

BLUE LODGE OFFICER PREPAREDNESS TRAINING PROGRAM

2014

Objective

- To provide current subordinate Lodge officers, and potential Lodge officers a fundamental knowledge of the duties and responsibilities of the Worshipful Master of a Lodge.

BLUE LODGE OFFICER PREPAREDNESS TRAINING PROGRAM

Reviewed by the Committee on
Education and Public Relations.
Grand Lodge of Alabama
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2014

DUTIES AND RESPONSIBILITIES OF THE WORSHIPFUL MASTER

Sources: Masonic Ritual – Grand Lodge of
F. and A. M. Alabama. 1993
Masonic Code of Alabama (Nov., 2012)

Charges to the Worshipful Master upon installation of his office:

Source: Masonic Ritual – Grand Lodge of
F. and A. M. Alabama. 1993

Duties “of the Master of a Lodge”

“Installation of Officers” Masonic Ritual Grand Lodge of Alabama. 1993. pgs. 177 – 181.

- **Charges to the Worshipful Master upon installation of his office:**
- “your assent to those **ancient Charges and Regulations** which point out **the duty of the Master of a Lodge:**
 - To be a good man and true .. strictly obey moral law
 - To be a peaceable citizen ,, conform to the laws of the country in which you live
 - To not be concerned in plots and conspiracies against the government of the country in which you live ... submit to the decisions of the law and the constituted authorities

Duties “of the Master of a Lodge”

“Installation of Officers” Masonic Ritual Grand Lodge of Alabama. 1993. pgs. 177 – 181.

- to pay proper respect to the civil magistrates.. Work diligently, live creditably, and act honorably by all men.
- 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 Lodge convened, in every case consistent with the constitutions of the Order.

Duties “of the Master of a Lodge”

“Installation of Officers” Masonic Ritual Grand Lodge of Alabama. 1993. pgs. 177 – 181.

- ... to avoid private piques and quarrels, and to guard against intemperance and excess
- to be cautious in your behavior, courteous to your brethren, and faithful to your Lodge
- to respect genuine and true brethren, and to discountenance imposters and all dissenters from the **Ancient Landmarks** and **Constitutions** of Masonry
- ... to promote the general good of society, to cultivate social virtues, and to propagate the knowledge of the mystic art, according to our statutes.

Duties “of the Master of a Lodge”

“Installation of Officers” Masonic Ritual Grand Lodge of Alabama. 1993. pgs. 177 – 181

- to **pay homage to the Grand Master** for the time being, and to his officers when duly installed; and strictly **conform to every edict of the Grand Lodge** that is not subversive of the principles and groundwork of Masonry
- a regular attendance on the committees and communications of the Grand Lodge, on receiving proper notice; and **to pay due attention to all the duties of Masonry**
- to admit that it is not in the power of any man, or body of men, to make innovations in the body of Masonry

Duties “of the Master of a Lodge”

“Installation of Officers” Masonic Ritual Grand Lodge of Alabama. 1993. pgs. 177 – 181

- admit that no new Lodge can be formed without permission of the Grand Lodge; and that no countenance ought to be given to any irregular Lodge, or to any person clandestinely initiated therein, as being contrary to the ancient charges of the Order
- admit that no person can be regularly made a Freemason in, or admitted a member of any regular Lodge, without previous notice, and due inquiry into his character
- agree that no visitors shall be received into your Lodge without due examination, and producing proper vouchers of their having been initiated in a regular Lodge

Duties “of the Master of a Lodge”

“Installation of Officers” Masonic Ritual Grand Lodge of Alabama. 1993. pgs. 177 – 181.

- These are the regulations of Free and Accepted Masons. Do you submit to these charges and promise to support these regulations as Masters have done in all ages before you?

Duties “of the Master of a Lodge” after the installation obligation
“Installation of Officers” Masonic Ritual Grand Lodge of Alabama. 1993. pgs. 177 – 181

- The Book of Constitutions you are to search at all times. Cause it to be frequently read, that none may be ignorant of the excellent precepts which it enjoins.
- You now receive in charge the Charter ... You are to carefully preserve and duly transmit it to your successor in office.
- You will also receive in charge the by-laws of your Lodge, which you are to see carefully and punctually executed.



END

Worshipful Master's
Duties and Obligations According to
Installation Obligation and Charges

Worshipful Master Duties and Responsibilities

Edicts

Masonic Code of Alabama: Grand Lodge of F. and A. M. Alabama. 1993

15.17: Ineligible for Election, 13.3: Master / Warden Present, 13.4 Disability of Master, 13.9: Declare Lodge closed/Disorder, 14.1: Master Eligibility, 15.1: Master's Right to vote 15.3: Master's authority, 15.5: Delegate to Grand Lodge

Edicts: 5.17 (p. 59) Not Eligible for election when holding Grand Lodge office

- A Grand Lodge Officer Eligible to Office in Subordinate Lodge:
- An elected Grand Lodge Officer is eligible to hold any office in a subordinate Lodge except Master or Warden.
- An appointed Grand Lodge Officer is eligible to hold any office in a subordinate Lodge to which he is chosen.

Edicts: 13.3 (p. 87) Master or Warden must be present

- A Lodge cannot be opened in the absence of the Master and both Wardens.
- One of these officers must not only be present to congregate the Lodge, but must remain during the entire session.
- If one of the Wardens be present to congregate the Lodge, he may however, by courtesy call on a Past Master or Present Master, or Warden of another Lodge to preside, provided he remains in the Lodge room during the meeting of the Lodge.

Edicts: 13.3 Master or Warden Continued

- Provided, further, that for the purpose of conducting a funeral, any Past Master of the Lodge may open the Lodge and conduct the funeral in the absence of the three principal officers of the Lodge.

Edicts: 13.4 (p. 87) Right to preside if present, Master Not Designated

- A Lodge has no right to elect or designate any person to act as W. M. for a special purpose or special meeting.
- The regularly elected and installed Master always has the right to preside if present, and
- in case of his absence or disability the S. W. or J. W. must perform his duties

Edicts: 13.9 (p. 88) Declare Lodge closed to stop disorder

- Obedience to Gavel:
- If members refuse to obey the gavel of the Master he has the right, in order to stop further confusion and disorder,
- to declare the Lodge closed and take himself and the charter out of the Lodge, even while at labor.

Edicts: 14.1 (p. 95) Master Eligibility

Requirements for election for election

- Any one is eligible for election as Worshipful Master who is a member of that Lodge at the time of is election,
- and who has served as a duly elected and installed Warden of a Lodge in this Grand Jurisdiction,
- and provided that if in the forming of a new Lodge none of its members have previously served as Master or Warden, as above defined, the Grand Master may appoint such member to be W. M. as he may deem proper.
- A Master or Warden under charges but not tried, is eligible for W. M.
- Loss of arm or other limb does not disqualify one for election as W. M.
- Inability to read or write does not disqualify one for election as W. M.
- Not being a naturalized citizen does not disqualify one for election as W. M.
- One who was appointed by the Grand Master and served as Master or Warden of a Lodge under Dispensation is eligible for election as Worshipful Master.

Edicts: 15.1 (p. 99) Master's right of vote

- The Master has the right to vote on any proposition before the Lodge, including a change in the by-laws

Edicts: 15.3 (p.99) Master's Authority

- Master's Authority: No appeal lies from his decision to the Lodge, and he is amenable [**obliging, acquiescent, compliant**] only to the Grand Lodge, but subject by the Grand Master, under certain restrictions. It is his privilege to decide all points of order, all questions as to ceremonial work and Masonic law, subject only to the Constitution, Rules and Edicts of the Grand Lodge, the by-laws of his own Lodge, and the ancient landmarks and usages of the Order.

Edicts: 15.5 (p. 99) Delegate to Grand Lodge

- Each of the principal officers of the Lodge have the right to attend the Grand Lodge and they possess equal powers and privileges. The payment of the expenses of each is a matter for the regulation of the Subordinate Lodge.

Constitution: Article VI Subordinate Lodges

Worshipful Master's Knowledge
of Rules and Regulations Governing A Lodge

Section 1 (p. 19) Rights of a Lodge

- All Lodges under this jurisdiction shall have the right to convene as “FREE AND ACCEPTED MASONS”, receive and enter Apprentices, pass Fellow Crafts and raise Master Masons;
- also to assess and collect such fees and dues as they may find reasonable and proper;
- to establish funds for charitable purposes and transact all business appertaining to Masonry, Conformable to their Charters, the Constitution and Laws of the Grand Lodge and the ancient usages of the Fraternity

Section 2 (p. 19) Structure of a Lodge

- Every Lodge under this jurisdiction shall consist of a Master, Senior and Junior Warden, Treasurer, Secretary, Senior and Junior Deacon, and a Tiler,
- And such other officers as the Lodge may from time to time think proper to appoint, who shall perform the duties assigned them in the charge given at their installation, together with as many members as may be found convenient for working to advantage,

Section 2 Cont.

- Every Lodge thus organized shall meet at least once a month to transact such business as may come before it.
- and more especially to instruct and improve its members in Masonic knowledge.

Section 3 (p. 20) Constituted and Irregular Lodges

- Every subordinate Lodge must have a Charter from the Grand Lodge, or a dispensation or warrant from the Grand or Deputy Grand Master, attested by the Grand Secretary and sealed with the seal of the Grand Lodge,
- and no Lodge shall be deemed legal or regular without such charter, dispensation or warrant,
- and all Masonic communications, either public or private, are hereby interdicted and forbidden between any Lodge under the jurisdiction or any member of any of them.

Section 3 continued

- and any Lodge that may be illegally formed, opened or holden, or any or either of their members, or any person initiated, passed or raised in such illegal Lodge.

Section 4 (p. 20) Dispensation of Lodges

- Dispensation granted by the Grand or Deputy Grand Master for the establishment of new Loges shall continue in force only until the succeeding Annual Communication

Section 5 (p. 20) Lodge Seals

- Every chartered Lodge shall have a seal with the name and number of the Lodge engraved thereon ...
- and no document from any Lodge shall be received or deemed authentic without such seal being affixed thereto ...
- Where Lodges have not seals already they shall be allowed twelve months to procure them;
- And all Lodges hereafter established shall be allowed the same time from the date of their respective charters, and no longer.

Section 6 (p21) Absence of WM, Funerals

- In all cases of the absence of the WM from any regular or special communication of any Lodge, the WARDEN present highest in rank shall preside
- Unless .. Said officer shall decline in favor of a past superior officer
- Provided no special communication shall be held without sufficient notice being first given as far as practicable of the time and object of the meeting
- and it shall not be lawful for the lodge to transact any business other than that for which the Lodge was specifically convened
- Provided, further, that for the purpose of conducting a funeral any Past Master of the Lodge may open the Lodge and conduct the funeral in the absence of the three principle officers of the Lodge

Section 7 (p. 21) Eligibility of Petitioners

- No subordinate Lodge shall proceed to confer any or either of the degrees of Masonry upon any person
- who is not a man, free-born, of the age of twenty- one years or upward,
- of good reputation,
- of sufficient natural and intellectual endowment,
- with an estate, office, trade, or occupation, or some other obvious source of honest subsistence
- from which he may be able to spare something for works of charity
- and for maintaining the ancient dignity and ability of the Masonic Institution

Section 7 Continued

- If the petitioner be physically defective by reason of deformity or being maimed, his eligibility shall be determined favorably to the petitioner,
- he shall be eligible to receive the degrees of Masonry when the action of the Lodge has been approved by the District Lecturer of that district in writing.
- The authorization will be reported to the Grand Secretary using a Dispensation form supplied by the Grand Lodge.

Section 8 (p. 21) Petitioner Process

- All persons for affiliation or initiation shall be recommended and vouched for by two Master Masons who shall be members of the Lodge
- and shall be placed in the hands of a committee consisting of three Master Masons, members of the Lodge,
- to be appointed by the Master, whose duty it shall be to investigate into the character and standing of the petitioner
- and make due report thereon in writing to the Lodge within thirty day thereafter,
- nor shall such petition be acted upon by the Lodge until satisfactory evidence be obtained to the applicant's worthiness or unworthiness.

Section 9 (p. 22) Membership and Degree Advancement

- No petition for membership or initiation shall be received by any Lodge except at a regular communication
- and no person shall be admitted a member or initiated at the same communication at which his petition is received,
- nor raised at the same communication at which he is passed;
- nor shall a candidate be passed to the second degree until by examination in open Lodge, he is found to have made the necessary proficiency in the first degree,
- nor raised to the third degree until, by examination in open Lodge, he is found to have made necessary proficiency in the second degree.

Section 10 (p. 22) Voting for Membership

- No person shall be initiated, passed or raised in any Lodge, or admitted to membership therein without the unanimous consent of the members present,
- nor shall any Lodge require any of its members to assign his or their reasons for voting against any person who may apply for membership or initiation therein

Section 11 (p. 22) Rejected Petitioner

- No applicant for initiation whose petition may have been rejected by any Lodge shall be initiated in any other Lodge until the consent of a majority of the majority of the members present and voting at a regular communication of the Lodge to which the applicant first petitioned is obtained for that purpose.
- If any Mason knowingly assists, or recommends for initiation, any applicant to any Lodge whatever in violation of the provisions of this section, **he shall be expelled from all privileges of the Fraternity.**

Section 11 Continued

- All edicts which hold that it requires the consent of a majority of the Lodge to which the applicant applied for affiliation must be obtained before the applicant for affiliation may apply to some other Lodge are repealed.

Section 12 (p. 22) Candidate advancement outside of home Lodge

- No Entered Apprentice or Fellow Craft initiated or passed in any Lodge within the United States shall be passed or raised in any Lodge under the jurisdiction of this Grand Lodge, other than that in which he was initiated,
- without procuring dismissal from such Lodge,
- with a certificate that he paid all dues to such Lodge,
- nor shall any brother be admitted a member of any Lodge but upon like conditions, provided however, the said Lodge is still in existence and capable of granting such certificate and recommendation as aforesaid.

Section 13 (p. 23) Petitioner outside of Lodge area or neighborhood

- When a person petitions to be made a Mason who resides nearer any regular Lodge than in which he is proposed,
- it shall be the duty of the Secretary of the Lodge to write such other Lodge to know if they have ever refused him admission,
- and if they know of any just and sufficient reason why he ought not to be made a Mason, and
- without inquiry and answer thereto, no such petition shall be acted upon for a period of thirty days.

Section 14 (p. 23) Degree fees, Clergy exemption of fees

- The fee for the degrees of Masonry shall in no case be less than \$50.00 payable in advance as follows:
- For the first degree, \$25.00;
- for the second degree, \$10.00;
- for the third degree, \$15.00
- ... first degree, \$10.00 ... to ... Grand Lodge ... for use and benefit of Alabama Masonic Home Must be collected from candidate without exception ...
- any Lodge may confer any or all degrees of the Blue Lodge degrees gratuitously upon any minister of the gospel actively engaged in the work of the ministry, of whatever sect of denomination.

Section 15 (p. 23) Regulation of fees, Rejected petitioner fees

- No Lodge under the jurisdiction of this Grand Lodge shall
- take notes of hand for initiation, passing, or raising fees,
- or grant any time or credit therefore;
- at least the Entered Apprentice fee shall accompany the petition,
- and shall be returned if the petitioner is rejected.

Section 16 (p. 23) Officer Election Calendar and Procedure

- Every Lodge shall elect its officers at the regular communication immediately preceding June 24th, the Festival in June,
- and make due return thereof to the Grand Secretary
- as soon as the officers-elect are installed which shall take place within forty-five days following their election,
- said installation to be made at either the regular or special communication on or after the Festival in June.

Section 17 (p. 24) Subordinate Lodge By-laws

- Every Lodge has an inherent right to make by-laws and regulations for its government;
- provided, always, that such laws and regulations are comfortable to the principles of the Fraternity and usages of Masons,
- and the Constitution and regulations of the Grand Lodge.

Section 18 (p. 24) Withholding Unmasonic Conduct information

- Any member of a subordinate Lodge who shall be informed, or who shall know, of his own knowledge, that a brother has been guilty of conduct unbecoming a Mason,
- and who shall fail to report same to the Lodge at its next regular communication,
- is hereby declared to be guilty of a shameful neglect of duty
- and shall forthwith by such Lodge be suspended at its pleasure.

Section 19 (p. 25) Lodge power to Reprimand, Suspend, Expel

- Every Lodge has power, and it shall be its bounden duty to take cognizance of any unmasonic conduct
- of a sojourning or resident brother although not one of its members, and the Lodge in which jurisdiction he may be accused
- shall proceed against him as though he were a member thereof, and reprimand, suspend or expel the offender ...
- provided two-thirds ... present concur; provided he is not tried by his membership Lodge.
- A subordinate Lodge has jurisdiction to try its own members regardless of where the alleged offense was committed

Section 20 (p.20) Lodge notification of Rejection, Suspension, and Expulsion to Grand Sec.

- Every Lodge under the jurisdiction of this Grand Lodge shall communicate to the Grand Secretary all rejections, except those for dual membership, suspensions and expulsions as they severally occur,
- and the Grand Secretary shall notify ...the subordinate Lodges thereof, ..
- If such suspended or expelled person shall have appealed .. within sixty days, it shall be the duty of the Secretary to forward a copy of the proceedings ..
- to the Grand Secretary who shall lay the same before the Grand Lodge for its adjudication ...
- and no notice of such suspension or expulsion shall be given by the Grand Secretary until the decision thereon be confirmed.

Section 21 (p. 25) Lodge annual Communication to the Grand Secretary

- Every Lodge shall on the fourteenth day of July; make to the Grand Secretary a report in writing showing who are its Officers and members, the date of admission to membership, initiations, passings and raisings,
- the name of those persons rejected, except for dual membership, suspended, expelled, reinstated, withdrawn and dead,
- with the dates ... and for each .. Officer and Member returned ... and such Quarterly Reports and reinstatements as may be directed by the Grand Lodge
- shall pay to the Grand Secretary ... (\$8.00) for each member of the subordinate Lodge, of which
- (\$3.00) for each member shall be set apart for the operation of the Masonic Home; of which
- (.10) shall be set apart as an Emergency Fund ... for the relief of such persons ...
- (\$5.00) shall be expended by the Grand Lodge for ordinary expenses ... as the Grand Lodge may determine

Section 22 (p. 25) Forfeiture of Lodge's Charter

- It shall be the duty of the Grand Secretary to lay before the Grand Lodge on the second day of every Annual Communication, a list of delinquent Lodges;
- and every Lodge that shall neglect to make return to the Grand Lodge, or to pay its dues,
- or fail to be represented in the Grand Lodge for two successive years, or which shall fail to assemble for work for the space of six months,
- shall be stricken for the books of the Grand Lodge, be deprived of the benefits of Masonry and its charter forfeited;
- but upon proper application to the Grand Lodge ..., making due return and paying its dues ... with what interest ...such Lodge may be restored...
- upon the revocation or forfeiture of the charter of any Lodge, it shall be the duty of the last Treasurer and Secretary thereof
- to surrender to the Grand Secretary the books, papers, jewels, furniture, fund and charter ... within six months ...
- to be disposed as the Grand Lodge may think proper

Section 23 (p. 26) Relocation of Lodge

- No Lodge shall be removed from the place where it is located except by consent of the Grand Lodge,
- upon petition by a majority of the members of such Lodge present at a meeting called especially for that purpose by due notice to the members of the purpose of the meeting
- Or in cases of emergency
- Upon like petition during the recess of the Grand Lodge, by the Grand or Deputy Grand Master
- Nor can a Lodge voluntarily surrender its charter

Section 24 (p. 26) Enforcement of By-laws, Constitution, Edicts, Sec. & Tres., duties, Annual Communications

- The Master of every Lodge has it in special charge and it is hereby made his bounden duty as appertaining to his office and dignity to see that the By-laws of the Lodge, as well as the Constitution, Laws and Edicts of the Grand Lodge are strictly enforced and observed,
- that all other officers of the Lodge perform the duties of their respective offices
- That true and exact accounts be kept by the Secretary with all members of the Lodge, and that the proceedings of the Lodge be neatly and correctly recorded in a substantial book;
- that the Treasurer keep and render a correct and just account of moneys belonging to the Lodge;
- that regular returns be made annually to the Grand Lodge [Sec 21].

Section 24 (p. 26) Continued

- He has the right and authority of convening the Lodge at pleasure on any emergency ... giving proper notice.
- He shall not permit a Mason, who is not a member of the Grand Lodge or a subordinate ... to preside over the Lodge ...
- He shall at the regular communication of his Lodge preceding the Festival in June cause the Secretary to write opposite the name of each member ... the word “suspended” where the dues of such member shall remained unpaid for two years as at midnight June 23rd ... sentence to remain in force until all dues are paid.
- It is likewise his duty to attend punctually in person or by proxy all communications of the Grand Lodge. This duty he shall in no wise omit.

Section 25 (p. 27) Impeachment of the Worshipful Master

- A subordinate Lodge has no right to try the Master,
- but any five members of his Lodge may impeach the Master before the Grand Master
- who shall order three Masters of Lodges or Past Masters, nearest his Lodge, to investigate into the nature of the charges and report to the Grand Master
- and if in his opinion they are well founded ... he shall suspend the delinquent and summon him to appear at the ensuing Communication of the Grand Lodge for such impeachment proceedings.



End of Article VI Constitution

Article VII Trials and Appeals Constitution

Pgs. 27-33

Master & Lodge Responsibilities Section

- Rule 1. Charges and specifications shall be made in writing over the signature of the Mason preferring them or if preferred by the Lodge, by the **Junior Warden** or some member designated by the Lodge
- Rule 3. When charges are preferred, the **Lodge Secretary** shall send a copy of the charges to the Grand Master ,who shall forward them to the Trial Commission
- Rule 5: The Chairman of the Trial Commission in consultation with the **Master or Secretary** shall select a date, time, and place for the trial, most convenient to all concerned
- Rule 6: The **Lodge Secretary** shall make a true copy of the charges and specifications and attest the same, and deliver it ... at least **ten days** before the trial, .. If sent by mail use Certified mail with receipt
- Rule 8: If the accused resides out of state .. The **Secretary** of the Lodge shall send him by certified mail, an attested copy of the charges at least **sixty days** before the trial

Master & Lodge Responsibilities Section 2

- Rule 11: It will be the duty of the **Lodge to secure the services of someone to record the proceedings of the trial** (shorthand / electronically) and or print all that is proper to do so
- Rule 15: The jury shall report their **decision to the Lodge** and the Chairman of the Trial Commission in writing within seven days
- Rule 16: ... Any other **expense** such as rent, stenographer fee, etc., will be the **responsibility of the Lodge**

Master & Lodge Responsibilities Section 3

- Section 3: Whenever a Brother shall be accused of any offence and the Lodge votes to conduct the trial proceedings shall be conducted in the following manner:
- Rule 1: The charges and specifications shall be made in writing, under the signature of a Master Mason, or the **committee of the Lodge, and delivered to the Secretary of the Lodge**
- Rule 2: The **Secretary shall make out a true copy of the charges** and specifications, attest the same, and deliver .. to the accused at least ten days before the time of the trial
- Rule 3: If the residence of the **accused be not within ten miles** .. an attested copy of charges and specifications ... mailed to post office nearest residence of the accused thirty days before the trial
- Rule 5: If the accused resides out of the State... the **Secretary of the Lodge** shall send him, by mail an attested copy of the charges at least sixty days before the day of the trial.

Master & Lodge Responsibilities Section 3

- Rule 6a: When **requested by the Master of a subordinate Lodge**, the Most Worshipful Grand Master must appoint some well qualified brother to assist in the proceedings of the trial ...
- Rule 7: It shall be the **duty of the Lodge to hear any evidence** relevant to the charge, and commit the same to writing, if proper to do so, when it shall be heard in open Lodge. **Evidence of persons not Masons** may be taken out of the Lodge before a **committee appointed by the Master** to take the testimony ...
- Rule 7a.: The **Junior Warden or a brother appointed by the Master to act as counsel** for the Lodge must appear for the Lodge and he may cross examine any witness for the accused.
- Rule 7b.: If the accused brother has not selected counsel, the Master must appoint some brother to act as his counsel, who must appear for the accused and may cross examine any witness against him.

Master & Lodge Responsibilities Section 3

- Rule 9: Upon every trial **the Acting Secretary shall record the whole of the evidence proper to be written**
- Rule 10: When the testimony is closed the question upon **each specification shall be distinctly put by the Master to every member present, according to register. “Is the accused guilty or not guilty?” The answer shall be given standing and in an audible manner, and the Secretary shall record the answer.**
- Rule 11: If the accused be found guilty, the **Lodge shall by vote** access the punishment due the offense.
- Rule 16: The **Secretary of the Lodge shall immediately record the appeal** as soon as possible transmit to the Grand Secretary a true copy of the evidence .. together with the appeal under his name and the seal of the Lodge. ...
- Rule 21: At least seven days before the day set for the trial, **the Secretary shall send by mail to each member of the Lodge ... written notice giving the day and hour of such meeting, its purpose and the name of the brother to be tried and urging every member to attend. No trial shall be legal without notice and it shall be the duty of the Worshipful Master to see that the Secretary gives notice as required.**