



Provincial Grand Lodge of Linlithgowshire, Education Subcommittee

Questions raised during the Roles and Responsibilities of a Master Seminars, 5th April and 4th October 2014 and 3rd October 2015. Please note the answers below are for guidance only.

Question	Answer
How can we obtain an up to date copy of the constitution and laws?	A new ring binder copy is available from the shop at the Grand Lodge of Scotland, currently priced £12. Alternatively you can order them from the Grand Lodge of Scotland website priced £12 + £3.60 P&P (note these costs will vary from time to time)
How do I keep my constitution and laws up to date?	Updates are available free from the shop at the Grand Lodge of Scotland.
To what extent do I have to know the Constitution and Laws?	It is expected and anticipated that all Masters should have a working knowledge of the constitution and laws, particularly the section on the Daughter Lodges. Parts of most lodge installations ceremonies refer to “an exact and intimate knowledge is required”, which is a little subjective, but Masters should take time to read the constitution and laws. However, it is good practice to have a copy available at all times, for reference as questions do arise throughout your term.
What traditions can I change when I go to the chair?	This is a matter between yourself and your lodge, however, it is suggested that all changes or suggestions are thoroughly discussed and agreed with your lodge before introducing any changes. Again the installation ceremony refers to, “maintaining traditions pure and unsullied”
What are the procedures to be followed for a Notice of Motion?	In accordance with Law 164 every notice of motion must be in writing and submitted to the secretary, proposed and seconded by two qualified members. A notice of motion can only be given at a regular meeting and one month must subsequently elapse before it can be considered by the lodge. Once a decision is taken, the substance cannot be discussed or reconsidered by the lodge for twelve months.
What do I do as the master and chairman of a meeting when I do not know the answer to a question raised?	Advise the members in attendance that you will seek the answer from the appropriate source and report back as early as possible.
Should I always follow an agenda?	It is good practice to follow an agenda. If a standard agenda is adopted, with topical additional items, this will ensure that items are not missed.
What is the protocol when I receive a proposal and a counter proposal or an amendment, on the same matter at a meeting?	Each proposal or counter proposal, sometimes called an amendment, must be duly proposed and seconded by two qualified members. It is good practice if the decision is to go to a vote, to take the vote on the amendment first.
Could you explain the Masters deliberate and casting vote?	The master has a deliberate and in the event of equality a casting vote on any matter. It is good



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	practice that the master displays his deliberate vote when voting along with all the other members. See Law 132
Can a master call a halt to discussing an issue or a subject?	Yes
What if I cannot regularly attend Grand Lodge, due to work commitments?	See Law 145
Can I still vote in Grand Lodge if a Proxy has been organised and put in place?	No, a proxy is appointed in place of a master or a warden.
Who can attend Provincial Grand Lodge communications and committee meetings?	<p>Provincial Grand Lodge Communications The Provincial Grand Master, Provincial Grand Office-bearers, both Past and Present, provided they are fully paid up members or Life Members, the Master, Immediate Past Master, Senior Warden and Junior Warden of each Lodge within the Province together with all Qualified Past Masters. Master Masons can also attend as visitors but cannot vote or take part in the business of the Provincial Grand Lodge.</p> <p>Provincial Grand Committee The Provincial Grand Committee shall consist of the Provincial Grand Master, all Past Provincial Grand Masters, the Commissioned Office-bearers, the Past Commissioned office-bearers, Provincial Grand Senior Warden, Provincial Grand Junior Warden, the Provincial Grand Treasurer, the Provincial Grand Almoner, all other elective Provincial Grand Office-bearers, and the Masters of all Daughter Lodges in the Province.</p>
What happens if a lodge is not represented at PGL or GLOS?	<p>The Lodge is represented at Provincial Grand Lodge by the Brethren mentioned above. If they do not attend Provincial Grand lodge they will have no input into Provincial Grand Lodge and decisions taken by Provincial Grand Lodge must be followed by the Lodge.</p> <p>Regarding attendance at Grand Lodge a Master Mason can be appointed as Proxy for the Master or Warden in accordance with Law 145.</p>
Is there an issue keeping lodge minutes electronically?	Law 190 fully describes the requirements for lodge minutes. It is possible to create lodge minutes electronically, but these must be printed out on minimum grade of 160g paper, numbered chronologically, signed by Secretary and the Master and kept in a sturdy loose leaf binder. Minutes must be professionally bound a minimum of every three years.
How can we encourage Past Masters to attend the lodge in preference to other orders?	All Past Masters can be Office-bearers, e.g. Almoner, Director of Ceremonies, Secretary, Treasurer etc. They can assist in Instruction Classes if the Lodge has such. They should be encouraged



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	<p>to deliver Ritual at Regular Meetings on occasions and to be members of the General Committee, provided the Lodge Bye-Laws permit them to be members.</p> <p>They cannot be stopped from joining other Orders as that is their choice. However, explain to the Past Masters that they do have a great deal to give the Lodge and the Brethren and Office-bearers would benefit from their experience.</p>
<p>What's the protocol regarding reigning masters of the province have a memento to commemorate their year in the chair?</p>	<p>There is no such protocol or provision for any "memento" within the Laws of the Order.</p>
<p>What procedures need to be followed to work degrees in other lodges?</p>	<p>If both Lodges are within the Province, correspondence should be exchanged between the Lodges concerned relating to the matter.</p> <p>If the Lodges are in different Provinces the Lodge Secretary must write to the Provincial Grand Secretary seeking the Provincial Grand Master's permission. That having been given the Provincial Grand Secretary would then write to the Provincial Grand Secretary of the Province in which the other Lodge is based seeking confirmation that such as is planned does have the approval of his Provincial Grand Master confirming and that such as is planned does have the approval of the Provincial Grand Master. That approval having been obtained the Provincial Grand Secretary will advise the Lodge Secretary accordingly.</p> <p>If the Lodges are in different Constitutions the Lodge Secretary must write to the Provincial Grand Secretary seeking the Provincial Grand Master's permission. That having been given the Provincial Grand Secretary would then write to Grand Secretary who in turn would write to Grand Secretary of the Sister Constitution seeking confirmation that such as is planned does have the approval of our Sister Constitution confirming that such as is planned does have the approval of the Provincial Grand Master.</p> <p>With regard to visits and/or working Degrees out with the Province/Constitution only on receipt of confirmation from the Provincial Grand Secretary that all that is planned does have the approval of all concerned can the visit etc. proceed.</p>
<p>Can any master mason take his mark degree in another lodge?</p>	<p>Yes, see Law 178</p>
<p>How should committee of enquiries be conducted?</p>	<p>In accordance with the Fourth Schedule of the Constitution and Laws.</p>
<p>How will I get feedback on the discussions and information about today's seminar?</p>	<p>The PGL webmaster will post all the information, Q&As etc. on the website</p>



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Who are the Trustees of a Lodge?	The Master, Senior Warden, Junior Warden and Secretary. The Trustees of the Benevolent Fund - The Master, Senior Warden, Junior Warden, Secretary and Almoner. See law 182, 183, 184 and 192.
What are the financial implications of becoming a master of a lodge?	This will vary from Lodge to Lodge, as some Lodges will support the Master's attendance at certain functions, such as the Installation of Provincial Grand Office-bearers including the Dinner following the Installation and the Installation of Grand Office-bearers including The Festival of Saint Andrew and other functions that require the Master's attendance representing the Lodge. However, it is expected that by the time that a Brother is approaching the Chair, he will aware of the circumstances that prevail within his Lodge relating to this matter.
Is there a set protocol to address social events?	There is nothing set down in the constitution and laws, but suffice to say the Master is expected to be courteous and welcoming to all that attends social events. Lodge social events should be conducted in a manner that does not bring a brother or the craft into disrepute. They should be enjoyable and happy events and promote freemasonry in a good to the outside world.
If the RWM does not know the answer to a question presented to him, what can he do?	It is suggested that the master should consult the past masters of the lodge in the first instance
Are there any set rules to consider charity requests?	No. It is suggested that all such requests should be considered by the General Committee initially and any decision regarding a donation be referred to the Lodge thereafter for acceptance or otherwise.