

Hamilton South District District Guidelines

Order and regularity being essentially necessary for the preservation of the harmony and decorum which at all times should characterize Freemasons, the Brethren of the Hamilton South District of the Grand Lodge of Ancient, Free and Accepted Masons of Canada in the Province of Ontario, do agree to and enact the following Guidelines.

1. Definitions:

- (a) **Grand Lodge:** shall mean the Grand Lodge of Ancient, Free and Accepted Masons of Canada in the Province of Ontario.
- (b) **Constitution:** shall mean the most current version of the Constitution of Grand Lodge.
- (c) **District:** shall mean the Hamilton South District, or as otherwise determined by Grand Lodge from time to time.
- (d) **Guidelines:** shall mean these District guidelines, as amended from time to time in accordance with these Guidelines.
- (e) **Lodge or Lodges:** shall mean the lodge or lodges in the District as determined by, or approved by, Grand Lodge from time to time.
- (f) **Membership:** shall mean all Masons, in good standing, who hold membership in a Lodge in the District.

2. Relationship to Grand Lodge:

This District acknowledges the supremacy of Grand Lodge, and at all times pays respect and obedience to its constitution, laws, regulations and edicts.

3. Mission Statement: These Guidelines are to provide clear and concise guidance for the ultimate benefit of the District and its Membership.

4. Revision to Guidelines:

Written notice of motion must be distributed to all District Lodge Secretaries and the District Deputy Grand Master, at least two (2) full months prior to a meeting of the District, before the motion can proceed with regards to changing these Guidelines.

5. Election of District Deputy Grand Master:

- (a) The expectations of the District Deputy Grand Master are set out in the Constitution and by the Grand Master. Attendance at any other meeting, gathering, event, function, or otherwise is at the sole discretion of the District Deputy Grand Master.
- (b) It is preferred that Lodges work very closely with potential candidates to develop skills and knowledge and closely monitor progress towards completing all requirements before being put forward as a candidate for the Office of District Deputy Grand Master and continue to work very closely with them through their progression in the District.
- (c) It is preferred that Lodges considering the proposal of a candidate for the Office of District Deputy Grand Master allow the name of that individual to be put forward at least three terms in advance, so that that person may have an opportunity to serve as an officer and/or chairman of the District, preferably in prominent positions.

- (d) Candidates for the Office of District Deputy Grand Master shall not be put forward until they are fully qualified to take office in accordance with the Constitution, and the District Deputy Grand Master has verified such qualifications.
- (e) It is preferred that Lodges propose their candidate for the Office of District Deputy Grand Master, if any, at the Fall District Meeting.
- (f) It is preferred that all aspirants to the Office of District Deputy Grand Master complete the Past Master's Course as offered by the Grand Lodge College of Freemasonry, and complete the DDGM preparation course, or its equivalent, as offered by Grand Lodge, at least two terms prior to them taking office.
- (g) The District Deputy Grand Master communicates with Grand Lodge. The District Secretary communicates with the Lodges.
- (h) In accordance with Section 108 of the Constitution, the District Deputy Grand Master shall, following his annual term as District Deputy Grand Master, mail to each Lodge in the District an audited financial statement of the receipts and expenses pertaining to the duties of his office during such annual term. Such mailing shall be made not later than the 1st day of September following the installation of his successor.

6. Per Capita Levy:

- (a) The newly elected District Deputy Grand Master shall prepare a written budget of expenses to be covered by the District during his term of office as District Deputy Grand Master; and such budget shall be presented at the Fall District Meeting for discussion, any adjustments and approval by the Membership.
- (b) The budget shall include the procurement of dress regalia for the District Deputy Grand Master, and the payment of travelling expenses to the extent of at least one official visit to each Lodge, and such other necessary expenses.
- (c) The per capita levy shall be based on allocating the approved budget to each Lodge based on the membership numbers as recorded on the semi-annual return of the Lodges for the most recent period ending June 30th.
- (d) The District Deputy Grand Master shall send to each Lodge a copy of the approved budget and the per capita calculations for each Lodge within the first four weeks immediately following the Fall District Meeting.
- (e) Each Lodge shall pay to the District Deputy Grand Master the per capita levy for the Lodge on or before its Official Visit of the District Deputy Grand Master.

7. District Meetings:

- (a) **Quorum:** The quorum for any meeting of the District shall be twenty (20) of the Membership, plus the District Deputy Grand Master or his designate.
- (b) **Voting:** The Membership that are present at the meeting shall be entitled to one (1) vote per person, except the District Deputy Grand Master, or his designate, who shall only vote in the event of a tie.
- (c) **Fall District Meeting:**
 - (i) It is preferred that the Fall District Meeting be held in the first three weeks of September following Labour Day.
 - (ii) The date of the Fall District Meeting is to be established by consensus of the District Deputy Grand Master and all proposed candidates for the Office of District Deputy Grand Master prior to the Spring District Meeting.
 - (iii) The date of the Fall District Meeting shall be announced at the Spring District Meeting.

- (iv) The District Deputy Grand Master is to announce the District officers and committee chairmen at the Fall District Meeting.
- (v) At the Fall District Meeting two reviewers shall be elected by open vote to review the year-end financial records and operations of the District with a report to be presented to the District Deputy Grand Master by August 15th.
- (vi) The written budget of expenses to be covered by the District during the District Deputy Grand Master's term of office shall be presented and approved at the Fall District Meeting.
- (vii) The date of the Spring District Meeting shall be announced at the Fall District Meeting.
- (d) **Mid-Term District Meeting (optional):**
 - (i) The District Deputy Grand Master may hold a Mid-Term District Meeting in the month of January, but not earlier than the first full week in January.
 - (ii) The date of any Mid-Term District Meeting shall be announced at the Fall District Meeting.
- (e) **Spring District Meeting:**
 - (i) It is preferred that the Spring District Meeting be held in the first three weeks of May.
 - (ii) The date of the Spring District Meeting shall be announced at the Fall District Meeting.
- (f) **Special Meeting:**
 - (i) A Special Meeting may be held at the discretion of the District Deputy Grand Master for just and lawful reason, at any reasonable time that does not conflict with the regular and emergent meetings of Lodges, subject to providing written notice to each Lodge at least two (2) full weeks prior to such meeting identifying the reason(s) for such Special Meeting.

8. **District Officers and Committees:**

- (a) The District Deputy Grand Master shall notify all Lodges of the appointment of the District Secretary following his investiture and no later than August 15th.
- (b) The District Deputy Grand Master shall announce the District Officers and all Committee Chairmen at the Fall District Meeting.
- (c) The District Officers and Committees must include the District Officers and Committees listed on Attached 'A' of these Guidelines.
- (d) The duties and responsibilities of District Officers and Committee Chairmen are listed on Attachment 'A', forming an integral part of these Guidelines.
- (e) The District Deputy Grand Master, in his year, may appoint such other committees at his discretion.

9. **District Deputy Grand Master Official Visits:**

- (a) During the months of April or May of each year, the District Secretary is to request preferred Official Visit and Installation dates from each Lodge and pass them on to the incoming District Deputy Grand Master after his election. This will assist in the preparation of the trestle board for the next Masonic year.
- (b) The newly elected District Deputy Grand Master has the right to ask Lodges to change the date of their Official Visit.
- (c) The District Deputy Grand Master's trestle board should be presented to each Lodge prior to the Lodge's regular meeting in September.

10. District Regalia:

- (a) Grand Lodge Officer Regalia purchased or refurbished by the District remains the property of the District and is deemed to be on loan to the recipient for the duration of his life, or until he is no longer a current member in at least one (1) lodge in our Grand Lodge, at which time such regalia shall be returned to the District. Grand Lodge Officers should advise their families accordingly.
- (b) Any new or refurbished apron for the District Deputy Grand Master shall be embroidered "Hamilton South District" and "G.R.C." (see Section 399 (a) (vii) of the Constitution).
- (c) Any new or refurbished jewel for the District Deputy Grand Master shall be engraved "Hamilton South District" and "G.R.C." (see Section 400 (a) of the Constitution).
- (d) If included in the approved budget, regalia for the Grand Master's appointed Grand Lodge Officer as recommended by the District Deputy Grand Master (District Secretary) shall be arranged for immediately after such appointment and purchased by the District Deputy Grand Master that made such appointment using funds from the per capita levy previously paid to him.
- (e) The District shall not be responsible for arranging for or purchasing new or refurbished regalia for any elected or appointed Grand Lodge Officer not covered under 6(b) or 10(d) in these Guidelines.

11. Succession Planning:

- (a) The District Deputy Grand Master shall be elected every year as directed by Grand Lodge.
- (b) The District established a succession planning list as found in Attachment B of these Guidelines.
- (c) The succession planning list permits Lodges to plan for and prepare potential candidates for the office of District Deputy Grand Master, but is not a formal rotation list, and is not a guaranty that any proposed candidate will not be opposed by a candidate from another Lodge in the District.
- (d) Notwithstanding any succession planning, every four (4) years shall be designated an open year when any Lodge in the District may nominate a candidate for the office of District Deputy Grand Master subject only to eligibility requirements under the Constitution of Grand Lodge.
- (e) Any year where the identified Lodge does not have a prepared candidate shall be an open year as described in (d) above.
- (f) Any year where a Lodge number ceases to exist by amalgamation, closure or otherwise shall be an open year as described in (d) above.

These Guidelines are hereby adopted on behalf of the Lodges by Grand Lodge.

M.W. Bro. Jamie R. Ireland
Grand Master

R.W. Bro. Art M. Di Cecco
Deputy Grand Master

R.W. Bro. Louis M. Domjan
Grand Secretary

ATTACHMENT 'A'

The following are guidelines to the duties and responsibilities of District officers and committee chairmen, respectfully forming an integral part of these Guidelines.

District Secretary:

Issue summons to Lodges for all District Meetings.

Attend and record the minutes of all District Meetings.

Assist the District Deputy Grand Master in the secretarial responsibilities of the District.

Attend with the District Deputy Grand Master at all his Official Visits and examine the books and records of the Lodge and report as required.

Perform any other such duties as may be required by the District Deputy Grand Master.

District Chaplain (if any):

Attend with the District Deputy Grand Master at his Official Visits.

Perform any other such duties as may be required by the District Deputy Grand Master.

Benevolence:

Liaise with the Grand Lodge Benevolence Committee in providing and communicating the programs available to the brethren and families.

Receive and process all applications for Grand Lodge benevolence as set out in the Constitution.

Promote Benevolence throughout the District.

Liaise with and promote The Masonic Foundation of Ontario throughout the District.

Perform any other such duties as may be required by the District Deputy Grand Master.

Masonic Education:

Liaise with the Grand Lodge Committee on Masonic Education.

Organize, promote and conduct Masonic Education throughout the District.

Promote all Grand Lodge seminars, and disseminate any other information received.

Perform any other such duties as may be required by the District Deputy Grand Master.

ATTACHMENT 'B'

The following succession planning list is subject to the Guidelines and notes below.

<u>Term</u>	<u>Lodge Name and Number</u>
2025-2026	None - Open Year
2026-2027	
2027-2028	
2028-2029	
2029-2030	None - Open Year
2030-2031	
2031-2032	
2032-2033	
2033-2034	None - Open Year
2034-2035	
2035-2036	
2036-2037	
2037-2038	None - Open Year
2038-2039	
2039-2040	
2040-2041	
2041-2042	None - Open Year

NOTES:

- Succession planning list shall be established in order from most years since last District Deputy Grand Master who served in any District to fewest years since last District Deputy Grand Master who served in any District, and in cases of same year from lowest Lodge number to highest Lodge number.
- All "None - Open Year" shall remain as "None - Open Year".