



**CONSTITUTION  
OF THE  
UNITED GRAND LODGE  
of  
ANTIENNT FREE AND ACCEPTED MASONS  
of  
VICTORIA  
Including Regulations 1 to 8  
(Provisional)  
June 2020**

**Note:**

Proposed Provisional UGLV Constitution [including Regulations 1-8] June 2020 – “un-incorporated association version”. Developed by the virtual Constitutional Convention since November 2019.

<http://www.lodgedevotion.net/2020-constitutional-convention-for-freemasons-in-victoria>

It is substantially based on the model rules provided for the Associations Incorporation Reform Act 2012 of Victoria, now encompassing all the functions of the UGLV. This version does not have the legislated force of an Incorporated Association under the Act providing for an external Registrar to ensure good governance, providing the right of members to seek a court order to have compliance with the Rules, to make it subject to an independent inspection, requiring the highest financial control and accounting standards and of general management, and mandated disciplinary action and grievance resolution procedures.

The organisational status and arrangement of the Grand Master and the Board of General Purposes is analogous to that of our armed services chiefs, police and emergency services chiefs and their supporting department. It also includes significant constitutional matters from the current constitution, making provision for its procedures and practices to be adopted in companion documents when appropriate. The virtual Constitutional Convention now recommends that this Provisional Constitution be adopted pro tempore while it is finally reviewed.

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# THE UNITED GRAND LODGE OF VICTORIA

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## Amendments to the Constitution

First Edition 1890	Second Edition 1899
Third Edition 1904	Fourth Edition 1910
Fifth Edition 1915	Sixth Edition 1918
Seventh Edition 1922	Eighth Edition 1927
Ninth Edition 1937	Tenth Edition 1938
Eleventh Edition 1940	Twelfth Edition 1943
Thirteenth Edition 1950	Fourteenth Edition 1951
Fifteenth Edition 1953	Sixteenth Edition 1956
Seventeenth Edition 1958	Eighteenth Edition 1960
Nineteenth Edition 1962	Twentieth Edition 1966
Twenty-first Edition 1970	Twenty-second Edition 1971
Twenty-third Edition 1972	Twenty-fourth Edition 1974
Twenty-fifth Edition 1976	Twenty-sixth Edition 1980
Twenty-seventh Edition 1985	Twenty-eighth Edition 1989
Twenty-ninth Edition 1991	Thirtieth Edition 1995
Thirty-first Edition 2003	Thirty-second Edition 2005
Thirty-third Edition 2006	Thirty-fourth Edition 2007
Thirty-fifth Edition 2009	Thirty-sixth Edition 2010
Thirty-seventh Edition 2011	

*(List of amendments incomplete)*

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# UNITED GRAND LODGE OF VICTORIA (UGLV)

## CONSTITUTION

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# Constitution

## Rules

### PART 1 - PRELIMINARY

#### 1 Name

This is the Constitution of the United Grand Lodge of Victoria (UGLV). It is an unincorporated association.

#### 2 Rules

We the members of the United Grand lodge of Victoria have developed and do endorse the rules in this Constitution for the organisation, its management and all its members, and it should be read to constitute the terms of a contract between all parties. This Constitution is for and applies to Craft Freemasonry. These Rules are to be read to have precedence over masonic custom.

#### 3 Purposes

The purposes of the UGLV is to form a fraternity of Freemasons that has as its members Brethren who strive to practise every moral and social virtue; to practise brotherly love, relief and truth; and dedicate themselves to continue respectable in life, useful to mankind, and to become an ornament to the fraternity of Freemasonry.

#### 4 Outline Structure

- (1) Every member of the UGLV is to be a member of a Warranted Lodge. The members fund the UGLV. Members also elect a Grand Master who is the senior elected officer of the UGLV.
- (2) The Grand Masters Council (the Council) is elected by members to select the Deputy Grand Master (DGM)elect who will normally succeed the Grand Master on the expiry of his term of office. It is also to:
  - (a) provide advice to the Grand Master and oversight the Office of the Grand Master,
  - (b) Manage the succession to office of the Grand Master; and
  - (c) bring matters of concern that cannot be resolved to the attention of the UGLV.
- (3) The Council is solely responsible for matters which are the business of the Office of the Grand Master, his tenure and his succession.
- (4) A member may not serve concurrently on the Council and the Board of General Purposes (the Board), nor may more than one member of any lodge serve on the Council or the Board. A member of a lodge to which the Grand Master of the DGM belongs may not serve on the Council or the Board.
- (5) The Grand Master shall endeavour to gain and maintain the confidence of the Council.
- (6) Members of the UGLV also elect members the Board. Its role is to manage the business of the UGLV, excluding the Grand Master's specific responsibilities, including the planning and development of policy, the management of property and its financial affairs, and it provides advice to the Grand Master. A Functional Schematic Diagram is at Appendix 1.
- (7) The Grand Master creates an "umbrella" organisation of elected, appointed and salaried Freemasons and other staff whose principle role is to promote the standing of Freemasonry in the community, oversight and control Masonic Districts, ensure compliance of Warranted Lodges with their Warrants, provide support to Lodges and coordinate masonic activities. Warranted Lodges are grouped into Masonic Districts.

- (8) The property used by Warranted Lodges and UGLV management is either held in trust by the UGLV on behalf of all members or owned and managed by companies and trusts established by members.
- (9) The UGLV which holds four UGLV General Meeting at Quarterly Communications for its members per year which equate to members “shareholder meetings”. Its Annual General Meeting (AGM) is held in September each year, and General Meetings in March, June and December. At these meetings reports are provided by the Grand Master and the Board. Member’s may put motions on all UGLV matters and be subject to a ballot by all members to which the Grand Master and the Board are accountable.
- (10) Before Motions on financial and financially related matters are put they must be preceded by a Notice of Motion at the previous UGLV General Meeting at Quarterly Communications or a Special Meeting.
- (11) Voting on all Motions at UGLV General Meetings at Quarterly Communications and Special Meetings shall be by secret ballot. Real time electronic voting will be provided.

## **5 Meetings**

Meetings for administrative and social purposes may be convened and conducted “virtually” by using audio-visual information technology streaming platforms, including the use of their voting functions. This use may extend to installations and investitures, for which when lodges are not tyled, and when members are unable to attend regular meetings. It may also be used for training and education.

## **6 Caretaker UGLV Management**

There shall be a period of caretaker UGLV management between after the last UGLV General Meeting at Quarterly Communications in the year preceding the installation of a new Grand Master and the date of his succession to office. A Special General Meeting should be convened to resolve any disputes in this matter.

## **7 Orders of Freemasonry**

There are many other orders of Freemasonry, all of which are self-funded and autonomous. Two of these, namely the Mark and Holy Royal Arch Chapter, work degrees which complete the masonic legend of Craft Freemasonry and are therefore regarded as part of Freemasonry.

## **8 Financial year**

The financial year of the UGLV is each period of 12 months ending on 30 June.

## **9 Definitions**

Definitions are at Appendix 4.

# **PART 2 - POWERS OF THE UGLV**

## **10 Powers of the UGLV**

- (1) The UGLV has power to do all things incidental or conducive to achieve its purposes as a not for profit organisation.
- (2) Without limiting sub-Rule (1), the UGLV may:
  - (d) acquire, hold and dispose of real or personal property;
  - (e) open and operate accounts with financial institutions;
  - (f) invest its money in any security in which trust monies may lawfully be invested;
  - (g) secure the repayment payment of a debt or liability;
  - (h) appoint agents to transact business on its behalf;
  - (i) enter into any other contract it considers necessary or desirable;

- (j) establish corporate entities in accordance with these Rules.
- (3) The UGLV may only exercise its powers and use its income and assets for its purposes.
- (4) The UGLV may not use the proceeds of asset sales to fund its recurrent or operational budgets or to repay debt.
- (5) All UGLV membership charges, dues and fees shall have prior approval by a vote of members at a UGLV General Meeting at Quarterly Communications for its members. There shall not be an automatic escalation of the approved amounts.
- (6) The UGLV is to optimise the return on investment for all its properties at all times in leasing for masonic activities.
- (7) The UGLV is to insure to ensure that all significant works and services are to be subject to competitive tendering. The details of all such contracts shall be tabled at the next UGLV General Meeting at Quarterly Communications after being let.
- (8) The UGLV may not close or dispose of a masonic centre without a vote of approval, after a Notice of Motion has been given, and with a seventy five percent majority at a UGLV General Meeting at Quarterly Communications.
- (9) In respect to UGLV members funds and assets, the UGLV is to ensure that all members result in being treated with financial equity as far as is practicable in its disbursements, subsidies, other provisions and charges, irrespective of their masonic rank and appointments, whether their lodges meet in UGLV owned premises or at properties owned by members' companies and trust, and in the maintenance and services for those independently owned properties.
- (10) All services, accommodation and other administrative assistance provided by the UGLV to Mark, Chapter and other masonic orders shall only be on a fee for service basis to cover all costs.
- (11) Major UGLV events, including Grand Lodge Installations, UGLV General Meetings at Quarterly Communications, and banquets are to be arranged and managed so that the total costs to the UGLV are no greater than cost neutral, including staff costs and other outgoings. Appropriate event insurance is to be arranged to protect member's capital and assets.
- (12) Neither the UGLV nor any of its corporate entities shall borrow or raise funds in any manner without approval after Notice of Motion at a UGLV General Meeting at Quarterly Communications by a vote of approval of not less than seventy five percent.

## **11 Not for Profit Organisation**

- (1) The UGLV is to not distribute any surplus, income or assets directly or indirectly to its members.
- (2) The UGLV may not use its powers to remunerate, financially benefit or otherwise reward any member, elected or appointed to serve in leadership positions, ceremonial teams, on boards, committees, in ceremonial appointments, in Warranted Lodge or masonic centre management positions, nor shall it pay allowances or reimburse expenses that do not have a specific budget provision approved by members by a vote at a UGLV General Meeting at Quarterly Communications.
- (3) No member elected or appointed to office to manage or participate in the affairs of the UGLV or any of its corporate entities may be paid a salary, stipends, allowances or given any other consideration in kind for the performance of those activities, nor may any claim be paid for any activity associated with their office of a nature that other members undertake in the course of their masonic activities and meet the cost.
- (4) Unless there is specific approval for each and every proposed activity by a special resolution (see Definition) at a UGLV General Meeting at Quarterly Communications after a Notice of Motion has been put, the travel costs and expenses to other masonic Constitutions or accommodation and expenses at such a destination shall not be born either in full or in part by the UGLV, and then it may be only for its members.

- (5) The UGLV may not fund either in part or in full the travel costs or expenses of persons from other Constitutions coming to visit the UGLV, or their accommodation costs and other expensed associated with their visit.
- (6) Sub-Rule 11 (1) above shall not to prevent the UGLV from paying a member:
  - (a) reimbursement for expenses properly incurred by the member;
  - (b) for goods or services provided by the member if this is done in good faith on terms no more favourable than if the member was not a member; and
  - (c) UGLV is to not secure pecuniary profit for its members.
- (7) The UGLV shall not extend any credit, provide a loan or in any other way provide funds to assist any member to fund their masonic activities in any manner including travel, accommodation, dress and regalia unless such arrangements qualify as being essential to the members personal wellbeing and the assistance is an act of benevolence.

### **PART 3 - MEMBERSHIP**

#### **12 Eligibility for Membership of UGLV**

- (1) To be eligible for membership of the UGLV a member must be a Freemason. No person shall be made a Freemason, until or unless, he completes the application requirements of the Grand Secretary:
  - (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 been a resident of the State of Victoria for at least twelve months preceding the ballot (unless requirement waived by a dispensation by the Grand Master or his delegate);
  - (d) 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;
  - (e) 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;
  - (f) he has been regularly proposed and seconded at a regular meeting and balloted for after a Notice of Motion has been given, and duly elected at a subsequent regular meeting to be held not less than two months later; and
  - (g) he has paid the appropriate Initiation Fee.

#### **13 General rights of members**

- (1) A member of the UGLV has the right to:
  - (a) receive notices of all general meetings of the UGLV and its corporate entities at Quarterly Communications, and of proposed special resolutions in the manner and time prescribed by these Rule 42;
  - (b) submit items of business for consideration at all general meeting of the UGLV and its corporate entities;
  - (c) attend and be heard at general meetings of the UGLV and its corporate entities;
  - (d) vote at all general meeting of the UGLV and its corporate entities;
  - (e) have access to the minutes of general meetings and other documents of the UGLV and its corporate entities as provided under these Rule 40;



- (f) inspect the register of members;
  - (g) be eligible for election at a UGLV General Meeting at Quarterly Communications for its members as a director or appointment as an office holder on the board of any trust, company or other entity that the UGLV has or may be establish.
- (2) A member is entitled to vote if:
- (a) more than 10 business days have passed since he became a member of the UGLV; and
  - (b) the member's membership rights are not suspended for any reason.
- (3) The rights of a member are not transferable and end when membership ceases.

#### **14 Register of members**

- (1) Every Lodge Secretary and the Grand Secretary is to keep and maintain a register of members for their organisations that includes:
- (a) for each current member:
    - (i) the member's name;
    - (ii) the address for notice last given by the member;
    - (iii) the date of becoming a member;
    - (iv) his membership category
    - (v) any other information determined by the Lodge Grand Secretary; and
  - (b) for each former member, the date of ceasing to be a member.
- (2) Any member may, at a reasonable time and free of charge, inspect the register of members.
- (3) Access to the personal information of a person recorded in the register of members may be restricted in certain circumstances.
- (4) Improper use shall not be made of information about a person obtained from the Register of Members.

### **PART 4 - LODGES and DISTRICTS**

- 15** The authority to Warrant Lodges for their operations and activities and the requirement of members shall be by Regulation. Warranted Lodges are to be those lodges that are empowered to advance brethren in degrees. Fellowship Lodges are those that do not do so. The special lodges are to include the Lodge of Transition and lodges that are only licensed to provide instruction in masonic ritual and fellowship.
- 16** The Grand Master may establish geographic Masonic Districts to which lodges are to be allocated. The purpose of these Districts is to further, coordinate and support masonic activities in the district, to facilitate and foster mutual support between district lodges, to disseminate information and facilitate the optimum decentralisation of control. The list of Masonic Districts is at Appendix 2.
- 17** The Grand Master is to provide such support, as he deems necessary to enable the District Coordinator to each Masonic District to fulfil his function. The District Coordinator is empowered to make such decisions as necessary to fulfil his function. He is to report to the Grand Master without delay his knowledge of any contravention of a lodge to the requirements of its Warrant.

## **PART 5 - GRAND MASTERS COUNCIL**

### **18 Role**

- (1) The role of the Grand Masters Council (the Council) is to:
  - (a) select the Deputy Grand Master elect who is to succeed the Grand Master on the expiry of his term of office. It shall be established select a Freemason to be appointed to the office of Grand Master and if appropriate a Pro Grand Master.
  - (b) manage the succession to office of the Grand Master.
  - (c) provide advice to the Grand Master and oversight the Office of the Grand Master.
  - (d) Deal with all matters pertaining to the function of the Office of the Grand Master in his support.
  - (e) bring matters of concern that cannot be resolved to the attention of the UGLV.

### **19 Responsibility**

The Grand Masters Council is solely responsible for matters which are the business of the Office of the Grand Master, his tenure and his succession.

### **20 Convening the Council**

- (1) The Grand Masters Council shall be elected and convened by the Grand Secretary six months prior the end of a Grand Master's term of office.
  - (a) The Grand Secretary shall call for two nominees to be elected from each Masonic District. The candidates shall be Past Masters under the age of seventy years who may hold the appellation of Right Worshipful Brother but not a Past Deputy Grand Master. They may not currently hold a Grand Lodge active appointment or have held such a position for the last two years.
  - (b) The Grand Secretary shall arrange for the elected nominees to meet and elect seven of their members to the Council, and three reserve nominees. Some immediate past Council members should be re-elected to provide continuity.
  - (c) Only one member from a Masonic District may serve on the Council.
  - (d) No brother may serve more than two terms consecutively as an elected member of the Council.
  - (e) The Council will meet and elect a Chairman and a Secretary, then advise the Grand Secretary of their names without delay. Council members may only serve two successive Council terms.
  - (f) In the event of a vacancy occurring on the Council, the Chairman is to select one or the reserve nominees to serve on the Council.
  - (g) Should a member of the Grand Masters Council become a candidate for the Council's consideration, he is to resign forthwith from the Council.

### **21 The Council in Operation**

- (1) The term of office of elected members of the Council shall be from the six months prior to the end of the term of the Grand Master to the end of his term of office, or until new Council members are elected and appointed.
- (2) The Council shall meet as necessary for the selection of the DGM and thereafter every six months, or more frequently if necessary as determined by the Chairman.
- (3) All proceedings of the Council shall be conducted with the strictest confidentiality.
- (4) A Pro-Grand Master is only appointed in special circumstances as detailed in the Regulation and is to undertake the routine duties of an appointed Grand Master.
- (5) Neither the Board nor any of its members shall have any role in the selection, appointment, duties or tenure of the Grand Master.

- (6) The Chairman shall have a casting vote.
  - (7) When the Council in meeting to select a DGM the President of the Board (or the Vice President if the President is a candidate) may attend as an observer and at the discretion of the Chairman address the Council, but shall have no voting rights.
  - (8) At the discretion of the Chairman, the Grand Master should be invited to attend and address the Council at all meetings in a non-voting capacity, other than those meetings which deal with the selection of the DGM.
  - (9) The recommendation of the Council shall be forwarded to the Board for endorsement. Should the Board decline to endorse the recommendation, it shall ask the Council to reconsider its decision giving its reasons for its rejection, but if after 30 days the matter is not resolved it is to be settled by a meeting called by Council of the UGLV at a Special General Meeting.
- 22 The Council may in confidence identify a Freemason if he is not the DGM designate. The Chairman should have the necessary confidential consultations with the Grand Master and the DGM to gauge support for this proposal before proceeding. If the person is not a Freemason the Rules shall be waived to enable him to be initiated, passed and raised before he is appointed.

## **PART 6 - GRAND MASTER, DEPUTY GRAND MASTER and PRO-GRAND MASTER**

### **Division 1 - Appointment**

- 23 The selection and appointment of Grand Master, DGM and Pro-Grand Master shall be made in accordance with the relevant Regulation. The selection and appointment of these appointees and all other matters relating to their role and tenure shall be by the Council. The term of office of the Grand Master shall be from the 1<sup>st</sup> March for two years until 28<sup>th</sup> February.

### **Division 2 - Roles and Responsibilities**

- 24
- (1) The Grand Master must be a member of the UGLV. He is the senior Freemason and the senior elected leader in the UGLV and as such is to ensure compliance with these Rules and is to be assisted by every member. He is to receive and consider policy recommendations from the Board for implementation and oversight of Warranted Lodges.
  - (2) Masonic protocol, ritual and ceremonial is the responsibility of the Grand Master and it shall be governed by a Regulation made under Rule 87.
  - (3) The Grand Master is to ensure that mandatory meetings of the UGLV are held in accordance with Rule 33 and act as chairman of all UGLV General Meeting at Quarterly Communications for its members, and any Special Meeting. These meetings are to be conducted as “shareholder” meetings for all members.
  - (4) The Grand Master is to appoint a Grand Secretary to act as his principal executive officer and the main point of communication with Warranted Lodges. He is also to appoint Grand Wardens, principally to assist in matters of ritual and ceremonial, District Coordinators and Grand Superintendents to assist him in specific areas of administration, management, training and education and masonic workings.
  - (5) With the exception of the Grand Secretary and the Grand Pursuivant, no Grand Lodge officers may be appointed for longer than the term of office of the appointee.
  - (6) The DGM is to understudy the Grand Master and act for him if required and as directed.
  - (7) If a dispute arises between the Grand Master and the Board that cannot be amicably resolved, it is to be settled as soon as possible by a vote of members of the UGLV at a UGLV General Meeting at Quarterly Communications or at a Special General Meeting.

- (8) The Chairman of the Council, on behalf of the Council, shall submit a motion to the September UGLV Quarterly Communications General Meeting in the year preceding the end of the Grand Master's term of office, that its selected DGM be declared "Deputy Grand Master elect" to succeed the Grand Master immediately after the end of his term in the following year, motion requiring a simple majority for approval.

### **Division 3 - Powers**

- 25 (1) The Grand Master has power:
- (a) To Warrant Lodges and for all matters of masonic protocol, ritual, ceremonial, dress and masonic regalia, and appointments to all active UGLV appointments.
  - (b) To determine and manage Masonic Districts.
  - (c) On matters of protocol, ritual, ceremonial, dress and regalia.
  - (d) To make appointments to active UGLV positions.
  - (e) To grant to members of the UGLV at his discretion, the accolade of Grand Rank and give promotions. (The total number of members with this distinction should not exceed five percent of the total membership under the age of eighty years of age.)
  - (f) To appoint if essential, non-voting observers to attend the Board, committees and panels, etc. who may remain in attendance at the discretion of the Chairman of those bodies.
  - (g) To appoint delegates to represent the UGLV at other Constitutions and Orders.
- (2) He should maintain his independence and not, by his presence, inadvertently constrain the actions of others by attending meetings of the Board, committees and panels.

### **Division 4 - Accountability**

- 26 The Grand Master shall endeavour to maintain the confidence of the Council. He is accountable to the members at large, including the vote of members if appropriate at a UGLV General Meeting at Quarterly Communications or a Special General Meeting.

## **PART 7 - UGLV MANAGEMENT**

### **Division 1 - Powers of Board**

#### **27 Role and powers**

- (1) The business of the UGLV, excluding the Grand Masters, the Grand Master's Council's and Lodges' specific responsibilities, shall be managed by or under the direction of the Board.
- (2) The Board may exercise all the powers of the UGLV except those powers that these Rules require to be exercised by general meetings of the members of the UGLV.
- (3) The management of all financial affairs of the UGLV excluding those of Lodges. The Board is specifically responsible for, and is to give priority to, UGLV planning and development: particularly the development and growth of Freemasonry in this Constitution, its community standing and planning for its sustainable future.
- (4) The Board may demand access to the books of account of Lodges and make recommendations on them to the Grand Master.
- (5) Manage UGLV property and its common assets. It is to delegate all property administration functions and ensure that these are executed on a cost neutral basis.

- (6) The Board may:
  - (a) appoint and remove staff, reviewing staff salaries annually and justifying any proposed increases in the budget at a UGLV General Meeting at Quarterly Communications;
  - (b) establish committees consisting of members with terms of reference it considers appropriate.
- (7) Proxy voting is not allowed. This restriction does not apply to electronic voting under these Rules.

## **28 UGLV Corporate Entities**

- (1) The UGLV may establish corporate entities under Federal or Victorian Statutes to facilitate management of the assets and the affairs of its members. A list of corporate entities is at Appendix 3.
  - (a) The corporate entities which have been or may be established by the UGLV. The Board is to ensure that they have Articles making their purpose solely in the interests of the UGLV and its members.
  - (b) The Articles of these corporate entities shall:
    - (i) provide for the Grand Master (or Pro Grand Master if appointed) to be the Chairman, the Grand Secretary as Secretary and only elected members of the Board as Directors;
    - (ii) Stipulate that a Director may not serve longer than two consecutive years;
    - (iii) specifically direct that the entity is for the purposes of the UGLV;
    - (iv) require it to conduct its affairs, including auditing, including the presentation of reports as prescribed by these Rules for the Board;
    - (v) require each entity to allow and to facilitate an Independent Management Review Committee of appropriately qualified members on financial and management matter. It is to be established by the Board to review all its operations and activities to ensure that the entity meets statutory requirements and these Rules. The Board is to furnish a report at every UGLV General Meeting at Quarterly Communications from the Committee on each corporate entity. It is to be signed by every member of the committee. Committee members are not to serve on the Committee for longer than two years;
    - (vi) allow the Board to require it to take corrective action arising from the reports of the Management Review Committee;
    - (vii) provide for the UGLV to be its residual beneficiary;
    - (viii) require consultation with the Board and agreement by the Board before any of its Articles are amended, deleted or any new Articles are made;
    - (ix) require its Registered Office to be the same as for the UGLV.

## **29 Delegation**

- (1) The Board may delegate to a member of the Board, a committee or staff, any of its powers and functions other than:
  - (a) the power of delegation; or
  - (b) a duty imposed on the Board or any other law.
- (2) The delegation is to be in writing and may be subject to the conditions and limitations the Board considers appropriate.
- (3) The Board may, in writing, revoke a delegation wholly or in part.

## **Division 2 - Composition of Board and Duties of Members**

### **30 Composition of the Board**

The Board consists of:

- (1) President, (elected President by Board ordinary members) who shall be the Chairman of the Board,
- (2) Vice-President, (elected Vice-President by ordinary members)
- (3) Grand Treasurer
- (4) Deputy Grand Master
- (5) Grand Registrar (non-voting member)
- (6) Ordinary Members (8 in total elected)
- (7) Secretary, (the Grand Secretary) (non-voting member)

### **31 General Duties**

- (1) As soon as practicable after being elected or appointed to the Board, each Board member is to become familiar with these Rules.
- (2) The Board is collectively responsible for ensuring that the UGLV and individual members of the Board comply with these Rules.
- (3) Provide to the Grand Master for his directions to Warranted Lodges, instructions for the good financial and general management of those Lodges.
- (4) Board members is to exercise their powers and discharge their duties with reasonable care and diligence.
- (5) Board members is to exercise their powers and discharge their duties:
  - (a) in good faith in the best interests of the UGLV; and
  - (b) for a proper purpose.
- (6) Board members and former Board members is to not make improper use of:
  - (a) their position; or
  - (b) information acquired by virtue of holding their position,so as to gain an advantage for themselves or any other person or to cause detriment to the UGLV.
- (7) To avoid a conflict or the potential conflict of interest, current and past UGLV office bearers and employees, including those of its corporate entities, should not be party to any commercial dealings with the UGLV, including the leasing or permissive occupancy of masonic property and renewal of any leases, or as an agent, a contractor, either personally or by means of a corporate entity of which they or members of their families are principals or beneficiaries. If such a contract or appointment is proposed it is to be the subject of recommendation by the Board to members at a UGLV General Meeting at Quarterly Communications for approval by a special resolution (see Definitions).
- (8) The Board is to establish a specific committee to assist it in the effective discharge of its responsibilities, including those for its corporate entities, for internal control systems, risk management systems, cyber security, insurance and legal actions, corporate governance, and both internal and external audit functions. These matters are to be included in Board reports at UGLV General Meetings at Quarterly Communications.
- (9) In addition to any duties imposed by these Rules, a Board member is to perform any other duties imposed from time to time by resolution at a general meeting.

### **32 President and Vice-President**

- (1) Subject to Sub-Rule (2), the President or, in the President's absence, the Vice-President is the Chairman for any general meetings and for any Board meetings.
- (2) If the President and the Vice-President are both absent, or are unable to preside, the Chairman of the meeting is to be:
  - (a) in the case of a general meeting—a member elected by the other ordinary members present; or
  - (b) in the case of a Board meeting—a Board member elected by the other Board ordinary members present.

### **33 Secretary**

- (1) The Grand Secretary shall be the Secretary and is to perform any duty or function required of that office:
- (2) The Secretary is to:
  - (a) maintain the register of members in accordance with Rule 11; and
  - (b) keep custody of the common seal of the UGLV and, except for the financial records referred to in Rule 63, all books, documents and securities of the UGLV and its other corporate entities (see Rule 28 above) in accordance with Rule 63; and
  - (c) subject to Rules and other legislation, provide members with access to the register of members, the minutes of general meetings and other books and documents;
  - (d) provide a report at the UGLV General Meeting in significant incoming correspondence and matters including Motions and Notices of Motions that have been received, and without compromising personal privacy, complaints and items of grievances that have been received;
  - (e) perform any other duty or function imposed on the Secretary by these Rules.
- (3) The Secretary is to give to the Registrar notice of his appointment within 14 days after the appointment.

### **34 Grand Treasurer**

- (1) The Grand Treasurer shall be elected members at a UGLV General Meeting at Quarterly Communications.
- (2) The Grand Treasurer is to:
  - (a) receive all moneys paid to or received by the UGLV and issue receipts for those moneys in the name of the UGLV.
  - (b) ensure that all moneys received are paid into the account of the UGLV within five working days after receipt,
  - (c) make any payments authorised by the Board or by a general Meeting of the UGLV from the UGLV's funds,
  - (d) ensure cheques are signed by at least two elected Board members.
- (3) The Grand Treasurer is to:
  - (a) ensure that proper financial records of the UGLV are kept;
  - (b) maintain a record of UGLV members and staff claiming reimbursement of expenses together with justification and the amount claimed quarterly by individuals and make this available on request by members;
  - (c) coordinate the preparation of the financial statements of the UGLV and their certification by the Board prior to their submission to the UGLV AGM at the September Quarterly Communications.

- (4) The Grand Treasurer is to ensure that at least one other elected Board member has access to the accounts and financial records of the UGLV and all corporate entities.

### **Division 3 - Election of Board members and Tenure of Office**

#### **35 Eligibility to be a Member of the Board**

- (1) All members of the Board are to be members of the UGLV.
- (2) The Grand Secretary shall call for elections of nominees immediately after the September UGLV General Meeting at Quarterly Communications for its members. Nominee for election shall:
  - (a) Be a member of a Warranted Lodge;
  - (b) Held the rank of at least a Master Mason for a minimum of five years;
  - (c) Be able to demonstrate that he is actively involved in Freemasonry;
  - (d) Have his nomination endorsed by a resolution passed by a secret ballot of his Lodge; and
  - (e) Submit his nomination through his Lodge Secretary to reach the Grand Secretary no later than 30 days prior to the December UGLV General Meeting at Quarterly Communications.
- (3) The board shall establish a Selection Panel to select the Ordinary Members of the Board from elected nominees from the Annual General Meeting after their election. The Board Selection Panel shall comprise the President of the Board, the DGM and the longest serving ordinary elected member of the Board.
- (4) Ordinary Members of the Board shall be appointed for a term of four years from the AGM of their appointment, and four selected by ballot shall retire after two years.
- (5) In the event of an Ordinary Member being elected as the President of the Board, the Board Selection Panel shall appoint another elected nominee as his replacement on the Board.

#### **36 Election of President and Vice-President**

- (1) At the annual general meeting, separate elections are to be held for each of the following positions:
  - (a) President;
  - (b) Vice-President;
- (2) Prior to the election of each of the positions of President and Vice-President, the Chairman of the meeting is to call for nominations to fill the positions.
- (3) If only one member is nominated for the position, the Chairman of the meeting is to declare the member elected to the position.
- (4) If more than one member is nominated, a ballot is to be held in accordance with Rule 38.
- (5) A member of the Board may:
  - (a) nominate himself; or
  - (b) with the member's consent, be nominated by another member.
- (6) A member who is nominated for the positions and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.
- (7) On his election, the new President may immediately take over as Chairman of the meeting.



### **37 Election of ordinary members**

- (1) The Secretary shall forward 60 days prior to the Annual General Meeting to Warranted Lodges, a list of candidates for election as nominees for Board membership for election by Lodge members.
- (2) Board Selection Panel comprising the President, the DGM, and an elected ordinary member of the Board shall select board appointees from the elected nominees for a two year appointment. An appointee may apply for selection for a second consecutive term only.
- (3) There shall be a total four elected members of the Board and they are eligible to be elected as President and Vice-President respectively. Two elected members shall be retired annually before the Annual General Meeting of the Board and replaced from the panel of approved nominees by the Selection Panel.
- (4) No member shall serve on the Board for longer than two consecutive terms and four years in total including time as an appointee.
- (5) Past Board members may stand for re-election as a nominee after two years out of office.
- (6) Board members may only be voted out of office in the recommendation of the Board Selection Panel.

### **38 Ballot**

- (1) If a ballot is required for the election for a position, the Chairman of the meeting is to appoint a member to act as returning officer to conduct the ballot.
- (2) The returning officer is to not be a member nominated for the position.
- (3) Before the ballot is taken, each candidate may make a short speech in support of his election.
- (4) The election is to be by secret ballot.
- (5) The returning officer is to give a blank piece of paper to:
  - (a) each member present in person; and
  - (b) each proxy appointed by a member.
- (6) If the ballot is for a single position, the voter is to write on the ballot paper the name of the candidate for whom they wish to vote.
- (7) If the ballot is for more than one position:
  - (a) the voter is to write on the ballot paper the name of each candidate for whom they wish to vote;
  - (b) the voter is to not write the names of more candidates than the number to be elected.
- (8) Ballot papers that do not comply with Sub-Rule 7(b) are not to be counted.
- (9) Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- (10) The returning officer is to declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- (11) If the returning officer is unable to declare the result of an election under Sub-Rule (10) because two or more candidates received the same number of votes, the returning officer is to:
  - (a) conduct a further election for the position in accordance with Sub-Rules (4) to (10) to decide which of those candidates is to be elected; or
  - (b) with the agreement of those candidates, decide by lot which of them is to be elected.

### **39 Vacation of office**

- (1) A Board member may resign from the Board by written notice addressed to the Board.
- (2) A person ceases to be a Board member if he:
  - (a) ceases to be a member of the UGLV; or
  - (b) fails to attend three consecutive Board meetings (other than special or urgent committee meetings) without leave of absence under Rule 42; or
  - (c) otherwise ceases to be a Board member.

### **40 Filling casual vacancies**

- (1) The Board Selection Panel may appoint a nominee from the previous election of nominees to fill a position on the Board that:
  - (a) has become vacant under Rule 39; or
  - (b) was not filled by election at the last annual general meeting.
- (2) The Board may continue to act despite any vacancy in its membership.

## **Division 4—Meetings of Board**

### **41 Meetings of Board**

- (1) The Board is to meet at least four times in each year. These meetings shall usually be held on a Thursday not more than seven days before the UGLV General Meeting at Quarterly Communications held in March, June, September and December each year, the Annual General Meeting (AGM) is to be the September meeting. The date, time and place of the meetings are to be determined by the Board.
- (2) The Board should normally hold monthly general meetings on the second Thursday, January accepted.
- (3) Special Board meetings should be convened by the President or by any four members of the Board.
- (4) The UGLV shall not fund or subsidise dining and refreshments.

### **42 Notice of meetings**

- (1) Notice of each Board meeting is to be given to each Board member and members of the UGLV in the case of Quarterly Communications meetings no later than seven days before the date of the meeting.
- (2) Notice may be given of more than one Board meeting at the same time.
- (3) The notice is to state the date, time and place of the meeting.
- (4) If a special committee meeting is convened, the notice is to include the general nature of the business to be conducted.
- (5) The only business that may be conducted at the meeting is the business for which the meeting is convened.

### **43 Urgent meetings**

- (1) In cases of urgency, a meeting can be held without notice being given in accordance with Rule 42 provided that as much notice as practicable is given to each Board member and members of the UGLV in the case of Quarterly Communications meetings by the quickest means practicable.
- (2) Any resolution made at the meeting is to be passed by an absolute majority of the Board or members of the UGLV in the case of Quarterly Communications meetings.
- (3) The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

#### **44 Procedure and order of business**

- (1) The procedure to be followed at a meeting of a Board is to be determined from time to time by the Board.
- (2) At its meetings the Board is to receive financial and operational reports on its corporate entities,
- (3) The order of business may be determined by the members present at the meeting.

#### **45 Quorum**

- (1) No business may be conducted at a Board meeting unless a quorum is present.
- (2) The quorum for a Board meeting is the presence (in person or as allowed under Rule 35) of a majority of the Board members holding office.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting:
  - (a) in the case of a special meeting—the meeting lapses;
  - (b) in any other case—the meeting is to be adjourned to a date no later than 14 days after the adjournment and notice of the time, date and place to which the meeting is adjourned is to be given in accordance with Rule 42.

#### **46 Voting**

- (1) On any question arising at a Board meeting, each Board member present at the meeting has one vote.
- (2) A motion is carried if a majority of Board members present at the meeting vote in favour of the motion.
- (3) Sub-Rule (2) does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Board.
- (4) If votes are divided equally on a question, the Chairman of the meeting has a second, or casting vote.
- (5) Voting by proxy is not permitted.

#### **47 Conflict of interest**

- (1) A Board member who has a material personal interest in a matter being considered at a Board meeting is to disclose the nature and extent of that interest to the Board.
- (2) The Board member:
  - (a) is to not be present while the matter is being considered at the meeting; and
  - (b) is to not vote on the matter.
- (3) This Rule does not apply to a material personal interest:
  - (a) that exists only because the member belongs to a class of persons for whose benefit the UGLV is established; or
  - (b) that the member has in common with all, or a substantial proportion of, the members of the UGLV.
  - (c) If there are insufficient Board members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.

#### **48 Minutes of meeting**

- (1) The Board is to ensure that minutes are taken and kept of each committee meeting.
- (2) The minutes is to record the following—
  - (a) the names of the members in attendance at the meeting;

- (b) the business considered at the meeting;
- (c) any resolution on which a vote is taken and the result of the vote;
- (d) any material personal interest disclosed under Rule 39.

**49 Leave of Absence**

- (1) The Board may grant a Board member leave of absence from committee meetings for a period not exceeding 3 months.
- (2) The Board is to not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the Board member to seek the leave in advance.

**50 Annual General Meetings**

- (1) The ordinary business of the annual general meeting is as follows:
  - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
  - (b) to receive and consider:
    - (i) the annual report of the Board on the activities of the UGLV including its corporate entities during the preceding financial year; and
    - (ii) the financial statements of the UGLV for the preceding financial year submitted by the Board;
  - (c) to elect the members of the Board;
  - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (2) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

**51 Special General Meetings**

- (1) Any general meeting of the UGLV, other than an annual general meeting or a disciplinary appeal meeting, is a special general meeting.
- (2) The Board may convene a special general meeting whenever it thinks fit.
- (3) No business other than that set out in the notice under Rule 42 may be conducted at the meeting.

**52 Special general meeting held at request of members**

- (1) The Board is to convene a special general meeting if a request to do so is made in accordance with Sub-Rule (2) by at least 10% of the total number of UGLV members, or from a petition from three Warranted Lodges.
- (2) A request for a special general meeting is to:
  - (a) be in writing; and
  - (b) state the business to be considered at the meeting and any resolutions to be proposed; and
  - (c) include the names and signatures of the members requesting the meeting; and
  - (d) be given to the Grand Secretary.
- (3) If the Board does not convene a special general meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the special general meeting.
- (4) A special general meeting convened by members under Sub-Rule (3):
  - (a) is to be held within three months after the date on which the original request was made; and

- (b) may only consider the business stated in that request.
- (5) The UGLV is to reimburse all reasonable expenses incurred by the members convening a special general meeting under Sub-Rule (3).

### **53 Notice of general meetings**

- (1) The Grand Secretary is to give to each member of the UGLV—
  - (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - (b) at least 14 days' notice of a general meeting in any other case.
- (2) The notice is to—
  - (a) specify the date, time and place of the meeting; and
  - (b) indicate the general nature of each item of business to be considered at the meeting; and
  - (c) if a special resolution is to be proposed:
    - (i) state in full the proposed resolution; and
    - (ii) state the intention to propose the resolution as a special resolution; and
- (3) This Rule does not apply to a disciplinary appeal meeting.

### **54 Proxies**

Proxies are not permitted.

### **55 Quorum at general meetings**

- (1) No business may be conducted at a general meeting unless a quorum of members is present.
- (2) The quorum for a general meeting is the presence physically or allowed to vote electronically of 10% of the members entitled to vote.
- (3) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - (a) in the case of a meeting convened by, or at the request of, members under Rule 52—the meeting is to be dissolved;

#### ***Note***

*If a meeting convened by, or at the request of, members is dissolved under this Sub-Rule, the business that was to have been considered at the meeting is taken to have been dealt with. If members wish to have the business reconsidered at another special meeting, the members are to make a new request under Rule 52.*

- (b) in any other case:
  - (i) the meeting is to be adjourned to a date not more than 21 days after the adjournment; and
  - (ii) notice of the date, time and place to which the meeting is adjourned is to be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.
- (4) If a quorum is not present within 30 minutes after the time to which a general meeting has been adjourned under Sub-Rule (3)(b), the members present at the meeting (if not fewer than 3) may proceed with the business of the meeting as if a quorum were present.

## **56 Adjournment of general meeting**

- (1) The Chairman of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting Sub-Rule (1), a meeting may be adjourned—
  - (a) if there is insufficient time to deal with the business at hand; or
  - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this Rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting is to be given in accordance with Rule 42.

## **57 Voting at general meeting**

- (1) On any question arising at a general meeting:
  - (a) subject to Sub-Rule (3), each member who is entitled to vote has one vote; and
  - (b) except in the case of a special resolution, the question is to be decided on a majority of votes.
- (2) If votes are divided equally on a question, the Chairman of the meeting has a second or casting vote.
- (3) If the question is whether to confirm the minutes of a previous meeting or not, only members who were present at that meeting may vote.
- (4) This Rule does not apply to a vote at a disciplinary appeal meeting conducted under Rule 76.

## **58 Special resolutions**

- (1) A “special resolution” (see Definitions) is passed if not less than three quarters of the members present are voting at a general meeting are in favour of the resolution.
- (2) A special resolution is required:
  - (a) to remove a Board member from office;
  - (b) to alter these Rules, including changing the name or any of the purposes of the UGLV.

## **59 Determining whether resolution carried**

- (1) Subject to subsection (2), the Chairman of a general meeting, who shall have a casting vote may, on the basis of a show of hands, declare that a resolution has been:
  - (a) carried; or
  - (b) carried unanimously; or
  - (c) carried by a particular majority; or
  - (d) lost,and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- (2) If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - (a) the poll is to be taken at the meeting in the manner determined by the Chairman of the meeting; and
  - (b) the Chairman is to declare the result of the resolution on the basis of the poll.

- (3) A poll demanded on the election of the Chairman or on a question of an adjournment is to be taken immediately.
- (4) A poll demanded on any other question is to be taken before the close of the meeting at a time determined by the Chairman.

#### **60 Minutes of General Meeting**

- (1) The Board is to ensure that minutes are taken and kept of each general meeting.
- (2) The minutes is to record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each Annual General Meeting is to include:
  - (a) the names of the members attending the meeting; and
  - (b) the financial statements submitted to the members in accordance with Rule 71; and
  - (c) the certificate signed by two elected Board members certifying that the financial statements give a true and fair view of the financial position and performance of the UGLV; and
  - (d) all audited accounts and auditor's report or report of a review accompanying the financial statements.

### **PART 8—FINANCIAL MANAGEMENT**

#### **PROPERTY and GENERAL ADMINISTRATION**

#### **61 Source of funds**

The funds of the UGLV may be derived from revenue from its corporate entities, joining application fees, annual subscriptions from members, fees for services, donations, returns from leased property, interest from investments, and any other sources approved by the Board. It also obtains capital from the sale of assets for capital works and re-investment.

#### **62 Management of funds**

- (1) These Rules do not apply to Warranted Lodges for which separate instructions are to be provided by the Board.
- (2) The UGLV is to open accounts with a financial institution from which all expenditure of the UGLV activities and companies are made and into which all revenue of the UGLV is deposited.
- (3) Subject to any restrictions imposed by a UGLV General Meeting at Quarterly Communications, the Board may approve expenditure on behalf of the UGLV in accordance with these Rules.
- (4) The Board may authorise the Grand Treasurer to expend funds on behalf of the UGLV (including by electronic funds transfer) up to a specified limit without requiring approval from the Board for each item on which the funds are expended.
- (5) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments is to be signed by two Board members.
- (6) All funds of the UGLV is to be deposited into the financial accounts of the UGLV or its corporate entities no later than five working days after receipt.
- (7) With the approval of the Board, the Grand Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.
- (8) UGLV Credit cards are not to be provided. Members and employees may claim reimbursement for legitimate expenses. Claims will only be considered for reimbursement when there has been pre-approval of the expense by the claimant's supervisor or good cause given in writing why this has not been practicable, and when

it is recommended by the supervisor. The Board shall arrange for all reimbursements to be subject to monthly internal audit and the audit report must be signed off by two elected Board members. The full details of all claims reimbursed shall be published on the FMV website for the period of the month following the audit of the claims.

### **63 Financial records**

- (1) The UGLV is to keep financial records that conform to Australian Accounting Standards that:
  - (a) correctly record and explain its transactions, financial position and performance including those for its corporate entities; and
  - (b) enable financial statements to be prepared for itself and its corporate entities.
- (2) The UGLV is to retain the financial records for itself and its corporate entities for seven years after the transactions covered by the records are completed.
- (3) The Grand Treasurer is to keep in his custody, or under his control for the UGLV and its corporate entities:
  - (a) the financial records for the current financial year; and
  - (b) any other financial records as authorised by the Board.

### **64 Financial statements**

- (1) For each financial year, the Board is to ensure that strict professional prudential requirements relating to the financial statements of the UGLV and its corporate entities are met.
- (2) In budgeting and in financial reports, the total amounts under general headings such as general, miscellaneous, sundries and so on, shall not exceed three percent of the total budget.
- (3) In budgeting and in financial reports, the amounts shown for salaries shall be confined to the remuneration of employees and shall not include either recruitment or severance costs. Non-salary costs shall be separate line items
- (4) Without limiting sub-rule (1), those requirements include for the UGLV and its corporate entities:
  - (a) the preparation of the financial statements;
  - (b) if required, the review or auditing of the financial statements;
  - (c) the certification of the financial statements by the Board;
  - (d) the submission of the financial statements to the annual general meeting of the UGLV;
  - (e) the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements and fee.

### **65 Property**

- (1) Masonic real property shall mean property, that is real estate and not intellectual property, owned by or held in the name of the UGLV or a corporate entity for the UGLV.
- (2) 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.
- (3) The funds allocated to both UGLV properties and non-UGLV properties for repairs, maintenance and upgrading is to be done in as manner that no Freemason results in being financially penalised by more than average usage costs or being a beneficiary of a masonic property trust that incurs a maintenance debt, or suffer a lack of or loss of an amenity in using the property. UGLV dues and fees and other monies paid by all Freemasons are not to be inequitably used on, or mainly on, UGLV owned properties.



To be allocated funds, Trust companies must be incorporated in Victoria and Trusts must be established under and managed in accordance with the Statutes of Victoria.

- (4) The cost of property administration of UGLV property shall not be subsidised either directly or indirectly by tenants of non-UGLV properties. This function is to be managed to generate a profit but in the worst case; including agent's fees, staffing, office accommodation and support, and other costs; it is to be budget neutral

## **66 Investment**

Investments made on or on behalf of the UGLV and its corporate entities shall be made in compliance with the Victorian Borrowing and Investment Powers Act 1989, Section 20, Victoria.

## **67 Indemnification**

- (1) The UGLV shall indemnify and keep indemnified any director or member of the Board and those of its corporate entities 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.
- (2) All claims for indemnification shall be the subject of a report including costs related to the matter to members at the next UGLV General Meeting at Quarterly Communications or a Special General Meeting and subsequently such meetings until the matter is resolved.

## **68 Insurance**

- (1) The Board shall arrange appropriate insurances to cover all masonic centres owned by the UGLV, its corporate entities or held in trust by companies established by its members for public liability, fire, storm, natural disasters and property damage for the full value of each property asset. The apportionment of costs shall be done so that as far as practicable, to result in all Freemasons being treated equitably financially irrespective of the ownership of the premise where their Lodge meets having regard to their financial contribution to the insurance funding.
- (2) No member is financially penalised, otherwise disadvantaged, or required to suffer any loss of amenity by being a member of a lodge that meets at a non-UGLV owned property.

## **69 Auditing**

- (1) All of the funds and accounts of the UGLV shall be subject to audit by:
  - (a) an independent external professional auditor provided by a major firm of accountants nominated by the Board, and
  - (b) 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 the September UGLV General Meeting at Quarterly Communications.
- (2) The appointment as auditor shall not be for longer than five (5) consecutive years.

## **70 General Administration**

- (1) UGLV Central Office:
  - (a) The UGLV central office shall be established under the management of the Grand Secretary for general administration, excluding UGLV corporate entities.
  - (b) The role of the central office shall be to provide an inter-face with the public, provide support to Warranted Lodges when necessary and to ensure that UGLV properties and assets are properly administered.
  - (c) The size of this central office is to be as small as practicable and its costs as low as possible. This is to be achieved, in addition to suitable appointments and sound work practices, by such measures as optimising delegations,

decentralisation, maximum autonomy and self-sufficiency of Warranted Lodges and Masonic Districts, identifying non-staffing solutions to problems, property administration costs charged as a debit to property income, cost recovery for services, use of local masonic centre management committees under Masonic District control, and the utilisation of agents and contractors if this is more cost effective than staff costs.

- (2) The Board is to establish promulgate to all members and maintain an effective corporate administrative and financial governance framework in its policies and procedures, and in its delegations in accordance with these Rules and Regulations.
- (3) At the discretion of presiding officers, meetings for administrative and social purposes may be convened and conducted “virtually” by using audio-visual information technology streaming platforms, including the use of their voting functions. This use may extend to installations and investitures when lodges are not tyled and members are unable to attend regular meetings, and training and education courses

## **PART 9 – MASONIC OFFENCES and DISCIPLINE**

### **71 Grounds for taking disciplinary action**

The UGLV may take disciplinary action against a member in accordance with these Rules if it is determined that the member:

- (a) has failed to comply with these Rules; or
- (b) refuses to support the purposes of the UGLV; or
- (c) has engaged in conduct prejudicial to the UGLV.

### **72 Disciplinary subcommittee**

- (1) If the Board is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Board is to appoint a disciplinary committee to hear the matter and determine what action, if any, to take against the member.
- (2) The members of the disciplinary committee:
  - (a) may be Board members or other members of the UGLV; but
  - (b) is to not be biased against, or in favour of, the member concerned.

### **73 Notice to member**

- (1) Before disciplinary action is taken against a member, the Grand Secretary is to give written notice to the member:
  - (a) stating that the UGLV proposes to take disciplinary action against the member;
  - (b) stating the grounds for the proposed disciplinary action;
  - (c) specifying the date, place and time of the meeting at which the disciplinary committee intends to consider the disciplinary action (the “disciplinary meeting”);
  - (d) advising the member that he may do one or both of the following:
    - (i) attend the disciplinary meeting and address the disciplinary committee at that meeting;
    - (ii) give a written statement to the disciplinary committee at any time before the disciplinary meeting; and
  - (e) setting out the member's appeal rights under Rule 75.
- (2) The notice is to be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.
- (3) The member appearing before the disciplinary may be represented by a legally qualified person or a layman, neither of which need be a Freemason.

#### **74 Decision of committee**

- (1) At the disciplinary meeting, the disciplinary committee is to:
  - (a) give the member an opportunity to be heard; and
  - (b) consider any written statement submitted by the member.
- (2) After complying with Sub-Rule (1), the disciplinary committee may:
  - (a) take no further action against the member; or
  - (b) subject to Sub-Rule (3):
    - (i) admonish the member, or
    - (ii) reprimand the member; or
    - (iii) suspend the membership rights of the member for a specified period; or
    - (iv) expel the member from the UGLV.
- (3) The disciplinary committee may not fine the member.
- (4) The suspension of membership rights or the expulsion of a member by the disciplinary committee under this Rule takes effect immediately after the vote is passed.

#### **75 Appeal rights**

- (1) A person whose membership rights have been suspended or who has been expelled from the UGLV under Rule 74 may give notice to the effect that he wishes to appeal against the suspension or expulsion.
- (2) The notice is to be in writing and given:
  - (a) to the disciplinary committee immediately after the vote to suspend or expel the person is taken; or
  - (b) to the Grand Secretary not later than 48 hours after the vote.
- (3) If a person has given notice under Sub-Rule (2), a disciplinary appeal meeting is to be convened by the Board as soon as practicable, but in any event not later than 21 days, after the notice is received.
- (4) Notice of the disciplinary appeal meeting is to be given to each member of the UGLV who is entitled to vote as soon as practicable and is to:
  - (a) specify the date, time and place of the meeting; and
  - (b) state:
    - (i) the name of the person against whom the disciplinary action has been taken; and
    - (ii) the grounds for taking that action; and
    - (iii) that at the disciplinary appeal meeting the members present is to vote on whether the decision to suspend or expel the person should be upheld or revoked.

#### **76 Conduct of disciplinary appeal meeting**

- (1) At a disciplinary appeal meeting:
  - (a) no business other than the question of the appeal may be conducted; and
  - (b) the UGLV is to state the grounds for suspending or expelling the member and the reasons for taking that action;
  - (c) the person whose membership has been suspended or who has been expelled is to be given an opportunity to be heard; and
  - (d) the member appearing before the disciplinary may be represented by a legally qualified person or a layman, neither of which need be a Freemason.

- (2) After complying with Sub-Rule (1), the members present and entitled to vote at the meeting is to vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- (3) A member may not vote by proxy at the meeting.
- (4) The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

## **PART 10 –GRIEVANCE PROCEDURE**

### **77 Application**

- (1) The grievance procedure set out in this Part applies to disputes under these Rules between or about:
  - (a) a member and another member;
  - (b) a member and the Council or the Board;
  - (c) a member and the UGLV; and
  - (d) about one of its corporate entities.
- (2) A member is to not initiate a complaint procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

### **78 Parties is to attempt to resolve the dispute**

- (1) The parties to a dispute are to attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.
- (2) Subject to the written approval by the applicant, all applications found to be justified, and all applications that that are unresolved to the satisfaction all parties after six weeks from the date of the application shall be the subject of a report to members at the next and subsequent UGLV General Meetings at Quarterly Communications until the complaint is resolved.

### **79 Appointment of mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 78, the parties are to within 10 days—
  - (a) notify the Board of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator is to be:
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement:
    - (i) if the dispute is between a member and another member—a person appointed by the Board; or
    - (ii) if the dispute is between a member and the Board or the UGLV—a person appointed or employed by the Dispute Settlement Centre of Victoria.
- (3) A mediator appointed by the Board may be a member or former member of the UGLV but in any case is to not be a person who:
  - (a) has a personal interest in the dispute; or
  - (b) is biased in favour of or against any party.

### **80 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, is to:

- (a) give each party every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) The mediator is to not determine the dispute.
  - (3) If the mediation process does not resolve the dispute, the parties may continue seek to resolve the dispute or at law.

## **PART 11—GENERAL MATTERS**

### **81 Common seal**

- (1) The UGLV may have a common seal.
- (2) If the UGLV has a common seal:
  - (a) the name of the UGLV is to appear in legible characters on the common seal;
  - (b) a document may only be sealed with the common seal by the authority of the Board and the sealing is to be witnessed by the signatures of two Board members;
  - (c) the common seal is to be kept in the custody of the Grand Secretary.

### **82 Registered address**

The registered address of the UGLV is:

- (a) the address determined from time to time by resolution of the Board; or
- (b) if the Board has not determined an address to be the registered address it shall be the postal address of the Grand Secretary.

### **83 Notice requirements**

- (1) Any notice required to be given to a member or a Board member under these Rules may be given:
  - (a) by handing the notice to the member personally; or
  - (b) by sending it by post to the member at the address recorded for the member on the register of members; or
  - (c) by email or facsimile transmission.
- (2) Sub-Rule (1) does not apply to notice given under Rule 42.
- (3) Any notice required to be given to the UGLV or the Board may be given—
  - (a) by handing the notice to a member of the Board; or
  - (b) by sending the notice by post to the registered address; or
  - (c) by leaving the notice at the registered address; or
  - (d) if the Board determines that it is appropriate in the circumstances:
    - (i) by email to the Grand Secretary; or
    - (ii) by facsimile transmission to the facsimile number of the Grand Secretary.

### **84 Custody and inspection of books and records**

- (1) Members may on request inspect free of charge—
  - (a) the register of members;
  - (b) the minutes of general meetings;

- (c) subject to Sub-Rule (2), the financial records, books, securities and any other relevant document of the UGLV, including minutes of Board meetings.
- (2) The Board may refuse to permit a member to inspect records of the UGLV that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the UGLV.
- (3) The Board is to on request make copies of these Rules available to members and applicants for membership free of charge.
- (4) Subject to Sub-Rule (2), a member may make a copy of any of the other records of the UGLV referred to in this Rule and the UGLV may charge a reasonable fee for provision of a copy of such a record.
- (5) For purposes of this Rule “relevant documents” means the records and other documents, however compiled, recorded or stored, that relate to the incorporation and management of the UGLV including and trust, company or other instrument that it may have established and includes the following:
  - (a) its membership records;
  - (b) its financial statements;
  - (c) its financial records;
  - (d) records and documents relating to transactions, dealings, business or property of the UGLV.

#### **85 Winding up and cancellation**

- (1) The UGLV may be wound up voluntarily by special resolution.
- (2) In the event of the winding up or the cancellation of the incorporation of the UGLV, the surplus assets of the UGLV is to not be distributed to any members or former members of the UGLV.
- (3) Subject to any court order made, the surplus assets are to be given to a body that has similar purposes to the UGLV and which is not carried on for the profit or gain of its individual members.
- (4) The body to which the surplus assets are to be given is to be decided by special resolution.

#### **86 Alteration of Rules**

These Rules may only be altered when approved by a special resolution in a secret ballot after a Notice of Motion has been put at the previous UGLV General Meeting at Quarterly Communications. (special resolution - see Definitions)

### **PART 12 – REGULATIONS**

- 87** Regulations under these Rules may only be approved by a special resolution, by secret ballot after a Notice of Motion has been passed at a UGLV General Meeting at Quarterly Communications put at the previous Meeting.

## **Annex A**

### **Regulation 1 - Lodges**

This Regulation has been made under the UGLV Constitution Rule 87.

#### **1 Warranted Lodges**

##### **(1) Warrants**

- (a) The Grand Master may Warrant a lodge on receipt of a petition by at least seven Master Masons regularly registered by the UGLV, supported by a sponsor lodge, in the form required by the Grand Secretary. The petitioners may be members of another constitution in amity with the UGLV.
- (b) A Lodge may not function as a regular Lodge until it has been consecrated and constituted.
- (c) Alterations to Warrants may must be approved by be Grand Master.
- (d) A Lodge is not to meet unless it's Warrant or a Warrant of Confirmation is displayed in the lodge room.
- (e) A Lodge may apply to become a "Fellowship Lodge. Fellowship Lodges function as a Warranted Lodge except that they are not permitted to confer masonic degrees without approved support. One may apply at any time return to fully Warranted status.
- (f) If the warrant of a Lodge is lost, irreparably damaged, the Lodge may apply for a Warrant of Confirmation. The original Warrant shall be conveyed to the Grand Secretary for disposal.
- (g) Should the number of registered members in a Lodge fall below seven, or should a lodge fail to meet for one year, the lodge and shall return the Warrant to the Grand Secretary without delay, together with the lodge seal, books, papers, jewels, regalia, the furniture, funds (subject to an amount to pay all debts and liabilities and subject to any existing charges), and all other real and personal property of the lodge for disposal. On this action the lodge immediately becomes extinct.
- (h) The facility for "virtual" lodge meetings should be established at the discretion of Worshipful Masters of all Warranted Lodges for all lodge members using downloaded, on-line audio- visual streaming software. This facility should be used for the passage of information and discussions between meetings, and voting using the facility in the software, especially at times when lodges do not meet or when members cannot attend meetings. It should available as a minimum on the alternate fortnights to monthly lodge meetings. A Project Manager for this function should be appointed in every lodge.

##### **(2) The Master and his Officers**

- (a) At the discretion of his Lodge, a Master elected for his second successive term should normally not be reinstated nor should officers who are to continue in their appointments be reinvested.
- (b) Every Lodge shall annually, at the second regular meeting prior to the date of Installation, elect its Master Elect from among those of its brethren who have nominated themselves in writing as candidates for election to the office of Master for the ensuing year. Nominations shall be submitted to the Lodge Secretary not less than three regular meetings of the lodge prior to the date of Installation.

- (c) In the event that there is only one nomination for the election of Master, 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, and at the next regular meeting a secret ballot shall be conducted after a Notice of Motion to confirm of the election of Master Elect.
  - (d) No brother shall concurrently be Master of more than one Lodge.
  - (e) No limitation is placed on the number of times that a brother may serve his Lodge as its Master, but he may not serve as Master for more than two years in succession.
  - (f) Masters should install their own successors and lodges should invest their own officers with support if necessary from other lodges in their District. Lodges are to develop this capability. Installations may be conducted by Installing Officers who are not members of the lodge and be assisted by Lodge officers. Lodge requests for support by UGLV ceremonial officers should be confined to special occasions such as consecrations and other special occasions. The lodge shall pay all costs travel, accommodation, and incidentals incurred by UGLV ceremonial officers and visiting Installing Officers who attend. District Coordinators are to monitor and assist in these matters.
  - (g) The lodge Treasurer and Tyler shall be elected and the Master shall appoint his other officers.
  - (h) The Master shall appoint a Past Master as District Liaison Officer. This officer may also hold another lodge appointment.
  - (i) In the event of the Master being dissatisfied with the conduct of any of his officers, he should first exercise his talent and resolve the problem. He may, with the concurrence of his Wardens, replace the offending officer but such action should be the last resort.
  - (j) Should a vacancy occur by death, resignation or from any other cause, the replacement should be by election or appointment as for the former officer.
- (3) Meetings and Procedures
- (a) The regular days of meeting and the Lodge meeting place are as specified on the Warrant.
  - (b) The Secretary shall issue a summons to every member of the lodge before every meeting convening every meeting containing notices and advising the agenda for the meeting.
  - (c) Should the regular meeting of a Lodge fall on a Public Holiday the meeting may be held on another suitable day without dispensation, not more than 14 days before or after the regular meeting date of the lodge.
  - (d) Should the Master die, be removed, or be rendered incapable of discharging the duties of his office, the Senior Warden (or in his absence the Junior Warden) may summons the members of the lodge until the next installation of Master, or in their absence the Immediate Past Master.
  - (e) In the Master's absence, the Immediate Past Master, or if he is absent, the senior Past Master, shall act as Master of the lodge. Only a brother who has been installed as a Master may occupy the Master's chair.
- (4) Lodge Membership
- (a) The membership of lodges shall comprise the following categories:
    - (i) Initiates,
    - (ii) Members,
    - (iii) Honorary Members, and



- (iv) Special Members.
- (b) Lodges are responsible to ensure that prospective candidates for Freemasonry are suitable and understand their obligations should they become a member. Lodges are to establish measures consistent with UGLV requirements to select candidates, to prepare them for initiation, and to mentor and encourage them throughout their time in Freemasonry. These measures are to include opportunities for and encouragement for an early and continuing participation in masonic activities both within and external to the lodge room. If it is found that a lodge an initiate joins does not suit his requirements, every measure should be taken to deal with his concerns and if that cannot be achieved, assistance should be provided to identify another lodge that may better suit his requirements.
- (c) Honorary Members
  - (i) 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.
  - (ii) An Honorary Member must be a subscribing member of another Lodge under the authority of the UGLV. The Grand Master may waive this requirement if the brother is a member of another Constitution with which the UGLV is in amity. He is not liable for dues and fees arising from his Honorary Membership.
  - (iii) An Honorary Member who ceases to be a subscribing member of his lodge of origin shall forfeit his Honorary Membership.
  - (iv) The election or removal of an Honorary Member shall be by the resolution of the lodge with his election or removal shall be decided by ballot after a Notice of Motion is given.
  - (v) An Honorary Member may attend the meetings of the lodge and partake of its refreshments but has no other rights or privileges.
  - (vi) An Honorary Member shall not be registered as such with the UGLV and shall not be included in the reports of lodge.
- (d) Special Members
  - (i) The election of a Special Member or the withdrawal of this status shall be by a resolution of the Lodge by ballot after a Notice of Motion has been given.
  - (ii) 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.
  - (iii) 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.
  - (iv) A Special Member shall be registered as such with the UGLV and shall be included in the reports of the lodge. His dues to the UGLV are to be the same as for an ordinary member of the Lodge.
- (5) Uniform Operating Rules
  - (a) Every Warranted Lodge shall be bound by the Uniform Operating Rules of the UGLV.
  - (b) Every Lodge shall keep accurate meeting, membership and attendance records.

## **2 Lodge of Transition No 0**

- (1) The role of the Lodge of Transition is for the transition member when a lodge surrenders its warrant and for members who are not members of another lodge.

Brethren who have not submitted their resignations shall be deemed to be members of the Lodge of Transition. The category of membership of its members shall be determined by the Secretary of the Lodge of Transition, and the dues applicable for the remainder of the calendar year shall be a charge on the on the member's former lodge.

- (2) The Lodge of Transition shall be exempted from the provisions of this Regulation for lodge office appointments. The Grand Secretary shall arrangements for these appointments.
- (3) The Lodge of Transition shall be exempted from Regulation for the operation of Warranted Lodges and adopt procedures approved by the UGLV.
- (4) The Grand Secretary shall be responsible for the management of Lodge of Transition administration and financial affairs.

### **3 Lodge of Instruction**

A lodge or brethren from two or more lodges may petition the Grand Master to licence a Lodge of Instruction. A licence will state the approved meeting place and meeting schedule.

## **Annex B**

### **Regulation 2 - Masonic Districts**

This Regulation has been made under the UGLV Constitution Rule 87.

#### **1 Masonic Districts**

- (1) There are geographic Masonic Districts to which lodges are allocated. The purpose of these Districts is to further, coordinate and support masonic activities in the District, to facilitate and foster mutual support between District lodges, to disseminate information and facilitate the optimum decentralisation of control.
- (2) District Coordinators are appointed to each District and other support. The District Coordinators are empowered to make such decisions as necessary to achieve the objectives of the District. The District Coordinator shall report to the Grand Master without delay any contravention of a lodge to the requirements of its Warrant.
- (3) The list of Masonic Districts is at Appendix 2. *(Note: Consideration should be given to adopting as Masonic Districts, the boundaries of the Electoral Regions of the Victoria Legislative Council, i.e. Regional – 3 (with Northern Victoria divided because of travelling distance into North East and Central Northern Districts), and Metropolitan – 5, a total of 9 Masonic Districts. This is likely to result in an uneven number of lodges in each District but as the electoral regions are population based, the revised Districts should reflect masonic development growth targets.*

#### **2 Election of District Coordinator Nominees**

- (1) Not later than three weeks before the first day of the month in which the Grand Installation is scheduled to be held, the brother to be installed (be Grand Master or Deputy Grand Master, Grand Master Elect), the Grand Secretary shall call for the lodges in every Masonic District to meet and elect as nominees a District Coordinator and an Assistant District Coordinator, and a third reserve nominee. The meeting shall be convened by the lodge in each District with the lowest Warrant Number.
- (2) The two nominations in each District should provide for complementary skills to carry out all the roles of the District Coordinator as detailed in Regulation 4 UGLV Senior Appointments (Annex D)
- (3) The names of the elected nominees are to be forwarded without delay to the Grand Secretary for consideration for appointment, together with a report on each meeting stating the time, date and place of the meeting, the names of the convenor and elected chairman, and the names of the applicants and their lodges.

## **Annex C**

### **Regulation 3 - Succession of the Grand Master**

This Regulation has been made under the UGLV Constitution Rule 87.

#### **1 The Office of Grand Master**

- (1) The normal term of office of the Grand Masters of two years except in the case in Paragraph 1(4) below. This term may be extended by a Motion put by the Grand Masters Council (the Council) to a UGLV General Meeting at Quarterly Communications no later than two statutory General Meetings prior to the expiration of a Grand Masters term of office, after a Notice of Motion, and passed with a simple majority.
- (2) The Deputy Grand Master (DGM) elect shall succeed to the office of Grand Master without formality immediately on the termination of the term of the Grand Master. In the event that the DGM elect is not available to take that office the Council shall nominate a replacement, and the Grand Master, at the discretion of the Council, may act in the office until he is succeeded. If this does not take place within thirty days after the end of the Grand Masters term of office, a Special General Meeting shall be convened to resolve the matter.
- (3) At the sole discretion of the incoming Grand Master he shall be Installed and Proclaimed and the Deputy Grand Master elect shall be invested either as soon as possible, and not later than 14 days of his succession to office, at a Grand Lodge Installation, the retiring Grand Master at the discretion of the Council, acting in a caretaker role and not the extension of his term in the office until he is succeeded, or at the UGLV General Meeting at Quarterly Communications before the UGLV General Meeting. He should not be reinstated to begin his second year of office nor should his continuing officers be reinvested. Newly appointed officers should be invested in March at the Quarterly Communications before the UGLV General Meeting.
- (4) In the event of the Grand Master (or Pro Grand Master if appointed) not be able to fulfil his duties, the DGM shall act in his office for the remainder of the Grand Master's term of office term of office at which time the commencement of his term will begin.
- (5) The position may also be held by a Freemason by a person who is or as been in a Vice Regal appointment.
- (6) The Council may also identify and consider a worthy candidate for the office DGM who is a Freemason in the UGLV but does not meet the eligibility requirements of Clause 3.
- (7) In the event of the occurrence of the circumstances in clause 1(3) above, a Pro Grand master shall be appointed and installed, by the succession of the Deputy Grand Master to the office without a further election. The Pro Grand Master shall have the routine role and responsibly of a Grand Master.

#### **2 Eligibility of Candidates**

- (1) Candidates for selection a DGM is to have served for not less than one year in a UGLV office appointment with the appellation of "Very Worshipful" or "Right Worshipful" Brother unless exempted under Rule 22.
- (2) The selected candidate should have a high community standing other than in in Freemasonry, have recognised community leadership capabilities and demonstrated senior corporate management skills at senior executive level, and ideally as a Director of a stock exchange listed company. These criteria should have precedence over other attributes and considerations.

### **3 Nomination, selection and appointment**

- (1) A brother proposing a candidate for election as DGM is to be entitled to the appellation “Very Worshipful” or “Right Worshipful Brother”. A brother seconding the nomination shall have the same masonic standing as the proposer or a Right Worshipful Brother. Neither the Grand Master, DGM, nor Past Grand Masters may propose or second a candidate for election as DGM.
- (2) Nominations of candidates by their proposer, the seconder for election as Deputy Grand Master shall be submitted to the Grand Secretary the June in the final year of a Grand Master’s term of office at a UGLV General Meeting at Quarterly Communications. If no nominations have been received by the opening of the June Meeting of the, the Grand Secretary shall call for, at the June UGLV General Meeting at Quarterly Communications, for further nominations to be submitted by a stated date in advance of the September UGLV General Meeting at Quarterly Communications.
- (3) The Grand Secretary shall convey nominations that have been received to the Chairman of the Council.
- (4) If the selection and nomination process has been completed before the September UGLV General Meeting at Quarterly Communications for its members, the Council shall advise the Grand Secretary who will at that meeting, proclaim the Deputy Grand Master the Grand Master Elect, and proclaim the successful brother as Deputy Grand Master Elect, if not as soon as possible afterwards.
- (5) A newly-elected DGM shall commence his term of office at succession of the DGM elect on the termination of his predecessor’s term of office. The term of office of both the Grand Master Elect and the Deputy Grand Master shall be the same as for the incoming Grand Master.
- (6) No brother including a candidate may engaged in or be implicated in campaigning for or against any candidate for selection.

## Annex D

### Regulation 4 - UGLV Senior Appointments

This Regulation has been made under the UGLV Constitution Rule 87. Powers of officers delegated must be consistent with the UGLV Constitution Rules and Regulations.

#### 1 Grand Officers

- (1) Appointments
  - (a) Not later than the first day of the month in which the Grand Masters term expires, the brother to be installed (be 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. No appointment shall be made, with the exception of the Grand Secretary and Grand Pursuivant, for a longer term than that of the appointee
  - (b) 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):
    - (i) Two Grand Wardens
    - (ii) Two Grand Chaplains
    - (iii) Grand Director of Ceremonies
    - (iv) Deputy Grand Director of Ceremonies
    - (v) Assistant Grand Director of Ceremonies
    - (vi) At least two Grand Deacons
    - (vii) At least one Grand Sword Bearer
    - (viii) At least one Grand Standard Bearer
    - (ix) Grand Organist
    - (x) Grand Lodge Organists
    - (xi) Grand Pursuivant
    - (xii) One or more Assistant Grand Pursuivants
    - (xiii) Grand Herald
    - (xiv) Grand Lodge Heralds
    - (xv) Grand Stewards
  - (c) 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.
- (2) Not later than the first day of the month in which the Grand Installation (or proclamation) is scheduled to be held, the Grand Master shall provide the Grand Secretary with the names of those Brethren whom it intends to appoint as Senior Grand Officers. No brother shall hold more than one office in Grand Lodge at one and the same time.
- (3) Senior Grand Officers shall be invested at the forthcoming Grand Installation (or proclamation) Except for the appointments of the Grand Secretary and Grand Pursuivant.
- (4) 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 UGLV General Meeting at Quarterly Communications for its members and should it

appear to the majority the brethren present that the complaint is justified, he may displace that Grand Officer and appoint another.

- (5) President of the Board of General Purposes is elected as a Board member nominee and is subsequently is elected by members of the Board of General Purposes as President. He may retain that office while he enjoys the confidence of the Board. The Grand Registrar may be suspended but this may only be done after the Board of General Purposes passes a resolution to do so.
- (6) Every Grand Officer, other than:
  - Grand Chaplains (MM);
  - Past Grand Chaplains (MM);
  - Grand Lodge Organists;
  - Grand Lodge Heralds;
  - 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),is to be the Master or a Past Master of a Warranted Lodge.
- (7) Grand Wardens

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.
- (8) Grand Chaplains
  - (a) The Grand Chaplains shall attend the UGLV General Meeting at Quarterly Communications for its members and other meetings of Grand Lodge and there offer up solemn prayer according to Masonic custom.
  - (b) 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.
- (9) Grand Treasurer

The Grand Treasurer shall be nominated each year at the September meeting of the UGLV General Meeting at Quarterly Communications for its members. 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 meeting of the UGLV General Meeting at Quarterly Communications for its members.
- (10) Grand Registrar
  - (a) The Grand Registrar is the senior Legal Officer of the UGLV.
  - (b) The Grand Registrar shall ensure that all patents, warrants, certificates and other documents issued under the authority of the UGLV are in conformity with established Masonic usage and with relevant State and Federal laws.
  - (c) The Grand Registrar shall submit to the UGLV, after due notice has been given, any amendments to these Rules which the Board shall consider desirable or necessary. He shall ensure that such proposed amendments are appropriately drafted.

(11) Grand Secretary

- (a) The Grand Secretary has ceremonial responsibilities as determined from time to time by the Grand Master and executive and administrative responsibilities as delegated by the Grand Master.
- (b) The Grand Secretary shall be invested at the UGLV General Meeting at Quarterly Communications for its members occurring next after his appointment. He will not be required to be re-invested during the remainder of his term of employment.
- (c) The Grand Secretary is the proper conduit through which Lodges and individual Freemasons should address themselves to the Grand Master, Pro Grand Master or Deputy Grand Master.
- (d) 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.
- (e) The Grand Secretary shall have oversight of the Grand Lodge Library.

(12) Grand Director of Ceremonies

- (a) 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 the UGLV.
- (b) 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 the UGLV.

(13) Grand Director of Music

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.

(14) Grand Organist

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.

(15) Grand Herald

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.

(16) Grand Pursuivant

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.

(17) Grand Tyler

- (a) The Grand Tyler shall be appointed by the Grand Master as a vacancy occurs. He shall be invested at the UGLV General Meeting at Quarterly Communications for its members Meeting of the UGLV - Quarterly Communication next after his appointment and shall continue to hold his office during the pleasure of the Grand Master.
- (b) 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.



(18) Grand Stewards

The Grand Stewards shall assist in implementing the arrangements for UGLV General Meeting at Quarterly Communications for its members and other meetings of the UGLV. They shall also have ceremonial duties, as prescribed by the Grand Director of Ceremonies.

(19) Grand Superintendents

The Grand Master shall appoint Grand Superintendents who will have the following roles and responsibilities:

- (a) Grand Superintendent of Workings. Formulate and develop masonic rituals and protocols, and take measures to ensure that the ritual is worked, and ceremonies are conducted to the highest standards. To report to the Grand Master.
- (b) Grand Superintendent of Membership. Take measures to ensure that the membership of Freemasonry is built and sustained, with appropriate promotion of the value and benefits of Freemasonry, the sound introduction and mentoring of applicants and candidates, and the identification and removal of matters of alienation, or potential alienation, which may result in the attrition of membership. Evaluate the validity of membership measures by a structured validation system and quantitative analysis. Undertake by quantitative analysis the potential membership growth areas based on demographic statistics and projections, and make recommendations for action to expand Freemasonry in these areas. To report to the Grand Master.
- (c) Grand Superintendent of Education. For new Freemasons and for lodge Directors of Ceremonies and Deacons, etc., Secretaries and Treasurers. Formulate and develop by objective task analysis, the needs for masonic education and training then design and implement the appropriate means of module based instruction, use testing to identify the levels of knowledge and skills of individual capabilities to determine credits for modules, and use a structured program of validation. Make optimum use of streamed audio-visual instruction and of individual on-line interactive training and education technology to minimise physical course attendance. Develop a library of instructional on-line videos, interactive instructional programs and testing. Any courses requiring a physical attendance are to be held regionally with the assistance from District Coordinators. To report to the Grand Master.
- (d) Grand Superintendent of Property. Establish a standard for masonic centre compliance and ensure by quarterly inspections that every masonic centre meets this standard, and should there be a shortfall initiate remedial action. Establish, support, monitor, and maintain user lodge property management committees for all masonic centres. To report to the Grand Master.

(20) District Coordinators

The Grand Master shall appoint District Coordinators to each Masonic District who will have the following roles and responsibilities:

- (a) Coordinate all masonic activities in their District and promote mutual support between lodges.
- (b) Promote lodge self-sufficiency and independence making suggestions that would improve the conduct of their affairs.
- (c) Ensure that the optimum support required is provided to lodges through the office of the Grand Secretary.
- (d) Monitor lodges to ensure compliance with their Warrants, counselling lodges on any deficiencies, providing assistance to overcome these deficiencies, and on failing correction to report the failings to the Grand Master.
- (e) Ensure that candidates for Freemasonry are properly inducted into

Freemasonry and mentored.

- (f) Identify and attend to matters that may lead to the alienation of members which could lead to their lack of satisfaction, limited or non-participation, or resignation.
- (g) When so directed, be the Grand Master's delegate for all matters of variations to the day, time, frequency, and place of meeting of the lodge, the scheduling of and conduct of functions, variations of masonic attire, variations to the ceremonies to accommodate a disabled candidate, and similar matters.
- (h) All other actions which will allow the greater independence of lodge operations, facilitate the de-centralisation of Freemasonry, and its optimum growth and development in the District.

## **Annex E**

### **Regulation 5 - Masonic Protocol, Ritual and Ceremonial**

This Regulation has been made under the UGLV Constitution Rule 87.

*Written to provide instructions for the formulation, development, promulgation and implementation requirements for this matter. The office of the Grand Master's delegate is to be shown. This regulation is to be written to provide the authority for UGLV ritual and ceremonial manuals, training in these functions, and measures to ensure compliance with the doctrine and standard.*

## Annex F

### Regulation 6 - Attire, Regalia, Awards and Heraldry

This Regulation has been made under the UGLV Constitution Rule 87.

#### 1 General Rules

- (1) Full Dress” shall be “White tie and tails”; and “Undress” shall be “Black tie”, that is dinner suit or equivalent.
- (2) The Grand Master may, from time to time, issue instructions as to the attire which Freemasons should wear to evening or to daylight Lodges. He may also determine what constitutes “summer dress”.
- (3) 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 required.
- (4) The Grand Master may make the award of “Order of Service” to members at his discretion. This is the only authorised masonic award. In special cases, letters of commendation and recognition of service may be forwarded.
- (5) The court mounted miniatures of decorations, campaign and service medals, and neck and breast jewels awarded to him, may be worn at the discretion of the recipient as part of his attire at any time including membership of a Grand Lodge Ceremonial Team. Members may not wear medals, etc. awarded to other persons except when they were awarded to a very close family member, a blood relation, and when they are attending an ANZAC Day, or similar function as an individual wearing “undress regalia”, and in this case they are to be worn on the member’s right breast.
- (6) Grand Lodge Regalia
  - (a) Grand Lodge regalia should be worn by recipients of this accolade while attending UGLV ceremonial functions, UGLV General Meetings at Quarterly Communications, at a Craft Lodge where the Grand Master or his Deputy are to be in attendance, attending a Craft Lodge in an official capacity, or when representing the Grand Master.
  - (b) Grand Lodge regalia may be worn in Craft Lodges at its recipient’s discretion. It is not expected that members who have been awarded the accolade of Grand Rank would normally wear this regalia when attending their own Craft Lodge or visiting another Craft Lodge unless the Grand Master or the Deputy Grand Master are expected to be in attendance. Name badges may be worn with post-nominals in Craft Lodges showing the wearer’s Grand Rank.
  - (c) These rules and guidelines shall apply when visiting lodges and attending masonic events in other Constitutions.”
- (7) No brother shall attend a Lodge, or any other UGLV ceremonial function unless he is wearing an apron appropriate to his current rank or to a rank which he has previously held.
- (8) No brother shall appear in a public procession or at a public function wearing any component of masonic regalia without express permission from the Grand Master or District Coordinators as his delegate.
- (9) Only jewels and emblems which appertain to Craft Freemasonry and are approved awards, 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.
  - (i) The Grand Master or District Coordinators as his delegate may vary the requirements of this Regulation by dispensation.
  - (ii) The distinction between "full-dress" and "undress" regalia applies only to Present and Past Grand Officers.
  - (iii) Full-dress regalia consists of a full-dress apron, together with full-dress collar or chain, jewel of office and gauntlets.
  - (iv) Undress regalia consists of undress apron and undress collar, with jewel of office attached.
  - (v) As an alternative to undress regalia, it is acceptable that the full-dress apron be worn without collar.
  - (vi) 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.
- (10) The cost of attire and of regalia including those who receive the accolade of Grand Rank and promotions shall be borne entirely by the brother and recipient. Regalia for loan may be made available for those in ceremonial appointments. The UGLV shall not provide loans to members to purchase items of dress or regalia and any existing loans shall be settled without delay.

## **2 Aprons – Full Dress Regalia**

- (1) 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 with a 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 is to be of garter blue or black elastic or ribbon.
- (2) 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.
- (3) Grand Officers who are Master Masons shall wear three garter blue rosettes in addition to the appropriate insignia specified hereunder.
- (4) 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.
- (5) 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.

## **3 Aprons – Undress Regalia**

- (1) 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.

- (2) 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.
- (3) Grand Officers with the substantive rank of Master Masons shall wear three garter blue rosettes in addition to the appropriate insignia specified hereunder.

#### **4 Apron Insignia – Present and Past Grand Officers**

- (1) 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.
- (2) All Grand Officers' insignia shall be embroidered or in the form of a gold or gilt badge in the centre.
- (3) The insignia appropriate to each Present or Past Grand Officer is as follows:
  - (a) Grand Master – a blazing sun.
  - (b) Pro Grand Master – as for the Grand Master.
  - (c) Past Grand Masters – as for the Grand Master.
  - (d) Past Pro Grand Masters – as for the Grand Master.
  - (e) Deputy Grand Master – Compasses extended 45° and square united with a five-pointed star in the centre.
  - (f) Past Deputy Grand Masters – as for the Deputy Grand Master, but without the five-pointed star.
  - (g) Senior Grand Warden – the level.
  - (h) Junior Grand Warden – the plumb rule.
  - (i) President of the Board – the arms and supporters of Grand Lodge.
  - (j) Grand Secretary – two pens in saltire, tied by a ribbon.
  - (k) Grand Chaplains – a book with a triangle surmounting a glory.
  - (l) Grand Treasurer – a chased key.
  - (m) Grand Registrar – a scroll with seal appended.
  - (n) Grand Superintendent of Philanthropy – the arms and supporters of Grand Lodge.
  - (o) Grand Superintendent of Membership – clasped hands.
  - (p) Grand Superintendent of Works – a semi-circular protractor.
  - (q) Grand Inspector of Workings – the square, level and plumb rule.
  - (r) Grand Superintendent of Communication – a lectern.
  - (s) Grand Superintendent of Education – a flaming torch.
  - (t) Grand Director of Ceremonies – two rods in saltire, tied with a ribbon.
  - (u) Grand Director of Music – a lyre surmounted by a rod.
  - (v) Grand Organist – a lyre.
  - (w) Grand Herald – two trumpets in saltire.
  - (x) Grand Pursuivant – arms of the Grand Lodge, surmounted by a sword and rod saltire-wise.
  - (y) Grand Deacons – a dove and olive branch.
  - (z) Grand Sword Bearers – two swords in saltire.

- (aa) 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.
  - (bb) 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.
  - (cc) Grand Lodge Organists – a lyre.
  - (dd) Grand Lodge Heralds – two trumpets in saltire.
  - (ee) Grand Tyler – a sword, with blade pointing downwards.
  - (ff) Grand Director of Music (MM) – a lyre.
- (4) 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.
  - (5) 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.

## **5 Aprons Generally**

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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.

## **6 Chains and Collars Full Dress Regalia**

- (1) 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).
- (2) 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.
- (3) The chain collars of the Deputy Grand Master and Past Deputy Grand Masters shall incorporate seven stars.
- (4) The chain collars of the Present Grand Officers listed below shall incorporate five stars:
  - (a) Grand Wardens
  - (b) President of the Board
  - (c) Grand Secretary
  - (d) Grand Chaplains
  - (e) Grand Treasurer
  - (f) Grand Registrar

- (g) Grand Superintendent of Philanthropy
  - (h) Grand Superintendent of Membership
  - (i) Grand Superintendent of Works
  - (j) Grand Inspector of Workings
  - (k) Grand Superintendent of Communication
  - (l) Grand Superintendent of Education
  - (m) Grand Director of Ceremonies
  - (n) Grand Director of Music
- (5) The chain collars of all other Present Grand Officers shall incorporate three stars.
  - (6) 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.
  - (7) 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
  - (8) The collars worn with undress regalia by all Present and Past Grand Officers shall be of plain garter blue ribbon 100 millimetres broad in gold bullion or thread of like gold colour, and with the jewel of office in gold attached.

## **7 Collars – Undress**

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.

## **8 Regalia – Grand Chorister**

- (1) 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.
- (2) 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, which ever apron is worn.

## **9 Regalia – Assistant Herald**

- (1) 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.
- (2) 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.

## **10 Collars – Individual Warranted Lodges**

- (1) The collars of officers of individual warranted Lodges shall be sky-blue ribbon, 100 millimetres broad; if silver chain be used, it is to 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.

- (2) 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.

## **11 Collar Jewels - Present and Past Grand Officers**

- (1) 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.
- (2) 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".
- (3) 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.
- (4) 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.
- (5) 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.
- (6) This rule does not apply to Past Deputy Grand Masters, who have their own distinctive jewel.

## **12 Collar Jewels – Individual Warranted Lodges**

- (1) The following are the collar jewels appropriate to the officers of individual Warranted Lodges. They shall be of a silver colour:
  - (a) Master – the square.
  - (b) 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.
  - (c) Senior Warden – the level.
  - (d) Junior Warden – the plumb rule.
  - (e) Chaplain – a book with a triangle surmounting a glory.
  - (f) Treasurer – a key
  - (g) Secretary – two pens in saltire, tied by a ribbon.
  - (h) Assistant Secretary – as for the Secretary but surmounted by a bar bearing the word "Assistant".
  - (i) Director of Ceremonies – two rods in saltire, tied by a ribbon.
  - (j) Assistant Director of Ceremonies – as for the Director of Ceremonies, but surmounted by a bar bearing the word "Assistant".
  - (k) Almoner – a scrip purse upon which is a heart.
  - (l) Deacons – a dove bearing an olive branch.

- (m) Organist – a lyre.
- (n) Choirmaster – a lyre.
- (o) Inner Guard – two swords in saltire.
- (p) Stewards – a cornucopia between the legs of a pair of compasses extended.

### **13 Collarette Jewels**

- (1) The Grand Master may wear a collarets jewel pendant from a garter blue ribbon. He may also authorise any of his Senior Grand Officers to wear such collarets jewels.
- (2) Recipients of the Grand Master’s Order of Service are entitled to wear their distinctive jewel on a collarets of garter blue ribbon
- (3) There is no general entitlement for Masters of individual warranted Lodges to wear collarets and 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.

### **14 Gauntlets –Full-Dress Regalia**

- (1) Present and Past Grand Officers, when wearing full-dress regalia, shall wear gauntlets of garter blue, edged all round with gold bullion or lace.
- (2) 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
- (3) 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.
- (4) 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.

### **15 Gauntlets – Individual Warranted Lodges**

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.

### **16 Arms, Crest and Supporters of Grand Lodge**

- (1) 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; and 4th of the first a lion rampant of the second.
- (2) 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
- (3) Support  
Two sprigs of laurel tied with a red riband.

(4) Representation of certificates

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.

## Annex G

### Regulation 7 - Standing Operating Procedures (SOPs)

This Regulation has been made under the UGLV Constitution Rule 87.

*(To be written with material from the current Constitution to provide more detailed policy and procedural requirements for internal control and efficient and transparent processes around financial management e.g. for properly accounting for revenue, expenditure, assets and liabilities; good budgeting practices etc. including corporate governance, cyber security and other practices, and reference to other publications as appropriate. The SOPs are to meet the requirements for Australian Standards Accreditation)*

#### 1 Financial Governance

- (1) The Board should establish and maintain an effective financial management governance framework policy and procedures that includes which must be available to Warranted Lodges and all UGLV members and for inspection for the following:
  - (a) an appropriate internal management structure and oversight arrangements for planning, managing and overseeing the financial operations, risks and opportunities of UGLV to achieve financial performance and compliance;
  - (b) appropriate levels of resourcing and capability (including succession planning) to deliver UGLV's financial management, financial performance and financial sustainability obligations;
  - (c) clear roles, responsibilities, accountabilities and delegations that are documented and communicated;
  - (d) the development and implementation of policies and procedures to support the internal control system, in a way that is consistent with, and appropriate for, the sound financial management of UGLV's business operations;
  - (e) the effective management and oversight of UGLV's financial management activities that are undertaken externally, including shared services arrangements and outsourcing to external providers;
  - (f) effective relationships between stakeholders, committees of the Board, Management, and especially the members; and cooperation with external parties, including auditors, to achieve common objectives.
- (2) The Grand Master should ensure through the office of the Grand Secretary that the UGLV's internal control system which excludes its corporate entities includes policy and procedures for:
  - (a) a control environment;
  - (b) risk assessment;
  - (c) control activities, particularly separation of roles (segregation of duties), financial authorisations and reconciliations;
  - (d) information and communication especially to members; and
  - (e) monitoring of activities.
- (3) The Grand Master through the office of the Grand Secretary should ensure that the UGLV's has appropriate financial management policies and procedures that must, at a minimum, include provisions for the following for all UGLV functions including those of Warranted Lodges:
  - (a) revenue;
  - (b) cash;
  - (c) bank accounts;

- (d) expenditure (including specific policies and procedures for (a) travel; (b) advertising and communications; (c) employee advances; (d) personal expense reimbursement; (e) capital expenditure etc.)
- (e) payroll;
- (f) assets (physical and financial);
- (g) liabilities;
- (h) taxes;
- (i) shared or outsourced services;
- (j) gifts, benefits and hospitality;
- (k) fraud prevention; and
- (l) information technology and management.
- (m) cyber security

## **Annex H**

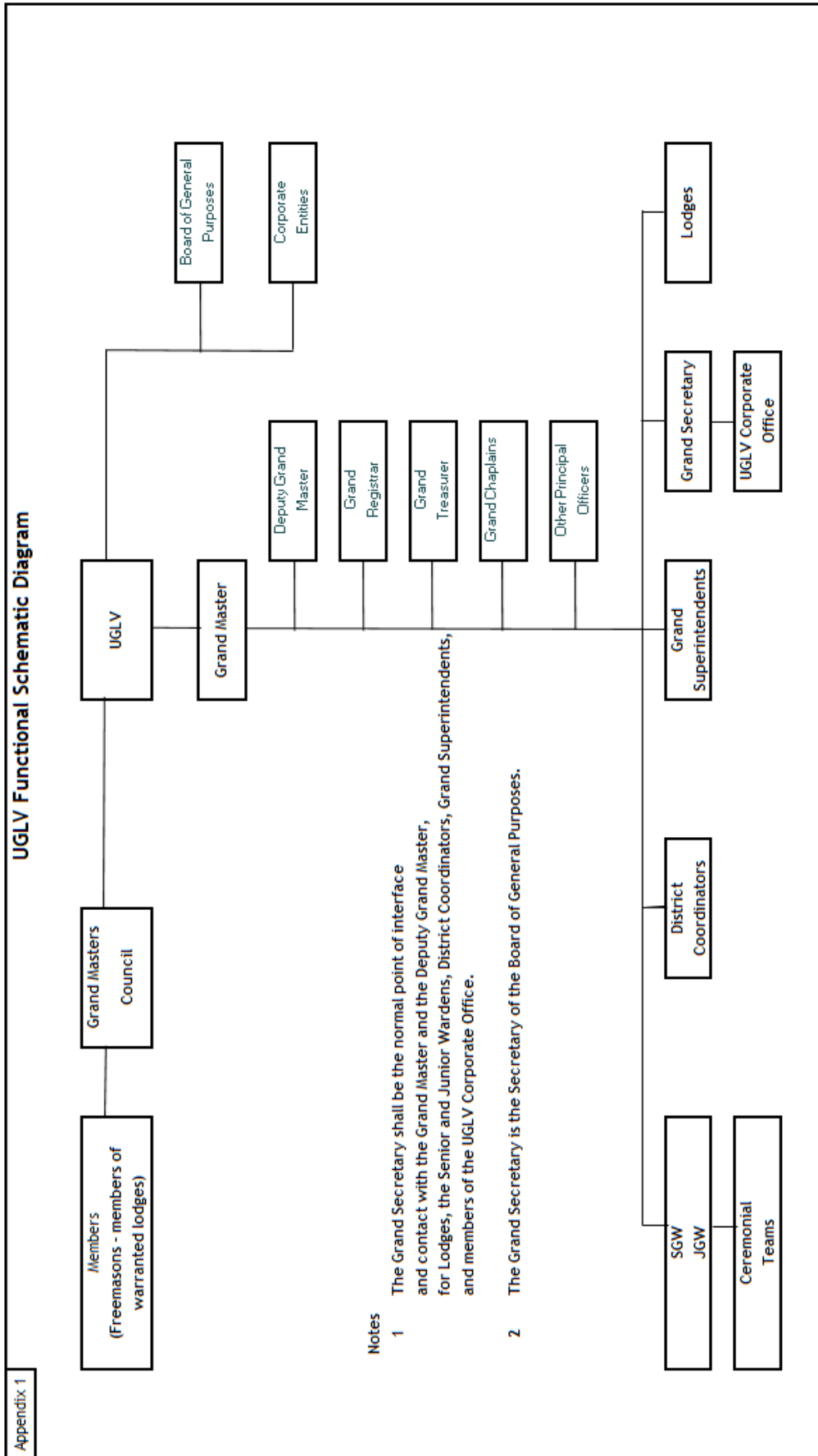
### **Regulation 8 - Delegations Manual (Financial and Non-Financial)**

This Regulation has been made under the UGLV Constitution Rule 87.

*(To be written with material from the current Constitution, other practices, and reference to other publications as appropriate, and to meet the requirements for Australian Standards Accreditation)*

# Appendix 1

## UGLV Functional Schematic Diagram



## Appendix 2

### Masonic Districts

101	North West
102	South West
103	Loddon
104	Goulburn
105	Gippsland East
106	Central Highlands
107	Wimmera
108	North East
109	Gippsland
110	Bellarine Otway
111	Central
112	Bayside
113	South East Mornington
114	Monash Gully
115	Maroondah
116	Northern
117	Western

*(Districts should be reviewed with a view to reducing the number of Districts.)*



## **Appendix 3**

### **UGLV Corporate Entities**

The following are the UGLV Incorporated Companies as at 27 November 2019:

Grand Lodge (Holdings) Limited

Southern Freemasonry Pty Ltd

Eastern Freemasonry Pty Ltd

Freemasons Ringwood Pty Ltd

Freemasons Hospital Limited

Freemasons Victoria Pty Ltd

Freemasons Title Custodian Company Limited

Square One Publications Pty Ltd

## Appendix 4

### Definitions

**antient** is archaic spelling of the word ancient.

**Board meeting** means a meeting of the Board of General Purposes held in accordance with these Rules;

**Board member** means a member of the Board of General Purposes elected or appointed;

**The Board** means the Board of General Purposes which has management of the business of the UGLV in accordance with these Rules;

**Brethren** means Freemasons who constitute the members of UGLV (a masonic title, the “shareholders”).

**caretaker period.** It is the period preceding the installation of a new Grand Master in which the UGLV is managed in a caretaker mode with no new major initiatives being taken, or major appointments or duties made or changed without the written endorsement of the Grand Master elect.

**Craft Freemasonry.** The fundamental freemasonry which is worked in Craft Lodges.

**Chairman**, of a general meeting, corporate entity or committee meeting, means the person chairing and presiding over the meeting or committees established under these Rules or Regulations;

**corporate entity** is any company, trust, or other body established to facilitate management of the UGLV;

**corporate governance.** The framework of rules and practices by which The Board ensures accountability, fairness, and transparency in UGLV’s relationship with its all stakeholders which include board directors, managers, employees, and most importantly, the members.

**Degrees** are masonic ceremonies that advance Freemasons in the craft, denote their masonic progression, and specify the form of a Lodge;

**disciplinary appeal** meeting means a meeting of the members of the UGLV convened under these Rules;

**disciplinary committee** means the committee appointed under these Rules;

**disciplinary meeting** means a meeting of the committee convened for the purposes of Rule 63;

**Districts** are the geographic areas to which Warranted Lodges are grouped (See Masonic Districts).

**District Coordinator** is the coordinator of masonic activities in a District, a masonic title. He may be delegated powers by the Grand Master;

**financial year** means the 12 month period ending on 30 June;

**Freemasonry** means the fraternity established and functioning under the UGLV;

**General Meeting** means a general meeting of the Board of General Purposes and attended by members of the UGLV, convened in accordance with Part 4 and includes an annual general meeting, a special general meeting and a disciplinary appeal meeting. General and Annual General Meetings are held at UGLV Quarterly Communications;

**Grand Lodge** is a non-specific term used to refer to the management of the organisation, the UGLV central office, a team Grand Lodge officers engaged in a ceremony, and a term used to refer to an unofficial collegiate group of Freemasons who have received the accolade of Grand Rank to differentiate them from ordinary Freemasons.

**Grand Master** is the senior elected Freemason of the UGLV and is the Chairman of the UGLV, a masonic title;

**Grand Pursuivant** is a Grand Officer who is secretary to a Grand Ceremonial team, a masonic title.

**Grand Rank** is an accolade which may be awarded to Freemasons as a reward for their service, to serve in ceremonial positions, or to serve in certain management roles. Those holding Grand Rank are entitled to wear special regalia peculiar to their grade, and certain protocols. The award of Grand

Rank does not advance the holders degree in Freemasonry or give the holders any authority unless they are appointed to specific offices;

**Grand Secretary** is the Grand Master's principle executive, Secretary of the UGLV and the Board and manager of the UGLV central office, a is masonic title and appointment;

**Installation** is the act of masonic ceremonies to induct the Grand Master elect and the Worshipful Masters elect of Warranted Lodges into their respective offices after which they are immediately responsible for the discharge of the duties of their offices.

**Investitures** are the act of masonic ceremonies to induct officers subordinate to the Grand Master and Worshipful Masters of Warranted Lodges into their respective offices after which they are immediately responsible for the discharge of the duties of those offices.

**Masonic Districts** are the geographic areas to which Warranted Lodges are grouped;

**member** means a member of the UGLV;

**Pursuivant** an archaic term for follower or attendant.

**Pro-Grand Master** is an appointment made when there is a Vice-Regal Grand Master Installed, a masonic title. The Pro-Grand Master carries out the normal routine duties and functions of Grand Master;

**Quarterly Communications** is the UGLV General Meeting for members of the UGLV;

**real property** shall mean property that is real estate and not intellectual property;

**riband** is archaic spelling of the word ribbon.

**ritual** is the solemn series of actions and movements used by Freemasons in their lodge rooms and ceremonials;

**Special Lodges** means the lodges such as the Lodge of Transition and Lodges of Instruction;

**special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting in to vote either in person or electronically in favour of the resolution;

**the Registrar** means the Registrar of Incorporated Associations in Victoria.

**United Grand Lodge of Victoria (UGLV)** is the peak association for Freemasons in Victoria;

**Warranted Lodges** are lodges which are licensed by a Warrant from the Grand Master to meet, operate and confer degrees.

## Appendix 5

### Historical Document

CONSTITUTION  
OF THE  
UNITED GRAND LODGE  
of  
Antient Free and Accepted Masons  
of  
Victoria

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Approved by:  
Grand Secretary

United Grand Lodge of Victoria  
\*\*\*\*\*

### **THE ARTICLES OF UNION OF THE UNITED GRAND LODGE OF ANTIEN T FREE AND ACCEPTED MASONS OF VICTORIA**

Freemasonry was first established in this Colony in the year 1840 by the Lodge of Australia Felix, No. 697 (now 474), English Constitution. It was followed in 1843 by the Australasian Kilwinning Lodge, No. 337, under the Scottish Constitution. And in 1847 the Australia Felix Lodge of Hiram, No. 349, was opened under the Irish Constitution.

The Provincial (now District) Grand Lodge of Scotland was opened in the year 1852, and has now working under its jurisdiction thirteen Lodges. The Provincial (now District) Grand Lodge of England was opened in the year 1857, and has now 102 Lodges working. The Provincial Grand Lodge of Ireland was opened in 1856, and has now sixteen Lodges working; and in the year 1883, Grand Lodge of Victoria was established, and has now working under its jurisdiction eighteen Lodges.

It is expedient in the best interests of Freemasonry, and for the better ordering of the Craft in this Colony, that there should be full, perfect, and perpetual union, and uniformity of obligation and discipline among the members thereof, at present divided into and working under the above four separate and distinct Constitutions, so that in all time to come they shall form and constitute but one Brotherhood and be represented in one Grand Lodge.

In conformity, therefore, with the Basis of Union adopted and confirmed by the representatives of the said four Constitutions, it is Hereby Agreed:-

#### ***Article 1***

That the Masters, Past Masters, and Wardens of Lodges, under the above Constitutions, having been summoned, attend a meeting on the 20th day of March next, at the Freemasons' Hall, Collins Street, Melbourne, and form themselves into a Grand Lodge to be styled "The United Grand Lodge of Antient, Free and Accepted Masons of Victoria", and proceed then and there to elect some distinguished Brother to be the Grand Master of the said United Grand Lodge.

***Article 2***

That the United Grand Lodge adopt the Book of Constitutions and Mode of Procedure of Grand Lodge of England, as far as the same may be applicable, until otherwise decided.

***Article 3***

That the Lodges shall be registered and rank in precedence according to the dates of the Warrants they at present hold under their respective Constitutions; and where two Lodges have adopted the same name, the older Lodge shall have the right to retain the name.

***Article 4***

That whatever rank any Brother at present holds or has held under any of the four Constitutions shall be confirmed; and that relative Past Grand rank be conferred on all Grand, District or Provincial Grand Lodge Officers, present or past, provided they be subscribing members of some Lodge in Victoria which shall have tendered its allegiance to the United Grand Lodge of Victoria at the period of its formation.

***Article 5***

That Warrants under the Seal of the United Grand Lodge of Victoria be prepared for those Lodges that within six months have declared their allegiance to the said United Grand Lodge.

Freemasons' Hall,  
Melbourne, 14th January, 1889.

## Appendix 6

### Antient Charges

#### SUMMARY OF THE ANTIEN CHARGES AND REGULATIONS

*To be read to the MASTER ELECT Prior to his Installation into the Chair of a Lodge.*

- (1) You agree to be a good man and true, and strictly to obey the Moral Law.
- (2) You are to be a peaceable subject, and cheerfully to conform to the laws of the country in which you reside.
- (3) You promise not to be concerned in plots or conspiracies against Government, but patiently to submit to the decisions of the Supreme Legislature.
- (4) You agree to pay a proper respect to the Civil Magistrate, to work diligently, live creditably and act honourably by all men.
- (5) You agree to hold in veneration the original Rulers and patrons of the Order of Freemasonry and their regular successors, supreme and subordinate, according to their stations; and to submit to the awards and resolutions of your brethren in general Lodge convened, in every case consistent with the Constitutions of the Order.
- (6) You agree to avoid private piques and quarrels and to guard against intemperance and excess.
- (7) You agree to be cautious in your carriage and behaviour, courteous to your brethren, and faithful to your Lodge.
- (8) You promise to respect genuine and true brethren, and to discountenance impostors, and all dissenters from the original plan of Freemasonry.
- (9) You agree to promote the general good of society, to cultivate the social virtues, and to propagate the knowledge of the Mystic Art as far as your influence and ability can extend.
- (10) You promise to pay homage to the Grand Master for the time being, and to his officers when duly installed, and strictly to conform to every edict of Grand Lodge.
- (11) You admit that it is not in the power of any man or body of men to make innovation in the body of Masonry.

## **THE CHARGES OF A FREEMASON**

For the use of Lodges.

*To be read at the making of New brethren or when the Master shall order it.*

### **THE GENERAL HEADS OF THE CHARGES OF A FREEMASON ETC., ETC.**

- I. Of God and Religion.
- II. Of the Civil Magistrate, Supreme and Subordinate.
- III. Of Lodges.
- IV. Of Masters, Wardens, Fellows and Apprentices.
- V. Of the Management of the Craft in Working.
- VI. Of Behaviour, viz:
  1. In the Lodge while constituted.
  2. After the Lodge is over and the brethren not gone.
  3. When brethren meet without Strangers, but not in a Lodge.
  4. In Presence of Strangers not Masons.
  5. At home and in the neighbourhood.
  6. Towards a Strange Brother.

## **THE CHARGES OF A FREEMASON**

ETC., ETC.

### **I. CONCERNING GOD AND RELIGION.**

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

### **II. OF THE CIVIL MAGISTRATE, SUPREME AND SUBORDINATE.**

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

### **III. OF LODGES.**

A Lodge is a place where Freemasons assemble to work and to instruct, and improve themselves in the mysteries of the antient science. In an extended sense it applies to persons as well as to place; hence every regular assembly or duly organized meeting of Masons is called a Lodge. Every Brother ought to belong to some Lodge, and be subject to its By-laws and the General Regulations of the Craft. A Lodge may be either general or particular, as will be best understood by attending it, and there a knowledge of the established usages and customs of the Craft is alone to be acquired. From antient times no Master or Fellow could be absent from his Lodge, especially when warned to appear at it, without incurring a severe censure, unless it appeared to the Master and Wardens that

pure necessity hindered him. The persons made Masons or admitted Members of a Lodge is to be good and true men, free-born, and of mature and discreet age and sound judgment, no bond-men, no women, no immoral or scandalous men, but of good report.

#### IV. OF MASTERS, WARDENS, FELLOWS, AND APPRENTICES.

All preferment among Masons is grounded upon real worth and personal merit only; that so the lords may be well served, the brethren not put to shame, nor the Royal Craft despised; therefore, no Master or Warden is chosen by seniority, but for his merit. It is impossible to describe these things in writing, and therefore every Brother is to attend in his place, and learn them in a way peculiar to this fraternity.

Candidates may, nevertheless, know that no Master should take an Apprentice, sacred duties of morality. Masons unite with the virtuous of every persuasion in the firm and pleasing bond of fraternal love; they are taught to view the errors of mankind with compassion, and to strive, by the purity of their own conduct, to demonstrate the superior excellence of the faith they may profess. Thus Masonry is the centre of union between good men and true, and the happy means of conciliating friendship amongst those who is to otherwise have remained at a perpetual distance. unless he has sufficient employment for him; and, unless he be a perfect youth, having no maim or defect in his body that may render him incapable of learning the art of serving his Master's lord, and of being made a Brother, and then a Fellow- Craft in due time, after he has served such a term of years as the custom of the country directs; and that he should be descended of honest parents; that so, when otherwise qualified, he may arrive to the honour of being the Warden, and then the Master of the Lodge, the Grand Warden, and at length the Grand Master of all the Lodges, according to his merit. No Brother can be a Warden until he has passed the part of a Fellow-Craft, nor a Master until he has acted as a Warden, nor Grand Warden until he has been Master of a Lodge, nor Grand Master unless he has been a Fellow-Craft before his election, who is also to be nobly born, or a gentleman of the best fashion, or some eminent scholar, or some curious architect, or other artist, descended of honest parents, and who is of singularly great merit in the opinion of the Lodges. And for the better, and easier, and more honourable discharge of his office, the Grand Master has a power to choose his own Deputy Grand Master, who is to then be, or have formerly been, the Master of a particular Lodge, and who has the privilege of acting whenever the Grand Master, his principal, should act, unless the said principal be present, or interpose his authority by letter. These Rulers and governors, supreme and subordinate, of the Antient Lodge, are to be obeyed in their respective stations by all the brethren according to the old charges and regulations, with all humility, reverence, love and alacrity.

*N. B. — In antient times no Brother, however skilled in the Craft, was called a Master Mason until he had been elected into the Chair of a Lodge.*

#### V. OF THE MANAGEMENT OF THE CRAFT IN WORKING.

All Masons shall work honestly on working days that they may live creditably on holy days; and the time appointed by the law of the land, or confirmed by custom, shall be observed. The most expert of the Fellow-Craftsmen shall be chosen or appointed the Master, or overseer of the lord's work; who is to be called the Master by those that work under him. The Craftsmen are to avoid all ill language, and to call each other by no disobliging name, but Brother or Fellow; and to behave themselves courteously, within and without the Lodge. The Master, knowing himself to be able of cunning, shall undertake the lord's work as reasonably as possible, and truly dispend his goods as if they were his own; nor to give more wages to any Brother or Apprentice than he really may deserve. Both the Master and the Masons receiving their wages justly, shall be faithful to the lord, and honestly finish their work, whether task or journey; nor put the work to task that hath been accustomed to journey. None shall discover envy at the prosperity of a Brother, nor supplant him, nor put him out of his work, if he be capable to finish the same: for no man can finish another's work so much to the lord's profit unless he be thoroughly acquainted with the designs and draughts of him that began it. When a Fellow-Craftsman is chosen Warden of the work under the Master, he shall be true both to Master and Fellows, shall carefully oversee the work in the Master's absence to the lord's profit; and his brethren shall obey him. All Masons employed shall meekly receive their wages without murmuring or mutiny, and not desert the Master till the work be finished. A younger Brother shall be instructed in working, to prevent spoiling the materials for want of judgment, and for increasing and continuing of brotherly love. All the tools used in working shall be approved by



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

## VI. OF BEHAVIOUR, viz:

### 1. IN THE LODGE WHILE CONSTITUTED.

You are not to hold private committees, or separate conversation, without leave from the Master, nor to talk of anything impertinently or unseemly, nor interrupt the Master or Wardens, or any Brother speaking to the Master; nor behave yourself ludicrously or jestingly while the Lodge is engaged in what is serious and solemn; nor use any unbecoming language upon any pretence whatsoever; but to pay due reverence to your Master, Wardens, and Fellows, and put them to worship. If any complaint be brought, the Brother found guilty shall stand to the award and determination of the Lodge, who are the proper and competent judges of all such controversies (unless you carry them by appeal to the Grand Lodge), and to whom they ought to be referred, unless a Lord's work be hindered the meanwhile, in which case a particular reference may be made; but you is to never go to law about what concerneth Masonry, without an absolute necessity apparent to the Lodge.

### 2. BEHAVIOUR AFTER THE LODGE IS OVER, AND THE BRETHREN NOT GONE.

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

### 3. BEHAVIOUR WHEN BRETHREN MEET WITHOUT STRANGERS, BUT NOT IN A LODGE FORMED.

You are to salute one another in a courteous manner as you will be instructed, calling each other Brother, freely giving mutual instruction as shall be thought expedient, without being overseen or overheard, and without encroaching upon each other, or derogating from that respect which is due to any Brother, were he not a Mason; for though all Masons are, as brethren, upon the same level, yet Masonry takes no honour from a man that he had before; nay, rather it adds to his honour, especially if he has deserved well of the Brotherhood, who is to give honour to whom it is due, and avoid ill manners.

### 4. BEHAVIOUR IN PRESENCE OF STRANGERS NOT MASONS.

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

### 5. BEHAVIOUR AT HOME AND IN YOUR NEIGHBOURHOOD.

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

### 6. BEHAVIOUR TOWARDS A STRANGE BROTHER.

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

Brother, you are to respect him accordingly; and if he is in want you is to relieve him if you can, or else direct him how he may be relieved. You is to employ him some days, or else recommend him to be employed. But you are not charged to do beyond your ability; only to prefer a poor Brother that is a good man and true before any other poor people in the same circumstances. Finally, all these charges you are to observe and also those that shall be communicated to you in another way; cultivating brotherly love, the foundation and coperstone, the cement and glory of this Antient Fraternity, avoiding all wrangling and quarrelling, all slander and backbiting, nor permitting others to slander any honest Brother, but defending his character and doing him all good offices, as far as is consistent with your honour and safety, and no farther. And if any of them do you injury, you is to apply to your own or his Lodge; and from thence you may appeal to the Grand Lodge at the Quarterly Communication, as has been the antient laudable conduct of our forefathers in every nation; never taking a legal course but when the case cannot be otherwise decided, and patiently listening to the honest and, friendly advice of Master and Fellows, when they would prevent your going to law with strangers, or would excite you to put a speedy period to all law-suits, that so you may find the affair of Masonry with the more alacrity and success, and with respect to Brothers or Fellows at law, the Master and brethren should kindly offer their mediation which ought to be thankfully submitted to by the contending brethren; and if that submission is impracticable, they is to, however, carry on their process, or law-suit without wrath and rancour (not in the commonway), saying or doing nothing which may hinder brotherly love and good offices to be renewed and continued, that all may see the benign influence of Masonry, as all true Masons have done from the beginning of the world, and will do to the end of time.

*Amen, so mote it be.*

**THE ARTICLES OF UNION  
OF  
THE UNITED GRAND LODGE  
OF  
ANTIEN T FREE AND ACCEPTED MASONS  
OF  
VICTORIA**

Freemasonry was first established in this Colony in the year 1840 by the Lodge of Australia Felix, No. 697 (now 474), English Constitution. It was followed in 1843 by the Australasian Kilwinning Lodge, No. 337, under the Scottish Constitution. And in 1847 the Australia Felix Lodge of Hiram, No. 349, was opened under the Irish Constitution. The Provincial (now District) Grand Lodge of Scotland was opened in the year 1852, and has now working under its jurisdiction thirteen Lodges. The Provincial (now District) Grand Lodge of England was opened in the year 1857, and has now 102 Lodges working. The Provincial Grand Lodge of Ireland was opened in 1856, and has now sixteen Lodges working; and in the year 1883, Grand Lodge of Victoria was established, and has now working under its jurisdiction eighteen Lodges.

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*(To be compiled)*