

Grand Lodge of Virginia

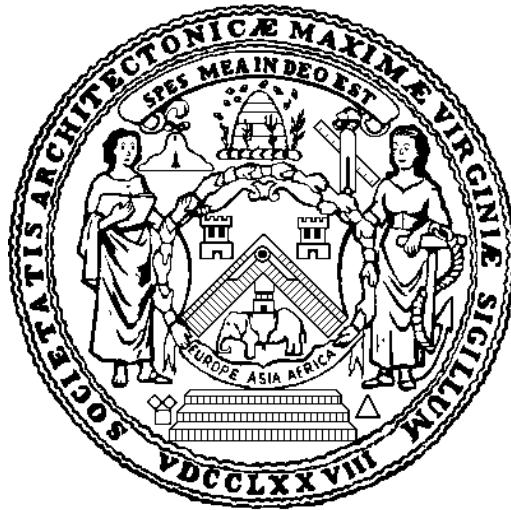
Ancient, Free and Accepted Masons



Manual
for the
Lodge Secretary

Grand Lodge of Virginia

Ancient, Free and Accepted Masons



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2001

Secretary's Manual

Introduction

The Secretary of a Lodge is one of the most important officers in its official family, for upon his shoulders will fall many duties which no one else will perform and each of which will make for the continued prosperity of the Lodge and the happiness of its members.

The Secretary should always recognize the fact that the Worshipful Master is the leader of the Lodge. He will often be called upon to offer advice to the Master but he should never allow the force of his arguments to sway the Master unduly. It is not the duty of the Secretary to substitute his leadership for that which the Master should provide. It is his duty to fortify the Lodge against poor leadership in a manner which will not make his actions obnoxious nor cause his Brethren to find his conduct objectionable.

In addition to all the requirements and virtues named, the Secretary should have a thorough knowledge of Masonic law for his advice will often be sought by the officers of his Lodge. The Methodical Digest, therefore, should be a lantern unto his feet and his constant companion lest he go astray. To make this book an effective agent, the Secretary should keep it current by inserting any revisions or updated forms sent to him.

This manual is an effort to aid Lodge Secretaries, and is intended to be suggestive and not directive in nature. It is intended to point the Secretary down the correct path to success in the discharge of the many duties of his office. This manual serves principally as a guide.

The Secretary should contact the Grand Lodge office in situations which may not be adequately covered herein. Accordingly, the address and telephone numbers are provided:

| | | | |
|----------|-------------------------|------------|---|
| Address: | Grand Lodge Office | Telephone: | (804) 222-3110 |
| | 4115 Nine Mile Road | | (804) 222-4253 (FAX) |
| | Richmond, VA 23223-4926 | | (800) 554-6812* |
| | | E-mail: | grandsecretary@glova.org* |
| | | Web site: | https://grandlodgeofvirginia.org |

**The 1-800 number and the e-mail address of the Grand Lodge of Virginia are to be used for official Lodge business only.*

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Manual For The Secretary

One of the important offices is that of Secretary. This is true because the member who serves in this office usually continues from year to year and serves to bring continuity to the affairs of the Lodge, to bind the old to the new and to preserve the hallowed traditions of the Craft and the Lodge. Because of the importance of this office and the member who holds it, and because of the multitude of duties and obligations which devolve upon him, and of the need for a ready reference to the many details of administrative procedures, this manual has been prepared.

Duties of the Secretary

The Secretary is the Administrative Officer of the Lodge. The duties of the Secretary are initially expressed in the charge which he is given at the time of his installation. The words are very familiar, but we should often ponder their meaning and measure our services by them.

". . . It is your duty carefully to observe the proceedings of the Lodge; keep a fair 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. . ."

The "fair record of all things proper to be written" today will be the history of your Lodge tomorrow. Do not slight the record, and at the same time, do not record any of the ritualistic secrets in the minutes of your Lodge.

The Lodge Secretary holds an office with many facets. He is the Recording Officer of the Lodge and keeps all of the records concerning the business of his Lodge and its members. He is the Receiving Officer of his Lodge, charged with the duty of collecting dues and fees from its members; keeping an account with each member; issuing receipts to them for dues, etc., and turning all collections over to the Treasurer. He is the Confidential Officer of the Lodge. He must consider all of the business which the Lodge transacts as confidential except while the Lodge is open, at which time he may make any information in his records available to any member of his Lodge or the Grand Lodge upon proper request. As the Confidential Officer of the Lodge, he should understand that none of his records are public property and that information from them should be furnished to those who request them through proper channels, such as the Grand Lodge office, the District Deputy Grand Master or through the Worshipful Master. The Secretary of a Lodge must not furnish a roster of his members to anyone for other than Masonic purposes.

The Secretary is also the Corresponding Officer for his Lodge. As such, he will receive most of the communications addressed to the Lodge and he should read and digest these as they are received. He must transmit any information in such correspondence to the Worshipful Master and other officers who may be affected by it immediately. It is also his duty to reply to such communications in accordance with the policies which have been established by custom or resolution. If these policies do not exist, he should ascertain the will of the Worshipful Master

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before responding. He will also issue citations to members in arrears when ordered to do so by the Worshipful Master. He may also prepare the Lodge newsletter which should be sent to each member. It is well to keep in mind the high percentage of non-resident members in almost every Lodge and to realize that the newsletter probably represents the sole contact which most of these absent members have with their Lodge. He should therefore urge that the newsletters be "newsy" insofar as is possible so that the absent members may know something of the personal happenings in their Lodge even though they are far away.

There is one duty which a Secretary may be called upon to perform though the chances are rather unlikely. In the event calamity or circumstances might remove the Master and both Wardens and the Lodge is without a convening authority, the Secretary would, under the terms of Section 2.53 of the Methodical Digest, inform the District Deputy Grand Master who is empowered to summon the Lodge to fill the vacancies at a stated or special communication of the Lodge. Meanwhile the Past Master who last served as Master of the Lodge will be acting Master for the time being.

The Secretary and the Methodical Digest

The duties of the Secretary of a Lodge are covered by Masonic law as set forth in the Methodical Digest. It is the duty of the Secretary to read Sections 2.59; 2.60; 2.61; 2.62; and 2.63 of the Methodical Digest. Each of these sections of the Methodical Digest deals with some particular duty of his office. All of the duties will be treated in further detail in this manual.

The Secretary will be frequently called upon by the Worshipful Master and other officers of his Lodge for explanations of the Digest. Most of the problems arising in the administration of the affairs of the Lodge will eventually fall into the hands of the Secretary. It will be necessary for him to answer most of the questions as to the section of law applicable to a particular problem, and he is urged, therefore, to become thoroughly familiar with the contents of the Methodical Digest.

It should be noted that all questions concerning the interpretation of the law must, in the final analysis, be settled by the Grand Master. These should always be sent to the District Deputy Grand Master for his answer or for transmittal to the Grand Master. The Secretary should not hesitate to ask for assistance from the Past Masters of his own Lodge, or the District Deputy, if need be, in order to keep official questions to a minimum.

The Minutes of a Lodge

Section 2.59 of the Methodical Digest requires the Secretary to keep minutes of all the proceedings of the Lodge.

Stated Communication: The minutes of a stated communication shall record the date, time and place of meeting. They should contain a section to cover every item of business brought before

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the Lodge. This business could include such items as the reading and recording of all communications from the Grand Lodge, **a record of all petitions received, etc. The record of the petition MUST include the petitioner's name in full, age, place and date of birth, name of father and mother's maiden name, residence, occupation, employer and place of employment, and names of those recommending him as required by Section 2.94 of the Methodical Digest.** The minutes of a stated communication shall be read and approved at the communication when held and the approval cannot be dispensed with except by the Grand Master and then only when he is present and so orders the postponement of the approval until the next stated communication.

Called Communication: The minutes of a called communication shall record the date, time and place of meeting, also the purpose for which the meeting was called. Section 2.59 of the Methodical Digest provides that the Worshipful Master may dispense with the reading for approval of the minutes of a called communication at the conclusion of the communication.

Lodge Of Sorrow: The Lodge may also hold called communications for the purpose of paying the last tribute of respect to a deceased member. Many of our Lodges class these as emergency communications since no advance notice can be given. These are, however, strictly speaking, called communications. The minutes of funeral communications need only be a brief recording of the opening of the Lodge, the name of the deceased, his date of birth, the date he died, his Masonic record, the name of the minister who conducted the religious service and the name of the cemetery. The essential names of officers and members in attendance should also be shown. The minutes of each funeral or memorial service conducted in a Lodge of Sorrow shall be prepared as though the Lodge had been opened and closed, **the reading therefore must be done at the following stated communication and approved by the Lodge.**

After the minutes of all communications have been approved they cannot be altered or changed nor can any entry be expunged there from except by authority of the Grand Master; except in the case of a member cited and suspended at that communication for non-payment of dues, who shall appear and pay his arrearage before the Lodge is closed, in which instance the record of his suspension shall be expunged from the minutes. **Final minutes should be signed by the Secretary and approved and signed by the Worshipful Master.**

Records of the Lodge

Section 2.60 of the Methodical Digest specifies that the Secretary shall be the custodian of the records, archives and Seal of the Lodge. **This section also cautions against the improper use of the Seal and charges the Secretary to keep it in his possession at all times.**

The normal records of the Lodge consist of its minutes, its dues accounts, its membership records, its correspondence and files of both historical and regular nature and its monthly and annual returns to Grand Lodge. Section 2.61 of the Methodical Digest requires that the Secretary keep an accurate list of all members of the Lodge, with the dates of initiation, advancement and admission to membership. These membership records are of great value to the Lodge and its

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individual members. Accuracy in recording and care in the preparation of these should, therefore, be the watchword of the Secretary.

Dues Accounts: The dues records of a Lodge may be kept in either book form or upon cards for each individual member, the choice being made by the Secretary since he is responsible for them.

Membership Records: The membership records of a Lodge may be kept in either book form or upon cards for each individual member, the choice being made by the Secretary since he is responsible for them.

The membership record of the individual should be carefully compiled by the Secretary showing the full name of the Brother, the date of birth, social security number, dates of initiation, passing and raising, as well as occupation and other information required by the Secretary. Spaces should also be provided for the date of affiliation, Lodge from which he was affiliated and information as to dual memberships. The full history of the affiliate should be obtained showing the date and Lodge in which he received his degrees, the other Lodges in which he has held membership with pertinent data as to affiliation and demits. This information will be of value to your Lodge in later years when you may wish to claim a veteran's award for the member. **See page 34.**

A file folder should be set up for each member which will contain his petition or application and copies of all correspondence pertaining to him, such as delinquent dues notices and records of phone calls. Two sets of files should be maintained. One having the information on all active members, the other having information extracted from the active file of any Brother that has been suspended, expelled, withdrawn or deceased. It should also contain petitions that have been withdrawn or rejected. These "inactive" files are important for many reasons as questions frequently arise concerning former members.

Lodge Activity Report: Section 2.17 of the Methodical Digest requires that **immediately following the last stated communication in each month every Lodge holden under the Grand Lodge shall make a return to the Grand Lodge office**, setting forth the names and degree dates of each newly raised Master Mason, the names of those affiliated and restored; the names of all Brethren lost by withdrawal, suspension, expulsion or death and the date of membership termination for each. **The importance of this report to the Grand Lodge office cannot be overemphasized.** Refer to the Grand Lodge booklet "**Lodge Secretary Instructions For Processing The Lodge Activity Report.**" **See page 46.**

Annual Returns: Section 2.17 of the Methodical Digest requires that **immediately following the last December stated communication of the Lodge, the Secretary shall forward the final activity report.** After this report has been filed, **if all twelve (12) monthly reports have been received**, the Grand Lodge will send to the Lodge an annual return stating the dues, fees and assessments for the year which includes a listing of those raised, affiliated, reinstated/restored, deceased, demitted, suspended, expelled, life members in perpetuity, Past Masters, and Fifty (50) year members. Upon receipt of this annual return compiled by the Grand Lodge, the Lodge shall

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remit its payment **Not Later Than March 1**. On the second page of this annual return is a form on which the officers elected and appointed for the ensuing year are to be listed.

This annual report should be checked for accuracy and all corrections are to be made in **RED**. Activity which occurs after submission of the Lodge's December activity report should be included on the January activity report. The **ORIGINAL** of the annual report should be sent to the Grand Lodge office. A check for the amount on the return should be included with this report. The copy of the annual return is for the Lodge records. Please remit the **Total Amount** shown, any adjustments of debit or credit balances due will be made in the office following verification of records. **Life Membership In Perpetuity Applications purchased during the current year will not be reflected on the annual return.**

Annual Membership Print-Out: The Secretary will also receive a complete print-out of the membership of the Lodge, with member identification numbers, full name, address, degree dates, and other data. The Secretary should verify each entry to ensure that they are correct and that each change sent in on each monthly report has been correctly entered in the Grand Lodge database. Where simple or single errors have occurred, such as "Drive" instead of "Street" or a ZIP code error, they may be included on the next monthly activity report.

Other forms received from the Grand Lodge office are listed and discussed below.

Statement of Officers and Proxies for the ensuing year: The Secretary should fill in the Lodge name and street address (physical location, not mailing address), and the stationed officers elected for the ensuing year, together with the proxies elected and return to Grand Lodge.
See page 27.

Statement of Real Estate: Fill in each item as requested, particularly insurance data and return to Grand Lodge. **See page 28.**

Data Sheet for Masonic Directory: The Lodge's Secretary is responsible for obtaining the information, completing the form as indicated, and returning it to the Grand Lodge office. This data will appear exactly as submitted in the next Masonic Directory, so it is important that it be accurate. **See page 29.**

Recommendation for District Deputy Grand Master: Every subordinate Lodge shall recommend for the office of District Deputy Grand Master some Brother and an alternate, possessing the qualifications set forth in Section 1.87 of the Methodical Digest and report its recommendation on forms to be furnished for that purpose to the Grand Lodge **on or before May first**. The recommendation required under Section 1.86 of the Methodical Digest does not bind the Grand Master to appoint any Brother so recommended nor does it give any Lodge the right to demand an appointment which is not agreeable to the Grand Master. **See page 47.**

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Management

While the Secretary cannot be considered generally responsible for all of the management policies of the Lodge, he should apprise the Master, Wardens and others as to recurrent matters. Among the management affairs which the Secretary should observe are Lodge funds, insurance, the required annual audit (Section 2.57 of the Methodical Digest) and annual report of Trustees (Section 2.70 of the Methodical Digest), and the payment of dues and assessments to the Grand Lodge.

Lodge Funds: There are certain normal expenses which must be paid by every Lodge. These include the cost of Lodge quarters, whether the charge be in the form of rent, mortgage, operating expenses, or a combination. In addition, the Lodge must pay for its postage and salaries as well as its dues and assessments to the Grand Lodge. There are other miscellaneous expenses for aprons, bibles, stationery, laundry, etc. The Secretary should advise the Master of these in order to enable him to keep the Lodge solvent. He should always keep in mind the fact that the Master rules and governs the Lodge financially as well as otherwise.

Insurance: The Grand Lodge of Virginia has a master liability policy which covers the basic personal liability of the Lodge. The premium for this coverage is provided for the Lodge and paid by Grand Lodge. This master liability policy does not afford coverage to any other organization, either Masonic related or nonaffiliated with the Masonic Fraternity, which may have opportunity to use the Lodge. Each Lodge should have a copy of the Grand Lodge policy and review it at regular intervals to be certain that sufficient coverage is provided. Each Lodge should consider separate insurance coverage for the contents of the building, the building, associated grounds, liability insurance, and other possible hazards. It is up to each Lodge to ensure that it has adequate coverage.

Annual Audit: The annual audit of the books of the Treasurer and Secretary is required by Grand Lodge law. Section 2.57 of the Methodical Digest requires the Master of the Lodge to appoint a Committee to perform this duty and the section requires a report of the examination of the books, records and vouchers to be made to the Lodge in December, prior to the annual election of officers.

Grand Lodge Dues and Assessments:

Monthly: There are Grand Lodge fees for each Master Mason raised by the Lodge and a fee for each member affiliated from a Lodge outside of our Grand Jurisdiction. These are covered under Sections 2.19 and 2.88 of the Methodical Digest. That latter section also provides that no fee for affiliation may be collected from a member affiliating from another Virginia Lodge.

Annual: Grand Lodge dues are fixed by law, from which may be deducted the amount charged under this law for every member who has been certified as a Fifty-Year member by the Grand Secretary.

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The dues and assessments are due and payable with the annual returns on the number of members on the register of the Lodge as of the date of the last stated communication in December. The payment must be made before March 1st following the year just closed, if the Lodge is to exercise its privileges of voting in Grand Lodge.

Administration

The administrative functions of the Secretary must cover a number of subjects, each of which is important. Lodge by-laws, the handling of correspondence, application for Veteran Emblems, the relation of your Lodge with other Masonic bodies and with the general public, cover, in part, some of the administrative functions. Each of these will be touched upon briefly.

By-Laws: Section 2.85 of the Methodical Digest requires that every chartered Lodge in this Grand Jurisdiction shall enact by-laws which shall set forth the date, time and place of meeting; the amount of its dues and fees and how these shall be payable; the number of Trustees; the method of amending them and such other matters as may be deemed advisable. **No section of the laws of the Grand Lodge shall be a part of the by-laws of a Lodge.** After the Lodge has approved its by-laws they shall be submitted to the District Deputy Grand Master under the Seal of the Lodge and a certificate from the Secretary which shall state the date submitted, the notification of the members of proposed ballot thereon, the date of their approval. The District Deputy Grand Master shall approve the by-laws conforming to this section and forward them to the Grand Master for his approval. They shall be effective on the date signed by the Grand Master unless the by-laws themselves specify the effective date thereof. **See page 31.**

Correspondence: The mail addressed to the Lodge will usually come to the Secretary. Much of its handling will be routine. A goodly percentage of the letters may be from members of the Lodge and concern their individual problems. Some of the correspondence must be sent to the Master for his review and appropriate action. As the leader of the Lodge he should be given an opportunity to answer such of the mail as is of an official nature. All communications from the Grand Master should be given to the Master as soon after they are received as is convenient.

Applying For Veterans Emblems, Twenty-five year: Twenty-five year pins are the responsibility of the Lodge. Pins are available from the Grand Lodge office and should be presented when the member becomes eligible. Care should be taken to check the record of the recipient to insure that he has a full 25 years of membership without breaks for suspension or demit.

Applying For Veterans Emblems or Plaques, Fifty, Sixty, Seventy, Seventy-Five, Eighty Year: Veterans Emblems for fifty years service may be presented in the month in which the recipient was raised fifty years before, without regard for the day of the month (1964 D-7, J. P. Stokes). Forms have been prepared on which application must be made to secure a 50-year Masonic Veterans Emblem or Plaque of the Grand Lodge for any member of your Lodge who has obtained 50 or whatever years of aggregate Masonic service. It is necessary that a complete Masonic history be submitted for each Mason for whom this award is desired. If he has held

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membership in more than one Lodge, the dates of each such membership must be shown and checked. The Grand Lodge office will assist, but most of the information must be secured from your own records. Completed forms should be submitted **at the beginning of the year or at least 30 days before the desired date of presentation**. The Grand Lodge office will not honor oral requests made by telephone or in person. Please use the forms which are provided for this purpose. **See page 33.**

In cases involving membership in another Grand Jurisdiction, allow sufficient time for correspondence between the two Grand Lodge offices. There are cases which require considerable correspondence between individual Lodges and the Grand Lodge and all of these are time-consuming.

Relations With Other Lodges: Relations with other Lodges may deal with such simple things as courtesy degrees, courtesy funeral services, or the affiliation of a sojourning Brother. Occasionally, there may be a case requiring an investigation to be conducted so that one of the elder Brethren may enter the Masonic Home in his native State or receive charitable assistance from his Lodge. Help should be rendered cheerfully after the request has been channeled through the Worshipful Master. It is well to remember that your own Lodge may be compelled, by force of circumstances, to ask the same for assistance.

Relations With Appendant Bodies: Relations with appendant bodies, such as the Royal Arch, Commanderies, Scottish Rite bodies, Shrine, Eastern Star, etc. should be kept on a cordial and fraternal basis. The Brethren who find a primary interest in these bodies are just as earnest and sincere as are we of the Symbolic Lodges. Our cooperation should be extended cheerfully but without violating the rules of propriety.

Relations With The Public: In many of our Lodges the Secretary may be asked to assist in preparing the news releases and secure the publicity which may be desired. Discretion will prompt the careful Mason in all his writings for publication and still enable him to enhance the stature of Freemasonry generally and in his own community.

Meetings of the Lodge

There are several purposes for which meetings of the Lodge are usually held and most of these will need only a casual reference for the Secretary.

Visits of the District Deputy Grand Master: Section 1.91 of the Methodical Digest requires the District Deputy to make at least one official visit to every Lodge in his district during the year. Prior to his visit the District Deputy will request certain information of a statistical nature which will be needed to complete his report to the Grand Master. At the time of his official visit the District Deputy is required by law to examine the by-laws of the Lodge, to inspect the books of the Secretary and Treasurer, to see a copy of the annual audit of the Lodge accounts and the annual Trustees report. The Secretary should arrange to have each of these items and any other pertinent records of the Lodge on hand on the occasion of the official visit. All efforts should be

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expended to make the visit of the District Deputy Grand Master and his remarks the central theme of the meeting. The postponement of all non-essential business will make for a better meeting. **See page 49.**

Visits of the Grand Master: Any visit of the Grand Master should be the highlight of the year for a Masonic Lodge. He may wish to visit at a stated or called communication of your Lodge, as may best fit his schedule. If his visit should fall on a stated communication the Master and Secretary should endeavor to reduce the business to be transacted to a minimum, carrying as much of it over until the next stated as can reasonably be done. All efforts should be expended to make the visit of the Grand Master and his remarks the central theme of the meeting. The postponement of all non-essential business will make for a better meeting.

The Officer's Manual contains other suggestions for programming a visit of the Grand Master. Your Lodge should also have a copy of the Manual of Ceremonies, which will cover the receiving of the Grand Master.

Laying of Cornerstones; Dedication of a Lodge: These meetings are covered in the Grand Lodge Manual of Ceremonies.

Masonic Relief

Masonic charity or relief is a selective matter with both the Lodge and the individual Mason himself. To receive relief from a Lodge or the Grand Lodge is not a right which members of a Lodge automatically acquire. Rather it is something which a Lodge or an individual bestows after mature consideration of the many factors involved.

The relief of a distressed worthy Brother is duty incumbent upon the Lodge itself as one of its primary obligations. The disbursement of funds for this purpose must be in accordance with the wishes of the Lodge or the orders of the Master.

Grand Lodge Committee on Masonic Relief: The duties and responsibilities of this committee are spelled out in Section 1.75(m) of the Methodical Digest.

Petition for the Degrees

Petition For the Degrees: Section 2.91 of the Methodical Digest requires that petitions for the degrees must be received and balloted on at stated communications of the Lodge, and after a petition for a degree has come up regularly for action, and opposition has developed in discussion, the ballot cannot be postponed to any other than the next stated communication.

See page 34.

Who May Petition: Section 2.92 of the Methodical Digest requires that a petition for the degrees may be entertained from any person who is a freeborn man of the age of eighteen years or over,

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of sound mind, good repute and in such physical condition that he may substantially conform to the ritual, and who believes and trusts in God as the Supreme Architect and Governor of the Universe. Corporeal deformity in a petitioner for the degrees requires a dispensation prior to ballot thereon. A Lodge requesting such dispensation shall forward a complete description of the physical disability, general physical condition, family status and financial condition of the proposed petitioner under the Seal of the Lodge. Thereafter the Grand Master may, in his judgment issue such dispensation to the requesting Lodge to ballot upon the petition of the maimed or deformed person named therein. **See page 36.**

When a waiver of jurisdiction is received by a Lodge it cannot be transferred to another Lodge and the petition must be handled in the same way in which a new petition is handled. This means that it must be read and laid over for four weeks before it can be balloted on.

Waivers of jurisdiction from Lodges holden under other Grand Jurisdictions deserve careful consideration before any such request is made. Under our own law, Virginia cannot grant waivers over profanes (non-Masons) and we should hesitate to request that which we cannot grant.

A Mason who holds membership or affiliation in a jurisdiction not recognized by the Grand Lodge of Virginia must renounce that membership before a regular Lodge can receive his petition. His petition should state all the facts of his connection with such organization and be accompanied by a form of renunciation (1937 D-6, Section 2.94 and Section 3.05 of the Methodical Digest). **See page 50.**

Vouchers On Petition: The vouchers on a petition may be members of any Lodge recognized by the Grand Lodge of Virginia. Before reading the petition, the Secretary should verify the Masonic standing of any vouchers not members of the Lodge or not fully known by the Secretary. If they are from another Virginia Lodge, he should write that Lodge directly to ascertain their standing. If they are from a Lodge outside Virginia, the Secretary must write the Grand Secretary and request that he obtain their Masonic standing from the appropriate Grand Lodge. The full name of such voucher, his Lodge, and Grand Lodge must be provided to the Grand Secretary. **The petition should not be entertained until favorable information on him is returned by the Grand Secretary.** Likewise, the Secretary must inform each voucher as to the date the petition will be acted on so that they may be present to speak on the petitioner. Where they may be unable to attend, the Secretary should solicit a letter of recommendation from such voucher which may be read at the Lodge when the petition is balloted upon.

Fee, Or Part Thereof To Accompany Petition: Section 2.96 of the Methodical Digest requires that the petition must be accompanied by the fee for the degree, or such part thereof as the by-laws of the Lodge may require. This shall be returned to the petitioner if he is rejected.

Petition For Initiation Cannot Be Withdrawn Without Unanimous Consent Of Lodge: Section 2.98 of the Methodical Digest requires that no petition to a Lodge for the degrees can be withdrawn without the unanimous consent of the Lodge.

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Deposit Shall Be Forfeited: Section 2.100 of the Methodical Digest requires that if he does not so present himself for initiation within six months (Section 2.99 of the Methodical Digest) his deposit shall be forfeited to the Lodge, and if thereafter he desires to be made a Mason he must proceed as if he had never presented any petition.

Waivers of Jurisdiction: A waiver of jurisdiction may be requested by an elected or rejected candidate, an Entered Apprentice or a Fellowcraft. Such request must be in writing, over his signature. The Lodge may grant the waiver only by unanimous affirmative ballot at a stated communication. See Section 2.103 of the Methodical Digest.

Degree Work

The scheduling of degree work and the designation of the officers to handle this is the particular duty of the Master of the Lodge; however, there are certain things to be cared for by the Secretary in connection with the degrees and this is the reason for the inclusion of this section in the Manual.

The Secretary will be responsible to notify the elected petitioner when he is to appear for the First Degree. Some Lodges use forms for this purpose, some employ personal letters, some convey the information to the petitioner through the vouchers of his petition, and still others notify the petitioner by personal contact. Each of these means is satisfactory and the method that best suits a particular Lodge should be utilized. The vouchers of the petitioner should be notified and urged to be present when the degrees are conferred.

The Secretary will also generally be required to have in the Lodge room the lambskin or white leather apron which is presented to the candidate at his initiation. If a Bible is presented as part of the concluding ceremonies upon the raising of a new Brother, this too should be provided by the Secretary. The appropriate Masonic educational booklets covering the several degrees should also be kept in stock by the Secretary and distributed as the custom of the particular Lodge demands. Also, the Presentation Volume should be kept in supply if it is provided to each new member upon his raising. These and any other items usually required by local custom must be cared for if the degree is to run smoothly and a proper impression is to be made upon the candidate.

Proficiency: If the Lodge uses the traditional method for making Masons, the Worshipful Master or some designated member will assign an instructor for the ritualistic catechisms to each candidate. A Mentor should also have been assigned prior to the reception of the first degree and these members should be instructed to report the progress of the candidate in both the ritualistic and non-ritualistic educational requirements.

If the Lodge uses the Alternative Candidate method, the Worshipful Master will appoint a committee of three members of the Lodge, who shall provide to him oral or written certification that: a) the candidate has demonstrated his proficiency in the modes of recognition, b) the Lodge

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Educational Officer or other well qualified Master Mason has covered the specified educational material, and c) the committee ascertains the candidate understands the information via dialogue and discussions.

Granting Extension Of Time: When six months have elapsed since he received his last degree an Entered Apprentice or a Fellowcraft who has not advanced solely because of lack of Masonic proficiency, and has not be granted an extension of time as provided for in Section 2.111 of the Methodical Digest, may apply for the right to further instruction. His application must be made in writing at a stated communication of the Lodge having personal jurisdiction over him. **See page 45.**

Courtesy Work: Work done for another Lodge in the degrees is generally spoken of as courtesy work and is governed by certain rules which should be followed closely. Such work usually falls under two classifications; that conducted for a Lodge holden under the Grand Lodge of Virginia, and that conducted for a Lodge holden under another Grand Jurisdiction.

A Lodge may request another Virginia Lodge to confer the degrees on their elected candidate only by a unanimous affirmative ballot, at a stated communication. See Section 2.103 of the Methodical Digest. When a Lodge desires to have the degrees conferred on one of its candidates residing in another Grand Jurisdiction, the request therefore must be made through the Grand Secretary.

In like manner, requests from Lodges outside Virginia will come to your Lodge from the Grand Secretary and these will usually provide some means by which you will be able to identify the candidate to be initiated. Thereafter all correspondence concerning the candidate should be conducted directly with the requesting Lodge in the other jurisdiction. The Secretary should advise the requesting Lodge each time the candidate receives a degree and when he has completed all of the requested work. In some states the candidate is required to stand examination of the Master Mason catechism before he is declared a member of the Lodge and if this is requested, notification to the requesting Lodge should be withheld until he has been examined.

Life Membership in Perpetuity

In 1992, the Grand Lodge authorized the purchase of Life Membership in Perpetuity by members. The rules governing this plan are contained in Section 5.00 of the Methodical Digest. The Secretary should read this section carefully and insure that the availability of the plan is announced to the Lodge from time to time, either orally or in the Lodge Trestleboard. **See page 37.**

Demits, Transfers & Affiliations

Demits: Section 2.137 of the Methodical Digest states that a demit is a simple certificate the Brother to whom it is issued has been a member of the Lodge and has voluntarily withdrawn his

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membership; and that at the time of his withdrawal he was not indebted to the Lodge and had no charges pending against him. No such demit shall be issued except upon the written request of the demitting Brother. **See page 38.**

Section 2.139 of the Methodical Digest requires that the Secretary shall furnish the demitting Brother with a demit signed by himself, under the Seal of the Lodge, whenever he shall be ordered to do so by the Lodge, or by the Worshipful Master.

The Grand Secretary is required by Masonic law to validate a demit issued by subordinate Lodge Secretaries. Upon issuance of a demit, the Secretary shall forward same to the Grand Secretary for validation. The Grand Lodge office will forward the validated demit to the one demitting or Lodge Secretary as appropriate. **See page 39.**

Liability of a Lodge for Dues of a Brother to Another Lodge of Which he is Also a Member: Section 2.118 of the Methodical Digest requires that if any Lodge shall admit to membership a Brother who is in arrears to another Lodge, it shall be responsible for such arrears, and may be suspended by the Grand Master if it fails to pay them when demand is made therefor. This matter should be cleared with the Secretary of the Lodge to which he belongs prior to his election. It is noted that a current dues card should suffice for this purpose.

Affiliation Fee: Section 2.88 of the Methodical Digest requires that no fee shall be charged for membership by affiliation of a Brother from a Virginia Lodge. A fee of five dollars shall be paid to the Grand Lodge of Virginia for each member from another Grand Jurisdiction affiliating with a Virginia Lodge, which fee shall be forwarded to the Grand Lodge after the stated communication at which the Brother is elected to membership.

Affiliations: Under Virginia law a Brother may affiliate with as many Lodges as he wishes subject to his election to membership by the Lodge petitioned. (Section 2.117 of the Methodical Digest.) Thus affiliation (Application for Membership) is a normal occurrence in our Lodges. When a Brother applies for membership in a Lodge the Secretary should secure from him his complete Masonic history. **See page 40.**

The Secretary should also advise each affiliate of his obligation, as set forth in Section 2.120 of the Methodical Digest, to advise the Secretary of every Lodge in which he holds membership of the names and Lodge numbers of those with which he is affiliated.

Secretaries should be familiar with the Section 2.121 of the Methodical Digest before accepting petitions for affiliations. The List of Lodges Masonic published annually gives a correct list of Grand Lodges which permit dual and plural membership. By way of explanation, dual membership means that the Brother may be a member of two Lodges; plural membership means that he may be a member of as many Lodges as choose to admit him.

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Dues and Assessments

Annual Dues: One of the most important duties of the Secretary is the collection of dues from the members. For most Lodges, the dues provide the financial life blood of the Lodge. For the member, the payment of his dues is necessary in order to maintain his membership in the Lodge. **Because of the great importance of the dues to the Lodge, and the manner in which most people handle their personal expenses, it is very important that the Secretary send each member a statement or notice annually, indicating the amount of the dues for which he is liable.**

Dues Cards: The Grand Lodge office sends dues cards for the next year to the Secretary in September of each year. They bear the name of the Lodge, the member's name, etc., and need only be signed and sealed by the Secretary. **Dues cards for new members, either raised or affiliated, will be furnished only upon receipt of a properly executed Lodge Activity Report and submission of the appropriate fee.** Checks for raising and affiliation fees must be submitted with the related Lodge Activity Report with the checks identified as to the name of the new member. Activity Reports which are not complete or whose fee is not enclosed **will be returned**.

Exemptions from Dues: The wording in the standard by-laws form requires that every member of the Lodge, except those who may be exempted in accordance with Section 2.89 of the Methodical Digest and those who must be exempted under Section 2.86 of the Methodical Digest, be charged with a given amount as either monthly or annual dues. The Lodge, in its by-laws, may exempt the Treasurer, Secretary, Tiler and one Chaplain from dues; these officers being specified in Section 2.89 of the Methodical Digest. These officers are not exempt from dues unless this is included in the by-laws.

Section 2.86 of the Methodical Digest provides for the exemption of those Brethren who have attained fifty years aggregate membership in good standing, the last five years of which must have been in a Virginia Lodge (Section 2.19 of the Methodical Digest). This exemption must **NOT** be included in the by-laws.

Assessments: Assessments may be levied by the Lodge for a specific purpose, such as the retirement of a building debt, furnishings, repairs, etc. However, unless such assessments are included in the by-laws, being collectable as dues, a member cannot be suspended for failure to pay such assessment if his dues be paid.

Remission of Dues: The remission of a Brother's dues is a matter which should be handled by the Lodge at a stated communication. This is, in reality, a matter of charity and bringing it to the attention of the members present should be handled in such a manner as will not injure the feelings of the recipient and will, at the same time, give each member of the Lodge an opportunity to vote on the matter. However, it is within the prerogative of the Worshipful Master to remit the dues without vote of the Lodge.

Secretary's Manual

Citation for Non-Payment of Dues: Dues are payable on January first of each year, but a member is not delinquent or in arrears until the expiration of one year, or on the succeeding January first. At any time after he becomes delinquent, he is liable for suspension by the Lodge for non-payment of dues.

Delinquent Brother to be Cited, Etc: Section 2.147 of the Methodical Digest requires that the Master of the Lodge shall immediately order the delinquent Brother to be cited to show cause at the next stated communication why the penalty should not be imposed. In addition to the amount of dues owed, the delinquent Brother shall be charged for the Lodge's cost to serve the citation when it is sent via restricted delivery certified mail as specified in Section 2.148 of the Methodical Digest; this fee shall be charged even if the Brother endeavors to pay his arrearage immediately after receiving the citation. A copy of the standard Grand Lodge Citation is included. **See page 42.**

Prior to the citation of any Brother for non-payment of dues the Worshipful Master of his Lodge, or his duly designated representative, shall make personal contact with the Brother to determine if assistance is needed and to encourage him to retain his membership. Personal contact shall consist of a personal visit, telephone call or personal letter to the delinquent Brother. If contact proves impossible the Lodge may take such action as it deems appropriate, after complying with the annual Executive Order regarding reporting of delinquent members.

If the delinquent Brother has been notified of an impending citation and informs the Lodge by handwritten (not oral or typewritten) request that his name be stricken from the roll, he may be suspended without being served a citation.

How Citation to be Served; What Equivalent to Personal Service of Citation: Section 2.148 of the Methodical Digest requires that a citation must be signed by the Secretary with the Seal of the Lodge attached and may be served in person by the Tiler or other Mason designated by the Master for that purpose. If not served in person and the post office address of the Brother is known, the Secretary shall forward to him by restricted delivery certified mail, a copy of the citation, and when the certified receipt thereof, signed by the Brother himself, is returned to the Secretary it shall be equivalent to personal service. Whether the citation is served in person, or by restricted delivery certified mail, the Brother shall be allowed at least ten days from the date he received the citation before action can be taken as to his suspension.

If Citation is Served, Vote to be Taken Upon Suspension, Unless Lodge Grants Further Time; When a Brother May be suspended When Citation is not Served; Effect of Payment of Part of Dues: Section 2.149 of the Methodical Digest requires that when the citation is returned as served, or the postal receipt duly signed as provided in the preceding section is received, the Master shall take a viva voce vote at a stated communication of the Lodge on whether to suspend the delinquent; provided, that the Lodge may, by a majority vote, grant the delinquent further time. If, for any reason the citation cannot be served, he shall not be suspended in less than ninety days from the date of citation. When a Brother cited appears and pays a portion of his dues, but not enough to reduce his indebtedness below the amount

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authorizing citation, it is for the Lodge to decide whether he has or has not shown cause why he should not be suspended. But if he pays enough to reduce his indebtedness below the amount authorizing suspension, then the Lodge has no right to suspend him.

The action of a Lodge in suspending a Brother for non-payment of dues is not subject to review, alteration or rescission by the Lodge at a later communication. If the Master be satisfied that an error has been committed, he may set aside the suspension.

When the Lodge grants a definite extension of time to a Brother it cannot suspend him without first notifying him of the date of the final disposition of his case.

When the Lodge grants a definite extension of time to a Brother for the payment of his arrearages, he may be suspended on that date without the issuance of a new citation.

To avoid any misunderstandings, the standard Grand Lodge form for suspension should be used. It also contains a petition for restoration, which should be filled in where appropriate by the Secretary, so that the offending member may easily reaffiliate, should he so desire. **See page 43.**

Restoration: It is a good idea to contact members who were suspended for non-payment of dues two or three years ago. A member's situation may have changed; any number of things may have happened. It may take only the interest of the Secretary to bring him back. For these cases, all he need do is send in a Petition for Restoration attached to his Notice of Suspension. His only requirement is to pay the amount owing at the time of his suspension. He is not liable for intervening years' dues. As specified in Section 4.29 of the Methodical Digest, a unanimous vote is required by the Lodge. **See page 43.**

Taxes

There are some important financial matters which will necessarily affect both the Lodge Treasurer and Secretary. Should there be any questions relating to tax matters which arise with the subordinate Lodge, these questions can be directed to the Grand Lodge office. The Grand Lodge Finance Committee will be available to provide advice through the Grand Lodge office to subordinate Lodges on this matter. The following information should be of assistance concerning financial matters that affect the subordinate Lodge.

Federal Tax Identification Number: Each Lodge or affiliate, having a bank account must have its own Federal identification number. This number can be obtained by filing Federal form SS-4. **If a Lodge has a number, it should not apply for another number for new bank accounts.**

Tax Filings: All Lodges having gross receipts of \$25,000.00 or more, must file Federal form 990 annually. All Lodges having gross receipts of \$1,000.00 or more from unrelated business income, such as funds raised from the sale of merchandise, must also file Federal form 990-T. The Grand Lodge does not file these forms for the subordinate Lodges, nor is any such

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subordinate Lodge information included in the Grand Lodge returns. In addition, based on the activity of the subordinate Lodge, there may be other tax filings which are required.

Specifically, the tax filings which may be required pertain to the payment of certain officers or the sale of merchandise by the Lodge. In the event that the Lodge pays its officers and such amounts are classified according to the Lodge by-laws as salaries for such officers, there are additional filing requirements at the Federal, State, and Virginia Employment Commission levels which will need to be followed. Compensation paid to Lodge Officers, whether labeled honorarium or any other label which does not constitute a reimbursement of actual expenses occurred, should be treated as salaries for the purpose of Federal, State and Virginia Employment filing.

In the case where the by-laws specify that certain officers are to be paid a salary, as opposed to a reimbursement of expenses, there is an obligation to file payroll forms with the federal government on a periodic basis. The forms which are required to be submitted in the case of salaries are, on a quarterly basis, Federal form 941, reporting the amount of gross wages and any F.I.C.A. taxes or Federal withholding taxes, which are required under the tables promulgated by the Internal Revenue Service to be withheld. On a quarterly basis, deposits for federal unemployment taxes and annually the filing of Federal form 940, which computes the Federal Unemployment taxes; also the filing of Federal forms W-3 and W-2 for each affected employee annually. Further instructions are available with respect to the filing of each of these forms from the Internal Revenue Service and in addition, members of the Grand Lodge office can provide additional guidance in regard to these filing requirements.

With respect to Virginia Employment Commission filings, to the extent that any individual is paid wages, there is a parallel requirement to pay State unemployment taxes which are collected by the Virginia Employment Commission. In the event that a Lodge has salaries or other wages, it is necessary to first file a report to determine liability for State Unemployment Tax; to register the Lodge as an appropriate taxpayer to the Virginia Employment Commission and thereafter, quarterly reports will be sent by the Virginia Employment Commission and should be returned by the Lodge to report wages and pay the required unemployment tax at the state level.

Finally, with respect to the state of Virginia, in the event that withholdings are required to be made at the state level, it will be necessary to file forms VA-5 and VA-6 on a periodic basis. In order to determine if withholdings are required, the State Department of Taxation can be consulted and in the event that such withholdings are required, the filing of a combined registration statement with the Department of Taxation will notify the state with respect to your obligation to file and thereafter, instructions will be given on a monthly or periodic basis with respect to any required withholdings. The same combined registration statement which may apply with respect to payroll taxes can also be used to register for sales tax collections in the event that your Lodge is required to collect or remit sales taxes.

Tax-exempt Status: Lodges are tax exempt under the Internal Revenue Code, Section 501 (c) (10). There is no need to file for any exemption. However, in the event that your Lodge sells

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tangible personal property or merchandise of any sort, there may be an obligation to collect and remit sales taxes to the Virginia Department of Taxation. Contact the state department of taxation, sales tax division, for further information. Federal regulations require that all bills for dues and receipts for contributions have printed, in a distinct manner, on the face of the bill "Dues are not deductible for income tax purposes." **Lodges should not correspond with the IRS about tax-exempt status. Please refer these matters to the Grand Lodge office.**

Donations: Donations to a subordinate Lodge for building improvements and other non-charitable purposes are typically not deductible. However, in the event that certain conditions are met, contributions made to a Lodge which are to be used exclusively for religious, charitable, scientific, literary or educational purposes or for the prevention of cruelty to children or animals may be deductible. There are conditions which must be met in order for the deductions to be available and the deduction is available only to individuals in the event that the conditions are met. For further information with the respect to an appropriate segregation and identification of funds for the appropriate charitable purposes, please contact the Grand Lodge office.

Past Master's Degree

Section 2.47 of the Methodical Digest requires that this Degree be conferred upon any bona fide candidate for Master or Warden who has not otherwise received it, such as in a Royal Arch Chapter. A suggested form for recording and registering each conferral is inserted in the rear of this manual. The Secretary should ensure that a copy of this certificate is in the folder of each recipient. **See page 44.**

Masonic Funerals

Every Master Mason in good standing is entitled to a Masonic funeral if he or some member of his family requests the Lodge to perform the Masonic Funeral Service.

Under almost every condition a Lodge cannot be opened or stand open without the presence of a stationed Officer. The single exception is enumerated in Section 2.05 of the Methodical Digest which specifies that for the purpose of burying a deceased member, a Lodge, in the unavoidable absence of its Master and Wardens, may be opened by a Past Master or Past Warden of the Lodge, or in their absence by any Past Master or Past Warden affiliated with any Lodge under the jurisdiction of our Grand Lodge. (See Lodge of Sorrow, page 5.)

Courtesy Funerals: Funerals conducted for **sojourning** Brethren as a courtesy to the Lodge to which the deceased belonged during his lifetime is a duty which must be carried out by our Lodges. **However, it is first necessary to clear the standing of the Brother and ascertain the wishes of his own Lodge before conducting the rites. This should be done through the Grand Lodge office by the District Deputy Grand Master or the Worshipful Master.** Time is frequently short in these instances and the Worshipful Master must use his best judgement where contact proves impossible. He should accede to the desires of the family as much as

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possible, making a full disclosure of the circumstances to the District Deputy Grand Master as soon thereafter as possible.

Funeral Arrangements: In order to facilitate the handling of such funeral arrangements, the Grand Secretaries of the District of Columbia, Maryland, North Carolina, Tennessee, Virginia, and West Virginia agreed that our own Lodges would be advised they might communicate directly with the Secretary of a Lodge in any of these States without going through the offices of the Grand Secretaries in order to clear funeral arrangements. **This applies to funeral arrangements only.**

No dispensation is necessary to open a Lodge in Virginia, escort the body of a deceased Brother to the other State and conduct the Masonic Funeral Service for him there, returning to Virginia to close our Lodge.

When a funeral is conducted for a Lodge in another Grand Jurisdiction, the Secretary should make a copy of his minutes and transmit them through the Grand Lodge office to the Lodge for which the funeral was conducted. In case flowers were furnished, proper bills for these and any other expense items should be included.

Masonic Discipline

In a society of friends and Brothers it seems strange that one should ever find it necessary to administer Masonic discipline for the willful violation of our Masonic law or the bringing of disgrace upon our Order by acts considered to be illegal or immoral. However, human nature is such that man frequently falls into error and must be brought to the bar of justice for his transgressions. For this reason our Grand Lodge has devised a set of laws covering the administration of Masonic justice and the imposition of disciplinary punishment in a fair and impartial manner, endeavoring to render to every man his just due without distinction. The Secretary should refer to Section 4.00 of the Methodical Digest for the correct procedure for the preferring of charges and the conduct of a Masonic trial.

Masonic Home of Virginia

For any questions regarding the Masonic Home of Virginia, its admittance policy, etc., the Lodge Secretary should contact that office directly. The Home's telephone numbers are 804-222-1694 or 1-800-262-4644. The Home also has a web site, located at www.mahova.com, which provides helpful information as well.

Travel Certificate

A Travel Certificate is issued to a Virginia Mason, who is in good standing, and who will be traveling to other Grand Jurisdictions and may wish to visit a Lodge during his travels. The Secretary needs to request the certificate, in writing, providing the Brother's full name. This

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request should allow ample time for processing. The certificate has the Grand Lodge Seal and is signed by the Grand Secretary. Upon its return to the Lodge Secretary, the Brother, the Secretary and the Worshipful Master are to sign the certificate. The Lodge Seal should then be affixed. **See page 51.**

Certificates and Publications

There are a large number of certificates available from the Grand Lodge office which may be ordered by the Secretary and are a convenient way of saying thank you to a hard working member. All requests for certificates should allow **ten (10) business days** for processing. A list of publications is available from the Grand Lodge office. In addition to the Certificates listed, there are others available, principally for the youth organizations. **See page 48.**

Certificate of Merit:

Any Virginia Mason may be cited for his work by any Virginia Lodge desiring to recognize him for significant contributions to the effectiveness, well-being, and improvement of Lodge (or district) operations. It is necessary that a resolution be presented to the Lodge setting forth the work which the Brother has done to justify the award and conclude with the statement:

"Therefore, be it resolved that the Grand Master be requested to authorize a Grand Lodge Certificate of Merit for our Brother."

After the Lodge has acted on the resolution, the Secretary, under the Seal of the Lodge, certifies the resolution as extracted from the minutes of the communication during which it was adopted and sends it to the Grand Secretary. A fee is charged by the Grand Lodge office, plus Virginia State Sales Tax and postage, for a Certificate of Merit. **See page 52.**

Certificate of Appreciation:

Any Virginia Mason may be cited for his work by any Virginia Lodge desiring to recognize him for significant contributions to the Craft in general. The Secretary sends the request to the Grand Secretary. A fee is charged by the Grand Lodge office, plus Virginia State Sales Tax and postage, for a Certificate of Appreciation. **See page 53.**

Award of Excellence:

The Award of Excellence may be presented to **non-Masons** who are outstanding educators, medical personnel, business men, and citizens whose dedication or service in some way sets them apart. Masonically, the award recognizes that sincerity and service are successful wheresoever they may be found. **See page 54.**

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Grand Lodge Officers, DDGMs, and subordinate Lodges may recommend that the Award of Excellence be presented to a man or woman whose attributes of character, unselfish service, and outstanding performance serve to uplift the purpose of the Craft.

Lodges requesting an Award of Excellence will do so in writing and will state the individual's full name and the reasons he or she is to be so honored. Such requests may be forwarded to the Grand Secretary and, when approved by the Grand Master are prepared. The Award of Excellence will be forwarded to the Grand Lodge Officer, DDGM, or subordinate Lodge initiating the request and a proper presentation of the award shall be accordingly arranged.

Community Builders Award:

This program is designed to recognize and show our appreciation for outstanding community-oriented achievements of **non-Masons** who reside and work in our cities and towns. There are many hard working, dedicated men and women in our communities who have served others with no expectation of reward. We should continue with renewed vigor to search them out and show them that we are proud of their good works, that we are happy that they are personally instrumental in making/building our communities into a better place for all people to live, work, and play. Care should be taken in the selection of a recipient. **No more than two recipients per Lodge per year is allowed.**

Certificates, signed by the Grand Master, are made available to our Lodges. A copy of the certificate and request form (**all requests for this award must come through the DDGM**) can be found elsewhere in this manual. Provide a copy of any locally published newspaper articles to the Grand Secretary's office. **See pages 55 and 56.**

Youth Recognition Certificates (Eagle Scout and Gold Scout Recipients):

Certificates of Recognition for Eagle Scouts and Gold Scouts are signed by the Grand Master, carry the Seal of the Grand Lodge and are attested by the Grand Secretary. The aim of these certificates is to provide Grand Lodge recognition for the accomplishments of our youth. **See page 57.**

When you are made aware of any young man becoming an Eagle Scout or any young woman becoming a Gold Scout during the year, please inform your DDGM, who, in turn, should forward to the Grand Secretary the name, address, and troop number of the recipient. It is desired that as many deserving young men and women as possible receive recognition under this Grand Lodge of Virginia program. Allow sufficient time to process the paperwork. Once the paperwork has been processed, a certificate and letter from the Grand Master will be sent to the Lodge and a proper presentation should be arranged.

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Other Awards and Certificates:

Other awards and certificates are available and include: Past Master's Certificate of Service (**See page 58**), Proficiency in Catechisms (**See page 59**), the Degree Certificate (**See page 59**), Gold and Silver ritual proficiency cards, Lodge Instructor's Certificate, Lecture Achievements, Lodge Certificates of Attendance (for 100% elected officer attendance at an Area Leadership and Education Conference). The Past Master's Certificate of Service and the certificate awarded for proficiency in the catechisms should be requested by the Lodge Secretary. The Past Master's Certificate of Service should have the Past Master's name and **the year in which he served**. The other awards and certificates listed above are handled by the Grand Lecturer, members of the Committee on Work, Grand Provost, members of the Committee on Masonic Education, or the District Educational Officer, as appropriate.

All such requests for awards and certificates must be in writing to the Grand Lodge Office. At least ten (10) business days should be allowed for processing.

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Grand Lodge, Ancient, Free and Accepted Masons, of Virginia

_____ LODGE No. _____

Located at _____, 20____.

At a stated communication of this Lodge, held on the _____ day of _____, 20____, the following Brethren were elected to represent this Lodge as stationed officers and proxies at the next Annual Communication of the Grand Lodge, A.F. & A.M., of Virginia, as provided in Section 1.07 of the Methodical Digest.

PRESENT AT
GAC

- Brother _____ Wor. Master
- Brother _____ Senior Warden
- Brother _____ Junior Warden

PRESENT AT
GAC

- Brother _____ Proxy
- Brother _____ Proxy
- Brother _____ Proxy

PAST MASTER

- Yes No
- Yes No
- Yes No

Secretary

Past Master Yes No

FOR USE OF THE CREDENTIALS COMMITTEE ONLY.

LODGE SECRETARIES DO NOT FILL OUT.

PAST MASTERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

MEMBERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

RETURN ORIGINAL COPY TO THE GRAND SECRETARY'S OFFICE, 4115 NINE MILE ROAD, RICHMOND, VIRGINIA 23223-4926.
RETAIN DUPLICATE FOR YOUR RECORDS.

GRAND LODGE, A.F. & A.M., OF VIRGINIA

LODGE NAME _____ NO. _____

STATEMENT OF REAL ESTATE

There has been no change in the statement of real estate for this Lodge from what the Grand Lodge office currently has on file.

_____ Secretary _____ Date

Owned by _____ Lodge at _____

Location of lot and building _____

Size of lot _____ Size of building _____ No. of stories _____

Approximate value \$ _____

Amount owing on building (if any) \$ _____

How is title held _____

Insurance carried: Building \$ _____ on furniture \$ _____

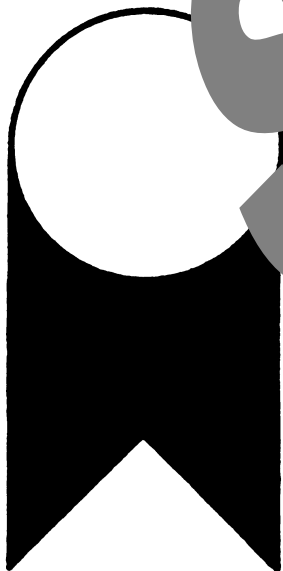
Liability Insurance carried \$ _____

NAME OF CARRIER _____

If Lodge rents, state amount Lodge pays annually \$ _____

(Add any additional information in writing at bottom.)

_____ Secretary



RETURN ORIGINAL COPY TO THE GRAND SECRETARY'S OFFICE, 4115 NINE MILE ROAD, RICHMOND, VIRGINIA 23223-4926.
RETAIN A DUPLICATE FOR YOUR RECORDS.

MASONIC DIRECTORY INFORMATION SHEET

Dear Brother Secretary:

Please confirm the information below by checking one of the boxes indicated. Also fill in the information for the new Worshipful Master and clearly indicate any other changes necessary. This information should be returned in the self-addressed envelope enclosed **NO LATER THAN JANUARY 15, ####**. What is shown on the page is what will be published in the Masonic Directory.

Sincerely and fraternally,

Grand Secretary

| | |
|---|---|
| CORRECT AS SHOWN <input type="checkbox"/> | CORRECT WITH CHANGES <input type="checkbox"/> |
|---|---|

LODGE INFORMATION:

LODGE NO. _____ LODGE NAME: _____
 MEETING INFORMATION: _____ LOCATION: _____
 _____ DISTRICT _____

SECRETARY INFORMATION:

SECRETARY: _____
 LODGE AND MEMBER NUMBER (AS SHOWN ON DUES CARD) _____
 ADDRESS: _____
 TELEPHONES: **HOME:** _____ **WORK:** _____
FAX: _____ **E-MAIL:** _____

YES _____ NO _____ AUTHORIZATION IS GRANTED TO PERMIT INFORMATION SHOWN IN THE MASONIC DIRECTORY TO BE USED FOR PUBLICATION PURPOSES ONLY.

WORSHIPFUL MASTER INFORMATION:

WORSHIPFUL MASTER _____
(FIRST) (MIDDLE) (LAST)
 LODGE AND MEMBER NUMBER (AS SHOWN ON DUES CARD.): _____
 ADDRESS: _____ ZIP CODE: _____
(ADDRESS) (CITY) (STATE)
 TELEPHONES: **HOME** () _____ **WORK** () _____
FAX () _____ **E-MAIL:** _____

YES _____ NO _____ AUTHORIZATION IS GRANTED TO PERMIT INFORMATION SHOWN IN THE MASONIC DIRECTORY

TO BE GIVEN OUT FOR MASONIC PURPOSES ONLY.

BY-LAWS

_____ Lodge No. _____ **A.F. & A.M.**
_____, Virginia

ARTICLE I

The stated communications of this Lodge shall be held at the Masonic Temple _____
_____, Virginia on the _____
_____ at _____ o'clock.

ARTICLE II

Every member of this Lodge except _____
shall be charged by the Secretary with the sum of _____ plus Grand Lodge dues and assessments as
_____ dues.

ARTICLE III

The fees for the degrees in this Lodge shall be _____
_____ Dollars, payable as follows:
_____ Dollars for the Degree of Entered Apprentice
_____ Dollars for the Degree of Fellowcraft; and
_____ Dollars for the Degree of Master Mason.
of which amount _____ Dollars shall accompany the petition;

ARTICLE IV

The Treasurer shall receive an annual compensation of _____ Dollars,
payable in _____ installments.

ARTICLE V

The Secretary shall receive an annual compensation of _____ Dollars,
payable in _____ installments.

ARTICLE VI

The Tiler, or Acting Tiler, shall receive a compensation of _____ Dollars
for each communication he attends in that capacity.

ARTICLE VII

The _____ Trustees, who shall be recommended by the Lodge and appointed by the Court having jurisdiction, shall at each annual
stated communication in December make a report of the investment of all funds and condition of property entrusted to their care.

ARTICLE VIII

Any amendment proposed to these by-laws must be submitted in writing at a stated communication, lie over the required four weeks,
the membership be notified, and shall require a _____ affirmative vote of the members present for its adoption.

CERTIFICATION

I certify that the by-laws, or amendments thereto, were submitted in writing and audibly read at the stated communication of this
Lodge held on _____, _____, that it was ordered to lie over for the required four weeks; the membership being
duly notified that action thereon was to be taken at the stated communication to be held on _____, _____,
and that the said by-laws or amendments thereto were adopted by the required majority of members present.



Requested Effective Date _____ / _____ / _____
MONTH DAY YEAR

Secretary Date

Date Approved: _____

Date Approved: _____

District Deputy, District No. _____

Grand Master of Masons in Virginia

NOTE: If additional space is needed, please use a blank sheet of paper.

INSTRUCTIONS FOR USE OF BY-LAWS FORM
(LOCATED ON REVERSE SIDE)

Below will be found the matter to be inserted in every blank space in each article of the by-laws of a Lodge. Some of these are obvious, but they are included in order that these Instructions might be complete. There are two blank spaces in the Certification both of which require dates

ARTICLE I

- Line 1 — Insert location of Masonic hall, such as street and number.
- Line 2 — Insert name of town and day or days of the month on which the stated communications are held.
- Line 3 — Insert time of meeting.

ARTICLE II

- Line 1 — Insert the titles of those who may be exempted from the payment of dues. See Sec. 2.89 for legal exemptions to be included in by-laws. Do not include honorary or fifty year members.
- Line 2 — Show the amount of dues in words, follow with the words *monthly* or *annual* before the word dues.

ARTICLE III

- Line 1 — Write in words the total of the fees charged for the three degrees.
- Line 3 — Show total fee for the E.A. Degree, in words, including that amount which must accompany the petition.
- Line 4 — Show the fee for the F.C. Degree, in words.
- Line 5 — Show the fee for the M.M. Degree, in words.
- Line 6 — Show the amount to accompany the petition, in words.

ARTICLE IV

- Line 1 — Show amount of annual compensation for the Treasurer. If he is not paid, insert the words, *Not applicable*.
- Line 2 — Show how compensation is payable (in annual, quarterly, or monthly installments).

ARTICLE V

- Line 1 — Show amount of annual compensation for the Secretary. If he is not paid, insert the words, *Not applicable*.
- Line 2 — Show how compensation is payable (in annual, quarterly or monthly installments).

ARTICLE VI

- Line 1 — Show amount of compensation for Tiler, in words. If he is not paid, insert the words, *Not applicable*.

ARTICLE VII

- Line 1 — Show the number of Trustees (three, five, etc.).

ARTICLE VIII

- Line 2 — Insert either the words, *two-thirds* or *simple majority* (NOT both).

IN GENERAL

If any Article of these by-laws is not enacted the text of such Article may be interlined with ink or endorsed with the words, *Not applicable*.

By-laws must be sent to the District Deputy Grand Master, over the Seal of the Lodge. If he finds them satisfactory, he shall approve and send them to the Grand Master for his consideration. When approved, the Grand Master will return a copy for the Lodge, a copy for the District Deputy Grand Master and a copy will be filed with the Grand Secretary as a permanent record of the by-laws of the Lodge.

Lodge by-laws are valid only after approval by the Grand Master and the date shown before his name is the effective date. **Should the Lodge desire to make a change in dues effective on the first day of a new year, or if for any reason a specific effective date is requested, the requested effective date must be entered in the indicated position below the certification.**

NOTE: If additional space is needed, please use a blank sheet of paper.

GRAND LODGE, A.F. & A.M., OF VIRGINIA

APPLICATION FOR VETERANS' EMBLEM

Name of Brother _____
(First Name) (Middle Name) (Last Name)

Member of _____ Lodge No. _____
Member No. _____

MASONIC HISTORY

Date of Birth _____ SS#: _____ - _____

Received Degrees in _____ Lodge No. _____

Located at: _____

Date E.A. Degree _____ Date F.C. Degree _____

Date M.M. Degree _____

Affiliated with _____ Lodge No. _____

Located at: _____ Date: _____

Withdrawn from: _____ Lodge No. _____

Located at: _____ Date: _____

Affiliated with _____ Lodge No. _____

Located at: _____ Date: _____

Withdrawn from: _____ Lodge No. _____

Located at: _____ Date: _____

Date Suspended _____ In Lodge No. _____

Date Reinstated _____ In Lodge No. _____

Total Years in Good Standing at time of award _____.



Secretary

Date _____

Please account for all of the time elapsed between the date of the applicant's Master Mason Degree and the present date.
This form to be used in applying for fifty, sixty, seventy, seventy-five, and eighty year awards for Masonic veterans.

RETURN ORIGINAL COPY TO THE GRAND SECRETARY'S OFFICE, 4115 NINE MILE ROAD, RICHMOND, VIRGINIA 23223-4926.
RETAIN DUPLICATE FOR YOUR RECORDS.

APPLICANT —PLEASE READ THE TOP, REVERSE SIDE BEFORE COMPLETING THIS PETITION.

PETITION FOR THE DEGREES IN FREEMASONRY

To the Worshipful Master, Wardens and members of

_____ **Lodge No.** _____ **A.F. & A.M.**
_____, **Va.**

I have resided during the past twelve months within the jurisdiction of the Grand Lodge, A.F. & A.M., of Virginia and beg leave to state that I believe and trust in God as the Supreme Architect and Governor of the Universe, and unbiased by friends and uninfluenced by mercenary motives, freely and voluntarily offer myself a candidate for the degrees of Masonry, and that I am prompted to solicit this privilege by a favorable opinion conceived of the Institution, a desire for knowledge and a sincere wish of being serviceable to my fellow creatures. Should this petition be granted, I will cheerfully conform to all the established usages and customs of the Fraternity.

Please print or type. Use reverse side, if needed, to fully answer questions.

- Name in full _____
First Middle Last
- Residence _____
Address City State Zip
- (a) Social Security No. _____ - _____ - _____ (b) Telephone No. (Home) _____ - _____ - _____ (Work) _____ - _____ - _____
- Have you ever petitioned this or any other Masonic Lodge? _____ If so, state name of Lodge, location, date and result of every petition: _____
(Use back of Petition for additional space.)
- (a) Where born? _____ (b) Date of Birth _____ / _____ / _____
City/County State Month Day
Year
- (a) Name of Father _____ (b) Mother's Maiden Name _____
- What is your occupation? _____
- List names and addresses of your employers, beginning with your current employment, for the past ten years.
(Use back of Petition for additional space.)

| Name of Employer | Address | City, State, Zip | Your Occupation | Length of Employment |
|------------------|---------|------------------|-----------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
- Where have you resided for the past ten years?

| Address | Year From | Year To |
|---------|-----------|---------|
| | | |
| | | |
| | | |
- (a) Single, Married, Widower, or Divorced? (circle one) (b) Wife's Maiden Name _____
List names, age and relationship of each of your dependents:

| Name | Age | Relationship |
|------|-----|--------------|
| | | |
| | | |
| | | |
- Describe your physical defects and deformities, if any: _____
- Have you ever been charged in a court of law with a criminal offense? YES NO (circle one) Explain circumstances on reverse.
- (a) Have you answered all the questions above? _____ (b) Upon your honor, are the statements and answers true? _____
- I have read the information for the applicant noted at the top of the reverse side of this petition.

Date _____

The fee of \$ _____ accompanies this petition.

(Sign full, legal name, IN OWN HANDWRITING)

I usually sign my name thus.

SEE REVERSE SIDE

As the exact nature of the Institution of Freemasonry is unknown to you, it is deemed advisable that before signing the attached petition you should be informed on certain phases of that Institution which may affect your decision to apply for membership therein.

Freemasonry has in all ages required that men should come to its door entirely of their own free will; not as the result of importunity nor from feelings of curiosity; but from a favorable opinion of the Institution, a desire for knowledge, and a sincere wish to be serviceable to their fellow creatures.

Freemasonry is neither a religion, a political organization, nor a social club. It interferes with none of these, but has for its foundation the basic principles of the fatherhood of God and the Brotherhood of Man. It believes in a Supreme Being, the immortality of the soul, and that the Holy Bible is the inestimable gift of God to man as the rule and guide for his faith and practice. It is a fraternity or brotherhood pledged to the building of character—thoughts, words, motives and deeds being the materials used. It inculcates the practice of every virtue and makes extensive use of symbolism in its teachings.

The Masonic Fraternity is in no sense an insurance society; neither does it pay benefits in case of sickness or death. In a correct and broad sense, it is both educational and charitable. It extends such assistance only as it is willing and able to grant. It knowingly admits none to membership except those who are able to provide for themselves and those dependent upon them.

FOR LODGE USE ONLY

PETITION FOR DEGREES of _____
Name in full

Dates of Lodge actions: _____ Received at stated meeting of Lodge held on _____ / _____ / _____
Month Day Year Month Day Year

Elected _____ / _____ / _____ Initiated _____ / _____ / _____ Passed _____ / _____ / _____ Raised _____ / _____ / _____
Month Day Year Month Day Year Month Day Year Month Day Year

NOTE—This petition must be filed and preserved in the archives of the Lodge for reference.

(Show Question Number)

Additional Space For Information

RECOMMENDERS (VOUCHERS) PLEASE FILL IN BELOW

We hereby certify that the petitioner has resided for the one year last past or has Masonic residence in the Jurisdiction of the Grand Lodge of Virginia, that we are well acquainted with the petitioner, that we have read the answers to the questions contained in the petition and believe them to be true and that each of us believes the petitioner to be morally and physically qualified, of good character, and under the tongue of good repute. We cheerfully recommend him as a proper candidate for the degrees of Masonry.

NAME (please print) (signature)

Present address _____
NUMBER STREET CITY STATE ZIP

Telephone No. (Home) _____ - - (Work) _____ - -

NAME OF LODGE NUMBER LOCATION

NAME (please print) (signature)

Present address _____
NUMBER STREET CITY STATE ZIP

Telephone No. (Home) _____ - - (Work) _____ - -

NAME OF LODGE NUMBER LOCATION

GRAND LODGE, A.F. & A.M., OF VIRGINIA

APPLICATION FOR DISPENSATION

**To Ballot on the Petition of a
Physically Disabled Person**

Lodge No. _____

1. Petitioner: _____
2. Date of Birth: _____
3. Social Security Number: _____
4. Marital Status: _____
5. Number of Dependents: _____

6. Name of Employer: _____
7. Type of Business: _____
8. Petitioner's Position: _____
9. Length of Time Employed: _____
10. Physical Handicap: _____

11. General Financial Condition of Petitioner: _____

12. Other Information: _____

LODGE
SEAL

Secretary

Instructions

- No. 4 — Show whether married, widowed, head of household or other.
- No. 5 — Names are not necessary. List number of minor children and extremes of age (5 children between 2 and 15 years), parents or others dependent upon petitioner for support.
- No. 6 — Normal
- No. 7 — General type, such as shoe repair, auto repair, wholesale grocer, etc.
- No. 8 — Petitioner's position — Mechanic, Clerk, Manager, etc.
- No. 10 — Carefully describe the petitioner's handicap which will indicate what he can and cannot do to comply with the ritual.
- No. 11 — Financial condition is not intended to pry into petitioner's affairs. Just indicate that he is capable of earning his living, owns his home or that he is sufficiently supplied with funds to care for his needs.
- No. 12 — Give any other information which might be helpful in assisting the Grand Master to reach a decision as to the dispensation.

Return to Grand Secretary's Office, 4115 Nine Mile Road, Richmond, Virginia 23223-4926

Application for the Life Membership in Perpetuity Plan of the Grand Lodge of Virginia

This section is to be completed by the Applicant:

Name _____
(FIRST) (MIDDLE) (LAST) GRAND LODGE MEMBER # _____
Street Address _____
City _____ State _____ Zip _____
Date of Birth ____ / ____ / ____ (M/D/Y) Social Security Number ____ - ____ - ____
Home Telephone ____ - ____ - ____ Work Telephone: ____ - ____ - ____
Lodge Name _____ Lodge Number _____

1. I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND SECTION 5.0 OF THE VIRGINIA METHODICAL DIGEST. A PERSONAL COPY OF THE RULES PUBLISHED BY THE LIFE MEMBERSHIP IN PERPETUITY COMMITTEE (PLAN MANAGER) HAS BEEN PROVIDED TO ME FOR STUDY AND RETENTION.
2. I UNDERSTAND THE MANNER IN WHICH THE AMOUNTS CALCULATED BY THE LODGE SECRETARY FOR PLAN MEMBERSHIP WAS ARRIVED AT AND BELIEVE THEM TO BE CORRECT.

(SIGNATURE OF THE APPLICANT)

(DATE)

This section is to be completed by the Lodge Secretary:

*Current Dues \$ ____ . ____ --- *Grand Lodge \$ ____ . ____ --- *Total \$ ____ . ____

- *1. THE FIGURES CITED ARE FEES IN EFFECT THE DATE OF THE APPLICATION.
2. THE MEMBER HAS ALREADY PAID THIS YEAR'S DUES. A CHECK IN THE AMOUNT OF 16 TIMES THE ANNUAL DUES OF THE LODGE AND THE GRAND LODGE IN COMBINATION PAYABLE TO THE GRAND LODGE OF VIRGINIA LIFE MEMBERSHIP FUND IS ENCLOSED.

(SIGNATURE OF THE LODGE SECRETARY)

(DATE)

This section is to be completed by the LMIP Committee:

- RECEIPT IS ACKNOWLEDGED.
 LIFE MEMBERSHIP IS APPROVED AS OF ____ / ____ / ____

(SECRETARY TO THE COMMITTEE)

(DATE)

Please return to:

Grand Lodge of Virginia, Life Membership Committee, 4115 Nine Mile Road, Richmond, VA 23223-4926

GRAND LODGE, A.F. & A.M., OF VIRGINIA

REQUEST FOR DEMIT

Your address

City and State

Date

**To the Worshipful Master, Wardens
and Brethren of**

_____ Lodge No. _____, A.F. & A.M.

I hereby apply for a demit from your Lodge in order that I may become a member of _____

_____ Lodge No. _____, of _____,

and request that this be granted at your pleasure so that my membership in this Lodge may become effective on the date of the demit requested.

Name in full, printed or typed

Usual Signature

SAMPLE



DEMIT

Lodge No. _____

A. F. & A. M.

To Whom These Presents Shall Come — Greetings:

This is to Certify, That Brother _____

is, at the date of these presents, a Master Mason in good standing, and that having paid all dues, and being free from all charges, he has, at his own request, withdrawn from membership in _____ Lodge No. _____ under the jurisdiction of the Grand Lodge, Ancient, Free & Accepted Masons of the Commonwealth of Virginia.

Given under my hand, and the Seal of the Lodge at _____
this _____ day of _____.

Secretary

Masonic History

E.A. Degree _____ F.C. Degree _____ M.M. Degree _____

in _____ Lodge No. _____ located at _____

_____. Demitted from that Lodge on _____. Affiliated with this Lodge on _____

REQUEST FOR DEMIT
for Transfer of Membership



To the Master, Wardens and Brethren of _____
of _____ Lodge No. _____

Having applied to _____ located at _____
Lodge No. _____ for affiliation, upon notice
to you of my acceptance therein, I respectfully
request that a demit be issued and forwarded to the
Secretary of that Lodge through the Grand Lodge of
Virginia.

Fraternally yours,
Name _____
(Please print)

(Signature of applicant)

Secretary: Upon election, fill out, detach this
request and mail to:

Grand Secretary
Grand Lodge of Virginia
4115 Nine Mile Road
Richmond, Virginia 23223-4926

I certify that the above named Brother was elected for
affiliation in our Lodge on _____
and request is hereby made for the Brother's demit.
Its prompt issuance will be appreciated.

(Seal) _____ Secretary
Lodge _____ No. _____

APPLICATION FOR MEMBERSHIP (front)

ACKNOWLEDGEMENT OF ELECTION
to Dual Membership



To the Master, Wardens and Brethren of _____
of _____ Lodge No. _____

Having applied to _____ located at _____
Lodge No. _____ for affiliation, and upon notice
of my acceptance therein, I fully understand that I
retain my membership in _____
Lodge No. _____ until such time as I request in
writing a demit from that Lodge through the Grand
Lodge of Virginia.

Fraternally yours,
Name _____
(Please print)

(Signature of applicant)

Secretary: Upon election, fill out, detach this
certification and mail to:

Grand Secretary
Grand Lodge of Virginia
4115 Nine Mile Road
Richmond, Virginia 23223-4926

I certify that Brother _____
(Full name)
was elected to dual membership in _____
(Date)

(Seal) _____ Secretary
Lodge _____ No. _____

APPLICATION FOR MEMBERSHIP IN _____ Lodge No. _____
(Please attach extra sheet, if needed, to fully answer questions.)

1. Name: First _____ Middle _____ Last _____
Address: _____ City _____ State _____ Zip _____
(Home) _____ (Work) _____

2. _____

3. _____

4. (a) Where born _____ (b) Date of Birth _____ / _____ / _____
(c) Where raised _____

5. The Subscriber _____ now _____ in your Lodge. (If a
Lodge No. _____ State of _____ member of more than one
Lodge, please list the other Lodge(s) _____

6. I was raised in _____ Lodge _____
located at _____

7. Dates of my degrees: EA Degree _____ / _____ / _____ FC Degree _____ / _____ / _____
MM Degree _____ / _____ / _____

8. I am demitted from _____ State _____
located at _____

9. Have you ever been rejected for membership? _____ If _____
and date _____

10. What is your occupation? _____ Date _____

Signature _____

APPLICATION FOR MEMBERSHIP (back)

RETURN THIS PORTION WHEN REQUESTING A DEMIT.

MEMBERS (VOUCHERS)
 Please fill in below.

We hereby certify that we are acquainted with the applicant, that we have read the answers to the application and believe them to be true and each of us believes the applicant to be of good character, and under the tongue of good repute. We cheerfully recommend his membership in this Lodge.

NAME (Please print) _____
(Signature)

Present address _____
 NUMBER _____ CITY _____ STATE _____ ZIP _____

Telephone No. (Home) _____
(Work)

NAME OF LODGE _____ LOCATION _____

NAME (Please print) _____
(Signature)

Present address _____
 NUMBER _____ STREET _____ CITY _____ STATE _____ ZIP _____

Telephone No. (Home) _____

NAME OF LODGE _____ LOCATION _____

NOTE.—This application must be filed and preserved in the archives of the Lodge.

RETURN THIS PORTION FOR DUAL/PLURAL MEMBERSHIP.

FOR OFFICIAL USE ONLY:

DATE RECEIVED _____ Day / _____ Month / _____ Year

Received _____ Elected _____ Rejected _____

Fee \$ _____ Member No. _____

ONE PERFORATED FORM MUST BE RETURNED TO:

GRAND SECRETARY
 GRAND LODGE OF VIRGINIA
 4115 NINE MILE ROAD
 RICHMOND, VIRGINIA 23223-4926

REV. 06-99

Citation

_____ Lodge, No. _____, A.F. & A.M.
_____, Va., Date: _____

Secretary's Address

To _____
Bro. _____

Dear Sir and Brother:

The records of this Lodge indicate that you are indebted to it for more than twelve months' dues and in accordance with the provisions of Section 2.146 of the Methodical Digest the Worshipful Master has ordered that you be cited to show cause why you should not be suspended from membership in the Lodge for non-payment of dues. Such showing must be made at the stated communication to be held on _____ at _____ M.

As of the date of the communication shown you will owe dues amounting to \$ _____, plus the cost of service explained under Section 2.147 of the Methodical Digest, of which \$ _____ covers dues and the fee over twelve months in arrears.



SAMPLE

Secretary

NOTE: This citation may be answered in person, by letter or by the payment of the amount due to the Lodge. Brethren in financial distress should so indicate to the Lodge in answer to this citation.

Virginia Masonic Law

Sec. 2.146 Penalty for Non-Payment of Lodge Dues.—Any member who shall owe to the Lodge as much as twelve months' dues shall be liable to the penalty of suspension. If he be suspended he shall not be liable for dues during the period of such suspension. Unless assessments are covered by Lodge by-laws as collectible as dues, no Brother shall be suspended for failure to pay such assessment if his dues be paid.

Sec. 2.147 ...For every such citation issued the Lodge shall charge the delinquent Brother the cost of service and this cost shall be charged even if the Brother appears at the next stated communication and pays his arrearage.

PETITION FOR RESTORATION / SUSPENSION NOTICE



Petition for Restoration

Suspension Notice

Lodge No. _____, A. F. & A. M.
_____, Virginia

To the Worshipful Master, Wardens and Brethren of the _____
Lodge No. _____, A. F. & A. M.,
_____, Virginia

Brother _____
At a stated communication of this Lodge, held on the above date, you
were suspended for non-payment of dues.

Having been suspended from membership in this Lodge _____
for which you were suspended. Your dues amounted to \$ _____
payment of dues, I herewith enclose \$ _____ for which you were suspended. Under our laws it
reinstatement to the rights and benefits of Masonry and to membership in the _____
Lodge. _____ must accompany your petition for restoration. Under our laws it
cannot be considered.

If you see fit to grant the above petition, I will endeavor to
its laws and those of the Grand Lodge.

Yours fraternally,

Secretary

Signature _____

PLEASE PRINT:

Name: _____

Address: _____

Phone number: _____

Please use this form for quick action to reinstate your membership.
Don't forget to attach your check.

Virginia Masonic Law

Section 2.146 Penalty for Non-Payment of Dues.— Lodge dues are payable by January of
one year, e.g. 1985. Any member who does not pay
shall be liable to the penalty of suspension on
by 1, e.g., _____ the suspended he shall not be liable for dues
during the period of suspension.
In addition, the amount of dues owed, the delinquent Brother shall be charged for
Lodge's cost to serve the citation when it is sent via restricted delivery certified mail
in Section 2.148; this fee shall be charged even if the Brother endeavors to
pay his arrearage immediately after receiving the citation.

REV. 03-99

GRAND LODGE, A.F. & A.M., OF VIRGINIA
CERTIFICATION OF PAST MASTER'S DEGREE
Being Conferred in a
Provisional Lodge of Past Masters

WE THE UNDERSIGNED, HEREBY CERTIFY THAT BROTHER

_____ LODGE NO. _____

DID ON _____, 20____ RECEIVE THE DEGREE OF
PAST MASTER IN A PROVISIONAL LODGE OF PAST MASTERS HELD IN THE LODGE
ROOM OF _____

_____ Presiding Past Master

_____ Actual Past Master of

_____ Lodge No. _____.

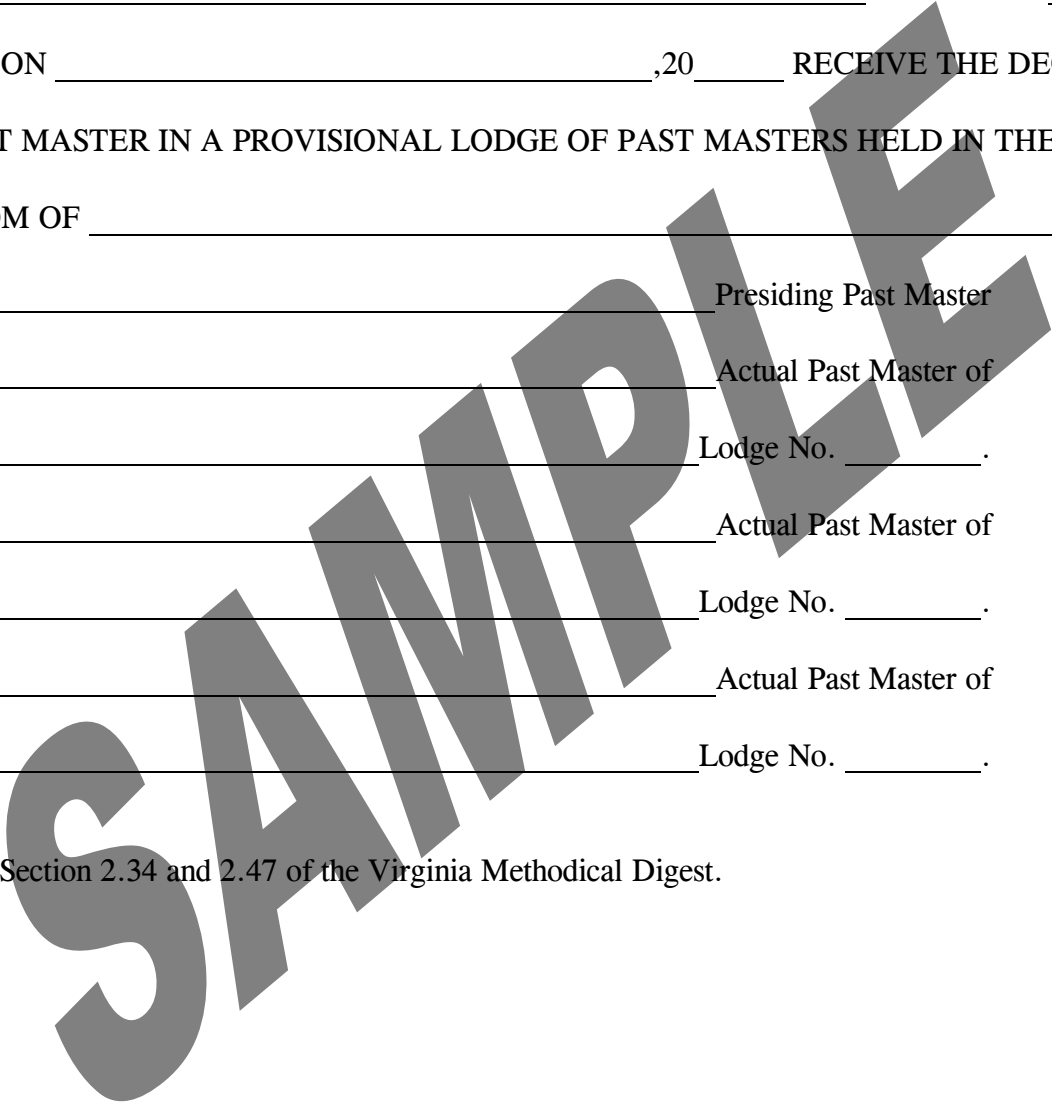
_____ Actual Past Master of

_____ Lodge No. _____.

_____ Actual Past Master of

_____ Lodge No. _____.

Ref: Section 2.34 and 2.47 of the Virginia Methodical Digest.



GRAND LODGE, A.F. & A.M., OF VIRGINIA

PETITION FOR ADVANCEMENT
Granting Extension of Time to Entered Apprentice or Fellowcraft
after Expiration of Six Months from
Date of Receiving his Last Degree

_____, Virginia, _____, 20_____

To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____

A.F. & A.M. of _____, Virginia.

I respectfully represent that I am a candidate for the _____
Degree and have failed to advance in my degree work for a period of six months or more.

I now wish to petition for advancement in this Lodge by being granted an extension of time
to learn the _____ Catechism.

(Sign name in full) _____

Address _____ Occupation _____

GIVE THREE REFERENCES:

(Name)

(Address)

Form with sections: No. _____, PETITION FOR ADVANCEMENT, For _____, PRESENTED _____, REFERRED TO COMMITTEE _____, BROS. _____, REPORT, To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____, A.F. & A.M. of _____, Virginia. The committee appointed to make the necessary inquiries relative to _____, an applicant for advancement, have performed that duty and respectfully beg leave to report _____ favorably. _____, 20_____

LODGE ACTIVITY REPORT

PLEASE TYPE OR PRINT ALL INFORMATION

CODE TYPES OF ACTIVITY

AFI = AFFILIATION
COA = CHANGE OF ADDRESS
DEC = DECEASED
DEM = DEMITTED

EXP = EXPULSION
HON = HONORARY MEMBER
NEW = NEW MEMBER
NPD = SUSPENDED, NON-PAYMENT OF DUES

REI = REINSTATEMENT
RES = RESTORED TO RIGHTS AND BENEFITS
UMC = SUSPENDED, UN-MASONIC CONDUCT
LCV = LOST CONTACT WITH MASONIC VETERAN

MONTH OF _____

LODGE NAME _____

LODGE NUMBER _____

| MEMBER NUMBER | MEMBER NAME | | | | DEGREES | | | | | | | | | ACTIVITY | | | |
|---------------|-----------------|-------|--------|--------|-----------|----|------------------------------|---------------------------|----|----|---------------------------|----|------------------------|--------------|------|----|----|
| | LAST | FIRST | MIDDLE | SUFFIX | INITIATED | | | PASSED | | | RAISED | | | TYPE CODE | DATE | | |
| | | | | | MO | DA | YR | MO | DA | YR | MO | DA | YR | | MO | DA | YR |
| | MAILING ADDRESS | | | | BIRTHDAY | | | AFFILIATION LODGE & STATE | | | MOTHER LODGE NAME & STATE | | | NPD \$ | | | |
| | CITY | | STATE | | ZIP + 4 | | PHONE Home () Office () | | | | | | SOCIAL SECURITY NUMBER | | | | |
| | MAILING ADDRESS | | | | BIRTHDAY | | | AFFILIATION LODGE & STATE | | | MOTHER LODGE NAME & STATE | | | NPD \$ | | | |
| | CITY | | STATE | | ZIP + 4 | | PHONE Home () Office () | | | | | | SOCIAL SECURITY NUMBER | | | | |
| | MAILING ADDRESS | | | | BIRTHDAY | | | AFFILIATION LODGE & STATE | | | MOTHER LODGE NAME & STATE | | | NPD \$ | | | |
| | CITY | | STATE | | ZIP + 4 | | PHONE Home () Office () | | | | | | SOCIAL SECURITY NUMBER | | | | |
| | MAILING ADDRESS | | | | BIRTHDAY | | | AFFILIATION LODGE & STATE | | | MOTHER LODGE NAME & STATE | | | NPD \$ | | | |
| | CITY | | STATE | | ZIP + 4 | | PHONE Home () Office () | | | | | | SOCIAL SECURITY NUMBER | | | | |
| | MAILING ADDRESS | | | | BIRTHDAY | | | AFFILIATION LODGE & STATE | | | MOTHER LODGE NAME & STATE | | | NPD \$ | | | |
| | CITY | | STATE | | ZIP + 4 | | PHONE Home () Office () | | | | | | SOCIAL SECURITY NUMBER | | | | |

COMMENTS:

DATE OF STATED _____

SIGNATURE OF SECRETARY _____

SUMMARY FOR THIS MONTH

MEMBERSHIP FIRST OF MONTH _____
GAINS _____
TOTALS OF ABOVE _____
LOSSES _____

WHITE COPY: Return to Grand Secretary, 4115 Nine Mile Road, Richmond, VA 23223-4926 **YELLOW COPY:** Retain for Lodge records

Grand Lodge, Ancient, Free and Accepted Masons, of Virginia

Lodge No. _____

Located at _____, _____, 20____.

At a stated communication of this Lodge, held on the _____ day of _____, 20____, the Lodge voted to recommend Worshipful _____, of _____ Lodge No. _____ for the office of District Deputy Grand Master of the _____ Masonic District for the year 20____. His member number is _____. His **complete** mailing address, home telephone number, and work telephone number are _____.

As an alternate to the foregoing recommendation this Lodge offers the name of Worshipful _____, of _____ Lodge No. _____ for the office of District Deputy Grand Master of the _____ Masonic District for the year 20____. His member number is _____. His **complete** mailing address, home telephone number, and work telephone number are _____.

Secretary

Sec. 1.86. Subordinate Lodges Shall Make Recommendation for District Deputy Grand Master.

Every subordinate Lodge shall recommend for the office of District Deputy Grand Master some Brother and an alternate, possessing the qualifications set forth in Sec. 1.87 and report its recommendations on forms to be furnished for that purpose to the Grand Lodge **on or before May first**. The District Deputy Grand Master is the personal representative of the Grand Master and the recommendation required under this Section does not bind the Grand Master to appoint any Brother so recommended nor does it give any Lodge the right to demand an appointment which is not agreeable to the Grand Master. (1991)

REV. 02-00

PUBLICATION TITLE

Advancement Booklets (set of 3)
Blair's Bits of Booklore (Volume I, II, or III)
Ceremony for Laying Cornerstones
Constitution of Masonry
District Educational Officer Manual
Funeral Service
History of Freemasonry in Virginia
Holy Bible (Masonic Edition)
List of Masonic Lodges — Pantagraph (Current Year)
Kidd's Masonic Dictionary
Manual of Ceremonies
Manual of Work
Manual of Work (Pocket-size)
Masonic Directory (Current Year)
Mentor's Manual
Methodical Digest (Binder)
Methodical Digest (Insert)
Presentation Volume
Proceedings (Soft Bound) *Subject to availability*
Reception of Grand Master, etc.
Secretary's Manual
Subordinate Lodge Officer Training Manual
The Table Lodge
Veteran's Emblems (Pamphlet)

FREE ITEMS:

All Forms
Approaching a Prospect
Church and Freemasonry
For The Investigating Committee
For Your Information
Handbook for Masonic Trials (*Limit per Lodge*)
Question of Solicitation
Taking The First Step
The Degree of Entered Apprentice
The Degree of Fellow Craft
The Degree of Master Mason
Masonic Lodges Chartered by the Grand Lodge of Virginia

CERTIFICATES (Names must be provided):

Appreciation Certificates
Award of Excellence
Community Builders Award (*must be requested through your DDGM*)
Merit Certificates
Past Master's Certificates
Proficiency Certificates (*Traditional/Alternative*)
Travel Certificates

MISCELLANEOUS ITEMS:

Bicentennial Plates
Grand Lodge Flags
Grand Master's Jewel ornament
Honorary Membership Cards
Labels
Lodge Directory (computer disk)
Lodge Directory (computer printout)
Past District Deputy Grand Master Jewel
Past Master's Jewel
Sign-in Pads (member/visitor)
Twenty-five Year Emblems
Videos

**DISTRICT DEPUTY GRAND MASTER'S
OFFICIAL VISIT CHECK-LIST**

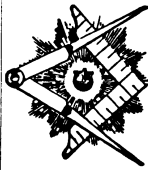
Lodge No. _____

Date _____

DDGM's USE

1. ___ Secretaries Records
 ___ Minutes signed? ___ By-Laws Date _____
 ___ Dues Accounts in Order? ___ Petition File Current? ___
 ___ Annual Audit Report Available and Signed? ___
 ___ "List of Lodges" Current Issue? ___
 ___ Delinquent Dues List Updated? ___
 ___ Annual Secretary's Report Available? ___
2. ___ Treasurer's Records Current? ___
3. ___ Annual Trustees Report Available and Signed? ___
4. ___ Ritual Proficiency of Officers good? ___
5. ___ Masonic Education Programs? ___ How Often? ___
6. ___ Candidate Booklets being utilized? ___
7. ___ Lodge Education Officer appointed? ___
 ___ Name: _____
8. ___ Lodge Instructor of Work appointed? ___
 ___ Name: _____
9. ___ Lodge Ritual Schools held? ___ How often? ___
 ___ Does Lodge have an adequate Coaching Staff? ___
10. ___ Three Members on Investigation Committees Assigned? ___
11. ___ Will Lodge compete and apply for J. N. Hillman Award? ___
12. ___ Will Lodge apply for S. J. Levy Blood Award? ___
13. ___ Lodge aware of Area Leadership Conference date? ___
14. ___ Lodge aware of Area Masonic School of Instruction? ___
 ___ Lodge involved in District School of Instruction? ___
15. ___ Senior Warden have Certificate of Qualification? ___
 ___ If so, No. ___ Date issued: ___
16. ___ Junior Warden have Certificate of Qualification? ___
 ___ If so, No. ___ Date issued: ___
17. ___ Copy of Methodical Digest Available? ___
 ___ Copy of Last Year's Cumulative Supplement Available? ___
18. ___ Grand Master's Proclamations/Executive Orders being complied with? ___
19. ___ Physical condition of Lodge Building (exterior) good? ___
 ___ Social Hall? ___ Lodge Room? ___
20. ___ Does Lodge have Family Involvement Programs? ___
21. ___ Did Worshipful Master last attend Grand Lodge Session? ___
22. ___ Attendance at Lodge meetings? Good ___ Fair ___
23. ___ Was Data provided for D.D.G.M. Confidential Report? ___
24. ___ Did Lodge provide D.D.G.M. a copy of (1) Current By-laws,
 (2) Last Annual Audit Report and (3) Last Annual Trustees Report? ___

TRAVEL CERTIFICATE

 Lodge No. _____, A.F. & A.M.
_____, Virginia

To whom these Presents may come, Greeting:
This is to Certify that Brother _____
who has signed his name in the margin of this Certificate is a Master
Mason and a member in good standing in this Lodge.

Witness our hands and the Seal of the Lodge this _____ day of
A. L. _____ A. D.

SEAL

_____ Worshipful Master
_____ Secretary

This is to Certify that _____ Lodge No. _____, A.F. & A.M.,
is a legally constituted Lodge under the jurisdiction of the Grand Lodge,
G.F. & G.M., of Virginia.

Witness my hand and the Seal of the Grand Lodge this _____ day of
A. L. _____ A. D.

SEAL

_____ Grand Secretary

Ne Varietur

CERTIFICATE OF MERIT



The Most Worshipful Grand Lodge of Ancient, Free and Accepted Masons of the Commonwealth of Virginia

To All Whom These Presents May Come; Greeting:

Whereas, it has been represented to us by the Brethren of

Lodge No.

that our trusty and well beloved Brother

hath labored long and arduously in the interest of Freemasonry both within his Lodge and elsewhere as the calls for service to our beloved Order and his Brethren have come to him, and these labors having been fully set forth and cited by his Brethren;

NOW THEREFORE, know ye, that we, reposing special trust and confidence in our well beloved Brother aforesaid, do hereby award him this

Certificate of Merit

as a mark of our esteem and in appreciation for the exemplification of the true spirit of Freemasonry exhibited by him.

Given under our hand and the Seal of the Grand
Lodge, A.F. & A.M., of the Commonwealth of Virginia
This day of AD .

Grand Master

Teste:

Grand Secretary

CERTIFICATE OF APPRECIATION



The Most Worshipful Grand Lodge of Ancient, Free and Accepted Masons of the Commonwealth of Virginia

To All Whom These Presents May Come; Greeting:

Know Ye, that in recognition of faithful Masonic Service and exceptional devotion this

Certificate of Appreciation

Is Presented To:

with the gratitude and congratulations of the Grand Master and Officers of the Grand Lodge, A.F. & A.M., of Virginia. May our bonds of brotherly love be strengthened and our fraternal hopes realized.

Given under our hand and the Seal of the Grand
Lodge, A.F. & A.M., of the Commonwealth of Virginia
This day of AD .

Grand Master

Teste:

Grand Secretary

AWARD OF EXCELLENCE



**The Most Worshipful
Grand Lodge of Ancient, Free and Accepted Masons
of the Commonwealth of Virginia**

Award of Excellence

In recognition of those attributes of character, unselfish service and outstanding performance in your chosen field, and cherished by Freemasonry everywhere; as Grand Master of Masons in the Commonwealth of Virginia, I,

do hereby issue this Award of Excellence, commending

for upholding those qualities esteemed by this Grand Lodge. While not a member of our Fraternity, yet being duly recommended, you have earned our highest regard and gratitude.

Attest:

Given under our hand and the Seal of the Grand
Lodge, A.F. & A.M., of the Commonwealth of Virginia
This day of AD .

Grand Master

Grand Secretary

COMMUNITY BUILDERS AWARD



The Most Worshipful
Grand Lodge of Ancient, Free and Accepted Masons
of the Commonwealth of Virginia

Community Builders Award
Presented to

In Recognition of Outstanding Service to the Community, This Award is Given and Heartfelt Gratitude is Expressed For Significant Efforts Toward Making the Community A Better Place in Which to Live.

Presented by:

Lodge No.

Worshipful Master

Date

Attest:

Grand Secretary

Grand Master

**COMMUNITY BUILDERS AWARD
REQUEST FORM**

(This request must come through the District Deputy Grand Master.)

REQUESTING
LODGE'S NAME: _____ LODGE NUMBER: _____

RECIPIENT'S NAME: _____

DATE NEEDED *(Please allow ten (10) working days.)*: _____

DDGM's SIGNATURE: _____ DISTRICT: _____

- NOTE:**
- 1.) *No more than TWO (2) certificates allowed per Lodge per calendar year. If more than two are requested, the District Deputy Grand Master must request prior approval from the Grand Master.*
 - 2.) *The certificate will be returned to the District Deputy Grand Master, who will in turn present it the Worshipful Master of the requesting Lodge. The invoice for the certificate will be forwarded to the Secretary of the requesting Lodge.*

YOUTH RECOGNITION CERTIFICATE (Scout Award)



**The Most Worshipful
Grand Lodge of Ancient, Free and Accepted Masons
of the Commonwealth of Virginia**

Certificate of Recognition

To all to whom these presents come — Greetings:

Be it known that

**The Most Worshiptul Grand Lodge of Ancient, Free and
Accepted Masons of the Commonwealth of Virginia
does hereby recognize the achievement of**

*in showing the proficiency required and passing all the tests necessary
to become an*

Eagle Scout

of

The Boy Scouts of America

and this certificate is presented in recognition thereof.

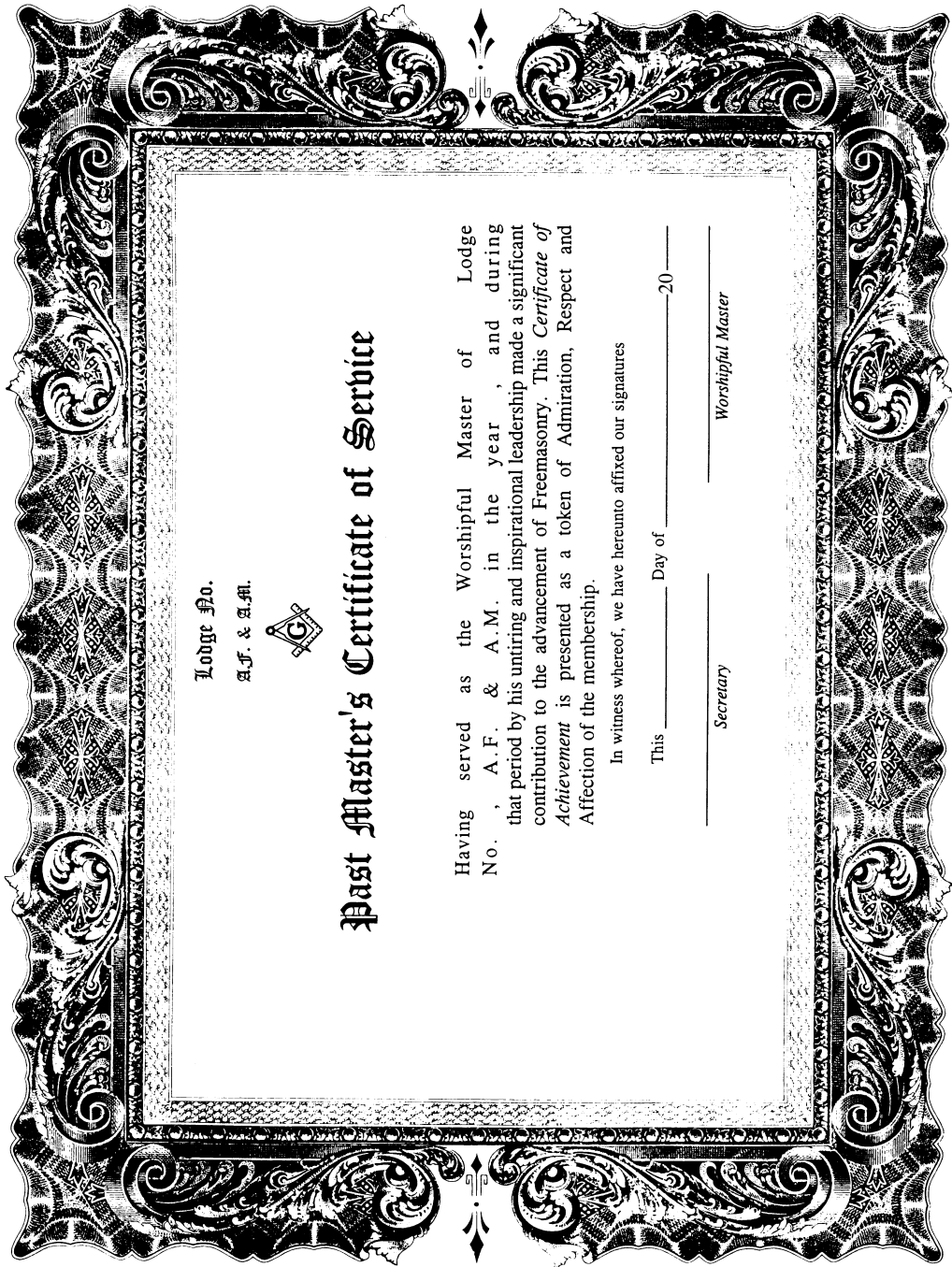


*Given under my hand and the Seal of the Grand Lodge of
Virginia this day of , , and in the year of our Grand
Lodge, .*

Grand Secretary

Grand Master

PAST MASTER'S CERTIFICATE OF SERVICE



Lodge No.
A. F. & A. M.



Past Master's Certificate of Service

Having served as the Worshipful Master of Lodge No. , A. F. & A. M. in the year , and during that period by his untiring and inspirational leadership made a significant contribution to the advancement of Freemasonry. This *Certificate of Achievement* is presented as a token of Admiration, Respect and Affection of the membership.

In witness whereof, we have hereunto affixed our signatures

This _____ Day of _____ 20_____

Secretary

Worshipful Master

PROFICIENCY CERTIFICATE
or
***DEGREE CERTIFICATE**



*The Most Worshipful
Grand Lodge of Ancient, Free and Accepted Masons
of the Commonwealth of Virginia*

Grand Master

To all whom these Presents may concern, Greetings:

Know ye, that the bearer hereof,

Our well beloved Brother

Common Signature

hath been regularly initiated into the mysteries of Ancient Freemasonry, passed to the Degree of Fellowcraft and raised to the sublime Degree of Master Mason in Lodge No. _____, A.F. & A.M. under our jurisdiction and that he hath been regularly examined in open Lodge on the work of each of these aforesaid degrees and having satisfied his brethren of his knowledge thereof, they have declared him proficient in the three catechisms.

Therefore, for his diligence and interest in Freemasonry, we have granted him this Diploma as a mark of our esteem, thereby recommending him to the attention and confidence of all Ancient, Free and Accepted Masons, who are good and true and to whom he may present himself. That this Diploma may not be used by anyone else we have caused our Brother to place his Common Signature in the margin hereof.

Given under the hand of the Most Worshipful Grand Master

_____ day of _____

Anno Lucis _____, Anno Domini _____

Teste: _____ Grand Secretary

**For those individuals receiving their degrees through the Alternative Candidate Advancement Program, should they be examined and found proficient in the Master Mason's Catechism in front of open Lodge, they may receive a certificate similar to that shown above with only slightly different wording.*

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