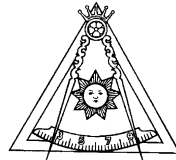


# What's Expected



## A Guide For Prospective Officers

### Valley Of Philadelphia

Revised: April 28, 2017

# Introduction

## Reputation and Leadership

The Valley of Philadelphia has had a reputation second to none, not only in Pennsylvania, but in the Northern Jurisdiction as well. This reputation was earned and sustained by those who preceded us as officers of this Valley. It did not come easily. Rather, it was earned by hard work and great foresight and was sustained by more of the same.

As officers it is our duty to see to it that this reputation does not suffer from discreditable practices, benign neglect, or inadequate leadership.

Discreditable practices can be guarded against simply by adhering to the Supreme Council's Constitutions; Rules and Regulations of the Pennsylvania Council of Deliberation; Rules and Regulations of the Scottish Rite Bodies in the Valley of Philadelphia; Rules, Regulations and Edicts of the Grand Lodge of Pennsylvania; and adherence to good Masonic principles and the lessons taught in our Scottish Rite degrees. Benign neglect is usually a manifestation of inadequate leadership or at least leadership which has not been stimulated to action. Guarding against inadequate leadership is more difficult.

## Need for an Officers Manual

Good leadership can be learned. Its principles can be put into action by anyone willing to spend the time to learn them. But knowledge of these principles alone will not suffice. An officer cannot be a good officer if he does not know what is expected of him.

This manual is not intended to expound on the principles of good leadership or management, but will elaborate on what is expected of the officers of the Valley of Philadelphia.

# Allegiance

## Loyalties

Many members like to take an active part in the Masonic organizations they belong to. Because of the great number of Masonic meetings and events which take place in the area encompassed by the Valley of Philadelphia, this sometimes presents problems to members trying to decide which organization to attend when a conflict occurs.

All organizations in the Masonic family are worthy of our attention as members of those organizations, and the Scottish Rite supports its members in those endeavors. However, it must draw the line when it comes to Scottish Rite Officers.

The Valley of Philadelphia has a right to expect its Officers to participate in Scottish Rite functions when a conflict occurs. The Valley of Philadelphia can ill afford to have Officers who participate only when the mood strikes them or whenever there is no conflict with something else. Officers should not place themselves in the position of having to choose between Scottish Rite and another organization. Accordingly, Officers should guard against active participation as an Officer in other organizations.

# Administration

## Meetings

The Valley of Philadelphia meets in what are known as Reunions. There are two Reunions during the course of the year. The Spring Reunion which occurs on the third Fridays of March, April and May, and the Fall Reunion which occurs on the third Fridays of October, November and December.

The business of the Valley is conducted by the Executive Committee which meets monthly with the exception of July, August and December.

There is one Extra Meeting called during the Scottish Rite year. This meeting occurs in June and is our Annual Meeting. It is at this meeting that Officers are elected and installed. All Officers are expected to attend these meetings.

The Secretary prepares an agenda for each Presiding Officer to be used at the Stated Meeting of his Body.

## Executive Committee

All Committee Members are expected to attend. In addition, in recent years it has been the custom to invite the second-ranking Officers of the Coordinate Bodies who are also expected to attend.

## Valley Publications

The two Valley publications with which most officers are familiar are the Reunion booklet and the Newsletter, "*The Double Eagle*". Although it is the Secretary's duty to have these prepared and mailed to reach the membership on time, the presiding officers bear some responsibility in this regard. In *The Double Eagle* and the Reunion booklet, there are messages from the presiding officers which must be prepared by them and submitted to the Secretary on time. These notices are as follows:

Lodge of Perfection. . . . .	March and October
Council of Princes of Jerusalem. . . . .	April and November
Chapter of Rose Croix. . . . .	April and November
Consistory. . . . .	May and December

Because of the lists of Committees, and other data, Officers will find the Reunion booklet a valuable tool.

# Administration-continued

## Programs

Each Body under the leadership of the presiding officer is responsible for certain programs during the Scottish Rite years as follows:

Lodge of Perfection. . . . . Worker's Night

Council of Princes of Jerusalem. . . . . Valley Picnic

Chapter of Rose Croix. . . . . Annual Memorial Service

The Presiding Officers are responsible for coordinating their programs through the Secretary.

## Officer Selection Committee

In 1985 the Executive Committee adopted a policy whereby the incoming Presiding Officers must present their proposed appointments of Line Officers to an Officers Selection Committee composed of the Committee Chairman, Commander-in-Chief, First and Second Lieutenant Commanders, Secretary, and the Presiding Officers of the Lodge, Council, and Chapter. The Officer Selection Committee must approve the appointments before they are presented to the Executive Committee for approval at its April meeting.

A section on officer selection criteria appears later in this manual.

# Activities

## Membership

The lifeblood of any organization lies in its ability to replenish its membership. For this reason membership activities occupy a large proportion of the time of the Officers of the Valley of Philadelphia.

Each Officer is automatically a Member of the Membership Committee in the county where he resides. But committee membership alone is not commensurate with being an Officer. Each Officer is expected to be active in securing petitions. Unfortunately, some Officers seem to think that their presence on the committee is sufficient. How can the Officers preach membership and not practice what they preach?

If 50% of Blue Lodge members in Pennsylvania are members of the Scottish Rite, shouldn't we be helping our Symbolic Lodges in their membership goals?

Officers are expected to attend "Master Mason's Nights" and Blue Lodge "Scottish Rite Nights" in their area, while Presiding Officers are expected to attend all of such meetings.

## Special Programs

There are other events and programs (Family Life activities, Annual Memorial Service) which are sponsored by the Bodies. All Officers are expected to show their support by their attendance and participation. It is recognized that a Presiding Officer will not always be able to attend every activity. In this event he should designate another Officer of his Body to represent him at the function.

# Appearance

## Perception

In the Scottish Rite we must be careful to project the image we wish to portray, not just behind the tyled doors of our meetings, but wherever we come into contact with our Members and the public in general. We should never forget how important first impressions are, and that our organization is judged by how we, the Officers, appear.

## Appearance

Whatever Officers wear, be it tuxedo, suit, or sport coat and slacks, it should be clean and of neat appearance. That is, it should not look like the wearer slept in it. Cleanliness and pressing are both important. Imagine a nicely pressed well-spotted suit or a very wrinkled tuxedo even if it is clean. The path between an Officer's home and his favorite cleaning establishment should be well worn.

Shoes should be clean and polished. Nothing looks worse than a great suit, striking tie, well-pressed shirt, and then look down and see dirty, scuffed shoes. They should match the clothing - black or cordovan with black, blue, or gray and brown or cordovan with the browns and earth colors. With a suit, shoes may be either lace-ups or slip-ons, but not penny loafers. That latter are too casual for wear with a suit.

Ties are important and are needed to set off or accentuate an Officer's clothing. Color is important. One wearing a navy suit does not need to wear a navy tie. A red, yellow, or other bold color can draw the eye and make a commanding presence and make a lasting impression. If an error is made in tie selection, it should be on the conservative side. In other words, avoid "loud" ties. And of course, exhibiting one's menu for the last week on one's tie is verboten.

When wearing a suit, a white shirt should be worn, but colored shirts are acceptable when wearing a sport coat. Above-the-calf length socks are preferable when wearing a suit so that none of the leg shows when crossing the legs. Black above-the-calf socks are essential when wearing a tuxedo.

Accessories, such as tie clasps and lapel pins, must also be considered. For Scottish Rite functions one should wear accessories with a Scottish Rite motif. Lapel pins should be 33°, MSA. (or official pin) Double-headed Eagle, or other emblem representative of a coordinate body. A simple Square and Compasses pin is acceptable, but a Scottish Rite pin is preferable. Under certain circumstances other pins may be worn. Tie bars often have a number of emblems and are acceptable as long as a Scottish Rite emblem is present.

# Appearance- continued

## Dress for Functions

Acceptable dress for the various Scottish Rite functions is indicated.

### Code

Tuxedo.....	1
Suit.....	2
Sport Coat and Slacks. ....	3

Function	Dress
Reunion Meetings. ....	1
Ladies Night.....	2
Dinner Meetings.....	2 or 3
Other. ....	As specified



# Ritual

## Reunions

All Officers are expected to attend the Reunions whenever they may be held, normally in March, April, May, October, November and December. The Valley's Annual Meeting in June is also an expected attendance event.

Before Degrees are conferred in any Body, the Officers open the Body. Then when their Degrees are completed, they also close the Body. Complete instructions on the procedures for opening and closing are to be obtained by the Presiding Officers from the Director of Work.

Each meal at the Reunion is hosted by the one of the Bodies. The presiding officers of the 16° and 18° Bodies will alternate between Spring and Fall Reunions.

## Degree Work

From time to time and for one reason or another Degree Cast Members may not appear at the appointed time for degree presentation. Junior Officers are expected to make themselves available as replacements for these Cast Members.

## Membership Attendance

In order to keep Reunion attendance as high as possible by the General Membership, Officers should urge all their Scottish Rite friends to attend. Participation is the secret to a strong and growing membership, for a busy member is a happy member. Enthusiasm is contagious. Spread some around!

## Travel

The Secretary prepares a monthly travel schedule and mails it in advance to those Officers who will be traveling to various Scottish Rite functions and activities. This schedule contains information about the location of the event, whether it is stag or ladies night, and the departure time. The Officers are expected to be punctual as to the departure time.

## Guidelines

The Valley of Philadelphia operates under the provisions of the Constitutions of the Supreme Council, Rules and Regulations of the Pennsylvania Council of Deliberation, and the Rules and Regulations of the Valley of Philadelphia. In addition to the above, the Supreme Council has published a **Manual for Officers**. Each Officer should familiarize himself with these documents.

# Selection of Officers

## Selection Criteria

When an Officer advances to the point where he becomes the Presiding Officer of the Body, one of his most pleasant duties is to appoint an Officer to the bottom of the line.

Here great care must be exercised, for an injudicious or imprudent appointment can have dire consequences in the future for the leadership of the Valley.

The following criteria should be carefully considered before a member is proposed to the Officer Selection Committee for an appointment:

### I. Competence in leadership and initiative

This can only mean leadership and initiative previously demonstrated. We are looking for Masonic experience. Initiative must have been demonstrated in a Masonic way, not merely taking the ball and running with it in a controversial manner. That is, he must be a team player.

### 2. Industry

This entails close attention to the business of the Scottish Rite and must have been demonstrated during the previous Masonic experience. Ability and willingness to work hard for the Rite are necessary prerequisites.

### 3. Ready availability for performance of assignments

Officers are required to attend Stated Meetings during Reunions. They are also expected to attend other Scottish Rite functions such as Installations and special functions of the Coordinate Bodies. He must be able to find the time required for any special assignments or investigations to which he may be assigned. His capacity to function under this item should also have been previously demonstrated.

### 4. Dependability

Appointment of an Officer who is not dependable is to be avoided at all cost. Continuing and/or concurrent active participation in Masonic organizations could produce conflict where the officer may have to choose between participation in the Scottish Rite or the other Body. This is unfair to both organizations. The Valley of Philadelphia at times requires participation of the Officers and can ill afford to have officers whose primary allegiance may lie elsewhere.

## Selection of Officers-continued

5. A willingness to assume and discharge the duties of office and to cooperate fully with the presiding officer in carrying out his program of activity

An Officer must be a team player. Further, the appointing Officer must be looking ahead to the responsibilities that the appointee will have when he becomes a Presiding Officer. Will his job and/or family commitments allow the performance of official duties and visitations demanded by the Valley?

6. Family Participation

Consideration must be given to how an Officer's wife, if he is married, will view his participation in the affairs of the Valley and his frequent absences on its behalf. He should encourage his wife to participate in the Valley functions that require her presence such as Installations and Ladies Nights, etc. Officers represent the Valley to others and are constantly on display. Scottish Rite prides itself on being a "family affair," and there is no better demonstration of this than participation and support by an Officer's family.

7. Continuing Activity

Completion of an Officer's service in a Scottish Rite body is not a mandate for retirement from the Scottish Rite activity. Conversely, he is expected to continue his participation in the various functions of the Valley including attendance at Reunions. The privilege of wearing a Past Officer's Jewel carries with it the expectation by the Valley of further service if called upon.