

## **Past Master Councilor's Meritorious Service Award (PMC-MSA) Requirements**

The Past Master Councilor's Meritorious Service Award was designed by Dad Land primarily to stimulate greater over-all efficiency in local Chapter Operations. It shall not be earned or awarded except for service as a Master Councilor of a local Chapter as defined in Part 3 of the Rules and Regulations. It shall not be earned or awarded for service as a jurisdictional officer.

The Master Councilor must fulfill the following requirements to qualify for this award:

1. Prior to his installation the Master Councilor must memorize his portion in the Ritual of Secret Work.
2. He must present before his installation in printed form (multiple copies for distribution to the entire membership) a planned program listing all events and dates planned for his term of office.
3. At the beginning of his term (and within ten days after his installation), the Master Councilor must send a letter to the Executive Officer in his Jurisdiction or the person designated to administer this program, stating his intent to qualify for the award. The letter should also contain his plans for a successful term, a copy of his planned, printed program, a statement that the ritual work has been memorized, and any other information that may be important. The first letter of intent must be countersigned by the Chapter Advisor. Prior to the completion of his term, the Master Councilor must fulfill the following:
  - a. He must see that the degree teams exemplify both Degrees of the Order by memory during his term of office, and that all ceremonies from the Ritual of Secret Work are given from memory.
  - b. He must see that his chapter initiates at least four new members during his term, or his pro-rata share of his Executive Officer's Chapter quote, whichever is higher.
  - c. He must hold at least one social, civic, Masonic service, athletic, and fund-raising activity in the Chapter.
  - d. A planned public observance of each Obligatory Day that falls during his term of office must be held.
  - e. The Master Councilor must establish a program which maintains a high level of attendance at Chapter meetings.
  - f. At the close of his term, the Master Councilor must submit a letter to the Executive Officer in his Jurisdiction, or the person designated to administer this program, summarizing his term and explaining the items listed above. Additionally, he must make an analysis of his printed program, explaining the results of each activity and provide and

explanation for any changes that were made. The final or second letter must contain a statement of confirmation from the Chapter Advisor and may be sent after completion of the requirements but no later than ten days after the end of the Master Councilor's term.