



GRAND LODGE OF F & A M OF ALABAMA

MASONIC LODGE SECRETARY HANDBOOK

2018 EDITION



SECRETARY HANDBOOK

ALABAMA MASONIC LODGE SECRETARY'S QUICK REFERENCE HANDBOOK June 2018 Edition / Update

This publication is compiled and presented as a condensed ready reference source of information for Secretaries of Member Lodges as they perform the varied responsible duties of Lodge Secretary. This publication is an official publication of the Grand Lodge of Alabama. It does not and cannot address all situations or issues that may arise in the performance of the administrative functions of a Lodge Secretary.

Certain Lodge issues a Lodge Secretary may be required to support (i.e., Masonic trials, appeals, etc.) or deal with may not be addressed in this publication due to the rare occurrence of such issues. For assistance with issues not covered in this publication concerning the Secretary's duties, please contact your District Lecturer or the Grand Secretary, P.O. Box 1070, Millbrook, AL 36054. Phone: 334-290-0961 FAX: 334-290-0965 Email: gsecal@glotal.com

Constitutional and Edict changes and updates to the Alabama Masonic Code are subject to take place without immediate revision or update to this (Secretary Handbook) publication. Please refer to the latest updated Alabama Masonic Code publication where references are made in this publication. The Alabama Masonic Code will have the month and year of the edition / update at the bottom of each page.

This publication is developed through the editing and updating of the "LODGE SECRETARY'S CHECKLISTS" as compiled and published by Brother William Joseph Sirmon, Jr. (1923-2005), Past Master, Past Secretary of McCormick-Mobile Lodge No. 40. Brother Sirmon was a very distinguished Mason and supporter of his Lodge and the Grand Lodge of Alabama for many years. Brother Sirmon should be credited for his support and efforts in the development of this publication.

The information provided in this publication will always be a work in progress subject to updates and improvement as the Masonic Fraternity goes forward. Submissions of addressing errors, omissions, or improvements of this publication are encouraged and welcomed. Please communicate such responses to the Grand Secretary of Alabama.

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DUTIES OF THE SECRETARY

The charge at the installation of Lodge Officers (Alabama Masonic Ritual Page 184 and Article VI, Sec.2 of the Code) points out the basic duties of the Secretary. Many other responsibilities and actions of the Secretary are required and dictated by Constitution and Edicts of the Masonic Code of Alabama and By-Laws of the Lodge. The Secretary of a Lodge should be considered the Chief Administrative officer of the Lodge. The administrative effectiveness of a Lodge can always be judged by the performance of the Lodge Secretary.

The Alabama Masonic Code does not address electronic files a Secretary may keep. As time passes the technology for electronic files and those individuals using such methods will increase. It is strongly recommended that proper backup files and Lodge controls be in place to assure continuity of Lodge business concerning computer records of the Lodge.

The Secretary is the recording officer of the Lodge. Most all actions and happenings of a Lodge are proper to be written (recorded) (Please see Edict 15.6-Minute Book and 15.7-Secretary's Books). Great significance should be placed on proper detail of the proceedings minutes of the Lodge. It is very important that any reference or Lodge action concerning finances or membership status i.e., degrees, affiliation, transfer, suspension, expulsion, or death should be appropriately recorded for any future reference.

The Secretary is the official correspondence officer of the Lodge. He receives and presents (reads) all communications addressed to the Lodge or to him as Secretary. He should assure that all communications comes before the Lodge in regular communication of the Lodge for its information, consideration and / or decision.

The Secretary prepares and writes communications of the Lodge and responds to communications as required by the Lodge or Worshipful Master. In most all cases the Secretary is the keeper of the Lodge seal (See Article VI, Sec. 5 and Edict 8.5) for authentication of Lodge documents. He issues statements, notices, summons, demits, certificates, membership certifications or dues cards etc., when authorized to do so. He corresponds with members of the Lodge, the Grand Secretary, and other Lodges in the Grand Jurisdiction of Alabama. It is very important that he directs all correspondence to Lodges of other Grand Jurisdictions to the Grand Secretary of the Grand Lodge of Alabama for coordination and action with other Masonic Grand Jurisdictions.

It is very important that the Lodge Secretary report the Lodge Worshipful Master and Secretary names and their official addresses each year to the Grand Secretary immediately after their election and not wait until installation of Lodge Officers. It is equally important that any changes to Secretary Offices and / or official Lodge mailing address be reported to the Grand Secretary as soon as possible. (Please see Edict 15.9)

The Secretary makes reports to the Grand Secretary quarterly as required by the Grand Lodge (See Article VI, Sec 21 and Edict 8.13 and 8.14).

The Secretary should receive all monies due and collected by the Lodge and make detailed records. He should keep a detailed record of money received with the source and purpose of each receipt or collection clearly identified. He should assure that all funds received by the Lodge are turned over to the Treasurer and receive a proper receipt of accountability.

It is desirable, that in many cases the Secretary is often a continuing officer that serves year after year. He accumulates experience and knowledge which is valuable to the Lodge and to the Worshipful Master and other officers of the Lodge. The Lodge Secretary should always exhibit an attitude and disposition of kindness and condescension to the Lodge and its Officers.

The issues addressed above will be covered later in this publication.

In addition to defined duties, a summary of commendable characteristics which every Secretary should develop and adopt as his own, might read as follows:

1. Be at Lodge early for every meeting.
2. Be prepared for presentations to the Lodge.
3. Read and speak in a clear and audible voice.
4. Write plainly and legibly, using a typewriter or word processor whenever possible.
5. File records carefully and efficiently and keep them in a safe place.
6. Make all required reports correctly and timely.
7. Remember that the Worshipful Master is the head of the Lodge.
8. Cooperate with the Grand Secretary by answering correspondence promptly.
9. Study the Lodge By-Laws and the Alabama Masonic Code.

GRAND LODGE CONSTITUTION, EDICTS AND PROCEEDINGS

GRAND LODGE REGULATIONS:

Alabama Masonic Code Edict 13.10- CONSTITUTION AND PROCEEDINGS—It shall be the duty of the Secretary of each subordinate Lodge under this jurisdiction to keep constantly in his Lodge a copy of the latest edition of the Constitution, Edicts, Decisions and Resolutions of the Grand Lodge and also a copy of the last printed proceeding of the Grand Lodge and latest abridged report.

The Lodge Secretary is responsible for, and should always assure that the latest Alabama Masonic Code and Proceedings of the Grand Lodge along with the latest Abridged Report of the Grand Lodge are available in the Lodge Hall. These documents are changed and / or subject to change as a result of the annual Grand Lodge Communication in November of each year. These documents are supplied by the Grand Secretary and sent to the address of record for the Secretary of each Lodge each year.

LODGE BY-LAWS

GRAND LODGE REGULATIONS:

The Alabama Masonic Code Article VI, Section 4 requires Lodges to have approved by-laws in order to receive / have a Grand Lodge Charter.

The Alabama Masonic Code Article VI, Section 17 requires Lodge by-laws to be conformable to the principles of the Fraternity and usages of Masons and the Constitutions and regulations of the Grand Lodge.

The Alabama Masonic Code Edict 8.1 allows Lodges to amend or alter its by-laws with (process for) approval of the Grand Lodge. Proposed Lodge by-laws changes can be submitted directly to the Chairman of the Grand Lodge By-Laws Committee.

A copy of the most recent Lodge by-laws should always be available in the Lodge Hall for the government of the Lodge.

LODGE MINUTES

GRAND LODGE REGULATIONS:

1. The Installing Officer charges the Secretary "It is your duty to observe all the proceedings of the Lodge; make a fair record of all things proper to be written". (Please see Edicts 15.6 and 15.7 concerning the Lodge Minute Books.)
2. Article VI, Section 24 directs "that the proceedings of the Lodge be neatly and correctly recorded in a substantial book."
3. Edict 13.32 requires the Secretary to sign the minutes. It is not necessary for the Worshipful Master to sign / approve the minutes unless called for in the Lodge by-laws.
4. Edict 13.33 states "The minutes of a meeting are to be read at the succeeding regular communication, at which time they may be amended and adopted." (Please see Edicts 13.34, 13.35, 13.36 and 13.37 for additional information concerning Lodge minutes)

SUGGESTIONS:

Minutes are a permanent record of Lodge actions which transpire in its meetings and should be recorded in a manner which can be clearly understood. While there is no prescribed form in which minutes must be recorded, there are several practices in the way minutes are kept which will prove valuable:

1. If you leave about one inch margin on one side of the page, you can make a note there to identify the content of that section. If each item of business is a separate paragraph with a marginal note of the subject, then the searching of the records for desired information will be made much more efficient.
2. Some Secretaries prefer to record all names in all capitals so they are easy to locate when searching the minutes. It is also recommended to show the full name being recorded.
3. File the Lodge minutes in a safe place.
4. The following is a sample of how minutes might be kept:

J. H. McCORMICK LODGE No. 874, F.& A.M.
West Mobile Masonic Temple, Mobile, Alabama

At a Regular Communication of the Lodge held at 7:30 P.M. on Thursday, September 26, 1991, the following officers were present:

Bro. J. A. Kennedy, W.M.	Bro. W. E. Sirmon, Historian
Bro. A. Wayne Bailey, S.W.	Bro. R. E. Lindsey, S.D.
Bro. J. Patrick Kennedy, J.W.	Bro. Frank A. Brown, J.D.
Bro. W. J. Sirmon, Treasurer	Bro. H. A. Davis, S.S.
Bro. H. W. Germany, Secretary	Bro. J. R. Burrows, J.S.
Bro. B. K. Baldwin, Chaplain	Bro. J. V. Compton, Jr., Tiler
Bro. A. J. Saad, Marshal	

Open E.A. An Entered Apprentice Lodge was opened in due and ancient form.

E.A. Exam. Bro. JOHN HENRY JONES was examined on the Entered J.H.Jones Apprentice lesson with Bro. J. B. Jones conducting the examination.

Open M.M. The Entered Apprentice Lodge was dispensed with and a Master Mason Lodge was opened in due and ancient form.

Proficiency On motion by Bro. A... B..., seconded by Bro. C... D..., the Lodge declared Bro. Jones proficient on the E. A. lesson.

Minutes The minutes of September 19, 1991, were read and approved.

Bills The following bills were presented and approved for payment:
West Mobile Masonic Temple for rent, \$250.00
Mobile County Masonic Conference, \$20.00
Commercial Printing Co. for office supplies, \$98.50
Secretary for 100 postage stamps, \$29.00

Page 2 - September 26, 1991, minutes of
J. H. McCormick Lodge No. 874

Ballot The investigating committee reported favorably on the E.F.G. Petition for the Mysteries of Masonry from E...F...G... and ballot was had. He was duly elected to receive the degrees in this Lodge.

Work The Worshipful Master announced that the Lodge would Schedule have an Entered Apprentice degree work on October 3rd, and Fellow Craft degree work on October 10th.

Closing The Entered Apprentice and Master Mason Lodges were closed in due form.

Refresh Refreshments were served after the meeting.

Harold W. Germany, Secretary

Approved: _____

FINANCIAL RECORDS OR CASH BOOK OF THE SECRETARY

At installation of office (Masonic Ritual page 184), Lodge Secretaries are “To receive all moneys due the Lodge and pay them over to the Treasurer, and take his receipt for the same”. [See Edict 15.8)

The Lodge Secretary should never assume or be allowed to assume the total financial responsibility or accountability of Lodge financial receipts and disbursements. Please see the Alabama Masonic Ritual page 184 for the separation of the Secretary and Treasurer duties of the Lodge. The Alabama Masonic Code confirms application of these duties in Article VI, Section 2 of the Code.

Each Lodge Secretary should have and maintain financial records or Cash Book as a valuable and permanent record of the financial transactions of the Lodge. It should be accurately kept and always up-to-date. The records kept in the Secretary's financial records or Cash Book are:

1. Entry and designation of source of each receipt of the Lodge, such as fees, dues, other (which includes all moneys i.e., contributions, member purchases, income from fund raisers, etc.).
2. A record of every receipt turned over to the Treasurer or deposits made to a bank account from which the Treasurer writes checks.
3. Every check written or voucher against the Treasurer should be recorded in the Secretary's financial records or cash book.

MEMBER RECORDS AND FILES

The work of a Secretary is in a great part that of a bookkeeper. He must keep accurate records of all proceeds and credit each member with paying his dues when paid. For this purpose he should keep an individual ledger sheet for each member. This ledger sheet contains much pertinent information about the member. It has columns for debits and credits and should be posted showing the fees and dues owed and the dates and amounts paid. These member ledger sheets can be obtained from the Grand Lodge office. In addition to this, the Secretary is responsible for keeping the members records updated in the Grand Lodge Grandview Database.

It is a good practice to make individual file folders for each member where his original Petition for the Mysteries of Masonry or Lodge affiliation document and all other papers pertaining to that individual member can be kept in one place. This file with all his records can easily be transferred to an inactive file when he is no longer an active member.

MEMBER DUES AND CERTIFICATES (DUES CARD)

GRAND LODGE REGULATIONS:

1. The Lodge has the right to assess and collect such dues as it may find reasonable and proper. [See Article VI, Section 1]

2. Lodge Member dues should be paid prior to June 24th of each calendar year. [See Edict 18.7]
3. It is the duty of the Secretary to forward a notice of all dues and assessments to each member of his Lodge prior to June 24th of each year and in advance as to allow ample time for said member to respond prior to June 24th of each year. [Edict 15.9]
4. Any member whose dues remain unpaid for two years or for one year if the by-laws of the Lodge so provide must be suspended from membership at the Annual Communication of the Lodge, effective as of midnight June 23. [See Article VI, Section 24 and Edict 18.7]
5. If the member cannot pay his dues and the Lodge feels it should be done, the Lodge may remit (excuse the payment) his dues. This avoids suspension but does not relieve the Lodge from paying the Grand Lodge Dues for the member. [See Edict 18.21]
6. The Grand Secretary shall provide and furnish at cost, certificates of membership in proper form, to be issued by the subordinate Lodges to their members entitled to same. [See Edict 5.14]
7. All Lodge members in good standing shall be issued an annual certificate of membership / dues card. A Life Membership card or Perpetual Membership card is not a proper certificate of membership standing or status. [See Edict 18.4F]

THE SECRETARY SHOULD:

1. The Lodge Secretary should send dues notices to all the members of the Lodge in ample time for submission prior to June 24th of each year. This is a proper time to also send annual dues cards to those members that do not pay dues (Life Member or Perpetual Member) to the Lodge and to inform the membership and allow / request donations for various purposes.
2. The Secretary should enter the collection of member dues payments in his financial records or Cash Book and record it on the individual's ledger sheet plus any other receipts a member might submit.
3. Prepare certificates of membership / dues cards available in proper form from Grand Lodge at cost. The cards must have the Grand Lodge / Grand Secretary endorsement and Grand Lodge seal printed on the reverse side.
4. The dues card should show the member name, the Lodge name and number, Lodge location, date issued, date / period to which dues are paid for, a place for the Secretary of the Lodge and the member to sign. The seal of the Lodge must be impressed in the card to make it legal information.[See Article VI, Section 5]
5. The Lodge dues card is not an identification card. The dues card certifies the regularity of the Lodge by the Grand Lodge Seal and endorsement of the Grand Secretary. The dues card is a certificate of Lodge membership and individual membership status by the Lodge seal and Lodge Secretary signature. The Lodge dues card may also be issued and accepted by the member as a receipt for paying his dues.

6. While different Secretaries use different systems which work for them, one good practice is to fill in the name of each member and Lodge information on a card at the beginning of the year. When a member pays; date, sign and seal the card and issue it to the member. A quick glance at the remaining cards shows which members still owe dues. This System or procedure works even better with the Grand Lodge preprinted cards that have the names and other information preprinted with three ring binder holes punched for ease of record keeping.

PERPETUAL DUES MEMBERSHIP

The Alabama Masonic Code contains a provision whereby a member may purchase a Perpetual Dues Membership. The cost is twenty times the annual dues of the Lodge or a minimum of \$1500.00, whichever is greater. Please see Edict 18.4 for the Lodge secretary duties and procedure of purchasing a Perpetual Dues Membership. Please contact the Grand Secretary's office for application and assistance with the Perpetual Dues Membership Program.

ANNUAL COMMUNICATION OF THE LODGE

GRAND LODGE REQUIREMENTS:

Article VI, Section 16 (Concerning Election of Officers)
Edicts Chapter XIV ELECTION OF OFFICERS
Edict 15.9 (Immediate Report of Master & Secretary Election)
Constitution Article VIII PROPOSITIONS TO AMEND
Edict 8.18 AMENDMENTS TO THE CONSTITUTION
Article VI, Section 24 (Concerning Membership Suspensions)

The Secretary Should:

1. The Annual Communication of the Lodge must be held on the last Regular communication date before (but not on) June 24th each year. By the Alabama Masonic Code certain administrative / business actions are to be transacted or take place at the annual Lodge communication / meeting:
2. Reading of the minutes of the last communication and other routine business such as approving payment of bills.
3. It is informative for the Secretary to have a Statistical Report summarizing the membership status by showing the number of each degree conferred, affiliations, transfers, deaths, etc., for the prior year.
4. If there are any proposed amendments to the Alabama Masonic Code Constitution to be voted on, the Secretary should have a copy of the proposed amendments and be ready to get an exact count of the vote. The Grand Lodge report form calls for the number voting for and the number against on the amendments. The Grand Secretary sends the proposed amendments and voting record form to the Lodges in time for the annual Lodge meetings. [Article VIII and Edict 8.18]
5. The Secretary should have and be prepared to present the names of those members

who are in arrears in the payment of dues and about to be suspended (SNPD). He should record each member declared suspended by the Worshipful Master in the Lodge minutes and the member's individual Ledger sheet. [See Article VI, Section 24 and Edict 18.7]

6. The election of officers takes place at this meeting. An alert Secretary will have slips of paper for casting ballots. The Worshipful Master and the Lodge Secretary should be very familiar with the Chapter XIV of the Edicts for election of Lodge Officers. [Article VI, Section 16]
7. The Secretary should be ready to send the names and addresses of the newly elected Worshipful Master and Secretary to the Grand Secretary immediately and not wait for installation. A form for this report is furnished by the Grand Secretary and is available on the Grand Lodge website. This information is compiled, published and distributed to the Lodges for contact purposes (Masters and Secretaries Booklet). [Edict 15.9]
8. The Secretary should make a list of the officers to be installed for the next year as per the elections and appointments. After installation they should be reported to the Grand Secretary. A report form is furnished the Lodge by the Grand Secretary and is available from the Grand Lodge website. It is important to your Lodge to submit this form. These reports are maintained and bound for historical purposes at the Grand Lodge.

ANNUAL COMMUNICATION OF THE GRAND LODGE

1. The Annual Communication of the Grand Lodge of Alabama is held on the **first Tuesday after the second Monday** of November of each year at 9:00 A.M. in the city of Montgomery, Alabama. [Article I, Section 4 and Section 5]
2. Officers and members (titles and positions) that compose the Grand Lodge of Alabama are listed in Article I, Section 2 of the Alabama Masonic Code.
3. Credentials to Lodges to allow registration for ballots are not sent to Lodges until its dues to the Grand Lodge are paid. [Article III, Section 6]
4. The Worshipful Master, Senior Warden, Junior Warden and Secretary are entitled to a vote or may assign a member of the Lodge as a proxy to vote for them. The Credentials forms are sent to the Secretary from the Grand Secretary each year. The Lodge Secretary should fill them out and place the seal of the Lodge on them. [Article I, Section 3 and Edict 15.5]

ANNUAL LODGE REPORT TO THE GRAND SECRETARY

Records of membership should be on file with the Grand Secretary and for that purpose every Secretary of a subordinate Lodge is required to make an Annual Report of the Lodge Membership as of and through July 14th each year.

GRAND LODGE REQUIREMENTS:

1. Every Lodge shall, on the fourteenth day of July; make to the Grand Secretary a report

in writing showing who are its officers and members, the dates of admission to membership, initiations, passings and raisings, the names of those persons rejected, except those for Plural membership, suspended, expelled, reinstated, withdrawn and dead, with the dates annexed, since the last return and pay the required Grand Lodge dues and Entered Apprentice fees. [See Article VI, Section 21]

2. The Annual Report shall be forwarded to the office of the Grand Secretary on or before the fourteenth day of August. [See Edict 8.13]

THE SECRETARY SHOULD:

1. Fill in the appropriate blanks on the Annual / Quarterly Report form available from the Grand Lodge Office or website. Information reported should be through July 14th.
2. It is very important to include the full name, Date and place of birth, complete Masonic history (degrees and dates), date of death and related requested information as applicable for each member reported on the report.
3. Please note that the annual report which is due the quarter ending July 14th is the only quarter that suspensions due to non-payment of dues are to be reported. [Edict 18.7, 18.8 & 18.9]
4. Tabulate the membership changes, starting with the final total on the last submitted quarterly report considering any correction adjustments that may have been made to that particular report.
5. Calculate the amount of annual dues and any 4th quarter fees owed for reinstatements or Entered Apprentice degrees. The Annual / Quarterly Report form has a special area / block for calculating the annual lodge membership dues to the Grand Lodge.
6. Sign and seal the report.
7. Mail the report with the proper remittance to the Grand Secretary.
8. File a copy of the report for Lodge records.

QUARTERLY LODGE REPORTS TO THE GRAND SECRETARY

Quarterly Reports are to be made to the Grand Lodge. This report is made on the same form used for the annual report. All membership changes should be reported the quarter they are effective with the exception of suspension for non-payment of annual Lodge dues as previously addressed in the annual report information. Fees for reinstatements and Entered Apprentice Degrees should be reported and submitted for the quarter they are collected in.

GRAND LODGE REQUIREMENTS:

1. Quarterly reports shall be made up to midnight the 14th day of the months of October, January and April respectively and be forwarded to the office of the Grand Secretary within thirty days thereafter. Each and all fees for the first degrees as specified in

Article VI, Section 14, and each reinstatement for the quarter covered by the report shall be remitted to the Grand Secretary with said report. [See Edict 8.13]

THE SECRETARY SHOULD:

1. Fill in the appropriate blanks on the Annual / Quarterly Report form available from the Grand Lodge Office or website. Information reported should be through the 14th day of October, January or April.
2. It is very important to include the full name, date and place of birth, complete Masonic history (degrees and dates), date of death and related requested information as applicable for each member reported on the report.
3. Tabulate the membership changes, if any, starting with the final total on the last submitted quarterly report considering any correction adjustments that may have been made to that particular report.
4. Calculate the amount of fees owed the Grand Lodge, if any.
5. A Lodge quarterly report should be filed with the Grand Lodge office even if there was no activity for the quarter. The Grand Lodge report form has a block to check signifying that there were no changes to be reported by the Lodge.
6. Sign and seal the report.
7. Mail the report with the proper remittance, if any, to the Grand Secretary.
8. File a copy of the report for Lodge records.

SUGGESTION:

It may be helpful to keep a Quarterly Report form in continuous use for each quarter. Information may be put on the form as it occurs such as initiations, affiliations, transfers, demits, deaths, etc. The form can be checked, certified and submitted at the appropriate time.

SECRETARY ADMINISTRATIVE ITEMS TO KEEP ON HAND

1. The latest edition of the Grand Lodge Order Blank showing items available from the Grand Secretary's office should be used. This form is available from the Grand Secretary's Office or the Grand Lodge website. Due to types and Lodge preferences the Grand Lodge does not stock for issue many of the items a Lodge Secretary may need to keep available.
2. A partial list of forms, petitions, booklets and other items necessary for the work of the Lodge are recommended such as:
 - a Minute sheets or book
 - b Ledger sheets or book
 - c Letterheads

- d Envelopes
- e Postage stamps
- f Lamb Skin Aprons for Entered Apprentice
- g Blank dues cards
- h Widow's Certificates with cards and pins
- i Grand Lodge Report Forms
- j Petitions for the Mysteries of Masonry
- k Petitions for Plural Membership
- l Petitions for Affiliation
- m Petitions for Advancement
- n Petitions for Transfer
- o Demit Forms
- p Dismissal Certificates
- q Alabama Ritual Books
- r Alabama Masonic Code
- s Lodge By-Laws

5. A list of all Lodge committees.

6. A list of all candidates who are or should be studying lessons.

7. A list of the names and addresses of all members in good standing.

PETITION FOR THE MYSTERIES OF MASONRY

A Petition for the Mysteries of Masonry is the application which a non-member files in order to seek membership in the Fraternity through the Lodge petitioned. There are prescribed manners and restrictions on these petitions and it is usually the Secretary who must verify that all is in order.

GRAND LODGE REGULATIONS:

1. As a rule profane Petitioners must have resided in the State of Alabama for the past 6 months in accordance with Edict 11.2. Chapter XI (Jurisdiction over Material) of the code should be reviewed for exceptions and waivers to the 6 month rule.
2. Petitions are to be received only at a Regular Communication of the Lodge. [See Article VI, Section 9 and Edict 16.6]
3. There are minimum Fees for the degrees and related issues established by the Grand Lodge. [See Article VI, Section 14 and Edict 16.15]
4. A Petitioner may apply to any Lodge in this Jurisdiction (State of Alabama) but if he resides nearer another Alabama Lodge, the Lodge receiving the petition must write to the Lodge nearest his residence, under the seal of the Lodge, and inquire of that Lodge the questions set out in Article VI, Section 13 of the constitution. If the nearer Lodge that is written does not respond, the Lodge receiving the petition can proceed to act on the petition after a period of 30 days.[See Edict 11.7 and Article VI, Section 13]
5. If a petitioner is physically defective because of deformity or being maimed, his eligibility

shall be determined by the Lodge to which he applied, and if determined favorably by the Lodge may receive the degrees after the action is approved by the District Lecturer of that District in writing. [See Article VI, Section 7]

6. No applicant for initiation whose petition may have been rejected by any Lodge shall be initiated in any other Lodge until the consent of a majority of members present and voting in the Lodge to which the applicant first petitioned is obtained for that purpose. [See Article VI, Section 11]

RECEIVING A PETITION FOR THE MYSTERIES OF MASONRY THE SECRETARY SHOULD:

1. Examine it carefully to see that all blanks have been filled in and that the signatures of the Petitioner, Recommender and Avoucher are in order.
2. Verify that the Recommender and Avoucher are both members of that Lodge. [See Article VI, Section 8]
3. Verify and note on the Petition the amount of the fee accompanying it. Be sure of the amount of the fees, which should be set by the by-laws of the Lodge. At least the amount of the Entered Apprentice fee is required. The requirements of the Grand Lodge are minimum amounts which a Lodge must charge. [See Article VI, Section 14 and Section 15 and Edict 16.15]
4. Verify that the Petitioner is over 21 years of age and has resided in the State for the last 6 months. [Article VI, Section 7 and Edict 11.2]
5. If the Petitioner has been previously rejected by another Lodge in this Grand Jurisdiction, and before acting on the petition, either he or the Secretary must write/contact the rejecting Lodge for a release in order to receive the petition. The Lodge receiving the release request cannot act on the same at that meeting, but it must lie over until the next regular communication, at which time a majority of the members present may give consent. [See Edicts 11.8 and 11.10]
6. Determine if the Petitioner lives nearer another lodge. If his residence is nearer another lodge, it will be necessary to write the Lodge nearest his residence in conformity with Article VI, Section 13.
7. The Secretary should enter the Petitioner in the Grandview Database.
8. Prepare to present the Petition to the Lodge at the next Regular Communication at which time the Worshipful Master should appoint a committee of three Master Masons from the Lodge to investigate the petitioner. [Article VI, Section 8 and Edict 16.12]
9. After the Worshipful Master appoints the investigation committee, assure that each committee member is notified and furnished necessary information about the Petitioner. If the Petitioner has out-of-town references and the committee desires, you may write those references.

10. When the investigating committee report is ready, be prepared to call it to the attention of the Worshipful Master so a ballot may be taken. After the ballot, write the Petitioner congratulating him if elected and notifying him of the date for initiation, if the Worshipful Master has scheduled it. If the Petition was rejected, write the Petitioner so informing him and returning the fee which was enclosed with his petition.

PETITION FOR ADVANCEMENT

When a petitioner is elected and fails to present himself for initiation, or a candidate receives the Entered Apprentice degree or the Fellow Craft degree and fails to advance for a period of one year, he is required to file a petition for advancement before receiving the first or next degree. He is still permitted to sit in a Lodge of the degree he has attained and to study the lesson he is required to learn and be examined on it in open Lodge whether his petition for advancement has been approved or not.

GRAND LODGE REGULATIONS:

1. One ballot elects a petitioner for all three degrees. He is only allowed one year to progress from the status of uninitiated to Entered Apprentice, Entered Apprentice to Fellow Craft, and Fellow Craft to Master Mason. If that time passes without advancement, it is necessary for the Worshipful Master to appoint an investigating committee and that committee make a favorable report, and a majority of the members present approve that favorable report before he can be advanced. [See Edict 6.13]

RECEIVING A PETITION FOR ADVANCEMENT THE SECRETARY SHOULD:

1. Inform the Worshipful Master so he can appoint a committee as required.
2. Assure the committee members are notified and have pertinent information as needed or requested.
3. When the investigating committee report is ready be prepared to call it to the attention of the Worshipful Master so a vote may be taken. This vote is not to be taken by the ballot box. The vote must be by a majority vote of the members present to accept the investigating committee report. After the vote, contact the Petitioner notifying him of the date for advancement if the Worshipful Master has scheduled it and change the Petitioner's status in the database. If the Petition was rejected, contact the Petitioner so informing him.

If a petitioner is elected for the degrees but objected to prior to initiation he stands rejected from Masonry [See Edict 6.7]. If rejected for advancement after receiving the EA or FC degree please see Edict 6.6 concerning the 30 days to prefer Masonic charges.

PETITION FOR REINSTATEMENT DUE TO SNPD

Suspension of membership for non-payment of dues is declared at the Annual Communication of a Lodge and effective as of midnight June 23rd on any member owing two years dues, or one year if the Lodge's by-laws so state. When one is suspended for non-

payment of dues, he can regain membership only by reinstatement by the Lodge suspending him.

GRAND LODGE REGULATIONS:

1. When a Petition for Reinstatement is presented, the Worshipful Master may, or upon request of a member of the Lodge must, appoint a committee of three members of the Lodge to make an investigation. The committee, if appointed must report at a subsequent meeting. [See Edict 18.17]
2. If no committee is appointed, such application may be voted on at the regular communication at which it is presented. A two-thirds majority is required to reinstate. The Master may call for a rising vote or secret ballot, but if any member present requests a secret ballot it shall be done. In the case of a secret vote, use paper ballots instead of the ballot box. [See Edict 18.17] If the member is reinstated, his Status must be changed in the Database.
3. The by-laws of a Lodge may specify an amount due to reinstate a member, provided such amount does not exceed twice the current annual dues of the Lodge. [See Edict 18.1]
4. A partial dues payment does not reinstate an (SNPD) Mason. [See Edict 18.16]

RECEIVING A PETITION FOR REINSTATMENT THE SECRETARY SHOULD:

1. Examine it carefully to see that all blanks have been filled in and that the signature of the Petitioner is in place.
2. In most all cases a Petitioner has made contact and verified with the Lodge Secretary the amount of dues to submit with the petition. Verify and note on the Petition the amount of the payment accompanying it. [See Edicts 18.1, 18.12, 18.13 and 18.16]
3. Prepare to present the Petition to the Lodge at the next Regular Communication at which time the Worshipful Master will call for a vote or appoint a committee.
4. If a committee is appointed be sure they are notified; if a vote is taken and he is reinstated, prepare and issue a dues card and change his status in the Database to reinstated.
5. If a committee is appointed, but the member petitioning for reinstatement does not reside where the committee can properly investigate, the Worshipful Master may request a Lodge near his residence to conduct an investigation as a courtesy for the Lodge. If he desires a Lodge in Alabama to conduct the investigation, the Secretary writes the desired Lodge and makes the request under the seal of the Lodge. If a Lodge from another Grand Jurisdiction is desired, the request is made through the Alabama Grand Secretary's office.

PETITION FOR AFFILIATION

A Petition for Affiliation is the form used by a Mason who has a Demit from a Lodge under the jurisdiction of this Grand Lodge or a Lodge chartered by a Grand Lodge with which the Grand Lodge of Alabama maintains fraternal relations when he desires to become a member of a Lodge in the Alabama Masonic Jurisdiction.

GRAND LODGE REGULATIONS:

1. There are no residence requirements for one petitioning for affiliation. He may live in any Grand Jurisdiction and have a demit from any Grand Jurisdiction. [See Edict 17.15] **The petitioner must meet the age requirements of that of a candidate for initiation in Alabama which is 21 years of age. [See Edict 16.5 and Article VI, Section 7]**
2. Each Petition for Affiliation must be accompanied with a Demit or a legal certificate in the nature of a Demit from a recognized Lodge of a recognized Grand Jurisdiction and the Petitioner's signature must be on the Demit. [See Edict 17.11]
3. A Petition for Affiliation can be received only at a Regular Communication and the investigating committee must report at a subsequent Regular Communication. [See Article VI, Section 9 and Edict 17.13]
4. A Petition for Affiliation must take the same course as for initiation even though it be the Lodge which granted the demit. [Article VI, Section 8 and Edict 17.14]
5. For Instate Affiliations, the Secretary must enter the Member's Number in the Grand View Database. For Out of State Affiliation, the Secretary will follow the instructions in the Grandview Database.
6. A Demit is not affected by age. [See Edict 17.15]
7. A Brother holding a demit who petitions a Lodge for membership and is rejected is entitled to the return of his demit and any fee he may have submitted. He does not forfeit his right to immediately apply for membership in another Lodge in this Grand jurisdiction, notwithstanding the fact he has been previously rejected by another Lodge. [See Edict 17.16]

RECEIVING A PETITION FOR AFFILIATION THE SECRETARY SHOULD:

1. Examine it carefully to see that all blanks have been filled in and that the signatures of the Petitioner, Recommender and Avoucher are in order.
2. Verify that the Recommender and Avoucher are both members in good standing of that Lodge. [See Article VI, Section 8]
3. Verify and note on the Petition the amount of the fee accompanying it, if any is required by the Lodge and / or its by-laws.

4. Verify the Demit is signed by the Petitioner and that it is from a recognized Lodge. A copy of the latest proceedings of this Grand Lodge will list the member Lodges in this Grand Jurisdiction. A copy of the book "List of Lodges" should be in the possession of the Lodge for other Grand Jurisdictions. Please see Edict 17.18 concerning certification of Lodges outside this Grand jurisdiction.
5. Prepare to present the Petition to the Lodge at the next Regular Communication at which time the Worshipful Master should appoint a committee of three Master Masons from the Lodge to investigate the petitioner. [See Article VI, Section 8]
6. After the Worshipful Master appoints the committee, assure the committee members are notified and have pertinent information as needed or requested about the Petitioner.
7. When the committee report is ready, be prepared to call it to the attention of the Worshipful Master so a ballot may be taken. This ballot must be by the ballot box and be by unanimous consent of all the members present to allow affiliation.[Article VI, Section 10 and Edict 17.14]
8. Notify the Petitioner of the election or rejection of membership. If he is elected calculate the amount of dues he should submit for the remainder of the year and prepare a dues card. Many lodge by-laws dictate partial year dues or none for new members.
9. The affiliation should be reported to the Grand Lodge on the next Lodge quarterly report to the Grand Secretary.

PETITION FOR PLURAL MEMBERSHIP

Plural membership in the Grand Jurisdiction of Alabama refers to having individual Masonic membership in two or more different Lodges in the Grand Jurisdiction of Alabama or Lodge membership in one Lodge in Alabama and membership in one or more Lodges in another Grand Jurisdiction (that allows plural membership) recognized by the Grand Lodge of Alabama. This is not to be confused with "Honorary Memberships" issued with no formal connections of actual membership with the Lodge. **A petitioner for plural membership must meet the age requirements of that of a candidate for initiation in Alabama which is 21 years of age. [See Edict 16.5 and Article VI, Section 7]**

GRAND LODGE REGULATIONS [Edict 17.20]

PLURAL MEMBERSHIP- A Master Mason can be a member of multiple Masonic Lodges in this Grand Jurisdiction, provided all Lodges record him as a plural member, and his membership is reported to the Grand Lodge. A plural member can hold elected office in all lodges at the same time excluding the first three Officers and Secretary. A plural member can represent all of his lodges at the same Grand Lodge session, provided he has the correct proxies. Furthermore, a Master Mason of a Lodge in this Grand Jurisdiction may also hold membership in another Grand Jurisdiction provided this Grand Jurisdiction is in fraternal relations with the other Grand Jurisdiction and that said Grand Jurisdiction legalizes plural membership.

Should a Master Mason holding plural membership within Alabama desire to withdraw his membership from one Lodge, he shall notify the Lodge from which he desires to withdraw his membership of his decision in writing, and if he has paid current dues and no charges are pending against him, the Secretary of the Lodge will carry him as withdrawn and notify the other Lodge in which plural membership was held of the date that the member is no longer a Plural member. Should a Master Mason holding plural membership in Alabama and another Grand Jurisdiction desire to withdraw his plural membership from the Lodge in Alabama, he will notify the Alabama Lodge from which he desires to withdraw his membership of his decision in writing, and if he has paid current dues and no charges are pending against him, the Secretary of the Lodge will issue a demit marked "DEMIT FROM PLURAL MEMBERSHIP" and send the demit to the Grand Secretary of Alabama for his endorsement, who will then forward the demit to the Grand Lodge of the other jurisdiction to be forwarded to the other Lodge in which Plural membership was held. In no case shall the Secretary issue a demit to a member who holds membership in another Lodge. Any matter that affects membership in any Lodge will likewise affect membership in all.

RECEIVING A PETITION FOR PLURAL MEMBERSHIP THE SECRETARY SHOULD:

1. Examine the Petition for Plural Membership carefully to see that all blanks of the top section have been filled in and that the full name of the Petitioner is signed.
2. Verify that the Recommender and Avoucher are both members in good standing of that Lodge. [See Article VI, Section 8]
3. If the Petition is from an Alabama Mason, then the member number should be on the Petition. Click add member on the Database and click Plural member. If the Petition is from another Grand Jurisdiction, click Out of Jurisdiction affiliation.
4. Prepare to present the Petition to the Lodge at the next Regular Communication at which time the Worshipful Master should appoint a committee of three Master Masons from the Lodge to investigate the petitioner.
5. After the Worshipful Master appoints the committee notify the members of the appointment and furnish necessary information about the Petitioner to each member of the committee.
6. When the committee report is ready, be prepared to call it to the attention of the Worshipful Master so a ballot may be taken.
7. After a favorable (unanimous) ballot, be sure the investigation committee action block and date of election is entered, fill in the center portion of the petition (NOTICE TO MEMBER LODGE OF APPLICATION FOR PLURAL MEMBERSHIP), place the Lodge seal on it and mail a copy of the petition to the Lodge of his present Alabama Lodge membership. If the petitioner's present membership Lodge is in another Grand Jurisdiction, be sure the petition is completely filled out and mail the petition to the Grand Secretary of Alabama for processing and coordination with the Petitioner's Grand Jurisdiction of his present membership.
8. The Secretaries of the Alabama Lodges of the Petitioner's present memberships receiving the notification of petition for Plural Membership in another Alabama Lodge will

complete the bottom portion of the petition (CERTIFICATE OF GOOD STANDING) and imprint the seal of the Lodge. He should return the petition to the Lodge electing the member to Plural membership. The effective date of the Plural Membership is the date the Certificate of Good Standing bears as that is the final action required to complete the transaction.

9. If all Lodges are under the Grand Lodge of Alabama, all Secretaries will show the Brother as a plural member on their next Lodge report to the Grand Secretary.
10. If a plural member desires to discontinue membership in any Lodge, he should notify the Lodge from which he desires to withdraw his plural membership in writing. The Secretary of that lodge will show that he is no longer a member and report that to the other membership Lodges and the Grand Secretary on his next Lodge Quarterly Report. If the other membership Lodges are not under the Grand Jurisdiction of Alabama the notification is sent through the Alabama Grand Secretary's office to be forwarded to the other Grand Jurisdiction.
11. Demits from a Plural Membership are not to be issued when the membership Lodges are in the Grand Jurisdiction of Alabama. If the Plural membership is in another jurisdiction, a Demit is to be prepared and marked "DEMIT FROM PLURAL MEMBERSHIP" and forwarded to the Grand Secretary for certification and forwarding to the other Jurisdiction Lodge to show that he is no longer a plural member with an Alabama Lodge.
12. Notify the other Lodges of anything which affects his membership in your Lodge because it will likewise affect his membership in all Lodges. Such notification should be sent through the Grand Secretary if any of the other membership Lodges is in another Grand Jurisdiction.

NOTE:

1. While a Mason can hold membership in multiple Lodges in Alabama at the same time, he can also hold elective office in all Lodges at the same time with the exception of the first three Officers and Secretary. [Edict 17.20]
2. Anything which affects his membership in one Lodge likewise affects his membership in all Lodges. For instance, if one Lodge suspends him for any reason (unmasonic conduct or non-payment of dues) he is suspended in the other Lodges, also.

PETITION FOR TRANSFER

Transfer is a method of moving membership from one Lodge to another without any period of non-membership. The receiving Lodge elects the applicant to conditional membership before he is released from his Lodge of membership. This is a simple method between two Lodges under the Grand Lodge of Alabama as it can be done directly between the two Lodges without passing first through the Grand Lodge. If the petitioner's present Lodge is in another Grand Jurisdiction the transfer petition must be sent to the Grand Secretary of Alabama to obtain the release from the petitioner's Lodge or Grand Lodge Jurisdiction.

GRAND LODGE REGULATIONS:

1. Application to be made to any Lodge in this State. No residence requirement. [See Edict 17.6]
2. Entered Apprentices and Fellow Crafts as well as Master Masons may transfer. [See Edict 17.10] **The Transfer Petitioner must meet the age requirements of that of a candidate for initiation in Alabama which is 21 years of age. [See Edict 16.5 and Article VI, Section 7]**
3. The petition is referred to a committee and takes the same course as a petition for affiliation. [See Edict 17.7 and Edict 17.14 for Affiliations]
4. The effective date of a transfer is the date the Lodge he is transferring from releases him, not the date he is elected by the new Lodge. [See Edict 17.10]

RECEIVING A PETITION FOR TRANSFER THE SECRETARY SHOULD:

1. Examine it carefully to see that all blanks of the top section have been filled in and that the signatures of the Petitioner, Recommender, and Avoucher are in order.
2. Verify that the Recommender and Avoucher are both members of that Lodge. [See Article VI, Section 8]
3. Verify and note on the Petition the amount of the fee accompanying it, if any is required by the Lodge and enter the Transfer in the Grand Lodge Database using the Members Number. This number should be on the new Petitions. If there is no Member Number on the petition, look on his Dues card or contact the Grand Lodge to obtain his number.
4. Prepare to present the Petition to the Lodge at the next Regular Communication at which time the Worshipful Master should appoint a committee of three Master Masons from the Lodge to investigate the petitioner.
5. After the Worshipful Master appoints the committee, assure the committee members are notified and have pertinent information as needed or requested about the Petitioner.
6. When the committee report is ready, be prepared to call it to the attention of the Worshipful Master so a ballot may be taken.
7. After a favorable (unanimous) ballot, be sure the investigation committee action block and date of election is entered, fill in the center portion of the form (Notice to Lodge of Transfer of Membership), place the Lodge seal on it and mail both the original and a duplicate to the Lodge from which the member is transferring and change his status.
8. If the petitioner's present Lodge of membership is in another Grand Jurisdiction send the completed Transfer Petition to the Grand Secretary of Alabama to obtain the release from the other Grand Jurisdiction, otherwise send the petition directly to his present Alabama Lodge.
9. The Secretary of the Alabama Lodge of present membership receiving the Transfer reports to the Lodge at a Regular Communication whether the transferring member owes

the Lodge anything or if charges have been preferred and are pending. If neither is so and no one prefers charges against him, the Lodge will, without vote, issue the transfer by having the Secretary complete the bottom portion of the form (Transfer of Membership). He will retain the duplicate and return the original of the Transfer Petition to the Lodge electing the member on transfer. He should refund the member prepaid dues for the remaining part of the dues year and approve the pending transfer in the Grandview Database.

10. The Secretary receiving the return of the Transfer Petition will enter the date of transfer as the date the releasing Lodge acted.
11. The new member is then added to the roll of the Lodge and its mailing list and he should be billed for dues on a pro rata basis until June 24. The Grandview Database will automatically transfer the member into the Lodge Portal.
12. Both Lodges should report the action of the loss or gain of membership on their next respective quarterly reports to the Grand Lodge.

RENUNCIATION OF MASONRY

RENUNCIATION — When a Master Mason requests that his name be stricken from the roster of the Lodge of which he is a member, this amounts to a renunciation by him of Masonry, and strips him of all the rights and benefits of Masonry. The secretary changes his status in the Grandview database to Renounced.

When a Master Mason, who has previously renounced his Masonic membership, wishes to be restored to good standing he must first apply by petition to the Grand Lodge and be approved before following the procedure as provided for in Edicts 31.1 thru 31.4. [See Edict 17.21

EXPULSION UPON CRIMINAL FINDINGS

EXPULSION UPON CRIMINAL FINDINGS — Where a Mason is convicted of, or pleads guilty to, or nolo contendere to a crime involving moral turpitude in a criminal court he shall stand expelled from the fraternity as of the date of the judgement or plea actions. Court documentation shall serve as proof of criminal conviction or plea for a member's removal from Masonic rolls. Should the criminal courts appeals process and/or subsequent retrials find the member not guilty or having his civil rights restored, must be restored to membership in his former Lodge upon court documentation.[See Edict 30.8]

Expulsion upon criminal findings under the Edict 30.8 is an action of the Grand Lodge. In cases where the Edict 30.8 does not automatically restore a former member that wishes to be restored he must obtain Grand Lodge approval (restoration) prior to petitioning for Lodge membership in accordance with Chapter XXXI of the Edicts of the Alabama Masonic Code.[See Edict 30.9]

MEMBERSHIP RESTORATION and REINSTATEMENT

Restoration to “Rights and Privileges” of Masonry should not be confused with Lodge membership. Rights and privileges can be restored to a former member by the member Lodge (by two thirds) affirmative viva voice vote or the Grand Lodge by decision. This action does not reinstate a Lodge membership. Restoration of rights and privileges allows a Brother to petition a Lodge for affiliation. The petition for Lodge membership will be disposed of by the ballot box for approval or rejection. Approval must be by unanimous ballot at a regular Lodge communication [See Edict 31.2 and 31.3]

The entire Chapter XXXI of the Alabama Masonic Code gives processes for restoration and reinstatement. The Edicts given here answer the most frequent questions.

31.1. PROCURED—In order to be reinstated to membership one who has been expelled or indefinitely suspended, must first be restored to the rights and privileges of Masonry, and then proceed regularly by petition, which petition must be referred to a committee and be balloted on following report of committee as in all cases of petitions for affiliation. A quorum of the Lodge can reinstate, but the vote must be unanimous. If rejected, he may renew petition as often as he may desire.[See Edict 31.1]

31.4. WHO CAN RESTORE-No subordinate Lodge except that one which suspended the Mason can restore him to the rights and privileges of Masonry. If such Lodge is defunct he must apply by petition to the Grand Lodge, and if restored by the Grand Lodge he is entitled to a certificate in the nature of a demit from the Grand Secretary.[See Edict 31.4]

31.6. RESTORATION BY GRAND LODGE—When a brother who has been suspended by a subordinate Lodge for a definite period, and on appeal the Grand Lodge suspends him indefinitely, he can be restored to the rights and privileges of Masonry only by the Grand Lodge and not by the subordinate Lodge.[See Edict 31.6]

MEMBERSHIP RESTORATION REQUEST to GRAND LODGE

THE SECRETARY SHOULD:

Any Mason (that desires to regain membership) that has previously renounced Masonry (Edict 17.21) or lost his membership through indefinite Suspension or expulsion by actions of the Grand Lodge should be referred to the Grand Lodge to petition for restoration to Masonic rights and privileges prior to any Lodge action for reinstatement of membership as allowed by Chapter XXXI of the Edicts.

There is no Grand Lodge administrative paper petition / form for the request for restoration of Masonic rights and benefits to be completed and submitted. For submission of such requests it is recommended that the petitioner put to writing his issues with Masonry that resulted in his renunciation of Masonry or that caused his loss of membership and the issues or reason resulting in his desire to seek restoration and good standing membership in the fraternity. It is the decision of the Grand Master and / or Grand Lodge to approve such restoration petitions or requests. The petition or request should be submitted to the Grand Secretary’s office or the Grand Master. If the request for restoration is approved, the Brother will be issued a Certificate of Restoration from the Grand Secretary. The Certificate of

Restoration from the Grand Secretary will allow the Brother to petition for affiliation with the Lodge of his choosing.

Any Mason that lost his membership by action of a member Lodge through a Masonic Trial that resulted in Expulsion or Indefinite Suspension must be restored to the rights and privileges of Masonry by the Lodge that took the action. [See Edict 31.4] The Lodge should follow Chapter XXXI of the Edicts for such restoration.

A petitioner restored to the rights and privileges of Masonry by the Grand Lodge (Certificate of Restoration) or member Lodge may then petition for affiliation with that Lodge or be issued a certificate in the form of a demit (certificate issued from Lodge of restoration) and petition for affiliation with a Lodge of his choosing. [See Edict 31.3]

MEMBERSHIP REINSTATEMENT FROM DEFINITE SUSPENSION

RESTORED IMMEDIATELY—When one is suspended for a definite length of time, and his term of suspension expires, he is, immediately, restored to all the rights and privileges of Masonry, as well as to Lodge membership. [Edict 30.6]

MEMBER DEATH

All Master Masons in good standing and Entered Apprentices and Fellow Crafts eligible for advancement at their death are entitled to a Masonic funeral service if requested prior by the member or at his death by his surviving family. [Edict 19:18]

GRAND LODGE REGULATIONS:

For Grand Lodge requirements or restrictions applicable to Masonic Funerals please refer to the Alabama Masonic Code Edict Chapter XIX PROCESSIONS; FUNERALS.

Upon the death of any Master Mason in good standing, the Lodge of his membership should furnish his widow with a certificate, under the seal of the Lodge, showing his membership, standing and death, without any application or charge therefore. [See Edict 8.16]

WHEN A MEMBER DIES THE SECRETARY SHOULD:

1. Contact the Worshipful Master, or if he cannot be reached the Senior or Junior Warden so they can contact the family. Search the member's record to see if he has requested a funeral service to be conducted by the Lodge, Scottish Rite, Knights Templar, or any special requests.
2. Prepare a Widow's Certificate (there is also a wallet card which goes with it) by filling in all the information and have the proper officers sign it, then place the seal of the Lodge on it. The Worshipful Master should arrange for its delivery.
3. A Master Mason Lodge must be opened for a Masonic Funeral. The Secretary must record minutes of that meeting.
4. Update member's record and report him on the next Quarterly Report to the Grand Secretary. Change his status in the Grandview Database to Deceased.

DEMIT

A Demit is issued when a member wishes to withdraw from the Lodge where he is a member. It is issued only to Master Masons in good standing who do not owe money to the Lodge, whose dues and / or assessments are paid up, and have no Masonic charges pending against them.

Please note: Demits are never to be issued to members to withdraw plural membership when all plural memberships are with Lodges within the Grand Lodge of Alabama. Demits to withdraw plural memberships are only applicable when the withdrawal is from an Alabama Lodge and the remaining membership is of, or in another Masonic Grand Jurisdiction. This Demit is not to be given to the withdrawing member but forward to the Alabama Grand Lodge to be forwarded. [See Edict 17:20]

GRAND LODGE REGULATIONS:

1. The request for a demit may be made orally in open Lodge or in writing received at a regular communication. [See Edict 17.1]
2. When the request is made, the Secretary should state to the Lodge whether the applicant has complied with the requirements, and if he has and no member prefers charges against him, the demit is granted without vote of the Lodge. This severs the membership of the brother instantly with that Lodge. [See Edict 17.2]
3. Dues cannot be collected beyond the date of request for demit. [See Edict 18.6]
4. A demit cannot be granted to a duly installed Master or Warden. A demit cannot be issued if by so doing the membership of the Lodge would be reduced below the required constitutional number of seven members. [See Edicts 17.1, 17.3 and Article I, Section 7]

WHEN A REQUEST FOR A DEMIT IS RECEIVED THE SECRETARY SHOULD:

1. If a request for demit is received in written form / request it should be presented by the Lodge Secretary to the Lodge at a regular communication. The requesting member can ask for the demit in open Lodge. In any case a Lodge or Lodge Secretary should never accept an absentee member verbal request for a demit and present such a request to the Lodge. [See Edict 17.4]
2. When the request is properly presented to the Lodge and without issues (Money owed the Lodge or Masonic Charges) to deny the request, fill out the demit form completely, place the seal of the Lodge on it and forward it to the requestor. The Grand Secretary endorsement is required if there is a need to certify that the Lodge is a regular Lodge working under the Grand Jurisdiction of Alabama. Anytime a demit will be used to affiliate with a Lodge of another Grand Jurisdiction it should be certified by the Grand Secretary of Alabama.
3. The Lodge By-Laws may require a refund of dues paid for the remainder of dues year.

4. Update member's record and report him on the next Quarterly Report to the Grand Lodge and change his status in the Grandview database to Demitted.

DISMISSAL CERTIFICATE FOR EA AND FC

A Dismissal Certificate is similar to a Demit except it is issued to an Entered Apprentice or a Fellow Craft, where a Demit is issued to a Master Mason. It severs all relationship between the Entered Apprentice or Fellow Craft and the Lodge.

GRAND LODGE REGULATIONS:

1. An E. A. or F. C. is entitled to a Dismissal Certificate when he has removed from the territorial jurisdiction of the Lodge if he has not been stopped for advancement by objection or Masonic charges pending. [See Edict 6.6]
2. A dismissal certificate or transfer cannot be granted while an objection is in force or a trial is pending. [See Edict 6.6]
3. A majority of the members present may grant a Dismissal Certificate.[See Edict 6.6]

A SECRETARY RECEIVING A REQUEST FOR A DISMISSAL CERTIFICATE SHOULD:

1. Present it to the Worshipful Master for action.
2. When approved, fill out the form completely, place the seal of the Lodge on it and forward it to the Grand Secretary for endorsement.
3. When returned by the Grand Secretary, send it to the withdrawing Entered Apprentice or Fellow Craft member.

EXPULSION UPON CRIMINAL FINDINGS Edict 30.8

30.8-EXPULSION UPON CRIMINAL FINDINGS — Where a Mason is convicted of, or pleads guilty to, or nolo contendere to a crime involving moral turpitude in a criminal court he shall stand expelled from the fraternity as of the date of the judgement or plea actions. Court documentation shall serve as proof of criminal conviction or plea for members' removal from Masonic rolls. Should the criminal courts appeals process and/or subsequent retrials find the member not guilty or having his civil rights restored, must be restored to membership in his former Lodge upon court documentation.

In absence of procedural application in the Alabama Masonic code for the Edict 30.8 the Grand Master issued application guidance in January 2005. This guidance was a part of the Grand Master's Stewardship Report at the November 2005 Grand Lodge Annual Communication. The following procedure (on page 23 of the 2005 Grand Lodge Proceedings Book) for application of Alabama Masonic Code Edict 30.8-Expulsion Upon Criminal Findings was accepted by the Grand Lodge in Session November 2005:

By Grand Master Anderton:

In an effort to put some consistency and order to the application of the Edict 30.8 it is my decision to furnish the following guidelines for application of the new Edict 30.8. These guidelines may not be all inclusive or answer all questions but are sufficient guidelines and / or instructions until more use and data of application are generated. In accordance with Edict 5.1 of the Alabama Masonic Code, please accept the following information and / or instructions for application of Edict 30.8:

- The member Lodge has no vote or decision making responsibility in the process of application of the Edict 30.8 when such member's conduct / or activity is court documented and known. The member must be reported immediately to the Grand Secretary using procedures contained herein.
- The application of the Edict and / or expulsion is mandatory by the Lodge when court documentation is obtained by the Lodge or any Mason in good standing. The Edict 30.8 and resulting expulsion is to be applied regardless of the offenders' membership status in the Lodge.
- The new Edict 30.8 is to be invoked / applied to any member presently under court sentence for any crime involving moral turpitude no matter when the offense took place. This can be incarceration, parole, required registration of movement / location as a sex offender or any other control by the courts or prison system. This does not prevent a Lodge from bringing charges and conducting a Masonic Trial for any offenses at any time governed by the Alabama Masonic Code.
- Loss of Masonic membership under application of Edict 30.8 places the person under control of the Grand Lodge concerning any future status of regaining Masonic Membership. A special code has been established in the Grand Lodge membership database to identify such members in the future.
- The Grand Lodge office will maintain proper hard copy files on the individual members that are expelled under the Edict 30.8. For this purpose the following information must be furnished when reporting expelled members under Edict 30.8:
 - ✓ Member's name & Lodge
 - ✓ What he was convicted of
 - ✓ What court (Federal or State) and location he was convicted in
 - ✓ Date of the conviction
 - ✓ Court Case Number

As a rule the court documentation will furnish the above requested information.

DATES OF IMPORTANCE TO SECRETARIES

JANUARY

14 Lodge Quarterly report to Grand Secretary

February 15

Deadline for annual Lodge filing of IRS Form 990n with the US Internal Revenue Service

APRIL

14 Lodge Quarterly report to Grand Secretary

15 (Approx.) Issue member dues statement to membership

MAY-JUNE

Annual Lodge Communication; last regular communication before (but not on) the 24th of June is annual Lodge communication.

JULY

14 Annual reports through July 14th with Grand Lodge Dues to the Grand Secretary.

SEPTEMBER

1 Forward funds collected for Pennies Program Charitable Endowment Fund in time for inclusion in fiscal year which ends September 30.

OCTOBER

1 Year ending September 30 (thru Feb 15) filing of IRS Form 990n

14 Lodge Quarterly report to Grand Secretary

NOVEMBER

Annual Communication of Grand Lodge; **First Tuesday after the Second Monday** in November annually at 9:00 AM

GRAND LODGE F & AM OF ALABAMA
P O BOX 1070
MILLBROOK, ALABAMA 36054

**SUPPORT YOUR
MASONIC CHARITIES!**

**REMEMBER THE MASONIC HOME
CHARITABLE OUTREACH PROGRAM
IN YOUR WILL!**