.
- b) Members of the Committees so appointed may include brethren who are not members of the **Masonic Council**.

31. **Rule 325**, be *repealed* from the Constitution and *replaced* with:

- a) The **Commercial Council** shall at its first meeting in every year appoint:
 - i) a Finance Committee; and/or
 - ii) any separate committee and may, from time to time, appoint such other Committees as it may think necessary for specific purposes.
 - iii) Members of the Committees so appointed may include brethren who are not members of the Commercial Council.

32. **Rule 326**, be *repealed* from the Constitution and *replaced* with

The **Commercial Council** shall have charge of the finances of Grand Lodge, as provided by Rule 300, and, after scrutiny, shall authorise the payment of accounts, including by any written delegation.

33. **Rule 327**, be *repealed* from the Constitution and *replaced* with:

The financial statements for each year ended 30th June, shall be prepared, duly reported upon by the Auditor, and presented to the **Commercial Council** at a meeting to be held in the month of August of the same year.

34. **Rule 328**, be *repealed* from the Constitution and *replaced* with:

- a) At the meeting in August in each year the **Commercial Council** shall consider the financial statements of Grand Lodge for the last year, and shall, at the Quarterly Communication in September, present statements of income and expenditure and of assets and liabilities duly reported upon by the Auditor and in such detail as may be necessary to give Grand Lodge full information respecting the receipt and application of its funds.
- b) A copy of these statements shall be transmitted to each Lodge with the agenda for the Quarterly Communication.

35. **Rule 329**, be *repealed* from the Constitution and *replaced* with:

- a) The **Commercial Council** has full power to inspect all books, papers and files relating to accounts, funds, and property of Grand Lodge, and shall see that they are properly ordered and maintained.
- b) The **Commercial Council** may summon the Grand Treasurer, Grand Registrar, or other person having possession of any books, papers, documents, files or accounts belonging to Grand Lodge, and may give such directions as it considers necessary.
- c) The Grand Treasurer and Grand Registrar shall have the right to attend and address the **Commercial Council**.

36. **Rule 330**, be *repealed* from the Constitution and *replaced* with:

Unless a specific direction has been given by resolution of Grand Lodge or an exception has been provided for in these Rules, the **Commercial Council** shall have charge of all matters relating to the buildings and furniture of Grand Lodge and may put forward proposal to alter, improve, acquire or dispose of such property.

37. **Rule 331**, be *repealed* from the Constitution and *replaced* with:

- a) The **Commercial Council** shall ensure that appropriate contracts of insurance are made relating to all Masonic property, both real and personal in Victoria and that the annual premium in respect of such insurance is promptly paid by Grand Lodge.
- b) The **Commercial Council** shall make appropriate arrangements for the recovery of the premium amount in cases where the property is owned by a Masonic entity other than Grand Lodge.

38. **Rule 332**, be *repealed* from the Constitution and *replaced* with:

The **Commercial Council** shall ensure that Grand Lodge obtains appropriate insurance to cover all risk (including public liability) to which it is exposed in all aspects of Grand Lodge's activities, including such insurances as devolve upon it, or such corporate entities as it has established, as a responsible employer.

39. **Rule 333**, be *repealed* from the Constitution and *replaced* with:

The **Commercial Council** shall ensure that the owners and managers of all Masonic Centres in Victoria are covered by public liability insurance, if this is appropriate to their circumstances.

40. **Rule 334**, be *repealed* from the Constitution and *replaced* with:

- a) The **Masonic Council** is the competent Masonic authority within Victoria to:
- i) Hear and determine allegations of Masonic offences and subject of Masonic complaint or irregularity involving individual warranted Lodges or their members;
 - ii) Admonish, fine or suspend any individual warranted Lodge or member of such a Lodge found by the Council to require such action;
 - iii) Recommend to Grand Lodge that a Lodge be erased, or brother be expelled.
- b) The **Masonic Council** may exercise these functions upon receipt or complaint from a Lodge, an individual Freemason, a member of the community, a non-Masonic organisation or of its own initiative and may choose to delegate all or any of these functions to its Complaints Committee.

41. **Rule 335**, be *repealed* from the Constitution and *replaced* with:

When the **Masonic Council** decides, either upon its own determination or upon the recommendation of the Complaints Committee or Complaints Review Committee, that an offence is proved, a record shall be made in the minutes of the **Masonic Council** and the member's Masonic record stating the nature of the offence and the sanction imposed. Any such sanction shall take force immediately.

42. **Rule 336**, be *repealed* from the Constitution and *replaced* with:

- a) The sanctions which may be imposed by the **Masonic Council** are :
- i) Admonition
 - ii) Fine
 - iii) Temporary suspension of privileges
 - iv) Exclusion for a specific period of time
 - v) Indefinite exclusion
- b) The **Masonic Council** may also see fit to recommend to Grand Lodge that a brother be expelled or a Lodge be erased.

43. **Rule 337**, be *repealed* from the Constitution and *replaced* with:

In case of any charge or complaint affecting a member of the **Masonic Council**, a relative of such member or a Lodge to which he belongs, such member shall withdraw whilst the **Masonic Council** considers its decision.

44. **Rule 338**, be *repealed* from the Constitution and *replaced* with:

In carrying out its functions under Rule 334, the **Masonic Council**, its Complaints Committee or its Complaints Review Committee, may summon the officers of any Lodge or any individual brother to attend it. Failure, without due cause, of a Lodge or brother to comply with this Rule may be construed as a Masonic offence.

45. **Rule 339**, be *repealed* from the Constitution and *replaced* with:

In the case of any brother who has been expelled, if at any time whether or not he has appealed against his expulsion, he adduces before the **Masonic Council** fresh evidence which the **Masonic Council** is satisfied could not by the exercise of reasonable diligence have been discovered by such Brother prior to expulsion, and the fresh evidence so adduced is in the opinion of the **Masonic Council** such that if it had been adduced at the original hearing, or any appeal therefrom, the brother would have been found innocent of the offence in respect of which he was expelled, the **Masonic Council** shall so report the same to Grand Lodge; whereupon Grand Lodge may by resolution rescind the resolution confirming the expulsion, and annul the same, and may also order that such brother shall, either forthwith, or as from such future date as Grand Lodge may determine, be restored to his Masonic rights and privileges, including membership of the Lodge or Lodges of which he was a member at the time of his expulsion and the continuity of such membership or memberships.

**ABOLITON OF THE OFFICE OF CHIEF EXECUTIVE OFFICER
REPEAL OF RULES 62A & 62B**

1. **The heading** situated between Rules 62 and 62A that reads:

CHIEF EXECUTIVE OFFICER

Be repealed from the Constitution

2. **Rules 62A and 62B** be *repealed* from the Constitution

That the references to the Board of General Purposes and the Chief Executive Officer in Rules 1 to 400, the 11th Schedule, the Rules of Debate and Appendix be amended as set out below:

LAWS, RULES AND REGULATIONS FOR THE GOVERNMENT OF THE CRAFT

GRAND LODGE

1. The United Grand Lodge of Antient, Free and Accepted Masons of Victoria (which may be referred to as “Grand Lodge”) is the governing body of Freemasonry in Victoria, and as such has the power to enact, repeal or abrogate laws, rules and regulations for the government of the Craft.
2. Amended QC 9/17
The United Grand Lodge of Antient, Free and Accepted Masons of Victoria hereby declares that Freemasonry consists of the following degrees -
 - the Entered Apprentice;
 - the Fellow Craft;
 - the Master Mason;
 - the Mark Master Mason;
 - the Supreme Order of the Holy Royal Arch.Craft Freemasonry embraces the three first-named of the above.
3. Without in any way abrogating or abridging its Masonic or legal rights to its full traditional title, The United Grand Lodge of Antient, Free and Accepted Masons of Victoria may, at its discretion, style itself as “Freemasons Victoria”.
4. Amended QC 9/13
Grand Lodge has the power to investigate, regulate and correct all matters pertaining to the Craft and to the ethical standards and behaviour of warranted Lodges and individual brethren always taking care that the antient landmarks of the order be preserved. This power extends to the activities of all Lodges and brethren within Victoria, whether or not affiliated with Grand Lodge.
5. Grand Lodge may choose to delegate specific powers to competent individuals or bodies, but it retains to itself the power to erase Lodges or expel brethren.
6. The Grand Master, Pro Grand Master (if appointed) and Deputy Grand Master are *ex officio* members of the **Masonic Council**, and Committees of Grand Lodge (other than the Complaints Committee and the Complaints Review Committee, as stipulated in Rule 341).
7. A reference in these rules to a brother presiding or otherwise exercising functions in Grand Lodge, a warranted Lodge, or any **Council**, or committee of Grand Lodge or of a warranted Lodge includes a reference to any brother authorised to act in the absence of another brother, and a brother so acting shall, provided that there be nothing to the contrary in these Rules, have all the authority, rights, powers and duties of the brother in whose place he acts.
8. Amend QC 12/15
Grand Lodge consists of all subscribing members of individual warranted Lodges.
9. A Past Master is defined as a brother who has been regularly installed as the Master of a Lodge either in Victoria or in another Masonic jurisdiction recognised by Grand Lodge and who has completed his term of office.
10. No brother may become or continue a member of Grand Lodge while unfinancial (as defined in Rule 234) in any warranted Lodge of which he is a member. Such a brother’s eligibility for membership of Grand Lodge cannot be restored until at least six months have passed since he has rectified his financial status.

11.

Amended QC 9/14, QC 12/15, QC 9/17

The order of precedence of the members of Grand Lodge is as follows -

1. Grand Master
2. Pro Grand Master (if appointed under Rule 23)
3. Past Grand Masters
4. Past Pro Grand Masters
5. Deputy Grand Master
6. Past Deputy Grand Masters
7. Grand Wardens
8. Past Grand Wardens
9. Delete PBGP
10. Delete Past PBGP
11. Grand Secretary
12. Past Grand Secretaries
13. Grand Chaplains
14. Past Grand Chaplains
15. Grand Treasurer
16. Past Grand Treasurers
17. Grand Registrar
18. Past Grand Registrars
19. Grand Almoner
20. Past Grand Almoner
21. Past Presidents of the Board of Benevolence
22. Grand Superintendent of Membership

23. Past Grand Superintendents of Membership
24. Grand Superintendent of Works
25. Past Grand Superintendents of Works
26. Grand Inspector of Workings
27. Past Grand Inspectors of Workings
28. Grand Superintendent of Communication
29. Past Grand Superintendents of Communication
30. Grand Superintendent of Education
31. Past Grand Superintendents of Education
32. Grand Director of Ceremonies
33. Past Grand Directors of Ceremonies
34. Grand Director of Music
35. Past Grand Directors of Music
36. Assistant Grand Secretary
37. Past Assistant Grand Secretaries
38. Deputy Grand Superintendent of Membership
39. Past Deputy Grand Superintendent of Membership
40. Deputy Grand Superintendent of Works
41. Past Deputy Grand Superintendents of Works
42. Deputy Grand Inspector of Workings
43. Past Deputy Grand Inspector of Workings
44. Deputy Grand Superintendent of Education
45. Past Deputy Grand Superintendents of Education
46. Grand Organist
47. Past Grand Organist
48. Grand Herald
49. Past Grand Heralds
50. Deputy Grand Director of Ceremonies
51. Past Deputy Grand Directors of Ceremonies
52. Assistant Grand Director of Ceremonies
53. Past Assistant Grand Directors of Ceremonies
54. Grand Pursuivant
55. Past Grand Pursuivants
56. Grand Deacons
57. Past Grand Deacons
58. Grand Sword Bearers
59. Past Grand Sword Bearers
60. Grand Standard Bearers
61. Past Grand Standard Bearers
62. Assistant Grand Organists
63. Past Assistant Grand Organists
64. Assistant Grand Pursuivants
65. Past Assistant Grand Pursuivants
66. Grand Stewards
67. Past Grand Stewards
68. Grand Lodge Organists
69. Past Grand Lodge Organists
70. Grand Lodge Heralds
71. Past Grand Lodge Heralds

72. Grand Tyler
73. Past Grand Tylers
74. Masters of Individual Warranted Lodges
75. Past Masters of Individual Warranted Lodges 75A. Grand Chaplains (MM)
- 75B Past Grand Chaplains (MM)
76. Grand Directors of Music (MM)
77. Past Grand Directors of Music (MM)
78. Grand Organists (MM)
79. Past Grand Organists (MM)
80. Grand Lodge Organists (MM)
81. Past Grand Lodge Organists (MM)
82. Grand Heralds (MM)
83. Past Grand Heralds (MM)
84. Grand Lodge Heralds (MM)
85. Past Grand Lodge Heralds (MM)
86. Past Grand Tylers (MM)
87. Master Masons
88. Fellow Craft Freemasons
89. Entered Apprentices

12. Amended QC 9/14, QC 12/15

The forms of address appropriate to the brethren listed in Rule 11 are as follows -

- a) Those ranked 1 to 4, "Most Worshipful";
- b) Those ranked 5 to 12, "Right Worshipful";
- c) Those ranked 13 to 35, "Very Worshipful",
- d) Those ranked 36 to 75, "Worshipful".
- e) Those ranked 76 to 89, "Brother" only

Members of individual warranted Lodges, who are not members of Grand Lodge, are entitled to the appellation "Brother".

13. The Grand Master may, at his discretion, confer any of the "Past Grand" ranks listed in Rule 11 (other than Past Grand Master or Past Pro Grand Master) on any Past Master of eminence or ability. He may also, at his discretion, elevate any Past Grand Officer to a higher rank (other than Past Grand Master or Past Pro Grand Master).

14. Amended QC 9/17

The Grand Master may, at his discretion, confer the rank of Grand Chaplain (MM), Past Grand Chaplain (MM), Grand Director of Music (MM), Past Grand Director of Music (MM), Past Grand Organist (MM) or Past Grand Tyler (MM) on any Master Mason of eminence and the requisite ability. The conferral of such rank will also confer membership of Grand Lodge.

Should a brother on whom Grand Rank has been conferred under this rule subsequently become the Master of a warranted Lodge, the Grand Master may, at his discretion, promote him to a Grand Rank usually held by a Worshipful Brother.

15. The Grand Master may, if it is the will of Grand Lodge, confer the rank of Past Grand Master on a brother who has served as Pro Grand Master.

16. A Present Grand Officer, on relinquishing his active role, shall be entitled to the equivalent Past Grand Rank unless he is already of a higher substantive rank or the Grand Master determines to elevate him to a higher rank.

GRAND REPRESENTATIVES

17. The Grand Master may recommend a brother to a Sister Grand Lodge for appointment by that Grand Lodge as its representative near the United Grand Lodge of Victoria. In like manner, the Grand Master shall consider, and may approve, the appointment of a member of a Sister Grand Lodge to represent the United Grand Lodge of Victoria near that Sister Grand Lodge.

GRAND MASTER AND OFFICERS - SUCCESSION TO THE POSITION OF GRAND MASTER

18. The normal term of office of a Grand Master shall be two years, but Grand Lodge may, if it believes there are compelling reasons for so doing, extend the term to three years.
19. Each Grand Master shall be installed in due form at the commencement of his term of office and shall be re-installed (or, alternatively, proclaimed) at the beginning of each subsequent year in which he holds office.
- 19A Added QC 12/16
The supreme authority over Grand Lodge is vested in the office of Grand Master who has and may exercise a right of veto over all and any decisions of the **Commercial or Masonic Council** which he considers are not in the best interests of Grand Lodge. This right of veto is to be exercised by the Grand Master only if he believes there are compelling reasons for so doing and is to be accompanied by a detailed written explanation to the members of Grand Lodge setting out his reasons for exercising his right of veto. The Grand Master's exercise of his right of veto in these circumstances must be ratified and confirmed by Grand Lodge at the next Quarterly Communication.
- 19B Added QC 12/16
The Grand Master has the power and responsibility to ensure that the antient landmarks and established customs and usages of Freemasonry, and their practice within Victoria, are maintained,

observed and upheld. The Grand Master also has the power to prevent, expunge, void or alter any action or decision by any member or group of members which in his considered opinion will or may, if this right of veto is not exercised, contravene the antient landmarks and established customs and usages of Freemasonry.

Upon completion of a Grand Master's term of office, he shall be succeeded by the Deputy Grand Master, provided that the **Masonic Council** is satisfied that there is no impediment to the succession.

20.

21.

Amended QC 12/15

Unless an impediment or other reason which would prevent the succession of the Deputy Grand Master and/or the Candidate elected to succeed the Deputy Grand Master has been identified by the **Masonic Council** prior to the September Quarterly Communication next before the anticipated succession to office, the Deputy Grand Master and the Candidate elected to succeed the Deputy Grand Master shall be entitled to the appellation "Grand Master Elect" and "Deputy Grand Master Elect", respectively from the date of that Communication.

22.

Amended QC 12/15

Should the **Masonic Council** resolve that there is an impediment which would prevent the succession of the Deputy Grand Master and/or the Candidate elected to succeed the Deputy Grand Master, or should there be other compelling reasons, such as state of health, which would prevent the succession, the **Masonic Council** shall devise and implement processes which will lead to the identification of a Grand Master Elect and Deputy Grand Master Elect.

23.

The **Masonic Council** may invite the Governor-General of Australia or the Governor of Victoria, if a Freemason in good standing, to assume the position of Grand Master for a term to be decided by the **Masonic Council**. A vice-regal Grand Master may appoint a Pro Grand Master from among the members of Grand Lodge.

24.

If the Governor-General of Australia or the Governor of Victoria accepts the position of Grand Master, the **Masonic Council** shall determine how these rules are to be adapted to provide for the election of a Deputy Grand Master and for an orderly succession at the conclusion of the vice-regal Grand Master's term of office.

25.

Should a Grand Master resign, die, or be unable, for whatever reason, to continue in office, the Pro Grand Master (or, if none be appointed, the Deputy Grand Master) shall act as Grand Master until the date fixed for the next Grand Installation, at which the Deputy Grand Master shall succeed by right to the full status and privileges of Grand Master. The **Masonic Council** shall determine the extent to which these rules need to be modified to provide for the timely election of a new Deputy Grand Master.

26.

Should a Deputy Grand Master resign, die, or be unable, for whatever reason, to continue in office, the **Masonic Council** shall determine the extent to which these rules need to be modified to provide for the timely election of a new Deputy Grand Master.

DEPUTY GRAND MASTER SELECTION PANEL AND THE ELECTION OF DEPUTY GRAND MASTER

27.

Amended QC 12/15

The election of Deputy Grand Master shall be entrusted to the Deputy Grand Master Selection Panel.

28. Amended QC 12/15
The membership of the Deputy Grand Master Selection Panel shall consist of
- a) A Chairman appointed by the **Masonic Council** at its April meeting following the Installation of the Grand Master for his first term of office. The appointment shall be for a period of 2 years, he shall however be entitled to be re-appointed for a further 2 year terms. Should the Chairman resign or otherwise cease to be a member of the Panel, a replacement shall be appointed by the **Masonic Council**. The Chairman shall not be entitled to vote;
 - b) an elected representative of each District who, in each case, shall be of or above the rank of Past Junior Grand Warden and a member of a Lodge in the District from which he is elected;
 - c) the Chair of the **Masonic Council** or, if he is himself a candidate for election as Deputy Grand Master, another member of the **Masonic Council, elected by the Masonic Council to attend**. The Chair of the **Masonic Council** or other member of the **Masonic Council elected by that council to attend**, shall not be entitled to vote;
 - d) the Grand Registrar, who shall not be entitled to vote.
29. Amended QC 12/15, 12/16
The term of office of elected members of the Deputy Grand Master Selection Panel shall be two years. District Representatives shall, on the expiration of their terms of office, be eligible for re-election. No brother may serve more than two terms consecutively as an elected member of the Deputy Grand Master Selection Panel.
30. Amended QC 12/15
No member of the Deputy Grand Master Selection Panel may nominate or second a candidate for election as Deputy Grand Master
31. Amended QC 12/15
A member of the Deputy Grand Master Selection Panel who becomes himself a candidate for election as Deputy Grand Master shall forthwith resign from the Panel.
32. Deleted QC 12/15
33. Amended QC 12/15
If an elected member of the Deputy Grand Master Selection Panel resigns his membership or ceases to be a member of a Lodge within the District for which he has been elected or dies or becomes of unsound mind or becomes insolvent under administration or ceases to be a Freemason, his place shall be filled, for the balance of his term, in a manner to be determined by the **Masonic Council**, provided that his replacement shall be a member of a Lodge in that District which has lost its representation.
34. If no nomination has been received from any particular District, a representative shall be appointed by the **Masonic Council**, provided that the brother so appointed is a member of a Lodge in that District.
35. Amended QC 12/15
Where the expression "District" is used with reference to the Deputy Grand Master Selection Panel it implies a district established under a District Co-ordination System approved by the **Masonic Council**.

36.

Amended QC 12/15

The **Masonic Council** shall approve regulations for the nomination of candidates for election to the Deputy Grand Master Selection Panel and for the conduct of the elections, provided that

- a) voting shall take place at a regular Lodge meeting and shall be by secret ballot;
- b) every brother who is a member of a Lodge in a particular District may, but is not required to, vote in the election of a representative of that District. If, however, a brother is a member of more than one Lodge, whether in one or more Districts, he may vote once only in the Lodge of his choice.
- c) Votes shall be counted within each Lodge by scrutineers appointed by the Master or presiding officer at that meeting;
- d) The results of voting within each Lodge shall be collated by a District Scrutineer appointed by the Grand Master for each District.

37. Amended QC 12/15
A brother proposing a candidate for election as Deputy Grand Master must himself be entitled at least to the appellation "Very Worshipful". A brother seconding a candidate for election as Deputy Grand Master must himself be entitled at least to the appellation "Very Worshipful". The Grand Master, Deputy Grand Master and the Past Grand Masters shall not be entitled to propose or second a candidate for election as Deputy Grand Master.
38. Amended QC 12/15
Brethren willing to be nominated as candidates for election as Deputy Grand Master must, at the time of nomination
- have served in an active Grand Lodge Team in an office which entitled him to the appellation "Very Worshipful" or "Right Worshipful".
39. Nominations of candidates for election as Deputy Grand Master shall be submitted to the Grand Secretary before the gavel sounds for the opening of the June Quarterly Communication in the final year of a Grand Master's term of office. Such nominations shall be on a form provided for the purpose and signed by the proposer, the seconder and the nominee.
If no nominations have been received by the opening of the June Quarterly Communication, the **Masonic Council** shall call for further nominations to be submitted by a stated date in advance of the September Quarterly Communication.
40. Amended QC 12/15
The Grand Secretary shall convey such nominations as have been received to the Deputy Grand Master Selection Panel, which shall conduct its proceedings in accordance with a Code of Practice adopted by the **Masonic Council**. The Panel shall consider the qualifications and suitability for office of each candidate and determine which, if any, should become the next Deputy Grand Master.
41. Amended QC 12/15
Brethren are prohibited from campaigning (by whatever means) for the election or otherwise of candidates for the Deputy Grand Master Selection Panel or of candidates for the position of Deputy Grand Master. Neither shall any candidate himself be engaged or implicated in such campaigning. Such activity by any brother shall be deemed a Masonic offence and shall be dealt with in accordance with these Rules.
42. Amended QC 12/15
If the Panel is able to make an election before the September Quarterly Communication, it shall advise the Grand Secretary who shall, at that Communication, proclaim the successful brother as Deputy Grand Master Elect.
43. Amended QC 12/15
If the Panel has been unable to make an election before the September Quarterly Communication, it shall report its inability to the **Masonic Council**, which may, if it deems it necessary, call for further nominations and determine the date by which an election shall be made. The Panel shall then reconsider the nominations previously received along with any new nominations and shall make a determination by the date set.
44. Amended QC 12/15
A newly-elected Deputy Grand Master shall commence his term of office at the Grand Installation following the announcement of his election. The term of office shall be the same as that of the Grand Master installed at that Grand Installation.

GRAND OFFICERS

45.

Amended QC 9/14, 12/16

Not later than the first day of the month in which the Grand Installation (or Proclamation) is scheduled to be held, the brother to be installed (be he Grand Master or Deputy Grand Master, Grand Master Elect) shall provide the Grand Secretary with a list of those brethren whom he intends to appoint as his Grand Officers. Those to be appointed are as set out below, though the incoming Grand Master may also appoint, at his discretion, additional Grand Officers, Deputy Grand Officers or Assistant Grand Officers. All those appointed shall be invested at the forthcoming Grand Installation (or Proclamation) and shall hold office until their respective successors have been duly invested or the office abolished.

- Two Grand Wardens
- Two Grand Chaplains
- Grand Director of Ceremonies
- Deputy Grand Director of Ceremonies
- Assistant Grand Director of Ceremonies
- At least two Grand Deacons
- At least one Grand Sword Bearer
- At least one Grand Standard Bearer
- Grand Organist
- Grand Lodge Organists
- Grand Pursuivant
- One or more Assistant Grand Pursuivants
- Grand Herald
- Grand Lodge Heralds
- A number of Grand Stewards

- 45A. Added QC 12/16
Not later than the first day of the month in which the Grand Installation (or proclamation) is scheduled to be held, the **Commercial Council and Masonic Council** shall convene a joint meeting to jointly select the brother that will serve as Grand Registrar (as provided for in Rule 53 to 55) and thereafter provide the name of the brother so selected to the Grand Secretary

The Grand Registrar be invested at the forthcoming Grand Installation (or proclamation) and shall hold office until his successor been duly invested or the office abolished.

46. No brother shall hold more than one office in Grand Lodge at one and the same time.

47. Amended QC 12/16
Should the Grand Master be dissatisfied with the conduct of any of his Grand Officers he may suspend him from his duties and shall submit the cause of complaint to the next Quarterly Communication of Grand Lodge and should it appear to the majority of the brethren present that the complaint is justified, he may displace that Grand Officer and appoint another. The suspension the Grand Registrar may only occur on the basis of a resolution of the **Masonic Council**; and the Grand Secretary, Assistant Grand Secretary and Grand Pursuivant shall be exempt from this rule.

48. Each Grand Officer, other than Grand Lodge Organists, Grand Lodge Heralds, the Grand Tyler, Grand Directors of Music (MM), Past Grand Directors of Music (MM), Grand Organists (MM), Past Grand Organists(MM), Past Grand Lodge Organists (MM), Grand Heralds (MM), Past Grand Heralds (MM), Past Grand Lodge Heralds (MM) and Past Grand Tylers (MM), must be the Master or a Past Master of a warranted Lodge.

GRAND WARDENS

49. The Grand Wardens shall act in their respective offices when they are in attendance at any meeting of Grand Lodge or other meeting at which the Grand Master, Pro Grand Master or Deputy Grand Master presides. In the absence of either or both Grand Wardens,

a Past Grand Warden may be called upon to act. If no Past Grand Warden be present, the presiding officer may request another member of Grand Lodge to act as a Grand Warden on that occasion.

GRAND CHAPLAINS

50. The Grand Chaplains shall attend the Quarterly Communications and other meetings of Grand Lodge and there offer up solemn prayer according to Masonic custom.
51. A Grand Chaplain shall be present at each ceremony of Dedication or Consecration to offer up prayer and deliver an oration suitable to the occasion.

GRAND TREASURER

52. The Grand Treasurer shall be nominated each year at the September Quarterly Communication of Grand Lodge. Should more than one brother be nominated, their names shall be published in the Grand Secretary's Bulletin and a vote shall be taken at the December Quarterly Communication.

GRAND REGISTRAR

53. The Grand Registrar is the senior Legal Officer of the United Grand Lodge of Victoria.

54. The Grand Registrar shall ensure that all patents, warrants, certificates and other documents issued under the authority of Grand Lodge are in conformity with established Masonic usage and with relevant State and Federal laws.
55. The Grand Registrar shall submit to Grand Lodge, after due notice has been given, any amendments to these Rules which he and/or the **Commercial and Masonic Councils** shall consider desirable or necessary. He shall ensure that such proposed amendments are appropriately drafted.

GRAND SECRETARY

56. Amended QC 12/16
The Grand Secretary has ceremonial responsibilities as determined from time to time by the Grand Master and executive and administrative responsibilities as determined by the **Commercial and Masonic Councils**.
57. Amended QC 12/16
Upon the position of Grand Secretary becoming vacant, the Chair of the **Commercial Council** shall immediately take steps to advertise the position and make a recommendation for the appointment of Grand Secretary to the **Commercial and Masonic Councils** for its consideration and approval. The appointment shall be subject to a mutually agreed contract of employment.
58. The Grand Secretary shall be invested at the Quarterly Communication occurring next after his appointment. He will not be required to be re-invested during the remainder of his term of employment.
59. The Grand Secretary is the proper conduit through whom Lodges and individual Freemasons should address themselves to the Grand Master, Pro Grand Master or Deputy Grand Master.
60. Amended QC 12/16
The Grand Secretary shall have custody of the seals of Grand Lodge and shall cause a seal to be affixed to such documents as the Corporations Law or Masonic custom may dictate, or as the Grand Master, the Chief Executive Officer or Grand Lodge may require.
61. Amended QC 12/16
The Grand Secretary shall ensure that the records of Grand Lodge are kept in a suitable form and that they are properly maintained.
62. The Grand Secretary shall have oversight of the Grand Lodge Library.
- 62A Repealed
- 62B Repealed
74. The Grand Director of Ceremonies shall be responsible for the arrangement and direction of all processions and Ceremonies of Grand Lodge with due regard to the Order of Precedence set out in these Rules. He shall also have the custody and care of the regalia, clothing, insignia and jewels which are the property of Grand Lodge.
75. The Grand Director of Ceremonies shall be responsible for the distribution and collection of ballot materials whenever a ballot is required at a meeting of Grand Lodge.

76. The Grand Director of Music shall be responsible for all aspects of Masonic music. He shall ensure that the Victorian Freemasons Choir is appropriately directed and that its members are selected by a proper process.
77. The Grand Organist shall be in charge of the Grand Lodge Organists and shall recommend brethren of appropriate competence and experience to the Grand Master for appointment to that office.
78. The Grand Herald shall be in charge of the Grand Lodge Heralds and shall recommend brethren of appropriate competence and experience to the Grand Master for appointment to that office.
79. The Grand Pursuivant shall assist the Grand Master and the Grand Director of Ceremonies by acting as secretary to the current team of Grand Lodge ceremonial officers. At meetings of Grand Lodge, he is to supervise the brethren nominated to attend within the porch of Grand Lodge, and, with their assistance, see that order is preserved and that only persons entitled or invited to attend are admitted.
80. The Grand Tyler shall be appointed by the Grand Master as a vacancy occurs. He shall be invested at the Quarterly Communication next after his appointment and shall continue to hold his office during the pleasure of the Grand Master.
81. The Grand Tyler shall be responsible for seeing that the room is prepared for each meeting of Grand Lodge and that the furniture and other equipment is properly stored at the conclusion of the meeting. In co-operation with the Grand Pursuivant, he shall ensure that only persons entitled or invited to attend meetings of Grand Lodge are admitted.
82. The Grand Stewards shall assist in implementing the arrangements for Quarterly Communications and other meetings of Grand Lodge. They shall also have ceremonial duties, as prescribed by the Grand Director of Ceremonies.

RECOGNITION OF SERVICE

83. The Grand Master may, at his discretion, confer on any brother who, in his opinion, has rendered special service to the Craft, a distinction entitled the Grand Master's Order of Service to Freemasonry. No particular rank or precedence is conferred with this Order, and no fee is payable
84. Brethren on whom the Grand Master's Order of Service to Freemasonry is conferred are entitled, for Masonic purposes, to place the letters "O.S." after their names or after other post-nominal letters indicating Masonic rank.
85. Recipients of the Grand Master's Order of Service to Freemasonry are entitled to wear a jewel, to be presented by Grand Lodge, pendent from a collarette of garter blue ribbon. The jewel shall be as described in the appendix to these rules.

GRAND LODGE - MEETINGS AND PROCEDURE

86. Grand Lodge shall hold Quarterly Communications on the third Wednesday in the months of March, June, September and December in each year.
87. The Grand Master may advance or postpone a Quarterly Communication to a specified date, or, with the approval of the **Masonic Council**, postpone a Communication indefinitely.
88. The Grand Master may convene a Special Meeting of Grand Lodge should he believe that it will be to the benefit of the Craft. The business of such a Special Meeting shall be stated in the summons and no other business shall be introduced.

89. Copies of the agenda (including notices of motion) to be dealt with at a Quarterly Communication or other meeting of Grand Lodge shall be forwarded by post or other means to each of the following at least seven days before each Quarterly Communication or other meeting of Grand Lodge –
- a) all present Grand Officers;
 - b) all Past Grand Masters;
 - c) all Past Deputy Grand Masters;
 - d) all elected and appointed members of the **Commercial and Masonic Councils**;
 - e) Grand Representatives;
 - f) Secretaries of all individual warranted Lodges;
 - g) all members of the immediate Past Grand Ceremonial Team.

Copies of the agenda shall likewise be forwarded to any brother who requests the same prior to any Quarterly Communication or other meeting of Grand Lodge.

90. Amended QC 9/14
Copies of the Reports of the **Commercial and Masonic Councils** shall be forwarded with the agenda of each Quarterly Communication to the brethren listed in Rule 89. These reports shall be published electronically for the convenience of all brethren and any brother may request that a hard copy is sent to him.
91. The Grand Master (or Pro Grand Master) shall preside at every Communication or Meeting of Grand Lodge. If the Grand Master (or Pro Grand Master) is unable to take the chair, the Deputy Grand Master shall preside and if the Grand Master, Pro Grand Master and the Deputy Grand Master are unavailable, the Past Grand Masters shall appoint one of their number to preside. If none of the brethren aforementioned is able to take the chair, the Senior Grand Warden (or, in his absence, the Junior Grand Warden) shall preside.
92. Grand Lodge is declared open *in ample form* when the Grand Master or Pro Grand Master presides, *in due form* when the Deputy Grand Master, a Past Grand Master or a Past Pro Grand Master presides, and simply *in form* when any other Grand Officer takes the chair. In all cases, the competence and authority of Grand Lodge remains the same.
93. Amended QC 12/15
Simultaneous with the holding of a Quarterly Communication or other meeting of Grand Lodge the proceedings shall be broadcast to a designated Masonic Centre. Designated Masonic Centres shall be determined from time to time by the **Masonic Council**. The conduct of the proceedings held at the Designated Masonic Centre shall be supervised by the District Coordinator for the District in which the Designated Masonic Centre is situated or his delegate who is to be drawn from the District Panel or a Past Deputy Grand Master who is a member of a Lodge in the District or other person appointed by the Grand Secretary. The attire for those brethren attending a Designated Masonic Centre for the purposes of a Quarterly Communication or other Meeting of Grand Lodge shall be determined by the Grand Master.
94. Deleted QC 12/16
95. Amended QC 12/15, QC 9/19
All members who attend Quarterly Communication or other Meeting of Grand Lodge shall register their attendance by whatever means are provided for this purpose and shall be provided with an agenda.
96. The Grand Master may invite, under such conditions as he may determine, persons who are not Freemasons to attend Grand Lodge Communications or the Grand Installation. Such persons shall not have voting rights
97. The Grand Master may invite a person who is not a Freemason to address a Grand Communication on a particular subject. Such a person shall not have voting rights.
98. The agenda of every Quarterly Communication of Grand Lodge shall be framed by the Agenda Committee appointed by the **Masonic Council**. The Agenda Committee shall meet not later than the fourteenth day immediately preceding each Quarterly Communication, save that the Committee may adjourn its proceedings as necessary or expedient.

99. At the meeting of the Agenda Committee, all reports and representations from the Grand Master and the **Councils** and Committees of Grand Lodge which are to be presented to the Quarterly Communication shall be tabled.
100. No motion or other matter shall be brought before Grand Lodge unless it has been placed before the Agenda Committee and no motion for a special grant from any of the funds of Grand Lodge shall be considered unless with the concurrence of the **Commercial Council**.
101. Any member of Grand Lodge who desires to put a motion before Grand Lodge or put forward a matter for its consideration must submit full details, in writing, to the Grand Secretary at least twenty- one days before the Quarterly Communication so that the motion or matter may be examined by the Agenda Committee
102. Any matter which is not submitted in time for consideration by the Agenda Committee shall be held over for consideration before the Quarterly Communication next occurring. However, should such a matter be deemed to be of sufficient urgency by the Chairman of the Agenda Committee (or, if he is unavailable, by the Grand Secretary), it may be brought forward for immediate consideration.
103. If the Agenda Committee considers any proposed motion to be scandalous, irregular, or otherwise improper, or if such motion is deemed to lie outside the province of Grand Lodge, it will be omitted from the agenda. The Grand Master will be advised and supplied with written reasons for the omission and these reasons will be communicated to the brother proposing the motion.
104. The first agenda item, after the opening of Grand Lodge, shall be the consideration of the minutes of the previous Quarterly Communication (and/or other intervening Meeting or Meetings) of Grand Lodge. The minutes may be read, or it may be moved, at the discretion of Grand Lodge, that they be taken as read. Upon their adoption, they will be signed by the Grand Master or other presiding officer.
105. The Grand Secretary shall be competent to determine the order of other agenda items, but shall list motions and notices of motions in the order in which they were received. Any such motions held over from a previous Quarterly Communication or Meeting of Grand Lodge shall be listed ahead of motions which have not, as yet, been listed for consideration.
106. The Grand Master shall have discretion to reject any memorial, petition or other document which, in his opinion, contains improper matter or indecorous language. In the same way, it shall be the Grand Master's prerogative to refuse discussion of any proposed resolution which, in his view, infringes upon the antient landmarks of the order.
107. A Quarterly Communication or other Meeting of Grand Lodge shall come to order at the stroke of the Grand Master's gavel and due courtesy shall be extended to all who are given the opportunity to speak. The Grand Director of Ceremonies and other Grand Officers may move about the room in the performance of their duties but other Members shall remain in their places.
108. Amended QC 12/15, QC 9/19
- Matters which are put to the vote shall be decided by a majority of votes of those present and entitled to vote. Each member of Grand Lodge (as defined) shall have one vote, save that the Grand Master shall have both a deliberative and a casting vote. It shall also be proper for Grand Lodge to leave any matter to be decided by the Grand Master alone.
- The definition of present for the purposes of this rule shall include each Member of Grand Lodge attending either-
- a) the venue at which a Quarterly Communication or other meeting of Grand Lodge is held, or
 - b) a Designated Masonic Centre at which the proceedings of the Quarterly Communication or other Meeting of Grand Lodge are broadcast, or
 - c) remotely by viewing by electronic means at a location other than a Designated Masonic Centre the broadcast referred to in paragraph (b) above.

109. Amended QC 12/15, QC 9/19

Matters to be decided by Grand Lodge shall fall into two categories-

- a) Administrative –Adoption of Minutes Receipt of Reports
- b) Substantive
 - Election of Grand Treasurer
 - Amendments to this Constitution
 - Matters referred to Grand Lodge by the **Commercial Council and/or Masonic Council.**
 - Matters brought before Grand Lodge Pursuant to the Rules in this Constitution
- c) Only those members attending the venue where the Quarterly Communication or other Meeting of Grand Lodge is held shall be entitled to vote on Administrative matters.
- d) All members attending the venue where the Quarterly Communication or other Meeting of Grand Lodge is held and all members attending a Designated Masonic Centre shall be entitled to vote on Substantive Matters.
- e) Voting on Administrative matters shall, unless a ballot is required, in which case the 11th Schedule applies, be signified by members holding up one hand and the motion shall then be declared carried or lost, but if ten members rise in their places and request and request that the votes be counted, the Grand Master shall call upon the members who voted for and against the motion to rise, successively, in their places and remain standing until recorded by the Scrutineers and details provided to the Grand Secretary or his delegate. The result shall then be communicated to the Presiding Officer.
- f) Voting on Substantive matters shall be by ballot. For any amendment to this Constitution a special majority of 75% or more votes in support of the amendment is required. For other Substantive matters a simple majority of more than 50% of votes is sufficient. The ballot is to be conducted electronically as set out in 11th Schedule.
- g) It is a Masonic offence to abuse or corrupt a ballot or to attempt to do so.

110. The mover of a motion shall have the right of reply but no other brother, except the Grand Registrar acting in his official capacity, shall speak twice to the same question unless by way of explanation

111. Every speaker for or against a motion shall rise and remain standing, addressing himself to the Grand Master, and shall be heard with due Masonic courtesy. He shall not be interrupted unless any brother shall address the Grand Master on a point of order or the Grand Master shall himself think fit to call the speaker to order.

112. If any member of Grand Lodge shall be called to order by the Grand Master more than once at the same meeting, the Grand Master may require him to leave that meeting forthwith and may exclude him from future such meetings until he has made due apology.

113. No motion for the erasure of a Lodge or the expulsion of a brother shall be put before Grand Lodge unless the processes for dealing with complaints and offences, as set out in these Rules, have been followed.

114. No motion on a new subject shall be proposed nor shall any new matter be introduced in Grand Lodge after the hour of 10pm.

GRAND LODGE – CORPORATE ENTITIES, FUNDS, BANKING AND FINANCIAL REPORTING

115. Amended QC 12/16, QC 9/17
Itself an unincorporated body, Grand Lodge shall, with the concurrence of the **Commercial Council**, establish and maintain corporate entities under state or federal law to hold Masonic property, act as a trustee, employ staff, assume legal liability, hold a liquor licence, produce publications, lease premises or to facilitate the conduct of other aspects of its business. The offices of Grand Lodge shall be the registered office of any such corporate entities.
The Grand Master for the time being shall be the Chairman of any such entities and in each case the **Commercial Council** shall appoint the Company Secretary who shall also be the Public Officer.
116. Amended QC 9/14
The following shall be the funds of Grand Lodge –
a) The General Fund;
b) The Building Fund
These funds shall be kept separate and distinct within the books of Grand Lodge.
117. The duties and responsibilities formerly associated with the Trustees of Grand Lodge shall devolve upon the corporate entities established under Rule 115.
118. The body formerly described as the Trust Corporation shall cease to exist under that title and its duties and responsibilities shall devolve upon the corporate entities established under Rule 115.
119. The **Commercial Council** shall use the General Fund for purposes including, but not limited to, the following:
a) to retain property not otherwise directed to another fund, and
b) to receive property or money which is not directed to another fund, and
c) to bear expenditure not directed to another fund, and
d) to bear the expenses of providing membership services which are not properly those of an individual warranted Lodge, and
e) to receive the funds of a Lodge upon its becoming extinct, erased, or dissolved, and
f) for ancillary purposes.
120. Amended QC 9/14
Provided the eligibility criteria, as set out in these rules, have been satisfied, the General Fund may be applied for the payment to Grand Lodge of capitation fees on behalf of a brother whose Lodge has:
(i) elected him a Special member, and
(ii) waived his Lodge dues in full, and
(iii) accepted that, because of age, frailty or other good reason, the brother is in necessitous circumstances, and
(iv) supplied the Grand Secretary with such particulars as he may require, and
(v) with the proviso that the brother is not, at the time of application, paying capitation fees to any other Masonic Order.
Relief granted under this sub-rule may, at the discretion of the **Masonic Council**, be for an unlimited period or on a year-by-year basis.
121. Amended QC 12/16
The **Commercial Council** shall use the Building Fund for purposes including, but not limited to, the following:
a) to retain property directed to real estate and furnishings, and
b) to receive a receipt of property or money directed towards real estate and furnishings
c) to bear the outlay of moneys for provision and maintenance of real estate and furnishings for use by the Craft which is approved by the **Commercial Council**, and
d) to receive the proceeds of the sale of any Masonic real property, as defined in Rule 139, and
e) for ancillary purposes, provided that it shall not be permissible for the **Commercial Council** to use the Building Fund for purposes associated with the property known as the Masonic Centre of Victoria.

122. All moneys received by or on behalf of Grand Lodge and the various Funds of Grand Lodge shall be kept in a current account or accounts in a bank or banks accredited by Commonwealth legislation and operating in the State of Victoria. The choice of bank or banks shall be the prerogative of the **Commercial Council**.
123. Amended QC 9/14
One of the accounts referred to in Rule 122 shall be designated the "General Account" and all payments on behalf of Grand Lodge shall be made from this account.
124. Deleted QC 9/14
125. Cheques drawn on any of the accounts of Grand Lodge, with respect to any of its nominated funds, will each be signed by two persons who shall be authorised specifically by the **Commercial Council**. Any electronic transactions or transfers affecting the accounts of Grand Lodge will be subject to operating procedures approved by the **Commercial Council**.
126. Grand Lodge shall indemnify and keep indemnified any director or member of a company established under Rule 115 against any liability or legal expenses which may be incurred while the person is a director or member of such company, provided that the liability or legal expenses are not the result of a breach of good faith. The **Commercial Council** or the company may insure directors or members against such liability to the extent permitted by the Corporations Law.
127. Neither Grand Lodge nor any corporate entity established by Grand Lodge shall make any distribution of the property of Grand Lodge, whether in money or otherwise, to its members or to the members of individual warranted Lodges, or to the relatives of such members; provided that this Rule shall not prevent
- a) the payment of remuneration to any officers or employees of Grand Lodge or its associated corporate entities;
 - b) reimbursement for approved expenses incurred by any such officer or employee;
 - c) the making of benevolent or charitable payments as provided for in these Rules.
128. It shall be within the competence of Grand Lodge, acting via the corporate entities established under Rule 115, and with the approval of either Grand Lodge or the **Commercial Council**, to invest all or part of the property of Grand Lodge, including the Funds specifically mentioned in Rule 116,
- a) in any of the forms of investment permitted to trustees by the law for the time being in force in the State of Victoria for the investment of trust moneys;
 - b) in the purchase of freehold property within the State of Victoria;
 - c) in the purchase of any stock shares debentures or notes issued by any public company whose stock shares debentures and/or notes are listed on the Australian Stock Exchange;
 - d) on fixed deposit with any bank carrying on business in the State of Victoria;
 - e) at call or on term deposit with any public company as described in (c) above;
 - f) in acquisition of vendors' interests in contracts for the sale of real property in the State of Victoria.
- Investments made under this Rule shall conform to such Investment Policy of the **Commercial Council** as may be current at the time the investment is made.
129. It shall be within the competence of Grand Lodge, acting via the corporate entities established under Rule 115, to merge in any investment property from the different funds of Grand Lodge, provided that the periodical benefit derived from such an investment is distributed rateably among such of the funds concerned.
130. All of the funds and accounts referred to in these Rules shall be subject to audit by at least one professional auditor elected by Grand Lodge. A statement of each account prepared for the year ending 30th June in each successive year and duly reported upon by the said auditor or auditors shall be presented to Grand Lodge at the September Quarterly Communication in each year.

131. The auditor or auditors shall be appointed by the **Commercial Council** to remain in office indefinitely or for a stated period. If an auditor dies or resigns, this office shall be declared vacant. An auditor may be removed from office at any time by a resolution of Grand Lodge at a Quarterly Communication. **The Commercial Council** may fill any casual vacancy in the office of auditor until a replacement can be duly appointed.

GRAND LODGE FEES AND CONTRIBUTIONS

132. The **Commercial Council** may, from time to time, impose fees which are payable to the General Fund –
- a) by a brother on his appointment to office in Grand Lodge, upon the conferral of Grand Rank or on his promotion in Grand Rank;
 - b) by a brother or an individual warranted Lodge to which is issued any warrant, licence, dispensation or certificate;
 - c) for the issue of any document or report published by, or on behalf of, Grand Lodge.
133. Amended QC 6/14
Every member of each individual warranted Lodge, with the exception of those members who are eligible to receive a 70 year service jewel and those members who have attained the age of 100 years, shall be required to pay a half-yearly contribution to Grand Lodge. The amount of this contribution shall be determined by Grand Lodge from time to time consequent on a motion passed at a Quarterly Communication. Such a motion shall be proposed by the Grand Treasurer, provided that it has first been endorsed by the **Commercial Council and Masonic Council** and presented as a Notice of Motion at a previous Quarterly Communication.
134. Any motion seeking to amend the amount payable by brethren as half-yearly contributions to Grand Lodge shall clearly state the proposed apportionment of moneys between the various funds of Grand Lodge and shall indicate whether, and if so, to what extent, particular activities or initiatives are to be supported.
135. Individual warranted Lodges will be responsible for the collection of members' half-yearly contributions to Grand Lodge for their transfer to Grand Lodge when properly invoiced.
136. Grand Lodge shall not require any brother to pay the half-yearly contribution if the dues to his individual warranted Lodge have been remitted under Rule 209.
137. A brother who is a member of two or more individual warranted Lodges shall be required to pay the half-yearly contribution once only, and that through the Lodge with the lowest number on the register of Grand Lodge.
138. The Grand Master may determine, upon advice of the **Masonic Council**, that a particular Lodge exists purely for the purposes of Masonic research. Such a Lodge must require that its members be subscribing members of another Victorian Lodge or Lodges. Lodges accorded this status will not be required to collect or account for members' half-yearly contributions to Grand Lodge. The contributions shall be collected from another Lodge to which such members shall belong.

MASONIC CENTRES AND OTHER REAL PROPERTY

DEFINITION

139. Masonic real property shall mean real property that is owned by, held in the name of, held in trust for, held as nominee for, held in the name of a corporation principally made up of, held in the name of a corporation principally controlled by, or periodically used by a person or persons within or associated with the Fraternity of Freemasons of Victoria.

MASONIC PROPERTIES – INSURANCE

140. As provided for in Rule 331, the **Commercial Council** shall be responsible for arranging appropriate insurances to cover all Masonic Centres in Victoria. Upon such insurances having been negotiated, full details of the cover arranged and an account for the appropriate share of the annual premium shall be sent to the Board of Management or Owner of each Masonic Centre. It shall be the responsibility of each such Board or Owner to reimburse Grand Lodge for the premium amount within the period stipulated on the invoice.

MASONIC PROPERTIES – NEW WORKS, ADDITIONS, ALTERATIONS

141. Amended QC 12/16
The owner, trustees or committee of management of any building proposed to be erected or substantially altered shall, prior to undertaking any works, submit all plans and specifications to the Grand Secretary so that they may be scrutinised and put before the **Commercial Council** for approval.

MASONIC PROPERTIES – ACQUISITION, DISPOSAL, ETC

142. No brother shall be party, either directly or indirectly, to acquiring, offering for sale, selling, encumbering or otherwise disposing of any interest in Masonic real property without first obtaining the consent in writing of the **Commercial Council**.
143. In accordance with the provisions of Rule 121, the proceeds of any such disposition shall be deposited in the Building Fund.

144. Amended QC 12/16
Proceeds deposited under Rule 143 shall, subject to the approval of the **Commercial Council**, be applied to any of the purposes referred to in Rule 121.

INDIVIDUAL WARRANTED LODGES

WARRANTS

145. An application for a warrant to establish a new lodge must be by petition to the Grand Master (in the form set out in the First Schedule) signed by at least seven Master Masons regularly registered under the constitution of Grand Lodge, or any sister constitution recognised by Grand Lodge, and specifying the Lodges to which they belong, or formerly belonged. Should any petitioner not be a current subscribing member of a Lodge, his clearance certificate from his last Lodge must also be transmitted to the Grand Secretary.
146. A petition submitted under Rule 145 must be recommended by a sponsor Lodge in the form of a resolution duly passed at a regular meeting. Notice of the proposed resolution shall be included in the Lodge summons. The recommendation shall be signed by the Master and Wardens of the sponsor Lodge. The recommendation shall be forwarded, along with the petition, to the Grand Secretary.
147. Amended QC 12/16
Upon receipt of a petition under Rule 145, the Grand Secretary shall report to the Grand Master as to the suitability of the proposed meeting place.
148. Every new Lodge shall be solemnly consecrated and constituted by the Grand Master or, should he be unable to preside, by the Pro Grand Master, a Past Grand Master or the Deputy Grand Master. No Lodge can function as a regular Lodge until it has been consecrated and constituted.

149. Only those brethren named on the warrant as Foundation Master and First Wardens shall be installed or invested in a new Lodge unless the Grand Master has authorised an exception.
150. Every warranted Lodge must be distinguished by a name and number approved by the Grand Master, and no Lodge shall be permitted to make any alteration to its name, number or regular place of meeting without the approval of the Grand Master.
151. Warranted Lodges shall rank in precedence in the order of their numbers as registered by Grand Lodge.
152. Warranted Lodges whose regular meeting place is within a sixty-five kilometre radius of the Melbourne Town Hall shall be deemed "Metropolitan Lodges" and Lodges whose regular meeting place is beyond that distance shall be deemed "Country Lodges".
153. If the warrant of a Lodge is lost, irreparably damaged or otherwise deemed unfit for further use, the Lodge may apply to the Grand Master for a Warrant of Confirmation. On the grant of a Warrant of Confirmation, the original warrant shall be deemed cancelled and, if requested by the Grand Secretary, shall be delivered up for safe-keeping or destruction as may be considered appropriate.
154. A Lodge's warrant shall be entrusted to the care of each successive Master, who will be responsible for its safekeeping and its production at each Lodge meeting.
155. A Lodge cannot meet unless its original warrant or a Warrant of Confirmation is physically present.
156. Lodge warrants (be they of constitution or confirmation) are issued only by the Grand Master through the regular means described in these rules. Any Lodge or brother who irregularly obtains or disposes of an uncancelled warrant shall be deemed guilty of a Masonic offence and the warrant in question shall be deemed to have been forfeited.
157. A Lodge may, after a resolution of which due notice has been given has been passed, apply to have its status amended to that of a "Fellowship Lodge". Such an application must have the prior recommendation of the Membership Committee and the approval of the **Masonic Council**. A Lodge which has had its status so amended shall have its warrant so endorsed and shall have the word "Fellowship" incorporated into its name.
158. A Fellowship Lodge shall be subject to the same requirements as all other Lodges, but may not initiate, pass or raise any candidate unless with the assistance of a fully warranted Lodge or an approved team of officers. In either case, the approval of the Grand Secretary shall be requisite.
159. A Lodge which has been granted "Fellowship" status may at any time apply to the Grand Master for a return to fully warranted status. If this is granted, the endorsement of the warrant shall be removed and the Lodge shall revert to its original name and status.
160. Every individual warranted Lodge shall, as a condition of the issue and continuance of a warrant, conform to the Ritual and ceremonial practices which are, from time to time, approved by the and continuance of a warrant, conform to the Ritual and ceremonial practices which are, from time to time, approved by the Grand Master or varied by his dispensation. A Lodge which does not so conform or which carries out its work at an unacceptable standard may be the subject of a report by the Grand Inspector of Workings. On the receipt of such a report, the Grand Master will transmit to the Master of the Lodge a list of the matters which must be addressed. If steps are not taken to address them, the Grand Master may suspend the warrant of the Lodge unless or until the Master of the Lodge gives a written undertaking to address the matters within an agreed time-frame. In cases where such a suspension of the warrant occurs, the subject shall be on the agenda of each subsequent Quarterly Communication of Grand Lodge so that progress may be reported and Grand Lodge enabled to consider whether the warrant should be cancelled or the Grand Master advised to lift or continue the suspension

161. Should the number of registered members in a Lodge fall below seven, those members shall no longer have the ability to meet as a Lodge and shall return the Lodge warrant to Grand Lodge for cancellation
162. Should a Lodge fail to meet for one year, it shall be liable to be suspended or erased.
163. If any Lodge be suspended or be erased, each subscribing member of such Lodge at the time of its having incurred such penalty may be subject to suspension, and, if so suspended, shall not be allowed to visit or join any other Lodge at labour or refreshment until his suspension shall be removed on his own petition or by order of Grand Lodge.
164. Should a Lodge become extinct, be erased or dissolved, the warrant, seal, books, papers, jewels, regalia, and (subject to the payment of all debts and liabilities and subject to any existing charges and encumbrances) the furniture, funds and all other real and personal property of the Lodge shall be delivered up and transferred without delay to Grand Lodge and shall be dealt with in such a manner and for such purposes as the **Commercial Council** shall determine.

MASTER AND OFFICERS

165. The regular officers of a warranted Lodge consist of the Master and his two Wardens, a Treasurer, a Secretary, two Deacons, an Inner Guard, and a Tyler. The Master may also appoint a Chaplain, an Assistant Secretary, a Director of Ceremonies, an Assistant Director of Ceremonies, an Almoner, an Organist, a Choirmaster, and Stewards, and no other. No brother can hold more than one regular office in the Lodge at one and the same time. If a brother holding a regular office is also appointed Chaplain, Assistant Secretary, Director of Ceremonies, Assistant Director of Ceremonies, Almoner, Organist, Choirmaster or Steward, he shall hold such office in an acting and temporary capacity only.
166. Every Lodge shall annually, at the second regular meeting prior to the date of Installation (or at such other time as may be stated in the Lodge's resolutions) proceed to elect its Master from among those of its members who have nominated themselves in writing as candidates for election to the Office of Master for the ensuing year. Such nominations shall be submitted to the Lodge Secretary not less than three (3) regular meetings prior to the date of Installation.
167. A nominee for the position of Master shall have been a Master Mason in a Craft Lodge in Victoria for a period of at least five (5) years prior to his Installation unless a dispensation shall have been obtained from the Grand Master, and shall have
- a) served for one year the office of Master in a regular Lodge warranted under Grand Lodge or any sister Constitution recognised by Grand Lodge, OR
 - b) served for one year the office of Warden in the Lodge in which he has nominated, OR
 - c) served for one year the office of Warden in any other regular Lodge warranted under Grand Lodge or any sister Constitution recognised by Grand Lodge. Provided that no Past Warden of another Lodge shall be eligible for nomination and election unless previously to such nomination a dispensation shall have been obtained from the Grand Master exempting him from service as a Warden in the Lodge in which the election is to take place.
168. If, for any reason, a Warden has not served for a full year in this office, he can only be a candidate for election as Master if the Grand Master has been advised of the circumstances and has granted a dispensation.

169. In the event that only one nomination for the election of Master is received, the brother nominated shall be declared duly elected. If more than one nomination is received, the Lodge shall proceed to elect its Master by ballot.
- The ballot paper for such election shall list the names of the nominated candidates according to the order of Senior Warden, Junior Warden and sitting Master, followed by Past Masters in order of seniority.
- The ballot shall be declared in favour of the member thus qualified who obtains the greatest number of the votes of the brethren present and voting. At the next regular meeting the first business after the opening of the Lodge shall be the adoption (or otherwise) of the minutes of the preceding meeting.
- The next business shall be a motion for the confirmation of the election of Master. No brother shall be entitled to oppose or vote against a motion for the confirmation of the election of Master unless written notice of intention so to do shall have been given to the Secretary of the Lodge within seven days after such election. In the absence of any such notice the Master shall declare the motion carried.
- Any subscribing member of the Lodge may give a notice of intention to oppose the confirmation of the election of Master. The Secretary of the Lodge shall cause such notice to be printed on the summons. If any such notice shall have been so given and printed, the vote on the motion to confirm the election of Master shall be by ballot. If the motion be carried the Master shall be deemed to be duly elected and shall be installed in the chair at the regular Installation. Should the motion be lost then a summons must be issued for the following regular meeting of the Lodge, setting forth that the brethren will again proceed to elect a Master, and on the confirmation of the minutes of such meeting and of such election such Master shall be installed. No Master-elect shall assume the Master's chair until he has been regularly installed.
170. The Grand Master may by notice in writing to the Grand Secretary prohibit the installation of a Master-elect, and the Grand Secretary shall notify the Lodge of such prohibition, and thereupon the minute relating to the election of Master-elect shall not be confirmed, and the Lodge shall proceed to a fresh election at its next regular meeting.
171. An Installing Master shall not proceed with the Installation of a Master unless he is satisfied that the brother to be installed is duly qualified and that all relevant provisions contained in these Rules have been observed.
172. Officers other than Treasurer and Tyler shall be appointed by the Master. The Treasurer and Tyler shall be elected by the members of the Lodge on the same day appointed for the election of Master, or on such other day as may be provided for in the Lodge's resolutions. The Treasurer shall be elected by ballot, but if one candidate only be nominated he shall be declared duly elected. The Tyler shall be elected by show of hands by the members of the Lodge, and may at any time be removed for cause deemed sufficient by a majority of the brethren present at a regular meeting of the Lodge.
173. Should the Governor-General of the Commonwealth of Australia, or the Governor of Victoria, being a Freemason in good standing, honour any warranted Lodge by accepting the office of Master, he may appoint a Deputy Master who shall be regularly installed and entitled when in office to all the privileges of actual Master, and after he has served his period of office, to those of a Past Master.
174. Every Master-elect, before being placed in the chair, shall solemnly pledge himself to preserve the landmarks of the order, to observe its antient usages and established customs and strictly to enforce them within his own Lodge. He shall likewise accept responsibility for the due observance of these Rules by the Lodge over which he presides.
175. No brother shall be Master of more than one Lodge at the same time, unless a dispensation has been granted by the Grand Master.
176. No limitation is placed on the number of times that a brother may serve his Lodge as its Master, save that he may not continue as Master for more than two years in succession, unless a dispensation has been granted by the Grand Master. This Rule shall not extend to a Vice-Regal Master, but shall apply to any Deputy Master appointed by him.
177. Upon his installation the Master shall appoint and invest, or cause to be invested, his Wardens and other officers. The elected officers shall likewise be duly invested. No officer shall be invested by proxy, unless by dispensation

178. Repealed QC 9/22.
179. The Master, Wardens and members of every individual warranted Lodge may be summoned to meet with the Grand Master, the Pro Grand Master, or the Deputy Grand Master, or the Grand Secretary. If so summoned, they shall attend as requested and shall, if required, produce the warrant, books, and papers of the Lodge. Failure to attend or to produce the required documents may result in suspension of the individual brethren or of the Lodge and may lead to further disciplinary action as provided for in these Rules.
180. Should the Master be dissatisfied with the conduct of any of his officers he may lay the cause of complaint before the Lodge at a regular meeting (provided that the brother who is the subject of the complaint has been given seven days' notice thereof in writing), and if the majority of the brethren present concur that the complaint is justified, the Master shall have power to displace the officer.
181. Should a vacancy occur by death, resignation or from any other cause in any office other than that of Treasurer or Tyler, the Master shall appoint a brother to serve in that office for the remainder of the year. If such a vacancy should occur in the office of Treasurer or Tyler, the Lodge shall, after due notice in the summons, elect a successor for the remainder of the year.
182. The physical property of every individual warranted Lodge is the property of the Master and Wardens for the time being and is held in trust for the members of the Lodge.

MEETINGS AND PROCEDURE

183. The regular days of meeting and the Lodge meeting-place shall be as specified on the warrant, unless an amendment has been made and approved by the Grand Master. Any such amendment shall be recorded in the Lodge's Book of Resolutions.
184. No Lodge having its place of meeting at or within 65 kilometres of any place appointed for a Quarterly Communication or other Meeting of Grand Lodge shall meet on the day appointed for such Meeting of Grand Lodge unless a dispensation has been received from the Grand Master.
185. A summons shall be issued to each member by the Secretary (under the direction of the Master) convening each meeting of the Lodge, whether regular, emergency or special, and such summons shall clearly state the business to be transacted at the meeting.
186. The Lodge Secretary shall, not less than seven days before any meeting (whether a regular, special or emergency meeting) of the Lodge forward to the Grand Secretary a copy of the summons convening that meeting.
187. Should the regular meeting of a Lodge fall on a Public Holiday the meeting may be held on another day suitable to both the Lodge and the Masonic Centre concerned without dispensation, provided such a day is not more than 14 days before or after the regular meeting date of the Lodge. Such day shall for all purposes be deemed the regular day of meeting.
188. Apart from the provision made in Rule 187 with respect to Public Holidays, the Grand Master may grant a dispensation for the holding of a regular meeting upon a day not more than 14 days before or after the usual meeting day. Such day shall for all purposes be deemed the regular day of meeting.
189. A Lodge of Emergency may at any time be called by the authority of the Master, or, in his absence, of the Senior Warden, or, in his absence, of the Junior Warden, but by no other. The business to be transacted at such a Lodge of Emergency shall be expressed in the summons, and no other business shall be entered upon. Not more than one Lodge of Emergency for the purpose of conferring a degree may be called between any two consecutive regular meetings.

190. Should the Master die, be removed, or be rendered incapable of discharging the duties of his office, the Lodge shall be summoned, until the next installation of Master, on the authority of the Senior Warden, and in the absence of the Senior Warden, the Junior Warden, and in the absence of both Wardens, the Immediate Past Master, or in his absence the Senior Past Master.
191. In the Master's absence, the Immediate Past Master, or if he is absent, the Senior Past Master, who is a subscribing member of the Lodge, shall take the chair. And if no Past Master, who is a member of the Lodge, is present, then the Senior Warden, or in his absence the Junior Warden shall rule the lodge. When a Warden rules the Lodge he shall not occupy the Master's chair, nor can initiations take place or degrees be conferred unless the chair be occupied by a brother who is a Master or Past Master in the Craft.
192. No part of the Master's work in a Degree Ceremony shall be undertaken by any brother other than a Master, Past Master, or Warden; provided that a Master Mason of 12 months standing may undertake the work of such parts of the ceremony as have been specifically designated by the Grand Master.
193. The Grand Master (or Pro Grand Master) is entitled to preside at any Lodge meeting. Should he do so, the Deputy Grand Master is placed at his right hand and the Master of the Lodge at his left. If the Grand Wardens are present, they are to act as Wardens of the Lodge while the Grand Master (or Pro Grand Master) presides. If the Grand Wardens are not present, the Wardens of the Lodge or other Master Masons will be requested to fill these offices.
194. If the Grand Master (or Pro Grand Master) is not present in a Lodge, the Deputy Grand Master is entitled to preside. Should he do so, the Master of the Lodge is placed at his left. If the Grand Wardens are present, they are to act as Wardens of the Lodge while the Deputy Grand Master presides. If the Grand Wardens are not present, the Wardens of the Lodge or other Master Masons will be requested to fill these offices.
195. The Grand Master is entitled to request that any of his Grand Officers, present or past, visit a particular Lodge on any occasion.
196. A subscribing member of a Lodge who is fulfilling the role of Tyler (whether invested as such or not) shall not participate in any vote or ballot within the Lodge unless he has been present during the whole of the discussion of the matter. In the case of a ballot, he cannot participate unless he is present throughout the entire balloting process.
197. When any matter is to be decided by a majority of those present, whether by an open vote or a ballot, and there is any equal number of votes for and against, the Master shall have a second or casting vote.
198. No brother is entitled to register a protest against a resolution which has been duly passed by a majority of the brethren unless he believes that it is contrary to the laws and usages of the Craft and that it is his sincere intention to refer the matter to higher Masonic authority.
199. Unless a visitor to a lodge is personally known and vouched for by one of the brethren present as a Freemason, he cannot be admitted unless he is able to prove himself after due examination. It is expected that he also produces the certificate of the Grand Lodge to which he claims to belong, or other proper evidences of his having been initiated in a regular Lodge. In all cases satisfactory proof of identity must be given.
200. The Master of every individual warranted Lodge has the power to refuse admission to any visitor whose presence he has reason to believe will disturb the harmony of the Lodge.
201. A brother who is no longer a subscribing member of any Lodge shall not be permitted to visit a Lodge unless he produces a Clearance Certificate in the form set out in the Eighth Schedule and even so he shall not be permitted to visit any one Lodge more than once until he again becomes a subscribing member of a Lodge.

202. A Lodge may, from time to time, alter its place of meeting provided that
- a) a Notice of Motion, signed by no fewer than seven subscribing members, is duly given at a regular meeting of the Lodge;
 - b) the Notice of Motion is printed in the summons to the next regular meeting or to a Special Meeting to be held not less than one week after the issue of the summons;
 - c) the proposition shall require the consent of at least two-thirds of the members who participate in the vote;
 - d) the change of meeting place shall not proceed without the written consent of the Grand Master.

203. If it proves impossible or impractical for a Lodge to meet at its regular meeting-place, the Master shall apply to the Grand Master for a dispensation to enable an alternative meeting-place to be used until the difficulty is removed or until the proper processes to gain approval for a permanent change of venue are completed.

204. If a Lodge determines to change its place of meeting by way of the processes stipulated in Rule 202, copies of the Notice of Motion, the summons to the meeting at which the matter is to be resolved and the minutes of that meeting are to be sent to the Grand Secretary so that adherence to the processes may be demonstrated and the Grand Master's approval sought.

205. At every Lodge meeting, a record of the attendance of members and visitors shall be kept either in an Appearance Book or by some other method which has been approved by Grand Lodge.

BOOKS AND RETURNS

206. The minutes of each Lodge meeting shall be kept in a Minute Book or by such other means as may be approved by Grand Lodge. In addition to the general transactions of the Lodge, the minutes must contain the names, addresses, ages and occupations of all persons who are initiated, passed or raised within the Lodge, together with the dates of proposal, initiation, passing or raising of such persons. Full details of all Joining Members shall also be recorded.

207. The minutes of a meeting can be confirmed only at a subsequent regular meeting of the Lodge after they have been circulated to members or, alternatively, read in open Lodge.

208. All moneys received or disbursed by a Lodge shall be fully and properly recorded. The accounts of the Lodge shall be audited at least once each year by a committee of at least two brethren elected by the members. The Treasurer, Secretary and Assistant Secretary shall not be eligible for election as auditors.

209. Amended QC 6/14
The **Masonic Council** may, for a specified period, give individual warranted Lodges the authority to remit the subscriptions of brethren who are on operational deployment with any of the Australian Defence or Peacekeeping Forces. Any brother whose subscriptions are so remitted shall, during the period of remission, have all the rights and privileges of a subscribing member.

210. Every Lodge shall keep accurate membership records, and, not later than fourteen days after each Lodge meeting, shall transmit to the Grand Secretary a return known as the "Lodge Meeting Report". The submission of this report is required whether or not changes have occurred since the last report was submitted.

211. Amended QC 12/16
Every Lodge will receive from Grand Lodge, on or after 1st July and 1st January in each year, a list of members together with a summary of the fees and half-yearly contributions which are due. The required amounts shall be forwarded to the Chief Executive Officer, or otherwise transferred to the account of Grand Lodge, by the due date specified on the invoice.

212. Amended QC 12/15

A Lodge which fails to make its payments to Grand Lodge, as described in Rule 211, by the due date shall render itself liable to suspension and its members shall, if the Lodge be suspended, be ineligible to attend meetings of Grand Lodge or to nominate for any **Council**, Board or Committee of Grand Lodge. Any suspension imposed under this Rule shall be lifted on the making of the due payments.

213. A brother who faces the loss of Masonic rights and privileges because a Lodge of which he is a subscribing member has failed to include his name in its returns to Grand Lodge or has neglected to pay his Grand Lodge dues shall have the ability to complain to the Grand Secretary. If he is able to prove to the satisfaction of the Grand Secretary that he has fulfilled his financial responsibilities, he shall suffer no abridgement of privileges and his Lodge shall be admonished.

214. Lodges may resolve to remit, in whole or in part, the subscription of the Secretary in return for his services. Any such resolution must be recorded in the Lodge's Book of Resolutions. A Secretary whose subscription is remitted shall have all the rights and privileges of a subscribing member and he shall be counted as a member of the Lodge for the purposes of determining the half-yearly contribution to Grand Lodge.

215. Every Lodge shall annually, within fourteen days of the Installation of its Master, submit to the Grand Secretary a report known as the "Return of Masters and Wardens". This report must be completed in full detail and submitted in a timely manner.

216. Every individual warranted Lodge and every entity owned or controlled by such a Lodge or group of Lodges shall submit to the Grand Secretary's office, within a month of their adoption, the audited financial accounts for such Lodge or entity.

MEMBERSHIP AND DEGREES

- 217.
- a) he is free and is of the full age of 18 years (or will be by the date of his anticipated initiation);
 - b) he is in reputable circumstances;
 - c) he has, prior to his actual initiation, affixed his signature to

217. No person shall be made a Freemason, until or unless
- a) he is free and is of the full age of 18 years (or will be by the date of his anticipated initiation);
 - b) he is in reputable circumstances;
 - c) he has, prior to his actual initiation, affixed his signature to the declaration set out in the Third Schedule appended to these Rules;
 - d) he has submitted to the Lodge Secretary, before the Lodge considers his application, a fully completed copy of "Form A", being part of the Second Schedule appended to these Rules. This form must be signed by the applicant as well as by his proposer and seconder;
 - e) he has been a resident of the State of Victoria for at least twelve months preceding the ballot (unless this provision has been waived by a dispensation of the Grand Master);
 - f) he has been regularly proposed and seconded at a regular meeting and balloted for and duly elected at a subsequent regular meeting to be held not less than two months later;
 - g) his full name, age, residential address and occupation have been included in the summons for every Lodge meeting held between the dates of his proposition and anticipated election, inclusive of the latter, and that these details have been read aloud at the second time of rising at all meetings intervening between the announcement of his proposition and his anticipated election.
 - h) Written testimony as to his good character from at least four referees who have known him for at least twelve months has been received and submitted to the Lodge.
 - i) he has paid the appropriate Initiation Fee.
218. Every individual warranted Lodge shall elect, or its Master shall appoint, a Committee of Membership. This committee shall include among its membership at least two Past Masters, if available. The proposer and seconder of any prospective candidate currently under consideration may not be members of this committee, nor may any referee for a prospective candidate.
219. The Committee of Membership shall, if practicable, interview any prospective candidate and shall otherwise inquire into the character and fitness of any such candidate. A written report shall be prepared by the Committee and delivered to the Master, who shall ensure that it is read in open Lodge before any ballot is taken.
220. The Committee of Membership has an ongoing role in assisting the Lodge Mentor Officer (if one be appointed) and the proposers of candidates to foster the continuing Masonic development and education of both new and long-standing brethren.
221. The Committee of Membership shall not furnish the Master with a report on any prospective candidate unless it is known that the proposer and seconder have completed, signed and submitted to the Secretary "Form B", which is part of the Second Schedule appended to these Rules.
222. A brother seeking to be admitted as a joining member of a Lodge, or seeking to rejoin a Lodge of which he was formerly a member, must be proposed and seconded at a regular meeting of that Lodge. Before the matter can proceed further,
- a) his name, age, occupation and residential address, as well as the names of his proposer and seconder and the name and number of any other Lodge or Lodges of which he is or was formerly a member must be printed in the summons for a subsequent regular meeting at which it is proposed that a vote be taken;
 - b) the brother must supply the Secretary with a completed copy of the form set out in the Seventh Schedule appended to these Rules;
 - c) the Secretary must have sighted the brother's Grand Lodge Certificate and a Clearance Certificate or other evidence to prove that the brother has no outstanding financial obligations to another Lodge.
- The vote for the joining member shall be either by show of hands or secret ballot (at the discretion of the Master) and a three-fourths majority of those present and voting shall be required for the motion to be carried.
223. If a brother seeking to be admitted as a joining member of a Lodge was formerly a member of a Lodge which has ceased to exist and which did not provide the brother with a Clearance Certificate, the brother must apply to the Grand Secretary for such a Certificate. The Grand Secretary may only issue the Certificate if he is satisfied that the brother is free of financial obligations or if any outstanding dues have been paid to the account of Grand Lodge.

224. Any brother joining a Victorian Lodge from another Constitution and who has no other affiliation with a Victorian Lodge must, in open Lodge, sign a document in the form of the Fifth Schedule in which he pledges adherence to the laws, rules and regulations of the United Grand Lodge of Victoria and due obedience to its Grand Master.
225. No person can be made a Freemason if, on the ballot, three black balls appear against him, though a Lodge may resolve that two black balls shall be sufficient to exclude a candidate. It is permissible for two or more candidates to be balloted for together, but if, on examination of the ballot, the number of black balls required for exclusion is found, the Master shall declare that ballot void and shall proceed to conduct a separate ballot for each person.
226. The Master of every Lodge in which a candidate has been withdrawn, blackballed, or not balloted for within a period of six months from the date of his being proposed shall immediately report the fact to the Grand Secretary, who shall place the matter on file. No candidate for initiation who has been blackballed in any Lodge shall be proposed for initiation or joining in the same or any other Lodge within a period of six months from such rejection. A Lodge may, however, resolve that a further period shall elapse before any rejected candidate can again be proposed in that Lodge.
227. Every brother who has been regularly initiated into Freemasonry shall, from the date of his initiation, be deemed to be a member of the Lodge in which the initiation occurred.
228. No Lodge shall on the same day initiate into Freemasonry more than four persons or pass more than four brethren or raise more than two brethren unless by a dispensation of the Grand Master.
229. The **Masonic Council** may, from time to time, set a minimum amount which a person may be required to pay, inclusive of all fees and charges, to be made a Freemason.
230. The member who proposes a candidate or joining member shall, by virtue of that proposition, be deemed to act as guarantor for all fees payable by the proposed candidate or joining member.
231. A member of a Lodge who desires to resign his membership shall signify the same by notice in writing to the Master or Secretary. The resignation shall be copied to the Grand Secretary and shall be read at the next occurring regular meeting of the Lodge. It shall then lie on the table until the officers of the Lodge and a member of the Grand Secretary's staff have been able to contact the brother and clarify his wishes. If, after these contacts have been made, the brother is still of a mind to resign, the resignation shall take effect at the next occurring regular meeting of the Lodge. In such a case, the brother's financial obligations to the Lodge will not be increased by any delay occasioned in the acceptance of his resignation.
232. When a brother indicates his intention of resigning, citing as his reason
- a) an actual relocation of his place of residence, OR
 - b) inability or unwillingness to continue to travel the distances involved in attending his present Lodge, OR
 - c) inability or unwillingness to continue to attend a Lodge which meets in the evening,
- The Lodge Secretary shall make every endeavour to identify a Lodge which would be more appropriate to the brother's needs. The Secretary shall inform the brother of the Lodge or Lodges which he has identified and shall seek the brother's agreement as to the Lodge in which he should be proposed as a Joining Member. If the brother makes such a nomination, the Secretary of the brother's present

233. When a lodge surrenders its warrant, all members who are not already members of another lodge and who have not formally submitted their resignations shall be deemed to be members of the Lodge of Transition. The appropriate category of membership (as defined in the rules governing that Lodge) shall be determined by the Secretary of the Lodge of Transition and the dues applicable thereto for the remainder of the calendar year shall be a charge on the Lodge which is in the process of dissolution.
234. Any brother whose dues shall be twelve months or more in arrears to any Lodge of which he is or has been a member shall be deemed unfinancial, and shall not hold office or be elected or appointed to any office in any Lodge until the expiration of not less than six months from the time when he shall again have become financial on the books of every Lodge of which he is or has been a member.
235. Any brother whose dues shall be three years in arrears to any Lodge shall be subject to automatic exclusion. It shall, however, be incumbent on a Lodge in which this situation is likely to occur, at a reasonable time before such exclusion is due to commence, to advise the brother concerned by a notice in writing delivered personally to him, or forwarded by ordinary mail to his last known address, that such exclusion will commence on the due date (naming it) unless all dues in arrears shall before that date have been paid to the Lodge.
Failure of a Lodge to deliver such a notice will not invalidate or postpone the exclusion. Provided further that this Rule shall not prevent a Lodge excluding a member for non-payment of dues if it has passed a resolution stipulating a shorter period than three years. If the sole cause of exclusion of any member shall be that he has failed to pay the dues required by his Lodge such exclusion shall be deemed to be removed upon payment of the arrears or such smaller sum as the Lodge may accept in satisfaction thereof and the Lodgemay thereupon restore him to membership or furnish him with a clearance certificate in accordance with the provisions of Rule 266.
236. No Lodge shall work more than one degree on the same day, unless by dispensation of the Grand Master.
237. Amended QC 12/16
A higher degree shall not be conferred on any brother until he has, in open Lodge, demonstrated his proficiency in his present degree and until he has completed an educational module approved by the **Masonic Council** or its delegate, relevant to that degree.
238. A Master Mason shall not be entitled to receive his Grand Lodge Certificate until he has completed the approved education module relevant to the Third Degree.
239. Repealed QC 9/22.
240. Lodges must retain every proposition form for at least five years from the date of receipt.
241. If, for whatever reason, the initiation of a candidate does not take place within twelve months of his election, that election shall no longer be valid.
242. No Lodge shall initiate a candidate until the minute relating to his election has been confirmed at a subsequent regular or emergency meeting. The Grand Master may waive this requirement by dispensation, but not without good cause being shown.
243. Amended QC 6/16
Except by dispensation from the Grand Master, no brother shall propose or second a candidate for initiation in any Lodge unless he has had personal knowledge of the candidate for a period of not less than twelve months, and is prepared to vouch for his character and fitness to become a Freemason.
244. If a candidate for initiation or joining has not resided in the State of Victoria for a period of twelve months immediately prior to his proposition, his candidacy may only proceed upon dispensation being granted by the Grand Master. To assist the Grand Master in making his decision, the Grand Secretary shall inquire as to the potential candidate's character and fitness from the Grand Secretary of the Grand Lodge of any other Australasian territory in which such person previously resided or from the Grand Secretary of such overseas Grand

Lodge (with which this Grand Lodge is in amity) whose jurisdiction covers the former place of residence of the person concerned.

245. If a candidate has a physical handicap, the Lodge to which application is made must refer the matter to the Grand Secretary for discussion with the Grand Master who will determine what adjustments will need to be made to the ceremonial to provide for the comfort of the candidate and for a substantial compliance with the requirements of initiation, passing and raising.
246. The Grand Master shall have the power to disallow the initiation into Freemasonry of any person whatsoever and likewise the power to prohibit the passing or raising of a brother. In exercising this power, a notice, in writing, addressed to the Grand Secretary, shall suffice.
247. When a Lodge receives a proposition for initiation from a person residing in the neighborhood of another Lodge or Lodges within the jurisdiction of Grand Lodge, the Secretary shall at once forward to such Lodge or Lodges by hand or by ordinary mail a notice in the form contained in the Fourth Schedule appended to these Rules. Should the prospective candidate reside in a neighbourhood where several Lodges meet it shall not be necessary to forward the Fourth Schedule to more than four Lodges meeting in that neighbourhood. The notice shall be read in open Lodge at the second time of rising at the first regular meeting after its receipt, and the ballot for the candidate shall not take place until after the expiration of fourteen days from the date of such meeting, or (where the notice is sent to more than one Lodge) from the date of the last of such meetings.
248. Every brother, upon his initiation, or upon joining a Victorian Lodge for the first time, shall be presented with a copy of the Book of Constitutions and his acceptance thereof shall be deemed to imply acceptance of all that is contained therein, including the Uniform Operating Rules for warranted Lodges set out in the Ninth Schedule.

HONORARY AND SPECIAL MEMBERSHIP

249. A brother can be made an Honorary Member of a warranted Lodge only if the Lodge has passed a resolution allowing for the election of this class of member.
250. An Honorary Member must be a subscribing member of another Lodge under the authority of the United Grand Lodge of Victoria, though the Grand Master may, at his discretion, permit the election of an Honorary Member who is affiliated with a Lodge outside Victoria.
251. An Honorary Member who ceases to be a subscribing member of another Lodge (as required by Rule 250) shall immediately forfeit his Honorary Membership.
252. The election or removal of an Honorary Member shall take place in accordance with the resolution of the Lodge, provided that such election or removal shall be decided by ballot and shall be the subject of a Notice of Motion given at a prior meeting of the Lodge
253. An Honorary Member may attend the meetings of the Lodge and partake of its refreshments, but has no other rights or privileges. He cannot hold office or vote in any Lodge of which he is an Honorary Member and is not entitled to take part in discussion, unless by the courtesy of the Lodge.
254. An Honorary Member shall not be registered as such with Grand Lodge and shall not be included in the Lodge's half-yearly returns. His half-yearly contributions to Grand Lodge shall be the responsibility of the other Lodge or Lodges to which he belongs.

255. A brother can be made a Special Member of a warranted Lodge only if the Lodge has passed a resolution allowing for the election of this class of member.
256. The election of a Special Member (or the withdrawal of this status) shall be determined in accordance with the resolution of the Lodge, provided that such election (or the withdrawal of this status) shall be decided by ballot and shall be the subject of a Notice of Motion given at a prior meeting of the Lodge
257. The status of Special Member may only be conferred on a brother who, at the time of his nomination, shall be a subscribing member of that Lodge.
258. A Special Member shall have all the rights and privileges of an ordinary subscribing member. He shall be liable for Lodge dues only to the extent prescribed by the terms of his Special Membership.
259. A Special Member shall be registered as such with Grand Lodge and shall be included in the Lodge's half-yearly returns. His half-yearly contributions to Grand Lodge shall be determined as if he were an ordinary subscribing member of the Lodge.

CERTIFICATES

260. No individual warranted Lodge shall issue a Certificate attesting to Masonic membership or to the attainment of a particular degree. The issue of such Certificates is the province of Grand Lodge. Individual warranted Lodges may only issue Clearance Certificates, as described in Rule 266, or such other Certificates as are mentioned in these Rules.
261. Amended QC 12/16
- Every brother shall be entitled to a Grand Lodge certificate following his completion of a Third Degree education module approved by the **Masonic Council** or its delegate, and upon his being registered in the books of Grand Lodge. The Lodge shall apply for the issue of the certificate and pay the prescribed fee.
262. Although Grand Lodge Certificates are not normally issued to attest to a brother's status as an Entered Apprentice or a Fellow Craft, Grand Lodge will issue such Certificates provided that
- a) the application for such a Certificate is forwarded by the Secretary of an individual warranted Lodge, together with such fee as may be required;
 - b) the Lodge Secretary, in the application, sets out acceptable reasons for the issue of such a Certificate;
 - c) the brother concerned has completed the approved educational module pertaining to the degree for which a Certificate is sought.
263. A brother who has been issued with a Certificate attesting to his status as an Entered Apprentice may, on being passed and having completed the approved educational module associated with the Second Degree, apply through his Lodge Secretary to have the Certificate upgraded. No charge shall apply in such a case. A brother who has been issued with a Certificate attesting to his status as a Fellow Craft shall, on being raised and having completed the approved educational module associated with the Third Degree, be entitled to a Grand Lodge Certificate as otherwise provided for in these Rules, save that no fee shall be required for the upgrading of his Certificate.
264. Should a Certificate issued by Grand Lodge be lost or destroyed (of which satisfactory proof must be provided in the form of a statutory declaration), the Grand Secretary may issue a duplicate to any brother applying for the same on payment of the prescribed fee.
265. Every brother to whom a Grand Lodge certificate is issued must sign his name in the margin thereof, in open Lodge, or before a brother authorised by the Master, or it will not be valid.

266. Whenever a member shall have resigned his membership and shall have paid all his dues, or satisfied the Lodge in respect thereof, and provided that no charge or complaint is pending against him, he shall be provided with a Clearance Certificate (for which no charge shall be made) in the form set out in the Eighth Schedule. This Certificate must be produced and noted before a vote can be taken for his admission as a member of any other warranted Lodge. If the vote is favourable, the Certificate shall be endorsed with a memorandum in the form set out in the Sixth Schedule. Such memorandum shall be signed by the Master and Secretary and the certificate shall be returned to the member.

UNIFORM OPERATING RULES

267. Each warranted Lodge shall be bound by the Uniform Operating Rules set out in the Ninth Schedule appended to this document. The presentation of the Book of Constitutions to each Worshipful Master, at his Installation, shall imply his acceptance of all that is contained therein, including the Uniform Operating Rules.

268. Individual warranted Lodges may pass additional resolutions, following due notice of motion, to govern such internal procedures as are not covered by the Uniform Operating Rules. Such resolutions may not be in any way incompatible with the tenets and principles of Freemasonry or with any provision of this Book of Constitutions (including the Uniform Operating Rules set out in the Ninth Schedule). Any such resolutions passed by a Lodge shall be recorded in a separate book kept by the Secretary for that purpose.

269. Each warranted Lodge shall resolve at which meeting it will conduct the requisite annual elections for its Master, Treasurer, Tyler and Auditors. This resolution shall be recorded in the book referred to in Rule 268. If no such resolution is passed, these elections shall be held at the second regular meeting prior to the date of Installation.

THE LODGE OF TRANSITION, No.0

270. The Lodge of Transition, No.0, shall be exempted from the provisions of these Rules relating to the election and installation of Master and the appointment of officers. The Grand Master shall appoint a brother, being at least of the rank of Past Master, to serve in the capacity of Master of the Lodge of Transition. This appointment shall be made annually at the time of the Grand Installation and a brother so appointed may serve for two consecutive terms. An Installation ceremony shall not be required.

271. The Lodge of Transition, No.0, shall have two officers other than the Master, namely a Treasurer and a Secretary. The Treasurer shall be the incumbent Grand Secretary and the Secretary shall be an employee of Grand Lodge nominated by the Grand Secretary. These officers shall not require investiture.

272. Any cheques drawn on the account of the Lodge of Transition, No.0, shall be signed by any two of the Lodge's officers.

273. The Lodge of Transition, No.0, shall be exempted from all Rules relating to the functioning of an individual warranted Lodge and shall operate according to procedures and principles stipulated from time to time by the Grand Master and the **Masonic Council**.

OFFENCES AND SANCTIONS

274. If a brother has been charged with a criminal or Masonic offence which the Grand Master deems serious enough to warrant such action, the Grand Master may suspend the brother pending the outcome of the relevant legal or Masonic proceedings. This suspension shall remain in force until the **Masonic Council** has considered the Masonic implications of the matter and made a ruling as to the brother's status.

275. Individual warranted Lodges have the power to impose the following sanctions when it has been determined that a brother has committed a specific offence or has conducted himself in a manner deemed unmasonic or likely to bring discredit to his Lodge or Freemasonry –
- a) admonition;
 - b) fine;
 - c) temporary suspension of privileges;
 - d) exclusion for a specific period of time;
 - e) indefinite exclusion.

If a fine is imposed, it shall be according to a scale determined from time to time by the **Masonic Council**. Any fines so imposed shall be paid into the Benevolent Fund of Grand Lodge.

Suspension shall not require notice of motion and may be imposed automatically, if these Rules require it, or by a simple majority of brethren in attendance at a Lodge meeting. Suspension (unless otherwise defined in these Rules) shall be for the balance of the meeting at which the sanction is imposed, and shall apply only to the Lodge concerned.

Exclusion is elsewhere defined in these Rules.

276. Any brother who has been excluded or otherwise disciplined by his Lodge and believes that he has been dealt with unfairly or improperly has the right to be heard by the **Masonic Council**. The **Masonic Council** may request its Complaints Committee to act on its behalf in such matters.

277. Should the Grand Master be satisfied that any brother has been improperly or unfairly excluded from his Lodge, or otherwise suffered an infringement of his Masonic privileges, he may order that he be reinstated, and may suspend, until the next ensuing Quarterly Communication, any Lodge failing to comply with his instruction

278. As stated in Rule 275, every Lodge has the power to exclude a brother for sufficient cause, for an indefinite period, or temporarily for such definite period as the Lodge may decide, provided that fourteen days notice in writing of the complaint made against him, and of the time appointed for its consideration, be sent either personally by hand or by regular mail to his last known address, when he may attend and be heard. This power of exclusion can only be exercised by an affirmative vote of not less than two-thirds of the members present.

279. Any brother who is for any reason the subject of exclusion recorded by the Supreme Grand Chapter of Royal Arch Masons of Victoria, or the United Grand Lodge of Mark Master Masons of Victoria, shall, by virtue of such exclusion, be excluded automatically from any Lodge of which he is a member until the exclusion imposed shall be removed.

280. If any member shall be excluded from his Lodge he shall, during the period of such exclusion, cease to be a member thereof and be deprived of all Masonic privileges and shall not be eligible to join another Lodge.
If such member shall at the time of his exclusion be a member of another Lodge or Lodges, unless an appeal to the **Masonic Council** is pending, he shall also cease to be a member of such other Lodge or Lodges to which he may belong.
If an appeal to the **Masonic Council** is disallowed, his exclusion shall immediately take force in any other Lodge or Lodges to which he may belong.

Every Lodge of which an excluded brother ceases to be a member as provided for above shall in its return to Grand Lodge state that the member was excluded and shall give the name of the Lodge which excluded him and the date of the exclusion. Whenever a member shall be excluded or an exclusion shall be removed by effluxion of time or otherwise the Lodge shall immediately report the same to the Grand Secretary giving the cause of exclusion or the reason for its removal.

281. If a brother has been excluded by his Lodge for a specific period of time, the effluxion of that time shall entitle the brother to request his reinstatement. If a brother has been excluded indefinitely, the exclusion can only be lifted after notice of motion has been given at a regular meeting of the Lodge and a vote taken at a subsequent regular meeting. For such a motion to be passed, a three-fourths majority of qualified voters in attendance shall be required.

282. No brother who has been excluded shall resume his membership of a Lodge of which he was formerly a member or be eligible to apply for membership of another Lodge until the exclusion has been lifted, either by the effluxion of time or by the vote of the Lodge which excluded him. Such a brother's resumption of membership shall be subject to the provisions of Rule 222.

283. If a member of a Lodge shall resign, be excluded, or from any other cause cease to be a member, the Lodge may nevertheless investigate any charge or complaint which was pending against him at the time when he ceased to be a member, or any charge or complaint which may afterwards be brought against him in respect of an offence alleged to have been committed by him before he ceased to be a member. Upon the conclusion of the investigation the Lodge shall immediately transmit to the **Masonic Council** a written report. The **Council** shall then determine whether further inquiries should be made and shall take such action as it sees fit.

284. If any brother behaves in Lodge in such a manner as to disturb the harmony of the Lodge, he shall be formally admonished by the Master; and if he persists in his irregular conduct he shall be punished by further admonition, fine, or suspension for the remainder of the meeting, according to the opinion of the majority of the members present, or the case may be reported to the **Masonic Council** to be dealt with by its Complaints Committee.

285. If a Lodge becomes aware that one of its members has been concerned in admitting men into Freemasonry clandestinely, or at a Lodge which is not a regular Lodge, or for small and unworthy considerations, or who has assisted in forming a new Lodge without the Grand Master's authority, the Lodge shall immediately suspend such member and submit a report in writing to the **Masonic Council**. For the purposes of this Rule, suspension shall preclude the brother from attending his own or any other Lodge and shall remain in force until the **Masonic Council** has dealt with the matter.

286. No brother shall disclose or purport to disclose to any person how he or any other brother has voted on the taking of any ballot in a Lodge or cause or induce or attempt to cause or induce any brother to disclose to him or any other person how such brother or any other brother has voted on the taking of such a ballot. A brother offending against this Rule shall be dealt with by his Lodge and shall be subject to admonition, fine or suspension.

287. No brother shall print or publish or communicate to any person for the purpose of printing or publication any of the business or proceedings of any Lodge or other Masonic gathering (except such gathering as members of the public are entitled to attend), or any matter or thing discussed therein without the consent of the Grand Master, or print or publish, or cause to be printed or published, anything which by Masonic law or custom should not be published. Nor shall any brother publish or circulate any document relating to any case of Masonic complaint before the regularly constituted authorities, until after final adjudication thereon, and then only if the same be proper to be published according to Masonic law or custom. This law does not extend to furnishing copies of documents for the use of any **Council** or Committee investigating such case of Masonic complaint, provided the same are sent through a Lodge Secretary, the Grand Secretary, or the Secretary of such **Council** or Committee respectively, nor to the writing, printing, or publishing of any notice or summons issued to the members of a Lodge by the authority of the Master. The expression "publish", as used in this Rule, shall include all forms of electronic publication.

A brother alleged to have contravened this Rule shall be reported to the **Masonic Council**, to be dealt with by its Complaints Committee.

288. It is a Masonic offence -

- a) If a brother has been convicted or found guilty of a serious offence; OR
- b) If, having been found guilty of any other offence he has been sentenced to imprisonment for that offence; OR
- c) If any brother being a member of a Lodge to which a proposition is submitted by a candidate for initiation into that Lodge or being a referee to the candidate in such proposition, be aware that the candidate has pleaded guilty to or been convicted or found guilty of a serious offence or other offence in respect of which he has been sentenced to imprisonment, and has not disclosed his knowledge to the Worshipful Master or Secretary of the Lodge before the ballot in respect of that candidate is taken.
- d) If a brother is guilty of conduct or behaviour which is in serious violation of his Masonic obligations or in serious breach of the laws, rules and regulations of Freemasonry or the standard of conduct or behaviour reasonably to be expected of a Freemason.

If it is alleged that a brother has committed a Masonic offence within the meaning of paragraph (a) or (b) above he shall be suspended immediately and reported to the **Masonic Council** by the Lodge of which he was a member at the time of his conviction. For the purposes of this Rule, suspension shall preclude the brother from attending his own or any other Lodge or Masonic gathering and shall remain in force until the **Masonic Council** has dealt with the matter.

If it is alleged that a brother has committed a Masonic offence within the meaning of paragraph (c) or (d) above and if the allegation is made to a Lodge of which he is a member, the Lodge shall examine the allegation as soon as practicable and if it forms the view that he has committed such an offence he shall be reported to the **Masonic Council** by that Lodge.

Any Lodge failing to report any such matter within one month after it forms the view that the offence has been committed shall be subject to disciplinary action by the **Masonic Council**.

LOGGES OF INSTRUCTION

289. Upon petition by a Lodge, or by a number of brethren from two or more Lodges, the Grand Master may issue a licence for the establishment and conduct of a Lodge of Instruction. The licence will state the approved meeting place and meeting schedule. Any Lodge of Instruction established under this Rule shall be known by a name approved by the Grand Master and by a number assigned to it.

290. Brethren shall not meet together for formal Masonic instruction other than at a Lodge of Instruction or while participating in an approved course, seminar or other activity under the auspices of Grand Lodge, a Senior Grand Officer or a District Co-ordinator. This rule does not apply to the brethren of an individual warranted Lodge who may be called together by their Master for the purposes of rehearsal, nor does it preclude brethren coming together informally to improve their ritual and ceremonial work.
291. The members of a Lodge of Instruction shall all be members of a Lodge warranted by the United Grand Lodge of Victoria.
292. The instruction given in any Lodge of Instruction established under Rule 289 will accord with the Ritual of the United Grand Lodge of Victoria and with such manuals of ceremonial procedure as may be approved and published by the United Grand Lodge of Victoria from time to time.
293. Amended QC 12/16
Lodges of Instruction shall operate under the supervision of the Grand Secretary who may visit any Lodge of Instruction with or without notice. The Grand Secretary may authorise another Grand Officer to make such a visit on his behalf and may issue printed instructions for the conduct of Lodges of Instruction.
294. The Grand Master may at any time revoke the licence of a Lodge of Instruction or suspend its operation for a period of time.
295. Each licensed Lodge of Instruction shall be bound by the Uniform Operating Rules for Lodges of Instruction set out in the Tenth Schedule appended to these Rules.
296. Individual licensed Lodges of Instruction may pass additional resolutions to govern such internal procedures as are not covered by the Uniform Operating Rules for Licensed Lodges of Instruction.

Such resolutions may not be in any way incompatible with the tenets and principles of Freemasonry or with any provision of this Book of Constitutions (including the Uniform Operating Rules set out in the Tenth Schedule). Any such resolutions passed by a Lodge of Instruction shall be recorded in a separate book kept by the Secretary for that purpose.
297. Each Lodge of Instruction shall keep proper minutes and financial records and shall provide them upon request for examination by the Grand Master or the **Masonic Council**.
298. Any proposed change of meeting place or meeting schedule of a Lodge of Instruction is subject to the approval of the Grand Master.
299. Each Lodge of Instruction shall be presided over by a Lecture Master and Deputy Lecture Master elected by the members in accordance with the Uniform Operating Rules and any relevant resolutions of the Lodge of Instruction. The brethren so elected must be at least of the rank of Past Master. The names of these brethren shall be submitted each year to the Grand Master for his approval.

See new Rules 300-339

340. At its first meeting in each Masonic year, the **Masonic Council** shall, as stipulated in Rule 324, appoint a Complaints Committee and a Complaints Review Committee. Each Committee shall have a membership of six brethren who shall rank, at least, as Master Masons.
341. Amended QC 12/16
The following brethren are ineligible for appointment to either the Complaints Committee or the Complaints Review Committee –
- a) the Grand Master;
 - b) the Pro Grand Master;
 - c) the Deputy Grand Master;
 - d) the Grand Chaplains;
 - e) the Grand Registrar;
 - f) the Grand Secretary;
 - g) the members of the **Masonic Council and Commercial Council**.
- a member of any other of the committees of the **Masonic Council**.
- No brother may serve on both the Complaints Committee and the Complaints Review Committee.
342. Each of the Committees shall, on the first occasion on which it convenes, elect a Chairman and Deputy Chairman.
343. A brother or an individual warranted Lodge having a difference or complaint that cannot be accommodated privately may have direct access to the Complaints Committee.
A brother or Lodge having such difference or complaint must express the difference or complaint in writing and deliver that document to the Grand Secretary, together with any supporting material.
344. Amended QC 12/16
The Grand Secretary shall promptly and confidentially deliver the material supplied by the complainant to the Chairman of the Complaints Committee, and shall advise the Chair of the **Masonic Council and the Grand Registrar** that the complaint has been made.
345. If the complaint derives from a non-Masonic source and the Grand Secretary is unable to resolve the complaint, he shall follow all procedures set out in Rule 344 and inform the complainant of the steps that he has taken.
346. Each of the Complaints Committee and the Complaints Review Committee may
- a) inform itself by any means it chooses;
 - b) call brethren or the officers of Lodges to appear before it;
 - c) have regard to anything that it considers relevant to the matter before it;
 - d) regulate its own procedures, provided that they do not infringe the principles of natural justice or any Masonic rule or regulation.
347. Whenever a matter is brought forward for consideration by either Committee, the Chairman shall nominate a panel of three to adjudicate the matter. The panel shall always include either the Chairman or the Deputy Chairman, who shall chair the panel.

348. A member of the Complaints Committee or the Complaints Review Committee shall declare himself unable to be nominated to a panel if he is a member of a Lodge, or other Masonic body other than Grand Lodge, to which the complainant or the brother complained against belongs or belonged. He shall likewise declare himself unable to be nominated if he has a family or business relationship or close friendship with any of the parties to the matter or if he has previously participated in the events which have brought the matter before the Committee.
349. If the number of available committee members is insufficient for the formation of a panel, the Chair of the **Masonic Council** may nominate temporary Committee members.
350. The Grand Registrar and the Grand Secretary may attend any or all meetings of panels established under Rule 347. They shall attend in their official capacities and give advice, but shall not participate in the making of decisions.
351. A brother or a Lodge being dissatisfied with a determination of the Complaints Committee may appeal to the Complaints Review Committee. If he chooses to appeal, he must state the grounds of his appeal in writing and deliver this document, with any supporting material, to the Grand Secretary within twenty-one days of the making of the determination against which he is appealing. The Grand Secretary shall promptly and confidentially deliver the material supplied by the appellant to the Chairman of the Complaints Review Committee, and shall advise the Chair of the **Masonic Council** that the appeal has been lodged.
- A brother who has lodged an appeal shall not attend his own Lodge or any other Masonic meeting until the matter has been resolved.
352. Each of the Complaints Committee and the Complaints Review Committee may:
- dismiss a complaint, or
 - admonish a brother or a Lodge, or
 - alter or reverse a decision or ruling of a brother exercising authority or of a Lodge, or
 - fine a brother or a Lodge, or
 - suspend or exclude a brother for a specified period, or remove a suspension or an exclusion, or
 - recommend to Grand Lodge (via the **Masonic Council**) that a brother be expelled, or recommend to Grand Lodge (via the **Masonic Council**) that a Lodge be erased, or
 - recommend to the **Masonic Council** another course of action which to the committee seems appropriate in the circumstances, or
 - combine any of the above.
- If a fine is imposed, it shall be according to a scale determined from time to time by the Masonic Council. Any fines so imposed shall be paid into the Benevolent Fund of Grand Lodge
353. The Complaints Review Committee may also:
- confirm a determination of the Complaints Committee, or
 - set aside a determination of the Complaints Committee, or
 - substitute its own determination.
354. A determination of the Complaints Committee is final and binding on all parties unless altered or reversed by the Complaints Review Committee, and a determination of the Complaints Review Committee is final and binding on all parties.
355. Determinations of the Complaints Committee and the Complaints Review Committee shall be committed to writing and transmitted promptly by the Grand Secretary to the President of the **Masonic Council**. The Grand Secretary shall likewise cause any recommendation for expulsion of a brother or erasure of a Lodge (unless overturned on appeal) to be placed on the agenda of the next scheduled Quarterly Communication of Grand Lodge.
356. No determination of either the Complaints Committee or the Complaints Review Committee may infringe
- the exercise of a traditional or inherent power by the Grand Master himself, or
 - a resolution of Grand Lodge.

357. The **Commercial and Masonic Council** may recommend to Grand Lodge whatever it shall consider necessary or advantageous to the welfare and good government of the Craft, or the better regulation of Grand Lodge, and the arrangement of its general transactions.
358. **The Grand Secretary shall be responsible for the conduct of the correspondence of** Grand Lodge, its warranted Lodges and affiliated brethren, and with sister Grand Lodges with which it is in amity.

Rules 359 – 386 Deleted QC 9/14
MASONIC ATTIRE AND REGALIA

387. The Grand Master may, from time to time, issue instructions as to the attire which Freemasons should wear to evening or daylight Lodges. He may also determine what constitutes “summer dress”.
388. The Grand Master may, from time to time, issue instructions as to the correct attire for Present or Past Grand Officers when attending various Masonic functions. Such instructions may stipulate whether “full-dress” or “undress” regalia is requisite or permissible.
389. No brother shall be admitted into Grand Lodge or any individual warranted Lodge unless wearing an apron appropriate to his current rank or to a rank which he has previously held.
390. No brother shall appear in a public procession or at a public function wearing any component of Masonic regalia unless with the express permission of the Grand Master.
391. Amended QC 9/17
- Only jewels and emblems which appertain to Craft Freemasonry (as defined in Rule 2) the Degree of the Mark Master Mason and the Supreme Order of the Holy Royal Arch may be worn in Grand Lodge or any individual warranted Lodge; save that
- a) the 50-year jewel (or a jewel recognising a longer period of service) may be worn at any time;
 - b) the jewel of the Grand Master’s Order of Service may be worn at any time;
 - c) a jewel received in recognition of services to a Lodge, to the former Freemasons Hospital or to Royal Freemasons Limited (or the former Royal Freemasons’ Homes) may be worn at any Lodge meeting, except by Grand Officers in full-dress regalia;
 - d) a jewel struck to commemorate a significant anniversary within a Lodge (provided that it has been approved by the Grand Master)) may be worn at any Lodge meeting, except by Grand Officers in full-dress regalia.

The Grand Master may vary the requirements of this Rule by means of dispensation.

392. The distinction between “full-dress” and “undress” regalia applies only to Present and Past Grand Officers.
- Full-dress regalia consists of a full-dress apron, together with full- dress collar or chain, jewel of office and gauntlets (as described in these Rules).
- Undress regalia consists of undress apron and undress collar, with jewel of office attached.
- As an alternative to undress regalia, it is acceptable that the full-dress apron be worn without collar.
- If a Present or Past Grand Officer is attending his own Lodge, in which he is an elected or appointed officer, he may wear either the full-dress or the undress apron with the collar of the office which he holds.

APRONS – FULL-DRESS REGALIA

393. The full-dress apron shall consist of a plain white rectangular lamb skin (or like material) 360-400 millimetres wide, 300-360 millimetres deep, with garter blue lining, edging of garter blue ribbon 100 millimetres wide, having edged on each side thereof a border of gold braid 15 millimetres wide, fringe of gold bullion or thread of a like gold colour to be on the lower three sides, and gold tassels. The fall to be of garter blue with edging of gold braid 15 millimetres wide, and with gold bullion or thread of a like gold colour fringe on the lower sides. The waist band to be of garter blue or black elastic or ribbon.

Grand Officers who are Masters or Past Masters shall wear Master's Emblems in gold or gilt in addition to appropriate insignia as specified hereunder

Grand Officers who are Master Masons shall wear three garter blue rosettes in addition to the appropriate insignia specified hereunder.

The full-dress apron of the Grand Master shall have its garter blue edging and fall ornamented with a fern leaf design. The full-dress aprons of the Pro Grand Master, Past Grand Masters and Past Pro Grand Masters shall be similarly ornamented.

The full-dress apron of the Deputy Grand Master and Past Deputy Grand Masters shall have the fern leaf ornamentation on the three edges, but not on the fall.

APRONS – UNDRESS REGALIA

394. The undress apron for all Present and Past Grand Officers shall be identical to the full-dress apron in size and garter blue edging. It shall, however, be devoid of gold braid, fringe or fern leaf ornamentation. The waist band to be of garter blue or black elastic or ribbon.

Grand Officers who are Masters or Past Masters shall wear Master's Emblems in gold or gilt, or embroidered in gold or garter blue thread in addition to appropriate insignia as specified hereunder.

Grand Officers who are Master Masons shall wear three garter blue rosettes in addition to the appropriate insignia specified hereunder.

APRON INSIGNIA – PRESENT AND PAST GRAND OFFICERS

The apron insignia of all except the Grand Master, Pro Grand Master, Past Grand Masters, Past Pro Grand Masters and Grand Stewards shall be displayed within a fern wreath with string tie at the base. All Grand Officers' insignia shall be embroidered or in the form of a gold or gilt badge in the centre. The insignia appropriate to each Present or Past Grand Officer is as follows –

- Grand Master – a blazing sun.
- Pro Grand Master – as for the Grand Master.
- Past Grand Masters – as for the Grand Master.
- Past Pro Grand Masters – as for the Grand Master.
- Deputy Grand Master – Compasses extended 45° and square united with a five-pointed star in the centre.
- Past Deputy Grand Masters – as for the Deputy Grand Master, but without the five-pointed star.
- Senior Grand Warden – the level.
- Junior Grand Warden – the plumb rule.
- –.
- Grand Secretary – two pens in saltire, tied by a ribbon.

- Grand Chaplains – a book with a triangle surmounting a glory.
- Grand Treasurer – a chased key.
- Grand Registrar – a scroll with seal appended.
- Grand Superintendent of Philanthropy – the arms and supporters of Grand Lodge.
- Grand Superintendent of Membership – clasped hands.
- Grand Superintendent of Works – a semi-circular protractor.
- Grand Inspector of Workings – the square, level and plumb rule.
- Grand Superintendent of Communication – a lectern.
- Grand Superintendent of Education – a flaming torch.
- Grand Director of Ceremonies – two rods in saltire, tied with a ribbon.
- Grand Director of Music – a lyre surmounted by a rod.
- Grand Organist – a lyre.

- Grand Herald – two trumpets in saltire.
- Grand Pursuivant – arms of the Grand Lodge, surmounted by a sword and rod saltire-wise.
- Grand Deacons – a dove and olive branch.
- Grand Sword Bearers – two swords in saltire.
- Grand Standard Bearers – two staves in saltire, tied by a ribbon, flowing from the dexter and sinister a standard of the arms of Grand Lodge.
- Grand Stewards – a cornucopia between the legs of a pair of compasses extended 45° upon an irradiated gold plate, on which the wording “United Grand Lodge of Antient, Free and Accepted Masons of Victoria” appears.
- Grand Lodge Organists – a lyre.
- Grand Lodge Heralds – two trumpets in saltire.
- Grand Tyler – a sword, with blade pointing downwards.
- Grand Director of Music (MM) – a lyre.

Unless otherwise provided for (e.g. in the case of Past Deputy Grand Masters), Past Grand Officers shall wear the apron insignia of the equivalent Present Grand Officer.

Deputy or Assistant Grand Officers (below the rank of Past Deputy Grand Master) shall have the same apron insignia as the substantive Grand Officer, incorporating the word “Deputy” or “Assistant”, as appropriate.

APRONS GENERALLY

The apron of an Entered Apprentice shall consist of a plain white rectangular lamb-skin or cotton or linen cloth 360-400 millimetres wide and 300-360 millimetres deep, with fall without ornament and with white tie strings.

397. The apron of a Fellow Craft shall be similar to that of an Entered Apprentice, with the addition only of a sky-blue rosette in each of the bottom angles.
398. The apron of a Master Mason shall consist of a plain white rectangular lamb-skin (or like material) of similar dimensions to that of the Entered Apprentice, with fall, with sky-blue ribbon not more than 50 millimetres deep, and with sky-blue rosettes on the fall and in each bottom angle, and silver tassels. The waist-band to be of sky- blue or black elastic or ribbon.
399. The apron of a Master or Past Master shall be similar to that of a Master Mason, but without the three rosettes. In their place shall be placed three sets of perpendicular lines upon horizontal lines (thereby forming three sets each of two right angles). The length of the horizontal lines is to be 65 millimetres each, and of the perpendicular lines 25 millimetres each. These emblems are to be of silver or ribbon, of the same colour as the lining and edging of the apron, 12 millimetres broad.

CHAINS AND COLLARS – FULL DRESS REGALIA

Amended QC 9/14

Present Grand Officers (as well as Past Grand Masters, Past Pro Grand Masters and Past Deputy Grand Masters) shall, when wearing full-dress regalia, wear a chain collar (as depicted in the appendix to these Rules).

The chain collars of the Grand Master and Past Grand Masters, and the Pro Grand Master and Past Pro Grand Masters shall incorporate nine stars.

The chain collars of the Deputy Grand Master and Past Deputy Grand Masters shall incorporate seven stars.

The chain collars of the Present Grand Officers listed below shall incorporate five stars:

- Grand Wardens
-
- Grand Secretary
- Grand Chaplains
- Grand Treasurer
- Grand Registrar
- Grand Superintendent of Philanthropy
- Grand Superintendent of Membership
- Grand Superintendent of Works
- Grand Inspector of Workings
- Grand Superintendent of Communication
- Grand Superintendent of Education
- Grand Director of Ceremonies
- Grand Director of Music

The chain collars of all other Present Grand Officers shall incorporate three stars.

All Past Grand Officers, below the rank of Past Deputy Grand Master, shall, when wearing full-dress regalia, wear collars of garter blue ribbon, 100 millimetres broad, edged all round with gold braid, with fern leaves embroidered in gold bullion or thread of like colour on each breast and with a double bow embroidered in like manner centrally above the jewel of their respective offices attached to the inverted apex.

District Co-ordinators shall, when wearing full-dress regalia, wear collars of red ribbon, 100 millimetres broad, edged with gold braid with fern leaves embroidered in gold bullion or thread of like gold colour.

COLLARS – UNDRRESS REGALIA

401. The collars worn with undress regalia by all Present and Past Grand Officers shall be of plain garter blue ribbon 100 millimetres broad, and with the jewel of office in gold attached. Gold braid 6 millimetres wide may be worn vertically from edge to edge above the jewel with a domed button in the centre of the braid.

REGALIA – GRAND CHORISTER

402. A Grand Chorister, while acting in this capacity, shall wear the apron to which his rank entitles him. He shall also wear a collar of maroon ribbon, 100 millimetres broad, with silver braid 6 millimetres wide vertically from edge to edge above the jewel, with a domed button in the centre. The collar jewel of a Grand Chorister is, in silver, a lyre on which is surmounted a treble clef with two notes in staff notation.

If the Grand Chorister is a Past Grand Officer, the apron may be either the full-dress apron or the undress apron, as the occasion requires. The collar is the same, whichever apron is worn.

REGALIA – ASSISTANT HERALD

403. An Assistant Herald, while acting in this capacity, shall wear the apron to which his rank entitles him. He shall also wear a collar of green, 100 millimetres broad, with silver braid 6 millimetres wide vertically from edge to edge above the jewel, with a domed button in the centre. The collar jewel of an Assistant Herald is, in silver, two trumpets in saltire.

If the Assistant Herald is a Past Grand Officer, the apron may be either the full-dress apron or the undress apron, as the occasion requires. The collar is the same, whichever apron is worn.

COLLARS – INDIVIDUAL WARRANTED LODGES

404. The collars of officers of individual warranted Lodges shall be sky- blue ribbon, 100 millimetres broad; if silver chain be used, it must be placed over and in the centre of the sky-blue ribbon. Silver braid or lace 6 millimetres wide may be worn vertically from edge to edge above the jewel with a domed button in the centre of the braid. The collars of the officers of individual warranted Lodges are to be worn only in their own Lodges, or when representing their Lodges as Masters and Wardens in the Grand Lodge or Sister Lodges.

Immediate Past Masters of individual warranted Lodges shall be entitled to wear collars of sky-blue ribbon, 100 millimetres wide, with silver braid 6 millimetres wide in the centre.

COLLAR JEWELS - PRESENT AND PAST GRAND OFFICERS

405. The collar jewels of Present Grand Officers shall be of gold or gilt metal and shall conform in design to the descriptions and illustrations appended to these Rules. The collar jewels of all Grand Officers ranking below the Junior Grand Warden (with the exception of Grand Stewards and the Grand Tyler) shall be displayed within a ring of fern leaf design. The collar jewels of Grand Stewards and the Grand Tyler shall be surrounded by a circle on which the words "United Grand Lodge of Antient, Free and Accepted Masons of Victoria" are shown in bas-relief.

The collar jewel of a District Co-ordinator shall be of the same pattern as that of the Grand Secretary, but with a superimposed bar with the word "District", followed by the number of the District – e.g. "District 101".

The collar jewels of Assistant and Deputy Grand Officers shall be of the same pattern as the substantive Grand Officer, but shall display the words "Deputy" or "Assistant" as appropriate. This Rule does not apply to the Deputy Grand Master, who has his own distinctive jewel.

406. The collar jewels of Past Grand Officers, with the exception of Past Grand Stewards, shall conform in design with those of the equivalent Present Grand Officer, but shall be displayed on a blue enamel medal, oval in shape.

The collar jewel of a Past Grand Steward shall be of a design similar to that of a Grand Steward, but without the irradiated gold plate. It shall be displayed on a blue enamel medal.

This rule does not apply to Past Deputy Grand Masters, who have their own distinctive jewel.

COLLAR JEWELS – INDIVIDUAL WARRANTED LODGES

407. The following are the collar jewels appropriate to the officers of individual warranted Lodges. They shall be of a silver colour.
- Master – the square.
 - Past Master – the square with the diagram of the 47th proposition of the First Book of Euclid engraved on a silver plate pendant within it.
 - Senior Warden – the level.
 - Junior Warden – the plumb rule.
 - Chaplain – a book with a triangle surmounting a glory.
 - Treasurer – a key
 - Secretary – two pens in saltire, tied by a ribbon.
 - Assistant Secretary – as for the Secretary, but surmounted by a bar bearing the word “Assistant”.
 - Director of Ceremonies – two rods in saltire, tied by a ribbon.
 - Assistant Director of Ceremonies – as for the Director of Ceremonies, but surmounted by a bar bearing the word “Assistant”.
 - Almoner – a scrip purse upon which is a heart.
 - Deacons – a dove bearing an olive branch.
 - Organist – a lyre.
 - Choirmaster – a lyre.
 - Inner Guard – two swords in saltire.
 - Stewards – a cornucopia between the legs of a pair of compasses extended.
 - Tyler – a sword.
 - Past Master – the square with the diagram of the 47th proposition of the First Book of Euclid engraved on a silver plate pendant within it.
 - Senior Warden – the level.
 - Junior Warden – the plumb rule.
 - Chaplain – a book with a triangle surmounting a glory.
 - Treasurer – a key
 - Secretary – two pens in saltire, tied by a ribbon.
 - Assistant Secretary – as for the Secretary, but surmounted by a bar bearing the word “Assistant”.
 - Director of Ceremonies – two rods in saltire, tied by a ribbon.
 - Assistant Director of Ceremonies – as for the Director of Ceremonies, but surmounted by a bar bearing the word “Assistant”.
 - Almoner – a scrip purse upon which is a heart.
 - Deacons – a dove bearing an olive branch.
 - Organist – a lyre.
 - Choirmaster – a lyre.
 - Inner Guard – two swords in saltire.
 - Stewards – a cornucopia between the legs of a pair of compasses extended.
 - Tyler – a sword.

COLLARETTE JEWELS

408. The Grand Master may wear a collarette jewel pendant from a garter blue ribbon. He may also authorise any of his Senior Grand Officers to wear such collarette jewels.
409. Recipients of the Grand Master’s Order of Service are entitled to wear their distinctive jewel on a collarette of garter blue ribbon (as noted in Rule 85).

410. There is no general entitlement for Masters of individual warranted Lodges to wear collarette jewels. Such jewels, pendant from a sky blue ribbon, may only be worn if the Grand Master has given specific permission to the Lodge and has approved the design of the jewel.

GAUNTLETS –FULL-DRESS REGALIA

411. Present and Past Grand Officers, when wearing full-dress regalia, shall wear gauntlets of garter blue, edged all round with gold bullion or lace.

The gauntlets of the following Brethren shall display only the jewel of their respective offices: the Grand Master, Pro Grand Master, Past Grand Master, Past Pro Grand Masters.

The gauntlets of present and past Grand Stewards and Grand Tylers respectively may have either the jewel only of their respective offices or a fern wreath embroidered in gold or made from gilded and/or enamelled metal within which shall be depicted the Arms and Crest of Grand Lodge.

The gauntlets of all other Present and Past Grand Officers shall have a fern wreath embroidered in gold or made from gilded and/or enamelled metal within which shall be depicted either the jewel of their respective offices or the Arms and Crest of Grand Lodge. These depictions may either be embroidered or made from gilded and/or enamelled metal.

GAUNTLETS – INDIVIDUAL WARRANTED LODGES

412. In individual warranted Lodges, gauntlets of sky blue, edged all round with 15 millimetres silver braid or lace edging (with or without a cuff or fringe of braid or lace) with the emblem of office in silver, may be worn by the officers.

CHANGES TO THESE RULES

413. No existing rule shall be repealed or altered or any new rule adopted unless notice of motion be given at a Quarterly Communication of Grand Lodge and a consequent motion be duly carried either at the next Quarterly Communication or at any subsequent Quarterly Communication to which its consideration is adjourned. The Grand Secretary shall within five weeks after the Quarterly Communication at which any notice of motion was given, send a copy of that foreshadowed motion to the Secretary of each Lodge on the register of Grand Lodge.

ARMS, CREST AND SUPPORTERS OF GRAND LODGE

414.

The Arms:

Quarterly by a cross Or cotised Gules charged of five six-pointed stars Argent, arranged as in the Southern Cross.

1st of the second three lions passant guardant in pale of the first; 2nd Azure, the stars of the Southern Cross of the third;

3rd of the fourth, a harp of the first, stringed of the third; 4th of the first a lion rampant of the second.

The Crest:

Above the shield is placed a set of compasses extended to 45 degrees with a segment of a circle; at the points and within the compasses an eye within a triangle, both irradiated, the whole being irradiated.

The Support:

Two sprigs of laurel tied with a red riband.

415.

On certificates and elsewhere where the arms are displayed and supporters are required, the Arms and the Crest of the Grand Lodge shall be supported on the left by an Emu, and on the right by a

Kangaroo.

SCHEDULES

NOTE:

The schedules incorporated into this Book of Constitutions are indicative only of the approved wording. Before being implemented they must be properly formatted and presented according to instructions issued from time to time by Freemasons Victoria.

THE FIRST SCHEDULE.

To the M.W. Grand Master of the United Grand Lodge of Antient, Free and Accepted Masons of Victoria.

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

In consequence of this desire, we pray for a warrant of constitution, empowering us to meet as a regular Lodge, at

on the _____ and there to discharge the duties of Freemasonry in a constitutional manner, according to the forms of the Order and the laws of the Grand Lodge; and we have nominated, and do recommend Brother (A.B.) to be the first Master, and Brother (C. D.) to be the first Senior Warden, and Brother (E. F.) to be the first Junior Warden of the said Lodge. If the prayer of this petition be granted, we promise strict obedience to the commands of the Grand Master and to the Laws, Rules and Regulations of the Grand Lodge.”

THE SECOND SCHEDULE FORM A

United Grand Lodge of

Antient Free and Accepted Masons of Victoria

Application for Membership

To the Worshipful Master, Officers and Members of the

..... Lodge No.

I,....., being eighteen

years or older prior to my initiation, acknowledge my belief in a Supreme Being and offer myself as a candidate for Freemasonry

I further:

- affirm that my desire to become a Freemason is absolutely voluntary;
- affirm that no person has unduly influenced me to offer myself as a candidate;
- recognise that Freemasonry is not a means to professional or social advancement;
- am aware that the practice of charity is a central aspect of Freemasonry;
- agree to conform to all lawful authority and abide by all applicable laws, ordinances and regulations of Australia;
- am aware of and accept the financial obligations that will be placed upon me as a member of Freemasonry;
- affirm that the financial obligations of Freemasonry will not cause undue hardship to myself or my dependants;

- understand that failure to fulfil my financial obligations to Freemasonry may result in my exclusion from membership;
- understand that, as a member, failure to act in accordance with the rules, regulations and practices of Freemasonry will also reflect poorly on my proposer and seconder.

Signature of Candidate:

Date:

Candidate's Information

Title (*Mr, Dr, Prof, etc*):

Name in Full:

Post Nominals (*Such as OAM*):

Date of Birth: Age:

Occupation:

Address

Home: Tel:

.....

Business: Tel:

.....

Mobile:

Email 1:

Email 2:

Name of Spouse/Partner (if applicable):

.....

Children (so we can include you in family days focussed on children): Name:

Age:

Name: Age:

Name: Age:

Name: Age:

Emergency Contact

Name:

Telephone: (H) (M)

(W)

Relationship to you:

What is your reason for joining Freemasonry?

.....

.....

.....

.....

How long have you resided in Victoria immediately preceding your application?

Years: Months:

How long have you resided at your present address?

Years: Months:

Have you ever made application to be proposed in any other Masonic Lodge in Victoria or elsewhere? YES / NO

If YES, state name and location:

Were you accepted? YES / NO

Have you ever been convicted of any serious indictable offence or indictable offence or summary offence other than minor traffic offences? YES / NO

If YES, give details of any such conviction including the date

.....

.....

Give the names and addresses of four referees apart from those mentioned in your proposition form from whom enquiries may be made

1)

2)

3)

4)

Give the name and address of your current employer

.....

.....

Give the place or places of your residence during the past ten years with dates

.....

.....

Hobbies / Interests

(So we can put you in touch with Freemasons who may share those interests)

.....

Civic involvement (*Church, local council, scouts, local football team, etc.*)

.....

Boards you belong to (this may assist in the formation of partnerships with our charitable operations and programs)

.....

I declare on my honour that all the information supplied by me on this form is true and correct in every particular.

I authorise Freemasons Victoria to maintain and use personal details supplied by me for the keeping of records and provision of services during my period of membership with the organization.

Signature of Candidate: **Date:**

DECLARATION OF PRIVACY

Freemasons Victoria Pty. Ltd. acknowledges and respects the privacy of individuals. Any information collected by Freemasons Victoria Pty. Ltd. from membership applications, registrations and the like will be used to keep you informed as to the ongoing activities of the organisation and to assist us in improving our services to you. Information collected will be entered into a database that is owned and operated by Freemasons Victoria Pty. Ltd. and this Information will be updated progressively in an effort to keep your personal records accurate. The provision of the information is voluntary, but If this information is not provided, Freemasons Victoria Pty. Ltd. may be unable to process your application, registration or enquiry.

You have a right of access to, and alteration of personal information concerning yourself in accordance with the Information Privacy Act 2000. The Information collected by Freemasons Victoria Pty. Ltd. will be held by Freemasons Victoria Pty Ltd. and will not be communicated to a third party outside Freemasonry without your specific authority.

Please direct any enquiries you may have in relation to this matter to the Grand Secretary.

PROPOSER AND SECONDER

We propose the above-named gentleman as a candidate for Initiation into Freemasonry

Proposer: Lodge No.:

(Print name In Full)

Secunder: Lodge No.:

(Print name In Full)

Dated this day of 20

Proposer's Signature:

Secunder's Signature:

FOR LODGES SECRETARY'S USE ONLY

..... Date 20

..... Date 20

..... Date 20

..... Date 20

..... Date 20

..... Date 20

THE SECOND SCHEDULE FORM B

United Grand Lodge of Antient, Free and Accepted Masons of Victoria.

CONFIDENTIAL INFORMATION to be supplied both by the Proposer and Seconder when submitting a Proposition:

1. Candidate's Name:

.....

2. How long have you known him altogether?

.....

3. How long intimately?

.....

4. Do you know him in business?

.....

5. Do you know him intimately in private life?

.....

6. Would you have any hesitation in introducing him to your home and family circle?

.....

7. What reason, if any, has he expressed to you for desiring to join the Craft?

.....

.....

.....

.....

8. Can you give any special reason why he should be admitted to our Fraternity?

.....

9. Do you know sufficient of his financial affairs to say that he can afford to pay the fees and expenses in connection with Initiation, to pay his dues promptly, also any further sums of money which may be fairly considered to come within the scope of his Masonic obligations without detriment to himself or those dependent on him?

.....

10. Are you satisfied that he understands sufficiently the nature and objects of Freemasonry to realise the seriousness of the obligations he will be required to take upon himself?

- (a) Has he to your knowledge or belief ever been convicted or found guilty of any indictable offence or sentenced to imprisonment for any other offence?
- (b) Is he or has he been to your knowledge or belief a member of any Association, Society, Club, Body or Organisation which you consider is or may be subversive to the civil power or to the interest well-being or peace of the nation? If so give such details as you can.

.....

.....

.....

.....

11. Is he a law abiding citizen and loyal to Queen and Country and does he understand that every Freemason is under an obligation to be such?

.....

12. Does he understand that a Freemason is expected to be of irreproachable character?

.....

13. Is he strictly temperate in all his habits?

.....

14. How did you come to propose/second him?

.....

15. Can you supply any further particulars regarding the general fitness of the candidate?

.....

16. As a record will be kept that you are his proposer/second and thus a sponsor for his character and behaviour, are you fully satisfied that you know him sufficiently well to feel sure you will never regret having introduced him into our Fraternity?

.....

I declare on my Masonic honour that all the information supplied by me on this form is true and correct in every particular.

Signature of Proposer / Second: **Rank:**

Date:

THE THIRD SCHEDULE

To the Master, Officers, and Members of the Lodge No.

I, _____ being a free man and of the full age of eighteen years, do acknowledge my belief in a Supreme Being, and do declare that, unbiassed by the improper solicitation of friends, and uninfluenced by mercenary or other unworthy motive, I freely and voluntarily offer myself a candidate for the mysteries of Freemasonry; that I am prompted by a favourable opinion preconceived of the Institution, and a desire for knowledge; and that I will cheerfully conform to all the antient usages and established customs of the Order. And recognizing that disloyalty is a serious Masonic offence I will conform to every lawful civil authority wherever I may reside and work and uphold and promote the interest and prosperity of my country.

Witness my hand this _____ day of _____ 20

Signed:

Witness: Name and Address of Witness:

.....

.....

.....

THE FIFTH SCHEDULE

To the Master, Officers, and Members of the Lodge No. on the register of the United Grand Lodge of
Victoria.

I, of in the State of Victoria

do hereby solemnly declare that I will adhere to and comply with the existing Laws, Rules and Regulations of the United Grand Lodge of Victoria and to those which may hereafter be promulgated. And I promise due obedience to the Most Worshipful the Grand Master for the time being of the said Grand Lodge.

Dated at this day of 20

(signed) Witness

THE SEVENTH SCHEDULE

PROPOSITION FORM FOR JOINING MEMBER

To the Worshipful Master, Officers and Members

of the _____ Lodge, No. _____

I, _____ of _____

in the State of Victoria, do hereby make application to be admitted as a Joining Member of the above-mentioned Lodge, and I declare as follows:-

1. *The Lodge of which I am a member is
No. _____ on the Register of the Grand Lodge of _____
*The last Lodge of which I was a member was
No. _____ on the Register of the Grand Lodge of _____
2. I have been/was a member of the said Lodge for _____ years.
3. All fees and moneys due by me to any Lodge of which I am or have been a member have been duly paid.
4. I have not been expelled from Freemasonry, nor am I now under any sentence of exclusion or suspension from any Lodge.
5. Since the date of resigning from my previous Lodge:
 - (a) (i) *I have not been convicted or found guilty of any indictable offence or sentenced to imprisonment for any other offence.
 - (ii) *I have not been convicted or found guilty of conduct or behaviour which is in serious violation of my masonic obligations or in serious breach of the Laws, Rules and Regulations of Freemasonry or the standard of conduct or behaviour reasonably to be expected of a Freemason.
 - (b) (i) * I have been convicted/found guilty of an indictable offence.
 - (ii) * I have been sentenced to imprisonment for an offence, not being an indictable offence.
 - (iii) * I have been convicted or found guilty of conduct or behaviour which is in serious violation of my masonic obligations or in serious breach of the Laws, Rules and Regulations of Freemasonry or the standard of conduct or behaviour reasonably to be expected of a Freemason.

*Details of the offence/offences are as follows:

6. My date of birth is _____

7. My occupation is _____

8. My Masonic Rank is

Dated this day of 20

Signature of Applicant

Occupation

Proposed by Bro.

Seconded by Bro.

on the day of 20

* Delete the provisions which are not applicable.

CLEARANCE CERTIFICATE

Issued to — Name.....

Rank.....

Insert here and in Certificate- Entered Apprentice

Fellowcraft or Master Mason.

Initiated in this Lodge

on..... 20

OR

Joined from Lodge No

..... *Constitution,*

on..... 20

Dues paid to.....

Date of Certificate

..... 20

..... *Master*

..... *Secretary.*

Initiated in / Joined The Lodge

THE NINTH SCHEDULE

UNIFORM OPERATING RULES FOR WARRANTED LODGES

1 ***SUPREMACY OF GRAND LODGE***

The members of the Lodge hereby acknowledge the supremacy of the United Grand Lodge of Antient Free and Accepted Masons of Victoria, and agree to obey the laws and regulations contained in the Book of Constitutions and those which Grand Lodge may, from time to time, enact.

2 ***MEETINGS***

The regular meetings of the Lodge shall be held at the time and place recorded with the Grand Secretary. If the Master deems it necessary the Master may fix another time of day.

3 ***EMERGENCY MEETINGS***

When the Master shall convene a Lodge of Emergency, the expenses thereof shall be paid out of the funds of the Lodge; but, if he shall call a meeting at the request and for the convenience of any candidate, brother or brethren, he may at his discretion require such candidate, brother or brethren to pay all or part of the expenses of and associated with the meeting.

4 ***NOTICE OF MEETINGS***

The Secretary shall give not less than seven days notice of each regular, special or emergency meeting by summons to each member and such summons shall clearly state the business to be transacted at the meeting.

5 ***ORDER OF BUSINESS***

Subject to the direction of the Master, the usual order of business shall be as follows:

- 1 Confirmation of Minutes and Business arising from those minutes
- 2 Grand Lodge Correspondence
- 3 General Correspondence and other matters requiring immediate action by the Lodge
- 4 Treasurer's report and passing of accounts
- 5 Consideration of Notices of Motion and the receipt of Notices of Motion
- 6 Ballots for Candidates and joining members
- 7 Conferring of Degrees
- 8 Notice of the Quarterly Communication of Grand Lodge
- 9 Propositions for new Candidates and Joining Brethren

6 **CHANGE OF ADDRESS OF MEMBERS**

Any member changing his address shall at once notify the Secretary in writing.

7 **CONDUCT OF BUSINESS**

At the first stroke of the Master's gavel strict silence and order shall be maintained in the Lodge. No Brother shall be entitled to speak more than once on any question without express permission from the Master, except the mover who shall be entitled to reply. When any subject is under discussion in the Lodge any brother desirous of speaking thereon shall rise, confine himself to the question and address himself to the Master; no brother shall interrupt the speaker except through the Master. If two or more brethren rise at the same time the Master shall name the brother whom he first observed. All questions in the Lodge, except election of officers and members, shall be decided by the votes of the majority of the brethren present and qualified to vote, except where a ballot is required by the Book of Constitutions or these uniform operating rules. In cases of equality the Master shall have the casting vote in addition to his own vote as a member.

8 **NOTICE OF MOTION**

Every notice of motion shall be given in open lodge and delivered in writing to the Secretary (signed by the mover) to ensure correctness in the minutes and shall be inserted in the summons for the meeting at which it is to be considered.

9 **MINUTES**

Minutes shall either be circulated to members together with the summons for the meeting at which they are to be confirmed or read aloud at the meeting at which they are to be confirmed

10 **ELECTION OF OFFICERS**

The Master for the ensuing year shall be elected from among those of its members who have nominated themselves in writing as candidates for election to the office of Master. Such nominations shall be submitted to the Lodge Secretary as provided in Rule 166 of the Book of Constitutions. In the event that only one nomination is received the brother nominated shall immediately be declared duly elected.

If more than one nomination is received, the Lodge shall proceed to elect its Master by ballot. Such ballot shall take place not later than two regular meetings before the installation meeting. When the specific minute relating to the election of master has been confirmed, the second degree obligation of the Master Elect may be carried out at the regular meeting immediately before the installation meeting. The Master for the time being on this and all occasions when there is an equality of votes shall, in addition to his own, have a casting vote.

The Treasurer, Tyler, two Auditors and elected members of the Planning and General Purposes Committee shall be elected annually no later than the regular meeting immediately before the installation meeting. The Treasurer shall be elected

by ballot, but if one candidate only be nominated he shall be declared elected. The Tyler shall be elected by a show of hands but if one candidate only be nominated he shall be declared elected.

The Master Elect shall be installed and the officers elected and appointed will be invested at the regular meeting recorded with the Grand Secretary for such purpose.

11 **DUTIES OF CERTAIN OFFICERS**

Secretary

The Secretary shall, under the direction of the Master, issue summonses for all meetings of the Lodge and its committees, keep correct minutes of same, conduct the correspondence of the Lodge, and pay over all moneys received by him to the Treasurer as soon as may be practical, taking the Treasurer's receipts for same. He shall keep a correct register of all the members of the Lodge, with the dates of their initiation, passing and raising or joining. He shall prepare the required returns for Grand Lodge and retain copies of same. He shall be ex-officio a member of every committee, and should the Lodge so resolve be exempt from all Lodge subscriptions. He shall ensure that all property belonging to the Lodge is kept insured in its full insurable value through the Grand Lodge Group Insurance Scheme and by such additional insurance policies as the Lodge may consider necessary.

He shall record all resolutions governing the internal procedures of the Lodge in a separate book and shall make such book available for inspection at every Lodge meeting.

Treasurer

An account shall be opened in the name of the Lodge, in such bank or other financial institution as the Lodge may from time to time determine. The Treasurer shall pay into such account, within seven days, all moneys received by him and shall keep financial records in which all accounts of receipts and payments shall be regularly stated, so as to disclose the amount of cash in hand. Such records shall be made available for inspection at every regular Lodge meeting. All payments duly approved in open lodge shall be made by cheque, signed by any two of Master, Treasurer, Secretary or such other member as is resolved by the Lodge. Payments may also be made in cash or by electronic or other legal means whereby funds may be transferred, and for which the Lodge has adopted appropriate protocols. The Treasurer shall prepare for audit the financial statements. A copy of these statements, duly audited, shall be circularised to each subscribing member and submitted for adoption by the 30th September each year or the second regular meeting after the close of the financial year, whichever is the later.

Auditors

The Auditors shall audit the financial statements of the Lodge and of the Social Committee and submit their report at the regular meeting of the Lodge, at which such documents are submitted for adoption.

- 12 ***FEES AND SUBSCRIPTIONS***
The scale of fees shall be as resolved by the members from time to time, in pursuance of notice given at a prior regular meeting. Each member shall pay to the Lodge a further and additional sum each year, at the same time and on the same conditions as he pays the annual subscription, such sum as the Grand Lodge shall from time to time determine. The total amount of this payment and a member's subscription can be referred to as dues. Fees, subscriptions and dues are due and payable on 1 July in every year. The financial year of the Lodge shall terminate on 30 June in every year.
- If any member is a subscribing member of any other Lodge which appears prior to this Lodge on the register of the United Grand Lodge of Victoria, then during the period of his membership of such other Lodge and upon proof to the Secretary of this Lodge of his payment of all dues to the other lodge, he shall not be required to pay to this Lodge the said additional sum.
- 13 ***SPECIAL MEMBERS***
Any member who has rendered valuable service to the Lodge may be elected a Special Member thereof, at a regular meeting, in pursuance of notice given at a prior regular meeting. The provisions of Rules 255 - 259 shall apply to him and the Lodge may waive his Lodge dues in full, or in part, and if the former, may then make application for relief to the Board of General Purposes for payment of the brother's Grand Lodge dues.
- 14 ***HONORARY MEMBERS***
Any Brother may be elected an honorary member at a regular meeting in pursuance of a notice given at a prior regular meeting. The provisions of Rules 249 - 254 shall apply to him.
- 15 ***ARREARS OF DUES***
Any member who is twelve months in arrears shall be written to by the Secretary, informing him thereof and if he does not attend to such notice and pay the dues then owing within one month he may be summoned to show cause why he should not be excluded in accordance with the Book of Constitutions.
- 16 ***CANDIDATES FOR INITIATION***
Before any proposition for initiation shall be made, the form of application set out in the second schedule of the Book of Constitutions shall be completed and signed by the candidate, his proposer and seconder and handed to the Secretary, with a deposit of such an amount of money as the Lodge shall have resolved to be the initiation fee.
- 17 ***BALLOT FOR INITIATION***
The decision of the brethren in respect of each candidate shall be ascertained by ballot. THREE black balls shall exclude but the Lodge may resolve that TWO black balls shall exclude. If the candidate does not present himself for Initiation within 12months after election, the deposit shall be returned and his proposed candidature shall be cancelled. In the event of his rejection the deposit fee shall be refunded.
- 18 ***COMMITTEE OF MEMBERSHIP***
The Master shall appoint a Membership Committee to be responsible for the recruitment, education and retention of members of the Lodge. This Committee will also be responsible to appoint Brethren to a Sub-Committee to be known as the New Members Sub-Committee (previously known as the Committee of Enquiry), to enquire into the character and fitness of each applicant for membership. This Sub-Committee shall report in writing, through the Chairman of the Membership Committee, to the Master the results of its enquiries on such applicants prior to the ballot.
- 19 ***JOINING MEMBERS***
The voting for a joining member shall be in accordance with the Book of Constitutions.
- 20 ***WITHDRAWAL OF CANDIDATES***
Upon confidential communication being made to the Master that a proposed candidate or joining member may be rejected, the Master may allow the proposer to withdraw the nomination of such candidate at any time before his name has appeared on the summons; or, at the request of the proposer and seconder, by the resolution of the Lodge prior to the ballot or vote.
- 21 ***COMMITTEE OF GENERAL PURPOSES, PLANNING COMMITTEE AND OTHER COMMITTEES***
The Committee of General Purposes shall consist of the Master, Wardens, Treasurer, Secretary and/or Assistant Secretary, Director of Ceremonies and Almoner together with at least two Past Masters and two Master Masons elected annually as provided in uniform operating rule 10.
- The Committee is not empowered to make decisions on behalf of the Lodge and shall make recommendations for consideration by the Lodge.

A quorum shall comprise one half of the membership of the Committee including at least three Worshipful brethren.

The Lodge may opt to appoint a separate Planning Committee or may choose to entrust this role to the Committee of General Purposes. If a separate Planning Committee is constituted, it shall consist of the Master, Wardens, Treasurer, Secretary and/or Assistant Secretary and at least two other brethren elected annually as provided in uniform operating rule 10.

A Lodge Planning Committee (if established) is not empowered to make decisions on behalf of the Lodge and shall make recommendations for consideration by the Lodge.

The Lodge may from time to time appoint such other Committees as it may deem necessary.

22 ***LODGE PROPERTY***

The furnishings, regalia and other moveable property of the Lodge is declared to be held by the Master and Wardens for the time being of the Lodge in trust for the use and benefit of the Lodge. No brother shall be party, either directly or indirectly, to acquiring, offering for sale, selling, encumbering or otherwise disposing of any interest in any Masonic property whatsoever without first obtaining the consent in writing of the Board of General Purposes of Grand Lodge. Nothing in this rule shall prevent the disposal of assets pursuant to a resolution of the Lodge to a maximum value of \$150.

23 ***BENEVOLENCE FUND***

Any proportion (if any) of the annual subscription received from each member as is resolved by the Lodge shall be credited to the Lodge Benevolence Fund. All grants of a benevolent or charitable nature by the Lodge may be withdrawn from the Lodge Benevolence Fund pursuant to a resolution of the Lodge from time to time. The Master, in urgent cases, may give a sum not exceeding an amount to be fixed by resolution of the Lodge to a member or his dependants without reference to the Lodge, but the Master shall report on any such action at the next regular meeting of the Lodge.

24 ***DISTRIBUTION OF ASSETS***

Notwithstanding anything contained in these rules, the Lodge is prohibited from making distribution, whether in money, property or otherwise whatsoever, of any assets belonging to the Lodge, to its members, provided however that this rule shall not prevent payment in good faith of remuneration to any officers or servants of the Lodge or of any benevolent payment for which provision is made pursuant to these rules or of a bona fide presentation to any member of the Lodge or his family.

25 ***SOCIAL COMMITTEE***

The Social Committee shall consist of such persons, whether brethren or not, as the Lodge may appoint. The Master, Treasurer and Secretary shall be ex-officio members of this committee and it is desirable that the Junior Warden shall be the President if he is able to take on that office. Particulars of all social activities, together with an estimate of income and expenditure, must be submitted to the Lodge for approval. The Social Committee shall submit annual financial statements of its transactions up to 30 June in each year by the 30 September each year or by the second regular meeting of the Lodge after the close of the financial year, whichever is the later.

The Social Committee may maintain an account titled "... ..Lodge No. ...

Social Committee", with any two of the following officers namely the Master Secretary and Treasurer of the Lodge or such other person as is resolved by the Lodge being authorised to operate the account.

Profits from functions shall be disbursed as the Lodge may from time to time direct.

26 ***MATTERS NOT PROVIDED FOR***

Matters not provided for in these Uniform Operating Rules may be the subject of resolutions passed by the members of the Lodge. Such resolutions may not be in any way incompatible with the tenets and principles of Freemasonry or with any provision of this Book of Constitutions (including the Uniform Operating Rules set out in the Ninth Schedule). Any such resolutions passed by a Lodge shall be recorded in a separate book kept by the Secretary for that purpose.

THE TENTH SCHEDULE

UNIFORM OPERATING RULES FOR LICENSED LODGES OF INSTRUCTION

1. ***SUPREMACY OF GRAND LODGE***

The members of the Lodge of Instruction hereby acknowledge the supremacy of the United Grand Lodge of Antient Free and Accepted Masons of Victoria, and agree to obey the laws and regulations contained in the Book of Constitutions and those which Grand Lodge may, from time to time, enact.

2. ***NAME AND NUMBER OF THE LODGE OF INSTRUCTION***

The Lodge of Instruction shall be known by the name and number shown on the Licence granted by the Grand Master.

3. ***MEETINGS***

The meetings of the Lodge of Instruction shall be held at the times and places designated on the Licence. These times and places may be amended by resolution of the members and any such amendments shall be recorded in the Resolutions Book and forwarded to the Grand Secretary for the approval of the Grand Master.

4. ***OFFICERS***

The officers shall be

- a Lecture Master;
- a Deputy Lecture Master;
- a Secretary;
- a Treasurer.

It shall be permissible for the same brother to act both as Secretary and Treasurer.

5. ***QUALIFICATIONS OF OFFICERS***

Both the Lecture Master and the Deputy Lecture Master shall rank, at least, as Past Masters and must be affiliated with a warranted Lodge under the United Grand Lodge of Victoria. The Secretary and Treasurer shall rank, at least, as Master Masons.

6. ***ELECTION OF OFFICERS***

The members of the Lodge of Instruction shall resolve at which meeting in each year the election of office-bearers shall take place. This resolution shall be recorded in a Resolutions Book.

Nominations for the elective positions shall be received at the meeting next before the elections shall be held.

Voting shall be by show of hands unless the Lodge of Instruction resolves otherwise.

7. ***GRAND MASTER'S APPROVAL***

Immediately after each election, the Secretary shall forward to the Grand Secretary, for the Grand Master's approval, the names and Masonic ranks of the brethren who have been elected as Lecture Master and Deputy Lecture Master. Pending the receipt of the Grand Master's approval, the brethren elected may carry out the duties of their respective offices.

8. ***MEMBERS***

- a) Every member of the Lodge of Instruction must be a Master Mason currently affiliated with a warranted Lodge under the United Grand Lodge of Victoria.
- b) A prospective member may be nominated or may put himself forward for membership at any meeting of the Lodge of Instruction. A vote shall be taken by show of hands, unless the Lodge of Instruction resolves that a secret ballot should be taken. A simple majority of votes shall suffice for the acceptance of a member.

9. ***ORDER OF BUSINESS***

The order of business shall normally be as follows, though such order may be amended or added to by vote of the members present at a meeting:

- Opening of the Lodge of Instruction;
- Reading and confirmation of the minutes of the previous meeting;
- Consideration of correspondence and other general matters;
- Election of members (and, annually, election of office-bearers);
- Treasurer's Report
- Work assigned for the meeting;

- Closing of the Lodge of Instruction.

10. **FEES**

The members of the Lodge of Instruction shall determine what fees shall be payable to the Lodge of Instruction and when these fees shall be due for payment. These decisions shall be recorded in the Minute Book.

11. **WORK**

At each meeting, the Lecture Master, or his Deputy, shall outline the work to be undertaken at the subsequent meeting or meetings. He shall allocate portions of that work to members of the Lodge of Instruction.

12. **DUTIES OF THE SECRETARY**

The Secretary shall keep a faithful record of Lodge of Instruction's proceedings. He shall keep a roll of members, issue all necessary notices, receive all moneys paid by members and pass the same to the Treasurer before the next regular meeting. He shall keep an Inventory of the property of the Lodge, conduct such correspondence as is necessary with Grand Lodge and discharge all other duties appertaining to the Office of Secretary.

13. **DUTIES OF THE TREASURER**

The Treasurer shall keep a book of Receipt and Expenditure and shall make no disbursement except by order of the Lodge of Instruction. He shall present an audited balance sheet once each year at a meeting to be determined by the members. He shall deposit all moneys in a Bank Account nominated by the Lodge of Instruction and in the name of the Lodge of Instruction. The Account shall be operated by not fewer than two members of the Lodge, appointed for that purpose, and it shall also be permissible for accounts to be paid in cash or by electronic funds transfer, provided that the Lodge of Instruction has adopted appropriate protocols for these purposes.

14. **PROPERTY**

All furniture and other property of the Lodge of Instruction shall be vested, on behalf of the Lodge, in the name of the Lecture Master and Secretary, who shall hand it over to their successors in office with a correct inventory thereof.

15. **MISCELLANEOUS**

- a) Should an annually elected officer of the Lodge of Instruction die, resign or absent himself for more than three successive meetings of the Lodge of Instruction without cause satisfactory to the Lodge of Instruction, the members may vote to declare the office vacant and proceed to elect a replacement. The name of any officer so replaced shall be communicated to the Grand Secretary and, in the case of Lecture Master or Deputy Lecture Master, the approval of the Grand Master sought.
- b) Matters not provided for in these Rules may be the subject of resolutions passed by the members of the Lodge of Instruction. Such resolutions may not be in any way incompatible with the tenets and principles of Freemasonry or with any provision of this Book of Constitutions (including the Uniform Operating Rules for Lodges of Instruction set out in the Tenth Schedule). Any such resolutions passed by a Lodge of Instruction shall be recorded in a separate book kept by the Secretary for that purpose.

THE ELEVENTH SCHEDULE

VOTING AT QUARTERLY COMMUNICATIONS AND SPECIAL MEETINGS

1. Voting is by way of a secret ballot to be conducted electronically by a service provider, or service providers, selected and approved by the **Masonic Council**.
2. Selection of the service provider will be subject to the following conditions:
 - a) Voting is anonymous and cannot be traced back to an individual; and
 - b) Voting systems have industry accepted certifications.
3. Each member has only one vote and will be supplied with a logon which will enable him to cast his vote.
 - a) Members are required to provide to the Grand Secretary an email address for this purpose that will be stored and registered to the member as an agreed system of record;
 - b) A member who does not have an email address will be provided on request made at least 2 weeks prior to the Meeting to the Grand Secretary, District Coordinator or delegate with a logon and password to enable him able to vote at Meeting venue or a Designated Masonic Centre
 - c) Email addresses must be registered at least 2 weeks before the Quarterly Communications to ensure compliance with the voting system;
 - d) Grand Lodge does not guarantee the delivery of a logon to a registered email address and non-receipt of an logon will not invalidate a vote or motion;
 - e) Only votes received by the closing time of the motion will be accepted. No late votes will be recorded;
4. Voting opens after debate on the motion has finished and closes at a time before the close of the Meeting, at times directed by the Grand Master. Voting is to be informed and therefore a member will need to attend at the Meeting Venue, Designated Masonic Centre or have access to electronic systems that enable them to observe proceedings .
5. Voting will be conducted electronically by any of the following means:
 - a) a member's smartphone, tablet or other electronic device at the Meeting venue or Designated Masonic Centre;
 - b) if a member does not have such an electronic device, then using a tablet or other electronic device supplied by [the Grand Secretary] at these locations for such purpose;
 - c) if the member is attending the Meeting remotely pursuant to Rule 108(c), then using his computer, smartphone, tablet or other electronic device.
 - d) a member who is attending the Meeting remotely pursuant to Rule 108(c), and does not have access to or is unable to conduct online voting will, on request to the Grand Secretary made at least 2 weeks prior to the meeting, be supplied by with a unique identifying number [telephone logon and/or password?] enabling him to vote by telephone.
6. In accordance with Rule 109(g) because voting is on the basis of "one man, one vote" and conducted by secret ballot no member shall:
 - a) impersonate another member for the purpose of voting or make use of another member's logon, or other unique identifier;
 - b) cast more than one vote; or
 - c) seek to ascertain how another member has voted, whether verbally, physically, by electronic or any other means.

If, in the discretion of the Grand Master, an electronic vote is considered to be unfeasible, or at risk of being corrupted, the following shall apply:

7. The Grand Master will call on the Members who are voting for and against the motion to rise, successively, in their places and remain standing until their number is counted by the Scrutineers. The Scrutineers at the venue where the Quarterly Communication or other Meeting of Grand Lodge is held shall be the Deacons under the direction of the Grand Directors of Ceremonies. The votes shall be recorded by the Scrutineers and details provided to the Grand Secretary or his delegate. The Scrutineers at the Designated Masonic Centre shall be any two of the District Coordinator for the District in which the Designated Masonic Centre is situated, his delegate who is drawn from the District Panel, a Past Deputy Grand Master who is a member of a Lodge in the District or a member appointed by the District Coordinator or the Grand Secretary. The Scrutineers shall be announced and be communicated to the Grand Secretary at the commencement of the proceedings by the supervisor of the Designated Centre. The votes at the Designated Masonic Centre shall be recorded by the Scrutineers and the details shall be communicated to the Grand Secretary or his delegate by internet, email or other electronic facility approved by the **Masonic Council**. Upon receipt of the details of the vote from all Designated Masonic Centres they shall be added to the details from the venue where the Quarterly Communication or other Meeting of Grand Lodge is held. The result shall then be communicated to the Presiding Officer.

RULES OF DEBATE

Adopted by the Grand Lodge on the 20th day of June, 1892.

(These Rules are to be applied at the discretion of the Grand Master and may be modified by him as the occasion demands)

1. At every Quarterly Communication of the Grand Lodge, the first business, after the regular forming thereof, shall be the reading and putting a question for the confirmation of the minutes of the preceeding regular Grand Lodge meeting, and any intermediate meeting, and no discussion shall be permitted thereon, except as to their accuracy, and they shall then be signed by the presiding officer.
2. After the signing of the minutes, the order of business shall be as follows, or as near thereto as may be practicable:
 - (a) Reading copies of letters sent by authority of Grand Lodge.
 - (b) Reading letters received and ordering thereon, except such as have previously been dealt with by order of the G.M.
 - (c) Receiving reports of **Councils** and dealing therewith.
 - (d) Receiving report of the Grand Treasurer and ordering thereon.
 - (e) Motions of which notice has been given, and which have been placed upon the Agenda Paper by order of the General Committee, and the order of business at a Special Grand Lodge meeting shall be the order in which such business stands in the notice thereof.
 - (f) Business postponed from previous Grand Lodge meetings shall have precedence of all other business after the reading of reports and ordering thereon.
3. Except by leave of the Grand Lodge, motions shall be moved in the order in which they appear on the Agenda paper.
4. Any member desirous of moving a motion or amendment or taking part in discussion thereon, shall rise in his place and address the Chair, and shall not be interrupted unless called to order when he shall sit down until the question of order has been disposed of by the presiding officer, when he may proceed with his subject.
5. No motion or amendment shall be withdrawn without the leave of the Grand Lodge.
6. A member moving a motion shall be held to have spoken thereon, but a member merely seconding a motion shall not be held to have spoken upon it.
7. If two or more members rise to speak at the same time, the presiding officer shall decide which is entitled to priority.
8. No member shall speak a second time upon the same question, unless in explanation, except the mover, who shall be entitled to a reply.
9. When, in the opinion of the presiding officer, a subject has been sufficiently discussed, he may so inform the Grand Lodge, when all discussion on the subject shall cease, and the question be put from the Chair.
10. It shall be competent for any member of the Grand Lodge to move that the debate be now closed, and, if the motion be seconded it shall be put without discussion, and, if carried in the affirmative, the question shall be at once put to the Grand Lodge.
11. The presiding officer, when called upon to decide points of order or practice, shall give his ruling, and his decision shall be final.
12. No member shall digress from the subject matter of the question under discussion, or comment upon the words used by any other member in a previous debate; and all imputations of improper motives and personal reflections on members shall be deemed highly disorderly, and shall be retracted.
13. Whenever any member makes use of any expression disorderly, or capable of being applied offensively to any other member, the member so offending shall be required by the presiding officer to withdraw the same, and to make a satisfactory apology to the Grand Lodge and to the member offended.
14. A member called to order shall sit down unless permitted to explain.
15. Any member using offensive or disorderly language, and having been twice called to order, or to withdraw and apologise for such conduct, and refusing to do so, shall be guilty of an offence, and shall be subject to such punishment as the Grand Lodge may determine.
16. Any member may of right demand the production of any of the documents of the Grand Lodge applying to the question under discussion.
17. No second or subsequent amendment, whether upon an original proposition or on an amendment, shall be taken into consideration until the previous amendment shall be disposed of.