



Paper

Appointing Officers, Do's and Don'ts

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Appointing officers, as laid down in the Book of Constitutions

Summary

This paper, gives an overview of 'The Appointment of Officers', as laid down in the Book of Constitutions. It is a very specialised nugget which might be of interest to a Lodge Secretary, Worshipful Master, members of a Lodge Committee.

Keywords

Officers, Book of Constitutions

Appointing Officers, Do's and Don'ts

From time to time, the Provincial Grand Secretary's office receives enquiries regarding the appointment of Officers in the Lodge and specifically which officers must be appointed and which are optional. The wording in the Book of Constitutions is very specific and it is useful to go through this carefully and have a full understanding of the meaning.

Rule 104. (a) states, *'The regular Officers of a Lodge shall be the Master and his two Wardens, a Treasurer, a Secretary, two Deacons, an Inner Guard and a Tyler'*.

The Treasurer is of course elected by the members of the Lodge and no doubt this was enacted from the earliest days so that the control of the Lodge funds was entrusted to an officer who could be independent of the Master. The Tyler can also be elected, but a resolution is often passed at the Election Meeting to allow the incoming Master to appoint this officer. The Tyler need not be a subscribing member of the Lodge and therefore this defines the minimum number of masons required to keep a Lodge operational i.e. eight not counting the Tyler.

'The Master shall appoint as additional officers an Almoner and a Charity Steward'; the word 'shall' being another way of saying must.

'The Master may also appoint as additional officers a Chaplain, a Director of Ceremonies, a Mentor, an Assistant Director of Ceremonies, an Organist, an Assistant Secretary and a Steward or Stewards, but no others'.

All of these officers are optional, but it would be very strange and not conducive to the well-running of the Lodge if a Chaplain, Director of Ceremonies and his assistant were not appointed. What is more, no brother can hold more than one regular office in the Lodge at one and the same time, but the Master may appoint a brother who is holding a regular office to one additional office. This includes the additional officers who must be appointed.

It has been known for a small Lodge, not to appoint some of those named as regular officers, as they had insufficient active members to fill these offices, but this is prohibited and the situation would need to be remedied at a subsequent meeting.

What happens if a Master dies or becomes incapacitated? The Book of Constitutions defines exactly what should happen and normally the Senior Warden would assume the duty of summoning the Lodge. However, the Senior Warden cannot confer Degrees and will request an Installed Master to assume the Chair and confer Degrees. In normal circumstances, this Installed Master will be the Immediate Past Master, but provision is made for an alternative if this is not possible. Similarly, should an officer die or resign then the Master can appoint another member (as appropriate) to take on this Office for the remainder of the masonic year.

##END##

Recommended use of Papers

Papers offer a simple, direct means of advancement in a particular aspect of masonic knowledge. They can be used in a variety of ways:

- Read at home for private study
- Shared for pre-reading by members of a discussion group
- Read aloud in Lodge or Chapter, or in an LOI/COI/new members forum
 - Followed by ‘any questions’
 - As a precursor to a discussion (*in which case much more time is needed, possibly more than double that allocated to the paper itself*)
 - Supported by audio-visual aids, if necessary.

They can be delivered by a single person or split into bite-sized pieces and read by multiple presenters (*in which case, the speaker(s) should have read and practiced the delivery of the paper beforehand*).

If the paper is to be used to introduce a discussion, the presenter will need to have thought about the material, done a little research, and prepared some open questions to engage with the audience. Kipling’s dictum can be of help in preparing open questions, which should begin with one of his ‘serving men’, as follows: *‘I keep six honest serving men (they taught me all I knew). Their names are, What and Why and When and How and Where and Who’.*

Rudyard Kipling

If used as part of an event, the paper should be advertised and promoted by way of trailers, flyers and announcements, in summonses, letters, emails, notice boards, and on social media.

For further papers and other learning materials visit “Solomon” at <http://solomon.ugle.org.uk>

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