

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

RECLAMATION PROCEDURE

- 1. Purpose:** This policy and procedures are intended to establish the process for the restoration of membership of former members of lodges under the auspice of the Most Worshipful Prince Hall Grand Lodge of Washington and Jurisdiction (MWPHGLWA), who were dropped from the roles of lodges due to the non-payment of dues (NPD) only. Also, to relate the procedures available to assist our lodges in contacting those who have been dropped for NPD, to determine if they desire to reinstate, or are on the verge of being dropped.
- 2. Scope:** This policy applies to all lodges under the auspice of the MWPHGLWA.
- 3. Authority:** This policy is issued pursuant to the directive of our Most Worshipful Grand Master.
- 4. Process:** The need for a jurisdiction wide process for the efficient processing of former members who have been dropped from the roles of lodges within this jurisdiction for non-payment of dues, and have expressed a desire for restoration, has been recognized. The procedures below are to be immediately implemented and adhered to.

When a former member has made it known that he wishes to petition his former lodge for restoration, and it has been verified that the reason for being dropped from the roles was only for the non-payment of dues and no alleged or proven infractions of Masonic code, that person may be processed for restoration.

In those instances where the former member has been in contact with a member of the Grand Lodge Reclamation Committee, the committee member will be the person responsible for assisting the former member with the reclamation packet and submitting it in accordance with this policy.

The Reclamation Packet will contain at least the following three documents which are electronically fillable, allowing the person completing the document to type the requested information into the document. They are a letter from the brother (Committee Member) responsible for assisting the petitioner - this letter documents the process and provides the petitioner with specific instructions pertaining to each document and the process, a "Request for Restoration" from the petitioner to the Worshipful Master, Wardens and Brethren of the lodge being petitioned citing the desire and/or reasons of the petitioner to seek restoration. Lastly, there is a "Petition for Restoration" that must be completed.

Upon receipt of the reclamation packet from the petitioner, the processing committee member will review for administrative sufficiency. After favorable review, the packet will be scanned and emailed to the DDGM, or his specific designee, responsible for the lodge that is being petitioned.

After review and the packet is deemed administratively sufficient, the DDGM will forward the reclamation packet to the petitioned lodge with instructions to notify him when the lodge has acted on the petition. Upon receipt of the packet by a lodge officer, an email will be dispatched to the petitioner notifying him of receipt and informing him that he will be contacted after the requested action has been taken, as appropriate.

Post-Petition Approval: Subsequent to approval of the petition, the Worshipful Master (WM) of the lodge, or designee, will notify the petitioner of the approval via email and provide him with instructions for payment of monies due. The committee member who assisted the petitioner and the DDGM responsible for the lodge will be notified also.

If the ability to utilize PayPal has been established within the District/Lodge, use of that medium will be encouraged. Otherwise, check or money order is acceptable. After payment the members' dues card will be processed provided to him within seven (7) working days.

5. Non-Approval of Petition: In those instances where the petitioned lodge does not take favorable action regarding the petition, the WM, or his designee, will inform the DDGM, MWGM and the Chairman of Reclamation Committee with an explanation why the petition was rejected. He in turn will inform the committee member who assisted the petitioner. Subsequently, it is the committee member's responsibility to inform the petitioner.

6. Reinstatement into Headquarters Lodge No. 75: Often brothers who were members of overseas lodges, currently permanently reside in the Continental United States and were dropped for non-payment of dues, decide to seek reinstatement, and restart their Masonic travels. Generally, their goal after reinstatement is to visit lodges in their area of residence and find a lodge they wish to petition for membership. In those instances, these brothers will be reinstated into Headquarters Lodge No. 75 and upon request for demission, issued the appropriate demit. Note: If a brother falls into the circumstances regarding lodge location and residential situation as noted above and wants to reinstate into the overseas lodge, he last was a member of, there is nothing in this process which would preclude that processing. If a Lodge goes into default and the charter is revoked the active members of that lodge can transfer into another lodge of their choice within this jurisdiction.

7. Committee Assistance Regarding Non-Payment of Dues (NPD): The committee will assist lodges in reaching out and contacting members who are on the verge of being dropped for NPD or who have been dropped for NPD and are believed to be in the Continental United States.

To obtain this assistance a lodge official should forward to RW John Winlock at johnwinlock@gmail.com a listing of brothers who have been dropped and/or are on the verge of being dropped noting the following for each person, if available; CONUS address or HOR, email address, military and/or civilian, last known CONUS telephone number, and efforts the lodge undertook to contact the brother, if any.

The committee will undertake efforts to contact the brother and the lodge will be provided report detailing the efforts and the results.