

# LODGE SECRETARY HANDBOOK



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# LODGE SECRETARY HANDBOOK

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# LODGE SECRETARY HANDBOOK

## **CHARGE TO THE SECRETARY**

At the installation of a Secretary, he is instructed as to his duties, which are as follows:

*"It is your duty to observe the will and pleasure of the Worshipful Master in recording the proceedings of this Lodge; transmit a copy thereof to the Grand Lodge when requested; to receive all monies paid into the Lodge and pay them over to the Treasurer, taking his receipt therefore. Your good inclination to Masonry and this Lodge, will induce you to discharge the duties of your office with fidelity, and by so doing, you will merit the esteem and applause of your Brethren."*

These are the instructions that are given to the Secretary at the time of being installed into office. If this was the total extent of the duties of a Secretary, that office would be one of very little work and never-ending pleasure, but such is not the case. The new Secretary soon discovers that to merit the esteem and applause of his Brethren, it is necessary that he devote himself to a seemingly never-ending list of duties. Some of the general duties, which pertain to all Lodges, are listed herein. There are, however, differences in Lodges and, as a result, different duties for the Secretary. This Handbook will not try to list any of the special duties of each Lodge, for to do so would be an endless listing.

## **THE DUTIES**

1. Attend all Regular and Special Communications of the Lodge.
2. Record the proceedings of each Communication and report the same to the Lodge on order of the Worshipful Master. Transmit a copy to the Grand Lodge when requested.
3. Receive all monies paid into the Lodge and pay them over to the Treasurer, taking his receipt therefore.
4. Establish or maintain the MORI accounting system, which will account for, in detail, all the monies received by, or paid out by the Lodge. This does not include any monies in the hands of the Trustees.
5. Receive, answer and originate all correspondence received by the Worshipful Master and turned over to the Secretary for action.
6. Assist the Worshipful Master in preparing an agenda for Stated Communications.
7. Prepare a personal file (folder or electronic) for each member and/or petitioner. Maintain the files, which contain the Petition, Clearance & Interview reports.

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8. Generate in MORI and send out annual dues and assessment notices to all members. This should be done as soon as possible after September, in order to enable each member to pay his dues in advance, on or before the last day of December each year.
9. Keep the Worshipful Master informed of those members who are in arrears with their dues, (MORI Dues & Arrears Report)
10. When a member is eight months in arrears in the payment of his dues, the Secretary shall compile a list of each such member by the first Stated meeting of September and shall submit it to the three principal officers of the lodge. That month one of them shall make contact, in person or by phone with each of such member and complete a Form 81 for each. If payment of such dues has not been made by October first, the Secretary shall send to each such member an official notice of delinquency by first class mail in a sealed envelope with return address thereon. This notice shall be over the signature of the Master, attested by the signature of the Secretary and under the seal of the lodge. It shall be mailed to the last known address of the member, informing him of his indebtedness to the lodge and notifying him that unless the same is paid by November 1, or unless he shows cause within the said time frame, either in person or in writing to the Master of his lodge why he should not be suspended for nonpayment of dues, the lodge will take action and forward his suspension to the Grand Master.
11. At the first stated communication of the lodge immediately following November 1 the Secretary shall certify to the lodge the names of all members upon whom a Form 81 has been completed, demand has been made and who are still delinquent. A vote of two-thirds of the members present will be required to send Form 81 on to the Grand Master to finalize the suspension. Having fully complied with the aforesaid provisions and proof of indebtedness having been duly established in each case, Form 81 for each delinquent member will be submitted to the Grand Master for approval no later than December 1 of each year. Upon approval of the Grand Master, the Grand Secretary will enter the member's suspension into MORI.
12. Complete and send necessary forms to the Grand Lodge in a timely manner when required. Forms are located on the Grand Lodge website.
13. When the Lodge has received a Petition you will need to follow the Petition Process that is found in the Appendices of this document. In no case should the Petition be Received prior to being Cleared by the Grand Lodge Office.
14. After the Interviewing Committee has been appointed by the Worshipful Master, it is the duty of the Secretary to send out interviewing forms to the committee members with instructions to interview the petitioner.

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- a. Provide the Interviewing Committee with forms and instructions.
- b. Notify the Master's Committee (if used) to meet, to consider the petition at hand.
- c. Notify the petitioner to appear before the Master's Committee.
- d. Prepare a folder for the Master's Committee, which contains the petition, the Clearance reports from the Grand Lodge and reports of their Interviewing Committee, and one copy of the Master's Committee questions and report.
- e. Present folder of Master's Committee with petition, report of the Interviewing Committee, Clearance reports from the Grand Lodge and the Master's Committee Report, to the Worshipful Master.
- f. Notify petitioner of his election or rejection, and if elected, when to appear for Initiation and the proper dress.
- g. Notify Candidates when to appear for Degrees.

**NOTE:** If your lodge does not have a Master's Committee, omit steps b, c & d begin at step "e" with the Interviewing Committee.

16. Keep the MORI profile records updated with the Candidate's progress and report the same to the Worshipful Master in order that he may be able to arrange his Trestleboard.
17. Maintain all MORI records for your Lodge. It is very important that these records be kept up-to-date on a monthly basis. If there is any change of address, the member's Masonic Journal will not reach him at his new address unless you have kept his record current. Most important, your annual summary will not be accurate, unless records are constantly updated.
18. Verify or prepare the Annual Report for the Grand Lodge. Prepare a per capita tax voucher for the Treasurer in order that he may issue a check to the Grand Lodge in the amount of the per capita tax due the Grand Lodge. Mail the recapitulation copy of the annual report and the per capita tax check together, to the Grand Lodge on or before the required date.
19. Prepare a quarterly and annual financial statement to be read at proper stated communications.

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20. Attend meetings arranged by the Grand Secretary for training, updating and conferring for mutual benefit.
21. Become familiar with the Wisconsin Masonic Code.

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## A MONTHLY REMINDER LIST FOR THE LODGE SECRETARY

### JANUARY

- Close the books for the past year. Prepare the Annual Financial Statement which is found on-line, for the year just ended. Mail it to the Grand Secretary prior to February 15th (see Regulations for Lodges 52.03).
- Attend the Secretary Conference (3<sup>rd</sup> Saturday in January).
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

### FEBRUARY

- Reconcile the Annual Report Membership Listing and Recapitulation of the Lodge with your records. Remit to the Grand Lodge, on or before March 1st, all Per Capita Tax, as computed on your Recapitulation, Special Assessments, Fees any other indebtedness. (See Laws of Grand Lodge 31.03).
- Personally contact all members who have failed to pay their current year dues. Prepare a report for the Three Principal Offices and the status of each.
- LEA Application due to your District Deputy Grand Master (DDGM) by February 15.
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

### MARCH

- Send notices of delinquent dues to all members who were on the list prepared in February.
- File with the Grand Secretary any and all Resolutions that the Lodge wishes to present to the Grand Lodge at the Annual Communication in June. (See Laws of the Grand Lodge 38.01 (c)). Deadline for resolutions is 75 days prior to the start of Annual Communication.
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

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## APRIL

- Deadline for Wisconsin Masonic Foundation Matching Scholarship money is April 1<sup>st</sup>!
- If Lodge dues are to be increased, it should be done prior to the summer recess.
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.
- Register on-line for the Annual Communication.

## MAY

- Give the three principal Officers of the Lodge the proxy forms for the Annual Communication of the Grand Lodge, together with any information relative to the Annual Communication. Urge each Officer to attend Grand Lodge. Be sure that if one of the principal Officers is not able to attend Grand Lodge, that a proxy be appointed to attend, to prevent the payment of a fine for non-attendance at Grand Lodge. (See Regulations for Lodges, 52.04).
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

## JUNE

- Attend Grand Lodge with the three principal officers. Urge all members who are able, to attend Grand Lodge. A Secretary will derive great benefits by attending Grand Lodge.
- Present a resolution permitting the Secretary, Master and Treasurer to pay all bills during the summer recess if the lodge is dark.
- If dark, have a good vacation; keep in touch with the Worshipful Master and the Chairman of the Sick and Visitation Committee. Report any illness or distress of any member to them.

## AUGUST

- Get everything ready for the start of Lodge meetings in September. Prepare a list of delinquent members per 81.08 of the WI Masonic Code. Download and



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follow the suspension process.

- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

### **SEPTEMBER**

- Send dues MORI notices for the ensuing year to all members.
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

### **OCTOBER**

- Send dues cards to members as they remit their dues, in advance, for the ensuing year. Follow the Suspension Process
- ~~Applications for Perpetual Membership for the current year must be sent in to the Grand Lodge Office prior to December 31<sup>st</sup>.~~ **(PMP SUSPENDED BY EDICT JANUARY 1, 2017)**
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

### **NOVEMBER**

1. Notify all members of the election of Officers and of the Installation of those officers, which must be held on or before the Festival of St. John the Evangelist, December 27th. (See Regulations for Lodges, 59.03). The Secretary should confer with the newly elected Worshipful Master in regard to the date.
2. Reconcile the preliminary Annual Membership Report and the Recapitulation Report of your lodge that is sent from the Grand Lodge office. You will have approximately six weeks to make any additions or corrections. All changes must be made by December 31st. The final Recapitulation Report will be mailed to you mid January.
3. Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.

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## ***DECEMBER***

- Installation of Officers for the ensuing year must be held on or before the Festival of St. John the Evangelist December 27<sup>th</sup> (see Regulations for Lodges, 59.03).
- Report to the Worshipful Master and Chairman of the Sick and Visitation Committee, the illness of any member that may be reported to you.
- Complete and file the MORI Certificate of Election for all officers **as soon as they are elected. This is critical to make sure material is sent to the new Secretary if there is a change.**

**TAKE A DAY OFF TO RELAX  
HAPPY NEW YEAR**

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## LODGE MINUTES

The secretary's minutes are one of the very important records of the lodge. They are the account of what transpired within the tiled communications. **THEY ARE THE HISTORY OF THE LODGE.** Great care should be exercised in the writing of the minutes to be sure that the correct history of the lodge is functioning at that time. Well-written and orderly minutes are the best proof that the lodge is in good hands. Many members will agree that well-written minutes are a pleasure to hear and read, whereas poorly written minutes seem to be a bore to everyone. The secretary should always remember that he is writing history, and any history to be interesting must be well written. Add a little color to your minutes and see how the members on the sidelines appreciate them.

There are some very old and well-established rules and uses in Masonry and some of them apply to the writing of minutes. Here are a few that will aid the secretary in writing his minutes:

- The minutes of a lodge, after approval, cannot be altered or expunged. Should errors be found in the minutes, after they were approved, they are to be corrected upon the minutes of a subsequent communication. See the Wisconsin Masonic Code, Regulations for Lodges, 52.06.
- All constituent lodge communications are always opened and closed in **DUE FORM.**
- If the Most Worshipful Grand Master opens and/or closes a lodge, either Grand Lodge or a constituent lodge, it is always done **IN DUE AND AMPLE FORM.**
- Minutes must be signed by the Worshipful Master and Secretary.

The order of business used in the minutes of a lodge may vary from year to year. The Worshipful Master has the authority to establish any order of business that he desires. See Wisconsin Masonic Code, Regulations for Lodges, 56.06. The wise secretary will write his minutes in the same order as the Worshipful Master conducts the communication. If this method is followed, future generations will note that various Worshipful Masters conducted the business of the lodge in different manners.

An excellent way to prepare and manage minutes is through the use of a Consent Agenda. This will allow you manage routine items and keep the meeting moving along so that more time can be devoted to fellowship or Masonic education.

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## CONSENT AGENDA

A Consent Agenda is a meeting practice which packages routine committee reports, meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item.

This type of agenda normally contains:

1. Typical agenda items that do not require action from the Lodge:
2. Minutes from previous communications
3. Communications that do not require action (i.e. Trestleboards, etc.).
4. Bills and Treasurer reports.
5. Trustee and Committee reports
6. Dates of future meetings and events

The Consent Agenda can be used to:

1. **Collect the items and list them on the meeting agenda.**
2. **Provide copies of each item to the Members prior to the meeting.**
3. **Worshipful Master highlights items on the Consent Agenda.**
4. **Any member can have an item removed from the consent agenda.**
5. **Accept all items with a single motion and vote.**

As a general rule of thumb, if the Lodge does not need to discuss it, it can go on the Consent Agenda.

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An following is an example of the agenda.



## Your Lodge # 1

357 Masonic Staircase Way  
King Solomon Drive  
Zeredatha, Wisconsin 35700

### **Stated Meeting Agenda**

October 15, 2015

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#### **Opening**

#### **Pledge of Allegiance to the Flag**

#### **Reception of Guests and Grand Lodge Officers**

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#### **Consent Agenda**

- Minutes of Stated and Special communications
  - Correspondence requiring no action
  - Bills
  - Financial Reports
  - Committee reports
  - Dates of future meetings
  - Dates of future events
- 

#### **Approval of the Consent Agenda**

#### **Sickness and Distress**

#### **Petitions and Balloting**

#### **Old Business**

#### **New Business**

#### **Masonic Education**

#### **Closing**

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## PETITION INTERVIEW FORMS

The forms for each member of the Committee of Three (Interviewing Committee) to be completed AFTER each has interviewed the petitioner are in a packet consisting of four pages. The Interview forms are found on the Grand Lodge Website. Care should be taken to assure that each member receives a different set of interview questions. The distribution is as follows:

1. Each member of the committee of Three will be sent ONE page of the questionnaire. The fourth will be retained by the Lodge Secretary and given to the chairman of the Master's Committee (if your lodge has one) to be used when that committee interviews the petitioner.

When a petition has been received by a lodge and the Worshipful Master has appointed a Committee of Three, the Secretary of the lodge will then prepare each page of the interview packet by entering the following data relative to the petitioner.

1. Full name
2. Date of birth
3. Place of birth
4. Age
5. Residence, house number, street name, city and zip code
6. Name of employer
7. Names of two Brothers who recommended the petitioner.

The Secretary of the lodge will send to each member of the Committee of Three the correct interview forms, a copy of the Grand Lodge Clearance Report as well as a copy of the petition.

The secretary of the lodge will also notify the Chairman of the Master's Committee of the pending petition in order that the chairman may call a meeting of that committee.

*See samples of forms in appendices*

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## **PROCEDURE FOR Membership Transfers and Plural Memberships.**

*REV: ~ January 2017*

### **SCOPE:**

The following outline is provided to help you properly follow the procedure to efficiently add a Transfer of Membership, Plural Membership or change a Plural Membership to Primary membership.

### **CODE DEFINATIONS**

*Chapter 82 & 83 of the WI Masonic Code*

**82.01 Transfer of Membership.** A certificate of transfer shall be granted to a Master Mason, Entered Apprentice or Fellowcraft (excepting the Worshipful Master or Wardens) only upon his election to membership in another lodge of this Grand Jurisdiction or a lodge of another Grand Jurisdiction recognized by the Grand Lodge of Wisconsin. The application for transfer shall be in writing on forms provided by the Grand Lodge, signed by the applicant and the secretary of the admitting lodge.

A petition for transfer of membership to a Wisconsin lodge shall not be accepted in the year of receipt if it has been received by the Secretary of the lodge to which transfer is requested under the following circumstances:

- 1) In the case of a petition to transfer from a lodge in another Jurisdiction to a Wisconsin lodge, after November first, or,
- 2) In the case of a petition to transfer from a Wisconsin lodge to another Wisconsin lodge which is closed during the months of January and February, after November first, or
- 3) In all other cases, after December first.

**82.02 Who May Transfer.** A Master Mason, Fellowcraft or Entered Apprentice in good standing with no charges pending against him and not delinquent in dues may transfer. A Trustee may transfer. An officer of the lodge, other than the Worshipful Master or Wardens, may transfer membership only if he has permanently moved from the jurisdiction of the lodge, as defined in Chapter 78.

**82.03 Who May Not Transfer,** A Worshipful Master or Wardens of a lodge may not transfer. An insane or mentally incompetent member or one who has been suspended or expelled may not be granted a transfer

**82.04 When Transfer Certificate Granted.** A membership Transfer Certificate shall be granted by order of the Worshipful Master immediately upon a receipt of the membership transfer request, providing the member requesting the membership transfer is not delinquent in dues or assessments and is in good standing and there are no charges pending against him

**83.01 Affiliation by Transfer of Membership.** A Master Mason, Fellowcraft or Entered Apprentice of a lodge recognized by the Grand Lodge of Wisconsin may petition for transfer of membership to a lodge in this jurisdiction.

**83.02 Plural Membership.** A Master Mason of a Wisconsin lodge or one recognized

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by this jurisdiction which allows its members to hold plural (dual) membership may petition for affiliation as a plural member in a lodge or lodges in this jurisdiction.  
Revised 1992

**83.03 No Residential Requirement.** A lodge may receive a petition for transfer or plural membership from a Master Mason whether or not the applicant is a resident of its jurisdiction, and, if a resident, regardless of the period of such residence.

**83.04 Contents of Petition.** Petitions for transfer or plural membership shall be signed by the applicant upon forms provided by the Grand Lodge. They shall be recommended and signed by at least two members of the lodge to which the same is presented.

**83.05 Evidence Required Before Action.** A petition for transfer or plural membership may be received but shall not be acted upon until due evidence is furnished that the petitioner is a Master Mason, Fellowcraft or Entered Apprentice in good standing in a regular lodge duly recognized by the Grand Lodge. Such evidence may consist of a current dues card or a valid Grand Lodge demit or Certificate of Recognition.

**83.06 Demit or Resignation from Lodges Not Recognized.** A lodge cannot receive a petition for transfer or plural membership from a person who presents a demit or resignation from a lodge under the jurisdiction of a Grand Lodge which this Grand Lodge does not recognize. Such a person can petition only as a non-Mason.

**83.07 Investigating Committee.** Upon receiving a petition for transfer or a plural membership the Master may appoint a committee for investigation and report.

**83.08 Objection Not Allowed.** An objection to transfer or plural membership shall not be entertained.

**83.09 Petition May Be Withdrawn.** A petition for transfer or plural membership may be withdrawn at any time before a ballot is had thereon.

**83.10 Re-Petition at Any Time.** If a petition for transfer or plural membership shall be denied, another one may be made to the same or to any other lodge at any time.

**83.11 Fees for Transfer or Affiliations.** No fee shall be charged for transferring by current dues card, by demit from another jurisdiction, a Grand Lodge demit or affiliating as a plural member.

**83.12 When Petition Balloted Upon.** A petition for transfer or plural membership shall be balloted on only at a Stated communication subsequent to the one at which it is presented.

**83.13 Petition Shall Be Balloted On.** A petition for transfer or plural membership shall be balloted upon if not withdrawn, if the report of the investigating committee is favorable or otherwise.

**83.14 Ballot Secret.** The ballot upon a petitioner for transfer or plural membership shall be secret and to elect shall be three-fourths clear.



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### PROCEDURE:

#### **Transfer of Primary Membership from a Wisconsin Lodge to a Wisconsin Lodge**

1. The member shall petition the Lodge of his choice using his current years dues card as his evidence of 'Good Standing' and completing the MultiPurpose Petition dated 1/2017 for Transfer of Membership.
2. Select Transfer of Primary Membership, complete and sign the top section of the form.
3. Two recommendations are required by lodge members and they must be completed and signed.
4. The Petition shall be received at a Stated Communication and balloted upon at a subsequent Stated Communication. A copy of a current dues card must accompany the completed Petition for Transfer
5. Upon a successful ballot for membership the Notice of Election & Petitioners Request must be completed, properly signed and sent to the Grand Secretary along with the copy of the current dues card.
6. The Grand Lodge Office will update MORI and close the loop on the Transfer.
7. Please read and review Chapter 82.01 of the Code that covers Transfer date deadlines.

#### **Transfer of Primary Membership from a Out-of-State Lodge to a Wisconsin Lodge**

1. The member shall petition the Lodge of his choice using his current years dues card or valid demit as his evidence of 'Good Standing' and completing the MultiPurpose Petition dated 1/2017 for Transfer of Membership.
2. Select Transfer of Primary Membership, complete and sign the top section of the form.
3. Two recommendations are required by lodge members and they must be completed and signed.
4. The Petition shall be received at a Stated Communication and balloted upon at a subsequent Stated Communication. A copy of a current dues card or valid demit must accompany the completed Petition for Transfer
5. Upon a successful ballot for membership the Notice of Election & Petitioners Request must be completed, properly signed and sent to the Grand Secretary along with the copy of the current dues card or valid demit.
6. In all cases of out-of-state transfers the Grand Lodge Office will contact the other Jurisdiction to request Masonic Status and copies of the members Masonic record. *Please be advised that this process can take a considerable length of time depending on the Jurisdiction and their particular procedures.*
7. The Grand Lodge Office will update MORI and close the loop on the Transfer.

NOTE: An out-of-state member who wishes to Plural a Wisconsin lodge is handled via the process listed above. The First Wisconsin Membership is always a Primary

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Membership that includes Per Capita Tax.

In no cases should the lodge attempt to contact the other Jurisdiction directly. Please read and review Chapter 82.01 of the Code that covers Transfer date deadlines

### **Creation of a Plural Membership**

1. The member shall petition the Lodge of his choice using his current years dues card as his evidence of 'Good Standing' and completing the MultiPurpose Petition dated 1/2017 for Creation of Plural Membership.
2. Select Creation of Plural Membership, complete and sign the top section of the form.
3. Two recommendations are required by lodge members and they must be completed and signed.
4. The Petition shall be received at a Stated Communication and balloted upon at a subsequent Stated Communication. A copy of a current dues card must accompany the completed Petition for Plural Membership.
5. Upon a successful ballot for membership the Notice of Election & Petitioners Request must be completed, properly signed and sent to the Grand Secretary along with the copy of the current dues card.
6. The Grand Lodge Office will update MORI and close the loop on the Transfer.
7. Please read and review Chapter 82.01 of the Code that covers Transfer date deadlines.

### **Converting a Plural Membership to a Primary Membership**

1. The member must already be a Plural member of the lodge he is requesting to make a permanent transfer to.
2. Prior to December 1<sup>st</sup> of any year the member must complete the Request to Transfer a Primary membership to a Plural Lodge.
3. Send the completed form to the Grand Lodge office to make the Transfer in MORI. They will also notify your former Primary lodge of the termination of membership.

### **Transfer of Primary Membership to an Out-of-State Lodge**

1. In all cases the WI member will need to petition a lodge of his choice in another Jurisdiction.
2. You will need a current years dues card.
3. Follow the procedure for the Jurisdiction you are petitioning in. That Grand Lodge Office will be in contact with the WI Grand Lodge to request a Certificate of Good Standing.

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### **Send completed Petitions to:**

Grand Masonic Center  
Attention: Grand Secretary  
36275 Sunset Drive  
Dousman, WI 53118

or via email to:

petitions@wisc-freemasonry.org

### END PROCEDURE

### FORMS

Transfer Form 1.6~1/2017

Plural to Primary Form 1.2~1/2017

Certificate of Plural Membership Termination 1.1~1/2017

### **RESIGNATIONS AND REINSTATEMENT**

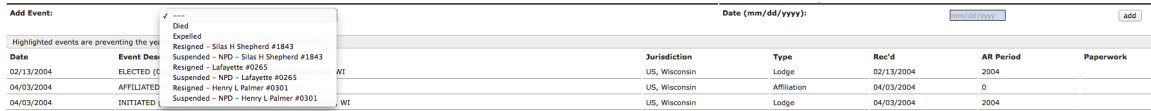
**Resignation from the Fraternity is outlined in Section 82.08 of the Wisconsin Masonic Code:**

#### **82.08 Resignation from Fraternity and Reinstatement.**

1. An Entered Apprentice, Fellowcraft or Master Mason may resign from the fraternity. A letter of resignation received by the Secretary of his lodge shall be sufficient to terminate his status as a Mason provided he is clear on the books and free of charges. Upon receipt of a letter of resignation, the Secretary shall so inform the lodge at its next regular communication and enter the fact in the minutes of the meeting.
2. Except as provided in (c), a resigned Mason may petition any Wisconsin lodge for cancellation of his resignation and for restoration to his former status as a Mason. The petition for restoration shall be accompanied with a restoration fee of Five Dollars. The procedure shall then be the same as a petition for transfer or plural membership. If elected he is restored to the status of a Mason in good standing.
3. A Mason who resigns after the close of the 1992 annual communication of the Grand Lodge and who is convicted of a felony or a sexual assault misdemeanor (either before or after such resignation) shall only be restored to membership upon petition to the Grand Lodge and restoration to membership by the Grand Lodge pursuant to Section 109.04 of the Masonic Code.

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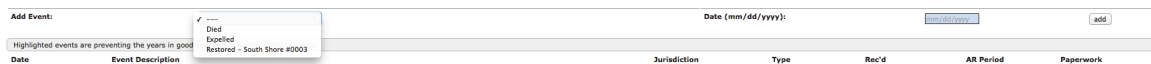
A resignation does not require a vote in lodge, if a Brother is 'Clear' on the books it is his right to request one. A Brother who resigns is entitled to a Certificate of Resignation that has been signed and sealed by the Secretary and Worshipful Master of his Lodge. The Secretary should update the Event File in MORI to indicate the date of resignation. See the MORI sample below:



The screenshot shows a web interface for MORI. On the left, there is a dropdown menu for 'Add Event:' with options: 'Died', 'Expelled', 'Resigned - Silas H Shepherd #1843', 'Suspended - NPD - Silas H Shepherd #1843', 'Resigned - Lafayette #0265', 'Suspended - NPD - Lafayette #0265', 'Resigned - Henry L Palmer #0301', and 'Suspended - NPD - Henry L Palmer #0301'. Below the dropdown is a table with columns: Date, Event Description, Jurisdiction, Type, Rec'd, AR Period, and Paperwork.

Date	Event Description	Jurisdiction	Type	Rec'd	AR Period	Paperwork
02/13/2004	ELECTED (C)	US, Wisconsin	Lodge	02/13/2004	2004	
04/03/2004	AFFILIATED	US, Wisconsin	Affiliation	04/03/2004	0	
04/03/2004	INITIATED	US, Wisconsin	Lodge	04/03/2004	2004	

Since MORI is Code driven it will only allow you manage events that conform to Code, therefore in the case of a reinstatement the event file would look like this:



The screenshot shows a web interface for MORI. On the left, there is a dropdown menu for 'Add Event:' with options: 'Died', 'Expelled', and 'Restored - South Shore #0003'. Below the dropdown is a table with columns: Date, Event Description, Jurisdiction, Type, Rec'd, AR Period, and Paperwork.

Date	Event Description	Jurisdiction	Type	Rec'd	AR Period	Paperwork
	Restored - South Shore #0003					

A sample form is provided in the appendices.

## EXAMINATION IN THE MASTER MASON DEGREE

Examination in the Master Mason Degree is covered in Section 74.02 of the Wisconsin Masonic Code:

**74.02 Examination in the Master Mason Degree Mandatory.** All Master Masons shall demonstrate proficiency by passing an examination in open lodge on the posting lesson as defined by the Grand Lodge for the Master Mason Degree to the satisfaction of the Master. It shall be the duty of the Master upon conferring of the Master Mason Degree to inform the Brother of this regulation and advise him as to how instruction in such posting lesson may be obtained. Upon passing such an examination he shall be entitled to receive a certificate of proficiency in testimony thereof with the seal of the lodge thereto affixed and signed by the Master and Secretary of his lodge. No Master Mason raised after June 5, 2016, shall petition any organization which predicates its membership on being a Master Mason, or shall be eligible to serve as an elected lodge officer, unless he has first demonstrated proficiency in the Master Mason Degree by passing an examination in open lodge.

To update the members MORI file go the Other Info page > click edit > Add Award and select from the dropdown menu.

# LODGE SECRETARY HANDBOOK

## US, Wisconsin - Add Member Award

Use this form to add a member award.

**Award:**

- ✓ 25 year Service Award
- 50 Year Service Award
- 60 Year Service Award
- Ashlar Award
- Daniel Carter Beard Scouting Award
- Emeritus Proficiency Card
- Grand Master Certificate of Appreciation
- Grand Master's Meritorious Masonic Service Award
- Honorary Past Master
- Lodge Mason of the Year
- Lodge Secretary Training
- Masonic Code Correspondence Course
- Masonic Education Correspondence Course
- Masonic Service Award
- Master Mason Examination Card
- MORI Training
- MORI Training Certificate
- PMP
- Proficiency Card – Esoteric Work
- Ritual Card – EA Degree
- Ritualist Card – Emeritus
- Ritualist Card – FC Degree
- Ritualist Card – MM Degree
- Ritualist Card – PL Posting Lectures
- WISCONSIN MASONIC COLLEGE LEADERSHIP CERTIFICATE

Set Award Type

Issue the Brother his Certificate of Examination Card – See Appendices for sample.

## RECORDING EXAMINATION DATES

Examination dates for the Entered Apprentice, Fellowcraft and Master Mason Posting Exams can be entered in MORI in the 'Other Info' screen of the member record. In the 'Other Info' screen click on 'Edit' the drop down to the Education section, a dropdown window will offer the following options. Just follow the prompts to complete the entry.

## Unity #0367 - Add Education

Use this form to enter an Education record for a member.

**Course:**

**Date Started:**

**Date Completed:**

- ✓ Master Mason Proficiency Examination
- Entered Apprentice Posting Examination
- Fellow Craft Posting Examination

add

## GRAND LODGE DIRECTORY (ROSTER)

## LODGE SECRETARY HANDBOOK

MORI offers every person with access the ability to print or save to desktop the Grand Lodge Roster. The directory/Roster includes all Wisconsin Constituent Lodge information, including contact information for the principal officers; all Grand Lodge Officer contact information; all Grand Lodge Committees and who is on them; All Boards; and Appendant Body information. The file is dynamic so it changes whenever any updates are made.

Access is found by clicking on the Grand Lodge tab.

Jnity #0367 - Download Roster

The Grand Lodge Roster PDF is over 350k in size. Depending on the speed of your Internet connection, it can take from 30 seconds to 5 minutes to download. Click 'download roster' to retrieve the file.

[download roster](#)

# LODGE SECRETARY HANDBOOK

## SERVICE AWARDS

The Grand Lodge F&AM of WI provides the following Service Awards.

- 25 Years – Includes a Pin & Certificate
- 50 Years – Includes a Pin & Certificate
- 60 Years – Includes a Pin & Certificate
- > 60 – A certificate acknowledging the years of service will be provided.

The following is a copy of the report generated by MORI indicating Service dates for the upcoming year. The report breaks years of service into 5-year increments, however; only the YGS awards above have Pins & Certificates available. This report will be sent to you in January of each year for planning purposes and to help you order awards.

### Salem #0125 All Service Awards (2015)

Member	Raised	Year
M055155 CURTIS G. BALTZ	03/23/1975	40
M060940 PHILIP J. GULLICKSON	04/17/1985	30
M060318 ERRIN P. GIESLER	02/05/1994	15
M060317 CHRISTOPHER R. GIESLER	02/05/1994	15
M078446 KEITH E. WILLIAMS	06/01/2005	10
M102346 DAVID M. O'NEILL	03/17/2010	5
M102122 PETER J. ENGEN	03/11/2010	5

Lodge Summary	
Year	Members
5	2
10	1
15	2
30	1
40	1

# LODGE SECRETARY HANDBOOK

## **FORMS & CERTIFICATES**

The following forms and procedures are available on the Grand Lodge website:

### **PROCEDURES**

- New Petition Process
- Procedure for the suspension of members NPD
- Procedure for the purchase of a lodge building
- Procedure for the sale of a lodge building
- Procedure for the consolidation of lodges
- Procedure for Transfer and Plural members
- Procedure for Annual financial statements
- Social Media Code of Conduct

### **FORMS**

- 
- Financial Statement gross receipts <\$50,000
- Financial Statements gross receipts >\$50,000
- Consolidated Transfer form
- 501(c)(10) IRS Determination Letter
- Certificate of Plural Membership Termination
- Certificate of Resignation
- Renunciation Statement
- NPD Form 81
- Request for Dispensation
- Request for a Masonic Funeral
- Sarbanes-Oxley Form
- Indemnification and Hold Harmless Agreement
- Petition Interview Report
  - Report 1
  - Report 2
  - Report 3

### **Certificates & Cards** (available from the Grand Lodge Office)

- Past Master Certificate & Card
- Certificate of Membership
- Certificate of Completion of Master Mason Examination
- Service Award Cards w/Certificates
- Ritual & Proficiency Cards – Issued by the Grand Lecturer



# LODGE SECRETARY HANDBOOK

## CONTACT INFORMATION

### **Grand Lodge of Wisconsin**

36275 Sunset Drive  
Dousman, WI 53118

262-965-2200 – Office  
262-965-4211 – Fax

Mrs. Cheryl Martin – Membership Support, Awards  
[cheryl@wisc-freemasonry.org](mailto:cheryl@wisc-freemasonry.org)

Extension 800

- Petition Clearance
- Service Awards
- Grand Lodge Officer Supplies
- Certificates

Miss. Erika Miller – Membership Support, Registry  
[erika@wisc-freemasonry.org](mailto:erika@wisc-freemasonry.org)

Extension 831

- Registry
- Dues Cards
- Scholarships & Matching Grants
- Affiliations/Transfers/Plurals
- Annual Recapitulation Reports
- Historical membership requests

Mrs. Alicia Darr – Membership Support, Bookkeeping  
[alicia@wisc-freemasonry.org](mailto:alicia@wisc-freemasonry.org)

Extension 804

- Annual Financial Statements
- Accounts Payable & Receivable
- Perpetual Membership Plan (PMP) - Questions
- General accounting questions.
- Historical membership requests

Michael A. DeWolf, PGM – Grand Secretary

Extension 801

[grandsecretary@wisc-freemasonry.org](mailto:grandsecretary@wisc-freemasonry.org)

Petition Clearance

[petitions@wisc-freemasonry.org](mailto:petitions@wisc-freemasonry.org)

## LODGE SECRETARY HANDBOOK

### **Wisconsin Masonic Journal**

Rich Rygh – Editor

[wmjeditor@wisc-freemasonry.org](mailto:wmjeditor@wisc-freemasonry.org)

### **Grand Lodge Insurance – Property & Casualty, Liability, D&O**

Mr. Jesse Furrer

Spectrum Insurance

715-355-4900 Extension 5061

[Jesse.Furrer@spectruminsgroup.com](mailto:Jesse.Furrer@spectruminsgroup.com)

# APPENDICIES

# LODGE SECRETARY HANDBOOK

## CONTENTS

- 501(C)(10) DETERMINATION LETTER
- CERTIFICATE OF RESIGNATION
- RENUNCIATION STATEMENT
- CONSOLIDATED TRANSFER FORM
- NPD FORM 81.00
- REQUEST FOR DISPENSATION
- REQUEST FOR MASONIC FUNERAL
- PROCEDURE FOR PURCHASE OF A LODGE BUILDING
- PROCEDURE FOR SALE OF A LODGE BUILDING
- PROCEDURE FOR CONSOLIDATION OF LODGES
- PROCEDURE FOR SUSPENSION OF MEMBERS FOR NPD
- INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
- PETITION INTERVIEW REPORT 1
- PETITION INTERVIEW REPORT 2
- PETITION INTERVIEW REPORT 3
- SAMPLE PRELIMINARY RECAPITULATION REPORT
- PAST MASTER CERTIFICATE & CARD
- CERTIFICATE OF MEMBERSHIP
- CERTIFICATE OF GOOD STANDING
- CERTIFICATE OF MASTER MASON EXAMINATION
- SERVICE AWARD CARDS
- PROFICIENCY CARDS ISSUED BY GRAND LECTURER
- SAMPLE IPS STATEMENT
- SAMPLE TRUSTEE REPORT
- SAMPLE TREASURERS REPORT
- SAMPLE LETTER TO EA PRIOR TO 1<sup>ST</sup> DEGREE
- SAMPLE LETTER TO NEW EA
- SAMPLE LETTER TO THE WIFE OF A NEW EA
- SAMPLE LETTER TO NEW FC
- SAMPLE LETTER TO NEW MM

Department of the Treasury

**Internal Revenue Service**  
Washington, DC 20224

Date: **MAR 29 1973** | In reply refer to: **T:MS:EO:R:2**

Grand Lodge Free and Accepted  
Masons of Wisconsin  
1123 North Astor Street  
Milwaukee, Wisconsin 53202



EIN 39-115-2400 KD 41

Gentlemen:

This refers to a letter dated November 8, 1972, from Mr. Robert J. Quinlan, in which a request was made that the ruling addressed to you on January 8, 1954, be modified to show that you and your subordinate lodges in Wisconsin are recognized to be exempt from Federal income tax under section 501(c)(10) of the Internal Revenue Code. The information in the case file shows that you do not pay life, sick, accident or other benefits to your members.

In our ruling dated January 8, 1954, it was held that you and your subordinate lodges appearing on the list submitted with your letter of December 18, 1953 are exempt from Federal income tax under the provisions of section 101(3) of the Internal Revenue Code of 1939, which corresponds to section 501(c)(8) of the 1954 Code.

Based on the information supplied we rule that you and your subordinate lodges named in the group exemption roster you submitted are recognized as being exempt from Federal income tax under section 501(c)(10) of the Internal Revenue Code.

If the gross receipts annually are normally more than \$5,000 for you and each of your exempt subordinate lodges, you and they are required to file Form 990, Return of Organization Exempt From Federal Income Tax by the 15th day of the fifth month after the end of your and their annual accounting period, unless you include the subordinate units in a group return. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000 for failure to file a return on time.

1973

**CERTIFICATE OF RESIGNATION  
FROM A WISCONSIN LODGE**

**THIS IS TO CERTIFY THAT**

Brother \_\_\_\_\_

A member in Good Standing of \_\_\_\_\_ Lodge  
No. \_\_\_\_\_ F.&A.M. under the Jurisdiction of the Grand Lodge of Wisconsin,  
having discharged all indebtedness against him and being free from all charges,  
has resigned from membership in said Lodge, and has voluntarily relinquished all  
claim to any of the rights and benefits of Freemasonry.

**IN TESTIMONY WHEREOF**, this certificate is granted him, and the Worshipful  
Master and Secretary of the said Lodge have hereunto subscribed their names  
and affixed the Lodge Seal at \_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_ in the year 20 \_\_\_\_\_.

Signed \_\_\_\_\_  
(Worshipful Master)

ATTEST:

\_\_\_\_\_  
(Secretary)

## RENUNCIATION STATEMENT

To the Master, Wardens and Brethren of \_\_\_\_\_

Lodge No. \_\_\_\_\_ F.&A.M. of Wisconsin, Located at \_\_\_\_\_,  
WI.

I, the undersigned, having filed a petition for the degrees of Freemasonry in your lodge, do hereby declare.

On or about \_\_\_\_\_, I became a member of \_\_\_\_\_ Lodge  
No. \_\_\_\_\_ Located in the city of \_\_\_\_\_ and the  
State of \_\_\_\_\_,

it being a part of the association known as \_\_\_\_\_.

At the time I became a member of such lodge, I was unaware of the character of the lodge; was unaware that the lodge was not recognized by or in amity with the Conference of Grand Master of North America or the Grand Lodge of your state; and that such lodge was, therefore, considered clandestine.

I mistakenly believed that I would be a Master Mason with full rights and benefits to travel and visit other brother Masons; and to affiliate, if I so desired, with any other Masonic Lodge in North America.

As a Consequence of my ignorance, I did unwittingly connect myself with such lodge and did receive the degrees.

Upon expressing my interest in affiliating with your lodge, I was made aware of my ignorance.

Having been brought to light, I do now declare, of my own free will and accord, that I renounce all obligation, allegiance and membership in the aforesaid lodge and association; and vow and declare that I will not in any manner, directly or indirectly, have or hold any intercourse or affiliation with the aforesaid lodge and association.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Signed in the presence of:

\_\_\_\_\_ Lodge No. \_\_\_\_\_ Member No. \_\_\_\_\_  
(Name)

\_\_\_\_\_ Lodge No. \_\_\_\_\_ Member No. \_\_\_\_\_  
(Name)

## GRAND LODGE F.&A.M. of WISCONSIN PETITION FOR TRANSFER OF MEMBERSHIP

- TRANSFER OF PRIMARY MEMBERSHIP       TRANSFER OF PRIMARY TO PLURAL  
 CREATION OF PLURAL MEMBERSHIP      DATE \_\_\_\_\_

To the Worshipful Master, Wardens & Brethren of \_\_\_\_\_ Lodge No. \_\_\_\_\_

I \_\_\_\_\_ fraternally represent that I am a Master Mason (E.A or F.C.)  
(Please Print Name)  
 now or late a member of \_\_\_\_\_ Lodge No. \_\_\_\_\_ Located at \_\_\_\_\_

State of \_\_\_\_\_, that I am desirous of becoming a member of your Lodge and, if elected, will cheerfully conform to the by-laws of the lodge and the laws of the Grand Lodge F. & A.M. of Wisconsin.

Signed \_\_\_\_\_ Member Number M \_\_\_\_\_

**Recommended by:**

Signature	Print Name	Lodge No.	Member No.
			M _____
			M _____

*A copy of a current dues card must accompany this petition. If this is a Transfer in from another Jurisdiction our office will request a Certificate of Good Standing from the originating Jurisdiction.*

**ALL OUT-OF-STATE TRANFEREES MUST PROVIDE THE FOLLOWING:**

Address: \_\_\_\_\_  
Street                      City                      State                      Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date of Birth \_\_\_\_\_

City & State of Birth \_\_\_\_\_

Date(s) of E.A.° \_\_\_\_\_ F.C.° \_\_\_\_\_ M.M.° \_\_\_\_\_

**NOTICE OF ELECTION & PETITIONER REQUEST**

To the Worshipful Master, Wardens & Brethren of \_\_\_\_\_ Lodge No. \_\_\_\_\_  
 located at \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Your worthy Brother has petitioned our lodge for (See Above). His petition was granted on \_\_\_\_\_

Signed \_\_\_\_\_ Secretary \_\_\_\_\_  
Lodge Name – Number – State

I fraternally represent that I am a member of the Lodge named above and respectfully request my prayer be granted.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**REQUEST TO CHANGE A PLURAL LODGE TO A PRIMARY LODGE**

Date: \_\_\_\_\_

To the Worshipful Master, Wardens and Brethren of \_\_\_\_\_

Lodge No. \_\_\_\_\_.

I \_\_\_\_\_ fraternally represent that I am a Master  
(Please Print)

Mason now or late a Primary member of \_\_\_\_\_

Lodge No. \_\_\_\_\_ Located at \_\_\_\_\_,

and that I am desirous of transferring my Primary lodge membership to your lodge of which I am already a Plural member.

Signed \_\_\_\_\_

Member Number M \_\_\_\_\_

**REQUEUST FOR TRANSFER OF PRIMARY MEMBERSHIP**

To the Worshipful Master, Wardens and Brethren of \_\_\_\_\_

Lodge No. \_\_\_\_\_, located at \_\_\_\_\_

I \_\_\_\_\_ fraternally represent that I am a member of  
(Please Print)

the above named lodge; that I am desirous of terminating my membership therein.

I respectfully request that a Transfer Certificate and resignation be granted on

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signed \_\_\_\_\_

Attest, Plural Lodge Secretary \_\_\_\_\_

**CERTIFICATE OF PLURAL MEMBERSHIP  
TERMINATION**

Date \_\_\_\_\_

This is to certify that \_\_\_\_\_  
who is a Plural member in Good Standing of \_\_\_\_\_  
Lodge No. \_\_\_\_\_, F.&A.M., under the jurisdiction of the Grand Lodge  
of Wisconsin, having discharged all indebtedness against him and being free  
from all Charges, has resigned from Plural membership in said Lodge. In  
testimony whereof, this certificate is granted him, and the Worshipful Master and  
Secretary of the said Lodge have hereunto subscribed their names and affixed  
the Lodge Seal at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
in the year \_\_\_\_\_.

Signed \_\_\_\_\_  
(Worshipful Master)

Attest:

\_\_\_\_\_  
(Secretary)

# REQUEST FOR DISPENSATION

## Definition

1. A *Dispensation* is a written permission granted by the Grand Master for lodge action not allowed by the Wisconsin Masonic Code and/or the lodge by-laws. It must be attached to the Secretary's minutes of the meeting. Please allow 30 days for processing.
2. The notation "By Permission of the Grand Master" or "Pending Dispensation" shall appear in the lodge minutes or public notice where a dispensation is required.

TO: The M.:W.: \_\_\_\_\_, Grand Master of Masons in Wisconsin.

FROM: \_\_\_\_\_, Lodge No. \_\_\_\_\_ District No. \_\_\_\_\_

Address: \_\_\_\_\_, City: \_\_\_\_\_, Zip: \_\_\_\_\_

The Worshipful Master, Wardens and Brethren of the above named Lodge do hereby humbly request that the Grand Master Grant Dispensation from the following code section(s).

1. Chapter: \_\_\_\_\_, Section: \_\_\_\_\_
2. Chapter: \_\_\_\_\_, Section: \_\_\_\_\_
3. Chapter: \_\_\_\_\_, Section: \_\_\_\_\_
4. Chapter: \_\_\_\_\_, Section: \_\_\_\_\_

## REASON:

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, A.L. \_\_\_\_\_

Signed: \_\_\_\_\_  
(Worshipful Master)

## Attest:

\_\_\_\_\_  
(Secretary)

## Request for Masonic Funeral

**TO MY SURVIVORS** - Upon my death, please notify the following Masonic organizations of which I am a member.

(My lodge can be contacted by calling the current Secretary or the Grand Lodge of Wisconsin, F.&A.M., 1-262-965-2200).

Lodge Name: \_\_\_\_\_ Number: \_\_\_\_\_

Lodge Secretary: \_\_\_\_\_

Lodge Telephone No: \_\_\_\_\_

### Other Organizations I am a Member of:

- Scottish Rite – Valley of \_\_\_\_\_
- York Rite \_\_\_\_\_
- Shrine – Temple \_\_\_\_\_
- Order of Eastern Star \_\_\_\_\_
- Amaranth \_\_\_\_\_
- Red Cross of Constantine \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

I hereby request a Masonic Memorial Service: Yes \_\_\_\_\_ No \_\_\_\_\_

My Masonic Apron may be found at \_\_\_\_\_  
(Note: Your Apron should accompany you in cremation or burial)

My Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



## PROCEDURE FOR PURCHASE OF A LODGE BUILDING.

REV: ~ July 2013

### **SCOPE:**

The following outline is provided to help you properly follow the procedure for the purchase of a constituent lodge building. Please note that this covers only the purchase of buildings, you will need to refer to consolidation, merger and sale procedures if appropriate.

### **CODE DEFINITIONS**

#### Preamble of the WI Masonic Code

Whereas, the Grand Lodge Free and Accepted Masons of Wisconsin is an absolute sovereign body with inherent power to form a Constitution as its fundamental law and to enact laws for its own government and that of its constituent lodges, subject to the Ancient Landmarks of Freemasonry; Therefore, this Grand Lodge does hereby ordain, establish and promulgate this Constitution, and every Mason within this Grand Jurisdiction is obligated to obey and conform to the provisions thereof and the laws enacted pursuant thereto.

22.03 Specific Powers and Duties Pertaining to Constituent Lodges. The following is a list of the powers of the Grand Master, they are not limited to this:...*Eleventh:* The Grand Master shall approve a change in the name of a lodge before it shall become effective.

29.12 Committee on Temple Plans and Financing. It shall be the duty of the Committee on Temple Plans and Financing to prepare and maintain a book of plans, specifications and appropriate costs of Masonic Temples, to counsel lodges on costs, plans, requirements for building and financing and to make recommendations for approval or disapproval of such plans to the Grand Master

52.01 Charter. Each lodge excepting those under dispensation shall be held by virtue of a charter from the Grand Lodge, and shall not proceed to work until it shall have been regularly constituted and its officers installed.

52.07 Change of Name and Location. A lodge may change its name or location only by a resolution presented at a stated communication and adopted by a majority vote at a subsequent stated communication held not less than one month thereafter. Such change shall not become effective until after it shall have been approved by the Grand Master.

52.09 Location Defined. The location of a lodge is in the town, village or city named in its charter and it cannot remove or have its place of meeting elsewhere without consent of the Grand Lodge or the Grand Master.

52.10 Change of Meeting Place. A lodge may not change its place of meeting within the borders of the town, village or city in which it is located without a dispensation from the Grand Master; however, a lodge may be convened by the Worshipful Master, or his duly authorized deputy, at a special or emergent communication called at his pleasure to conduct Masonic memorial services for a deceased brother at a place selected by him.



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



## PROCEDURE FOR PURCHASE OF A LODGE BUILDING.

REV: ~ July 2013

**52.11 Grand Master Must Approve Plans.** A lodge shall not erect, purchase, lease, remodel, mortgage or sell a Masonic Temple, or any part or parcel thereof, nor obligate itself to do so without first submitting to the Grand Master for his approval definite plans therefor, conforming to state and local building codes, together with the proposed plan for financing the same, a statement of the financial condition of the lodge and adequate reasons to support the action for which approval is sought.

**52.12 Laying of the Corner or Foundation Stone.** The corner or foundation stone of all Masonic Temples or edifices hereafter constructed shall be laid with due and proper ceremonies. The laying of the corner or foundation stone in accordance with Masonic Rites can be performed only by the Grand Lodge, presided over by the Grand Master, in person, or by some Master Mason appointed by him for that purpose. A bronze plaque may be substituted for the corner or foundation stone, all as approved by the Grand Master.

**52.13 When Ceremonies Shall Be Performed.** These ceremonies shall be performed as soon as practicable in the progress of the construction. They shall not be performed if the walls of the edifice are erected or practically so, and an open space therein cannot be left for the laying of a corner or foundation stone after the building has been completed. In the event a lodge purchases an existing building to be converted into a Masonic Temple, a corner or foundation stone shall be laid in a cavity prepared in an exterior wall as soon as possible after remodeling has been commenced. If a bronze plaque is being substituted for the corner or foundation stone, it shall be installed as approved by the Grand Master.

**52.14 Time of Ceremonies.** Before definitely setting the date and hour for the ceremonies, the lodge or other organization must obtain the consent and approval of the Grand Master.

**52.15 Inscription on Corner or Foundation Stone.** The corner or foundation stone is usually placed in the northeast corner. It should be engraved with the date of laying of the cornerstone and the year of Masonry, the Grand Master's name, and such other inscription as the Grand Master shall have approved. If a bronze plaque is substituted, it shall be placed and engraved as approved by the Grand Master.

**52.16 Dedication of Masonic Temples.** All Masonic Temples or edifices hereafter constructed, or building acquired for that purpose, shall be dedicated with due and proper ceremonies. The ceremonies of dedication in accordance with Masonic Rites can be performed only by the Grand Lodge, presided over by the Grand Master or by some other Master Mason to whom he has delegated his authority.

**52.17 Time of Ceremonies.** Before definitely setting the date and hour for the ceremonies, the lodge or other organization must obtain the consent and approval of the Grand Master.

**60.05 Shall Have Supervision of Property.** It is hereby made the duty of the Trustees of lodges to exercise a general supervision over the property, both real and personal, including trust funds of

	<h2 style="margin: 0;">GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN</h2>	
<p><b>PROCEDURE FOR PURCHASE OF A LODGE BUILDING.</b> <i>REV: ~ July 2013</i></p>		

the lodge, unless otherwise provided by regulation of the lodge, to receive and hold the title thereto as Trustees, to execute all conveyances for and on behalf of the lodge, and to make contracts, leases and agreements in their names, as they may be authorized by the lodge or bylaw.

Provided, however, that the Trustees are required to secure the approval of the lodge before:

- 1) The purchasing, selling, leasing or mortgaging of any real property.
- 2) The purchasing, selling, investing, lending, borrowing or pledging of any personal property having a value of more than \$5,000.00.
- 3) Participating in litigation determining any rights of the lodge.

**PROCEDURE:**

- 1) Thirty (30) days prior to the stated communication when a motion to purchase/build a facility is anticipated. The WM and Secretary will make a request for dispensation to purchase a building/build in the form of a formal letter on lodge letterhead to the Grand Master. This letter should contain a long-range plan on how the lodge will maintain Freemasonry in the community, where they will meet temporarily and permanently, if applicable. Additionally, definite plans conforming to state and local building codes, together with the proposed plan for financing the same, a statement of the financial condition of the lodge and adequate reasons to support the action for which approval is sought. see §52.11. The Grand Master will immediately refer this request to the Temple Plans and Finance Committee for review and report.
- 2) 1<sup>st</sup> Stated Communication: Resolution to purchase/build a facility will be offered, if a second is received discussion may be held, however, the final vote will be held for a minimum of 30 days and until the Report of The Temple Plans and Finance Committee is received. The vote may then be taken at the next Stated Communication. A copy of the minutes signed by the WM and Sec will be included in the packet to the Grand Lodge. See §52.07
- 3) Notification to members: The Secretary of the lodge will notify all members in good standing of the vote to be held and the date and time of the meeting. The vehicle of notification is at their discretion as long as all members in good standing are notified. A copy of the notification will be included in the packet to the Grand Lodge.
- 4) 2<sup>nd</sup> Stated Communication: The WM will take up the motion to vote upon the purchase/build of a facility, he will present the Report of the Temple Plans and Finance Committee and allow for discussion on the topic prior to the vote. After the vote is taken the Secretary will record the outcome of the vote [Number for, and Number against], this will be included in the minutes and a copy of the signed minutes included in the packet to Grand Lodge.
- 5) All Offers to Purchase/build a facility will be contingent upon the approval of the Grand Master. This contingency must be included in the offer. The Lodge Trustees are



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR PURCHASE OF A  
LODGE BUILDING.**  
*REV: ~ July 2013*

- charged to execute all conveyances for and on behalf of the lodge. See §60.05
- 6) Title of Facility: The property will be Titled as follows; (Lodge Name)(Number) and The Grand Lodge F.&A.M. of Wisconsin as Joint Tenants.
  - 7) Prior to the day of Closing the lodge shall contact Spectrum Insurance at 715-5-355-4900 x 5061 and inform them of need to bind coverage for the purchase/construction of the new facility and where they will be meeting at subsequent communications.
  - 8) Upon the closing of the sale all Closing Documents along with a copy of the Check will be included in the packet to the Grand Lodge and sent by US Mail within 5 business days of the closing.
  - 9) Inform the Grand Lodge Office of the new meeting location address so that MORI may be updated. Inform Lodge membership of the new location.
  - 10) A Cornerstone or Plaque shall be constructed and laid with all due and proper Masonic Ceremonies. See §52.12 – §52.17 for instructions.

END PROCEDURE





# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR SALE OF  
A LODGE BUILDING.**  
*REV: ~ July 2013*

## SCOPE:

The following outline is provided to help you properly follow the procedure for the sale of a constituent lodge building. Please note that this covers only the sale of buildings, you will need to refer to consolidation, merger & purchase and/or construction procedures if appropriate.

## CODE DEFINITIONS

### Preamble of the WI Masonic Code

Whereas, the Grand Lodge Free and Accepted Masons of Wisconsin is an absolute sovereign body with inherent power to form a Constitution as its fundamental law and to enact laws for its own government and that of its constituent lodges, subject to the Ancient Landmarks of Freemasonry; Therefore, this Grand Lodge does hereby ordain, establish and promulgate this Constitution, and every Mason within this Grand Jurisdiction is obligated to obey and conform to the provisions thereof and the laws enacted pursuant thereto.

52.01 Charter. Each lodge excepting those under dispensation shall be held by virtue of a charter from the Grand Lodge, and shall not proceed to work until it shall have been regularly constituted and its officers installed.

52.07 Change of Name and Location. A lodge may change its name or location only by a resolution presented at a stated communication and adopted by a majority vote at a subsequent stated communication held not less than one month thereafter. Such change shall not become effective until after it shall have been approved by the Grand Master.

52.09 Location Defined. The location of a lodge is in the town, village or city named in its charter and it cannot remove or have its place of meeting elsewhere without consent of the Grand Lodge or the Grand Master.

52.10 Change of Meeting Place. A lodge may not change its place of meeting within the borders of the town, village or city in which it is located without a dispensation from the Grand Master; however, a lodge may be convened by the Worshipful Master, or his duly authorized deputy, at a special or emergent communication called at his pleasure to conduct Masonic memorial services for a deceased brother at a place selected by him.

52.11 Grand Master Must Approve Plans. A lodge shall not erect, purchase, lease, remodel, mortgage or sell a Masonic Temple, or any part or parcel thereof, nor obligate itself to do so without first submitting to the Grand Master for his approval definite plans therefor, conforming to state and local building codes, together with the proposed plan for financing the same, a statement of the financial condition of the lodge and adequate reasons to support the action for which approval is sought.

60.05 Shall Have Supervision of Property. It is hereby made the duty of the Trustees of lodges to exercise a general supervision over the property, both real and personal, including trust funds of the lodge, unless otherwise provided by regulation of the lodge, to receive and hold the title thereto as Trustees, to execute all conveyances for and on behalf of the lodge, and to make



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



## PROCEDURE FOR SALE OF A LODGE BUILDING.

*REV: ~ July 2013*

contracts, leases and agreements in their names, as they may be authorized by the lodge or bylaw.

Provided, however, that the Trustees are required to secure the approval of the lodge before:

- 1) The purchasing, selling, leasing or mortgaging of any real property.
- 2) The purchasing, selling, investing, lending, borrowing or pledging of any personal property having a value of more than \$5,000.00.
- 3) Participating in litigation determining any rights of the lodge.

### PROCEDURE:

- 1) Two (2) weeks prior to the stated communication when a motion to sell the lodge building is anticipated. The WM and Secretary will make a request for dispensation to sell the building in the form of a formal letter on lodge letterhead to the Grand Master. This letter should contain a long-range plan on how the lodge will maintain Freemasonry in the community, where they will meet temporarily or permanently, see §52.11
- 2) 1<sup>st</sup> Stated Communication: Resolution to sell the building will be offered, if a second is received discussion may be held, however, the vote will be held for a minimum of 30 days until the next Stated Communication. A copy of the minutes signed by the WM and Sec will be included in the packet to the Grand Lodge. See §52.07
- 3) Notification to members: The Secretary of the lodge will notify all members in good standing of the vote to be held and the date and time of the meeting. The vehicle of notification is at their discretion as long as all members in good standing are notified. A copy of the notification will be included in the packet to the Grand Lodge.
- 4) 2<sup>nd</sup> Stated Communication: The WM will take up the motion to vote upon the sale of the building, he will allow for discussion on the topic prior to the vote. After the vote is taken the Secretary will record the outcome of the vote [Number for, and Number against], this will be included in the minutes and a copy of the signed minutes included in the packet to Grand Lodge.
- 5) All Offers to Sell/Purchase the building will be contingent upon the approval of the Grand Master. This contingency must be included in the offer. The Lodge Trustees are charged to execute all conveyances for and on behalf of the lodge. See §60.05
- 6) Upon the closing of the sale all Closing Documents along with a copy of the Check will be included in the packet to the Grand Lodge and sent by US Mail within 5 business days of the closing.
- 7) On the day of Closing the lodge shall contact Spectrum Insurance at 715-5-355-4900 x 5061 and inform them of the sale of the building and where they will be meeting at subsequent communication.
- 8) Inform the Grand Lodge Office of the new meeting location address so that MORI may be updated. Inform Lodge membership of the new location.

END PROCEDURE



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR CONSOLIDATION  
OF LODGES.**  
*REV: ~ JANUARY 2017*

## **SCOPE:**

The following outline is provided to help you properly follow the procedure for the purchase of a constituent lodge building. Please note that this covers only the purchase of buildings, you will need to refer to consolidation, merger and sale procedures if appropriate.

## **CODE DEFINITIONS**

### *Preamble of the WI Masonic Code*

Whereas, the Grand Lodge Free and Accepted Masons of Wisconsin is an absolute sovereign body with inherent power to form a Constitution as its fundamental law and to enact laws for its own government and that of its constituent lodges, subject to the Ancient Landmarks of Freemasonry; Therefore, this Grand Lodge does hereby ordain, establish and promulgate this Constitution, and every Mason within this Grand Jurisdiction is obligated to obey and conform to the provisions thereof and the laws enacted pursuant thereto.

*22.03 Specific Powers and Duties Pertaining to Constituent Lodges.* The following is a list of the powers of the Grand Master, they are not limited to this:...*Eleventh:* The Grand Master shall approve a change in the name of a lodge before it shall become effective.

*29.04 Committee on Lodge Charters and Consolidations.* It shall be the duty of the Committee on Lodge Charters and Consolidations:

- a) To assist in the granting, consolidating or surrendering of charters.
- b) To examine the records of proceedings and of work done, and the by-laws of each lodge under dispensation.
- c) To make a report on the regularity of the work and proceedings; the correctness of the records and by-laws of lodges under dispensation; and if a charter is recommended, the name and number of the lodge, the locality in which it is established, and the names of the three principal officers.

To report all consolidations and charters surrendered.

*52.01 Charter.* Each lodge excepting those under dispensation shall be held by virtue of a charter from the Grand Lodge, and shall not proceed to work until it shall have been regularly constituted and its officers installed.

*52.07 Change of Name and Location.* A lodge may change its name or location only by a resolution presented at a stated communication and adopted by a majority vote at a subsequent stated communication held not less than one month thereafter. Such change shall not become effective until after it shall have been approved by the Grand Master.

*52.09 Location Defined.* The location of a lodge is in the town, village or city named in its charter and it cannot remove or have its place of meeting elsewhere without consent of the Grand Lodge or the Grand Master.



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR CONSOLIDATION  
OF LODGES.**  
*REV: ~ JANUARY 2017*

52.10 Change of Meeting Place. A lodge may not change its place of meeting within the borders of the town, village or city in which it is located without a dispensation from the Grand Master; however, a lodge may be convened by the Worshipful Master, or his duly authorized deputy, at a special or emergent communication called at his pleasure to conduct Masonic memorial services for a deceased brother at a place selected by him.

52.16 Dedication of Masonic Temples. All Masonic Temples or edifices hereafter constructed, or building acquired for that purpose, shall be dedicated with due and proper ceremonies. The ceremonies of dedication in accordance with Masonic Rites can be performed only by the Grand Lodge, presided over by the Grand Master or by some other Master Mason to whom he has delegated his authority.

60.05 Shall Have Supervision of Property. It is hereby made the duty of the Trustees of lodges to exercise a general supervision over the property, both real and personal, including trust funds of the lodge, unless otherwise provided by regulation of the lodge, to receive and hold the title thereto as Trustees, to execute all conveyances for and on behalf of the lodge, and to make contracts, leases and agreements in their names, as they may be authorized by the lodge or bylaw.

Provided, however, that the Trustees are required to secure the approval of the lodge before:

- 1) The purchasing, selling, leasing or mortgaging of any real property.
- 2) The purchasing, selling, investing, lending, borrowing or pledging of any personal property having a value of more than \$5,000.00.
- 3) Participating in litigation determining any rights of the lodge.

## **PROCEDURE:**

- 1) Each lodge who may participate in a Consolidation shall in writing request permission from the Grand Master of Masons in WI to form committees to explore the possibility of Consolidation. The committees shall consist of the Worshipful Master of each Lodge, Chairman of the Trustees of each lodge and a minimum of three additional Master Masons from each lodge holding a Primary Membership in their respective lodges.
- 2) Prior to any lodge votes on Consolidation the committee is charged to prepare a written consolidation plan to be sent to the Grand Master and to be used for presentation to the lodges. The plan will contain:
  - a. Determine the Name and Number to be adopted for the Consolidated Lodge.
  - b. Determine the meeting place for the consolidated lodge.
  - c. Determine a day and time of Stated Communication.
  - d. Prepare a slate of proposed officers of the consolidated lodge.
  - e. Determine how all consolidated funds will be used and named.
- 3) The proposal will be presented at a stated communication when a motion for consolidation will be presented, if a second is received the WM will designate a subsequent Stated Communication to hear discussion and vote on the proposal.



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



## PROCEDURE FOR CONSOLIDATION OF LODGES.

REV: ~ JANUARY 2017

4) Notification to members: The Secretary of the lodge will notify all members in good standing when the vote for Consolidation is to be held and the date and time of the meeting. The vehicle of notification is at their discretion as long as all members in good standing are notified. A copy of the notification will be included in the packet to the Grand Lodge.

5) 2<sup>nd</sup> Stated Communication: The WM will take up the motion to vote upon the Consolidation. At this time discussion will be held on the motion to consolidate. The vote for Consolidation will be by written ballot, and shall be written as:

**“Shall the lodges \_\_\_\_\_ Lodge No. \_\_\_\_\_ F&A,M and \_\_\_\_\_  
Lodge No. \_\_\_\_\_ F&AM be consolidated as proposed?”**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

An affirmative vote of Two-Thirds (2/3) of the members present is required for passage.

6) After the vote is taken the Secretary will record the outcome of the vote [Number for, and Number against], this will be included in the minutes and a copy of the signed minutes included in the packet to Grand Lodge.

7) If the vote is affirmative, the lodge will take all necessary legal actions to transfer any real estate and personal property to the consolidated lodge; this is to be completed after approval of the consolidation by the Grand Master.

8) Title of Facility: The property will be Titled as follows; (Lodge Name)(Number) and The Grand Lodge F.&A.M. of Wisconsin as Joint Tenants.

9) After approval by the Grand Master the lodge shall contact Spectrum Insurance at 715-5-355-4900 x 5061 and inform them of need to bind coverage for the consolidated facility and where they will be meeting at subsequent communications.

10) The following will need to be submitted to the Grand Master to complete his report for the proceedings for consolidation for his approval.

- a. Copy of committee proposal for consolidation
- b. Copy of written ballot submitted for vote
- c. Information certified by the Secretary of each lodge concerning how the notice was given.
- d. Date of the mailing of notices
- e. Date and Minutes of the Stated Communication at which the proposal was submitted.
- f. Date and Minutes of the Stated Communication at which the proposal was voted upon.



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR CONSOLIDATION  
OF LODGES.**  
*REV: ~ JANUARY 2017*

- g. Number of members present and tabulation of votes for and against.
  - h. Nature and amount of lodge assets to be transferred and manner in which accomplished.
- 11) Inform the Grand Lodge Office of the new meeting location address so that MORI may be updated. Inform Lodge membership of the new location.
  - 12) The Grand Secretary will notify lodges interested of approval and consolidation effective date of notice.
  - 13) The Officers of the consolidated lodge are to be installed by the Grand Master or his proxy before it can lawfully act as such consolidated lodge.
  - 14) The Worshipful Master of the consolidated lodge shall forthwith, after installation of officers of the consolidated lodge, forward to the Grand Secretary the Charter of such consolidating lodges except the one to be retained as the charter of such consolidated lodge.

END PROCEDURE

Suggested forms follow.



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR CONSOLIDATION  
OF LODGES.**  
*REV: ~ JANUARY 2017*

## PROPOSAL FOR CONSOLIDATION

**DATE:** \_\_\_\_\_

To: ALL MEMBERS OF THE FOLLOWING LODGES CONCERNED

\_\_\_\_\_ LODGE NO. \_\_\_\_ F&AM OF WI

\_\_\_\_\_ LODGE NO. \_\_\_\_ F&AM OF WI

**IT IS PROPOSED** that at the Stated Communication of \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI, to be held at the Masonic Temple in \_\_\_\_\_, Wisconsin on \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and of \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI, to be held at its Masonic Temple in \_\_\_\_\_, Wisconsin in \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

The following resolution will be voted on by the members of the respective lodges herein before named, who are present and entitled to vote:

**“Shall the Lodge \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI  
and \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI be consolidated as proposed?”**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

The proposed consolidated lodge shall retain the charter of \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI, and upon approval by the Grand Master shall be known as \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI.

The place of meeting of the proposed consolidated lodge shall be in the Masonic Temple in \_\_\_\_\_, Wisconsin.

The Stated Communication of the proposed lodge shall be held on the \_\_\_\_\_ and \_\_\_\_\_ of each month at \_\_\_\_\_ O'clock p.m.

The names of the proposed officers of such consolidated lodge shall be:

Worshipful Master: \_\_\_\_\_  
Senior Warden \_\_\_\_\_  
Junior Warden \_\_\_\_\_



**GRAND LODGE  
FREE AND ACCEPTED  
MASONS OF WISCONSIN**



**PROCEDURE FOR CONSOLIDATION  
OF LODGES.**  
*REV: ~ JANUARY 2017*

Treasurer	_____
Secretary	_____
Senior Deacon	_____
Junior Deacon	_____
Senior Steward	_____
Junior Steward	_____
Chaplain	_____
Tiler	_____
Counselor	_____
Trustees	_____,20__.
	_____,20__.
	_____,20__.

Title to property and all effects of the lodges so united shall vest in the consolidated lodge.

The proposed consolidation \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI,  
shall operate under the by-laws duly adopted and which govern \_\_\_\_\_  
Lodge No \_\_\_\_\_ F&AM of WI.

\_\_\_\_\_ Worshipful Master  
\_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI





**GRAND LODGE  
FREE AND ACCEPTED  
MASONS OF WISCONSIN**



**PROCEDURE FOR CONSOLIDATION  
OF LODGES.**  
*REV: ~ JANUARY 2017*

**WRITTEN BALLOT ON CONSOLIDATION**

“Shall the Lodge \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI  
and \_\_\_\_\_ Lodge No \_\_\_\_\_ F&AM of WI  
be consolidated as proposed?”

YES \_\_\_\_\_ NO \_\_\_\_\_



**GRAND LODGE  
FREE AND ACCEPTED  
MASONS OF WISCONSIN**



**PROCEDURE FOR CONSOLIDATION  
OF LODGES.  
REV: ~ JANUARY 2017**

**CERTIFICATION PERTAINING TO CONSOLIDATION**

I, \_\_\_\_\_ of \_\_\_\_\_

DO HEREBY CERTIFY in connection with the consolidation of \_\_\_\_\_

Lodge No \_\_\_\_\_ F&AM of WI and \_\_\_\_\_

Lodge No \_\_\_\_\_ F&AM of WI, the following action was taken by \_\_\_\_\_ :

1. The attached proposal for consolidated was originally presented at a stated communication of \_\_\_\_\_ held at it Masonic temple in \_\_\_\_\_, WI, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
2. That due notice was given to all members of \_\_\_\_\_ of the designated stated communication at which the proposed consolidation would be voted upon by mailing to all members at their last known address such notice on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
3. That at the designated stated communication held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the question of the proposed consolidation was submitted to all members present, who numbered \_\_\_\_\_. That \_\_\_\_\_ voted in favor of the consolidation and \_\_\_\_\_ voted in opposition to the consolidation.
4. That the necessary legal action has been taken to transfer title to any real estate and personal property to the consolidated lodge, to be completed upon notification of approval of the consolidation by the Grand Master.

\_\_\_\_\_  
Name & Title

Date: \_\_\_\_\_



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR  
SUSPENSION OF  
MEMBEERS FOR NPD.**  
*REV: ~ August 2013*

## SCOPE:

The following outline is provided to help you properly follow the procedure for the suspension of members for NPD (Nonpayment of Dues). At the 169<sup>th</sup> Annual Communication the procedure for Suspension in Chapter 81 of the WI Masonic Code was changed by the affirmative vote of M.:W.: Grand Master Siewert's recommendation.

## **CODE DEFINITIONS**

### *Preamble of the WI Masonic Code*

Whereas, the Grand Lodge Free and Accepted Masons of Wisconsin is an absolute sovereign body with inherent power to form a Constitution as its fundamental law and to enact laws for its own government and that of its constituent lodges, subject to the Ancient Landmarks of Freemasonry; Therefore, this Grand Lodge does hereby ordain, establish and promulgate this Constitution, and every Mason within this Grand Jurisdiction is obligated to obey and conform to the provisions thereof and the laws enacted pursuant thereto.

**81.08 Procedure.** When a member is eight months in arrears in the payment of his dues, the Secretary shall compile a list of each such member by the first Stated meeting of September and shall submit it to the three principal officers of the lodge. That month one of them shall make contact, in person or by phone with each of such member and complete a Form 81 for each. If payment of such dues has not been made by October first, the Secretary shall send to each such member an official notice of delinquency by first class mail in a sealed envelope with return address thereon. This notice shall be over the signature of the Master, attested by the signature of the Secretary and under the seal of the lodge. It shall be mailed to the last known address of the member, informing him of his indebtedness to the lodge and notifying him that unless the same is paid by November 1st, or unless he shows cause within the said time frame, either in person or in writing to the Master of his lodge why he should not be suspended for nonpayment of dues, the lodge will take action and forward his suspension to the Grand Master.

**81.09 Procedure Continued.** At the first stated communication of the lodge immediately following November 1st the Secretary shall certify to the lodge the names of all members upon whom a Form 81 has been completed, demand has been made and who are still delinquent. A vote of two-thirds of the members present will be required to send Form 81 on to the Grand Master to finalize the suspension. Having fully complied with the aforesaid provisions and proof of indebtedness having been duly established in each case, Form 81 for each delinquent member will be submitted to the Grand Master for approval no later than December 1st of each year. Upon approval of the Grand Master the Grand Secretary will enter the members suspension into MORI.



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR  
SUSPENSION OF  
MEMBEERS FOR NPD.**  
*REV: ~ August 2013*

## **PROCEDURE:**

1. When a member is 8 months in arrears (August 1), the Secretary will compile a list of such members for presentation at the first Stated Communication in September.
2. During the month of September one of the three principal officers will communicate with each member on the list either by phone or in person and complete Form 81 for each one.
3. For those Brethren who are not having their dues remitted, payment must be received by October 1<sup>st</sup>. If payment is not received the Secretary shall send each Brother a notice of delinquency by first class mail signed by the Master and attested to by the Secretary. This letter will indicate a due date of November 1<sup>st</sup> unless due cause is shown. Refer to §81.08 of the WI Masonic Code
4. At the first Stated Communication after November 1<sup>st</sup> the Secretary will certify to the lodge the names of all members upon whom Form 81 has been completed, demand made and are still delinquent.
5. A 2/3 vote of the lodge members present will authorize the form to be sent to the Grand Master to finalize the suspension. See §81.09 of the WI Masonic Code

END PROCEDURE

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

This Indemnification and Hold Harmless Agreement (the "Agreement") dated this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ (the "Lodge") and \_\_\_\_\_ (the "Customer").

**WITNESSETH:**

**WHEREAS**, Customer desires to utilize \_\_\_\_\_ (the "Premises") owned or leased by the Lodge for a social, business, professional event or function, such as an affair, a banquet, a concert, a conference, a dance, a dinner, an event, a gathering, a meeting, a party, a reception, a wedding or other activity and functions ("Event"), and at times these rental customers desire restaurant, catering, food and /or beverage services for these occasions.

**NOW THEREFORE**, for and in consideration of the foregoing recitals and the promises and covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged and confessed, the parties hereto agree as follows:

1. **Indemnification and Hold Harmless.** Customer will neither hold nor attempt to hold the Lodge, its members, officers, trustees, employees and agents (the "Indemnified Parties") liable for and Customer will indemnify and hold harmless the Indemnified Parties from and against any and all demands, claims, causes of actions, fines, penalties, damages (including consequential damages), liabilities, liens, judgments and expenses, including, without limitation, reasonable attorneys fees, incurred in connection with or arising from or growing out of or in any way connected with the following: (i) the use, occupancy, management or control of the Premises for the Event; (ii) any activity, work or item done, permitted or suffered by Customer or any person claiming under Customer or the Customer's agents, contractors, employees, invitees, guests, customers, visitors or other persons present due to the Event in or about the Premises; (iii) any acts, omissions or negligence of Customer or any person claiming under Customer or the Customer's agents, contractors, employees, invitees, guests, customers, visitors or other persons present due to the Event; (iv) any breach, violation or non-performance by Customer or any person claiming under Customer or the Customer's agents, contractors, employees, invitees, guests, customers, visitors or other persons present due to the Event, of any term, covenant or provision for the use of the Premises for the Event or any law ordinance or governmental requirements of any kind; and (v) any injury or damage to a person, property or business of Customer, its employees, agents, contractors, invitees, guests, customers or visitors or any other person entering upon the Premises under the express or implied invitation of Customer.

If any action or proceeding is initiated against the Indemnified Parties by reason of any such claim for which Customer is required to indemnify Indemnified Parties, Customer, upon notice from Lodge, will defend the same at Customer's expense with counsel reasonably satisfactory to the Lodge.

2. **General.** No waiver hereunder shall be implied from any omission by the Lodge to take any action on account of such waiver. One or more waivers of any breach of any covenant, term or condition of this Agreement by the Lodge shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition. The invalidity or unenforceability of any provision hereof shall not affect or impair any other provisions. The necessary grammatical changes required to make the provisions of this Agreement apply in the plural sense where there is more than one and to either corporations, associations, partnerships or individuals, males or females, shall in all instances be assumed as though in each case fully expressed. The headings of the several articles contained herein are for convenience only and do not define, limit or construe the contents of such articles. Under no circumstances shall the Lodge have any responsibility for Customer's incidental or consequential damages. This Agreement shall be binding upon the parties hereto and may be amended or modified only in writing signed by both of the parties. This Agreement sets forth the entire agreement of the parties covering the subject matter hereof and supersedes all prior agreements, understandings, and conditions relating to the subject matter hereof, written or oral. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors and assigns. This agreement shall be construed and governed under Wisconsin Law.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the day and year first written above.

**LODGE:**

**CUSTOMER:**

\_\_\_\_\_

\_\_\_\_\_ (Name of Party in these spaces)

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name of person signing in these spaces)

## PETITION INTERVIEW REPORT No.1

### SECRETARY COMPLETES ONLY

Mr. \_\_\_\_\_ states on his petition that he was

Born on \_\_\_\_\_ in \_\_\_\_\_ and that his age is \_\_\_\_\_ years.

His residence is \_\_\_\_\_

He is employed at \_\_\_\_\_

He was recommended by Brothers \_\_\_\_\_

and \_\_\_\_\_

### Determine Accurately The Following Information

1. Does he believe in a Supreme Being? YES  NO
2. Does he have a religious affiliation? YES  NO  If so identify \_\_\_\_\_
3. Does his family have the same affiliation? YES  NO  If not explain \_\_\_\_\_
4. Is his church or that of his wife opposed to its members becoming members of the Fraternity?  
YES  NO
5. Does he now hold any animosity toward any man with whom he would not effect reconciliation?  
YES  NO
8. Does he maintain close and long lasting friendships or are his associations of short duration?  
YES  NO
7. Has he ever been convicted of any law violation, except minor traffic violations?  
If so, give details (misdemeanor's or felony) \_\_\_\_\_

8. Does he use excessive profane or indecent language in his speech? YES  NO

9. Additional comments \_\_\_\_\_

I have carefully evaluated the moral character of Mr. \_\_\_\_\_  
and recommended that the prayer of the petitioner be granted/denied

Signed \_\_\_\_\_

Lodge No \_\_\_\_\_

## PETITION INTERVIEW REPORT No.2

SECRETARY COMPLETES ONLY

Mr. \_\_\_\_\_ states on his petition that he was  
born on \_\_\_\_\_ in \_\_\_\_\_ and that his age is \_\_\_\_\_ years.

His residence is \_\_\_\_\_

He is employed by \_\_\_\_\_

He was recommended by Brothers \_\_\_\_\_ and

### Determine Accurately The Following Information

1. What is his occupation? \_\_\_\_\_

2. What other than his present employment has he had during the last 10 years?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Inform the petitioner that the Masonic Fraternity is not an insurance organization.

4. Does he appear able to pay the initiation fees and dues without injury to his family's well being?

YES  NO

5. From your observations, does it appear that the petitioner honestly and respectably supports his family?

YES  NO

6. Additional remarks: \_\_\_\_\_

\_\_\_\_\_

I have carefully evaluated the moral character of Mr. \_\_\_\_\_  
and recommend that the prayer of the petitioner be granted/denied.

Signed \_\_\_\_\_

Lodge No. \_\_\_\_\_

# PETITION INTERVIEW REPORT No.3

## SECRETARY COMPLETES ONLY

Mr. \_\_\_\_\_ states on his petition that he was

born on \_\_\_\_\_ in \_\_\_\_\_ and that his age is \_\_\_\_\_ years.

His residence is \_\_\_\_\_

He is employed by \_\_\_\_\_

He was recommended by Brother \_\_\_\_\_ and

### Determine Accurately The Following Information

1. Where has he resided for the past ten years?

\_\_\_\_\_

2. Is he married or single? \_\_\_\_\_ . If married, how long? \_\_\_\_\_  
Does he live with his wife? YES  NO

If not, procure details \_\_\_\_\_

3. Does he have any children? YES  NO

Number and ages \_\_\_\_\_

4. What is his wife's opinion regarding his petitioning for Masonic Membership? Favorable  Unfavorable

5. Has he or his wife any Masonic relatives? YES  NO  if so, list them and their Masonic affiliation: \_\_\_\_\_

\_\_\_\_\_

6. What education does he have? \_\_\_\_\_

7. Does he belong to any other fraternal or veteran's organizations? YES  NO  If so, list them \_\_\_\_\_

\_\_\_\_\_

8. Additional remarks: \_\_\_\_\_

\_\_\_\_\_

I have carefully evaluated the moral character of Mr. \_\_\_\_\_  
and recommend that the prayer of the petitioner be granted/denied.

Signed \_\_\_\_\_

Lodge No. \_\_\_\_\_



**Grand Lodge of the State of Wisconsin  
Preliminary Recapitulation Report For 2016**

**Wauwatosa #0267 F&AM WI**

<b>Primary Members - start of period</b>		<b>73</b>
<u>Gain</u>		
Raised:	3	
Reinstated:	1	
Affiliated:	0	
	<b>Total Gains:</b>	<b>4</b>
<u>Lose</u>		
Died:	3	
Suspended:	1	
Resigned:	0	
Expelled:	0	
	<b>Total Losses:</b>	<b>4</b>
	Variance:	0
<b>Primary Members - end of period</b>		<b>73</b>
<u>Perpetual Members Recap</u>		
<b>Living Primary:</b>	<b>10</b>	
Deceased Primary:	11	
Living Plural:	0	
Deceased Plural:	1	
Memorial:	1	
Total Perpetual Members:		23
<b>Total PerCapita Membership:</b>		<b>63</b>
<i>(Primary Members at year end less Living Primary Perpetual Members)</i>		
Per Capita Tax Due For 2017 (\$39.00/Primary Member):		<b>\$2,457.00</b>
Additional Fees incurred during 2016		
Master Masons Raised:	3 @ \$5.00	<b>\$15.00</b>
Members Reinstated:	1 @ \$5.00	<b>\$5.00</b>
Entered Apprentices Initiated:	5 @ \$10.00	<b>\$50.00</b>
	Total due to the Grand Lodge:	<b>\$2,527.00</b>
<b>Total lodge membership at the end if the current recap year - 2016</b>		
Primary Members:		73
Plural Members:		3
	Total Membership:	76

**This is NOT your final recap invoice!  
Please do NOT send any money at this time!**

Your Final Recap will be computed based on your membership as of December 31st of this year. If you find any errors in this report, they MUST be reported to the Grand Lodge Prior to that date!

**Grand Lodge of the State of Wisconsin  
Membership Report For 2016**

**Primary Members**

**Wauwatosa #0267 F&AM WI**

	<b>Name Birthday (Age)</b>	<b>Number (Perpetual) Birthplace</b>	<b>Elected Initiated</b>	<b>Passed Raised</b>	<b>YGS</b>
1	Barrington, Roger E 11/19/1950 (65)	M055265 MILWAUKEE, WI	11/04/1985 0267 WI 11/18/1985 0267 WI	03/17/1986 0267 WI 06/16/1986 0267 WI	30
2	Berger Jr, Walter Carl 07/12/1929 (87)	M055679 MILWAUKEE WI	04/07/1958 0267 WI 05/26/1958 0267 WI	11/17/1958 0267 WI 06/08/1959 0267 WI	57
3	Bernards, Raymond L 04/16/1927 (89)	M055727 MILWAUKEE WI	11/28/1983 0267 WI 01/23/1984 0267 WI	09/28/1987 0267 WI 10/24/1988 0267 WI	28
4	Blask, Robert Daniel 12/24/1994 (21)	M106527	10/26/2015 0267 WI 11/23/2015 0267 WI	02/22/2016 0267 WI 04/30/2016 0267 WI	0
5	Brugger, Nicholas Scott 07/26/1975 (41)	M104936 Chicago, IL	12/10/2012 0267 WI 01/14/2013 0267 WI	03/11/2013 0267 WI 06/10/2013 0267 WI	3
6	Charlson, Scott R 03/25/1951 (65)	M057242 (Primary) MILWAUKEE WI	03/07/1977 0267 WI 04/18/1977 0267 WI	06/06/1977 0267 WI 09/26/1977 0267 WI	39
7	Cole, Roy D 11/06/1931 (85)	M057607 DULUTH MN	03/24/1980 0267 WI 05/19/1980 0267 WI	04/06/1981 0267 WI 02/15/1982 0267 WI	34
8	Costello, Alfred S 08/18/1928 (88)	M057755 BOSTON MA	11/17/1949 0492 NY	01/01/1950 0492 NY 02/16/1950 0492 NY	66
9	DeLucia, David Noah 01/10/1996 (20)	M106604 Chesapeake, Va	10/26/2015 0267 WI 11/23/2015 0267 WI	02/22/2016 0267 WI 04/30/2016 0267 WI	0
10	DeWolf, Michael Andrew 10/09/1950 (66)	M058193 (Primary) OCONOMOWOC, WI	04/24/1984 0297 WI 05/08/1984 0297 WI	06/19/1984 0297 WI 10/02/1984 0297 WI	32
11	Figueroa, David Lee 03/11/1987 (29)	M101622 Milwaukee, WI	06/22/2009 0267 WI 06/22/2009 0267 WI	09/21/2009 0267 WI 11/23/2009 0267 WI	6
12	Franz, Keith F 07/09/1929 (87)	M059781 WAUKESHA WI	02/18/1952 0267 WI 02/25/1952 0267 WI	03/23/1952 0267 WI 01/12/1953 0267 WI	63
13	Gardner, John S 09/16/1928 (88)	M060089 Ashland, WI	12/06/1951 0699 OH	03/13/1952 0699 OH 06/28/1952 0699 OH	64
14	Garvens, Jack Edwin 03/23/1936 (80)	M060116 MILWAUKEE WI	11/07/1960 0267 WI 01/09/1961 0267 WI	05/03/1961 0267 WI 09/11/1961 0267 WI	55
15	Gensicke, David J 04/20/1934 (82)	M060220 CEDAR RAPIDS IA	11/04/1963 0267 WI 02/24/1964 0267 WI	05/25/1964 0267 WI 11/23/1964 0267 WI	52
16	Gostisha, Joel Robert 06/15/1978 (38)	M105773 Milwaukee, WI	04/14/2014 0267 WI 06/23/2014 0267 WI	06/08/2015 0267 WI 12/12/2015 0267 WI	1
17	Grisar, Allen C J 09/15/1972 (44)	M060813 MILWAUKEE, WI	12/16/1993 0267 WI 12/27/1993 0267 WI	12/27/1993 0267 WI 11/16/1994 0267 WI	22
18	Grisar, Carl G 11/30/1941 (74)	M060814 MILWAUKEE WI	11/07/1966 0267 WI 01/23/1967 0267 WI	05/31/1967 0267 WI 11/06/1967 0267 WI	49
19	Gudmestad, Ragnar 11/09/1911 (105)	M060905 NAERBO NORWAY	04/04/1949 0267 WI 05/02/1949 0267 WI	10/03/1949 0267 WI 02/20/1950 0267 WI	66
20	Halvorson, Gene R 12/30/1928 (87)	M061196 EAU CLAIRE WI	11/17/1980 0267 WI 01/19/1981 0267 WI	05/04/1981 0267 WI 09/28/1981 0267 WI	35
21	Handeland, Lauren R 04/14/1939 (77)	M061268 (Primary) MILWAUKEE WI	11/05/1979 0267 WI 11/26/1979 0267 WI	04/14/1980 0267 WI 09/29/1980 0267 WI	999
22	Hinkley, Harold L 05/28/1925 (91)	M062132 WAUKESHA WI	07/07/1947 0115 WI 09/26/1947 0115 WI	05/17/1948 0115 WI 06/21/1948 0115 WI	999
23	Hoppmann, Richard Joseph 09/25/1931 (85)	M062421 MILWAUKEE WI	01/16/1956 0267 WI 01/30/1956 0267 WI	05/21/1956 0267 WI 10/22/1956 0267 WI	60

**Grand Lodge of the State of Wisconsin  
Membership Report For 2016**

<b>Primary Members</b>				<b>Wauwatosa #0267 F&amp;AM WI</b>	
<b>Name Birthday (Age)</b>	<b>Number (Perpetual) Birthplace</b>	<b>Elected Initiated</b>	<b>Passed Raised</b>	<b>YGS</b>	
70 Wilson, Dennis Clair 03/29/1945 (71)	M075838 Milwaukee, WI	09/20/2001 0267 WI 10/22/2001 0267 WI	02/16/2002 0267 WI 02/16/2002 0267 WI	14	
71 Wittig, Scott K 08/27/1951 (65)	M075177 MILWAUKEE WI	10/16/1972 0267 WI 11/20/1972 0267 WI	05/07/1973 0267 WI 10/28/1973 0267 WI	43	
72 Wussow, Carl J 07/05/1941 (75)	M075390 (Primary) MILWAUKEE WI	09/17/1973 0267 WI 10/15/1973 0267 WI	03/25/1974 0267 WI 06/10/1974 0267 WI	999	
73 Ziehlsdorf, Reuben Walter 11/21/1931 (84)	M075578 OTTER CREEK WIS	11/20/1978 0267 WI 01/15/1979 0267 WI	04/23/1979 0267 WI 06/25/1979 0267 WI	37	

*Primary Members: 73*

<b>Plural Members</b>				<b>Wauwatosa #0267 F&amp;AM WI</b>	
<b>Name Birthday (Age)</b>	<b>Number (Perpetual) Birthplace</b>	<b>Elected Initiated</b>	<b>Passed Raised</b>	<b>YGS</b>	
1 Adolph, William A. 09/27/1920 (96)	M010753 LIVERPOOL ENGLAND	04/25/1956 0267 WI	09/22/1956 0267 WI 01/30/1957 0267 WI	999	
2 Cholka, Patrick D 09/04/1969 (47)	M077865 Waukesha, WI	02/13/2004 0301 WI 04/03/2004 0301 WI	04/03/2004 0301 WI 04/03/2004 0301 WI	12	
3 Iding, Allan E 04/29/1939 (77)	M062733 MILWAUKEE WI	10/03/1960 0331 WI 11/22/1960 0331 WI	04/17/1961 0331 WI 03/19/1962 0331 WI	54	

*Plural Members: 3*

<b>Candidates In Progress</b>				<b>Wauwatosa #0267 F&amp;AM WI</b>	
<b>Name Birthday (Age)</b>	<b>Number (Perpetual) Birthplace</b>	<b>Elected Initiated</b>	<b>Passed Raised</b>	<b>YGS</b>	
1 Bramm, Matthew Charles 06/23/1983 (33)	M106943 Fort Sill, OK	05/09/2016 0267 WI 06/27/2016 0267 WI			
2 Chamness, Christopher Eugene 05/22/1980 (36)	M103133 Milwaukee	09/27/2010 0267 WI 11/22/2010 0267 WI			
3 Daddio, Steven Vincent 04/14/1988 (28)	M103636 Marquette, MI	05/09/2011 0267 WI 06/13/2011 0267 WI			
4 Graf, Bradley Joseph 05/01/1976 (40)	M075896 Watertown, WI	11/12/2001 0267 WI 11/26/2001 0267 WI			
5 Halvorson, Joel R 04/29/1955 (61)	M079478 Milwaukee	06/12/2006 0267 WI 06/26/2006 0267 WI			
6 Harper, James B 04/04/1974 (42)	M079693 Arlington, TX	09/25/2006 0267 WI 10/08/2006 0267 WI			
7 Jones, Cedric D. 03/24/1984 (32)	M102615 Centerville, Ohio	02/08/2010 0267 WI 02/22/2010 0267 WI	05/10/2010 0267 WI		
8 Lopez, David D 06/06/1985 (31)	M105406 Milwaukee, WI	06/11/2012 0267 WI 06/25/2012 0267 WI	12/09/2013 0267 WI		
9 McGregor, David Robert 09/26/1985 (31)	M107065 Fort Wayne, IN	09/26/2016 0267 WI 10/24/2016 0267 WI			
10 Olson, Jerry Russell 05/08/1971 (45)	M106855 Milwaukee, WI	03/14/2016 0267 WI 04/11/2016 0267 WI			

**Grand Lodge of the State of Wisconsin  
Membership Report For 2016**

**Candidates In Progress**

**Wauwatosa #0267 F&AM WI**

	<b>Name Birthday (Age)</b>	<b>Number (Perpetual) Birthplace</b>	<b>Elected Initiated</b>	<b>Passed Raised</b>
11	Robertson II, Antwayne Maurice 10/16/1986 (30)	M106983 Milwaukee, WI	06/13/2016 0267 WI 07/18/2016 0267 WI	
12	Szolwinski, Max 12/08/1989 (26)	M105302 Milwaukee, WI	06/10/2013 0267 WI 02/15/2012 0001 NH	
13	Taylor, Matt Allen 04/08/1976 (40)	M104316 West Allis, WI	11/14/2011 0267 WI 02/27/2012 0267 WI	
14	Walton, James Mitchell 03/24/1985 (31)	M102616 Milwaukee, WI	03/09/2009 0267 WI 04/13/2009 0267 WI	05/10/2010 0267 WI

*Candidates In Progress: 14*

**Entered Apprentices Initiated**

**Wauwatosa #0267 F&AM WI**

	<b>Name</b>	<b>Number</b>	<b>When</b>	<b>Recorded</b>
1	Bramm, Matthew Charles	M106943	06/27/2016	06/27/2016
2	Gostisha, Joel Robert	M105773	06/23/2014	01/18/2016
3	McGregor, David Robert	M107065	10/24/2016	10/27/2016
4	Olson, Jerry Russell	M106855	04/11/2016	04/11/2016
5	Robertson II, Antwayne Maurice	M106983	07/18/2016	07/18/2016

*Entered Apprentices Initiated: 5*

**Other Perpetual Members**

**Wauwatosa #0267 F&AM WI**

	<b>Name Status</b>	<b>Number (Perpetual) Died</b>	<b>Elected Initiated</b>	<b>Passed Raised</b>
1	Berg, Olaf E Deceased	M055664 (Primary) 10/04/2008	06/07/1976 0267 WI 06/21/1976 0267 WI	11/08/1976 0267 WI 03/28/1977 0267 WI
2	Charlson, Earl Paul Deceased	M057241 (Primary) 05/24/2010	05/16/1960 0267 WI 09/26/1960 0267 WI	01/23/1961 0267 WI 05/08/1961 0267 WI
3	Diesem, John L Deceased	M058392 (Primary) 08/19/2003		10/04/1993 0287 NY 11/08/1993 0287 NY
4	Eve, Robert F Deceased	M059231 (Primary) 07/29/1994	10/01/1979 0267 WI 11/19/1979 0267 WI	03/24/1980 0267 WI 06/23/1980 0267 WI
5	Koch, Donald J Deceased	M064267 (Primary) 11/15/1998	05/20/1963 0267 WI 06/03/1963 0267 WI	10/28/1963 0267 WI 02/03/1964 0267 WI
6	Kusserow, Robert H Deceased	M064838 (Primary) 05/24/2013	09/17/1956 0267 WI 10/29/1956 0267 WI	03/25/1957 0267 WI 11/04/1957 0267 WI
7	Mortl, Edward Anthony Deceased	M067391 (Primary) 04/11/2009	12/17/1962 0267 WI 02/25/1963 0267 WI	06/24/1963 0267 WI 10/07/1963 0267 WI
8	Post, William E Deceased	M069205 (Primary) 09/11/2003	10/16/1972 0267 WI 11/27/1972 0267 WI	06/18/1973 0267 WI 11/12/1973 0267 WI
9	Roberts, Leslie N Deceased	M070032 (Primary) 02/05/2010	03/05/1945 0267 WI 05/07/1945 0267 WI	10/29/1945 0267 WI 04/08/1946 0267 WI
10	Spink, Robert W Deceased	M072283 (Primary) 07/24/1999	09/16/1974 0267 WI 10/21/1974 0267 WI	04/07/1975 0267 WI 06/09/1975 0267 WI

**Grand Lodge of the State of Wisconsin  
Membership Report For 2016**

**Other Perpetual Members**

**Wauwatosa #0267 F&AM WI**

	<b>Name Status</b>	<b>Number (Perpetual) Died</b>	<b>Elected Initiated</b>	<b>Passed Raised</b>
11	Witt, Harry J Deceased	M075157 (Primary) 08/06/2001	09/06/1949 0267 WI 09/21/1949 0267 WI	02/15/1950 0267 WI 04/17/1950 0267 WI
12	Sprenger, Roland A Deceased	M072307 (Plural) 10/15/2013	06/07/1943 0339 WI 01/25/1944 0339 WI	02/22/1944 0339 WI 03/28/1944 0339 WI
13	Spanley, Walter G Deceased	M072235 (Memorial) 03/24/1984	03/28/1927 0267 WI	09/12/1927 0267 WI 12/22/1927 0267 WI

*Other Perpetual Members: 13*

**Members Gained This Year**

**Wauwatosa #0267 F&AM WI**

	<b>Name</b>	<b>Number</b>	<b>How</b>	<b>When</b>	<b>Recorded</b>
1	Blask, Robert Daniel	M106527	Raised	04/30/2016	05/01/2016
2	DeLucia, David Noah	M106604	Raised	04/30/2016	05/01/2016
3	Gostisha, Joel Robert	M105773	Raised	12/12/2015	01/18/2016
4	Vivian, John H	M074055	Reinstated	07/11/2016	07/11/2016

*Members Gained This Year: 4*

**Members Lost This Year**

**Wauwatosa #0267 F&AM WI**

	<b>Name</b>	<b>Number</b>	<b>How</b>	<b>When</b>	<b>Recorded</b>
1	Agne, Gordon R	M054466	Died	06/23/2016	07/11/2016
2	Hey, Richard Clarence	M062032	Died	07/26/2016	08/15/2016
3	Williams, Winston Conway	M075028	Died	01/08/2016	03/30/2016
4	Watson, Patrick Sean	M079389	Suspended	03/28/2016	04/11/2016

*Members Lost This Year: 4*

# Past Masters' Certificate

This is to Certify that

Wor. Brother \_\_\_\_\_

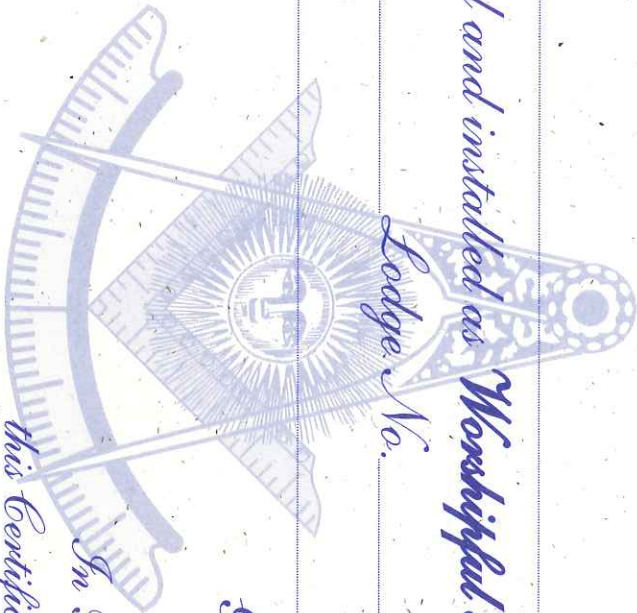
was elected and installed as *Worshipful Master* of

Lodge No. \_\_\_\_\_ *F. & A. M.*

located at \_\_\_\_\_

working under the

Grand Lodge of Wisconsin



*In Testimony Whereof we do grant  
this Certificate under our hand and the seal  
of this Lodge on this \_\_\_\_\_ day of*

\_\_\_\_\_ A. D. 20 \_\_\_\_\_ A. L. 60 \_\_\_\_\_

Grand Lodge Free and Accepted Masons  
STATE OF WISCONSIN  
Past Master's Certificate

Brother \_\_\_\_\_ has served as Worshipful Master of  
Lodge No. \_\_\_\_\_ F. & A. M.

and is entitled to all conventional Masonic honors and fraternal  
courtesies accorded to a Past Master.



*William A. D. Long*  
GRAND SECRETARY

SECRETARY

# Certificate of Membership

To All Free and Accepted Masons on the Face of the Globe

Greeting:

**KNOW YE,**

That our Worthy Brother \_\_\_\_\_,  
who has signed his name in the margin hereof, is a regular  
Master Mason, a member of \_\_\_\_\_ Lodge  
No. \_\_\_\_\_, located at \_\_\_\_\_, Wisconsin, and as  
such we desire and recommend that he be received and accepted by  
the Craft wherever dispersed over the face of the Globe.

Given under our hands and the seal of the lodge this

\_\_\_\_\_ day of \_\_\_\_\_ A. D. \_\_\_\_\_.

\_\_\_\_\_  
Worshipful Master

\_\_\_\_\_  
Secretary



This is to certify that \_\_\_\_\_

Lodge No. \_\_\_\_\_ is a regular lodge working  
under the jurisdiction of the Grand Lodge  
F. & A. M. of Wisconsin.

*H. W. Wray*  
\_\_\_\_\_  
Grand Secretary

Ne Varietur

**CERTIFICATE OF GOOD STANDING  
GRAND LODGE F.&A.M. OF WISCONSIN**

**LODGE CERTIFICATION**

We, the Worshipful Master and Secretary of \_\_\_\_\_ Lodge  
No. \_\_\_\_\_ Free & Accepted Masons, Located at \_\_\_\_\_, State  
of Wisconsin, do hereby avouch that:

**Brother** \_\_\_\_\_

Is a Master Mason in Good Standing and a member of this lodge; we  
recommend him to the fraternal regard of all Freemasons throughout the Globe.

In Testimony whereof, we have hereunto set our hands and affixed the seal of  
said Lodge this \_\_\_\_\_ day of \_\_\_\_\_ A.D 20\_\_\_\_, A.L. \_\_\_\_\_.

Attest:

Signed \_\_\_\_\_  
(Worshipful Master)

Signed \_\_\_\_\_  
(Secretary)

**GRAND LODGE CERTIFICATION**

This is to certify that \_\_\_\_\_ Lodge No. \_\_\_\_\_ F.&A.M. at \_\_\_\_\_,  
Wisconsin, United States of America, is a regularly constituted Lodge, holding authority under the  
Grand Lodge Free & Accepted Masons of Wisconsin

Given under my hand and the Seal of the Grand Lodge aforesaid this \_\_\_\_\_ Day of \_\_\_\_\_  
A.D 20\_\_\_\_, A.L. 20\_\_\_\_

Signed: \_\_\_\_\_

M.:W.: Michael A. DeWolf, P.G.M.  
Grand Secretary





*this certifies that*

Brother \_\_\_\_\_

*Passed a satisfactory examination on the Master  
Mason Degree as required by the GRAND LODGE  
OF WISCONSIN.*

\_\_\_\_\_ Lodge No. \_\_\_\_\_ F. & A.M.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Worshipful Master

**Grand Lodge F. & A.M. of Wisconsin**  
STATE OF WISCONSIN  
**Certificate of Twenty-five Years Membership**

Dated \_\_\_\_\_

This is to certify that

Brother \_\_\_\_\_  
has completed twenty-five years of membership in a Masonic Lodge  
and is now a member of \_\_\_\_\_  
Lodge No. \_\_\_\_\_ F. & A. M.



*Michael A. DeWoy*  
GRAND SECRETARY

**Grand Lodge Free and Accepted Masons**  
CERTIFICATE STATE OF WISCONSIN MEMBERSHIP

Brother \_\_\_\_\_  
was raised to the sublime degree of Master Mason on the  
\_\_\_\_\_ day of \_\_\_\_\_ and that he is  
now a member of \_\_\_\_\_ Lodge  
No. \_\_\_\_\_ F. & A.M. of Wisconsin



*Michael A. DeWoy*  
Grand Secretary

**Grand Lodge Free and Accepted Masons**  
STATE OF WISCONSIN  
**50 Year Membership Certificate**

Issued to

\_\_\_\_\_

Now a member of

\_\_\_\_\_ Lodge No. \_\_\_\_\_ of Wisconsin



*Michael A. DeWoy*  
GRAND SECRETARY

**Grand Lodge Free and Accepted Masons**  
OF WISCONSIN  
**CERTIFICATE OF PROFICIENCY**

Dated .....

TO WHOM IT MAY CONCERN:

*This is to certify, that*

Brother .....  
has been duly examined in the Esoteric Work in the three degrees of Masonry, and he has been found proficient in the work.

This further certifies, that for one year from above date, the above named Brother is authorized to give instruction in symbolic Masonry, as may be directed by the Most Worshipful Grand Master.

.....  
Grand Lecturer

**Grand Lodge F. & A.M. of Wisconsin**  
**GRAND LECTURER EMERITUS**

This is to certify that Brother.....  
has served the Grand Lodge F.&A.M. of Wisconsin with distinction for many years.

In token of his many services he is hereby created a "Grand Lecturer Emeritus".

Given under my hand and seal of the Grand Lodge F. & A. M. of Wisconsin.



Date..... 19.....

.....  
Grand Lecturer



**Grand Lodge Free and Accepted Masons**  
OF WISCONSIN

**Ritualist Certificate**

Dated .....

TO WHOM IT MAY CONCERN:

*This is to certify, that*

Brother .....  
has been duly examined in the esoteric work and has qualified as a Ritualist in the following portions of the work:

.....  
This further certifies that for one year from above date, this Brother is authorized to instruct in that portion of the work stated hereon as may be directed by the Most Worshipful Grand Master.

.....  
GRAND LECTURER

## INVESTMENT POLICY STATEMENT

<b>NAME:</b>	Rich Lodge #1
--------------	---------------

<b>EFFECTIVE DATE:</b>	June 3, 2016
------------------------	--------------

### I. CLIENT DESCRIPTION:

Rich Lodge #1 maintains an investment portfolio to supplement the financial needs of the organization. The organization receives annual dues from its members to manage and support activities. Surplus funds may be segregated into an investment portfolio under the direction and oversight of the Trustees and invested for future use

### II. STATEMENT OF OBJECTIVES:

The Trustees will act to invest and manage the portfolio's assets as a prudent investor would, considering the purposes, terms, distribution requirements, and other circumstances of the portfolio. This standard requires the exercise of reasonable care, skill, and caution and is to be applied to investments not in isolation, but in the context of the known portfolio as a whole and as a part of an overall investment strategy that should incorporate risk and return objectives reasonably suitable to the portfolio.

The Trustee's decisions and actions are to be judged in terms of their reasonable business judgment regarding the anticipated effect on the portfolio as a whole under the facts and circumstances prevailing at the time of the decision or action. The standard set forth in this paragraph and immediately above is a test of conduct and not of resulting performance.

The Trustees will review and select an independent custodian to secure, safeguard and account for the assets (investments) held in the portfolio.

### III. INVESTMENT OBJECTIVES:

- **Fixed Income**

The objective is to provide consistent annual income with minimal principal fluctuation and low amount of risk (volatility).

- **Equity**

The objective is to provide long-term growth in assets.

- **Alternative**

The objective is to further diversify the investment portfolio including assets that do not correlate with Fixed Income or Equities and that supplement long-term results.

- **Balanced (Combined Selected Fixed Income, Equity and Alternative Strategies)**  
The objective is to balance the need for consistent annual income with the desire for longer- term growth while being thoughtful with respect to risk and volatility.

#### IV. ASSET ALLOCATION TARGETS:

Academic research suggests that the decision to allocate investments among various asset classes will outweigh security selection and other decisions such as market timing that impact portfolio performance. After reviewing the long-term performance of the risk characteristics of various asset classes in the previous section and evaluating the organizations goals and objectives, the following allocations and allocation ranges have been determined.

<u>Asset Category</u>	<u>Target Allocation</u>
Fixed Income	30% - 50%
Equity	40% - 70%
Alternative	0% - 10%
Cash	0% - 20%

#### Diversification Policy:

##### **Fixed Income: (Domestic Investment-Grade $\geq$ 30%; Domestic High Yield $\leq$ 10%)**

Mutual Funds

Exchange Traded Funds

##### **Equity: (Domestic $\leq$ 60%; Foreign $\leq$ 25%; Emerging Markets $\leq$ 10%)**

Mutual Funds

Exchange Traded Funds

##### **Alternative: (REITS $\leq$ 5%; Commodities $\leq$ 5%; Master Limited Partnerships (MLP) $\leq$ 5%)**

Mutual Funds

Exchange Traded Funds

**Note:** ETF's are Exchange Traded Funds that replicate broadly diversified indexes or market segments. They are structured similar to mutual funds but trade like individual stocks throughout each day. The result is an investment vehicle that provides a broadly diversifies market exposure similar to a mutual fund with the liquidity and ease of transaction of a stock. ETF's provide a low cost investment alternative that deliver performance consistent with major market indices.

The above listed ETFs are provided for example purposes only with no intention of making any recommendation or endorsement of the suitability, volatility, risk or performance for any specific security or client.

**V. MONITORING AND FEEDBACK:**

The Trustees will review the portfolio performance and asset allocation at least twice a year. Deviations from the targeted asset allocation by more than 5% will be re-balanced back to the target allocation at the time of this review and more often as necessary. Appropriate market index returns will be utilized for comparison.

**VI. NOTE:**

Any changes to the investment policy statement must be communicated in writing immediately to the Trustees and voted upon prior to adoption.

**VII. DISCLAIMER:**

Past performance is not indicative of future performance. Investment values will fluctuate and are not guaranteed.

As Trustee of this portfolio I have read and understand the information presented above. I agree to the portfolio strategy described herein and agree to the statement contained herein and to any actions consequential to them.

**VIII. ADDITIONAL NOTES:**

The Trustees are authorized to obtain professional investment management advice to supplement their review and oversight of the portfolio.

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Trustee Signature: \_\_\_\_\_

Trustee Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Trustee Signature: \_\_\_\_\_

Trustee Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

*Wauwatosa Lodge #267*  
*F. & A. M.*



M.:W.:Michael A DeWolf, P.G.M.  
Secretary/Treasurer  
Wauwatosa Lodge #267  
Office: (262) 965-2200  
Mobile: (715) 574-3151  
michael.dewolf33@icloud.com

**Wauwatosa Lodge Trustee's Report**  
**January 9, 2016**

Based on the January 9, 2017 Internet query, the following information was available.

Long-term Market Value	\$639,222.00
Cash management Balance	\$ 3,987.00
Ending Account Balance	<u>\$643,209.00</u>

In comparison with last month.

Long-term Market Value	\$615,123.00
Cash management Balance	\$ 3,987.00
Ending Account Balance	<u>\$619,110.00</u>

Your Trustee's need to complete an inventory of all lodge paraphenella. They are in agreement with the request for the purchase of a new monitor for the purpose of displaying lodge member and Past Master photos.

Respectfully Submitted,

*Hiram Abiff*

Hiram Abiff, Trustee  
Term ending 2017

**WAUWATOSA MASONIC LODGE  
TREASURERS REPORT**

DATED **1/9/2017**



A.D. 2017 A.L.2017

**PRESENTED AT A STATED COMMUNICATION OF WAUWATOSA LODGE No. 276 F.&A.M.  
HELD ON THE ABOVE DATE**

Tri-City Checkbook Balance as of:	1/9/17	\$ 7,000.31
Wells Fargo Investment Portfolio as of:	12/31/16	\$ 523,148.23
Wauwatosa Lodge Charity Fund (Schwab)	1/9/17	\$ 51,236.00
<b>Sub Total</b>		<b>\$ 581,384.54</b>
Outstanding Arrears		\$ -
Outstanding Dues for 2017		\$ 864.00
<b>Total Assests</b>		<b>\$ 582,248.54</b>

**Deposits made since last Communication**

Date	From	Reason	Amount
1/3/17	Various	Dues & Almoners	\$ 537.00

**Vouchers Issued Since Last Communication**

Number	Payable To	For	Amount	CODE
2017001	Time Warner	Internet Connection	\$ 96.00	B
2017002	Hiram Abiff	Installation Cake	\$ 27.96	B
<b>Total</b>			<b>\$ 123.96</b>	

**Code**  
B Budgeted  
NB Not Budgeted



Sent After Election, prior to EA with 'Seeking Light'.

*Wauwatosa Lodge #267*  
*F. & A. M.*



M.:W.: Michael A DeWolf, P.G.M.  
Secretary/Treasurer  
Wauwatosa Lodge #267  
Office: (262) 965-2200  
Mobile: (715) 574-3151  
[michael.dewolf33@icloud.com](mailto:michael.dewolf33@icloud.com)  
9 January 2017

Mr. Hiram Abiff  
2122 S. Shore Drive  
Milwaukee, WI 53207

Dear Mr. Abiff:

It is my pleasure to inform you that at the Stated Communication of Wauwatosa Lodge No. 267 F.&A.M. held on the 9<sup>th</sup> day of January 2017. You were elected to receive the Degrees of Freemasonry.

The Worshipful Master requests, therefore, that you present yourself at the Lodge located at 7515 W. National Avenue, West Allis, Wisconsin on February 27<sup>th</sup>, 2017, for your Initiation. You are requested to be at the lodge prior to 7:00 pm. Dress for the evening is coat & tie or shirt & tie, depending on the temperature.

The fees for the Degrees in Wauwatosa Lodge are \$175, plus the Annual Dues of \$94. The Annual dues will be prorated depending on when you receive your 3<sup>rd</sup> Degree. Please bring cash or a check payable to Wauwatosa Lodge #297 for \$175 with you on Monday the 12<sup>th</sup>.


If for any reason you are unable to appear at the above time, please notify me in advance of the date. I may be reached at the following: 262-965-2200 - Office, 715-574-3151 - Mobile, or by email at [michael.dewolf33@icloud.com](mailto:michael.dewolf33@icloud.com).

Enclosed you will find a book titled *Seeking Light*. This is the first in a series of candidate preparation material and is designed to help you understand the structure and purpose of the fraternity. Please review this prior to receiving your 1<sup>st</sup> degree.

It is my please to welcome you to the worlds largest fraternity.

With best wishes, I am,

Sincerely and Fraternaly,

  
Michael A. DeWolf, PGM  
Secretary/Treasurer  
Wauwatosa Lodge No. 267 F&AM

West Allis Masonic Center | 7515 W. National Ave. | Milwaukee, Wisconsin 53214  
Meetings 2<sup>nd</sup> & 4<sup>th</sup> Mondays 7:00 pm

Sent to the new EA the day after his degree.

*Wauwatosa Lodge #267*  
*F. & A. M.*



M.:W.: Michael A DeWolf, P.G.M.  
Secretary/Treasurer  
Wauwatosa Lodge #267  
Office: (262) 965-2200  
Mobile: (715) 574-3151  
michael.dewolf33@icloud.com

3 November 2016

Brother Hiram Abiff  
2525 S. Shore Drive  
Milwaukee, WI 53207

Dear Brother Abiff:

Now that you have been initiated an Entered Apprentice Mason, I congratulate you on taking this first step toward full membership in Wauwatosa Lodge. Since this is a totally new experience for you, a few points are listed below which may be of interest and of help.

1. You have participated in a time-honored ceremony, the Masonic ritual of the First Degree. I am sure you understand the complete and binding requirement of total secrecy with regard to our ritual. While we have secret signs, words and tokens, which we use as means of recognition, we are not a secret society. The location of our lodges can be found in the local phone book. Similarly, many of our members openly wear Masonic symbols signifying that they are Masons and belong to a Masonic Lodge. Nor is the philosophy that we stand for secret - Brotherly Love, Relief and Truth; and the brotherhood of man.
2. Before you can be passed to the degree of Fellowcraft, you now must commit to memory a small portion of the First Degree and the lessons contained. Do not delay in getting started with this work. It is not too difficult a task, but the longer you wait, the harder it is to learn. Moreover, the degree schedule of the Lodge assumes that you will proceed promptly to the next step.
3. Remember that Masonic teachings have been passed down through the ages by word of mouth with the help of a cipher. Your Mentor is a dedicated Mason who has volunteered to impart these learned phrases to you as you work toward advancement. He is responsible to assist you in becoming proficient in the candidate's Posting of the Entered Apprentice Degree and to prepare you for examination before proceeding to the next step. All the material necessary to complete your posting for this degree is found in the red Wisconsin Program Book '*Light in Masonry*' which was presented to you on the evening of the your Entered Apprentice Degree.
4. Your Mentors are Brothers Beau Blask, 262-399-1234 and Noah DeLucia 262-399-1234. They will help guide you through the posting process. Please feel free to call them anytime you have questions or need help with your lesson.
5. Your rights and privileges in the Lodge are limited until you become a Master Mason. As an Entered Apprentice Mason you may only attend the second half of our Stated Meetings on the second Monday of each month. Stated Meetings are opened in the Third or Master Mason's degree. You are most welcome at all functions of the Lodge not restricted to Master Masons. You

West Allis Masonic Center | 7515 W. National Ave. | Milwaukee, Wisconsin 53214  
Meetings 2<sup>nd</sup> & 4<sup>th</sup> Mondays 7:00 pm

may not visit another Masonic Lodge, except to observe an Entered Apprentice Degree. You are expected to be present at each Lodge meeting when a First Degree is scheduled, not when Second or Third Degrees are scheduled. Our Trestleboard which will be mailed to you, will keep you updated on our events.

6. Please remember to invite friends and relatives whom you understand are Master Masons to attend Wauwatosa Lodge, particularly on the nights when you are to receive a degree. We heartily welcome visitors, and any Mason considers it a compliment to be invited when someone he knows is to receive a degree.

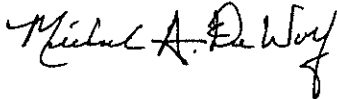
7. Finally, understand that all the rules and regulations, such as those I refer to, have been established for a purpose and that all Masons who have preceded you have been governed by the same procedures. Do not hesitate to ask questions as they may arise - of your Mentor, or any officer or any member of the Lodge - but, above all, remember that I am as close to you as the nearest telephone and always available for consultation and advice.

8. Very shortly you will be invited to attend an informal review and discussion of the degree you have just taken. Please feel free to raise at that meeting any questions you have about Masonry or about the Entered Apprentice Degree.

Good luck as you go forward in your Masonic work. I look forward to the occasion when I may take your hand as a Master Mason and welcome you into full membership in Wauwatosa Lodge.

Until then, I remain,

Sincerely and Fraternaly,



Michael A. DeWolf, PGM  
Secretary/Treasurer  
Wauwatosa Lodge No. 267 F&AM

cc: B.: Beau Blask  
B.: Noah DeLucia

Sent to the Wife of a new EA after his degree.

*Wauwatosa Lodge #267*  
*F. & A. M.*



M.:W.:Michael A DeWolf, P.G.M.  
Secretary/Treasurer  
Wauwatosa Lodge #267  
Office: (262) 965-2200  
Mobile: (715) 574-3151  
michael.dewolf33@icloud.com

3 November 2016

Mrs. Helen Abiff  
2525 S. Shore Drive  
Milwaukee, WI 53207

Dear Mrs. Abiff:

Your husband has received his First Degree in the Masonic Fraternity. He is now an Entered Apprentice and you are now a Mason's Lady. While you personally have not joined our organization, there are certain things that may be helpful for your to know in the future. At the same time, there are matters of general interest about your Mason and his new Fraternity that we think you would like to know.

**WHEN AND WHERE DID IT BEGIN?**

The Fraternity of Free and Accepted Masons (F.&A.M.) is the oldest, largest and most widely known fraternal organization in the world. It has its roots in antiquity and is directly descended from the association of "operative masons", the cathedral builders of the Middle Ages, who traveled through Europe employing the skills of their craft. The organization, as we know it today, began in 1717 in England when cathedral building was on the decline and the "operative masons", or "free masons" as they were known, started to accept members who were not members of the mason's craft, calling them "speculative masons" or "accepted masons".

Freemasonry was brought to the United States by our early settlers. Today, there are 178 Masonic Lodges in Wisconsin with membership totaling nearly 11,000. Through out the world, there are approximately five million Masons, with nearly three million of them in the United States.

**WHAT IS THE PURPOSE OF FREEMASONRY?**

The basic purpose is to make "better men out of good men"; better fathers, better husbands, better brothers, and sons. We try to place emphasis on the individual man by strengthening his character, improving his moral and spiritual outlook and broadening his mental horizons. We try to build a better world...by building better men to work in their own communities.

Membership is limited to adult males who can meet recognized qualifications and standards of character and reputation.

West Allis Masonic Center | 7515 W. National Ave. | Milwaukee, Wisconsin 53214  
Meetings 2<sup>nd</sup> & 4<sup>th</sup> Mondays 7:00 pm

## **IS FREEMASONRY A SECRET ORGANIZATION OR A RELIGION?**

The answer is NO. A secret organization is one which conceals its membership, which has secret meeting places and which conceals from the public, its organization or its principles. This description does not fit the Masonic Fraternity at all. Our secrets are very few in number and deal only with methods of personal recognition, some details of our degrees and privacy of each member's ballot.

Freemasonry is not a religion, although it is religious in character. Every applicant for Masonry must express a belief and a trust in God. Masonry does not take the place of religion. It stresses the personal commitment and involvement of each member in the religious community of his own choice.

## **WHAT ARE THE DEGREES?**

Lessons in Masonry are taught in three separate stages in our Masonic Lodges. The degrees, in order are Entered Apprentice (first degree), Fellowcraft (second degree), and Master Mason (third degree). Each blends Masonic moral philosophy in a unique lesson which is intended to have a serious impact and influence on the man who receives the degree.

## **WHAT ARE MASONIC APRONS?**

The symbolic apron was worn by operative masons to protect themselves from rough stones and tools. Presently, it is a badge of fraternal distinction. It represents the white lambskin, a symbol of innocence. Some decorations may appear on Masonic Aprons and often designate an officer or special recognition. All are, however, a proud display of membership in this world-wide Fraternity.

## **WHAT DO MASONIC SYMBOLS MEAN?**

The most widely recognized symbol of the Fraternity is the Square and compasses with the letter "G" in the center. Members wear it to remind themselves of their obligation to the lessons learned in their Lodges, and to identify their membership to other Masons and all people. Masonic symbols have wide meanings, some directly relate to the tools used by actual operative masons and some, represent the need for order and direction in life. The letter "G" represents God, the Supreme Architect of the Universe.

## **WHEN ARE MEETINGS HELD?**

Lodges meet in regular monthly sessions called "stated meetings" and on such other days as are necessary to conduct its business and ritualistic work. While every Mason's attendance is earnestly solicited, yet it is not intended that a Lodge should interfere with his work or with his obligations to his family or his God.

Your husband has invested time and money in joining our Fraternity. He can best receive all that he should by frequently participating in its deliberations and events. We hope that you will approve and encourage him to attend regularly, and we hope also, that you, too, will join us whenever possible for the guest activities held by the Lodge.

## **SHOULD I CONTACT ANYONE WHEN MY HUSBAND IS ILL OR HOSPITALIZED?**

In the event any member of our Lodge becomes ill, we want to know. You may call the Master or Secretary of this Lodge. Your husband has joined an organization that wants to assist him and

you when in need, and we need your help to do it.

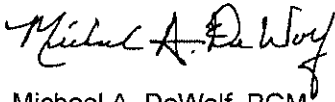
#### **WHAT CAN YOUR INVOLVEMENT BE?**

Countless opportunities abound through active participation and membership in any of the numerous Masonic-related ladies organizations. You are encouraged to share in many activities of the Lodge. Non-Masonic friends and families may also take part in many Masonically supported programs.

We hope you will be proud that your husband has chosen to become a member of the world's oldest and best fraternity. We welcome you as a "Mason's Lady".

Until then, I remain,

Sincerely and Fraternaly,

A handwritten signature in cursive script that reads "Michael A. DeWolf". The signature is written in black ink and is positioned above the typed name.

Michael A. DeWolf, PGM

Secretary/Treasurer

Wauwatosa Lodge No. 267 F&AM

Sent to the new FC the day after his degree.

*Wauwatosa Lodge #267*  
*F. & A. M.*

M.:W.: Michael A DeWolf, P.G.M.  
Secretary/Treasurer  
Wauwatosa Lodge #267  
Office: (262) 965-2200  
Mobile: (715) 574-3151  
michael.dewolf33@icloud.com



March 24, 2016

Brother Hiram Abiff  
2525 S. Shore Drive  
Milwaukee, WI 53207

Dear Brother Abiff:

Now that you have been passed to the degree of Fellowcraft, I again take pleasure in congratulating you on your advancement in Masonry. Only one more step remains before you earn full membership in Wauwatosa Lodge #267.

As you know, your Coach is Brother Joshua Riewe, 1123 S. 84<sup>th</sup> St., Milwaukee, WI 53214; 262.399-1234 - Mobile. Get in touch with him promptly and work out your coaching schedule with your Second Degree Coach, thus relieving him of the responsibility of seeking you out in connection with this necessary work. Your FC Examination is scheduled for April 11, 2016 at 7:00pm.

With respect to attendance, you are now invited to be present at the Lodge on all First Degree and Second Degree nights. Additionally, you are invited to attend the second half of our Stated Meetings. I hope that you will take advantage of all such occasions to become better acquainted with the members of your Lodge.

Remember my suggestions about inviting relatives, business associates or other friends whom you understand to be Master Masons, particularly on the evening of your Third Degree. It will mean a great deal to those friends of yours to be present and in later years, as you look back, it will mean much to you.

Finally, let me point out that the First and Second Degrees, impressive as they are, simply help to prepare you for the big step -the ceremony when you are raised to the Sublime Degree of Master Mason. I join you in anticipating that eventful occasion which is scheduled for May 9, 2016 at 7:00pm.

Until then, I remain,

Sincerely and Fraternaly,

Michael A. DeWolf, PGM  
Secretary/Treasurer  
Wauwatosa Lodge No. 267 F&AM

Sent to the new MM the day after his degree.

*Wauwatosa Lodge #267*  
*F. & A. M.*

M.:W.:Michael A DeWolf, P.G.M.  
Secretary/Treasurer  
Wauwatosa Lodge #267  
Office: (262) 965-2200  
Mobile: (715) 574-3151  
michael.dewolf33@icloud.com



May 5, 2016

Brother Hiram Abiff  
2525 S. Shore Drive  
Milwaukee, WI 53207

Dear Brother Abiff:

This is the last of the series of letters I address to each new Brother as he progresses through the Masonic degrees. Again, let me offer you warmest congratulations and welcome you as a Master Mason and member of Wauwatosa Lodge.

It is now timely to consider your future course of action in Masonic affairs. As you have learned, Masonry is a progressive science, and you will find more and more of its inspirational teachings unfolding through the years as you participate in our Lodge activities. Privileged as I am to have served as a Past Grand Master, I find that each new Masonic experience brings a deeper awareness of Freemasonry. It is a continuing, enriching and enlarging philosophy.

First, of course, prepare for your final proficiency examination in the Master Mason Degree. I suggest that you do not delay as the memory work is much easier while the experience of the degree is still fresh in your mind.

Secondly, look at the various avenues for participation in the activities of Wauwatosa Lodge so as to find the areas where you will be the happiest in your new Masonic home. There is such a variety of ways to serve and to benefit: a period of duty on the Stewards' Committee, waiting on the Brothers who have waited on you; learning to participate as a sidliner in some aspects of the degree work; supporting the Lodge simply by regular attendance at Stated and Special Meetings; calling on a Brother who is ill; bringing wives, families and friends to our social functions; taking up the study of Masonic research; and, of special importance, partaking of all the good fellowship which is available to you through your Lodge.

May you chart your Masonic course with wisdom and humility, and may you experience the rewards which are yours to earn and receive.

Until then, I remain,

Sincerely and Fraternaly,

Michael A. DeWolf, PGM  
Secretary/Treasurer  
Wauwatosa Lodge No. 267 F&AM