



**Wisconsin Freemasonry  
District Deputy  
Guidelines, Policies, and Expectations**

*Revised Edition: May 2023*

## **I. General Guidelines**

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- The District Deputy system is defined in Chapter 46 of the Masonic Code of Wisconsin.
- Upon notification of selection and before accepting appointment, each District Deputy (DD) should immediately familiarize himself with Chapter 43 and 46 of the Masonic Code of Wisconsin. Another helpful reference is the Grand Lodge Officers Handbook & Guide to Protocol.

## **II. The Appointment**

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- The Grand Master appoints all 12 District Deputies
- Appointment is for a one (1) year term, renewable in accordance with 46.03 of the Wisconsin Masonic Code; the Grand Master may ask for your resignation at any time during your appointed term for poor conduct or failure to perform the duties required of a DD
- Your first priority is to carry out the duties as assigned by the Grand Master (*see appendix II.C. for details*) and serve as his direct representative to the Lodges within your appointed district
- Select your District Team (*see Appendix II.D.1 for details*)
- Family buy-in and involvement (*see appendix II.D.2 for details*)

## **III. District Deputy Organization**

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- **Protocol**
  1. Each DD will receive directives either directly from the Grand Master, Deputy Grand Master (who serves as the direct liaison with all DDs) or from the Chairman of the DDs.
  2. All questions should be directed to the DD Chairman or the Deputy Grand Master, except matters of great importance or of an emergency nature, in which case the Grand Master should be contacted directly.
- **Function of Organization**
  1. The Grand Master appoints a Chairman of the DDs
  2. The Chairman appoints a Secretary to take notes during DD meetings and breakout sessions; the minutes should be distributed to all DDs and the Deputy Grand Master following the meeting

3. Each DD is to submit to the Chairman a written report of activities, concerns and positive actions that can be or are being done by each District. (*see appendix III.B.3. for more details*)
4. Each DD may be asked to deliver a brief (5 minute) oral summary of the District activities to the Grand Lodge Officers at the Fall, Winter, and Spring Full Staff Meetings.
5. The DD Chairman will lead and report on the DD breakout sessions. (*see appendix III.B.5. for more details*)
6. Meetings of the DDs are not limited to those held in conjunction with Full Staff Meetings; regular virtual Team Meetings are strongly encouraged to enhance communication, coordination, and team building. A meeting can be called by the Chairman at any time during the year (with permission of the Deputy Grand Master or Grand Master), or by the Grand Master or Deputy Grand Master.

#### IV. **Meetings**

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- **Annual Communication** (mandatory)
  1. Each DD-designate will be installed by ceremony at the Annual Communication and will receive his Apron and Collar at that time.
  2. Each DD-designate and his significant other will be invited to attend the Annual Communication, Celebration of Freemasonry Banquet, Grand Master Banquet/Dinner and other related activities.
- **Grand Lodge Full Staff Meetings** (mandatory)
  1. The **annual organizational Full Staff Meeting** is held shortly after the Annual Communication, typically on the Saturday afternoon and evening of Annual Communication, as scheduled by the Grand Master, with all Grand Lodge Officers receiving appropriate notice.
    - a) Attendance is required unless excused by the Grand Master.
    - b) The meeting will cover, in depth, the items that the Grand Lodge Officers will be emphasizing during the year.

2. **Subsequent Staff Meetings** are traditionally held quarterly on the third weekend in September, January, and April to review the state and local level developments with the Grand Lodge Team. The meetings also serve as an opportunity for the Grand Master to directly work with and engage his Team and assign them tasks and directives.
  - a) Notification will be sent from the Grand Secretary to all officers informing them of the event specifics (date, location, agenda, dress code, etc.) and details of hotel and meal accommodations.
  - b) Please RSVP with the Grand Secretary promptly to enable reservations to be made with hotels and other vendors.
  - c) **DDs who register to attend but fail to do so will be charged for all rooms and/or meals they miss unless excused by the Grand Master due to an emergency.**

- **District Team Meetings**

1. *See DD Duties V.C.1. for more details*

- **District Meetings** (mandatory 2 per year)

1. The DD Chairman will be responsible for managing and communicating District Meeting dates with the Deputy Grand Master, District Team and the Grand Lodge Officers.
2. No more than two (2) District Meetings may be scheduled on a single day without special permission from the Deputy Grand Master.
3. *See DD Duties V.C.2. for more details*

## V. **District Deputy Duties**

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- **Communication**

1. Expectation is to use your Grand Lodge email account for all communication with proper signature line for all official Masonic communications. (*See Communication V.1 in appendix*)
2. Send out a weekly (recommended), biweekly or, at a minimum, monthly update of activities within the District to all members of the Grand Lodge Team.

3. Grand Lodge Office will furnish on a regular basis:
  - a) Grand Master's Directives and Edicts
  - b) Minutes of Staff Meetings
  - c) Dates and Locations of Grand Master's itinerary
  - d) Copies of letters sent to Lodges in general mailings
  - e) Other information regarding your District
4. Create a District Calendar of Events
  - a) District Meetings
  - b) District Team Meetings
  - c) Schools of Instruction
  - d) Installations
  - e) Degree work within each Lodge
  - f) Community-based Lodge events
  - g) Fundraising activities
  - h) Social events which foster Brotherly Love
5. **Great communication with the Brethren in your District is essential!**
  - a) Create and send out a District Newsletter (see *Appendix V.A.4*)
  - b) Use ***Our Lodge Page*** to communicate with all members of the District and work with Lodges to update email addresses and other contact information, as needed.
  - c) Send out Special Announcements as appropriate: degrees, fundraising events; deaths; distressed Brothers or widows in need, Masonic milestone celebrations, etc.
6. Become familiar with and use ***Groupable*** to review data on Lodges and members. **Again, great communication is vital to your district's success!**
7. Encourage Lodges in the District to try new and innovative methods to increase membership, finances, fundraising activities, and community involvement opportunities.
8. Report to the DD Chairman and Deputy Grand Master any concerns you have relating to your District, District Team or specific Lodges.
9. Speaking to a group (see *Appendix V.A.8 for guidance*)

- **Administration**

1. Consult with your District Lecturer to create and maintain a list of all Ritualists; Proficiency Men; and those within the District who know which parts of the ritual in an effort to build a roster of Brothers who may be contacted to fill roles in degrees.
2. Submit a proposed budget for your District to the Deputy Grand Master by February 15th (or earlier, if requested) of each year. Include travel expenses for the DD, the District Team, meals, telephone, electronic newsletter distribution costs, postage and other anticipated expenses.
3. Submit an annual "State of the Craft" Report for your district to the Grand Master, Deputy Grand Master, Grand Secretary and District Deputy Chairman two weeks in advance of the Winter Grand Lodge Full Staff Meeting. This report shall be a more detailed and comprehensive report than a standard Staff Meeting Report. Content should include major activities; however, emphasis should be on individual, overall Lodge health. Please be sure to include planned future Lodge actions or activities that may have an impact on your assessment (if a Lodge has a problem, for example, does it have a plan to rectify) and any guidance suggestions you may have.
4. Submit a District Staff Meeting Report for your District to the Grand Master, Deputy Grand Master, Grand Secretary, and District Deputy Chairman two weeks in advance of the Fall and Spring Full Staff Meetings. The Deputy Grand Master and/or the Grand Master will define the format and expectations of this report (if questions exist, just ask!). Note: a regular District Report is not required for the Summer or Winter Full Staff Meetings.
5. Organize District Support Teams for troubled Lodges in your District.
6. Submit monthly expense reports for yourself -- and approve and submit expense reports for your District Representatives (DRs) and Lecturers (DLs). (*see appendix V.B.6 for more details on expense reports*)
7. Send DR Visitation Reports to the Grand Secretary for inclusion in the Grand Lodge Team Drop Box.

8. Reports made at the Staff Meetings or Annual Communication should be submitted electronically to the Grand Secretary within four days after the conclusion of the respective Meeting. The report will then be added to the Minutes of the session.
9. Work with your DL Team to ensure District Representative Visitation Reports (found on the GL Website) are filed in a complete and timely manner.
10. Annual Lodge Inspections (found on the GL Website)

- **Meetings**

1. **District Team Meetings**

- a) Conduct a Team Meeting after each Grand Lodge Staff Meeting and preferably before each District meeting; more meetings may be done at your discretion.
- b) Organize the Team Meeting with the following in attendance: All District Representatives, District Membership Team, District Lecturer, all Progressive Line Officers residing in your District and any Past Grand Masters residing in your District.
- c) Inform the District Team of subjects covered at Staff meeting, as well as GL projects of emphasis for the year; program aid available for all team members and lodges; upcoming events and lodge meetings that require coverage by District Team; and other pertinent information.

2. **Conduct at least two (2) District Meetings each year.** These meetings should follow Staff Meetings. The DD is responsible for:

- a) Organizing the meeting
- b) Making arrangements for the location (at a Lodge in the District or at another appropriate venue) and for a meal and/or refreshments.
- c) Develop the agenda and send a copy to the Deputy Grand Master.
- d) Actively promote the meeting throughout the District well in advance, and inform the Grand Lodge office

(which can help by sending out letters and materials to all Lodges in the District upon request).

- e) Attendance is open to all Masons, but is required by the Worshipful Master and the Wardens of each Lodge unless excused by the DD. All Grand Lodge officers residing in the District should be invited and strongly encouraged to attend.
- f) Include at least one Grand Lodge Officer as a speaker and request their attendance at least 6 weeks prior to the event.
  - (1) These attendees may have been previously assigned by the Grand Master.
  - (2) Work with the Grand Lodge Officer on the subject of his remarks and the time he will require.
- g) Arrange for proper audio and visual technology devices, if needed.
- h) Send notification of the District Meeting to all Lodges at least 6-8 weeks in advance; follow up with meeting reminders to the Brethren in your District 2-3 times leading up to the event.
- i) Perhaps most importantly, have something for everyone attending! If ladies and other guests are invited, include items they may be interested in on the agenda.
- j) Above all, give everyone a reason to come back for the next one!

- **Miscellaneous**

1. **Succession** - part of leading is having a succession plan. It is each leader's responsibility to their position, team and fraternity to provide a smooth transition once your term is over.
  - a) Identify what is important to you, to the Lodges and to the District. What skills, knowledge and experience is required to lead a District Team?
  - b) Develop the talent pool. Identify the strengths and weaknesses of potential leaders in the District and give



individuals opportunities to learn what the DD does and how they can grow into well-rounded leaders.

- c) Create a District Development Plan. Meet regularly with District Team leaders. Discuss the plan openly, providing feedback to each other.
- d) Be nimble/flexible.... Plans change, people change, life changes. Be prepared to train all the Brothers of the leadership team so they are ready to step-in/step-up when necessary.
- e) When your successor is identified, spend extra time with that Brother discussing the district, projects within Lodges, potential future leaders within the District and administrative issues.
- f) Retain key reports, emails and documents to pass on to your successor.

## 2. **Visitations**

- a) Visit each Lodge in the District at least once each year.
- b) Healthy, active Lodges should not require more than two (2) visits per year.
- c) Struggling Lodges may be visited more often as deemed necessary and with approval from the Deputy Grand Master.
- d) If invited to special events in the District/Lodge and this will exceed the two visits, request permission from the Deputy Grand Master and inform the DD Chairman.

## **VI. Miscellaneous**

- **Attire:** full explanation of the guidelines, duties, dress code and protocols can be found on the Grand Lodge website.
  - 1. Annual Communication: Dress for the Annual Communication is outlined in the Grand Lodge reservation mailer sent in late spring. In general, black tuxedo with black bowtie, apron, collar and name tag should be available for all events. (Ladies formal gowns or cocktail dresses for Installation and dinners)
  - 2. Staff Meetings: Most Staff Meetings are business casual typically meaning a Masonic-related polo or button down shirt and pants (no jeans), but suggested attire is at the

discretion of the Grand Master. See your meeting notice for appropriate attire.

3. Lodge Visitations (Tiled): Business suit or business casual (depending on what is appropriate for the particular Lodge), unless Lodge officers dress more formally, plus apron, collar and name tag.
  4. Lodge Visitations (Public): Business suit unless Lodge officers dress more formally, collar and name tag.
  5. Masonic Memorial Services: Business suit, white aprons, white gloves (if worn by Lodge members).
  6. Visitations to Other Masonic-Related Bodies (at Lodge): Business suit, collar only, and name tag.
  7. Visitations to Other Masonic-Related Bodies (other than Lodge): Dress according to activity and location, collar is appropriate, and name tag.
  8. Special Meetings (District Meeting, Schools of Instruction, Proficiency School): Business suit or sport coat with tie, apron and collar (if tiled, otherwise, just collar), and name tag.
  9. Special Occasions (Cornerstone, Dedication, and Honor Ceremonies): As directed by the Grand Master, typically a black tuxedo and black bowtie. Always bring your apron, collar, gloves and name tag.
- **Supplies:** to properly perform duties of the office, each DD will receive from the Grand Lodge:
    1. Apron, collar and carrying case of your office
    2. Name tag
    3. Wisconsin Masonic Code (available at the Grand Lodge website)
    4. Wisconsin Masonic Handbook (available at the Grand Lodge website)
    5. Wisconsin Multiple Letter Cipher
    6. Grand Lodge Officers Handbook (available at the Grand Lodge website)
    7. Book of Ceremonies (available at the Grand Lodge website)
    8. Business cards with title, which should be ordered from GL Office
    9. Login information for full District access on MORI

10. Directory of Grand Lodge Officers and Committees (available on MORI)
  11. Directory of Lodges and Lodge Officers (available on MORI)
  12. Expense Forms (available at the Grand Lodge website)
  13. Login information for the wimasons.org District-based email account, for which are you expected to regularly maintain and address inquires in a timely manner
- **Awards:** Become familiar with all award programs sponsored by the Grand Lodge.
    1. Institute District recognition programs to encourage brotherly love, inter-Lodge visitation and personal achievements.  
Examples:
      - a) Traveling Apron
      - b) Traveling Lodge
      - c) Traveling Gavel
      - d) Lodge with largest number of attendees at a District Meeting
      - e) Mason of the Year for the District
      - f) Rookie of the Year for the District
  - **Training Courses & Seminars:** You are encouraged to attend training courses that become available to you.

## APPENDIX

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II.C. **The DD will be the personal representative of the Grand Master**, whenever he, the Deputy Grand Master or other Senior Grand Lodge officers are unavailable at local and state functions or as deemed necessary.

### II.D.1 **Selecting your District Team**

- Shortly after accepting your DD appointment you will be expected to provide the Deputy Grand Master (the incoming Grand Master) with a list of names you'd like to have on your District Team. More specifically, you will need to submit for appointment 3 District Representatives (DRs) (formerly known as "Area Administrators"), one District Lecturer (DL), and further define which DR (or DRs) will serve as the District Membership Representative (DMR).
- DRs are no longer assigned specific areas or Lodges within your District; nor are they bound by specific duties defined in Masonic Code. Instead, the DRs shall be selected based on specific qualifications that can be applied wherever they can accomplish needs within the District. Consideration should be given to their ability to be articulate as they will be asked to speak at Lodge events when the DD is not in attendance. You may also select them on the basis of if they may be a successor to you as DD.
- During attendance at Lodge meetings the DRs are the eyes & ears of the District Team. They should look not only for problems within the Lodge but also for replicable successes and pass them along to the DD and the District Team.
- DLs are obviously selected based on their knowledge and proficiency of our ritual. They should also have good communication skills and the ability to simply teach (and listen!) and pass on their knowledge to members of the District.

### II.D.2. **The DD and his Lady (or Significant Other) are good-will ambassadors for the Grand Lodge and she is encouraged to support you as you fulfill your duties.**

- Proper balance of your personal, work, and Masonic life is of critical importance; remember to properly utilize your 24 inch gauge.
- Inform your Lady of both your Grand Lodge schedule and your responsibilities
- For specific events, your Lady will need appropriate formal wear

- Your Lady is strongly encouraged to participate in the Installation of the Grand Lodge Officers, attend Staff Meetings and other events as her schedule allows.
- Family involvement is an emphasis of the fraternity, therefore you are welcome to bring minor children to functions such as Grand Lodge Staff Meetings and other public events. (If bringing children, please notify the Grand Secretary.) Children must be accompanied by their parents while at meals and in the Hospitality Room (in which no children will be allowed after 9PM).

III.A.3. **Written reports for DD Chairman will be submitted a minimum of two (2) weeks before each Staff Meeting.** An electronic copy of this report is also to be sent to the Grand Master, the Deputy Grand Master and Grand Secretary.

III.B.5. **DD breakout session discussions**, led by the DD Chairman, are according to agenda items determined by the Grand Master, Deputy Grand Master, the Chairman or Grand Lodge Officers, as requested.

The DD Chairman will provide an oral summary of DD discussions to the entire Grand Lodge team and follow up, as needed, with progress reports on action items to the Deputy Grand Master.

A written report summarizing the DD discussion will also be submitted to the Grand Secretary within four (4) days of the conclusion of the Staff Meeting.

#### V.1 **Communication**

- Email signature example:

**Joe Jones**

*District Deputy, District (X)*

**Wisconsin Freemasonry**

715-555-1234 or DD(X)@wimasons.org

*Want to know more about Wisconsin Freemasonry? Visit*

<https://wimasons.org>

#### V.A.5. **District Newsletter**

- Frequency is at your discretion, but no more than 2 per month is strongly recommended. Weekly Newsletters may be too frequent and will appear redundant to recipients.

- Keep your written remarks brief and to the point. Long narratives will not be read.
- Highlighting past and upcoming events is critical.
- Captioned pictures should be included to help celebrate Masonic events. Members love to see pictures of Lodge events and they may help to draw some inactive Brothers back to Lodge.
- Strive for consistency issue to issue, but keep each newsletter “fresh”!
- Use of a third party vendor such as Constant Contact or MailChimp is recommended.
- Include the emails of all members of the Progressive Line Officers on your newsletter distribution list to keep them apprised of what is happening in your District.

#### V.A.8. **When making remarks at Masonic events:**

- **Be prepared.** As the personal representative of the Grand Master, the DD should always be prepared to make remarks at Masonic gatherings. The Grand Master will provide talking points to help ensure consistent messaging.
- Share and support positions of the Grand Lodge. **Do not inflict personal opinions – in favor or against -- in your comments.**
- Always begin by bringing greetings and best wishes on behalf of the entire Wisconsin Freemasonry Leadership Team, including the Grand Master, to the group.
- Always keep remarks **concise and to the point** (be careful not to ramble).
- **Choose your words carefully.** Remember, when you wear the collar, you are representing the Grand Master and the Grand Lodge. If you’re asked a question that you don’t know the answer to, it is better to say that you don’t know and will find the answer and get back to them than it is to guess and be incorrect.
- **Correct use of Masonic titles.** As a representative of the Grand Master and the Wisconsin Freemasonry Leadership Team, the DD should be familiar with and use the correct Masonic titles when addressing or referring to Brethren of the Craft.
  - For example: A sitting Worshipful Master or a Past Master should always be addressed as “Worshipful Brother”; elected members of the Wisconsin Freemasonry Leadership Team are addressed as “Right Worshipful Brother”, appointed Grand Lodge Officers as

“Worshipful Brother” and the Grand Master as “Most Worshipful” or “Most Worshipful Grand Master”.

- **Last to speak.** Masonic etiquette is that the most senior Grand Lodge officer should always be the last to make remarks at any Masonic gathering. No one should rise to speak on any issue after the DD has concluded his prepared remarks (or the most senior officer present). Worshipful Masters should remind their members to make announcements from the sidelines before the DD speaks in observance of this tradition.

V.B.6. **Expense Reports** - Grand Lodge reimburses the DDs out-of-pocket expenses while performing their assigned duties. Most common expenses:

- **Mileage:** All round trip mileage to functions when in the actual discharge of the duties of a Grand Lodge Officer. (Mileage to the Annual Communication is not included as it is covered in a per-diem allowance).
- **Meals:** Cost of meals for the DD (and his Lady) when in the actual discharge of the duties of the Grand Lodge Officer.
- **Lodging:** Any lodging necessitated for the DD (and his Lady) when in the actual discharge of the duties of a Grand Lodge Officer. Consult with the Deputy Grand Master in advance for permission.
- **Transportation:** Any expense incurred for public or private conveyance, other than the DD’s own vehicle, that is required while in the actual discharge of the duties of a Grand Lodge Officer.
- **Miscellaneous:** Any items not listed above that are incurred while in the course or performance of the duties of a Grand Lodge Officer. These should be itemized in the “Other Expense” portion of the expense report. This may include, but is not limited to, postage and reasonable copying or printing service expenses. For extensive printing and/or copying, please call the Grand Lodge office as they will be able to print and ship to you at a much lower cost than a third party vendor.
- **Submission:** Complete and submit expense forms, via email attachment, to the Grand Lodge office (to Grand Lodge Bookkeeper ([christina@wimasons.org](mailto:christina@wimasons.org) or [expenses@wimasons.org](mailto:expenses@wimasons.org)) and the Grand Secretary at [grandsecwi@wimasons.org](mailto:grandsecwi@wimasons.org)) **by the 5th of each month.** If you wish to donate your time and expenses, please fill out the forms and endorse your check back to the Grand Lodge General Fund for expense tracking purposes. **Expense reports filed greater than 60 days after an event will not be paid.**