

THE SECRETARY'S HANDBOOK
GRAND LODGE A.F. & A.M. OF MINNESOTA

THIS HANDBOOK HAS BEEN PREPARED AND DESIGNED WITH THE HOPE THAT SHOULD A SECRETARY FIND HIMSELF CONFRONTED WITH A CERTAIN PROCEDURAL PROBLEM WITH WHICH HE IS NOT FAMILIAR, HE MAY TURN TO THIS HANDBOOK AND FIND THE CORRECT STEPS TO TAKE. IT IS NOT INTENDED TO BE ALL INCLUSIVE, BUT SHOULD ANSWER SOME OF THE MORE OFTEN ASKED QUESTIONS.

DOUGLAS J. CAMPBELL
GRAND SECRETARY

Reprinted December, 1994
by then Grand Secretary
Raymond E. Schlemmer

TWENTY-FOUR HOUR SERVICE

You now have access to the Grand Secretary's Office twenty-four hours per day. We have installed an answering machine that is accessible during non working hours. You may leave an order for supplies and all items will normally be shipped the following business day. The telephone number remains the same, 952-948-6700. If you wish us to return your call, please leave your name and telephone number where you can be reached.

TWENTY-FOUR HOUR FAX LINE

We have installed a twenty-four hour Fax line at your disposal. If you wish to send a Fax to the Grand Secretary the number is 952-948-6710.

LIST OF LODGES MASONIC

This publication is distributed to all Constituent Lodges by the Grand Lodge of Minnesota each year. This book should be kept by the Lodge Secretary for reference in receiving visitors, and on receiving applications for affiliation. Through the use of this book the Secretary can determine if a visitor or one wishing to affiliate is a member of a recognized Lodge.

The first ten pages in the "List of Lodges Masonic" have information concerning the law and the practices of other Grand Jurisdictions readily available. This information is invaluable and every Lodge Secretary should become familiar with this publication. The "List of Lodges Masonic" is published annually and is made available by the Grand Lodge of Minnesota at no cost to the Lodges.

HANDBOOK OF FORMS AND PETITIONS

During the 1991 Annual communication a resolution was adopted to remove all of the sample forms from the Masonic Code and issue them as a "HANDBOOK OF FORMS AND PETITIONS" in a loose-leaf binder. Every Lodge Secretary has been issued a forms manual. It should be kept in a safe, convenient location. This manual may be used to duplicate the particular form needed. Any forms duplicated should be on Lodge stationery, with the exception of Petitions and Demits.

DESIRABLE CHARACTERISTICS OF A LODGE SECRETARY

1. Always be on hand early for every meeting.
2. Be inherently and unimpeachably honest.
3. Conform to ritualistic requirements as all officers should.
4. Exemplify COURTESY personified.
5. File records carefully and efficiently.
6. Maintain a quiet and orderly attitude in his station.
7. Read and speak in a clear and audible voice.
8. Record and file historically interesting or important items.
9. Strive for clear, complete, accurate and up-to-date records.
10. Write plainly and legibly. Use a typewriter whenever possible.
11. Insist that the books be audited every year in the best interests of the Lodge.
12. Remember whatever is recorded becomes valuable history in the years to come.
13. Keep all records in a safe place, preferably a fireproof safe or cabinet.
14. Always remember it is the Secretary's duty to be obedient to the will and pleasure of the Worshipful Master.
15. A good Secretary should always be available to assist and advise an uninformed Master.
16. Cooperate with the Grand Lodge and especially the Grand Secretary, by answering all correspondence promptly, and filing required Forms and Reports on schedule.

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PETITIONS

FOR THE DEGREES No Lodge shall initiate any person except upon his personal and voluntary petition, nor shall such petition be received unless the petitioner has fully answered all questions required; nor unless such petitioner shall have been an actual resident in the jurisdiction of the Lodge for ninety days immediately preceding the date of his petition. (Article IX, Section C9.10, Minnesota Masonic Code)

At least one-third (1/3) of the total Degree Fee MUST accompany the Petition and the Petition MUST be signed by two (2) Masons in good standing of a recognized lodge, at least one of whom must be a member of the Lodge being Petitioned (Article XIV, Section G14.01, Minnesota Masonic Code)

If the petitioner resides closer to another Lodge than the one being petitioned, notice must be sent to the Lodge, or Lodges, nearest his residence, and the Lodge being petitioned shall take no further action for twenty-eight (28) days from such notification; and should more than one Lodge be of equal distance from the petitioner's residence, such notice shall be given to all such Lodges. (Article IX, Section C9.07, Minnesota Masonic Code)

The Petition shall be read at a Stated Communication and referred by the Master to a Committee of three (3) members of the Lodge, whose names shall NOT be made known or recorded in the minutes, nor read with the report. The Petition is laid over until the next Stated Communication, except where a Lodge holds one (1) Stated Communication in each month, the balloting shall take place at a subsequent Stated Communication, and in such cases the report of the Investigating Committee cannot be read until such second Stated Communication. (Article XIV, Section G14.04, Minnesota Masonic Code)

A Lodge may receive the report of a majority of the investigating committee, by a vote by the usual sign, but it may also vote to insist upon a report of the full committee, and grant further time.

The petitioner must be given the benefit of the ballot, without discussion, immediately following the Investigating Committee reports, whereupon the reports are destroyed. Ballots elect to all Degrees, and EVERY member present MUST vote, and each petition must be balloted upon separately. When the balloting has been completed, and the Master has examined the ballot box, shall empty it of the ballots and announce the results. (Article XIV, Section C14.06, Minnesota Masonic Code)

After a Petitioner for the Degrees has been elected by a unanimous ballot of the Lodge, he is entitled to receive them at the reasonable will and pleasure of the Master, and as early as permissible. A Petitioner may be initiated in the regular way as an Entered Apprentice, the same night he is elected. (Article XIV, Sections G14.07 and G14.08, Minnesota Masonic Code)

A rejected Petitioner for Degrees may file a new Petition with any Lodge having Jurisdiction at any time after six (6) months from rejection. A rejected petitioner for dual membership affiliation reinstatement or restoration may Petition again at any time (Article 14, Section G14.10, Minnesota Masonic Code)

FOR AFFILIATION OR DUAL MEMBERSHIP A Petition for affiliation or Dual Membership requires the same information as for a Petition for Degrees, including being recommended by two (2) members of the Lodge being Petitioned. (Article XIV, Section G14.02, Minnesota Masonic Code)

A Petitioner for Affiliation or Dual Membership need not be a resident of Minnesota. (Article XIV, Section G14.02, Minnesota Masonic Code)

A Lodge may, by majority vote, on an individual basis, waive the requirement of referring a Petition for Affiliation or Dual Membership from one Minnesota Lodge to another Minnesota Lodge to an Investigating Committee. However, if the requirement is waived, the Petition may not be voted upon until the first Stated Communication after the initial reading. (Article XIV, Section G14.04, Minnesota Masonic Code)

Members holding Dual membership shall be liable to pay dues in each Lodge, is entitled to vote in each Lodge, and bear office in each Lodge, except that he shall not hold the offices of Master, Wardens, Treasurer or Secretary in more than one (1) Lodge at the same time. ALSO, loss of membership for nonpayment of dues or for other causes resulting in suspension or expulsion from either Lodge shall result in the loss of membership in both Lodges (Article IX, Section C9.04(a), Minnesota Masonic Code)

If the Petitioner holds membership in another Grand Jurisdiction, the Petition shall be immediately forwarded to the Grand Secretary of Minnesota, and no further action taken until the Grand Secretary shall have determined whether or not Dual Membership is permitted by such other Grand Jurisdiction. When the Petition has been returned by the Grand Secretary with his endorsement thereon that such Petition may be legally received and acted upon, it shall then be referred to a Committee on Investigation and balloted upon in the usual manner. If the endorsement indicates that the Petition may not be legally received, it shall be returned to the Petitioner, together with any money or fees paid to the Lodge. (Article IX, Section C9.04(b & C), Minnesota Masonic Code)

Upon consummation of Dual Membership by the Brother signing the By- Laws or authorizing the Secretary in writing to do so on his behalf, the Secretary shall immediately notify the Secretary of the other Lodge in writing of the acquisition of said Dual Membership. In like manner, should the Dual Member withdraw his Dual Membership, the Secretary shall advise the Secretary of the other Lodge in writing of his withdrawal. (Article IX, Section C9.04(d), Minnesota Masonic Code)

A Dual Member may withdraw his dual membership by writing the Secretary of the Lodge he wishes to withdraw from. It is so noted on his records and recorded on the Annual Return as withdrawn by request. NO DEMIT IS ISSUED (Article IX, Section C9.04(j), Minnesota Masonic Code)

FOR REINSTATEMENT (After suspension for nonpayment of dues) A Petition for reinstatement is found in the "Forms Handbook." Since the Petitioner was suspended for one reason or another, he will NOT have a Demit, Certificate of Non - Affiliation or Certificate of Good Standing to accompany the Petition.

He must pay the Lodge whatever he was delinquent at the time he was suspended, and also the current years dues. He cannot buy back the time he lost while suspended. If it is within a year of his being suspended, he does not have to repetition and the Lodge does not have to investigate him again. Because the minutes state that he had been suspended, it will be necessary that the minutes show that he was reinstated and the date. If after one year, he does have to repetition, be investigated, and voted on in the usual manner. Upon reinstatement the member retains his original register number. (Article IX, Section G9.08, Minnesota Masonic Code)

FOR RESTORATION After expulsion, the procedure for restoration shall be by written request to Grand Lodge, at least thirty (30) days before the Annual Communication, using the form on page 28 of the Forms Handbook. The Grand Secretary will refer the request to the Appeals and Grievances Committee, who shall hear all parties and make their recommendation to the Grand Lodge. If accepted, Section G9.06 would apply. (Article IX, Section G9.07, Minnesota Masonic Code)

OBJECTION/REJECTION Objection by a member of the Lodge either orally or in writing and without giving reasons therefor may be made to the Master or to the Lodge, to any petitioner for degrees or membership; and at any time before the ballot or initiation. Such objection, when made, shall be as effective as a black ball, and the Master shall declare the petitioner "rejected by objection." (Article IX, Section C9.12, Minnesota Masonic Code)

A member of another Lodge may object to a petitioner, through his Master, stating the reason therefor, and the Master so notifying the Lodge being petitioned. (Same reference as above)

If a petition is received from someone who has been rejected by another Lodge, Section G14.11, will apply.

If there is an objection to the advancement of a candidate, Section C9.15, will apply.

WITHDRAWAL OF PETITION Any form of petition, legally received, may be withdrawn by written request of the petitioner, signed by him. It is not necessary that he state his reasons. (Article 14, Section C14.09, Minnesota Masonic Code)

COURTESY WORK When an elected petitioner, an Entered Apprentice, or Fellow Craft leaves the Jurisdiction and requests to continue his Masonic education, and wishes to do so in a Lodge in Minnesota, courtesy work may be arranged upon the certified request from the Lodge in which the candidate was elected. Generally the Masters of the Lodges concerned mutually agree to such requests in writing.

In case the request is to a Lodge outside of the Grand Jurisdiction of Minnesota, such request must be approved by the Grand Master and pass through the Grand Secretary's offices in each Jurisdiction that is involved. (Article 9, Section C9.18(b), Minnesota Masonic Code)

WAIVER OF JURISDICTION Should a man living in another Jurisdiction, or having moved into this Jurisdiction after having taken some degrees in another Jurisdiction, wishes to petition a Lodge for Degrees, or Affiliation for the purpose of continuing his Degrees, a Waiver of Jurisdiction from the other Jurisdiction is necessary. The Request For a Waiver of Jurisdiction form on page 51 of the Forms Handbook should be forwarded through the Grand Lodge Office for transmittal to the other Jurisdiction involved. When the Waiver is received, the Petition would be handled in the usual manner. (Article 14, Section G14.16, page 79, MMC)

In the event that your Lodge received a Request for a Waiver of Jurisdiction, the same must be brought before the Lodge and if approved, may be granted. (Forms Handbook)

PETITION FOR FURTHER DEGREE WORK An Entered Apprentice or Fellow Craft Brother who has been duly notified to present himself to receive the succeeding degree and fails to do so within one year after such notice, shall be notified by certified mail, that if he does not appear within three months from date of such notice, his right to receive the succeeding degree or degrees will be terminated, unless he can show just cause why he is unable to appear.

The Lodge may grant additional time for cause shown, and the same shall be recorded in the minutes of the Lodge.

As before, all information must be completed and the Petition must be recommended by two (2) Brothers, one of whom must be a member of the Lodge being Petitioned. The fee for the Fellow Craft or Master Mason Degree must accompany the Petition. The Petition must again be investigated and voted on as before. If rejected, the fee must be returned to the Petitioner along with the notice of rejection. (Article 14, Section G14.08, Minnesota Masonic Code) (Petition for Further Degree Work is in the Forms Handbook)

DEMITTS

APPLICATION FOR A DEMIT Any Master Mason in good standing, except the Master and Wardens if clear on the books, may apply either to the Secretary, in writing, or orally to the Lodge, at a Stated Communication for a Demit. Same shall be granted if clear on the books and there are no other charges pending, upon such request.

A request for a Demit must be acted upon at a Stated Communication and noted in the minutes. If a request, in writing, for a Demit is in the hands of the Secretary on or before December 31st, the applicant is entitled to his Demit, if clear on the books, back dated to December 31st, even though it cannot be acted upon until after January 1st, when Lodge dues are due and payable. The Demit may be back dated in order to avoid the Lodge having to pay per capita for the next year. (Article XVI, Sections G16.01 and G16.03, Minnesota Masonic Code)

TRANSFER OF MEMBERSHIP If a Master Mason desires to transfer his Masonic membership from one Minnesota Lodge to another Lodge in Minnesota, it is recommended that he obtain a Certificate of Good Standing from his Lodge to submit with his Petition for Affiliation to the Lodge of his choice. The Lodge receiving the Petition must read the Petition and take no action until the next Stated Communication, at which time a ballot is taken. Upon a vote of the Lodge being Petitioned, it is not necessary to investigate the member. If elected, it is the responsibility of the Secretary of the Lodge petitioned to request a Demit from the former Lodge to complete the transfer. If rejected, the rejection must be endorsed on the margin of the Certificate of Good Standing and returned to the issuing Lodge. As no Demit was issued, his membership will continue in the original Lodge. (Article XVI, Sections G14.04 and G16.01, Minnesota Masonic Code)

WITHDRAWAL FROM MEMBERSHIP When a Master Mason wishes to withdraw his membership, he may do so, if in good standing and clear on the books, by written notice filed with the Secretary, and read in Lodge at its next Stated Communication.

Such request shall be disposed of in the same manner as an application for Demit, and show that the Brother was dropped from the rolls at his own request A DEMIT IS NOT ISSUED He will then be an Unaffiliated Mason, with no rights except to petition Grand Lodge for restoration, and to defend himself against any charges of unmasonic conduct subsequently made against him, for which he will be as subject to discipline after, as he was before withdrawal. (Article XVI, Section G16.06, Minnesota Masonic Code)

WITHDRAWAL FROM DUAL OR PLURAL MEMBERSHIP Anyone who is a dual member and desires to retain only one such membership, may withdraw his membership in one of the Lodges by notifying that Lodge in writing of his intention to withdraw his membership. He must also notify the Lodge he wishes to continue his membership in that he has withdrawn his membership in the other Lodge. The Annual Dues Card from the Lodge being withdrawn from must be returned to the Lodge at the time the notice is given He must be in good standing in both Lodges at the time of withdrawal. The request must be granted with the approval of the Lodge, and so recorded in the Lodge minutes. **NO DEMIT IS ISSUED UPON THE WITHDRAWAL OF A DUAL MEMBERSHIP!** (Article IX, Section C9.04(j), Minnesota Masonic Code)

CERTIFICATE OF GOOD STANDING As explained under "Transfer of Membership", Certificates of Good Standing are to be used in the transfer of one's membership without first terminating his present membership.

Certificates of Good Standing are not to be granted later than the last Stated Communication in October, nor shall one be received later than the first Stated Communication in November of the same year. This is to allow sufficient time to complete a transfer of membership by the end of the calendar year. (Article XVI, Section G16.01, Minnesota Masonic Code)

SPECIAL NOTE Always keep in mind that Certificates of Good Standing or Intention to Transfer DO NOT complete the transfer of membership! Only the issuing of a DEMIT does, and it has to be requested by the electing Lodge and/or the member. If not requested, the member remains on the rolls of both Lodges and is responsible for the payment of dues in both Lodges.

REINSTATEMENT The procedure to follow when a member suspended for nonpayment of dues (NPD) asks to be reinstated, can follow two courses:

FIRST, the member may petition for reinstatement in the usual manner. (See the Petition For Reinstatement form on page 41 of the Forms Manual) In this case, the member would have to be investigated, voted on and restored to membership in his original Lodge. SECOND, the member may submit a request for a Certificate of Nonaffiliation or a Demit from the Lodge, after paying everything due the Lodge. (See Page 43 of the Forms Manual and Section G14.04, Page 76 MMC) Either form will do the same thing. In this case, the member would NOT have to be investigated to receive the form, as long as he was clear on the books. He may take the Certificate of Nonaffiliation, or the Demit, and petition any Lodge of his choice. That Lodge would then have to investigate him before balloting on him.

COLLECTION REPORTS For convenience sake, we have combined the "Raising Report" and the "Collection Report" into one report form which incorporates all of the necessary information on one form. The Collection Report now includes space for the Raising Date and the Spouse's name. The form is printed from the Grand Lodge database and may be photocopied as often as needed. Contact the Grand Lodge office if you need a new original.

Each newly raised member or affiliated member from another Jurisdiction shall pay a one time assessment of \$12.50 for the benefit of the Minnesota Masonic Home, and \$5.00 for the benefit of the George Washington Masonic National Monument, unless already paid to another Jurisdiction.

This report must be submitted on or before the first day of each month following their collections together with your remittance.

ANNUAL GRAND LODGE REPORTS

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THE FORM.

ANNUAL RETURNS "It shall be the duty of each Lodge to make and forward an Annual Return of its membership and financial condition said returns must be in the office of the Grand Secretary by January 15th, of each year. If late, the Lodge will not be paid mileage and per diem to its Representative for attendance at the Grand Lodge Communication in March or April. Only the Grand Master may grant an extension of time. (Article XIII, Section G13.35, Minnesota Masonic Code)

The Annual Return forms are sent in October or November to the Secretary of each Chartered Lodge. Four blank forms are sent; one or two completed forms are to be returned to the Grand Lodge Office by January 15th, one for the Lodge files, and one to be used as a work sheet for the following Lodge year.

The information supplied on each Annual Return is transferred to the Master Register (Grand Lodge database) in the Grand Lodge Office. Therefore, every effort must be taken to assure accuracy when preparing the Return.

Some basic information will be supplied on the form before you receive it, including the total membership as of the previous year ending December 31st. **THIS NUMBER MUST NOT BE CHANGED** This is the total number of members that per capita to be paid is based on, the previous year ending membership total. The total per capita will have been figured and included on the form prior to being mailed. Lodges having raised Master Masons will also have to include Degree Fees of \$8.00 for each newly raised Master Mason. (Article III, Section G3.01(c), Minnesota Masonic Code.)

On page one, be certain to list the current officers, showing the full names, complete addresses and telephone numbers where asked for. The Secretary's address should be the mailing address where he wishes to have Lodge mail sent. When possible, include both home and business telephone numbers.

On page 3, be certain the form is dated and the proper signatures, as well as the SEAL of the Lodge, are affixed. On this page there is also space for an abbreviated financial statement, showing Lodge assets and liabilities, as well as the total of unpaid Lodge dues owed to the Lodge.

The **MEMBERSHIP REPORT** section on page 4 is simply the recording of totals and determining what the total membership count is as of December 31st of each year.

The **FINANCIAL ACCOUNT-DEGREE FEES** area includes the number of Raisings at \$8.00. (Article III, Section G3.01(c), Minnesota Masonic Code), along with the per capita for the number of members on record as of January 1st of the year just ended. This amount is to be included with the Annual Return forms when they are submitted to the Grand Lodge.

On the statistical side of the form: All transactions involving the membership changes are to be itemized on this side of the form. The upper most area is used to report all Raisings, Affiliations, and Degree work, and it is helpful to have the information in chronological order (by date). Be very careful to always use **FULL NAMES** not nicknames or initials.

On the lower left side of the form is an area for listing members **RESTORED** to membership. This would usually include members who had been suspended for NPD.

The total of the Raisings, Affiliations, and Restored members are the totals used in the **GAINS** section in the Membership Report.

The balance of the lower left and right side of the form are used to report all losses due to Withdrawn, Stricken, Suspended, Deaths, and Expelled members. It is helpful if the Deaths can be listed alphabetically. **REGISTER NUMBERS SHOULD BE USED IN ALL CASES.**

FIFTY YEAR AWARDS

The Grand Lodge A.F. & A.M. of Minnesota only recognizes 50 year anniversaries, and authorizes the presentation of a Fifty (50) Year Award to any Master Mason who is a member of a Blue Lodge in Minnesota. Said Fifty (50) years must have been continuous or cumulative, and in "Good Standing."

Requisition forms are available from the Grand Lodge Office. Requests should be made at least sixty (60) days in advance of the planned presentation date. This will allow the Grand Lodge office sufficient time to research the records to determine that the recipient is eligible. Many times it is necessary to write to other Grand Jurisdictions to verify dates, etc., and this takes time. But we will try to accommodate all requests however timely they be.

Should the recipient reside outside of the area of his Lodge and is not planning to attend the presentation, arrangements will be made through the Grand Lodge for a courtesy presentation, either within Minnesota or out of State. If it is to be a courtesy presentation, we must have the member's current address so proper arrangements may be made for the presentation.

It is sometimes desirable to present the Awards prior to the actual anniversary date, often due to illness or the availability of the recipient. If the presentation date is within a year of the actual anniversary date, a written request for a dispensation from the Grand Master for an early presentation is necessary.

Awards are normally sent to the Grand Lodge District Representative for the Lodge, and it is the responsibility of the Lodge to arrange with him early enough for a mutually convenient date for the presentation.

BY-LAWS AND AMENDMENTS

If the By-laws of your Lodge can not be located, or date back to the origin of the Lodge, it may be possible that the Lodge would want to consider approving a completely new set of By-laws. A sample set of By-laws can be found on page 59-64 in the Handbook of Forms and Petitions.

We suggest that you first read Article 13, Section G13.32, page 73 of the Minnesota Masonic Code, which outlines the only proper and correct procedure to follow.

When a proposal is presented to amend your Lodge's By-laws, it must first be proposed in writing, by Article and Section, and read at open Lodge a first time. At this time the proposal requires only a simple majority vote in favor by those present. Should the proposal receive the necessary majority vote, the Secretary shall forward one copy to the Grand Secretary who shall forward it to the Jurisprudence Committee for approval as to form only, or correction if necessary.

Upon the return of the proposal by a member of the Jurisprudence Committee through the Grand Secretary's office, it shall be read a second time to the Lodge at the next Stated Communication. No action is to be taken at this meeting other than to lay the proposal over until the following Stated Communication.

At least five (5) days before the subsequent Stated Communication, at which time the final vote is to be taken, a notice by mail **MUST** be sent to every member at his last known address, with a sufficient summary of the proposal to allow him to understand what the change is, and the date when the final vote is to be taken. If the Lodge has a newsletter, a notice in such newsletter would be sufficient notification.

At the Stated Communication, when the final action is to be taken, the proposal is again read for the third time and must receive a two-thirds (2/3) vote in favor by those present and entitled to vote to be adopted, subject to the final approval of the Grand Master.

The Grand Secretary shall have forwarded two (2) copies of the Certificate for Approval form for the Lodge Secretary to complete and return, along with a copy of the notification sent to the member for the final approval of the Grand Master.

When a new set of By-laws is proposed for adoption, the same procedure as required for amendments shall apply. A sample form for Lodge By-laws may be found in the "Handbook for Forms and Petitions" manual.

RETENTION OF LODGE RECORDS

Every Lodge, through its Secretary, should retain all minutes of its communications, in a safe place, as a permanent record of the activities of the Lodge, should future ages want to compile a history.

All records and documents pertaining to the business of the Lodge shall be kept in a suitable and safe place in or adjacent to the Lodge Hall. (Article 13, Section G13.07, Minnesota Masonic Code)

All Petitions received shall be kept on file among the permanent records of the Lodge. The Investigation Reports are NOT to be retained, nor are the names of the committeemen ever to be recorded.

Cash receipts journals should be kept as should the cash disbursement journals. However, the supporting bills and receipts need not be retained for more than seven (7) years, so long as proper record has been made in the proper journal for all items involved.

It is always good practice to clear your files periodically of excess materials, so long as they are no longer relevant to the proper operation of the Lodge.

The Annual Proceedings of the Grand Lodge are always to be kept in a convenient place for easy access and retained for future reference.

Should you have any questions about certain items, contact the Grand Lodge office for assistance and/or suggestions.

MINNESOTA MASONIC HOME APPLICATIONS

Admission to the Minnesota Masonic Home is approved only by the Admissions Department of the Home. It is no longer required that a Masonic Lodge nominate or sponsor a resident. A Lodge may be asked to provide a application form, however it is suggested by the Home that the applicant or family member contact the Home directly. The Home would like the applicant to visit the Home prior to submitting the application. The Lodge may be asked by the applicant or the family to assist by supplying transportation and/or moral support.

The Masonic Home has adopted an admissions policy as follows:

Priority 1. Minnesota Masons and Eastern Star members in good standing for 10 years immediately prior to application for admission; their spouse or surviving spouse.

Priority 2. Members in good standing for at least 5 years prior to application for admission; their spouse or surviving spouse.

Priority 3. Masons or Eastern Star members, including those from other states and nations. Other relatives of Priority 1 Masons and Eastern Star members - mother, mother-in-law, father, father-in-law, daughter, son, sister, brother, grandparents.

Priority 4. Other relatives of Priority 2 Masons and Eastern Star members, as defined in number 3 above.

Priority 5. All other persons.

For information we suggest that you contact the Minnesota Masonic Home, 11501 Masonic Home Drive, Bloomington, MN 55437-3699, Telephone 952-948-6200.

REVISIONS TO THE MINNESOTA MASONIC CODE

The Minnesota Masonic Code may be amended only in the following manner:

A proposed resolution to amend the Code, either the Constitution or General Regulations, may only be sponsored by the following: A Grand Officer; A Past Grand Master; A Past Deputy Grand Master; A Past Grand Warden; A Past Grand Secretary or Grand Treasurer who has served Grand Lodge ten (10) years or more; A permanent member of Grand Lodge; A Master or Warden of a Constituent Lodge in this Grand Jurisdiction; A District Representative; Custodian of the Work; Regional Lodge Education Officer; The Chief Trial Commissioner; A Past District Representative, Custodian, or Regional Lodge Officer who has served in that capacity for ten (10) years, and all Chairmen of Grand Lodge Committees who are not otherwise members of the Grand Lodge. (Article III, Section C3.01, Minnesota Masonic Code)

An amendment to the Constitution may be presented in writing at any Annual communication, must be approved by a two-thirds (2/3) vote, published with the proceedings of that Communication and then adopted by a two-thirds (2/3) vote at the next Annual Communication. (Article X, Section C10.01, Minnesota Masonic Code)

An amendment to the General Regulations should be submitted to the Grand Secretary prior to November 1st immediately preceding the Annual Communication in order to be assured that it will be published. Amendments received between November 1st and February 1st will be referred to the proper committees and if time permits, published. Amendments to the General Regulations must be read at one (1) session of the Communication and referred to and reported upon by the Jurisprudence Committee at a subsequent session, before the vote is taken. These amendments also require a two-thirds (2/3) vote of the eligible voters present.

The proposed resolution must be typed and in proper form, identifying the specific Article, and Section or Sections which are to be changed or amended.

The proposed resolution, when received by the Grand Secretary, will be referred to the Jurisprudence Committee for approval as to form and conformity with the laws, rules and regulations of the Grand Lodge.

The Grand Master will call on the sponsor of each resolution to make the final presentation, at which time the proponents and those opposed shall be given an opportunity to speak to the amendment. Following any discussion, the Grand Master shall call for the question. If approved, it becomes a part of the Masonic Code.

NOTICE TO COMMITTEEMAN
APPOINTMENT TO INVESTIGATE PETITIONER

- (1) Name of Petitioner. (2) Address of Petitioner (town/city/State)
- (3) All blanks must be filled in with the information from the Petition.
- (4) Date, and (5) Signature of the Lodge Secretary.

Notice to Committeeman of Appointment
to Investigate Petitioner

BROTHER:

The Master of your Lodge has appointed you to the Committee to investigate the statements in the petition of Mr. _____ for the degrees, or for Membership by affiliation or restoration in your Lodge, to determine whether your Lodge has jurisdiction to accept him, and if so, to determine his moral, intellectual, social and physical qualifications.

You are required by law to make a full report, and, if possible, hand this report to me on or before the next Stated Communication, but if unable to do so, should notify either the Master or myself and request an extension of time.

The questions on the back of this notice are intended to aid you in making your report by answering each immediately hereafter. While you must sign the same, you will remember that, under the law, only the Master or myself know of your appointment, and that no record connects you with this petition, or with the report you make, which will be destroyed immediately after the ballot is taken.

The petitioner states that he was born on _____

at _____; that he has lived in

Minnesota _____ years, and for the last year at _____

(city, street and number);

that his specific occupation is _____, for

_____ (name of concern); located at _____

_____ whose specific business is _____

_____ that he has never been rejected by _____

a Masonic Lodge (except by _____ Lodge No. _____

at _____); and for the past

ten (10) years his residences and occupations have been as follows (give all residences and

occupations as in his petition): _____

4 Dated _____ Signed _____ (Secretary)

(over)

REPORT OF COMMITTEEMAN

1. Have you personally seen and interviewed the petitioner relative to this petition? _____

2. Is he a man of sufficient mental capacity to understand and value the lessons of Masonry and to pass the proficiency examinations? _____

3. Is he immoral, intemperate, or a gambler? (Give particulars, if necessary.) _____

4. Is he a sober, industrious and good man? _____

5. Do you find his statements regarding his residences and nature of his occupations to be true and complete? _____

6. Does he habitually use profane or indecent language? _____

7. What is his general character and reputation in the community? _____

8. What is the character of his associates? _____

9. Does he pay his debts promptly? _____

10. Has he ever been through bankruptcy? (if yes, please comment.) _____

11. What dependents has he? _____

12. Does he live with, and/or support them? _____

13. Would his membership be mutually beneficial? _____

14. If rejected before, did you verify that fact? _____

15. Does he have any physical handicap or chronic disability? _____ (if yes, please comment.) _____

16. Any other statements or information? (please comment.) _____

Do you recommend that this petition be granted? Yes _____ No _____

Signed _____ (Committeeman)

DEMIT

Demits can be - issued ONLY when a member is 'clear on the books', having his current dues paid and there are no other charges pending against him. Demits are the only instrument that is used to complete a transfer of membership between Masonic Lodges.

1. Name and Number of the Lodge granting the Demit. 2. Full name of the member whose membership is being transferred and terminated.
3. Date the Demit was granted. 4. Dates of the member's Degrees.
5. Name and Number of the Lodge which conferred the Degrees.
6. Location of Lodge (town/city). 7. Offices held, while a member of the Lodge granting the Demit. 8. Master's signature. 9. Secretary's signature. 10. Seal of the Lodge. 11. Signature of the member.
12. Certification of the Grand Secretary, where Demit is going out of the State of Minnesota.

NOTE: Every Demit must be acted on at a Stated Communication of the Lodge.

Certificate of Demit

TO WHOM IT MAY CONCERN:—

The Master and Secretary of ① Lodge No. _____
A.F. & A.M., working under a regular and unforfeited charter from the most Worshipful
Grand Lodge of Ancient Free and Accepted Masons of the State of Minnesota,

DO HEREBY CERTIFY, that Brother ②
who has written his name in the margin of this certificate, was a Master Mason in good
standing, and having discharged all dues against him, and being clear on the books, and
being free from all charges, was on the ③ day of _____, A.D. 19____, A.L. 59____, at
his own request, granted this DEMIT, and discharged from membership in said Lodge.

He was initiated ④, passed ④,
raised ④ in ⑤ Lodge,
No. _____, of ⑥.

He has served a full term in the following Lodge offices, viz: _____

⑦ _____

⑧ _____
Master.

⑩
(LODGE SEAL)

Attest:
⑨ _____
Secretary.

THIS IS TO CERTIFY That the Lodge named above is a lawfully constituted Lodge working under the jurisdiction of the
Most Worshipful Grand Lodge A. F. & A. M. of Minnesota.

MONTHLY COLLECTION REPORTS

The Collection Report is due on the first of the month following the collection of the assessments for the Minnesota Masonic Home and the George Washington Masonic Memorial Assoc. Fund.

This is the report that will add the new member to the Minnesota Mason mailing list. The form has been designed to be self explanatory.

COLLECTION REPORT MINNESOTA MASONIC HOME ASSESSMENT AND PAYMENT TO THE GEORGE WASHINGTON MASONIC NATIONAL MEMORIAL ASSOCIATION FUND

Grand Secretary, Grand Lodge A. F. & A. M., of Minnesota.
Masonic Center, 200 East Plato Boulevard, St. Paul, Minnesota 55107

I am herewith transmitting to you all money collected by me, during the preceding month:

Remittance for:
Masonic Home \$ _____ Secretary _____
(Please sign here)

George Washington
Memorial Fund \$ _____ Lodge No. _____
(Fill in Name and Number of Lodge)

From _____ Lodge No. _____
(Fill in Name and Number of Lodge)

Located at _____ Minnesota
(Fill in Name of Town)

Date of Report _____ 19 ____
(Don't Forget to Fill in Date)

1	2	3	4	5	6	7	Lodge LD. Number	NAME OF LODGE MEMBER			ADDRESS	Raising Date	Jurisdiction Joined From	Masonic Home Assessment	George Washington Mem. Fund
								Surname	Given	Initial				In Full	Payments
	SPOUSE														1
	SPOUSE														2
	SPOUSE														3
	SPOUSE														4
	SPOUSE														5
	SPOUSE														6
	SPOUSE														7
TOTAL PAID — THIS SHEET														\$	

If Affiliates, joining your Lodge from another Jurisdiction, have at one time been a member of a Minnesota Lodge, please so state in this space and specify which Lodge.

PLEASE NOTE: Mail White and Yellow Sheets to Grand Secretary, Grand Lodge A. F. & A. M., of Minnesota, Masonic Center, 200 East Plato Boulevard, St. Paul, Minnesota 55107. KEEP PINK COPY FOR YOUR FILES. REMITTANCE MUST BE MADE EACH MONTH FOLLOWING RAISING, AFFILIATION OR REINSTATEMENT. ALL REMITTANCES SHOULD BE MADE PAYABLE TO THE GRAND LODGE A. F. & A. M. OF MINNESOTA.

Petition for Degrees

OF _____ OF _____ Minnesota
(Print Name of Petitioner) (City)

TO THE WORSHIPFUL MASTER, WARDENS AND BRETHREN OF

_____ Lodge No. _____, Ancient Free and Accepted Masons of Minnesota.

The undersigned, uninfluenced by mercenary motives, but prompted by a favorable opinion of the institution of Freemasonry, respectfully petitions for initiation into the mysteries thereof, and to become a member of your Lodge. Should my petition be granted, I promise to conform to the requirements of your By-Laws, and to the requirements of the established Laws, Usages and Customs of the Fraternity.

(The petitioner must print the answers to the following questions.)

1. Do you have a sincere belief and trust in God? _____
2. Where and when were you born? Place? _____
Date of Birth? _____ Present age? _____
3. Are you a citizen of the United States? _____ Other? _____
4. Name of Spouse? _____
5. Where do you now live? _____ Tel. () _____
(Mailing Address)
6. Where have you lived during the past year (give all addresses in full)? _____

7. Where have you lived for the past ten years? _____

8. What is your specific occupation and by whom are you employed? _____

9. What has been your specific occupation, and by whom have you been employed during the preceding nine years?

10. Have you ever been convicted of a felony? _____
11. Have you ever been rejected by a Masonic Lodge? _____. If yes, state name and address of each Lodge and year of each rejection _____

- 11a. Were you ever a member of a DeMolay Chapter? _____
12. Do you have any serious physical handicap or chronic disability? _____
If yes, please explain: _____
13. (Information for candidate to be supplied by the Secretary): _____
 - A. Amount of fee with petition \$ _____
 - B. Amount of fee payable at First Degree \$ _____
 - C. Amount of fee payable at Second Degree \$ _____
 - D. Amount of fee payable at Third Degree \$ _____
Add Minnesota Masonic Home Assessment \$ 12.50
Add George Washington Masonic National Memorial Assessment \$ 5.00 \$ _____
Total fee and assessments \$ _____
 - E. Annual dues are \$ _____ prorated quarterly from date of Third Degree.

DATE OF APPLICATION _____ APPLICANT'S SIGNATURE _____

The undersigned members of said Lodge, being personally acquainted with the petitioner, believing his statements to be true, and having ascertained that he has lived within the jurisdiction of this Lodge the required time, recommend him as a proper candidate for the degrees of Masonry.

BROTHER _____ Address _____

BROTHER _____ Address _____

PETITION FOR DUAL MEMBERSHIP, AFFILIATION OR RESTORATION

OF _____, Minnesota _____, 19____

TO THE WORSHIPFUL MASTER, WARDENS AND BRETHREN OF

_____ Lodge No. _____ Ancient Free and Accepted Masons of Minnesota.

I, the subscriber, a non-affiliated or an affiliated Master Mason, declaring my continued sincere belief and trust in God, and desiring to assume the duties and responsibilities of Dual Membership, active Lodge Membership, or to transfer my membership to your Lodge, respectfully petition to be admitted as a member of your Lodge, if found worthy. Should my petition be granted, I promise to conform strictly to the requirements of your By-Laws and to the established Laws, Customs and Usages of the Fraternity. I submit herewith my Demit or Proof of

Good Standing from _____ Lodge No. _____

City of _____ State of _____

My petition is for Dual Membership; Affiliation; Restoration.

I was born on the _____ day of _____, 19____ at the City of _____

State of _____

My residence is _____ Tel. No. _____
(Street and Number if in the City)

My specific occupation is _____
for _____

I was initiated _____, passed _____, and raised _____
by _____ Lodge No. _____ of _____

I have never been rejected by a Masonic Lodge, except _____

(Give dates and Lodges.) _____

For the past ten years I have lived at (Be Specific) _____

and my occupation was _____

I have have not paid the Minnesota Masonic Home Assessment in full.

Signed _____

The undersigned members of said Lodge, being personally acquainted with the petitioner and believing his statements to be true, recommend him as proper material for Affiliation, Restoration or as a Dual Member of said Lodge and have notified him of the Grand Lodge requirements pertaining to the above mentioned Assessment.

Recommended by Brothers:

_____ Address _____

_____ Address _____

CERTIFICATE OF GOOD STANDING

This Certificate of Good Standing is issued if the member is 'clear on the books' and there are no other charges pending against him, and is good for 90 days or until December 31st, whichever occurs first.

- 1. Name and Number of Lodge issuing Certificate, and 2. location of the Lodge (town/city). 3. Full name of member. 4. Degree dates. 5. Date of the Certificate. 6. Secretary's signature. 7. Lodge Seal must always be affixed.



CERTIFICATE OF GOOD STANDING

Hall of (1) _____ Lodge, No. _____, A.F. & A.M., located at (2) _____, Minnesota, working under the jurisdiction of the Most Worshipful Grand Lodge of A.F. & A.M. of Minnesota.

Greetings: This is to certify that

Brother (3) _____ Initiated (4) _____ Passed _____ Raised _____

is a member in good standing of this Lodge; that his dues are paid up to the date of this certificate; that he is not under charges, nor indebted in any official capacity to this Lodge.

This certificate shall not be received by a Lodge for purpose of election to membership after the first Stated Communication in November. This is not a demit and if elected to another Lodge, a regular demit must be secured by the Secretary of the electing Lodge to complete transfer.

VOID 90 DAYS AFTER DATE OR DECEMBER 31st WHICHEVER OCCURS FIRST. *

(5) *DATE: _____ (6) _____ Secretary

(7) LODGE SEAL

CERTIFICATE OF INTENTION TO TRANSFER

As explained before, these Certificates of Intention to Transfer can only be issued if the member's current dues are paid, is 'clear on the books' and no other charges are pending against him. Such Certificate is good for 90 days or until December 31st, which ever occurs first, and is NOT a Demit.

1. Name and Number of the Lodge issuing, and 2. Location of the Lodge (town/city). 3. Date of the Certificate. 4. Name and Number of the Lodge to which the member intends to transfer his membership, only to another Lodge in Minnesota. 5. Location of the other Lodge. 6. Name of member wishing to transfer his membership. 7. Member's Degree dates, and 8. Name and Number of the Lodge conferring the Degrees. 9. Lodge Seal. 10. Secretary's signature.

This is Not a Demit

Regular Demit must be secured from Demitting Lodge to complete transfer.

Certificate to be used in connection with transfer of membership to another Lodge in Minnesota.

① _____ Lodge No. _____, A. F. & A. M.
 _____ Minn., ③ _____, 19____
 To the Secretary of ④ _____ Lodge No. _____, A. F. & A. M.,
 _____ ⑤ _____ Minn.

Dear Sir and Brother:-

This is to certify that Brother ⑥ _____ is a member of this Lodge in good standing.

Fraternally yours,

⑦ Date: Initiated _____
 " Passed _____ ⑩ _____ Secretary
 " Raised _____
 ⑨ [LODGE SEAL] in ⑩ _____ Lodge _____
 No. _____

If not used within three months from above date this certificate becomes NULL and VOID.

NOTICE OF ELECTION AND REQUEST FOR DEMIT

In the case of the election to membership of a member affiliating from another Lodge either within the State of Minnesota or from a foreign Jurisdiction, it is required that the Lodge the member is leaving be notified of his election to membership. In Minnesota it is also required that a demit is necessary to complete the transfer of membership.

This form is designed so that the electing Lodge Secretary completes the top portion and the member completes the lower portion. The Secretary then forwards the form to the Secretary of the former Lodge. If a demit has not been received within a reasonable time, a follow up should be made.

The forms are available from the Grand Lodge Office.

NOTICE OF ELECTION	
To the Worshipful Master, Wardens and Brethren of _____	
Lodge No. _____ A.F. & A.M. located at _____	
Your worthy Brother _____ has petitioned	
our Lodge for affiliation. His petition was granted on _____	
	_____ Secretary
	_____ Lodge No. _____
	_____ Minnesota

REQUEST FOR DEMIT	
To the Worshipful Master, Wardens and Brethren of _____	
Lodge No. _____ A.F. & A.M. located at _____	
I fraternally represent that I am a member of the above named Lodge; that I am desirous of terminating my membership therein; I respectfully request that a Demit (Transfer Certificate) be granted.	
Dated _____ this _____ day of _____, 19 _____	
	_____ (Sign name in full)

54813

ANNUAL RETURNS

The Annual Returns for each Lodge in Minnesota are due in the Grand Secretary's Office by January 15th, following the close of the pervious year, as of December 31st.

Read Carefully the Instructions on Page 2

Received by G.: Sec., Jan.....
 Draft, Check P. O..... Ex. Order Inclosed for \$.....
 on.....

Page 1 (Cover Page)

(1) Name, and (2) Number of the Lodge. (3) Post Office Address, and (4) the county in which the Lodge is located. (5) Year ending date of Return. (NOTE: All the above will be filled in by the Grand Secretary's Office before being mailed.) (6) Day and frequency of the Stated Communications. (7) Date of Election. (8) Names and Addresses of the Officers elected and Installed, always include the telephone numbers where asked for. (9) Date of the Installation.

Grand Lodge of A. F. & A. M.
OF MINNESOTA

RETURN OF

(1) Lodge

No. (2)

P. O. (3)

County of (4)

for the year ending Dec. 31st, 19.. (5)

Stated Meetings are held on the
 of each month. (6)

LIST OF OFFICERS

Elected (7) 19.....

Master and Secretary of City Lodges will please give their Street and Number Address.

(8) W.: M.:
 Address
 Phone: Zip:

..... S.: W.:
 Address
 Phone: Zip:

..... J.: W.:
 Address
 Treas.
 Sec'y.
 Address
 Phone: Zip:

Appointed.

..... S.: D.:
 J.: D.:
 Chap.
 S.: S.:
 J.: S.:
 Mar.
 Tyler

Above Officers Installed (9) 19.....

Page 2 - Instructions, Please read carefully.

8

BE SURE TO FILL IN THE FOLLOWING BLANKS.

ASSETS

① Value of building, if owned by Lodge, \$.....
 Value of Paraphernalia and Lodge property, - - - - \$.....
 Cash on hand or its equivalent, - - \$.....
 Total assets, - - - - \$.....

LIABILITIES

② Principal and Interest due on building, \$.....
 All other indebtedness to date, - - \$.....
 Total liabilities, - - - - \$.....

③ Amount of Unpaid Dues, - - - - \$.....

④ The proceedings of the Grand Lodge for 19.....
 were read in the Lodge.....19.....

(1) Lodge's Assests, and (2) Lodge's Liabilities. (3) Amount of unpaid Lodge dues. (4) Date or dates when the Proceedings, or some part there of were read in Lodge. (5) Date of the Return. (6) Signature of the Outgoing Master. (7) Signature of the Outgoing Secretary. (8) Lodge's SEAL.

I hereby certify that the several reports in this Return are correct and true.

⑤ Witness my hand and the seal of the Lodge this.....day of
19.....

(SEAL) ⑧

⑥
 Master. (Outgoing)

Attest: ⑦

Secretary (Outgoing)

MEMBERSHIP REPORT

No. of members Dec. 31, last (a year ago).....

Make no change in this number.

GAINS

(Names and full report must appear inside)

② Raised - - - -
 Joined, (Affiliated), - - ③
 Restored, - - - -
 Gains past year, - - - -
 Total including gains - - ④

LOSSES

(Lodge Nos., Names and Dates Must appear inside.)

Withdrawn (demitted), -
 Stricken from Roll, - -
 Suspended, - - - - ⑤
 Expelled - - - -
 Died, - - - -
 Total Losses past year, - ⑥

No. of members Dec. 31, 19____ ⑦

(Which, if correct, will be the starting No. for next Return.)

**FINANCIAL ACCOUNT
DEGREE FEES**

⑧ (Names and full report must appear inside.)

For _____ Raised at \$8.00 \$

ANNUAL DUES

⑨ Grand Lodge Dues at \$5.00 each \$

Total due Grand Lodge and sent herewith, \$ ⑪

⑩	
	⑪

(1) Total number of members a year ago. (THIS NUMBER MUST NOT BE CHANGED.) (2) Number of members Raised during the year, or having Joined (Affiliated) or been Restored. (3) Total gains during the year. (4) New total number of members. (5) Losses during the year, broken down into the various categories. (6) Total losses. (7) new total number of members as of December 31st, for the year just ending. (8) Number of members Raised during the year (from number (2) above), on which there is a Raising Fee of \$8 each due. (9) Total amount of Dues owed the Grand Lodge. (This amount will be filled in and MUST NOT be changed.) (10) Total amount of Fees and Dues owed the Grand Lodge. (11) Combined total owed the Grand Lodge and should always accompany the Return when forwarded to the Grand Lodge Office.

MEMORANDUM

THIS MEMORANDUM TO BE FILLED OUT BY ONLY GRAND SECRETARY ONLY.

Overpaid \$
 Underpaid \$
 Should pay on.....
 Owes \$
 Seal

ANNUAL RETURNS

(Upper Section - Inside)

(1) Name and Number of Lodge, and (2) Location (town/city). (3) Date of Return for year ending. (4) Lodge Register Number. (These will be filled in by the Grand Secretary's staff before mailing.) (5) FULL NAME of the new members of the Lodge acquired during the year for which the Return is being prepared. (6) Show the age, (7) occupation, and (8) State in which each newly acquired member was born in. (9) Dates that the newly Raised members received their Degrees. For Affiliations, in addition to the Degrees dates, also include the date of his election to membership in your Lodge (10), and the name and number of the Lodge the affiliate came from (11). All enteries are to be in chronological order. (12) After entering all those members Raised or Affiliated, leave a couple of lines and enter all those who have received only the E.A. or F.C. Degrees during the year just ended, giving the dates of their Degrees.

SEE PAGE 28 FOR ILLUSTRATION

(Lower Section - Inside)

(13) Lodge Register number of anyone who was Restored (reinstated) during the year just ending, and (14) Full name of the member being Restored and the date of his restoration (15). NOTE: when a member is Restored, he keeps his former Lodge Register number and is not given a new number, ONLY newly Raised or Affiliating members are given Lodge Register numbers. (16), (19), (21), and (23) are the Lodge Register numbers for those members whose memberships are entered as losses. For those having died they are shown under the column headed "DIED" (17) with the date of death shown (18). Make certain those entered are listed in alphabetical order. Those who have 'Withdrawn' (Demitted) are to be shown under the column headed 'WITHDRAWN' (20) along with the date of the withdrawal. The same holds for those who were stricken from the rolls (NPD) under said column (22) along with the date thereof. For those being suspended or expelled, they are to be shown under the appropriate column (24) or (25) and such loss of membership is usually as the result of a Masonic Trial.

SEE PAGE 29 FOR ILLUSTRATION

RETURN OF

①

Lodge
Reg.
No.

④

⑤

Surname
PLEASE PRINT PLAINLY

..... LODGE NO.

Give Name in Full

Age

⑥

Occupation

⑦

Born in
State of

②

AT

INITIATED

Mo. Day Yr.

⑨

PASSED

Mo. Day Yr.

RAISED

Mo. Day Yr.

JOINED
(Affiliated)

Mo. Day Yr.

⑩

⑪

..... MINN., FOR YEAR ENDING DEC. 31, 19.....

LODGE JOINED FROM

Name

No. State

⑫

Lodge Reg. No.	NAMES		Month	Day	Year	Lodge Reg. No.	NAMES		Month	Day	Year
	Surname	Given Name					Surname	Given Name			
(13)	(14)	RESTORED	(15)			(16)	(17)	DIED - LIST ALPHABETICALLY	(18)		
(9)	(20)	WITHDRAWN									
(21)	(22)	STRICKEN FROM ROLL									
(23)	(24)	SUSPENDED									
	(25)	EXPELLED									