

A Guide for

The Operation & Management



Hamilton
Masonic
District "C"

HISTORY

Notes:

*At the Annual Communication of the Grand Lodge of Canada in the Province of Ontario in July 1974 the following lodges of the Hamilton Districts "A" and "B" were designated to form **Hamilton District "C"**.*

The lodges assigned to the new Hamilton District "C" were:

Valley Lodge	No. 100
Seymour Lodge	No. 272
Dufferin Lodge	No. 291
Temple Lodge	No. 324
The Electric Lodge	No. 495
Corinthian Lodge	No. 513
Ionic Lodge	No. 549
The Buchanan Lodge	No. 550
Wardrope Lodge	No. 555
The Hamilton Lodge	No. 562
Hugh Murray Lodge	No. 602
Ancient Landmarks	No. 654
Westmount Lodge	No. 671
Meridian Lodge	No. 687

Several meetings were held to organize and set procedures prior to and after the creation of District "C", to assure the smooth operation of the new District in the Masonic life of the Hamilton area. Such are recorded in the minutes kept by the various District "C" Secretaries as well as the Committee struck to recommend means of strengthening the District in 1986. Subsequent amendments have occurred over the years. This revised Guide is a continuation of efforts to ensure harmonious management of the District.

7. General

- 7.1 A Lodge joining the District subsequent to the fourteen (14) Lodges listed in 6.2 shall be placed in the rotational schedule immediately before the lodge of the current DDGM, the year they joined.
- 7.2 No alterations to this Guide shall be made until a "Notice of Motion" in writing has been presented at a September or January District Meeting and a copy of the "Notice of Motion" given to the District Secretary for distribution to all lodges before the next District Meeting.
- 7.3 "Notices of Motion" shall be acted upon at the next District Meeting.
- 7.4 Should any contingency arise not provided for in this Guide, the District shall be directed by the District Advisors, by the Book of Constitution and by Masonic usage and fairness.
- 7.5 All District Officers, District Committee Chairmen and Members must be a member of a District C Lodge.

All guidelines and amendments passed prior to May 2008 are hereby repealed. Passed by the Lodges of Hamilton Masonic District C, this third (3rd) day of May 2008. **District Deputy**

Grand Master: R.W. Bro. R. James Stewart
District Secretary: W. Bro. Bradley R. Carr

Amended September 7, 2013
District Deputy Grand Master: R.W. Bro. Geoffrey S. Allan
District Secretary: W. Bro. Jordan C. Slade

Amended June 20, 2017
District Deputy Grand Master: R.W. Bro. Craig L. Knapman
District Secretary: W. Bro. Lance R. Mullett

Revision Committee: Bro. Damon A. Allan
R.W. Bro. Wayne Elgie
R.W. Bro. Clifford Tootell

HAMILTON DISTRICT "C"

Order and regularity being essentially necessary for the preservation of harmony and decorum which should at all times characterize "**Freemasonry**", the brethren of Hamilton Masonic District "C" do agree to enact the following:

1. Name

- 1.1 This District shall be known as **Hamilton Masonic District "C"**.

2. Duty to the Grand Lodge

- 2.1 This district acknowledges the supremacy of the Grand Lodge of Ancient, Free and Accepted Masons of Canada, in the Province of Ontario, and will at all times pay respect and obedience to its laws, rules, orders, and regulations.

3. District "C" Membership

- 3.1 Membership in Hamilton District "C" shall be the fourteen (14) original lodges shown above and such lodges that may be added or removed by authority of Grand Lodge.

4. Officers and Committees of the District

Required information in this Guide and the Trestle Board should match.

The Officers of the District shall be:

- 4.1 District Deputy Grand Master
- 4.2 District Secretary
- 4.3 District Treasurer
- 4.4 District Chaplain
- 4.5 District Historian
- 4.6 District Auditors
- 4.7 District Advisors

The District Committees shall be:

- 4.7.2 Long Range Planning
- 4.8 Benevolence
- 4.9 Finance
- 4.10 Blood Donors
- 4.11 Masonic Education
- 4.12 Masonic Foundation of Ontario
- 4.13 Lodge Resources
- 4.14 Regalia
- 4.15 Communications
- 4.16 District Photographer and Field Correspondent for Ontario Mason Magazine

Duties of the District Officers

Officers are expected to give a report at each Official Visit and a final report at the Spring District Meeting.

4.1.1 District Deputy Grand Master

In addition to the duties set forth in the Book of Constitution (sec. 96-109) he shall: A.

- A. Organize and chair all District Meetings
- B. Be an ex-officio member of all District Committees
- C. In preparation for the office, have completed the correspondence course and attended the orientation course for the office of District Deputy Grand Master offered by Grand Lodge
- D. Confirm the appointment of his District Secretary, and his District Chairmen at the July District Meeting.
- E. Appoint such other officers or Committees to serve during his term. F. Publish a District Trestle Board
- G. At the Fall District meeting, present the Immediate Past District Deputy Grand Master with his Past District Deputy Grand Master's pin.
- H. In cooperation with his Lodge, host a Past Grand Lodge Officers' Appreciation Night Banquet before a lodge meeting, paid for by the attendees.

4.2.1 District Secretary

In addition to the duties assigned by the District Deputy Grand Master, he shall: A.

- Be responsible for ensuring that he is properly trained to fulfill his duties by attending the orientation course for the office of District Secretary offered by Grand Lodge and such other training as he deems necessary.
- B. Issue summons to Lodges for all District Meetings at least four (4) weeks prior to the meeting and include an Agenda and any Notices of Motion.
 - C. Attend and record the minutes of all District Meetings and act as parliamentarian. D. Assist the DDGM in the secretarial aspects of the District and assist in the drafting of the District Trestle Board to show:
 - Official Visits
 - Installation Dates
 - District Events, Sunrise and Divine Services
 - Officers, Committees and their respective Chairmen and committee members; telephone numbers and email addresses
 - District Website
 - E. Distribute the Trestle Boards to:
 - All member Lodges (minimum of 20 per Lodge)
 - District Officers and Committee Members
 - Elected and Appointed Grand Lodge Officers of the District
 - DDGMs of Hamilton Districts A and B
 - District C Webmaster for uploading
 - Grand Lodge Office (5 copies)
 - F. Attend all Official Visits of the DDGM and carry out examination of designated books and records, and report as required.

- 5.4 At the Fall Meeting in September, the agenda will include the DDGM's plans for his term, each Officers' and each Chairman's plans, and directions from the Custodian of the Work.
- 5.5 At the Mid Term meeting in January, the agenda will include the DDGM's progress report and recommendations, and a report noting the activities from each of the District Officers and Chairmen.
- 5.6 At the Spring Meeting in May, the agenda will include the DDGM reporting, written activity reports from each of the District Officers and Committee Chairmen, and nominations for the office of the next DDGM.
- 5.7 At the July Annual Meeting at Grand Lodge, the agenda will include the election of the next DDGM, the appointment of his District Secretary, and his District Chairmen, and such items as determined by the current and incoming DDGM and such other business as may be requested by Grand Lodge.
- 5.8 Lodges are encouraged to have all principal officers and interested members in attendance at District Meetings.

6. Election of the District Deputy Grand Master

- 6.1 On a rotational basis, the lodges shall elect the District Deputy Grand Master of Hamilton Masonic District "C".
- 6.2 The progression shall be:

6.2.1	Ionic Lodge	No. 549
6.2.2	Valley Lodge	No. 100
6.2.3	Buchanan Lodge	No. 550
6.2.4	[Deleted]	
6.2.5	Meridian Lodge	No. 687
6.2.6	Harodim Lodge	No. 513
6.2.7	Seymour Lodge	No. 272
6.2.8	Ancient Landmarks Inc. Doric No. 382	No. 654
6.2.9	{Deleted}	
6.2.10	Hugh Murray Lodge	No. 602
6.2.11	Westmount Lodge	No. 671
6.2.12	The Electric Lodge	No. 495
6.2.13	Temple Lodge	No. 324
6.2.14	Dufferin Lodge	No. 291
- 6.3 Nominations for the Office of DDGM for the next three years shall be made at the Spring District Meeting.
- 6.4 Notwithstanding the rotational schedule in Article 6.3, two or more lodges may by mutual agreement, exchange dates. Such agreement should be announced at least three years before the first lodge is to elect a DDGM.
- 6.5 A lodge which does not wish to propose a candidate, may stand aside with the understanding that when the lodge has a candidate he will be the third named in the three- year schedule announced in Article 6.4.
- 6.6 Any variations in the Article 6.3 scheduled progression caused by Article 6.5 and Article 6.6 above will not change the original scheduled progression on the next cycle.
- 6.7 All candidates for the office of DDGM shall have served as Chairman of Masonic Education and Lodge Resources before becoming DDGM.

4.14.1 Regalia

The committee shall:

- A. Consist of two (2) or more members and a chairman.
- B. Procure the DDGM dress regalia and carrying case for presentation at the July Annual District Meeting at Grant Lodge.
- C. Procure the appropriate dress regalia and carrying case for the previous DDGM's appointment and arrange for its presentation at his lodge.
- D. Ensure that all regalia presented by the District is returned to the District when the recipient has no further need or when he should leave the Craft.
- E. Ensure that the recipient sign a Letter of Understanding stating "I ___ have read and understand the above and do hereby agree that the regalia presented to me by my Hamilton District C shall be returned to the Districted Regalia Committee on my demise, or when no longer needed. Dated this ___ day of ___, in the year of ___. Signature ___ Signature of Regalia Chairman ___ (copy for attachment to recipient's will)."
- F. Make every effort to present donated regalia back to the donating lodge when that lodge has a member requiring such.
- G. Be the repository of all the District's regalia, maintain an inventory, and refurbish such when a new recipient requests.
- H. Submit to the District Treasurer before August 15th the amount required from the District to procure the necessary regalia for that ensuing year.

4.15.1 Communications

The committee shall:

- A. Consist of two (2) or more members and a chairman.
- B. Consist of members who have advanced website and newsletter experience. C. Comply with the requirements of the Grand Lodge Webmaster.
- D. Be responsible to the DDGM for Website content.
- E. Maintain a Bulletin Board for the District with current information from District brethren.
- F. Publish a District Newsletter(s) on the Website, which can be downloaded and printed.
- G. Make a report at each Official Visit.
- H. Liaise with each Lodge Committee Chairman holding the same office.
- I. Encourage Lodges to provide content to the District Website/Newsletter on a regular basis.
- J. Assist lodges on Lodge Website/Newsletter matters.
- K. Liaise with the respective Grand Lodge Committee Chairmen.

4.16.1 District Photographer and Field Correspondent for the Ontario Mason Magazine

The committee shall:

- A. Consist of two (2) or more members and a chairman. B. Attend each Official Visit and take photos.
- C. Share with the Ontario Mason Magazine notable happenings from the District.
- D. Share photos with the Communications Committee for publishing on the District Website and/or in the Newsletter.
- E. Share all photographs and recordings with the District Historian.

5. District Meetings

- 5.1 All District Meetings will observe protocol and etiquette in accordance with the Book of Constitution of Grand Lodge and for business observe Robert's Rules of Order.
- 5.2 Voting on all District business shall be by lodge with one (1) vote per lodge, vested in the Worshipful Master with the power to designate a proxy in writing. The proxy form **must** be presented to the DDGM prior to the commencement of the meeting.
- 5.3 There shall be four (4) District Meetings held for the transaction of business and such items as determined by the DDGM.

4.3.1 District Treasurer

He shall:

- A. Be elected by the Lodges at the Spring District Meeting for a term of 3 years with eligibility for re-election.
- A.1 If the elected District Treasurer cannot complete his 3 year term of office, at the next scheduled District Meeting, an election for the office of District Treasurer for the remaining portion of the 3 year term will be held.
- B. Keep such books and accounts as prescribed by the District
- C. Maintain a District Chequing Account with a Canadian Financial Institution for which he and the DDGM and the District Secretary are the signing officers.
- D. Maintain a balance of \$1,000 in the District Bank Account. E. Annually budget for needed items to a baseline of:
 - DDGM Regalia and carrying case (new or refurbished) **\$1,100.**
 - District Secretary Regalia and carrying case (new or refurbished) **\$650.**
 - District Website **\$400.**
 - District Meetings (hall rental and refreshments) three (3) per year **\$250.**
 - Mileage for Official Visits, 3 District Meetings and DDGM's Interim Meeting with Grand Master **\$400.**
 - Printing/Stationary and Office Expenses **\$1,200.**
 - Grand Lodge Expenses **\$500.**
 - Contingency Fund **\$500.**
- F. Assist the DDGM to determine the per capita levy for all District Expenses which include budgeted DDGM's expenses, website operation, and regalia (section 107). **Formula = Total Cost / No. of District Members** listed in the last issued Proceedings.
- G. Assist the DDGM by informing the lodges of their total per capita lodge assessment at the Fall District Meeting.
- H. Instruct each lodge that it **must** forward its assessment to the District Treasurer before September 30th.
- I. Receive DDGM and District Officers' invoices that fall within the budget limitations and process them for reimbursement.
- J. Record the actual expenses and the amount reimbursed for comparison to the budget.
- K. Prepare a financial statement showing the annual budget, amounts reimbursed through DDGM, to the Officers and Chairmen of the District for the fiscal year of August 1st to July 31st and submit it to the Auditors along with invoices for audit verification and presentation and distribution at the Fall District Meeting.
- L. Maintain a copy of the yearly audited statements in a separate book.
- M. Liaise with the Grand Lodge Advisory Committee on Lodge Finances as necessary.

4.4.1 District Chaplain

He shall:

- A. Beyond the duties of a Chaplain, carry out such tasks deemed essential by the DDGM.

4.5.1 District Historian

He shall:

- A. Compile and preserve a record of matters connected with the history of District C, report at the Spring District Meeting and preserve such in both hard and electronic copy so that the recordings can be passed on to his successor.

4.6.1 District Auditors

They shall:

- A. Consist of 2 Auditors who shall be elected annually at the Fall District Meeting. B. Audit all District C financial statements and make a report and present it at the next Fall District Meeting.

4.7.1 District Advisors

They shall:

- A. Consist of at least 3 Past Grand Lodge Officers. B. Assist and counsel the DDGM.
- C. Report at District Meetings.

Duties of the District Committees

4.7.2 Long Range Planning

The committee shall:

- A. Consist of the IPDDGM as chairman, supported by the two DDGMs who preceded him, and be further supported by the oversight of the District Advisors.
- B. Responsible for reporting on the progress of the District Long Range Plan using the Score Card provided in the Plan.
- C. Responsible for updating the District Long Range Plan as necessary.
- D. Responsible for interfacing with the L. R. P. chairmen of other Hamilton Districts.

4.8.1 Benevolence

The committee shall:

- A. Consist of two (2) or more members and a chairman.
- B. Make a report at each Official Visit.
- C. Liaise with each Lodge Committee Chairman holding the same office. D. Liaise with the respective Grand Lodge Committee Chairman.
- E. Liaise with the Hamilton Districts' Board of Relief.
- F. Receive and process all applications for Grand Lodge Benevolence as set forth in the Book of the Constitution.

4.9.1 Finance

The committee shall:

- A. Consist of at least the DDGM, a PDDGM, the District Treasurer, and a Chairman. B. Develop the Annual Budget
- C. Make a report at each Official Visit.
- D. Liaise with each Lodge Committee Chairman holding the same office. E. Liaise with the respective Grand Lodge Committee Chairmen.
- F. Assist lodges with their financial matters, on request.

4.10.1 Blood Donors

The committee shall:

- A. Consist of two (2) or more members and a chairman. B. Make a report at each Official Visit.
- C. Liaise with each Lodge Committee Chairman holding the same office.
- D. Promote Blood Donor Clinics in the District in coordination with the Hamilton Office of the Canadian Blood Services.
- E. Keep records of Lodge/Clinic Blood Donations as per Grand Lodge requirements and report to the DDGM.
- F. Become familiar with the Grand Lodge Blood Donor program. G. Liaise with the respective Grand Lodge Committee Chairman.

4.11.1 Masonic Education

The committee shall:

- A. Consist of two (2) or more members and a chairman. B. Make a report at each Official Visit.
- C. Promote the Grand Lodge Masonic Education program and the Grand Lodge Library.
- D. Liaise with the respective Grand Lodge Committee Chairman. E. Present at least two (2) District Masonic Education Nights.
- F. Liaise with each Lodge Committee Chairman holding the same office and encourage Masonic Education programming in lodges such as:
 - Lodges of Discussion
 - The Correspondence Courses

4.12.1 Masonic Foundation of Ontario

The committee shall:

- A. Consist of two (2) or more members and a chairman. B. Make a report at each Official Visit.
- C. Liaise with each Lodge Chairman holding the same office, and disseminate information about the Masonic Foundation.
- D. Liaise with the Masonic Foundation of Ontario.
- E. Promote and assist with all applications to the Foundation.

4.13.1 Lodge Resources

The committee shall:

- A. Consist of five (5) or more members and a chairman.
- B. Encompass the Brother-to-Brother, Friend-to-Friend, Mentorship, Officer Progression and Protocol and Etiquette programs respectively.
- C. Have each of its five (5) members create subcommittees consisting of at least two (2) members and himself to assume responsibility for their respective Grand Lodge Program.
- D. Ensure that each of the aforementioned Grand Lodge Programs are active within each Lodge.
- E. Make a report at each Official Visit.
- F. The District Lodge Resource Chairman is responsible for all communications with the media in alignment with the Grand Lodge Communication Committee.