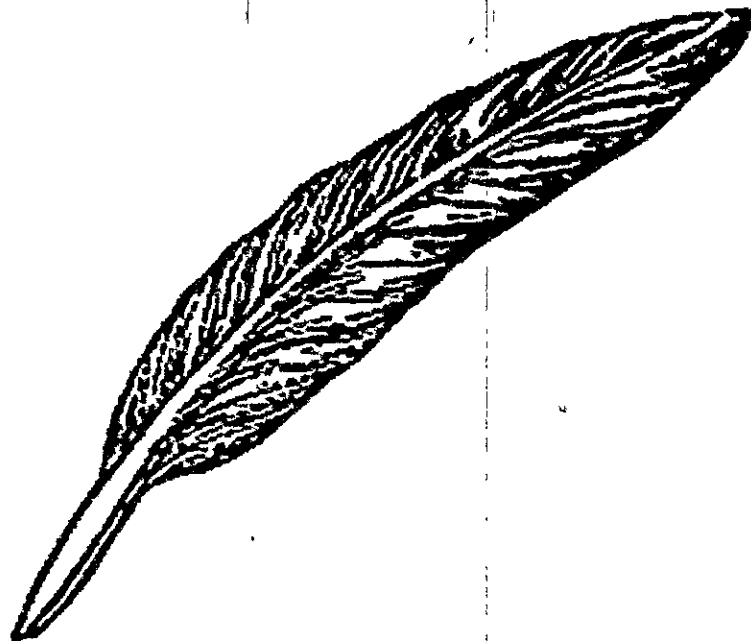


**HANDBOOK  
FOR  
LODGE  
SECRETARIES**



**M.: W.: GRAND LODGE  
FREE AND ACCEPTED MASONS  
OF  
ARKANSAS**

**Revised October 2019**

# OUTLINE

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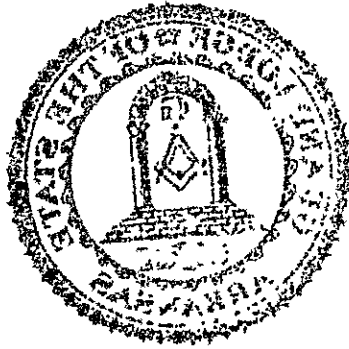
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# SECTION ONE

## GENERAL INFORMATION

### § 1.1 Introduction

Too much cannot be said in stressing the importance of the office of Lodge Secretary. The best man available should always be selected for this important position, and retained as long as his efficiency in the position continues.

The Secretary of a Masonic Lodge holds a sensitive position, and many matters which come to his knowledge in his official capacity should be considered and kept strictly confidential. These matters are not for publication. The work of the Secretary is a near-sacred trust, to which he should be true at all times, giving to his work his talents and his best efforts. There will be criticism from time to time, but the Secretary who is true to his Lodge will not let it disturb him unduly.

If the criticism is just, he should be guided by it; if unjust, he should dismiss it from his mind. His duty is to his Lodge, not to play fault-finder if the criticism is unjust. But he must take care to be sure that the criticism is not unjust and not dismiss it out-of-hand.

While the Master, Wardens and Treasurer outrank him as Officers, the importance of the work of the Secretary is second to none. Even more than the Master, he comes in contact with the Members and, as the result thereof, he is the center of most of the activities of the Lodge. He should be friendly and diplomatic, a spreader of harmony, and an expert in, and model of, moral fitness and efficiency. If he realizes the importance of his job, he will rejoice in the many opportunities for service which his office affords. In fact, the Secretary who has sensed the importance of his position has gone a long way toward grasping the full extent of his opportunity for service to the Lodge and its Members.

The Secretary is usually a continuing officer and, therefore, becomes the custodian, not only of the records, but also of the Masonic traditions which have come down to him through the years. Of all these things the Secretary is the custodian – the guardian – the best guarantee of their perpetuation. Likewise, because of his usual continuance in office, it is of the utmost importance for a good Secretary to have a thorough knowledge of our Masonic Laws, Rules and Procedures, because he will find the various Masters, from year to year, more or less relying on his knowledge of these subjects. He will be sought out by them for his opinion and advice.

A good Secretary is an invaluable aid to a Lodge because his usual tenure of office gives him a background of experience that enriches and increases the value of his suggestions. Thus, it becomes obvious that one of the Masters most valuable assets is a competent, loyal and industrious Secretary. A good Officer to his left is a balanced wheel – a touchstone to the past that the Worshipful Master, able though he may be, functions best when he has the enthusiastic and sage assistance of an efficient Secretary.



A Secretary who cannot measure up to the responsibility of his position, or who cannot devote the time required to fulfill his duties, is doing both himself and his Lodge a disservice. The Secretary will do well to remember that he leaves upon his Lodge and its Membership the imprint of his personality, his Masonic character, and his sound judgment.

## § 1.2 Welcome

Welcome to your position as Secretary of your Lodge. After the election of a new Secretary, the requirement of the job can seem overwhelming. The avalanche of a wide variety of duties all appears to come at once, and may tend to intimidate those who are unprepared.

It is with this thought in mind that this handbook has been prepared. While this handbook does not contain the answer to every possible question a Lodge Secretary may face, it does draw on long years of experience from across the State in administering and maintaining the Lodge.

There are a number of duties which every Secretary should be reminded of upon taking office. This is by no means a complete list of the duties and responsibilities of the Secretary, but representative of some of his day-to-day decisions that affect the Lodge:

1. Keeping a faithful record of all things pertaining to the Lodge
2. Maintaining a current list of all members along with their mailing address and contact information.
3. Annual collection of dues
4. Notice of Suspension for Non-Payment of Dues
5. Filing of annual and monthly reports to the Grand Lodge
6. Issuing Dimits
7. Issuing Certificates of Good Standing
8. Issuing Certificates of Withdrawal
9. Issuing Waivers of Jurisdiction
10. Processing Petitions for Membership, Affiliation and Dual Membership
11. Processing Charity Requests from Members and Widows
12. Processing Requests for Reinstatement

This may seem like a long and complicated list. However, the wide variety of tasks which the Secretary is called upon to perform is part of what makes the job interesting. Further, your election to this position by your brethren is an indication of their faith in your ability to perform these varied and important duties.

## § 1.3 Digest of Laws

The Digest of Laws for the Grand Lodge of Arkansas is a compilation of the Constitution, By-Laws and Edicts of this Grand Jurisdiction. The Constitution and Edicts of the Grand Lodge are the Supreme Law of Masonry. (Digest of Laws § 2.1.7). As such, every Secretary, in order to discharge his responsibilities to his Lodge, must have a thorough knowledge and understanding of the Digest of Laws. Without a doubt the Digest of Laws is the most important

Masonic Reference the Lodge Secretary relies on and he must possess an expert knowledge on its contents. It should be studied diligently and referred to often.

This Handbook is designed to assist the Secretary in the discharge of his duties and responsibilities, but there is no substitute for a complete understanding of the Digest of Laws. Every Secretary should make it his personal responsibility to read, study and deliberate on the Digest of Laws and seek advice and counsel on subjects which he does not readily understand. The Grand Secretary's Office is committed to providing whatever support is necessary to encourage and enhance the use and understanding of the Digest of Laws.

#### § 1.4 How to use this Handbook

This Handbook is an aid to the Lodge Secretary in the discharge of his duties and responsibilities. It is not a substitute or short-cut to a comprehensive understanding of the Digest of Laws, but rather reinforces and promotes reliance on the Digest of Laws. It includes hints and an overview of various topics as well as a listing of Grand Lodge Forms for reporting information to the Grand Lodge. The Table of Contents and the Index should facilitate getting a Secretary "on-point" in this Handbook. The organization of this Handbook is similar to the Digest of Laws: Section Two of both deals with Grand Lodge information; Section Three of both deal with Subordinate Lodges; Section Four of both deal with Trials, and so forth. Information herein is, to the extent possible, drawn from the Digest of Laws, and references to the exact location in the Digest of Laws are included.

Your feedback on the organizational content and structure of this Handbook are vital to its effectiveness. The Handbook was not developed to be cumbersome or hard to use, but if in using it you determine that it is, tell us how to do it better: any pride in ownership should be "who best can work and best agree."

#### § 1.5 Minimum Standards for Subordinate Lodges

It must be stressed that the Standards for Subordinate Lodges contained herein are "minimum" Standards, and goals above-and-beyond these standards are not only approved, they are encouraged by the Grand Lodge. Such minimum standards include but are not limited to:

1. Having a suitable place to meet – one that reflects credit upon Freemasonry – one that provides the proper safeguards against intrusion or exposure – one that is clean, well-lighted, and neatly and adequately furnished. The building should be identified as a Masonic Lodge with some sort of sign on the exterior.
2. Meeting regularly, at least every Stated Communication, with enough officers and members present to conduct the business of the Lodge and to do whatever work

appears.

3. The ability to open and close the Lodge and to confer all degrees in a dignified and impressive manner by qualified officers, assuring that the pure principles of Freemasonry will be instilled into the hearts and minds of candidates and members.
4. Lodge activities should always merit the respect of the community, and the reputation of the membership should be above reproach.
5. Lodge business should be conducted in a democratic and orderly manner, and the records properly, neatly and safely kept.
6. Continually make an effort to stimulate interest and enthusiasm, not only in Masonic matters, but also in community affairs.
7. Remain free from political and sectarian discussions; forbidding any individual or clique to dominate or run the Lodge.
8. Willing to try offenders, visit the sick and bury the deceased.
9. Maintaining an adequate reserve fund (money on-hand) to prepare for and respond to emergencies, future construction, remodeling, refurnishing and replacement of equipment. The dues of the Lodge should be adequate to provide for normal operations, with a surplus for charitable purposes and social features.
10. Attend each annual session of the Grand Lodge.

#### § 1.6 Declaration of Principles

Freemasonry is a charitable, benevolent, educational and religious society, adhering to its own customs and landmarks. Its principles are proclaimed as widely as men will hear. Its only secrets are in its methods of recognition, voting and symbolic instruction.

It's charitable in that it is not organized for profit and none of its income inures to the benefit of any individual, but all is devoted to the promotion of the welfare and happiness of mankind.

It is benevolent in that it teaches and exemplifies altruism as a duty.

It is educational in that it teaches by prescribed ceremonials a system of morality and brotherhood based upon the Sacred Law.

It is religious in that: it teaches monotheism; the Volume of the Sacred Law is open upon its alter whenever a Lodge is in session; a reverence for God is ever present in its ceremonies; it relies on the spiritual and moral lessons of scripture; and it is neither sectarian nor theological.

It is a social organization only for so far as it furnishes inducement that men may gather in numbers, thereby providing more material for its primary work of education, of worship, and charity. To that end, it teaches and stands for: the worship of God; truth and justice; fraternity and philanthropy; enlightenment and civil, religious and intellectual liberty. It charges each of its members to be true and loyal to the lawful government of the country to which it owes allegiance and obedience to the law of any state in which they may be.

Believing these things, this Grand Lodge affirms its continued adherence to the ancient and approved rule of Freemasonry which forbids the discussion within Masonic meetings of creeds, politics, or other topics likely to excite personal emotions and animosities.

It further affirms its conviction that it is not only contrary to the fundamental principles of Freemasonry, but exceedingly dangerous to the unity, strength, usefulness and welfare, for Masonic Bodies in their official capacity to take formal action or attempt to exercise pressure to procure the election or appointment of governmental officials, or to influence them, whether or not members of the Fraternity, in the performance of their official duties. The true Freemason is to act in civil life according to his individual judgment and the dictates of his conscience.

If you are a new Secretary, let me be one of the first to extend my sincerest CONGRATULATIONS! Remember that your Grand Lodge Office is here to aid you with any questions or concerns you may have. Office hours are Monday through Thursday from 8:00AM to 4:00PM. I look forward to working with you.

Fraternally;

*Bradley R. Phillips*

M.: W.: Bradley R. Phillips, P.G.M.  
Grand Secretary

## SECTION TWO

### GRAND LODGE

#### 2.1 Introduction

Who, or what, is the Grand Lodge? This question can be, and often is, answered in many different ways. Our Constitution (1.4, Article I, Section 1) provides that the Grand Lodge of the State of Arkansas shall consist of a Grand Master, Deputy Grand Master, and as many District Deputy Grand Masters as the Grand Lodge may, from time to time, direct; Grand Senior Warden, Grand Junior Warden, Grand Lecturer, Grand Orator, Grand Treasurer, Grand Secretary, Grand Senior and Junior Deacons, Grand Chaplain, Grand Tyler, Past Grand Masters, Masters, and Wardens for the time being of regular Lodges Subordinate to this Grand Lodge, and all other Past Grand Officers, Past Masters of regular Subordinate Lodges shall be members of the Grand Lodge, and entitled to vote for the period of twelve months after their expired term of office, provided, however, that no past officer shall be a member of the Grand Lodge unless he is a member of a Subordinate Lodge in this jurisdiction; nor shall any Master or Warden or his proxy vote, if his lodge shall be in arrears for dues. The Secretary, for the time being, of every subordinate lodge in Arkansas shall be allowed to serve as a voting delegate at the Grand Lodge Communication.

#### 2.2 Grand Lodge Information

The offices of the Grand Lodge are located on the 3rd floor at the South end of the Albert Pike Scottish Rite Temple in Little Rock Arkansas.

##### 2.2.1 Communicating with the Grand Lodge

Mail:

M.: W.: Grand Lodge of F.&A.M. of Arkansas  
PO Box 2460, Little Rock, AR 72203

Phone:

(501)374-6408

Email:

Grand Master: [gm@argrandlodge.com](mailto:gm@argrandlodge.com)

Grand Secretary: [gs@argrandlodge.com](mailto:gs@argrandlodge.com)

Secretary: [s@argrandlodge.com](mailto:s@argrandlodge.com)

Grand Lecturer Secretary: [gl1@argrandlodge.com](mailto:gl1@argrandlodge.com)

Website:

[www.argrandlodge.com](http://www.argrandlodge.com)

Facebook:

The Most Worshipful Grand Lodge of Arkansas F&AM

## **2.2.2 Correspondence from the Grand Secretary's Office**

### **Dues Cards**

Dues Cards are provided to each Lodge, at no cost, in October of each calendar year. Lodge Secretaries should compare the Dues Cards issued to their roll of members and report any and all discrepancies to the Grand Secretary. This feedback is important to you as the lodge Secretary as well as the Grand Lodge Office because it affords us the opportunity to "tune" or update the database program which generates the Dues Cards. With timely and accurate Quarterly Reports and a careful review of the Dues Cards by the Lodge Secretary, discrepancies should be minimized.

### **20 Year Secretaries**

Lodge Secretaries who serve their lodges for twenty (20) years are eligible for a Certificate commending their long and faithful service. The Application for this certificate is in this handbook and available in the "FORMS" Section of the Grand Lodge Database. Once completed, the Award will be acknowledged and presented at the Annual Grand Session in February of each year.

### **Grand Lodge Mail Outs**

On or about the 1<sup>st</sup> day of December of each year the Grand Secretary's Office will execute a mail out to every subordinate lodge in the state. Information included in this mail out includes: announcements regarding the upcoming Grand Lodge Session, a program guide for the upcoming Grand Lodge Session, a proposed budget, the schedule for committee meetings, Proxies (for voting at the Grand Lodge Session); any proposed resolutions, the resume of nominees for the position of Grand Junior Deacon that are received by the Grand Lodge, information on the Ritual exemplification (conducted the Wednesday prior to the Grand Session), and any other pertinent information about the upcoming Grand Lodge Session.

### **50 Year Awards**

Those Master Masons who serve this fraternity for Fifty (50) years are eligible to receive a Certificate, dues card, and lapel pin, in recognition of their long and faithful service. The award is available anytime during the year a member will reach his Fifty (50) years of service. The form is included in this handbook and available in the "FORMS" section of the database.

### **Lodge Bill**

As soon as possible after the new year begins, the Grand Lodge Office will prepare and distribute lodge bills to each lodge within the state. This bill is due and payable upon receipt, and must be in the hands of the Grand Secretary before the lodge can register for the annual Grand Session and receive their credentials (voting ballots)

### **Perpetual Memberships**

Perpetual Memberships are addressed in the Digest of Law. This is the first place you should look for questions that are answered herein. The individual lodge will be the sole judge as to whether perpetual memberships are available in their particular lodge.

### **List of Perpetual Members**

January of each year, the Grand Lodge Office will provide each lodge in the state a list of their perpetual members. As with other information reported to the Grand Lodge and maintained in the database, timely

and accurate reporting and review of perpetual information by the lodge secretary is important to both the lodge and the Grand Lodge.

### **Perpetual Membership Calculations**

January of each year the Grand Lodge Office will provide each lodge a statement showing how their perpetual returns were calculated. The money each brother has set aside for his lodge will be reflected, together with the percentage paid by the trust for that year.

### **Perpetual Returns Check**

As part of the Perpetual Membership Agreement, each lodge receives a percentage of the interest on the money set aside by each of its members for Perpetual Membership. This check is remitted to the lodge once a year, usually in January.

### **Roll of Members**

During the month of July, the Grand Lodge Office will furnish each Lodge with a list of its members as of July 1<sup>st</sup> of that year. Please Check and Verify this list and see that your records are in agreement, not only with the number of members, but also the names of the members and the spelling of their names. Remember, you are verifying your membership roll as of July 1<sup>st</sup> of that year. Your entries in the database and quarterly report will update the Grand Lodge information for activities after the 1<sup>st</sup> of July

### **Annual Communication**

The Grand Lodge shall hold annual sessions at the seat of government of Arkansas, on the first Thursday of February. Every Master and Warden ought to attend the annual communication with the jewel of his office. At this annual session, election of Grand Lodge Officers are conducted and the Grand Lodge business is attended.

### **Grand Lodge Summary**

At the completion of each annual communication, the Grand Lodge Office will provide you with a summary of the Grand Lodge Proceedings. This summary will include those matters of law that were addressed at the Grand Lodge session and the election (and appointment) of Grand Lodge Officers. This will include: the Grand Masters recommendations and decisions, trial results, proposed resolutions and those decisions that would change the Digest of Law. This summary should be filed with your Digest of Law for reference until the updates to the Digest of Law are promulgated.

### **Grand Lodge Proceedings**

In addition to the Grand Lodge Summary addressed above, the Grand Secretary will publish Proceedings for each annual Communication, setting forth the Grand Lodge activities for that communication. These proceedings should be maintained by the lodge Secretary and provide a reference to what happened at each Grand Lodge Session.

### **Materials sold by the Grand Lodge**

Digest, if picked up.....	\$25.00
Digest if mailed.....	\$31.00
Monitors.....	\$10.00
Small By-Laws.....	\$3.00
Candidate Education Booklet (set of 4).....	\$3.00

Handbook for Lodge Officer.....	\$3.50
Funeral Book.....	\$3.00
Return Mailing Labels.....	\$2.00 per sheet
Small Bible.....	\$25.00

**Payments to the Grand Lodge**

All checks, money orders, or other payments to the Grand Lodge shall be made payable to:

**Grand Lodge of Arkansas F&AM**



# SECTION THREE

## LODGE OPERATIONS

### § 3.1 Introduction

This Section will address some of the most common questions received by the Grand Secretary's Office concerning the operation of the Lodge. While this Handbook is offered as an aid to the Lodge Secretary, there is no substitute for a comprehensive knowledge and understanding of the Digest of Laws. It should be studied diligently and referred to often.

### § 3.2 General

#### § 3.2.1 Lodge Jurisdiction

§ 3.1.23 of the Digest of Laws states that the "territorial jurisdiction of each Subordinate Lodge in Arkansas shall be all of that portion of the State of Arkansas that is nearer to the domicile of that Lodge than it is to the domicile of any other Lodge in Arkansas as measured in straight lines." However, this is not true.

Jurisdictional boundaries were eliminated by the Delegates of the 1993 Grand Lodge Session and a candidate, no matter where in the State of Arkansas he resides, can now join any lodge in the State that he chooses. (Pro. 1993, p. 22)

#### § 3.2.2 By-Laws

The Grand Lodge provides a Uniform Code of By-Laws for the Government of Subordinate Lodges. These By-Laws are set forth in the Digest of Laws § 1.6 and should be printed separately with the required information included for each Lodge. These By-Laws cannot be modified beyond the completion of information (blanks in the By-Laws) pertinent to each particular Lodge.

#### § 3.2.3 Roll of Members

Each Lodge Secretary shall maintain a record of the active membership of the Lodge, and communicate that record to the Grand Secretary as changes occur (*See Monthly Reports § 3.2.5 herein*). Full names, correctly spelled (no nick-names) and the total number of members are extremely important to both the Lodge and the Grand Lodge: Dues cards are prepared and per-capita calculations are made on the membership records at the Grand Lodge Offices. Communications with the Grand Secretary's Office throughout the year concerning membership in your Lodge is time well spent. (*See also § 2.2.2.7 herein*)

### § 3.2.4 Required Records

Every Lodge shall keep the following books, and such other books as the Lodge itself shall direct:

- (1) a record book of the proceedings of the Lodge (minutes);
- (2) a register of the names of members; dates degrees were conferred; contact information; next of kin; emergency contact information; occupation, etc.;
- (3) an alphabetical list of expulsions and rejections; and
- (4) such books as may be necessary to present clearly the receipts and accounts of the Secretary and Treasurer. (Digest of Laws § 3.1.94)

A separate listing of Perpetual Members shall be maintained and some means of tracking suspensions is highly recommended.

The minutes of the Lodge, after once being approved, should never be expunged or altered. They should be made to speak the truth, and all needed corrections made before being approved; but if errors or mistakes are afterwards detected, they must be corrected by proper motions, made and entered on the minutes when made. (Digest of Laws § 3.1.101)

All suspensions shall be recorded in the minutes of the Lodge, and must be reported to the Grand Lodge in the report for the month in which the suspension occurred. (Digest of Laws § 3.5.20) As previously stated, a separate list of suspensions and expulsions will prove beneficial to the Lodge Secretary.

### § 3.2.5 Quarterly Reports

The Constitution, § 1.4, Article IV, Section 5 states: "Every Lodge under the jurisdiction of this Grand Lodge shall make and transmit to the Grand Lodge such reports as the Grand Lodge may order." This requirement is also set forth in the Digest of Laws § 3.1.106. The Digest goes on to require that on or "before the 10th day of each month every Lodge under the jurisdiction of this Grand Lodge shall transmit to the Grand Lodge, on forms furnished by the Grand Lodge, a report of all work done in the Lodge during the previous month and shall include all of the information asked for on the forms." (Digest of Laws § 3.1.108)

The Quarterly Report is an important part of the record keeping requirements of the Secretary. On this form the work of the Lodge is recorded and reported to the Grand Lodge: Petitions, Degrees, Suspensions, Reinstatement, Affiliations, Deaths, and other information is tracked. This information is so important to the Grand Lodge that provisions are set forth in the Digest of Laws that provide that any "Subordinate Lodge which

fails to file its monthly reports for three months may be suspended (by the Grand Master) from working until it complies with the requirements. After notice of suspension is given, if and when the Lodge complies with the aforesaid requirements or makes satisfactory arrangements to comply, then the Grand Master may revoke said suspension and the Lodge may resume work.” (Digest of Laws § 3.1.110)

This form is an important part of the record keeping process and the need for its timely submission cannot be overstated. If you are the Secretary of your Lodge and you do not have time to maintain and transmit this information to the Grand Lodge, you should ask the Worshipful Master for an assistant, or ask to be relieved as the Lodge Secretary.

#### § 3.2.6 Annual Audit

The Digest of Law § 3.1.96 provides that there “must be an Annual Audit of the Secretary and Treasurer Books, said Audit to be done by a Committee of three appointed by the Worshipful Master at the first meeting in December and report to the Lodge the first meeting in January on paper which will become permanent record. Said Audit Committee to consist of well qualified Brethren but cannot include the Secretary or Treasurer of the Lodge.” This has been slightly revised: the reporting requirement was moved from the first meeting in January to the first meeting in February by the delegates of the 2013 Annual Communications. (Pro. 2013, p. 45-46)

#### § 3.2.7 Insurance

The Digest of Laws § 3.1.40 states that this “Grand Lodge hereby recommends that the Worshipful Master of every Subordinate Lodge in this state which owns, either in whole or in part, the building wherein its Communications are held, shall cause said building, or the interest of the Lodge therein, to be insured in some reliable fire insurance company for an amount equal to three-fourths of the value of the interest of the Lodge and they shall thereafter keep such interest at all times so insured, making the loss, if any, payable to the Master and Wardens, naming them, and their successors in office as Trustees for the Lodge. The Worshipful Master may cause a warrant to be drawn on the Treasurer of his Lodge for the amount of the premium paid for such insurance, and this resolution shall be his authority therefore.”

#### § 3.2.8 Voting

There are three (3) methods of voting in the Lodge: the usual Masonic voting sign; the paper ballot; and the ballot box. The proper method depends on the matter being voted. Table One below lists the method and majority requirements for some of the most common procedures voted in the Lodge. The references (in parentheses) in the Table below refer to the appropriate Section of the Digest of Laws.

Table One

Applications for the Degrees	Ballot Box, must be unanimous to elect (§ 3.3.21)
Applications for Advancement (when 6 month's has expired.	Ballot Box, must be unanimous to elect (§ 3.3.27)
Applications for Reinstatement	Usual Voting Sign, Two-thirds majority elects (§ 1.6, Article 13; § 3.5.24)
Applications for Reinstatement (Suspended U.M. C. – definite time)	No Vote required (§ 4.0.228)
Applications for Reinstatement (Suspended U.M.C.-indefinite time)	Usual voting sign; Three-fourths majority (§ 4.0.17)
Applications for Reinstatement (Expelled U.M.C.)	Ballot Box; Must be unanimous to elect (§ 4.0.17 & § 4.0.229)
Applications for Affiliation	Ballot Box, must be unanimous to elect (§ 3.3.21)
Motions to Declare Proficiency	Usual Voting Sign, simple majority required (§ 3.7.66)
Application for Dimit. (Personal written request required)	No Vote. W. M. orders it issued if there is no objection, if clear on the books, and no charges pending (§ 3.1.185)
Application for Certificate of Good Standing (Personal written request required).	No Vote. W. M. orders it issued if there is no objection, dues are paid 3 months in advance, and no charges are pending. (§ 3.1.210)
Application for Certificate of Withdrawal (Plural members ONLY).	No Vote. SAME AS FOR DIMIT (§ 3.1.218)
Remission of Dues.	Usual Voting Sign, simple majority required (§ 3.5.9-10)
Granting further time for paying dues	Usual Voting Sign, simple majority, paying dues required (§ 1.6, Article 13)
Suspension for N. P. D.	Usual Voting Sign, simple majority required (§ 3.5.17)
Changing Blanks in By-Laws	Usual Voting Sign, Simple majority required (§ 3.1.51)
On Election of Officers	Paper Ballot, Simple majority elects (§ 3.1.120, § 3.1.124)
Proposed Merger	Ballot Box, three-quarters majority required (§ 2.1.109)

§ 3.2.9 Waiting Periods

Most issues that come up in the Lodge are dealt with as they present themselves. However, there are certain matters that require a "waiting period" before action can be completed. Petitions for the Symbolic Degrees, Affiliation or Reinstatement must "lay-over" for one month to give time to facilitate coordination with the Grand Lodge (Digest of Laws §

3.3.6). Table Two below lists some of the most common matters requiring a waiting period. The references (in parentheses) in the Table below refer to the appropriate Section of the Digest of Laws.

Table Two

When Rejected for Degrees	Can re-apply in 6 months (§ 3.7.75)
When Rejected for Affiliation	Can re-apply in 3 months (§ 3.3.2)
When Rejected for Reinstatement (Suspended NPD)	Can re-apply in 3 months (§ 3.5.28)
When Rejected for Reinstatement Suspended U.M.C. – Indefinite Term )	Can re-apply in 3 months (§ 4.0.235)
When Rejected for Reinstatement (Expelled U. M. C.)	Can re-apply in 6 months (§ 4.0.235)
When Rejected on re-ballot for Degrees when 6 months has expired.	Can re-apply from Stated to Stated (§ 3.3.30)
When an Objection is made to Initiation	Objection holds good for 6 months unless withdrawn (§ 3.7.60)
When Objection is made to Advancement	Objection holds good for 1 month. Renewal of objection must be in writing. No re-ballot required unless 6 months have elapsed (§ 3.7.60).
Changing Blanks in By-Laws	Must lay-over for one month (§ 3.1.51)

### § 3.2.10 Affiliations

The rule on affiliations in Arkansas can be summed up as follows: “A citizen of another state, residing in the state where his citizenship is, shall not be permitted to affiliate with a Lodge in Arkansas and/or A member and resident of Arkansas shall not be able to affiliate with a Lodge in another Grand Jurisdiction **EXCEPT** with the approval of the Grand Masters of both Jurisdictions.” (Digest of Laws § 3.1.171) Other Sections of the Digest of Laws that are in conflict with provision (Digest of Laws § 3.1.164) have been superseded.

Furthermore, there is no fee chargeable for affiliation, the same having been abolished. (Digest of Laws § 3.1.170)

#### § 3.2.10.1 Plural Membership

A Mason can be an active member of more than one Lodge. (Digest of Laws § 3.1.212) Petitions for Plural Membership shall contain all the information required on a regular petition for affiliation and the requirements and procedures thereon shall be the same. (Digest of Laws § 3.1.215)

§ 3.2.11 Certificates of Good Standing

The Grand Lodge provides two Certificates of Good Standing: GL-13-M-3, for use between Lodges within the State of Arkansas; and GL-13-M-4, for use with another Grand Jurisdiction. Form GL-13-M-3 (within the State) is not sent to the Grand Lodge, but Form GL-13-M-4 (outside the State) **MUST** be sent to the Grand Lodge for Certification and approval of the Grand Master.

When a member of one Lodge desire to join another Lodge, he' must request and receive either a Dimit or a Certificate of Good Standing and apply to the other Lodge in the manner prescribed by law. (Digest of Laws § 3.1.209)

When a member of a Lodge in this State desires to **transfer** his membership to another Lodge and his dues are paid in advance for a period of three months or more beyond the date of his application, he may make application in writing to his Lodge for a Certificate of Good Standing to be used for the purpose of transferring his membership to another Lodge. (Digest of Laws § 3.1.210)

When the application is presented to his Lodge, if his dues are paid and no charges are pending against him, the Lodge may grant such Certificate at once, provided there is no objection. If there is an objection, the matter shall lie over until the next stated meeting, when, if no charges have been filed, the Worshipful Master shall cause an order to be entered in the minutes directing the Secretary to issue the Certificate to the applicant. (Digest of Laws § 3.1.210)

Certificates of Good Standing shall automatically expire at the end of the time for which his dues have been paid. (Digest of Laws § 3.1.210)

The procedure for securing Certificates of Good Standing for the purpose of applying for Plural Membership shall be the same, ***EXCEPT***, when the Secretary of the electing Lodge notifies the Grand Secretary that the Brother has been elected as a Plural Member, the Grand Secretary will notify the first Lodge of the election to Plural Membership in the other Lodge. The secretaries of all Lodges shall note the Plural Membership in their records and each shall report to all other Lodges any changes in the Masonic standing of the Brother. (Digest of Laws § 3.1.210)

§ 3.2.12 Dimits

A dimit is evidence that an individual was, at the time of the date of the dimit, a Master Mason in good standing and member of the issuing Lodge. (Digest of Laws § 3.1.165) A brother must be a member of some regular Lodge, or otherwise is in the attitude of a

non-affiliated Mason. (Digest of Laws § 3.1.177) Dimitted and non-affiliated brethren, unless willful non-affiliates, though living in utter violation of their duty, and neglecting their rights and privileges, are not of that unworthy class who have forfeited all claim upon the sympathy, assistance and charity of the members of the Fraternity. (Digest of Laws § 3.1.178)

When a member of a Lodge desires a dimit he shall make application therefor in writing. When the application is presented to the Lodge, if his dues are paid up to and including the Stated Communication at which such application is presented, and if there are no charges pending against the applicant, the dimit shall be granted at once and the Worshipful Master shall cause an order to be entered in the minutes directing the Secretary to issue the dimit. If there is an objection, then the matter shall lie over until the next Stated Communication of the Lodge, when, if no charges have been filed, the Worshipful Master shall cause an order to be entered in the minutes of the Lodge directing the Secretary to issue the dimit. (Digest of Laws § 3.1.185)

Dimits are NEVER issued to Dual, or Plural, Members. Those who are members of more than one Lodge who desire to terminate their membership in one Lodge shall be issued a Certificate of Withdrawal.

Dimits may be used to petition any Lodge in the State of Arkansas for membership. However, those desiring to petition a Lodge in another Grand Jurisdiction must submit their Dimit to the Grand Lodge for approval by the Grand Master and Certification by the Grand Secretary, before it can be used in another Grand Jurisdiction.

#### § 3.2.12.1 Non-Affiliated Mason

Any Master Mason can dimit from his Lodge and remain unaffiliated; but in so doing he loses all the benefits of Masonry, yet is not absolved from his obligation, and is subject to discipline for un-Masonic conduct by any Lodge in whose jurisdiction he may reside. (Digest of Laws § 3.1.175)

#### § 3.2.12.2 Willfully Non-Affiliated Mason

Each and every nonaffiliated Mason shall be deemed to be willfully nonaffiliated who shall have acquired a residence, and resided for a period of twelve months within the jurisdiction of any Lodge in this State, and does not make, or has not made, application to some Lodge to affiliate therewith within twelve months after such residence has been acquired. (Digest of Laws § 3.1.179 & 180)

A dimitted Mason who fails to apply for affiliation within twelve months is in the attitude of a willfully nonaffiliated Mason, and under the ban of

non-intercourse, but is not thereby debarred from applying for affiliation; but on the contrary, all Masons should be encouraged to cease to be drones, become affiliates and thereby remove the ban of non-intercourse. (Digest of Laws § 3.1.184)

### § 3.2.13 Certificates of Withdrawal

A Mason holding Plural Membership may withdraw from any Lodge of which he is a member by applying for and receiving a Certificate of Withdrawal. (Digest of Laws § 3.1.218) A Certificate of Withdrawal, as herein provided, shall not be valid for the purpose of applying for and obtaining membership in another Lodge and is never issued to a member with single membership (a dimit being appropriate for Single members).

Before issuing a Certificate of Withdrawal the members' dues must be paid up to date.

### § 3.2.14 Waiver of Jurisdiction

With the elimination of jurisdictional boundaries in 1993 (Pro. 1993, p. 22), Waivers of Jurisdiction are only necessary for an Entered Apprentice or a Fellow Craft to continue his advancement in another Lodge, or for a candidate who is not a member of a Lodge in Arkansas to petition a lodge in another Grand Jurisdiction. A Waiver of Jurisdiction carries with it the membership of the applicant to the Lodge that finishes him. (Digest of Laws § 3.7.55) If the circumstances are such that the member wishes to remain a member of one Lodge but complete his degrees in another Lodge, a request for Courtesy Work (§ 3.5.4 herein) would be appropriate.

The procedures for requesting and executing a Waiver of Jurisdiction are set forth in the Digest of Laws § 3.1.247, and are summarized as follows:

- (1) Entered Apprentices and Fellow Crafts shall make their request for a Waiver of Jurisdiction in writing to the Lodge, stating the purpose for the request and the name of the Lodge they are seeking to join.
- (2) The request for a Waiver of Jurisdiction shall, at the next stated meeting, be referred to a Committee of Investigation and the request shall lie over for one month.
- (3) After the Committee of Investigation reports a vote shall be taken upon the request, and a unanimous vote is required.
- (4) If the vote of the Lodge is in favor the Waiver shall be forwarded to the receiving Lodge.



(5) If the receiving Lodge accepts the Waiver, it assumes jurisdiction over the member as its own.

### § 3.2.15 Ritual Program

The Lodges subordinate to the Grand Lodge of this State are required to observe in their mode of work the customs and usages of Masonry as adopted by the Grand Lodge. (Digest of Laws § 3.4.11)

This Grand Lodge recognizes the work and lectures as exemplified before the Grand Lodge in its 1939 Session, the Second Section of the Master Mason Degree as exemplified before the Grand Lodge in its 1972 Session, the Floor Work for the Three Degrees as exemplified before the Grand Lodge in its 1977 Session and the Floor Work for the Second Section of the Master Mason Degree as exemplified before the Grand Lodge in its 1995 Session as the adopted work of this Grand Jurisdiction. (Digest of Laws § 2.2.55)

The Grand Lecturer and his deputies will be the highest authority as to the correct work and all changes whatsoever in said work and lectures except when authorized and adopted by the Grand Lodge. Any willful and/or intentional variance from the adopted work or lectures is hereby strictly forbidden and willful disobedience as determined by the Grand Master may result in disciplinary action. (Digest of Laws § 2.2.54)

#### § 3.2.15.1 Schools of Instruction

Schools of Instruction shall be held at such times and places as the Grand Lecturer and his Deputies shall deem necessary and advisable. The purpose of such schools shall be for the securing of the uniform rendition of the work and lectures of this Grand Jurisdiction throughout the State. All schools shall be under the direct supervision of the Grand Lecturer and his Deputies and they shall make such rules and regulations for the conducting of said schools as they may deem advisable. (Digest of Laws § 2.2.59) Schools of Instruction should be requested by submitting the Ritual Program "Recommendation of the Lodge" Form (GL-13-SL-10).

The Grand Lodge offers Schools of Instruction to teach and reinforce proficiency in our ritual work. Schools are normally conducted at a host Lodge and are available state-wide. Two "Schools" are offered: a one-day School of Instruction and a six-day Course.

The one-day Schools cover all of the adopted ritual in opening and closing the Lodge and the conferring of all three degrees. Both the floor work and the esoteric work are exemplified in full form.

The six-day Course covers the same material as the one-day class, but instead of one long day the material is broken down and addressed in shorter classes over a six day period.

Both Schools are taught by the Grand Lecturer or a qualified instructor of his choosing. To request a School of Instruction simply submit a Recommendation of the Lodge Form (GL-13-SL-10) to the Grand Lodge.

#### § 3.2.15.2 Examination and Certification

Our ritual program is a very important part of our work: its accuracy and performance is very important to our fraternity. To improve and standardize the work in the various Lodges around the State, the Grand Lodge has formed a program of certification for members who demonstrate satisfactory proficiency in the ritual program.

##### § 3.2.15.2.1 Examination

When the Lodge feels a member is proficient in his ritual work and ready to be examined for certification, they will submit a Recommendation of the Lodge Form (GL-13-SL-10) to the Grand Lodge. The Grand Lecturer will examine the member (or cause the examination to be done by another Brother qualified in the adopted ritual) for proficiency. If satisfied the member has a solid grasp on the adopted ritual, they will be certified appropriately.

##### § 3.2.15.2.2 Certification

Four Certificates are available: Officers Proficiency; Lecturer; Second Section of the Masters; and Instructor.

The Officers Proficiency Certification (White Card) is presented to those members who demonstrate proficiency in the opening and closing of a lodge. Candidates must be proficient in all aspects of opening and closing the Lodge, from every station in the Loge. Floor work and ritual (esoteric) must be demonstrated.

The Lecturers Certificate (White Card) is presented to those members who demonstrate proficiency in the Lectures of all three degrees. To receive this Certification the member must demonstrate his proficiency in both the questions and the answers of the Lectures.

Certification in the Second Section of the Master's Degree (Red Card) is presented to those members who demonstrate proficiency in all aspects of the Second Section of the Master's Degree. This includes floor work as well as esoteric ritual for each member of the Second Section.

Last but not least, the Certified Instructor (Blue Card) is presented to those members who demonstrate proficiency in all aspects of the ritual program: Opening and Closing the Lodge; conferring all three degrees; the Lecture in all three degrees; The Second Section of the Master's Degree

When you have earned both the Blue and Red cards you have amassed a wealth of information about our craft and will be better able to perpetuate the Arkansas Ritual Program.

#### § 3.2.16 Procedures for receiving a Grand Lodge Officer

The manner in which the Grand Master, or a Grand Lodge Officer, is to be received is not adopted as part of our Ritual Program. There are procedures set forth in the Masonic Monitor (11<sup>th</sup> Edition, 1 July 2011) and various "versions" have been approved by the Grand Lodge. At present, the procedures promulgated by the Grand Lodge are delineated below.

### **Procedures for Receiving a Grand Lodge Officer**

- The Lodge being at labor, the Tyler, at his station sounds, the alarm to apprise the Worshipful Master, Wardens, and Brethren that the Marshal with the Grand Lodge Officer(s) desire to enter.
- The Junior Deacon responds and reports.
- The Worshipful Master instructs the Junior Deacon to attend to the alarm.
- The Junior Deacon answers the alarm and ascertains the cause. He then closes the door and reports that the Marshal with the Grand Lodge Officer(s) desire to enter.
- Hearing the Junior Deacon's report, the Worshipful Master instructs the Deacons and Masters of Ceremonies to prepare the Lodge to receive the Grand Lodge Officer(s)
- The Deacons and Masters of Ceremonies form at the inner door, the Deacons near the door-the Junior Deacon on the side near the Senior Warden, and the Masters of Ceremonies beside the Deacons. When in proper position, the Deacons and Masters of Ceremonies cross their rods.
- The Junior Deacon conveys to the W.M. that the Lodge is in proper form for the entrance of the Grand Lodge Officer(s), and returns to his position.
- The W.M. says, "You will admit them."
- The Junior Deacon steps forward and opens the door.

- With the Grand Lodge Officer(s) on the Marshal's right (or when more than one, behind him) they pass through the doorway and under the rods.\* When all have passed under the rods, the Junior Deacon immediately steps forward and closes the door.
- The Marshal and Grand Lodge Officer(s) proceed straight forward to a point even with the west side of the altar, turns left and approaches the altar. When they reach the altar, they face the east and salute the Great Lights.
- The Marshal salutes the Worshipful Master and presents the Grand Lodge Officer(s) saying, "Worshipful Master, it is my honor and privilege to present to you R.: W.: Brother \_\_\_\_\_,\*\* (title), of the M.: W.: Grand Lodge, F&AM of Arkansas." The Marshall introduces from the lowest ranking officer to the highest until all are introduced.
- The Worshipful Master then instructs the brethren to join him in extending Grand Honors to the Grand Lodge Officer(s).
- The Worshipful Master instructs the Marshal to conduct the highest-ranking officer to the East. As the Marshal conducts the Grand Lodge Officer to the east, the Worshipful Master raps up the lodge.
- As they reach the east the Grand Lodge Officer turns and extends a courtesy handshake to the Marshal.
- The Marshal returns to a seat in the lodge, while the Grand Lodge Officer steps up to the Master's Station. As he reaches the Master's Station, the Worshipful Master extends his hand and words of welcome to the Grand Lodge Officer. They then face the lodge, the Worshipful Master introduces the Grand Lodge Officer (saying, Wardens and brethren, it is indeed a great honor for me to introduce to you R.: W.: Brother \_\_\_\_\_, [title], of the M.: W.: Grand Lodge, F&AM of Arkansas.)
- The Worshipful Master then yields the gavel to the Grand Lodge Officer.
- After yielding the gavel, the Worshipful Master immediately removes his hat and takes a step to the left. The Grand Lodge Officer then sounds the gavel seating the lodge and positions himself at the Master's station.
- The Worshipful Master takes a seat in the east, to the left of the Grand Lodge Officer.
- The Grand Lodge Officer then proceeds with his message or program.

\* Only in case of the Grand Master, the Worshipful Master calls up the lodge as the Marshal and Grand Master appear in the doorway.

\*\* When presenting the Grand Master, the Marshall says "Worshipful Master, it is my honor and privilege to present to you M.: W.: Brother, (Name), Grand Master of Masons in Arkansas."

### § 3.2.17 Grand Honors of Masonry

There are two forms of Honors practiced in Arkansas: Grand Honors and Funeral Grand Honors.

#### § 3.2.17.1 Grand Honors

You may still hear some people refer to "Public Grand Honors" and "Private Grand Honors," but these were abolished years ago and we now simply have "Grand Honors." The Grand Honors of Masonry are given as a tribute to honor a Grand Master, a Past Grand Master, a Grand Lodge officer, or upon the installation of the Worshipful Master in his office. The Grand Honors are given by striking the palm of the left hand with the palm of the right, three distinct times. (Digest of Laws § 2.1.91)

#### § 3.2.17.2 Funeral Grand Honors

Funeral Grand Honors are given as follows: Both hands are raised above the head, palms gently touching each other, then the arms are crossed on the breast, the left uppermost, and the open palms of the hands gently touching the shoulders, and then the arms are lowered, the palms gently touching the thighs. These are given two times in silence, and on the third time, the brethren audibly pronouncing the following words; when the hands are raised above the head: "We commend his spirit to God who gave it"; when the arms are crossed on the breast; "We cherish his memory here"; and when the hands are extended toward the ground; "And consign his body to the grave." (Digest of Laws § 3.1.3)

### § 3.2.18 Honorary Members

The Digest of Laws provides that Lodges may have "Honorary" members. (Digest of Laws § 3.1.212) There are two classes of honorary members: A Lodge can make any Mason of any Grand Jurisdiction an Honorary Member of their Lodge in recognition of distinguished Masonic Service; or a Lodge can also make a member of their own Lodge an Honorary Member. These memberships are discussed thoroughly in the Digest of Laws § 3.1.222- 225 which should be referred to for more information.

### § 3.2.19 Twenty (20) Year Secretaries

In recognition of their sacrifice and devotion to the Lodge, those Secretaries who serve their Lodge for Twenty (20) Years are eligible for a Certificate of Recognition Award. The Secretary's position is critical to the functioning of the Lodge and for a Brother to devote his time, patience and knowledge over so long a period is certainly worthy of special recognition. The Grand Secretary will ask for input on those Secretaries serving for twenty years and if at all possible, the Secretaries who are selected to receive this award should endeavor to be present at the Annual Grand Lodge Session for recognition and presentation of the Award. A picture of those secretaries present at Grand Lodge and receiving this award will have their picture published in the Annual Proceedings.

### § 3.2.20 Fifty (50) Year Awards

There shall be awarded, by the Grand Lodge, to every Master Mason who has been a Master Mason in good standing for FIFTY YEARS or more, and who is now a member in good standing of an Arkansas Lodge, a suitable button in recognition of his long membership; provided, he was made a Master Mason in some regular Lodge of this or some other Grand Jurisdiction recognized by this Grand Lodge. (Digest of Laws § 2.1.118) The Lodge must make application to the Grand Lodge for these awards.

### § 3.2.21 Masonic Funerals

The final act of respect and courtesy we can extend to a Brother (if the family requests) is to afford him a proper Masonic funeral. Procedures for a Masonic Funeral are promulgated by the Grand Lodge and can be purchased through the Grand Secretary's Office (See § 2.3 herein). There are also procedures contained in the Masonic Monitor (11<sup>th</sup> Edition, 1 July 2011). These funeral services are not a part of our adopted ritual but are rich in history and ceremony.

## § 3.3 Lodge Officers

The Digest of Laws § 3.1.111 – 136 sets forth the identification, duties and responsibilities of Lodge Officers in the subordinate Lodge. This would be the first place to look for information not included herein.

### § 3.3.1 Officer Stations

The officers of each subordinate lodge in this Grand Jurisdiction shall consist of a Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon,

Junior Deacon, two Masters of Ceremonies, and a Tyler. (Uniform Code of By-Laws § 1.6, Article 1)

### § 3.3.2 Nomination, Election and Appointment of Officers

All elected or appointed officers in the Lodge MUST be a resident of Arkansas (Digest of Laws § 3.1.112) and be a member of the Lodge in which he will serve. (Digest of Laws § 3.1.113)

#### § 3.3.2.1 Nomination

In the election of officers no vote shall be given for any brother who is not in nomination, and no nomination shall be in order unless it be seconded. When the ballot is closed, the brother having a majority of all the votes given shall be declared duly elected; and should no one have a majority, a second ballot shall take place, in which only those two having the largest number of votes shall be balloted. (Constitution, § 1.4, Article 2, Sec. 3)

When ample opportunity has been given for placing names in nomination for an office and only one brother has been nominated, the presiding officer may declare nominations closed for that particular office. (Digest of Laws § 2.2.3)

#### § 3.3.2.2 Election

Each Lodge shall elect its officers annually during the month of December at the stated meeting previous to the Festival of St. John the Evangelist. Any election of officers outside the timelines herein established requires dispensation from the Grand Master. The Worshipful Master, Senior Warden, Junior Warden, Treasurer, and Secretary positions shall be elected. The Lodge may, at its discretion, either elect or appoint the Senior and Junior Deacon positions. Election of Officers shall be by paper ballot. (Uniform Code of By-Laws, § 1.6, Article 1)

#### § 3.3.2.3 Appointment

The Chaplain, Masters of Ceremonies and the Tyler positions are appointed by the Master-elect. The Lodge may, at its discretion, either elect or appoint the Senior and Junior Deacon positions. All appointments shall be made, by the Master-elect, prior to the Installation of Officers. (Uniform Code of By-Laws, § 1.6, Article 1)

#### § 3.3.2.4 Installation

The annual installation of officers should be conducted on the Festival of St. John the Evangelist (27 December), but if that date is not feasible for the Lodge, or if the 27<sup>th</sup> of December is on a Sunday (Digest of Laws § 3.1.60), installation shall be done anytime during the month of December. If for any reason a Lodge cannot install their officers during the month of December, the old officers shall hold over and dispensation from the Grand Master shall be obtained to install officers on another date (Uniform Code of By-Laws § 106 Article 2. *See also*, Digest of Laws § 3.1.138)

#### § 3.3.3 Officers List

Each year, after the election of officers, it is critically important that you, as Lodge Secretary, complete and return to the Grand Lodge a complete and accurate Lodge Officers Form (GL-13-SL-5) as soon as possible after the ELECTION. Please do not wait until installation or when you submit your monthly report or anything else. The quicker the information is provided to the Grand Lodge, the better.

A Lodge Officer Form is included herein (GL-13-SL-5), is available on the Grand Lodge Website (under Forms on the Grand Secretary's Page), and will be provided to you with the December mail-out announcing the Annual Grand Session. The information on this form will be included in the Proceedings of the Annual Session, DDGM Handbooks, IRS Reporting and other documents. Print (or complete with Adobe Reader) all the information requested on the Form. Please, please, please: Use FULL NAMES. DO NOT use nicknames. You can call a Brother anything you want in Lodge, but for reporting purposes, we need his full, given name.

#### § 3.3.4 Resignation of Officers

##### § 3.3.4.1 Worshipful Master

The Worshipful Master of a Lodge may resign from his office with the consent of the Grand Master. (Digest of Laws § 3.1.139) A Worshipful Master holding a Plural membership cannot withdraw from the Lodge of which he is the Worshipful Master until his successor is elected and installed. (Digest of Laws § 3.1.145)

##### § 3.3.4.2 Wardens

There is no power authorizing the resignation or dimit of the Senior Warden or Junior Warden. (Digest of Laws § 3.1.140) If dispensation to dimit is approved by the Grand Master, the Warden must still serve until his successor has been elected. (Digest of



Laws § 3.2.41) The Warden of a Lodge serving under dispensation cannot dimit (or resign) until the expiration of his term, unless released by the Grand Master. (Digest of Laws § 3.1.141)

#### § 3.3.4.3 Treasurer & Secretary

The Treasurer or Secretary may resign by consent of the Lodge, having been elected by the Lodge. (Digest of Laws § 3.1.140) The Lodge must either fill the position Pro Tem, or get dispensation to elect and install new officers.

#### § 3.3.4.4 Chaplain, Deacons, Masters of Ceremonies & Tyler

The Chaplain, Senior and Junior Deacons (if appointed), Masters of Ceremonies and the Tyler may resign their position by consent of the Worshipful Master. (Digest of Laws § 3.1.140) When such resignation is effected, the Worshipful Master may appoint and install a successor without dispensation. (Digest of Laws § 3.1.14)

### § 3.4 Balloting

#### § 3.4.1 Petitions

All petitions for the degrees, affiliation, and reinstatement shall be in writing, signed by the petitioner and in the form adopted and required by the Grand Lodge. Each Petition shall be recommended by a member of the Lodge he is asking to join, and the Petition shall be presented at a stated meeting. The Worshipful Master will refer the petition to a committee of three for inquiry and report. The Petition must lie over for one month, unless dispensation is received from the Grand Master. (Uniform Code of By-Laws § 1.6, Article 4)

After the Investigating Committee is assigned and all the required information on the Petition is completed, it should be sent to the Grand Secretary's Office AS SOON AS POSSIBLE. The quicker you get the Petition to the Grand Lodge the quicker you will get your clearance to ballot. The Lodge cannot ballot on a Petition, under any circumstances, until a clearance to ballot, from the Grand Secretary's Office, is in the hands of the Lodge Secretary.

Once a petition has been received by the Lodge, and referred to a Committee of Investigation, it must be acted upon by the Lodge. It CANNOT be withdrawn unless the degrees cannot legally be conferred on the petitioner.

The following are common problem areas encountered on Petitions that are worthy of your attention:

(1) The date on the Petition is the date the Petition is read in Lodge, not the date it was placed in the hands of the Secretary;

(2) Always specify whether the Petition is for the Symbolic Degrees, Affiliation, or Reinstatement;

(3) Double check the date of birth with the age and make sure they agree;

(4) Double check the residency requirements: to petition for the symbolic degrees a candidate must have been a resident of Arkansas for at least one (1) year. (Digest of Laws § 3.7.33);

(5) Birth Certificates, or other proof of Birth, must be sent to the Grand Lodge along with the petition for a candidate for the symbolic degrees. It is not necessary for an affiliation or reinstatement.

(6) All out-of-state affiliations shall be coordinated through the Grand Secretary's Office and approved by the Grand Master. (Digest of Laws § 3.7.39);

(7) Petitions must be signed by the candidate (Uniform Code of By-Laws § 1.6, Article 4) and must lie over for one month before the ballot is spread (Digest of Laws § 3.3.6);

#### § 3.4.1.1 Background Checks

A Background Check Release Form must accompany the petition for a candidate for the symbolic degrees or any petition for reinstatement over 6 months

#### § 3.4.2 Clearance to Ballot

No ballot may be had on any petition for the degrees, affiliation or reinstatement until the Grand Lodge has been notified of the petition as provided for in the Digest of Laws § 3.6.3 and the Lodge has received an acknowledgment of the receipt of such notice by the Grand Lodge. The acknowledgment from the Grand Lodge of the receipt of the notice is to be attached to the petition and retained in the records of the Lodge. (Digest of Laws § 3.3.7) The acknowledgement referred to here is the Clearance to Ballot Form (Form GL-13-M-6 herein) and it must be in the hands of the Secretary **BEFORE** the ballot is spread. If the Clearance to Ballot Form is sent to the Lodge identifying additional information or action necessary to proceed, when that information is made available or that action is completed, you must make report to the Grand Lodge and wait for another Clearance to Ballot Form. The Lodge

cannot ballot a candidate until the Grand Lodge issues a Clearance to Ballot Form indicating "this candidate is clear to ballot and you should proceed in the regular manner."

### § 3.4.3 Suggested Guidelines for Balloting

This suggested procedure is not mandatory, nor is it adopted Ritual in any way. It is given only to aid in following a uniform procedure, and above all, to maintain the sanctity of the Ballot Box.

After the Committee of Investigation has reported the Ballot should be spread as follows:

Worshipful Master calls up S.D. (\*)

Worshipful Master – Brother SD, you will present the Ballot Box to the East, West and South for inspection, and display it upon the Alter for voting.

When the Worshipful Master has been presented the Ballot Box in the East, he places all Balls (or cubes) in their proper place for Balloting. The SD displays the Ballot Box to the West, South, and then places the Ballot Box on the Altar to the right of the Great Lights. He then salutes and returns to his station. (The SD's duties do not include the supervision of balloting (Review opening ritual.))

The Worshipful Master calls up the members of the Lodge (Members of [name of Lodge] Lodge only, \*\*\*) and announces:

"Brethren, the ballot is spread on the petition of Mr. (give the petitioner's full name):

to receive the three symbolic degrees of Masonry." OR  
for affiliation." OR  
for reinstatement."

The Worshipful Master continues:

"The Committee of Investigation has reported favorable (or unfavorable, as the case may be). Remember, the white balls elect and the black balls (or cubes, as the case may be) reject. Look well to your ballot and vote for the good of Masonry. You may be seated after you have cast your ballot."

The Ballot having been spread, no discussion should take place as to character, opinion, etc.

After all are seated:

WM (\*\*): Brother Junior Warden.

JW: Worshipful Master.

WM: Have all voted in the South?  
JW: All have voted in the South.  
WM: Brother Senior Warden.  
SW: Worshipful Master.  
MW: Have all voted in the West?  
SW: All have voted in the West, or

All have voted in the West except the Brother Tyler. [The Tyler must be relieved and invited in to vote. The Worshipful Master will inform the Tyler that the Ballot is spread on Mr. [name of candidate] for [the Symbolic Degrees, Affiliation or Reinstatement, as appropriate]; the Investigating committee has reported [favorable or unfavorable, as appropriate]; remember the white balls elect and the black balls (or cubes as appropriate) reject; look well to your ballot and vote for the good of Masonry." The Tyler votes and returns to his station.]

WM: (\*) Brother Senior Deacon, you will present the Ballot Box to the South, West and East for inspection.

The Senior Deacon complies with the Masters instruction. The WM then proceeds:

WM: (\*\*) Brother JW, how find you the Ballot in the South?  
JW: Clear (or Dark, depending upon the findings).  
WM: Brother SW, how find you the Ballot in the West?  
SW: Clear (or Dark, depending upon the findings).  
WM: And Clear (or Dark, depending upon the findings) in the East.

The Worshipful Master destroys the ballot.

The Worshipful Master continues:

"Brethren, by your Ballot you have elected (or rejected) Mr. (give the petitioners full name)

to receive the three symbolic degrees of Masonry." OR  
for affiliation." OR  
for reinstatement."

WM: (\*) This rap seats the officers and seals the vote and his order.

#### § 3.4.4 Re-Balloting

No ballot upon an application for the degrees or affiliation, shall be taken more than once (except as provided in the Digest of Laws § 3.3.21), unless some brother shall, during the same evening and while every brother is present who voted before, state that he, through mistake or misapprehension of fact, voted a black ball. In that case, no matter what the number of negatives there were, the ballot shall be taken once more, and once more only. (Digest of Laws § 3.3.22)

In balloting for the degrees, or affiliation, if more than one negative vote appears the candidate shall be declared rejected. But if, on the first ballot, only one negative vote appears, then a second ballot may be ordered by the Master, at his discretion. (Digest of Laws § 3.3.21)

If a candidate be elected, and shall not apply for the degree within six months, he shall be subjected to a second ballot; further, should more than six months elapse between his first and second and/or his second and third degrees, he shall likewise be subjected to an additional ballot. In his own discretion, or if the Lodge desires it, the Worshipful Master may appoint a committee which shall investigate and report upon the worthiness of the brother seeking advancement. (Digest of Laws § 3.3.27) In this case another petition is not required: the candidate makes his request, either verbally or in writing, and the Lodge responds accordingly.

#### § 3.4.5 Secrecy of the Ballot Box

Of the "supposed" secrets of Masonry, the one sure secret that remains is the individual's vote at the ballot box. The secrecy of the ballot is sacred, and no violation of it can be permitted in any mode. (Digest of Laws § 3.3.25) No Mason should ever ask another how he voted and no Mason should ever repeat how he voted: both these actions are unmasonic.

#### § 3.5 Degrees

The Grand Lodge has the exclusive power to constitute Lodges to confer the three symbolic degrees of Ancient Craft Masonry within this jurisdiction. (Digest of Laws § 2.1.9) The three symbolic degrees of Ancient Craft Masonry are the:

- (1) First, or Entered Apprentice Degree;
- (2) Second, or Fellow Craft Degree; and
- (3) Third, or Master's Degree.

### § 3.5.1 Fees

The Fees collected for initiation of candidates is set by the individual Lodges in the State and are published in Article 6 of the Lodge's By-Lays.

### § 3.5.2 Obligation

No Lodge in this Grand Jurisdiction shall obligate more than one candidate at one and the same time in the Entered Apprentice, Fellow Craft or Master's Degree in Masonry. (Digest of Laws § 3.4.14) Lodges are permitted to give the second section of the Entered Apprentice or Fellow Craft Degree to multiple candidates. However, the obligation and the Second Section of the Master's shall be conducted with ONLY one candidate at a time.

### § 3.5.3 Lecture requirements

Every candidate for passing and raising shall, before the degree is conferred, be examined in the lecture of the degree already taken, and shall not be permitted to progress unless he shall be found to possess a competent knowledge of that degree. (Uniform Code of By-Laws § 1.6 Article 10. *See also* the Digest of Laws § 3.7.63) Although not required to advance to another degree, the Grand Lodge requires that Subordinate Lodges examine newly-made Master Masons until the Lodge is satisfied with their proficiency. The officer presiding at the conferring of the degree shall instruct the newly-made Master Mason that he is required to become proficient in the lecture of that degree. (Digest of Laws § 3.7.51)

The Grand Master alone has the power to dispense with the proficiency required. (Digest of Laws § 2.2.8)

When an examination is conducted in open Lodge, proficiency in the lecture of the degree already taken shall be determined by a vote of the Lodge after proper motion and second. When an examination is conducted by a committee in a place other than the Lodge room, approval by vote of the Lodge of the committee's report constitutes approval of the proficiency of the brother examined. Voting upon proficiency or the report of the committee shall be conducted in the Master's Lodge. (Digest of Laws § 3.7.66)

Examinations for advancement may be held and proficiency determined at a Stated or Special Communications. If held at a Special Communication, due notice of the time and purpose of the meeting shall be given. The examination shall be held in the degree upon which the brother is being examined if the examination is conducted in open Lodge. The Worshipful Master shall then open the Lodge in the Master Mason degree and the vote upon the proficiency shall be taken. The calling of a Special Communication for the examination of a candidate for his proficiency in any degree carries with it the right to open in the Master Mason degree to vote upon his proficiency. It is not proper for a Lodge to hear an examination

and postpone voting upon the proficiency until a subsequent communication. (Digest of Laws § 3.7.67)

#### § 3.5.4 Courtesy Work

Courtesy work (one Lodge performing work for another Lodge at the request of the other Lodge) may be coordinated and completed between Lodges in Arkansas. The form herein (GL-13-SL-2) is recommended to facilitate the coordination of responsibilities. Should the need arise to perform, or request another Lodge to perform, courtesy work within another Grand Jurisdiction, that request must be coordinated through the Grand Secretary's Office.

#### § 3.6 Dues

Each subordinate Lodge determines and sets the amount of their Lodge Dues, and the time when those dues are payable, in their By-Laws. (Uniform Code of By-Laws § 1.6, Article 11) Further, every member of a Masonic Lodge knows that he is required to pay the Lodge dues and he should pay them promptly without waiting for a notice from the Lodge. (Uniform Code of By-Laws § 1.6, Article 13. *See also* Digest of Laws § 3.5.15)

For reasons too numerous to mention here, there will be occasions when a Brother does not remit his dues. At the beginning of the dues paying period it shall be the duty of the Secretary of the Lodge to send a statement (Notice to Pay Dues GL-13-SL-9) to each member who has not paid his current dues. (Uniform Code of By-Laws § 1.6, Article 13) Usually, this "gentle" reminder is all that is necessary to get the dues paid, but sometimes more action will be required.

#### § 3.6.1 Non-Payment of Dues

If your first reminder did not get the dues paid, it will be necessary to send another notice to the delinquent Brother. On or before THIRTY DAYS before the end of the dues paying period, you must notify the brother, in writing, that unless he pays his CURRENT dues by the end of the dues paying period, he will be subject to suspension for non-payment of dues. (Digest of Laws § 3.5.16) If the dues paying period passes and the Brother still has not paid his dues, he is in arrears and subject to suspension.

#### § 3.6.1.1 Arrears

No action can be taken to suspend a Brother for non-payment of dues until he is in arrears for dues. (Digest of Laws § 3.5.12) During the current dues paying period, a Brother who has not paid his dues is simply "not current" on his dues. If the By-Laws of your Lodge state that Lodge dues are payable annually, then members are not in arrears for

Lodge dues until **the end of the year** (the end of the dues paying period). If the By-Laws require dues to be paid quarterly, then at the end of a quarter those who have not paid for that quarter are in arrears. (Digest of Laws § 3.5.12)

The fact that a member of a Lodge may be in arrears for dues does not affect his right to participate in the proceedings of the Lodge **until he is suspended for non-payment of dues, EXCEPT** that no member in arrears for dues at the time of the regular election shall be elected or appointed to any office in the Lodge nor be allowed to vote at such election. (Digest of Laws § 3.5.13)

#### § 3.6.1.2 Suspension

If the two previous letters results in a Brother being in arrears for the non-payment of his dues, the Lodge has two choices: at a stated meeting they may either grant him more time to pay his dues or suspend him for non-payment of dues. (Uniform Code of By-Laws § 1.6, Article 13)

An example (time-line) should help understand what is required when:

January 2010: If a member has not paid his dues for 2010, the Lodge Secretary should send the member a "statement" (i.e.; a Notice to Pay Dues);

Before December 2010: If a member still has not paid his dues for 2010, the Lodge Secretary should notify the Brother that if his dues are not paid by the end of the dues paying period, he will be subject to suspension. (The Lodge could vote to give the Brother further time to pay dues)

January 2011: If a member still has not paid his dues, the Lodge may vote to give him more time or to suspend him for non-payment of dues.

When a member is suspended for non-payment of dues, the Secretary of the Lodge must notify said member that he has been suspended and that he can no longer honorably wear the emblems of the Fraternity until he has been reinstated by a two-thirds majority vote of the members present at a Stated Meeting of the Lodge. (Uniform Code of By-Laws § 1.6, Article 13)

##### § 3.6.1.2.1 Suspension of Plural Members

Should a Mason holding Plural Membership be suspended for non-payment of dues in one Lodge, he shall also be automatically suspended in all other Lodges. (Digest of Laws § 3.1.217)



§ 3.6.1.3 Reinstatement

§ 3.6.1.3.1 Less than one year

The Secretary may accept a Brother's dues in arrears and current dues up until a one-year period of time, placing the Brother back in good standing with no further action by the Lodge. (Digest of Laws § 3.5.24)

3.6.1.3.2 One Year or Longer

When a member of a Lodge has been suspended for a period of one year or longer from the date of suspension, he must petition for reinstatement, using a Petition for Reinstatement (personally signed) similar to that of new petitioners (the Birth Certificate or Affidavit of proof of Birth may be waived) and the procedure for processing of such a petition for reinstatement through the Lodge shall be the same as set out in the Digest of Laws § 3.7. It shall require a two-thirds majority vote of the members present at a Stated Meeting of the Lodge to reinstate. (Digest of Laws § 3.5.24)

§ 3.6.1.3.3 Reinstatement of Plural Members

Before being reinstated, a Mason suspended for non-payment of dues must meet the dues requirement in all Lodges in which he is a member. (Digest of Laws § 3.1.217)

§ 3.6.2 Dues Cards

Uniform dues cards shall be furnished by the Grand Secretary to the Subordinate Lodges without cost to them. (Digest of Laws § 3.5.7) These cards are normally forwarded to the Subordinate Lodges in October of each year. It is important for the Lodge Secretary to review the dues cards for accuracy and communicate any discrepancies to the Grand Secretary's Office immediately.

§ 3.7 Committee of Investigation

The duties and responsibilities of the Committee of Investigation are set forth in the Digest of Laws § 3.6. All secretaries and all members of the Investigating Committee should be familiar with this Section of the Digest of Laws. The responsibility and importance of the work performed by this Committee cannot be overstated.

### § 3.7.1 Duties and Responsibilities

A Mason cannot serve on a Committee of Investigation of character in a Lodge other than his own. (Digest of Laws § 3.6.1)

Neither the Senior or Junior Warden, nor a member who has recommended a petitioner, should be named to the Committee of Investigation. (Digest of Laws § 3.6.2)

The report of a Committee of Investigation should be a majority report made by committee while standing at the altar. When only one member of the committee is present, however, he may report for the entire committee, provided he has conferred with the other members of the committee and is authorized to report for them. Where it is not possible for any member of the committee to be in attendance at the meeting of the Lodge, the committee may make its report known to the Worshipful Master or Secretary who in turn will make the report to the Lodge. The law contemplates that the committee will consult and arrive at a decision as to what the report will be. (Digest of Laws § 3.6.4)

The report of the Committee of Investigation on a petition for the degrees, affiliation, or reinstatement should merely be favorable or unfavorable without any explanation in the report. Before the ballot is spread any member has the right to make such remarks as would throw light on the application. (Digest of Laws § 3.6.5)

It is compulsory that the Committee of Investigation visit the petitioner's home for any petition, whether it be for the degrees or for affiliation or for reinstatement. (Digest of Laws § 3.6.10)

### § 3.8 Lodge Candidates

For every candidate the Lodge Secretary **MUST** make sure he has the proper, given, full name of the candidate, and that the same is communicated to the Grand Lodge. No nicknames or "shortened" names (i.e.; Bob for Robert, Bill for William, etc.) are to be accepted. For those who complain that requiring the Birth Certificate of a 45 year old man is ridiculous, you can remind them that a Birth Certificate also reflects the proper, given, full name of the candidate. Also, **DO NOT** leave the middle name blank: If the candidate has no middle name or initial, indicate so on your records by entering NMN in place of the middle name.

#### § 3.8.1 Eligibility requirements

A belief in a Supreme Being is required of all candidates for the mysteries of Masonry. No atheist can be made a Mason. (Digest of Laws § 3.7.17)

No Lodge under the jurisdiction of this Grand Lodge shall accept a petition for the degrees of Freemasonry from a candidate until he has been a resident of this state for one year, unless a dispensation is obtained from the Grand Master. (Digest of Laws § 3.7.33)

A person under Eighteen (18) years of age is not eligible to receive the degrees of Masonry, even though his civil disabilities have been removed by an order of court in accordance with the law of the land. (Digest of Laws § 3.7.12)

No person must be made a Mason unless he is a man of full age, of good character, honest and upright; he must have the use of his limbs and members, as a man ought to have; and with no such defect as may incapacitate him to learn the art, to give all due signs and salutations, to be made a Fellow Craft and Master in due time; honestly and reputably to acquire means of subsistence, and to comply fully with all the duties and obligations assumed by him towards the Craft at large and individual brethren, and such as Masonic law and usage impose upon or require of a good Mason. (Digest of Laws § 3.7.8)

Any person possessing the requirements prescribed by Masonic law and usage, although not physically perfect, but possessing no defect which incapacitates him from giving and seeing all signs, grips, steps and salutations, including the position necessary to take the obligations, and who can give and hear the secret words of Masonry, shall be eligible for the degrees of Masonry. (Digest of Laws § 3.7.9)

#### § 3.8.2 Jurisdiction over Candidates

A Lodge once legally receiving and referring a petition for the degrees acquires jurisdiction for twelve months only from the date of the ballot on the petition, whether the petitioner is elected or rejected. (Digest of Laws § 3.7.36)

#### § 3.8.3 Birth Certificates

Every petition for the degrees of Freemasonry shall be accompanied by a certified copy of a birth certificate, an affidavit, or other acceptable proof of birth, which shall be forwarded to the Grand Lodge Office along with the background check release form

§ 3.8.4 Obligation

No Lodge in this Grand Jurisdiction shall obligate more than one candidate at one and the same time. (Digest of Laws § 3.4.14)

§ 3.8.5 Proficiency Examinations

Every candidate for passing and raising shall, before the degree is conferred, be examined in the lecture of the degree already taken, and shall not be permitted to progress unless he shall be found to possess a competent knowledge of that degree. (Uniform Code of By-Laws § 1.6, Article 10. *See also* the Digest of Laws § 3.7.63)

The Grand Lodge requires that the Subordinate Lodge examine newly-made Master Masons until said Lodge is satisfied with their proficiency. The officer presiding at the conferring of the degree shall instruct the newly-made Master Mason that he is required to become proficient in the lecture of that degree. (Digest of Laws § 3.7.51)

§ 3.8.6 Advancement Requirements

As a general rule, the proficiency of a candidate, including the disposition manifested by him to form his conduct to the moral and Masonic principles inculcated in the degrees, is the only legitimate test of his right to be advanced. (Digest of Laws § 3.7.65)

A candidate for advancement shall not receive more than one degree in a one month period, except by dispensation from the Grand Master. (Digest of Laws § 3.7.70)

If at any time before his advancement a candidate is found to be unworthy, it is not only the right, but the duty of the Lodge to refuse to advance him. An election does not vest in the candidate an indefeasible right to the degrees, but the Lodge is bound to stop, at any point, when they find him unworthy. (Digest of Laws § 3.7.72)

§ 3.8.7 Race not a factor

This Grand jurisdiction makes no provision for the consideration of a petitioner's race, skin color or ethnicity. (Digest of Laws § 3.7.82)

§ 3.9 Candidates for Office

A candidate seeking to be elected to a Subordinate Lodge or Grand Lodge office, who openly solicits support for his candidacy by the use of mailings or other advertising,

shall be disqualified and barred from consideration by the Lodge or Grand Lodge for election to the office to which he aspires. (Digest of Laws § 3.7.29)

A candidate for Grand Lodge office may be nominated from the floor without prior notice by a delegate if he so desires. (Digest of Laws § 3.7.70)

### § 3.10 Perpetual Membership

Section 3.8 of the Digest of Laws sets forth the Perpetual Membership Plan. It should be studied carefully and referred to often when dealing with perpetual memberships.

### § 3.11 IRS Filing Requirements

The IRS requires each subordinate Lodge in Arkansas to have its own EIN Number and file an annual return. For those Lodges whose income is less than \$50,000.00 a year, this involves filing an IRS Form 990N. The procedures for registering and filing the IRS Form 990N are provided on the Grand Lodge Website under Frequently Asked Questions (FAQ).

If your Lodge has income in excess of \$50,000.00 the filing requirements are different: contact the Grand Secretary's Office for more information.

If you have any questions about the filing requirement or the Form, please contact the Grand Secretary's Office.

# SECTION FOUR

## TRIALS

### § 4.1 Introduction

The Law of Trials adopted by the Grand Lodge is located in § 4 of the Digest of Laws. If charges are even contemplated in a Lodge, the Secretary should provide the Worshipful Master with a copy of § 4.0.1 – 4.0.243 of the Digest of Laws and both should familiarize themselves with the contents thereof.

Trials may be conducted by the Lodge itself or by a Grand Lodge Trial Commission. (Digest of Laws § 4.0.3)

### § 4.2 Mock Trial

TRIAL OF  
Brother Z. Y. TAKEMAN

BEFORE

TRI-ZERO LODGE NO. 000

CAST

Brother Cox, Prosecutor  
Brother Davis, Representing the Accused  
Brother Anderson, Worshipful Master  
Brother Brown Secretary, Secretary  
Brother Black, Witness  
Members of the Lodge in their respective stations

PROLOGUE

(This prologue is an introduction to the one-act mock trial, which is intended to exemplify the procedure for holding a Masonic trial in the Lodge).

At its stated meeting in October, Brother Anderson, Worshipful Master of Tri-zero Lodge, announced that he had received charges against Brother Z. Y. Takeman. Brother Anderson properly read the charges without disclosing the name of the Brother preferring the charges. He then appointed a Committee of Investigation to see if the charges were of such nature that a trial should be held. At the next Stated Meeting, the Committee reported that the charges were such that a trial should be held.

Worshipful Master Anderson pointed out to the Lodge that it could hold the trial or ask for a trial commission appointed by the Grand Lodge. Tri-Zero Lodge voted to conduct the trial and retain jurisdiction in the case. Brother Anderson then appointed a Brother to act for the Lodge. A date was set for the trial.

The Lodge is now opened on the Master's Degree for the purpose of conducting the trial.

BRO. ANDERSON: Brethren, you are familiar with the purpose of this meeting. There are just one or two points that I want to call to your attention before the Lodge is ready for the trial. I trust that none of the Brethren of Tri-Zero Lodge will leave the room during the progress of the trial. No Brother who comes in from the time the case begins will be permitted to vote – that would not be fair, either to the Lodge or to the accused Brother. If any Brother should be forced to retire before the close of the case, you will be permitted to do so by the Master. I would admonish you to listen very carefully to all that is said. I shall read to you Article 16 of the Uniform Code of By-Laws for Government of Subordinate Lodges.

“Article 16. All transactions and proceedings of this Lodge shall be inviolably secret; and it shall be the duty of every member to notify the Master of all violations of this provision that may come to his knowledge.”

There must be no discussion of this matter with those who are not members of the Fraternity. If you do discuss it, discuss it among yourselves, and be sure you do it among Masons, when they alone are present and no outsider can hear the discussion.

This meeting has been called to try Brother Z. Y. Takeman on the charge of Unmasonic Conduct. I shall ask Brother Brown to read the charges and specifications.

BRO. BROWN: Brethren as you know, the Law states that the name of the Brother preferring the charges is not to be revealed. I shall then read the charges and specifications without disclosing the name of the person preferring the charges:  
(reading) Bogustown, Arkansas. To the Worshipful Master of Tri-Zero Lodge No. 000, F. & A. M., I, the undersigned \_\_\_\_\_, a member of Tri-Zero Lodge No. 000 do hereby charge Brother Z.Y. Takeman of Tri-Zero Lodge No. 000 with gross Unmasonic conduct, to wit:

That the said Brother did, at Bogustown, Arkansas during the years 1999, 2000 and 2001 embezzle money from Brothers Black and Stone (operating as the Blackstone Curb Company) to the amount of several thousand dollars, in violation of his Masonic obligation and duty, and to the great discredit of Masonry. Wherefore, I pray that said offense may be inquired into by this Lodge and action taken accordingly. Fraternal submitted, \_\_\_\_\_.

The above was referred to a Committee of the Lodge consisting of Brothers A.B. Jones, B.C. Smith and D.E. Taylor who are to investigate and report at the next meeting of the Lodge. I will now read the report of the Committee;

To the Worshipful Master, Wardens, and Brethren of Tri-Zero Lodge No. 000, F. & A. M.:

Brethren: The undersigned Committee appointed to consider charges against Brother Z. Y. Takeman, a member of Tri-Zero Lodge No. 000, having now performed that duty, beg leave to report, that said charges are of such a nature that the accused should be put upon his trial therefore, and they herewith present said charges in connection with this report. Fraternally submitted,....the report is signed by the members of the Committee.

A copy of the charges and specifications, and the report of the Committee was furnished to Brother Takeman by Registered Mail addressed to him, care of the Arkansas State Penitentiary, Tucker Arkansas, giving him twenty days' notice of the meeting here tonight for the hearing of these charges. The Registered Letter receipt came back, signed by him, together with a request that a Brother be appointed to defend him.

BRO. ANDERSON: You have the receipt there?

BRO. BROWN: Yes, sir.

BRO. ANDERSON: What is the date on it?

BRO. BROWN: December 1, 2001.

BRO. ANDERSON: Is there a member of Tri-Zero Lodge that did not hear the charges and specifications? If so, you will make it known by raising your hand or standing. (There is no response)

BRO. BROWN: Brother Davis has been appointed for the Defendant, since he could not be present, and requested that someone defend him.

BRO. ANDERSON: Brother Cox, who appears on behalf of the Lodge, I think should be heard first. Brother Cox, you may proceed to introduce your testimony.

BRO. COX: Is Brother Herman Black here?

BRO. BLACK: Yes, present.

BRO. COX: Brother Black I will ask that you take the witness chair.

(Direct examination by Bro Cox)

BRO. COX: What is your name?

BRO. BLACK: Herman Black.

BRO. COX: Do you know the accused?

BRO. BLACK: I do.



BRO. COX: Was the accused, Z. Y. Takeman, in your employ during the years 1999, 2000, and 2001?

BRO. BLACK: He was.

BRO. COX: He is accused here of having embezzled funds belonging to you and your business. Please state what you know about it.

BRO. BLACK: In the period of two and a half years as our Cashier, Mr. Takeman embezzled approximately the sum of \$15,400.00.

BRO. COX: How did you ascertain that approximate sum?

BRO. BLACK: The audit of More, Snell and Smith as we have it in our possession only covers the period of one and one-half years. We decided not to have the first year put in this audit for the reasons of our own. The audit we have in book form shows a deficit in the account for one year and a half in the amount of \$15,400.00.

BRO. COX: Was he indicted by the Grand Jury of this county for that offense?

BRO. BLACK: He did.

BRO. COX: What was his plea?

BRO. BLACK: Guilty.

BRO. COX: Were you present when the plea was entered?

BRO. BLACK: I was not.

BRO. COX: Did you ever see the indictment, which was returned against him for the offense about which you have testified?

BRO. BLACK: I did not.

BRO. COX: (turning to Bro. Secretary), Is that a copy of the indictment returned against the accused, Brother Secretary?

BRO. SECRETARY: Yes, sir, and it is so certified to by the Clerk of the Circuit Court.

BRO. COX: I want leave to file a Certified copy of the judgement against the accused as part of the evidence on behalf of the Committee (he hands the file to the Secretary).

BRO. ANDERSON: Brother Davis, do you care to cross-examine the witness?

BRO. DAVIS: No questions, Worshipful Master.

BRO. ANDERSON: We will now hear from Brother Davis, appearing on behalf of the accused.

BRO. DAVIS: When I was notified of this appointment, I wrote the accused Brother at the State Penitentiary, at Tucker, Arkansas, notifying him of the charges and the date and place of trial, and asking him what defense he could make. I had no reply from him, so I do not know of any defense.

We have examined the law of similar cases, and found that a Certified copy of the Court record of conviction is good evidence in this case. In one case, the Grand Master ruled that a Certified copy of the evidence of conviction was conclusive proof of the conviction for the crime.

BRO. DAVIS (continuing): Now, the Certified copy of the judgment here, when you have heard it more fully, recites that the Defendant in this case pleaded guilty to the charge. Brother Cox did not read it, but a copy of the Judgment of the Court, and the plea of guilty of the Defendant to the crime of embezzlement as set out in the indictment. It is certified by the Clerk of the Circuit Court of this County.

This man is charged with gross Unmasonic Conduct. My duty in the premises is to see that he gets a fair trial under the usage's of Masonic Law. When I have done that, I have performed my duty. As stated before, he had notice of the date of this trial, and my services were tendered to him, and suggestions ask for by me from him, but I had no response. The defense, therefore has no proof to offer, and nothing further to say. As I understand it, there is no plea of guilty to a charge of this kind in a Masonic trial. If the accused Brother were present, he could confess his guilt before the Lodge, but in his absence I have no authority or right to make any confession or offer any plea of guilty. But as I said before, my duty is performed when I see that he is protected by the Masonic Laws in such cases. I do not know of anything further that I might add, Worshipful Master.

BRO. COX: For the information of the Brethren, and so they may vote intelligently, I ask permission to read the indictment, and read the judgment or confession at length.

BRO. ANDERSON: I wish you would read it Brother Cox, in its entirety.

BRO. COX (read as follows):

BOGUS CIRCUIT COURT  
State of Arkansas            )  
  )  
versus                        )        Indictment  
  )  
Z. Y Takeman                )

The Grand Jury of Bogus County, in the name and by the authority of the State of Arkansas,

accuse Z. Y. Takeman of the crime of Embezzlement committed as follows, to wit: The said Z. Y. Takeman in the County and State aforesaid, on the 30<sup>th</sup> day of May, A.D. 2001, then and there being over the age of sixteen years and being the agent of the Blackstone Curb Company, and having then and there in his custody and possession as such agent as aforesaid Fifteen Thousand and Four Hundred Dollars, in gold, silver and paper money of the value of \$15,400.00, the property of the said Blackstone Curb Company, did unlawfully, fraudulently and feloniously make away with and embezzle and convert to his own use, the said sum of \$15,400.00 as aforesaid without the consent of the said Blackstone Curb Company aforesaid, against the peace and dignity of the State of Arkansas.

(Signed) Homer P. Peoples  
Prosecuting Attorney

BRO. COX: On the reverse side thereof is the following (again reading: Issue Bench Warrant and require Bail in the sum of \$5000.00

(Signed) John J. Jarvis  
Judge

=====

A True Bill, (Signed) J. J. Justice, Foreman  
Indictment for Embezzlement

Z. Y. Takeman c/o Blackstone Curb Co.

Filed in Open Court in the presence of all the Grand Jurors this 30<sup>th</sup> day of May, 2001.

(Signed) Jay Johnson, Clerk

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State of Arkansas

County of Bogus

I, Jay Johnson, Clerk of the Circuit Court, within and for the County and State aforesaid do hereby Certify this to be a true and correct copy of the Indictment in the case of the State of Arkansas vs Z. Y. Takeman, as the same appears on file in my office. In testimony thereof, I have here unto set my hand and affixed the seal of said Court, this 3<sup>rd</sup> day of June 2001.

(Signed) Jay Johnson, Clerk

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Bogus Circuit Court

Spring Term, 2001

State of Arkansas	)	)
versus	)	EMBEZZLEMENT
Z. Y. Takeman	)	)

This day comes the State of Arkansas by Homer P. Peoples, Prosecuting Attorney, and comes the Defendant in proper person, and by his Attorney R. C. Newton, and the Defendant is called to the bar of the Court, and informed of the nature, of the indictment herein, enters his plea of guilty thereto as charged in the Indictment, and asks the mercy of the Court; whereupon the Court doth assess his punishment at a sentence of Three (3) years imprisonment in the State Penitentiary. It is therefore considered, ordered and adjudged by the Court that said Defendant be remanded into the custody of the Sheriff of Bogus County, and to be by him safely and speedily transported to the Penitentiary House or State convict Farm or Camps of the State of Arkansas, and there confine at labor for the period of Three (3) Years; and that the State of Arkansas do have and recover of said Defendant all the costs of this prosecution and have execution therefore. It is further ordered by the Court, that the Clerk of the Court make out and deliver to said Sheriff, a Certified copy of the foregoing judgment to be by him delivered to the agent of keeper of said Penitentiary as sufficient authority for him to receive and confine the said Z. Y. Takeman in the manner aforesaid.

BRO. COX: (speaking) Worshipful Master, I presume I should know the accused Brother Takeman. He was a member of this Lodge where I have had my membership for some years, but I don't visualize the Brother. I am not sure that I knew him. As Masons we are supposed to learn the lessons of Charity and to draw around our erring Brother the mantle of love, but before we show our lessons of Charity we are supposed to be learned in the lessons of common honesty. I would not speak as one seeking revenge, because there is no revenge in my heart towards this brother. But I do not know that I ever saw him. It is not that I love him less – it is that we love Masonry more. If we inflict the laws of Masonry, I feel sure that the doctrine of Masonry is such as every Brother who first learned the lessons of Masonry feels that the punishment which this Lodge may inflict upon the Brother is not a punishment alone. But it will be judgment, and elimination or separation of the unworthy from the honest. I feel that there is but one course that this Lodge can take, that is, to expel this Brother from the rights of Masonry.

BRO. ANDERSON: Brother Davis, have you anything further to say in connection with this case:

BRO. DAVIS: Worshipful Master, Wardens, and Brethren. There is nothing I can say on the evidence. All I can say is that out of my heart, there is a kindness and feeling for the poor brother that has made his mistake, and ask that you gentlemen – I don't even know him personally – ask that you deal with him as your Masonic obligations and your kind feeling would dictate. It has been said to me by someone on the outside, that knew nothing about this preceding here, that did not know this was coming up, it was said to me, by one man at least, that he did not feel this man

ought to have a severe punishment by the law. Of course, I do not know the circumstances that prompted his statement.

I do not know what the circumstances of this mans predicament were; I do not know just how this young fellow went wrong; but I wish to say that whatever judgment is rendered tonight, whatever the verdict as to the punishment, I hope we will remember that this is an erring brother gone wrong, A poor weak mortal, and we don't know what overtook him. We know that he has been punished according to the Master of Law, and as provided by law. If I could say anything, it would be not to encourage a spirit of revenge, but I would say, let us have pity and judge as charitably and be as lenient as our Masonic obligations and conscience would allow us to be and act under the circumstances.

BRO. BROWN: At this point, it will be necessary to poll the Lodge. All members of Tri-Zero Lodge No. 000 who are entitled to vote will rise. Is there any one present related by blood within the second degree to the accused, or to the Brothers Black and Stone?

BRO. ANDERSON: Brethren by blood within the second degree is meant ones father, son, grandfather, grandson, brother, uncle, or nephew. Is there anyone related within the second degree? (there is no answer)

BRO. BROWN: (After counting those present) Worshipful Master, I count thirty-nine members present.

BRO. ANDERSON: Brother Secretary, the Prosecutor and the alleged wronged Brother may not vote.

BRO. BROWN: it will take a two-thirds vote in the affirmative to sustain the charge, to sustain any specification and to inflict any penalty.

BRO. ANDERSON: Brethren, we will now vote on the charge. All those in favor of the charge being sustained, will make it known by the usual Masonic voting sign.

BRO. BROWN: (After counting the responses) Thirty-four votes were cast, Worshipful Master.

BRO. ANDERSON: The charge is sustained. Next we will vote on the specifications. By specifications, we mean what is specified in the charge; that the Brother did commit the act charged, and is guilty of Unmasonic Conduct. All those in favor of sustaining the specification let it be known by the usual voting sign.

BRO. BROWN: (After counting the responses) I count thirty-six votes, Worshipful Master.

BRO. ANDERSON: The specification is sustained. Next, we will vote on the infliction of the punishment, beginning with the highest in order. I will read the degrees of punishment, in order that you may have an opportunity to judge in your own mind the punishment you want to inflict. The highest order of punishment is Expulsion; next is Indefinite Suspension; next is Definite Suspension for a given term of years, and the fourth and last is Reprimand. We will proceed to

vote on the highest punishment in other words, Expulsion. All those in favor of the Expulsion from the Fraternity of Brother Z. Y. Takeman will signify by raising to their feet.

BRO. BROWN: (counting) Thirty-six votes again, Worshipful Master.

BRO. ANDERSON: Brethren, that takes care of the case, and expels Z. Y. Takeman from membership in the Tri-Zero Lodge No. 000. Brother Secretary, you will notify Mr. Takeman to the effect, and advise him of his right of appeal.

BRO. BROWN: I will send him a Registered Letter, Worshipful Master, and I will notify the Grand Lodge of our actions on our Monthly Report.

BRO. ANDERSON: Brethren, I will repeat, for your benefit, Article 16 of the By-Laws:

Article 16. All transactions and proceedings of this Lodge shall be inviolably secret; and it shall be the duty of every member to notify the Master of all violations of this provision that may come to his knowledge.

This business for which this meeting was called is concluded. I will proceed to close

# SECTION FIVE

## FORMS

### § 5.1 Introduction

The Grand Lodge has published, standardized forms for use by Lodge Secretaries. These forms are included herein and can be copied for local use. They are also available online at the Grand Lodge Website: [www.argrandlodge.com](http://www.argrandlodge.com). The forms are on the Grand Secretary's page and are PDF Forms. This means that if you use Adobe Reader (available free online, a link is on the Grand Lodge Website) you can complete the form electronically (on your computer). The Form can then be emailed to the Grand Lodge (the preferred method of delivery).

If you find a mistake or other error in one of the forms, or if you have a recommendation for improving the form, let the Grand Secretary know. A list of Forms is included on the next page for reference.