

RULES & REGULATIONS

Of

WACO LODGE NO. 92

Ancient Free & Accepted Masons



Chartered January 23rd 1852

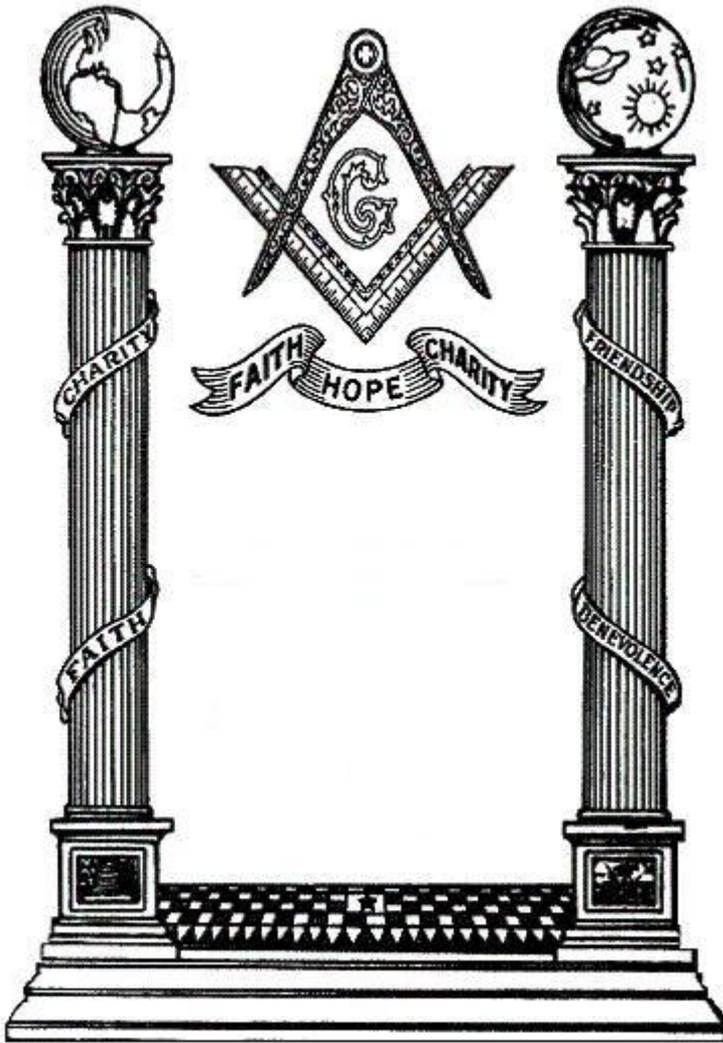
**Officers of Waco Lodge
No. 92 A.F. & A.M. 20__-20__**

- _____ Worshipful Master (WM)
- _____ Senior Warden (SW)
- _____ Junior Warden (JW)
- _____ Treasurer (TR)
- _____ Secretary (SC)
- _____ Chaplain (CH)
- _____ Senior Deacon (SD)
- _____ Junior Deacon (JD)
- _____ Senior Steward (ST)
- _____ Junior Steward (ST)
- _____ Marshal (MR)
- _____ Master of Ceremonies (MC)
- _____ Tiler (TL)



Waco Lodge No.92 Ancient Free & Accepted Masons
4324 Cobbs Dr, Waco, TX 76710
www.waco92.org





Presented to: _____

On this _____ *Day of* _____ *2* _____

TABLE OF CONTENTS

Rules & Regulations	4
Section 1 - Lodge & Lodge Room	4
Section 2 - Lodge Room	5
Section 3 - Conditions of Office	7
Appendix A - Lodge Officer Duties	10

Rules & Regulations

Waco Lodge No. 92 A. F. & A. M.

*In order to promote peace and harmony among the Brethren, the following customs, rules, and regulations, have been adopted by the membership. The balance of this booklet is meant to serve as a guide to the Worshipful Master, Officers, and Brethren as to their conduct, qualifications, and expectations. **In no way, should this booklet be interpreted as a substitute for, or conflict with, the By-Laws of this Lodge.***

Section 1 - Lodge & Lodge Room

- 1.01 Disagreements or disputes between Brethren, either verbal or physical, shall not be tolerated on Lodge Property or at Lodge sponsored events, particularly, in the presence of EAs & FCs. All issues of dispute shall be referred by the parties involved to the Arbitration Committee and handled in accordance with The Laws of The Grand Lodge of Texas and The By-Laws, Rules & Regulations of the Lodge, by the Committee.
- 1.02 Cursing, swearing, or other inappropriate language or topics that may offend the Brethren or visitors when on Lodge property or during Lodge events, is not acceptable.
- 1.03 Discussions related to partisan politics and or sectarian religion shall not occur within the Lodge. (non-contentious educational discussions or presentations pertaining to religion in general, or from a historic perspective with the intent to inform are permissible.)

- 1.04 The Worshipful Master should be addressed as “Worshipful” or “Worshipful Master” when in the Lodge.
- 1.05 Alcohol shall not be allowed on Lodge property or at Lodge sponsored events.
- 1.06 Tobacco products shall not be used in the Lodge building.
- 1.07 Private use of Lodge facilities shall not occur without prior approval from the Worshipful Master and coordination with the Secretary.
- 1.08 It is the responsibility of all Brethren to be aware of who is in the room when discussing Ritual Work, as not to reveal anything from a higher degree. For example EAs & FCs within earshot when discussing a Master’s Degree
- 1.09 Discussions in the Ante Room and Tiler’s Room should be kept quiet when the Lodge is in session.
- 1.10 In accordance with Article 505 no. 20 of The Laws of The Grand Lodge of Texas, the possession of a Cypher book on Lodge property or the use of a Cypher book in the presence of a candidate in training, is prohibited and shall be considered a Masonic Disciplinary Violation.

Section 2 – Lodge Room

- 2.01 When addressing the Lodge, Brethren should stand, face the WM, and begin by saying, Worshipful Master, Wardens & Brethren. The titles of Most Worshipful and Right Worshipful shall also be used when appropriate.

- 2.02 When addressing the Lodge, Brethren should not turn their backs to the WM. (Exceptions would be during a Degree or an educational discussion/ presentation)
- 2.03 Brethren should address other Brethren as Brother “Surname”, when in the Lodge Room.
- 2.04 In order to promote respect, and ensure proper decorum suitable for the Lodge Room, a reasonable dress code shall be enforced. Short pants, sandals/flip flops, and tank tops are deemed unsuitable. Officers are urged to dress appropriately as an example of their Office. Coat and tie is encouraged for all officers and members when receiving special guests or Grand Lodge visitors.
- 2.05 Brethren shall not pass between the Altar & the East when the Lodge is in session. (An exception would be during the Degree Rituals)
- 2.06 Brethren should refrain from sideline discussions or horseplay during meetings or Degrees.
- 2.07 Discussion of one’s intention for Balloting is forbidden both inside and outside of the Lodge Room.
- 2.08 Always upon entering and retiring from the Lodge room, Brethren should advance before the Altar and give the appropriate Sign of the Degree in session.
- 2.09 No one is to offer anything before the Lodge after a visiting Grand Lodge Representative or distinguished speaker has had their final say.

- 2.10 The Marshal or his pro-tem shall lead the Lodge in the Pledges to the American and Texas Flags at all Stated, Called, and Open meetings of the Lodge.
- 2.11 All Stated, Called and Open meetings shall have an opening and closing prayer.
- 2.12 The available pictures of the Past Masters and sitting Master shall be displayed in the Dining Room.

Section 3 - Conditions of Office

To ensure that the incoming officers of the Lodge are duly and truly prepared, worthy and well qualified, the Lodge shall require that the following requirements be met as a condition of office, in addition to those outlined in Article 291 of The Laws of The Grand Lodge of Texas.

- 3.01 The office of Worshipful Master requires that the nominee shall be in possession of one or more of the following: Either a “B” Certificate as awarded by the Grand Lodge Committee on Work, or certification by lodge membership as to his proficiency in opening and closing the Lodge in all three degrees, as well as a Master Mason's Lodge of Sorrow, in accordance with Articles 276 & 276a. No. 1 of The Laws of The Grand Lodge of Texas, prior to accepting the nomination. He should have attended both Warden's Retreats or have completed the L.I.F.E program (Administration) prior to installation. Past Master's are exempt from the educational requirements.
- 3.02 The office of Senior Warden requires that the nominee should be in possession of one or more of the following: Either a “B” Certificate as awarded

by the Grand Lodge Committee on Work, or certification by the lodge membership as to his proficiency in opening and closing the Lodge in all three degrees, as well as a Master Mason's Lodge of Sorrow, in accordance with Articles 276 & 276a. No. 1 of The Laws of The Grand Lodge of Texas, prior to accepting the nomination. He should have completed the Senior Warden's Retreat or have completed the L.I.F.E Program (Operations) prior to installation.

- 3.03 The office of Junior Warden requires that the nominee shall be in possession of one or more of the following: Either a "B" Certificate as awarded by the Grand Lodge Committee on Work, or certification by lodge membership as to his proficiency in opening and closing the Lodge in all three degrees, as well as a Master Mason's Lodge of Sorrow, in accordance with Articles 276 & 276a. No. 1 of The Laws of The Grand Lodge of Texas, prior to accepting the nomination. He should have attended the Senior Warden's Retreat OR have completed the L.I.F.E program (Introduction) prior to installation.
- 3.04 The office of Secretary requires that the nominee be willing and able to commit to his attendance at all Stated Meetings and the majority of called meetings, and that he possess the basic communication and clerical skills to adequately perform the duties of Secretary, prior to accepting the nomination.
- 3.05 The office of Treasurer requires that the nominee be willing and able to commit to his attendance at all Stated Meetings and the majority of called meetings, and that he possess the basic accounting

and business skills to adequately perform the duties of Treasurer, prior to accepting the nomination.

- 3.06 The office of Senior Deacon shall require that the nominee be in possession of a "C" Certificate as awarded by the Grand Lodge Committee on Work, prior to accepting the nomination.
- 3.07 The office of Junior Deacon shall require that the nominee be in possession of a "C" Certificate as awarded by the Grand Lodge Committee on Work, by the end of his year in office.

APPENDIX A

Lodge Officer Duties Waco Lodge No. 92 A. F. & A. M.

Purpose and Intent:

It is the purpose and intent of this document to provide a description of the Lodge officers' respective jobs and responsibilities for Waco Lodge No. 92 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities as may be necessary. These job descriptions are a supplement to the duties and responsibilities already defined by the Constitution of the Grand Lodge of Texas, and the By-Laws of this Lodge.

WORSHIPFUL MASTER

Managing a Masonic Lodge is much like managing a business. The Chief Executive Officer of a Masonic Lodge is the Worshipful Master. His powers and prerogatives are many and varied; his responsibilities are great. He is responsible only to the Grand Lodge of Texas for his official actions (as stated in Art. 283 of the Laws of The Grand Lodge of Texas), but he holds the office in a special relation of trust, confidence, and responsibility—in a fiduciary capacity—with an ultimate obligation to the members of his Lodge for all his actions.

Many of these duties and responsibilities are included in Articles 276 through 284 of the Laws of The Grand Lodge of Texas in which we find: his qualifications, how the office is filled when vacant, he will preside covered," he is the custodian of the Charter, he is responsible for the correctness of the Minutes, he determines the manner of voting, that there is no appeal of

his decision except to Grand Lodge, and his duty to require audits.

In the Standard By-Laws (Form 23), we find that it shall be the duty of the Worshipful Master to see that the By-Laws of the Lodge, as well as the Constitution and Regulations of the Grand Lodge are duly observed, and that the officers attend strictly to their duties. Hence, the need to define and agree on those duties to avoid any misunderstandings and hard feelings.

Continuing in our reading of the Standard By-Laws, we find that the Worshipful Master, Senior, and Junior Wardens shall constitute Standing Committees on Fraternal Assistance, and Arbitration. We also discover the duties of these Committees as well as those of the remaining Standing Committees and all Special Committees. Form 23 also details the Order of Business and the rules for conducting the business of the Lodge.

From the Monitor of the Lodge, we find the following duties of a Master of a Lodge: He promises a regular attendance on the committees and communications of the Grand Lodge; and by the way, just because a successor is eventually installed, those who have assumed this vow are never relieved of the promises made! He is to search the Book of Constitutions at all times and cause it to be read in his Lodge; He is to carefully preserve the Charter of the Lodge and transmit it to his successor in office; Again, he is to see that the By-Laws, Rules & Regulations of his Lodge are carefully and punctually executed.

In short, the Worshipful Master is charged to educate, to teach the members about the Grand Lodge Constitution and Laws and his Lodge By-Laws. Then after teaching these principles of our Fraternity, he must see

that all, including him, live up to these standards of Masonic usage.

Other specific duties and responsibilities of the Worshipful Master as defined by the Lodge Rules and Regulations include:

1. Preparation of a budget for the ensuing Masonic Year in cooperation with the outgoing WM and the Treasurer. A finalized Budget should be presented to the Lodge no later than the August Stated Meeting for adoption by the members.
2. Preparation of a calendar for the ensuing Masonic Year in cooperation with the elected officers. Calendar should include all Masonic events and fundraisers, as is the custom of the Lodge.
3. Schedule and coordinate degrees. It shall be the responsibility of the WM to contact the candidate and schedule the degree at the convenience of the candidate and the Lodge, and to provide this information to the Communication Committee to be passed on to the Brethren.
4. Develop and appoint Standing and Special Committees to see that the work of the Lodge is properly executed in accordance with the Lodge By-Laws, Rules and Regulations. Review the work of the committees and call for timely reporting by the Chair of the committees as necessary.
- 5 Call periodic meetings of the officers both elected and appointed, as necessary to communicate the status of the Lodge, outline the short-term needs

and goals of the Lodge, and see that the work of the Lodge is being properly executed.

7. As Chair of the Community Relations Committee, it is the responsibility of the WM to ensure that the Lodge is seen in a good light and that it meets its requirements of good stewardship in the community.

8. Select and appoint Brethren to serve on Investigation committees.

9. He will also be responsible for monitoring and promoting the Lodge's efforts in attaining the Grand Lodge Vanguard award annually.

JUNIOR PAST MASTER

The primary duty of the JPM is to ensure a smooth transition from the end of his year to the beginning of the new Worshipful Master's year. It is imperative that he be available to support the WM in his newly acquired position and be prepared to assist him in planning his year, to see that the long-term goals of the Lodge are met with minimal disruption, due to the change in command. The knowledge gained from his experiences and his advice, should be made accessible to the new WM.

SENIOR AND JUNIOR WARDENS

The Duties of Wardens are found in Art. 285 and 286 of the Laws of The Grand Lodge of Texas. In the Charge to the Wardens in the Installation Ceremony contained in the Monitor of the Lodge, we find the following: They should be examples of good order and regularity. They are to assist the Master in the discharge of his trust, diffusing light and imparting knowledge to all whom he shall place under their care. In the absence of the Master, they will succeed to higher duties; their acquirements must, therefore, be such as that the Craft may never suffer from the want of proper instruction. Much of the materials previously referenced for the Master are applicable to the Wardens. The Wardens are preparing to be the leaders, the teachers, and the preservers of our Fraternal Codes and Standards.

SENIOR WARDEN

The second officer in the Lodge is the Senior Warden, and in the absence of the Worshipful Master, he assumes the position and place of the Master. He must, therefore, work closely with the Worshipful Master in all matters relating to the Lodge.

From the Monitor of the Lodge, we find the following specific duties of the Senior Warden: His regular attendance on the stated meetings is essentially necessary. In the absence of the Master, he is to govern the Lodge; in the presence of the Master, he is to assist him in the government of it.

In many Lodges, the Senior Warden is given the responsibility to see that all stations and places are filled. In the absence of the installed officer, he is often delegated the responsibility to find a qualified member to fill the

office. In some Lodges, the Senior Warden is delegated the responsibility of filling the various stations in our degree conferrals. In other Lodges, this responsibility is split between the Master, Wardens, and Deacon. We are all invited to Look Well to the Senior Warden and convince ourselves that he has earned our trust to fill the high office of Worshipful Master.

JUNIOR WARDEN

The Junior Warden is the first elective position of the three principal line officers and his responsibility deepens as he begins to prepare for his future leadership of the Lodge. From the Monitor of the Lodge, we find the following specific duties of the Junior Warden: To him is committed the superintendence of the Craft during the hours of refreshment. Many Lodges assign oversight of the Senior and Junior Stewards to the Junior Warden as well as the coordination of the kitchen activities.

Recent changes to the Constitution have reassigned those duties related to Masonic trials once under the purview of the Junior Warden to committee. These changes do not however absolve the Junior Warden of his responsibilities as Lodge Lawyer. The Junior Warden should take it upon himself to study and become intimately familiar with Grand Lodge Law. As outlined in Form 1, the Junior Warden may still be called upon to formerly file charges for Masonic Disciplinary Violations.

In most Lodges, the Junior Warden also serves as the Parliamentarian and legal counselor. As such, he must not only be conversant with The Laws of The Grand Lodge of Texas, but also the By-Laws of his Lodge, and Masonic Parliamentary Procedure. This will be valuable knowledge as he continues his preparation for his journey to the East.

In many Lodges, the Junior Warden monitors the progress of Candidates through our degree work. A coordination of efforts with Senior Deacon will ensure that our Candidates are not neglected. As Chairman of the Masonic Education Committee, it is also the duty of the Junior Warden to ensure that the Lodge System of Candidate Information is properly administered.

The Junior Warden will Oversee the Stewards work to ensure the refreshment of the Lodge is adequate and to maintain the standards of Waco Lodge's long history of providing above average meals for degrees and Stated Meetings.

TREASURER

The Treasurer is the official custodian of the funds of the Lodge and should keep an accurate account at all times.

From the Monitor of the Lodge, we find the following specific duties of the Treasurer: It is his duty to receive all moneys from the Secretary, make due entries thereof and pay them out by order of the Worshipful Master and consent of the Lodge.

In Art. 287 of the Laws of The Grand Lodge of Texas, we find the duties of Treasurer. Also, Art. 284 states that it shall be the duty of the Treasurer and Secretary to make all their books and records available to the Committee or accountant appointed to audit the same.

In the Standard By-Laws (Form 23), we find that it shall be the duty of the Treasurer to hold all deeds, certificates of stock, notes, bonds, obligations, or other property of a financial character belonging to the Lodge,

and to collect and receive the same when directed by the Lodge.

He shall keep a correct account of the same, and report minutely the financial condition of the Lodge. The Treasurer should be integrally involved in creating an investment plan for approval of the Lodge and once approved seeing that the plan is rigorously followed.

While the Treasurer is not a member of the Audit Committee, he can be of valuable assistance as they perform their duties, specifically respecting Art. 284 in auditing the books and accounts of the Treasurer and Secretary, and fulfilling their responsibilities in completing the required Minimum Audit Form No. 71 and IRS Form 990.

Other specific duties and responsibilities of the Treasurer as defined by the Lodge Rules and Regulations include:

1. Assist the WM in preparation of the Budget for the upcoming Masonic year by providing him with the data and records necessary.

2. To COORDINATE WITH the Chair of the Fundraising and Events Committee, oversee the distribution of the funds as approved by the Lodge, and track the performance of each fundraising event to see which fundraisers are the most profitable. Keep a written record of all expenses and monies received from Lodge fundraisers, and provide a report to the membership of the results from each fundraiser.

SECRETARY

The Secretary is the key administrative person of the Lodge. The success of the Lodge is largely dependent upon the successful performance of the Secretary as he fulfills the duties of his office.

The specific duties and responsibilities of the Secretary are delineated in Art. 288 of the Laws of The Grand Lodge of Texas and the Standard By-Laws (Form 23).

From the Monitor of the Lodge, we find the following specific duties of the Secretary: It is his duty to carefully observe all the proceedings of the Lodge, make a correct record of all things proper to be written, receive all moneys due the Lodge, and pay them over to the Treasurer, taking his receipt for the same.

Also, in the Standard By-Laws (Form 23), we find the following concerning Visiting Brethren. In the event that the visiting Brother is a stranger and hails from some Lodge in another Grand Jurisdiction, it shall be the duty of the Secretary to notify the visitor's Lodge that we have had the pleasure of a visit by one of its members, giving the name and date.

Other specific duties and responsibilities of the Secretary as defined by the Lodge Rules and Regulations include:

1. Maintain a suitable number of Bibles, Monitors, and other literature as required to meet the needs of the Degrees and other ceremonies of the Lodge.
2. Maintain the forms necessary for Degrees and Ceremonies including the Degree Cards.

3. With the assistance of the Membership Committee, maintain a current directory of members and make it available to the officers of the Lodge when requested.

4. Purchase necessary office supplies, Masonic materials and other supplies necessary for conducting the business of the Lodge.

5. Maintain a Post Office Box and retrieve the mail of the Lodge. Distribute copies of important correspondence to designated Lodge officers as directed by the WM.

6. Post copies of Grand Lodge correspondence for review by the membership as directed by the WM.

7. Maintain current copies of the Lodge By-Laws and the Rules and Regulations for distribution to new Masters and Fellowcrafts. Distribute new By Laws and the Rules and Regulations after revisions have been made and approved by the Grand Lodge and or the membership.

8. Maintain all insurance policies for the Lodge and submit reports as required by the WM on any changes in the policies. With the assistance of the Treasurer, obtain competitive quotes for renewal of all insurance policies and submit to the membership for approval.

9. Coordinate and oversee the collection of dues, and prepare a list of members who are delinquent in payment. The list of delinquent members should then be provided to the Membership Committee to assist in the collection.

10. Coordinate the maintenance of the Lodge office and associated equipment including but not limited to: computers, printers, copiers, telephones, answering machines, and fax machines.

11. Keep Secure any data or personal information on members and candidates.

CHAPLAIN

One of the most significant honors that can come to a Brother is that of serving as Chaplain of his Lodge. He is afforded a position of honor as he sits near the Worshipful Master.

From the Monitor of the Lodge, we find the following specific duties of the Chaplain: It is his duty to perform those solemn services, which we should constantly render to our creator.

In some Lodges, the Chaplain chairs the Sick and Visitation Committee and has the responsibility for reporting on the health of the members and providing comfort to the bereaved. In many cases, the Chaplain serves as Chairman of the Funeral Committee and as such, coordinates the Masonic Funeral Services performed by the Lodge.

Other specific duties and responsibilities of the Chaplain include:

1. Read the Resolutions of Respect for a deceased Brother at the Stated Meeting following his Death, and to ensure that it is properly presented to his family.

3. As Chair of the Sickness & Distress Committee to visit with Brethren who are in ill health or hospitalized, and report to the Senior Warden.

DEACONS

From the Monitor of the Lodge, we find the following specific duties of the Senior and Junior Deacons: It is their province to attend on the Master and Wardens, and to act as their proxies in the active duties of the Lodge; such as the reception of candidates into the different degrees of Masonry; the introduction and accommodation of visitors, and the immediate practice of our rites.

SENIOR DEACON

The Office of Senior Deacon is a very responsible position. His duties are many and the time spent performing them will reflect upon his future work as an elected officer of the Lodge. In our degree work, the Senior Deacon conducts our Candidates through our Degrees. In this regard, he is instrumental in determining the impression we make on our Candidates, either positive or negative. In some Lodges, the Senior Deacon monitors the Candidate's progress through our Degrees and their memory work. The responsibility for examining visiting Brethren often devolves upon the Senior Deacon. The manner of examination is covered under Masonic Courtesies in *The Lodge Officer Manual*.

Other duties and responsibilities of the Senior Deacon as defined by the Lodge Rules and Regulations include:

1. Examine all visiting Brethren to ensure they are qualified to sit in Lodge.
2. Attend to the WM and inform him of visiting Brethren, Past Masters and distinguished guests prior to the start of any meeting.

JUNIOR DEACON

The Junior Deacon is the “right hand” of the Senior Deacon and should assist him in the performance of his duties. He also works in conjunction with the Tiler. Together they should see that the aprons, candidate uniforms, Degree, and Lodge paraphernalia are clean and presentable, as to make a good impression for our candidates and for our visitors. Other duties and responsibilities of the Junior Deacon as defined by the Lodge Rules and Regulations include:

1. With the MC & Tiler, meet and greet all Brethren and visitors at Stated and Called Meetings and Special Events and provide a list to the SD prior to the start of the meeting.

STEWARDS

The Senior and Junior Stewards arrange for the serving of refreshments at all Stated and Called Meeting, and at other times when requested to do so by the Worshipful Master. The Stewards are often in a position to greet members and visitors.

From the Monitor of the Lodge, we find the following specific duties of the Senior and Junior Stewards: It is their duty to assist the Deacons and other officers in performing their respective duties, to see that the tables are properly furnished at refreshment, and the brethren suitably provided for. Their regular and early attendance will afford the best proof of their zeal and attachment to the Lodge.

Often, the Stewards work under the direction of the Junior Warden to provide meals and refreshments for the Lodge's Stated and Called Meetings, and other special occasions. They are typically charged with maintaining the kitchen and dining areas.

Other specific duties and responsibilities of the Stewards include:

1. Clean and Organize the Kitchen and dining area.
2. Collect and take out the trash.
3. Stock bathroom and cleaning supplies.
4. Stock kitchen supplies
5. Secure and maintain custody of the Steward's Fund, and provide written reports that include data on, expenses, income, donations, log of events in which meals were served, and number of attendees per event.

MARSHAL and MASTER OF CEREMONIES

The Marshal and the Master of Ceremonies will assist the other officers of the Lodge as requested.

From the Monitor of the Lodge, we find the following specific duties of the Marshal and Master of Ceremonies: It is their duty to assist the Senior Deacon in preparing Candidates for initiation and to see that the needs of the Candidate are provided, such as the Candidate Information Program, Ritualistic Instruction, Masonic Education, and information concerning the customs and usages of Masonry.

While lower in the listing of Lodge officers, the Marshal and Master of Ceremonies are instrumental in the integration of new members in our Lodges.

TILER

The Tiler works closely with the Junior Deacon in the performance of his duties. Together they are responsible for the security of the Lodge Room during all meetings. He usually distributes all officers' Aprons and Jewels prior to the meetings and collects them after the meetings. In Art. 265 of the Laws of The Grand Lodge of Texas we find that all officers of a Lodge, must be members thereof, except the Tiler.

From the Monitor of the Lodge, we find the following specific duties of the Tiler: It is his duty to guard against the approach of cowans and eavesdroppers, and permit none to pass except those who are duly qualified.

In the Standard By-Laws (Form 23), we find that it shall be the duty of the Tiler to see that the Lodge Room is

kept clean and in order; and that the various articles of furniture are in their appropriate places; to strictly guard the door during the sitting of the Lodge; to summons the members of the Lodge to all called meetings where a summons is necessary, and be punctual in this attendance.

Like the Stewards, the Tiler shares the responsibility of making visitors to your Lodge feel welcome. A Tiler who acts as in a friendly manner will make your visitors feel at home and want to come back.