

Most Worshipful Grand Lodge of Tennessee

FREE & ACCEPTED MASONS - PRINCE HALL AFFILIATED



Office of Right Worshipful Grand Secretary

Grand Lodge Procedures

A Guide for the Worshipful Master, Secretary & Treasurer

New Members

1. Have petitioner complete the Petition for Initiation and Membership Form and Background Check Authorization Form. Collect your initiation fee.
2. Instruct **Petitioner** to submit Petition for Initiation and Membership Form, Background Check Authorization Form and \$20.00 fee for background check to Grand Lodge.
3. If petitioner is approved, an approval letter and the Petition for Initiation and Membership Form will be mailed to the Lodge in which he is petitioning. It is at this point that you may begin investigation of the **character** of petitioner.
4. If petitioner is **denied**, a disapproval letter will be mailed to lodge. You must notify him of such, and return initiation fee. No questions will be entertained.
5. Once candidate has been raised, Lodge should immediately notify the Grand Lodge by using the Supplemental Report Form. You are responsible for remitting the new member fee and taxes/dues. Date raised will determine how much should be remitted. Example: If candidate is raised in the month of October, \$116.50 is payable to the Grand Lodge. This applies to each candidate you report. ***New member is not ACTIVE until he has been reported to Grand Lodge and payment has been made.***

Reinstated Member

If petitioner for reinstatement has been SUSPENDED 1 year or more, he must:

1. Complete Petition for Initiation and Membership Form and Background Check Authorization Form. Collect your reinstatement fee.
2. Submit Petition for Initiation and Membership Form, Background Check Authorization Form and \$20.00 fee for background check to Grand Lodge.
3. If petitioner is approved, an approval letter and Petition for Initiation and Membership Form will be mailed to the Lodge in which he is petitioning. It is at this point that you may reinstate petitioning brother.
4. If petitioner is **denied**, a disapproval letter will be mailed to lodge. You must notify him of such, and return reinstatement fee. No questions will be entertained.
5. Once member has been reinstated, Lodge should immediately notify the Grand Lodge by using the Supplemental Report Form. You are responsible for remitting the new member fee and taxes/dues. Date reinstated will determine how much should be remitted. Example: If member is reinstated in the month of July, \$122.00 is payable to the Grand Lodge. This applies to each member you reinstate. ***Reinstated member is not ACTIVE until he has been reported to the Grand Lodge and payment has been made.***

If petitioner for reinstatement has been SUSPENDED less than 1 year, he must:

1. Complete Petition for Initiation and Membership Form and pay lodge reinstatement fee.
2. Once member has been reinstated, Lodge should immediately notify the Grand Lodge by using the Supplemental Report Form. You are responsible for remitting the new member fee and taxes/dues. Date reinstated will determine how much should be remitted. Example: If member is reinstated in the month of July, \$122.00 is payable to the Grand Lodge. This applies to each member you reinstate. ***Reinstated member is not ACTIVE until he has been reported to the Grand Lodge and payment has been made.***

Admit Member by Demit

1. Petitioner is to complete Petition for Initiation and Membership Form.
2. Complete **admitting Lodge** section of demit provided by petitioner.
3. Once member has been admitted by demit, Lodge should immediately notify the Grand Lodge by using the Supplemental Report Form. You are responsible for mailing completed Certificate of Demit Form. . This applies to each member you admit by demit. ***Admitted by demit member is not ACTIVE in your lodge until he has been reported to the Grand Lodge..***

Healing

Healing is a process by which Non Prince Hall Masons are accepted into the Prince Hall organization without having to be initiated passed and raised a second time. The procedure requires the candidate to vow allegiance to the Most Worshipful Prince Hall Grand Lodge as the governing body while promising to support the Prince Hall Constitution along with all of its laws, rules or edicts.

Any healed Mason that has served as a Master or as a Grand Officer in a Non Prince Hall organization will be respected for his previous accomplishments but will not be recognized as such in the Prince Hall family or bear the title.

Procedures for Healing Non Prince Hall Masons

Authority for healing can only be granted by the Most Worshipful Grand Master.

1. Notify Most Worshipful Prince Hall Grand Lodge of candidate for healing.
2. If the Most Worshipful Grand Master cannot be present to perform the healing, he may authorize the District Deputy Grand Master to form a committee of Masters and Past Masters to conduct the healing process.
3. Healing must only be done by the aforementioned authorized persons and only Masters and Past Masters may be present and no other members of the Craft.
4. Candidates for healing are to be re-obligated in all three degrees of Masonry and properly instructed in the words and signs of each degree including the grand hailing sign. Additionally, they are to be instructed in how to give grand honors both public and private.
5. Each candidate to be healed must fill out in full, the Petition for Initiation and Membership Form and Background Check Authorization Form to be forwarded to the Grand Lodge Office along with a money order in the amount of \$120.00. Made payable to Prince Hall Grand Lodge. (\$100.00 for healing and \$20.00 for background check.)
6. Collect all non-Prince Hall materials (certificates, documents, books, dues cards, regalia, etc.) from the candidate and send the material along with appropriate fees to the Grand Lodge Office. Some of these items may be returned to the candidate at the discretion of the Grand Master.
7. Once steps 5 & 6 have been completed the Grand Master will notify the District Deputy when to proceed.
8. After having completed the entire process, the brother will receive a letter of Masonic Standing from the Grand Master. This letter entitles the new brother to seek membership in the legally constituted Prince Hall Lodge of his choice within 90 days (Ninety).

Lodge Responsibility of admitting healed member

Lodge should immediately notify the Grand Lodge of newly admitted healed member by using the Supplemental Report Form. Lodge is responsible for remitting the Healed member taxes. Date admitted into Lodge will determine how much should be remitted. Example: If healed member is admitted into Lodge in the month of January, \$5.50 is payable to the Grand Lodge. This applies to each candidate you report. ***New member is not ACTIVE until he has been reported to Grand Lodge and payment has been made.***

Members Suspended

Non-payment of Dues

1. Issue Notice of Show Cause
2. If brother does not show cause, then issue **Notice of Non-Payment of Dues and Suspension Therefor**
3. Lodge should immediately notify Grand Lodge of suspended member(s) by using the Supplemental Report Form. Member name, date of suspension and reason for suspension is required form

Keep a copy of all notices delivered to member for they may be requested by the Grand Lodge for the purpose of validating due process.

Un-Masonic Conduct

1. Lodge should immediately notify Grand Lodge of suspended member by using the Supplemental Report Form. Member name, date of suspension, reason for suspension is required on the form
2. Provide all supporting documentation along with Supplemental Report Form.

Note: Member is NOT legally suspended until he has been reported to the Grand Lodge. Your Lodge is responsible for the dues (\$5.00) on the suspended brother that will be payable on the Annual Dues/Tax report.

Members Transferred

A member whose dues are paid in full, is under no charge for un-masonic conduct and is not serving as Master, Warden, Treasurer or Secretary of his Lodge shall request a demit. His application shall be immediately granted.

1. Lodge is to complete top portion of Certificate of Demit
2. Remove *pink* copy and give white and yellow copies to demitting member.
3. Send *pink* copy to Grand Lodge along with Supplemental Report Form reflecting the Member name and Date of Transfer.

Note: Member is not off your roster until such has been reported to the Grand Lodge. Your Lodge is responsible for the dues (\$5.00) on the transferred brother that will be payable on the Annual Dues/Tax Report.

Members Deceased

1. Complete Death Proof Blank
 - a. Death Proof Blank can only be obtained by written request submitted to the Grand Lodge. Letter must be on Lodge letterhead, possess lodge seal and contain the deceased brother name and date of death.
2. Immediately Send Death Proof Blank along with Supplemental Report Form to the Grand Lodge.
3. Death Benefit will be made payable to the Donee that the deceased has on file with the Grand Lodge.

Note: Your Lodge is responsible for the dues (\$5.00) on the deceased brother that will be payable on the Annual Dues/Tax report.

Annual Grand Lodge Taxes & Dues

September 1st of each year

The Grand Lodge will mail to the Lodge the following:

1. **Invoice** – that will show amount due Grand Lodge as of last report submitted.
 - a. **Taxes - \$22.00 per member**
 - b. **Dues - \$4.00 per member** (which includes members suspended, transferred and/or deceased since last Annual Report)
 - c. **Educational Fund \$1.00 per member** (which includes members suspended, transferred and/or deceased since last Annual Report)

Total due Grand Lodge per **Active** member: **\$27.00**

Total due Grand Lodge per members **Suspended, deceased or transferred** since last report: **\$5.00**

2. **Roster** – It is imperative that the Grand Lodge has the correct address and contact information for every ACTIVE member on your roll.
 - a. Update the address of each member
 - b. Verify the correct spelling of member name and address
3. **Blank Grand Lodge Tax | Supplemental Report Form** (electronic form available) – that you should use if you need to add new member, reinstate member, suspend member, admit member by demit, report transferred member, deceased member or healed member.

We request that your Lodge report any and all new members, reinstated members, suspended members, members admitted by demit, transferred members, deceased members and healed members using the Supplemental Report Form before September 1st of each year. This will enable us to send you an accurate invoice and roster.

January 31st of each year

January 31st of each year is the due date for Annual Grand Lodge Taxes/Dues Invoice to be paid in full. Your Lodge is responsible for remitting the following to the Grand Lodge:

1. Payment
2. Original Invoice
3. Completed Supplemental Report Form
4. Original Roster with updated contact information of members
5. Elected Officers Report

GRAND LODGE TAXES/DUES ARE LATE IF RECEIVED AFTER JANUARY 31ST

A \$25.00 LATE FEE WILL BE ASSESSED AND MUST BE REMITTED WITH TAX RETURN

Bonding Program

Section 234, page 190 of the Prince Hall Masonic Code and Constitution of Tennessee states, it shall be mandatory that all secretaries and treasurers of Lodges be bonded before their installation. Bonding provides Surety Coverage in the event of theft of the Lodges Funds up to 10,000.

Simply complete the attached application and mail application along with payment to:

Most Worshipful Prince Hall Grand Lodge F. & A. M. of Tennessee

Attn: Surety Bond

253 South Parkway West
Memphis, TN 38109-1606

- The annual cost per lodge is **\$150.00**. The pricing provides coverage for up to five officers of the lodge. This coverage is mostly for the officers directly in contact with the lodges funds. i.e.: Worshipful Master, Secretary, and Treasurer.
- If you should have any questions about this type of bond or any related questions feel free to contact Bro. Ronald Meredith at 901-272-2259(o) or 901-338-4238(c)

Online Resources

<http://www.phgltn.org> is the official website of the Most Worshipful Prince Hall Grand Lodge F. & A. M. of Tennessee. Below are a few of the things you can do:

- 1. View Calendar of Events**
- 2. Order Supplies**
 - a. Aprons
 - b. Constitutions
 - c. Monitors
 - d. Gloves
 - e. Dues Cards
- 3. Register for Annual Session**
- 4. Download Forms**
 - a. Notice of Show Cause
 - b. Notice of Non-Payment of Dues and Suspension Therefor
 - c. Grand Lodge Tax | Supplemental Report Form
 - d. Background Check Form
 - e. Subordinate Lodge website form
- 5. View Photo Gallery**
- 6. Access links to resourceful and informative websites**