

**Most Worshipful Prince Hall Grand Lodge F. & A. M.
State of Washington and Jurisdiction**

2010 JOINT SPRING WORKSHOP



KENNETH B. ANTHONY
Most Worshipful Grand Master

MARCH 27, 2010

**JULIUS A. HEADEN LODGE #102
1700 SOUTH 340TH STREET
FEDERAL WAY, WASHINGTON 98003**

2010 ANNUAL JOINT SPRING WORKSHOP



WELCOME

Right Worshipful

GARDNER M. TORRENCE SR.

Director, Publication and Training

Prince Hall Masonic Family of Washington...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP

Intro by D.G.M.

OPEN REMARKS



Honorable
M.W. Kenneth B. Anthony
Grand Master of Masons

Prince Hall Masonic Family...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



JOINT FORUM:



Medical Team at Grand Session
W.B. Harris Harvey - G.S.D.



Veterans Administration (VA)
W.B. Harris Harvey - G.S.D.

2010 ANNUAL JOINT SPRING WORKSHOP



WORKSHOP OVERVIEW:



GL Quarterly /Annual Report and Taxes; Annual Reports submittal (Format for Grand Session (R.W. Davis)



Resolution/Demits/Proxies (R.W. Carter)



Grand Lodge Code/Changes (P.M. Jiles)



Establishing Lodge Programs (R.W. Wraggs)



Comptroller Board (M.W. Carton B. Tucker/Members)



M.W.G.M. Comments/Open Forum/Closing Remarks

2010 ANNUAL JOINT SPRING WORKSHOP



COMPLETING QUARTERLY TAX FORMS

Right Worshipful

CLARENCE DAVIS

Grand Secretary

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



TOP LEFT SECTION:



Identify quarter being reported:

- List Per-Capita Tax amount
- Enter total number of Active members
- Enter number of Indigent members
- Enter number of Candidates Initiated
- Enter number of Dispensations received
- Enter number of members Received by Demit/Petition
- Enter Prince Hall Day Scholarship Assessment
- Enter Assessments approved by Grand body or Grand Master

2010 ANNUAL JOINT SPRING WORKSHOP



TOP LEFT SECTION CONT'D:



Enter KOPEI (Knights of Pythagoras Education Incentive)



Enter Merchandise or Masonic Supplies



Enter Grand Lodge Building Assessment
(\$100.00 For each Master Mason Raised)



Miscellaneous

2010 ANNUAL JOINT SPRING WORKSHOP



ADJUSTMENT AND TOTALS:



Adjustments:

- Overpayment (subtract)
- Short on Last Report/Underpayment (add)
- ****Note**** All Adjustments must be accompanied by a written statement of the reason for the Adjustment.



Totals

- Amount due
- Amount paid

2010 ANNUAL JOINT SPRING WORKSHOP



TOP RIGHT SECTION:



Active Members



Indigent Members



Grand Lodge Honorary Life Members



We **“DO NOT”** Recognize Duel Membership

2010 ANNUAL JOINT SPRING WORKSHOP



BOTTOM LEFT SIDE OF FORM:



Initiated/Passed/Raised:

- Date that Candidate(s) received degree
- Name of Candidate(s) who received degree
- “X” the box of the degree received
- ❖ A separate entry must be made for each degree received for each candidate.
- ❖ No candidate can receive more than one degree within a four (4) week period. (Title 119 Conferring Degrees)

2010 ANNUAL JOINT SPRING WORKSHOP



Bottom Right Side of Form



Received By Demit (Petition)

- Date received and name of Master Mason



Suspended/Dropped for Non-Payment of Dues

- Date member officially removed from roll and name



Reinstated

- Date member received back into good standings & name



Death

- Date member officially deceased and name



Expelled/Suspended

- Date member expelled or suspended and name



Demitted

- Date member officially demitted and name

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



MEMBERSHIP INCREASE/DECREASE REQUIRED SIGNATURES:



Total members ending (date of previous quarter)



Total members ending (date of current quarter)

- Show the difference between number of members between last quarter and quarter being reported.
- If no change the entry should be “0”. If more members are being reported show increase.
- If less members are being reported show decrease.

The Worshipful Master and Secretary must both provide their names (printed), signature and addresses:

Lodge Seal

****Submit Report****

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



GRAND LODGE EXEMPTIONS:



The following is a listing of members who are exempt from paying Grand Lodge Taxes:

- **Grand Lodge Honorary Life Members**
- **Most Worshipful Past Grand Masters**



However, the member's lodge must pay any Assessments for these members (Prince Hall Day Scholarship Assessment and any other Assessment which may be created in the future)

2010 ANNUAL JOINT SPRING WORKSHOP



****NOTE****



Most Worshipful “**HONORARY**” Past Grand Masters are not necessarily Grand Lodge Honorary Life Members



Honorary Past Grand Masters are required to go through the same approval process as the Grand Lodge Honorary Life Members to receive Life Membership status

2010 ANNUAL JOINT SPRING WORKSHOP



Sample

Grand Lodge Tax Breakdown

(\$15 per member)

<u>Per Capita</u>	<u>Per Mbr.</u>	<u>Active Mbr.</u>	<u>Amount Due</u>
• GL Tax	\$10.23	44	\$450.12
• Masonic Relief	\$1.96	44	\$86.24
• Charity	\$0.58	44	\$25.52
• Education	\$0.17	44	\$7.48
• Youth	\$0.38	44	\$16.72
• Building Fund	\$1.53	44	\$67.32
• Investment	\$0.15	44	\$6.60

2010 ANNUAL JOINT SPRING WORKSHOP



COMPLETING QUARTERLY TAX FORMS

Right Worshipful

CLARENCE DAVIS

Grand Secretary

******Questions and Answers******

2010 ANNUAL JOINT SPRING WORKSHOP



ANNUAL REPORTS AT GRAND SESSION

Right Worshipful
CLARENCE DAVIS
Grand Secretary

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



FORMAT:



On Time...20 June 2010



Submit on Mobile Stick or CD



Font: Arial 12; single spaced



Document Style: MS Word



At Grand Session: Reports submitted and copied to Grand Secretary Computer

2010 ANNUAL JOINT SPRING WORKSHOP



ANNUAL REPORTS AT GRAND SESSION

Right Worshipful
CLARENCE DAVIS
Grand Secretary

****Questions and Answers****

2010 ANNUAL JOINT SPRING WORKSHOP



RESOLUTIONS AND DEMITS

JURISPRUDENCE COMMITTEE

Rights Worshipful

LEROI CARTER

Harmony Lodge #2

“Refer to Handouts”

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



RESOLUTIONS:

❖ Article 22 – Masonic Law, The Code and Amendments:

Section 22.06: Amendments

- 1. Presentation*
- 2. Format*
- 3. Referral*
- 4. Distribution*

Section 22.07: Time Limits

2009 ANNUAL JOINT SPRING WORKSHOP



Resolutions: *A formal statement expressing the opinion, will, or intent of a body of persons*

❖ **Handling off a Motion as a Resolution**

- *When motion is lengthy or complex should be presented in the form of a resolution*
- *Should be submitted in Writing*

2010 ANNUAL JOINT SPRING WORKSHOP



TITLE 127- DEMISSION

- ❖ **Section 121.01:**
 - All application for demits must be made in writing
 - Signed by the applicant...read in open lodge
 - Applicant must be present...unless
 - Application may be withdrawn at any time before the announcement that the demit is granted

- ❖ **Section 121.02:**
 - Demit should be dated day granted
 - Membership ceased from and after such date
 - Brother Demitting shall be entitled to copy of demit

- ❖ **Section 121.03:**
 - Brother entitled to loss demit...satisfactory proof

2010 ANNUAL JOINT SPRING WORKSHOP



TITLE 127- DEMISSION

- ❖ **Section 121.04:**
 - Entered Apprentice and Fellowcrafts shall not receive demits
 - Granted a certificate setting forth their status in the lodge

- ❖ **Section 121.05:**
 - A Brother Tried on charges of unmasonic conduct and acquitted and case is pending shall not be permitted a demit...until the case is finally disposed of

2010 ANNUAL JOINT SPRING WORKSHOP



DEMITTING INTO WASHINGTON JURISDICTION

- Transaction of changing membership form one lodge to another within or out of a jurisdiction
- Normally handled between two lodges
- GL should only get involve when transaction is difficult

❖ **Before contacting GL a Brother should:**

1. Be in good standing
2. Apply with the lodge desiring to become member
3. Request demit from home lodge...may have intended lodge do it
4. If you received no answer...then contact your GL...If no answer from GL...send all docs to intended GL
5. Grand Sec tries to contact GL...if no answer received in 30 days...send a second notice with return receipt
6. If no answer GM may issue "Letter in Lieu of Demit"

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



RESOLUTIONS/DEMITTS/PROXIES

JURISPRUDENCE COMMITTEE

Rights Worshipful

LEROI CARTER

Harmony Lodge #2

******Questions and Answers******

2010 ANNUAL JOINT SPRING WORKSHOP



GRAND LODGE CODE AND CHANGES

Past Master

DAMION JILES





Julius A. Headen Lodge #102

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



TOPIC OF DISCUSSION

-  Masonic Law
-  The Code in General
-  Amendments to the Code
-  Voting on Amendments

2010 ANNUAL JOINT SPRING WORKSHOP



Masonic Law:

Division of Masonic Law:

- ❖ *Regulates or controls the actions of Freemasons in a Grand or Subordinate Lodge*
- ❖ *The Moral Law...our obligations, charges and rituals*

Common Law of Masonry:

- ❖ *The Immoral Law which includes the **Ancient Landmarks***

Written Laws of Masonry:

- ❖ *Includes the Constitutions, General and Specific Laws, Rules, Edicts, Resolutions and By-laws enacted by competent authority*

2010 ANNUAL JOINT SPRING WORKSHOP



Masonic Law Cont'd:

- ❖ Usages of Masonry:
Practices and modes of behavior towards each other
- ❖ Customs of Masonry:
Universalities and ancient...acquire the force of law

2010 ANNUAL JOINT SPRING WORKSHOP



THE CODE:

Constitution:

- ❖ *Written laws enacted for the government of GL/Lodges*

Grand Lodge By-laws:

- ❖ *Adopted for the regulation of internal affairs for members and other jurisdictions*

Masonic Code:

- ❖ *The codification of the Constitution, By-laws and regulations of the Grand Lodge*
- ❖ *Styled as: **Masonic Code of the Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons, State of Washington and Jurisdiction***

2010 ANNUAL JOINT SPRING WORKSHOP



THE CODE Cont'd:

Procedure for Code Adoption:

- ❖ *Written information into the code shall establish the **Constitution, By-laws, Regulations, Standing Resolutions and forms of the GL***
- ❖ *Shall bear the date of such adoption*

2010 ANNUAL JOINT SPRING WORKSHOP



AMENDMENTS:

1. Presentation:

- ❖ *Shall be presented in the form of a Resolution at Annual Communication*

2. Format:

- ❖ *Shall be a clear, factual and concise statement for the purpose of proposed legislation*
- ❖ *Shall reflect entire section /sub-section to be amended*

3. Referral:

- ❖ *Proposed amendments shall first be referred to Code Commission*
- ❖ *Code Committee makes approval or revision on composition and format*

2010 ANNUAL JOINT SPRING WORKSHOP



AMENDMENTS Cont'd:

4. Distribution:

- ❖ *New proposals/those held over from previous GS shall be distributed in full to all lodges by GSec*
- ❖ *Shall be distributed to lodge at least **Sixty (60) days** in advance of next Annual Communication*

5. Time Limit:

- ❖ *All resolution that changes **Constitution or By-laws** shall be delivered to GSec **post marked not later than March 1st** preceding each Annual Communication*

2010 ANNUAL JOINT SPRING WORKSHOP



AMENDMENTS Cont'd:

6. Forwarding:

- ❖ *GSec shall refer all resolutions to appropriate Standing Committee*
- ❖ *He shall print prior to **April 1st** the resolutions /committee recommendations, together with any resolutions held over from previous Session*
- ❖ *He shall forward the same to all lodges for study*

2010 ANNUAL JOINT SPRING WORKSHOP



AMENDMENTS Cont'd:

7. Recommendations:

- ❖ *Recommendations by GM shall be received by GSec not later than **March 1st** preceding annual communication*
- ❖ *Shall be printed/sent to lodges for study NLT **April 1st***
- ❖ *Recomm not circulated shall be presented as **Resolutions** prior GS unless declared emergent by GM*
- ❖ *Any resolution submitted after **March 1st** and prior to **twelve (12) o'clock noon** of the **2nd day of session** shall be forward to GM who shall decide if such proposal is urgent and good of masonry should be considered*

2010 ANNUAL JOINT SPRING WORKSHOP



AMENDMENTS Cont'd:

7. Recommendations:

- ❖ *If time not permit the processing/subsequent mailing of late resolutions to the lodges, the GSec shall make available to all at **GS Registration***
- ❖ *Any Resolution submitted after **twelve (12) o'clock noon /2nd day of session "shall not be considered"***

2010 ANNUAL JOINT SPRING WORKSHOP



VOTING ON AMENDMENTS:

Constitution:

- ❖ *Proposed amendments to Constitution which received a **90% vote** shall be declared **adopted** /become part of the Constitution **at the close of that Session***
- ❖ *If vote less than **90%** but affirmative majority, shall be held over for **1 yr.** and shall be published with proceedings as **Proposed Amends to Constitution**”*
- ❖ *At next **GS** proposed amend shall be reported by **committee on Unfinished Business** and call by the GM for action **in advance of any new business***
- ❖ *If received **2/3 vote** shall be **declared adopted** and become part of the Constitution **at the close of that GS**; otherwise it shall be declared rejected*

2010 ANNUAL JOINT SPRING WORKSHOP



VOTING ON AMENDMENTS Cont'd:

By-laws:

Note: *A proposed amendments to change the Constitution necessitating a correlating change of a By-laws may be submitted as one resolution; provided the necessary vote for adoption remains as a constitutional*

- ❖ *Proposed amendments to By-laws which received a **3/4 % vote** shall be declared **adopted** and shall become a part of the Constitution **at the close of that Session***
- ❖ *If vote is less than **3/4% affirmative**, but a majority, shall be declared held over for **1 yr.** and be published with the proceedings und the caption of **“Proposed Amendments to the By-laws”***

2010 ANNUAL JOINT SPRING WORKSHOP



VOTING ON AMENDMENTS Cont'd:

By-laws Cont'd:

- ❖ *At the next GS the amendment shall be reported by **committee on Unfinished Business** and call for action in advance of any new business*
- ❖ *If received a **Majority in Favor** shall be **declared adopted** and shall become a part of the By-laws at the close of that Annual Communication; otherwise, it shall be declared rejected*

2010 ANNUAL JOINT SPRING WORKSHOP



CURRENT CODE BOOK AND CHANGES

- 📖 New Code Books for Sale...all latest changes
- 📖 2009 Latest Code Changes...Insert available

2010 ANNUAL JOINT SPRING WORKSHOP



GRAND LODGE CODE AND CHANGES

Past Master

DAMION JILES

Julius A. Headen Lodge #102

****Questions and Answers****

2010 ANNUAL JOINT SPRING WORKSHOP



ESTABLISHING LODGE PROGRAMS

Right Worshipful

GREGORY D. WRAGGS

Grand Lecturer

“Refer to Handouts”

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



ESTABLISHING LODGE PROGRAMS

Right Worshipful

GREGORY D. WRAGGS

Grand Lecturer

****Questions and Answers****

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



THE COMPTROLLER BOARD

Most Worshipful

CARLTON B. TUCKER, P.G.M.

& MEMBERS

“MID-YEAR REVIEW”

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



THE COMPTROLLER BOARD:



Duties and Responsibilities/Tenure

- ❖ MW Carlton B. Tucker • **Chairman/Overseer (2006 -2011)**
- ❖ MW William C. Rheubottom • **Projects Manager (2005-2010)**
- ❖ MW James Troutt, II • **Standard Operation Procedures (2007-2012)**
- ❖ MW Harden M. Keys, Jr. • **Special Projects (2008-2013)**
- ❖ MW Elbert Timmes • **Financial Accounts (2008-2013)**
- ❖ RW Darwyn B. Anderson • **Vice Chairman/Budget (2008-2010)**
- ❖ RW Andrew Harris • **Gambling Commission (2009-2014)**
- ❖ RW Roy Price • **GTres – Financial Matters (2009-2010)**
- ❖ RW Clarence Davis • **GSec – Board Administrator (2009-2010)**

2010 ANNUAL JOINT SPRING WORKSHOP



THE COMPTROLLER BOARD:



Our Financial Data System



- ✓ **QuickBooks Pro** approved in **2007** as our **“Official Financial Data System”** to be used by this Grand Lodge in managing all its finances
- ✓ We’re about 95% up and running...still a little work to do!
- Some Advantages:
 - ❑ All Inclusive Financial Data System...accurately organize your data in **“One”** system
 - ❑ Accepts Credit and Debit Payments
 - ❑ Writes, Prints, and Order Checks and Deposit Slips
 - ❑ Manages Membership and Lodges data
 - ❑ Accounts for Budgets and all Grand Lodge Inventory



Future plans...Grand Entertainment and Lodges

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP



THE COMPTROLLER BOARD

Most Worshipful

CARLTON B. TUCKER, P.G.M.

& MEMBERS

*****Questions and Answers*****

MWPHGLW...Leader In Spanning The Globe

2010 ANNUAL JOINT SPRING WORKSHOP

Intro by D.G.M.

COMMENTS

OPEN FORUM

CLOSING REMARKS



Honorable
M.W. Kenneth B. Anthony
Grand Master of Masons

Prince Hall Masonic Family...Leader In Spanning The Globe

Most Worshipful Prince Hall Grand Lodge

Washington and Jurisdiction



Thanks to all for continued Support
Grand Lodge Staff

Leader...Spanning The Globe

Instructions for completing the Grand Lodge Quarterly Tax Form

"Top"

1. Ensure that the Quarter being reported is identified (1st, 2nd, 3rd, or 4th)
2. Enter Name and Number of Lodge
3. Enter City and State where lodge holds meetings (It is not necessary to include the entire address)
4. Enter the days and times that the meetings are held
5. Enter the beginning and ending dates of the Quarter that is being reported on

"Top Section Left"

6. Ensure that the Per-Capita Tax amount is listed (currently that amount is \$15.00 per member, per quarter)
7. Enter the total number of **"Active Members"** on the rolls. (This number should not include "Indigent" members as voted on by your craft, It does include "Grand Lodge Honorary Life Members" as voted on and approved by the Grand Body). The amount to be paid for each of these members is \$15.00 each.
8. Enter the number of **"Indigent Members"** on the rolls (as approved by your craft). The amount to be paid for each of these members is \$1.96 each.
9. Enter the number of members **Received by Demit** during this reporting period (Quarter). The amount to be paid for each of them is \$5.00 received by demit fee if demitting in from outside of the jurisdiction. You must include them in your Active Membership as well, #7)
10. Enter the number of candidates that were **Initiated** (received the 1st degree of an Entered Apprentice) during the quarter that is being reported. The amount to be paid for each of them is \$10.00. (\$10.00 each Entered Apprentice Initiated)
11. **Dispensations** that are approved by your District Deputy who received his permission from the Grand Master cost \$3.00 each. (i.e. Changing meeting dates or times, canceling meetings etc., all require dispensations)
12. **Prince Hall Day Scholarship Assessment** – This is a one time per year mandatory payment due with the 1st Quarter Report "only". The payment is \$1.00 per each member on your rolls. This includes Active Members, Indigent Members and Grand Lodge Honorary Life Members (Master Masons only)
13. **Assessments** that are approved by the Grand Body or the Grand Master must be paid in the amount and quarters designated on the Assessment.
14. **KOPEI** – "Knights of Pythagoras Education Incentive" is strictly a volunteer donation which can be paid anytime, in any amount that the lodge chooses to donate. Those donations are turned over to the Knights Organization.
15. **Merchandise** or Masonic Supplies and/or the shipping cost that the Lodge owes for are to be accounted for in this box. Also, orders that are being placed with a current Order Form that is attached to the current Quarterly Report. Shipping cost are usually billed to the lodge and can be paid in advance to the Quarterly Taxes and Reports becoming due. However, these costs should be paid with the very next Quarterly Report that is due after receiving your supplies.

16. **Grand Lodge Building Assessment** is \$100.00 payable to the Grand Lodge for each candidate when they are raised to the degree of a Master Mason (3rd Degree). This is a one time Assessment and should be included in the lodge fees to make a Master Mason. Brethren who demits into this Jurisdiction from other Jurisdictions must also pay a \$100.00 Building Assessment if they did not pay it in their old Jurisdiction. If the Building Assessment from their old Jurisdiction was less then \$100.00 and they either provide proof or the lodge has researched this and found proof then the demitting Brother must pay the difference between what they have paid and \$100.00 if there be any. If they paid more then \$100.00 Building Assessment in their previous Jurisdiction, they will not be assessed in this Jurisdiction.
17. **Miscellaneous** is the catch all box for monies paid to the Grand Lodge that does not have a category. Please provide a brief explanation on what the payment is for.

****Adjustments****

18. **Over Payments (Subtract)** this amount is a credit and needs prior approval from the Grand Secretary before being taken by the Lodge. Submit the request for a credit to the Grand Secretary in writing for approval. Provide a detailed explanation justifying your credit request.
19. **Short on last Report (Add)** this amount should be based on your receipt from the last Quarter Report and Taxes Paid or correspondence received from the Grand Secretary addressing your recent tax payment. If you find that you were short, send a letter explaining to the Grand Secretary why you were short and the amount of the short payment

****Totals****

20. **Total Amount Due** with this report is the total amount of the column added together, minus the Over payment Amount if any. Make all Checks or Money Orders payable to "MWP HGL"
21. **Total Amount Paid** is the actual amount of the Check or Money order that is being submitted with the Quarterly Report. If this amount is **more** then the amount due, the lodge will receive a credit to their account and it will be reflected on the receipt from the Grand Lodge. If this amount is less then the amount due, the Lodge will be notified of the amount due and it will be reflected on the Grand Lodge Receipt.

"Top Section Right"

****Membership****

22. Number of **Active Members** is to include all current members on the rolls of your Lodge except Indigent Members and Grand Lodge Honorary Life Members. If your lodge has Honorary Members from other Jurisdictions, they are not accounted for on any Grand Lodge forms. Their numbers have no bearings on the membership numbers of your lodge and should not be reported to the Grand Lodge. **"We do not recognize dual membership"**
23. Number of Lodge **Indigent Members** is to include those members as voted on by the craft of the lodge to be unable to support themselves with regards to their financial obligations due to their current physical or mental condition or whatever the lodge has determined to qualify them as being indigent. Age does not necessarily make one indigent.
24. Number of **Grand Lodge Honorary Life Members** is determined by the Grand Body during Grand Session. These brethren names can be found on the Grand Lodge Roster. They are the Life Members whose name was placed in nominated at some Grand Session, Voted on and Approved by the Grand Body at that Grand Session. Your Lodge nominated this Brother in accordance with the Code. There are currently only 12 Grand Lodge Honorary Life Members belonging to 10 Lodges.
25. Total Members is the sum of lines 21, 22, and 23.

26. **Initiated** is the number of candidates who received the 1st Degree of an Entered Apprentice during this reporting period (Quarter)

**** Lodge Works and Actions****

27. **No. Degrees Given** is the total number of degrees for each candidate. Example: If you have 5 candidates and each received 3 degrees (1st, 2nd, 3rd this Quarter), the total number of degrees given this Quarter would be 15.
28. **Dropped for Non Payment of Dues (N.P.D.)** in accordance with the Lodge's By-Laws, those Brothers whose membership is no longer being carried by the Lodge (effective the Quarter being reported) due to their refusal to pay their dues and after proper notification and approval of the craft are officially removed from the rolls of the Lodge are to be reported here.
29. **Reinstated** in accordance with the Lodge's By Laws are for those Brothers who have applied to be accepted back into the craft. Once the By Laws process of the Lodge for reinstatement have been accomplished and is approved by the craft. The Brother once again becomes a member in good and regular standings. The number of Brothers who were reinstated during the Quarter being reporting is entered here.
30. **Received by Demit** is for those Brothers who have demitted into the lodge during the Quarter being reported. Their numbers are reported here and should coincide to some extent with the amounts of Demit Fees and Assessments collected as appropriate.
31. **Demitted** is for the Brothers who have requested and was granted a demit during the Quarter being reported on. Report the number who were granted a demit and is no longer a member of your lodge as a result of the demit here.
32. **Suspended** is for those members of your lodge who though some Masonic process and accordance with the By-Laws of your lodge or Code of Washington was suspended during this Quarter for whatever reason. The number is to be reported here.
33. **Expelled** from Masonry are for those members who again though some Masonic Process on the Lodge or Grand Lodge Level, in accordance with the By-Laws or Code is excluded from all Masonic practices for a designated period of time or indefinitely as described in his Expulsion correspondence. Report these ex-members here.
34. **Deaths** are for reporting the number of Brothers who were current when they met their demised during the Quarter being reported on. Death Certificates should be submitted to the Grand Lodge where possible to allow the payment of the Masonic Relief Benefit.

****Names and Dates****

This Section is for Names and Dates which coincide with the numbers in the Top Section

35. **Name of Indigent** – the names of those Brothers who are being claimed as Indigent per line 22 above must be entered here. "If you cannot provide the names, the brother cannot be claimed as Indigent".

"Bottom Section Left"

36. **Initiated** is to first document the date that the degree was given during the Quarter being reported. Enter the names of each candidate that received a degree on that date and "X" out the box of the degree received. After completing that date, Enter the next date during the reporting quarter that a degree was given, enter the full names of the candidates as it appears on their petition, who received the degree and "X" out the box coinciding with the degree that was given. Continue on with this process until all degrees given for the Quarter are listed. This number should match that which was reported in line item 26.

If a candidate belonging to your Lodge received courtesy degree work from another Lodge. The Lodge which the candidate is becoming a member of is to document the degrees receives, **“not”** the Lodge performing the courtesy work.

“Bottom Section Right”

37. **Received By Demit** is to document the date that the Brother was officially received by demit in your Lodge. This date should be the same date as reflected in the Lodge’s minutes. Also, enter the full name of the Brother having been received in this section. As a reminder, ensure that all appropriate fees have been collected from the Brother. The number of names reported here should coincide with line item 29.
38. **Dropped for Non-Payment of Dues (N.P.D.)** is to document the actual date and the full names of Brothers who were dropped from the rolls during this reporting Quarter for not having paid his dues in accordance with the Lodges By-Laws. The number of names should coincide with that having been reported in line item 27.
39. **Reinstated** is to list the official date and the names of all Brothers who were reinstated during this reporting Quarter. This date should be the same as listed in the Lodge’s minutes. The number of names reported should coincide with the number reported in line item 28.
40. **Death** is to list all brothers who were current when their demise occurred during the Quarter being reported. Report the Date of their death and their full names. These Brothers beneficiary is eligible to receive Masonic Relief Benefits once the Lodge submits to the Grand Lodge a original copy of the Death Certificate. The number of names of Brothers listed here must coincide with the number of deaths reported in line item 33.
41. **Expelled** is for listing the dates of expulsion and the full names of the Brothers who have been expelled. Remember a Masonic Process has to have occurred for a Brother to have been officially expelled. The process is to follow the Lodge By-Laws and/or the Masonic Code of Washington and Jurisdiction. The number of names of expelled Masons listed here should coincide with the number being reported as expelled in line item 32.
42. **Demitted** is for listing the dates and the full names of Brothers whose request for demit was acted on and granted by the Lodge. The amount of names listed should coincide that reported in line item 30.

“Bottom Section”

43. **Total Membership Ending, date** – This date should be from the end of the previous Quarter. Example: If you are reporting the 3rd Quarter then the date here would be from the quarter ending December 31, of that Masonic Year. At the beginning of that line in the parenthesis enter the total membership reported during that Quarter. You must review your previous Quarters report to complete this line. Also, at the end of that Quarter if there was an increase or decrease in the lodges total membership numbers, enter the amount by which it increased or decreased. If there were no change, enter “0” on both the increase and decrease lines”.
44. **Total Membership Ending, date** - This date should be from the Quarter being reported. Example: At the beginning of that line in the parenthesis enter the total membership being reported this Quarter. Enter if there is an increase or decrease in the lodge’s total membership numbers, enter the amount by which it increased or decreased. If there were no change, enter “0” on both the increase and decrease lines”.
45. Clearly print or Type the name of the Worshipful Master on the following line allowing enough space for his signature to follow on the same line (**Worshipful Masters please sign here**). Clearly Print or Type the Worshipful Masters Mailing address on the very next line.

46. Clearly print or Type the name of the Lodge Secretary on the following line allowing enough space for his signature to follow on the same line **(Lodge Secretary please signs here)**. Clearly Print or Type the Lodge Secretary Mailing address on the very next line.
47. **The Lodge's Seal** should be affixed to the Report. It is the Lodge's Report and your seal says that you have reviewed the report and all of the information therein is accurate and true to the best of your knowledge.
48. **Date Received at the Grand Secretary's Office.** This Space is reserved for the Grand Secretary's Office "only".

NOTE: Lodges, make sure that a copy of this report is maintained in the files of the Lodge. If a receipt is not received in a timely manner contact the Grand Secretary. Timely is if your Tax Check has been cashed, get on the Grand secretary for your receipt.



The Most Worshipful Prince Hall Grand Lodge, F. & A.M.
WASHINGTON and JURISDICTION
 P.O. BOX 3285
 SEATTLE WASHINGTON 98114



Helpful hints on Quarterly/Annual Report and Taxes

1. To confer a degree on a candidate or brother in less than **4 (four)** weeks on any degree will require a dispensation and cost **\$3.00**, which shall be paid to the Grand Lodge on submission of your quarterly taxes.
2. To confer any degree on more than **5 (five)** candidates or brothers will require a dispensation and cost **\$3.00**, which is paid to the Grand Lodge on submission of your quarterly taxes.
3. All dispensations can be secured from the office of District Deputy Grand Master with the exception of changing elections date, which must come from the office of Grand Master.
4. Honorary Life Members are exempted from paying the several taxes, assessments, etc.
5. Members declared indigent by a vote of the Lodge may be exempted from the several taxes, assessments, etc...except Masonic Relief. All indigent members must pay or have paid for them the Masonic Relief.
6. The Lodge will pay a **\$10** initiation fee for every member initiated to become a member of its lodge; this fee shall be paid to the Grand Lodge on submission of your quarterly taxes.
7. There is a **\$10** demit-in fee for every member received by demits into your lodge from a jurisdiction other than the State of Washington; a **\$5** demit-in fee for those received by demit from within Washington Jurisdiction. These fees shall be paid to the Grand Lodge on submission of your quarterly taxes.
8. The lodge shall pay a **\$100** Grand Lodge Building Assessment Fund for each member it raises to the Sublime Degree of a Master Mason. These fees shall be paid to the Grand Lodge on submission of your quarterly taxes.
9. Each member demitting into the Washington Jurisdiction shall pay a **\$100** Grand Lodge Building Assessment Fund unless documentation shows it was paid in his previous Jurisdiction.
10. Lodge Credentials Report can be submitted with 4th and Annual Report and Taxes and must be received by the Grand Lodge not later than **20 June**.
11. For some one other than the Three Principle Officers to act as a proxy, a letter must be sent to the Grand Lodge signed by the Worshipful Master and sealed by the Lodge seal.
12. Submission of Quarterly Taxes shall be submitted to reach the office of Grand Secretary Not later than the prescribe periods:

<u>TAX REPORTING PERIODS</u>	
1st Qtr:	21 June - 30 September
2nd Qtr:	1 October - 31 December
3rd Qtr:	1 January - 31 March
4th Qtr:	1 April - 20 June
Annual:	Submitted with 4 th Qtr. Report and Taxes

<u>PAYMENTS TO GRAND LODGE</u>	
Per Capita Tax:	\$ 15.00
Indigent:	\$ 1.96
Initiations:	\$ 10.00
Dispensation:	\$ 3.00
Receive by Demit:	\$ 5.00

Approved by GL: 21 January 2006



MOST WORSHIPFUL PRINCE HALL GRAND LODGE, F. & A.M.
WASHINGTON and JURISDICTION



_____ Quarterly Report Of _____

_____ Lodge# _____

Located at: _____

Meeting on: _____

Covering the Period: _____ to _____

Per Capita		PAYMENTS TO GRAND LODGE Tax: (\$ 15.00)		MEMBERSHIP	
#				Active Members	
				Lodge Indigent Members:	
	Active Members	@ \$15.00	\$	Grand Lodge Honorary Life Members:	
	Indigent Members	@ \$ 1.96	\$	TOTAL MEMBERS	
	Initiations	@ \$10.00	\$	LODGE WORK AND ACTIONS	
	Dispensations	@ \$ 3.00	\$	Initiated	
	Received by Petition	@ \$ 5.00	\$	No. Degrees Given	
	KOPEI Donation (Optional)	@ \$25.00	\$	Suspended for N.P.D.	
	Prince Hall Day (1st qtr only)	@ \$ 1.00	\$	Reinstated	
	Assessments:		\$	Received by Petition	
	Merchandise:		\$	Demitted	
	G.L. Bldg Assessment (\$100.00 per MM Raised)		\$	Suspended	
	Miscellaneous:		\$	Expelled	
	Adjustments:		\$	Death	
	Over Payments (Subtract)		\$	NAME OF INDIGENT	
	Short on Last Report (Add)		\$		
	TOTAL AMOUNT DUE:				
	TOTAL AMOUNT PAID:				

_____ Quarterly Report Cont'd

_____ Lodge# _____

INITIATED		Degrees			DATE	SUSPENDED FOR N.P.D.
DATE	NAME (Print)	1	2	3		
					DATE	REINSTATED
					DATE	RECEIVED BY PETITION
					DATE	DEMITTED
					DATE	SUSPENDED
					DATE	EXPELLED
					DATE	DEATH

Secretaries: Please prepare and fill in ACCURATELY...Forward original to the Grand Secretary's Office, and retain a copy for your files.

(____)Total Membership Ending (End of last Qtr Date)_____ (____) INCREASE (____) DECREASE

(____)Total Membership Ending (End of this Qtr Date)_____ (____) INCREASE (____) DECREASE

DATE
RECEIVED AT
GRAND
SECRETARY'S
OFFICE

PRINT SIGNATURE WORSHIPFUL MASTER

PRINT ADDRESS

PRINT SIGNATURE SECRETARY

AFFIX LODGE'S
SEAL HERE

PRINT ADDRESS

MOST WORSHIPFUL PRINCE HALL GRAND LODGE, F. & A.M.
 WASHINGTON and JURISDICTION



Annual Report Of

_____ Lodge# _____

Located at: _____

Meeting on: _____

From **June 21, 20__** to **June 20, 20__**

PAYMENTS TO GRAND LODGE		-----MEMBERSHIP ACCOUNTING-----				
			1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
1 st QUARTER / SEPTEMBER 30	\$	ACTIVE:				
2 ND QUARTER / DECEMBER 31	\$	INDIGENT:				
		HONORARY:				
3 RD QUARTER / MARCH 31	\$	INITIATED:				
		NO. DEGREES GIVEN:				
4 th QUARTER / JUNE 20	\$	SUSPENDED FOR N.P.D.:				
		REINSTATED:				
TOTAL AMOUNT DUE		REC'D BY PETITION:				
		DEMITTED:				
TOTAL AMOUNT PAID		SUSPENDED:				
		EXPULSIONS:				
		REJECTED CANDIDATES:				

TOTAL MEMBERSHIP

JUNE 20, 20__ (_____)

JUNE 20, 20__ (_____)

INCREASE (_____) or

DECREASE (_____) FOR MASONIC YEAR

DATE
RECEIVED AT
GRAND
SECRETARY'S
OFFICE

PRINT

SIGNATURE

WORSHIPFUL MASTER

PRINT

ADDRESS

PRINT

SIGNATURE

SECRETARY

AFFIX LODGE'S
SEAL HERE

PRINT

ADDRESS

Secretaries: Please prepare and fill in ACCURATELY...Forward original to the Grand Secretary's Office, and retain a copy for your files.

Note: Approved by GL: 1 Aug 2007 - Supersedes all previous editions.

MEMBERSHIP

No.	NAME (Print)	No.	NAME (Print)	No.	NAME (Print)
1.		56.		111.	
2.		57.		112.	
3.		58.		113.	
4.		59.		114.	
5.		60.		115.	
6.		61.		116.	
7.		62.		117.	
8.		63.		118.	
9.		64.		119.	
10.		65.		120.	
11.		66.		121.	
12.		67.		122.	
13.		68.		123.	
14.		69.		124.	
15.		70.		125.	
16.		71.		126.	
17.		72.		127.	
18.		73.		128.	
19.		74.		129.	
20.		75.		130.	
21.		76.		131.	
22.		77.		132.	
23.		78.		133.	
24.		79.		134.	
25.		80.		135.	
26.		81.		136.	
27.		82.		137.	
28.		83.		138.	
29.		84.		139.	
30.		85.		140.	
31.		86.		141.	
32.		87.		142.	
33.		88.		143.	
34.		89.		144.	
35.		90.		145.	
36.		91.		146.	
37.		92.		147.	
38.		93.		148.	
39.		94.		149.	
40.		95.		150.	
41.		96.		151.	
42.		97.		152.	
43.		98.		153.	
44.		99.		154.	
45.		100.		155.	
46.		101.		156.	
47.		102.		157.	
48.		103.		158.	
49.		104.		159.	
50.		105.		160.	
51.		106.		161.	
52.		107.		162.	
53.		108.		163.	
54.		109.		164.	
55.		110.		165.	

Use Additional Sheet if Needed

CLUBS AND AUXILIARIES

1. PURPOSE (SUBORDINATE LODGE)
 - Promote Social Relationships among the members
 - Financial Assistants
 - Membership
 - Ritualistic Training
 - Cultural & Beneficial Activities in concordance with sound practices of Masonry
2. All members of the lodge are eligible for membership
3. Select officers from your members
4. All funds in reputable bank and checks signed by the President, Treasurer, and or Secretary.
 - Secretary and Treasurer shall be bonded (paid by the lodge and held by the Worshipful Master)
5. Clubs shall make financial reports quarterly and turn over all funds except \$300.00. Funds segregated on records for the purpose of identifying its source.
6. Semi-annual report may recommend certain portions to be earmarked for specific purpose, providing harmony, customs and practice of masonry.
7. If disputes and controversies cannot be settled within, the parent Lodge should adjudicate with the right of appeal as all matters involving subordinate Lodges.
8. Cannot become indebted for real or personal property over \$500.00.
9. The BY-Laws shall be submitted to parent Lodge for approval modification or rejection.
10. The organization of the club is regarded as a commendable and meritorious form of Lodge activities and the growth and promotion is to be fostered and assisted.