Secretary’s Handbook

Grand Lodge of Nebraska

Revised July 2022
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The job of lodge Secretary is the most responsible position in any lodge. The duties are many, and vary from lodge to lodge, but each Secretary assumes three important sets of responsibilities.

1) To the lodge – to see that all business is handled in a timely manner and that all membership and lodge records are maintained neatly and correctly.

2) To the membership – to issue all dues receipts and reply to all correspondence and inquiries as promptly as possible.

3) To the Grand Lodge – to submit all required reports and to comply with other requests within the proper time frame.

**General Duties**

An overview of the responsibilities accepted by the lodge Secretary when he is installed is provided in Section 2-310 of the Grand Lodge Bylaws.

The Secretary is responsible for all lodge correspondence and written matters pertaining to the lodge. Mail should be handled within three days whenever possible. If a request is made that will require a long delay before responding, receipt of the request should at least be acknowledged.

All money received by the lodge is the responsibility of the Secretary until it is deposited in the bank.

The Secretary may be responsible for preparing and mailing the Trestleboard, or monthly bulletin, installation programs, invitations to special meetings; for maintaining a calendar of, and scheduling activities for the Temple building; and for generally keeping the lodge members informed of lodge activities.

Keep the lines of communication open, both with the Master and the members of the lodge. Most correspondence from Grand Lodge is mailed or emailed to the lodge Secretary. It is the Secretary’s responsibility to share that information with the membership.

**Correspondence**

The Secretary is responsible, at the lodge meeting, for informing the membership of correspondence that has been received. This does not mean that all letters, invitations, etc. must be read aloud word for word. Briefly summarize for the members the contents of a letter.

The one exception is correspondence received from the Grand Master containing the direction that the letter is to be read at the next regular meeting of the lodge. This correspondence should always be read verbatim.
If correspondence is summarized, the Secretary may want to have the letters available on his desk after the meeting for anyone who wants to read them.

**Preparing for the Meetings**

Before each regular meeting of the lodge, the Secretary and Master should sit down together and review the agenda for the meeting. Use of an agenda (see sample format on page 1-8) to outline the business for the meeting serves two purposes.

1) It helps the meeting run smoothly.

2) It makes the Secretary’s job of recording the business conducted during the meeting easier, since he has only to check off the items of business as they are conducted.

Have the minutes of the last regular, special, and emergent meetings completed. Approval of the minutes should never be dispensed with or postponed.

In advance of each regular meeting, a list of regular bills to be voted on for allowance, should be prepared. Checks to cover all warrants should be written by the Secretary or Treasurer after the bills are approved.

Three days before an Entered Apprentice degree is to be conferred, the Secretary should make a friendly call to the candidate to let him know the members of the lodge are looking forward to receiving him, and to answer any last minute questions the candidate may have. Phone calls should also be made to the signers of the petition, reminding them to attend the initiation.

**After a Meeting**

All notifications of degree work, investigating committee assignments, certificates to be issued, demits granted, etc., should be completed and mailed the day following the meeting.

✓ Note – much of this paperwork can be prepared in advance, at the same time the agenda for the meeting is determined. It is then ready to mail immediately after approval.

Transcribe the minutes of the meeting while they are still fresh in your mind. The minutes are the most important records in any Masonic lodge. They serve as an historical record of the actions of the lodge and its members. (See suggested format for lodge minutes on page 1-10.)

**Monthly Reporting**

The reporting of monthly member activity is to be submitted each month. This activity should be reported within the member records in the Groupable:m2 online database. Following the last day of each month, Lodge Secretaries should close the Monthly Filings for their lodge within Groupable:m2. This monthly filing activity, along with all member activity for the month, constitute the monthly report that is required in the
THE LODGE SECRETARY
AN OVERVIEW OF DUTIES AND RESPONSIBILITIES

Grand Lodge Bylaws. Closing of the monthly filings is due by the 10th day of the following month. (See Section 5 – Reports)

The url for Groupable:m2 is https://ne.groupable.app/login. A link to the Groupable:m2 database is also available under the Lodge Resources tab on the website, www.glne.org. Secretaries must create a login to gain access to the online database. To do this for the first time, Secretaries can go to https://ne.groupable.app/login and click on Forgot your password? Use your member number by making the member number a total of seven characters with M as the first character and zeroes thereafter. For example, if your member number is 1234, your member number in Groupable:m2 will be M001234. A password reset email link will be sent to the email address that is in the Secretary’s member record. If you have problems or questions, contact the Grand Lodge office.


Lodge Dues
The collection and recording of all members’ dues and the issuance of dues receipts is one of the Secretary’s most important responsibilities. This should also be managed through the Groupable:m2 database. (See Section 3 – Dues)

Membership – Degree Work, Transfers, Etc.
The Secretary prepares all paperwork relating to the membership. Detailed instructions and examples of petitions, certificates, diplomas, etc. are contained in this handbook.

Requests involving lodges in other grand jurisdictions must always be routed through the Grand Lodge office. Responses to requests from other Nebraska lodges may be sent to that lodge’s Secretary – except for demits.

➢ All demits must be routed through the Grand Lodge office for certification by the Grand Secretary.

On the following pages you will find an annual checklist of responsibilities which you might find useful, a sample meeting agenda, and a sample format for lodge minutes. Keep in mind that these are sample forms only. Items may need to be added or deleted to apply to your lodge.
WHO DO I NEED TO TALK TO AT THE GRAND LODGE OFFICE?

Who to Call at the Grand Lodge Office

Each of the staff members of the Grand Lodge office perform different functions and can help you in different ways. The following will give you direction on who to contact at the Grand Lodge office for more information about your specific questions.

**Academic Scholarships:** Jennifer receives all of the Lodge Academic Scholarships. If you have any question about a scholarship please contact her.

**Accounting:** Each of us does a separate part of the accounting process. David and Jennifer receive payments, applies payments to outstanding invoices and prepares deposits. David and Jennifer take care of accounts receivable and payable, and oversees inventory.

**Address Changes:** David and Jennifer both handle address changes.

**Annual Communication:** Both David and Jennifer are heavily involved with the details of Annual Communication, so you can talk to either of us and we’ll find an answer for you. If you have a question regarding facilities or specific details of the event, David takes care of those.

**Annual Returns:** David prepares all of the Annual Returns. David reviews all Annual Returns submitted and assures the amount calculated is correct for the submission of payment. He is the one to contact should you have a question regarding your Annual Return or payment.

**Child Identification Program (CHIP):** Stephen Kennedy (skennedyorchard@gmail.com) is the State CHIP Coordinator and handles most of the facets of the program, including keeping track of the bookkeeping for the CHIP Foundation, and can answer any questions you might have about donations or event finances.

**Correspondence:** Jennifer is the one who is responsible for preparing the correspondence and following up on it in a timely manner. If you have a question that involves correspondence within Nebraska or from another jurisdiction, Jennifer is the person you will want to talk to.

**Dues Cards:** Jennifer takes care of printing and keeping track of all of our membership dues cards.

**Election Report:** Jennifer can answer any questions you have concerning your Election report.

**Grand Master Correspondence and Dispensations:** David takes care of all of the correspondence for the Grand Master, including dispensations. If you need to request dispensation for something, or have a question regarding a letter you received from the Grand Master, chances are, David can help you.

**Installation Report:** Questions concerning your Installation report can be directed to Jennifer.

**Jordan Medal:** Jennifer can help you if you have questions about Jordan Medal presentations and materials.

**Lodge Secretary Interface:** Jennifer is the facilitator for the Lodge Secretary Interface and has developed twelve instructional videos which are available on the Grand Lodge website. She can assist you by answering your questions concerning the Lodge Secretary Interface.

**Masonic All-Star Band Camp:** For any questions regarding band camp, email nebraskamasonicband@gmail.com

**Membership Records:** Jennifer takes care of keeping our membership records up to date, including logging all of the monthly reports and reconciling our totals with your Lodge totals each month.

**Museum and Library Donations:** If you need information regarding what to do with donations for the Nebraska Masonic Foundation Library and Museum, either David or Jennifer will be glad to help you. If you have items to be donated, they will be logged into our inventory and a receipt will be issued to you.
WHO DO I NEED TO TALK TO AT THE GRAND LODGE OFFICE?

Nebraska Mason: The Nebraska Mason is a combined effort of David and Jennifer. David receives all of the articles and pictures, typesets the publication and decides what will be included; and Jennifer proofreads the publication.

Perpetual Memberships: David can help you with any questions you may have concerning perpetuals.

Supplies, Processing and Invoicing: If you need supplies, whatever they may be, Jennifer can help you. We can invoice your lodge, or you can pay for them when you pick them up here at the office.

Suspension Reports: Jennifer can help you with your suspension report.

Website Maintenance: Any questions regarding our website at www.glne.org should be directed to David.

Year Pins: Keeping track of year pin presentations and the related correspondence for in-state and out-of-state courtesy presentations is Jennifer’s responsibility. She can help you with the application process and presentation process.

We have email addresses at which you can reach us. They are: david@glne.org and jennifer@glne.org. Our mailing address and physical address is Grand Lodge of Nebraska, 301 N. Cotner Blvd., Lincoln, NE 68505-2315. All mail for the Nebraska Masonic Foundation should also be addressed to this street address. You can reach us by calling 402-475-4640.
CHECKLIST OF MONTHLY RESPONSIBILITIES AND DUE DATES

January
1/10  -Monthly Filing for December due on Groupable:m2
Annual audit of lodge records
Begin preparing Annual Return for Grand Lodge

February
Grand Lodge Annual Communication held on 1st Friday of February, including preceding Thursday and following Saturday.
2/10  -Annual Return due to Grand Lodge
        -Monthly Filing for January due on Groupable:m2
        -Masonic Education Committee report due to Grand Lodge
        -Membership Sustaining Committee report due to Grand Lodge
        -Installation of Officers Report due to Grand Lodge
        -IRS E-File 990 report form due to Grand Lodge

March
3/10  -Monthly Filing for February due on Groupable:m2
Read names of delinquent members at stated meeting and inform those members of their delinquent status. Contact attempts and results are required on the suspension report for each member before approval from the Grand Master will be granted.
3/18  -Masonic Band Scholarships due and payable to Nebraska Masonic Foundation

April
4/10  -Per capita dues and assessments paid to Grand Lodge (if not already paid with Annual Return)
        -Monthly Filing for March due on Groupable:m2
4/30  -Automatic suspension date for nonpayment of dues – have written justification for any members that lodge may consider remitting dues for. Vote on same at regular meeting.

May
5/10  -Monthly Filing for April due on Groupable:m2
        -Submit Notification of Award for college scholarships with money to Grand Lodge
        -Annual Report of Suspensions with dues cards due to Grand Lodge
*Masonic Band Camp help during the last week of May or first week of June*

June
6/10  -Monthly Filing for May due on Groupable:m2

July
7/10  -Monthly Filing for June due on Groupable:m2

August
8/10  -Monthly Filing for July due on Groupable:m2
CHECKLIST OF MONTHLY RESPONSIBILITIES AND DUE DATES

September
9/10  - Monthly Filing for August due on Groupable:m2
Order materials necessary for preparation and mailing of dues notices for upcoming year

October
10/10 - Monthly Filing for September due on Groupable:m2
Area Meetings normally held in October
Grand Lodge office orders dues cards after September Monthly Filings have been closed

November
11/10 - Monthly Filing for October due to on Groupable:m2
  - Mail upcoming year’s dues notices
11/30 - Election of Officers report due to Grand Lodge

December
Most members will be paying dues
Prepare for and schedule annual audit and closing of books for the year
12/10 - Monthly Filing for November due on Groupable:m2
12/31 - Registrations due for Annual Communication
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<th>Sample Format for Meeting Agenda</th>
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Agenda for meeting on ____________, 20_____ PM

_________________________________ Master
_________________________________ Sr. Warden
_________________________________ Jr. Warden
_________________________________ Treasurer
_________________________________ Sr. Steward
_________________________________ Jr. Steward
_________________________________ Secretary
_________________________________ Sr. Deacon
_________________________________ Jr. Deacon
_________________________________ Tyler
_________________________________ Chaplain

Past Masters present __________________________________________
Master Masons present _________________________________________
Others ______________________________________________________

1) Reading and approval of the minutes: Motion ______________________________
   Second ______________________________

2) Reports of Committees on Petitions:
   Initiation _________________________________________________________
   Affiliation _________________________________________________________
   Advancement ________________________________________________________
   Reinstatement _______________________________________________________

3) Balloting on Petitions:
   Initiation _________________________________________________________
   Affiliation _________________________________________________________
   Advancement ________________________________________________________
   Reinstatement _______________________________________________________

4) Receiving & Referring of Petitions:
   Initiation _________________________________________________________
   Affiliation _________________________________________________________
   Advancement ________________________________________________________
   Reinstatement _______________________________________________________

5) Reports of Committees:
   _________________________________________________________________
   _________________________________________________________________

6) Unfinished Business: ________________________________________________
   _________________________________________________________________
7) Correspondence: ______________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Bills and accounts: Motion ____________________________________________
Second ____________________________________________

8) New/miscellaneous business: __________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
____________PM

Good of the Fraternity/Welfare: __________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Closing: ______________PM
A. **Regular Order of Business**

After the lodge is opened in regular communication, the following order of business subject to the will and pleasure of the Master, may be followed unless you have an order of business in your bylaws:

1) Reading, correcting, approving, and signing by the Master of the record of last regular and all subsequent communications
2) Reports of Committees on Petitions
3) Balloting on Petitions
4) Receiving and Referring Petitions
5) Reports of Committees
6) Unfinished Business
7) Correspondence, bills, and accounts
8) Miscellaneous business and good of the Fraternity

B. **Minutes of Regular Communication**

________________ (town)                , Nebraska, _______________, 20_____

________________ Lodge No. ______, A.:F.:. & A.:M.:. met at ____________

Masonic Temple at ______ PM in regular communication. The lodge was opened in
form as Master Masons with prayer. There were present:

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<td>Master</td>
<td>Wor. Bro. _____________________</td>
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<td>Sr. Warden</td>
<td>Bro. __________________________</td>
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<td>Jr. Warden</td>
<td>Bro. __________________________</td>
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<tr>
<td>Treasurer</td>
<td>Bro. __________________________</td>
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<tr>
<td>Chaplain</td>
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<tr>
<td>Sr. Deacon</td>
<td>Bro. __________________________</td>
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<tr>
<td>Jr. Deacon</td>
<td>Bro. __________________________</td>
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<tr>
<td>Sr. Steward</td>
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<tr>
<td>Jr. Steward</td>
<td>Bro. __________________________</td>
</tr>
<tr>
<td>Tyler</td>
<td>Bro. __________________________</td>
</tr>
</tbody>
</table>

If because of an absence an office is filled by a substitute, indicate that by using the word “as” before the station.

The remaining brethren present should then be recorded in this order:

1) Past Masters “W. Bros.”
2) Members “Bros.” If a membership register is kept, incorporate the register by reference.
3) Visitors “W. Bros.” or “Bros.” As the case may be. List the name, number and location of each visitor’s respective lodge.
SUGGESTED FORMAT FOR LODGE MINUTES

Reading of the Minutes

The minutes of the last regular and all intervening communications were read, approved, and signed by the Master.

Report of Committee on Petitions

The committee to which was referred the petition of _______(full name)_____ for ___(the mysteries of Freemasonry/affiliation____ reported thereon, the report was read, and a ballot ordered.

Balloting

The ballot was spread on the petition of _______(full name)_______, and he was declared ___(elected/rejected)____.

After this should follow the regular order of business of the lodge as shown by the bylaws. If the Master changes the order of business, note each transaction as it occurs.

Petitions

A petition for the mysteries of Freemasonry from _______(full name)_______ in the form prescribed by the Grand Lodge, recommended by Brothers _______(names)______, and accompanied by the fee of $_________, was read, received and referred to a committee consisting of Brothers _______(names)_______. Mr. _____(last name)_____ was born ___(date)____at _______(place)_____. He resides at _______(address)_______ and by occupation is _____.

A petition for affiliation from Brother _______(full name)_______ in the usual form, accompanied by a _____(certificate of good standing/demit)____ from _______ Lodge No. ______, located at _______(city, state)______ dated ___(date of certificate)____ was read, received and referred to Brothers _______(names)_______. Brother ________(last name)_______ was born ___(date)____at _______(place)_____. He resides at _______(address)_______, and by occupation is ________(occupation)____.

Bills

The following bills were read, and on motion were allowed and warrants ordered drawn on the Treasurer for same. List all bills and show who from and what for.

Calling from Labor to Refreshment

By order of the Master, the lodge was called from labor to refreshment at _____ o’clock PM as _____ Entered Apprentice Masons / Fellow Craft Masons / Master Masons______.
SUGGESTED FORMAT FOR LODGE MINUTES

Work

Brother __________________________(full name)__________________ being present, was examined as to his proficiency in the ______(name of degree)____ Degree, in compliance with Section 2-402 of the law.

The Master called a special communication of the lodge for ______(date)____ for the purpose of conferring the ______(name of degree)____ on _______(Mr. For EA degree, or Brother full name)_____.

When all business has been transacted, the record should read:

No further business appearing, the lodge was closed in form with prayer at ______ PM, peace and harmony prevailing.

Signed ______________________________
Printed Name______________________, Master

Attest ______________________________
Printed Name_______________________, Secretary

Receipts since last regular communication:

Dues $_____________ Fees $______________ Other $______________

C. Minutes of Special Communications

_________(town)________, Nebraska, _______________, 20_____

____________ Lodge No. ______, A:.F:. & A:.M:. , met at ______________

Masonic Temple at ______ PM in regular communication. The lodge was opened in form as Master Masons with prayer. There were present:

Wor. Bro. ___________________________________________ Master
Bro. _______________________________________________ Sr. Warden
Bro. _______________________________________________ Jr. Warden
Bro. _______________________________________________ Treasurer
Bro. _______________________________________________ Secretary
Bro. _______________________________________________ Chaplain
Bro. _______________________________________________ Sr. Deacon
Bro. _______________________________________________ Jr. Deacon
Bro. _______________________________________________ Sr. Steward
Bro. _______________________________________________ Jr. Steward
Bro. _______________________________________________ Tyler
SUGGESTED FORMAT FOR LODGE MINUTES

If because of an absence an office is filled by a substitute, indicate that by using the word “as” before the station.

The remaining brethren present should then be recorded in this order:

1) Past Masters “W. Bros.”
2) Members “Bros.” If a membership register is kept, incorporate the register by reference.
3) Visitors “W. Bros.” or “Bros.” as the case may be. List the name, number and location of each visitor’s respective lodge.

The Master announced that the special communication was called for the purpose (note here what the communication was called for). If called for work, use the following form: “of conferring the ______________ (name of degree) ______________ Degree on __________ (full names) __________, who, being in waiting and there being no objections, was ______(initiated as an Entered Apprentice Mason / passed to the degree of Fellow Craft Mason / raised to the sublime degree of Master Mason)________ in due and ancient form.”

There being no further business, the lodge was closed in form with prayer at _____ PM, peace and harmony prevailing.

Signed ______________________________
Printed Name______________________, Master

Attest ______________________________
Printed Name_______________________, Secretary
<table>
<thead>
<tr>
<th><strong>What do we do about the membership dues when a member demits?</strong></th>
<th>A brother desiring to demit shall be required to pay dues only for the time he is a member of the lodge, that is, to the end of the month in which he is demitted, but he shall be required to pay in full all special assessments. Sec. 2-601 GL Bylaws</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When are dues considered late?</strong></td>
<td>Dues are payable to subordinate lodges on January 1 of the year for which they are assessed and become delinquent on the 1st day of March of the same year, if not paid by that date. If a member fails to pay his dues on or before April 30 of such year, he shall stand suspended for non-payment of dues, upon approval of the Grand Master. . . . Sec. 2-803, 2-913 GL Bylaws</td>
</tr>
<tr>
<td>Secretary’s Handbook – Page 3-1</td>
<td></td>
</tr>
<tr>
<td><strong>Reinstatement after Suspension for Non-Payment of Dues within Three Years</strong></td>
<td>Any member suspended for non-payment of dues for less than three years from the date of his suspension, may be reinstated to good standing by bringing his dues current. No action or approval is required by the lodge, and the Master shall announce the member’s restoration at the next regular meeting of the lodge. The per capita for each year of suspension (except the current year) must be submitted to the Grand Lodge Office. The per capita for the current year will be included on the Annual Return for the year of reinstatement. Sec. 3-912 GL Bylaws</td>
</tr>
<tr>
<td>Secretary’s Handbook – Page 3-5</td>
<td></td>
</tr>
<tr>
<td><strong>Reinstatement after Three Years of being Suspended for Non-Payment of Dues</strong></td>
<td>If the dues for which a brother shall have been suspended shall not be paid or remitted within three years from date of suspension, reinstatement shall not be had except upon favorable secret written ballot of two-thirds of the members present at a regular meeting of the subordinate lodge and approval by the Grand Master. Each application for such reinstatement shall be accompanied by the dues for the year for which suspended and the dues for the current year, and the fee associated with the mandatory public records criminal history check referenced in Section 2-808.</td>
</tr>
<tr>
<td>Secretary’s Handbook – Page 3-6</td>
<td></td>
</tr>
<tr>
<td><strong>Accepting a Petition for Affiliation</strong></td>
<td>A subordinate lodge cannot consider a petition for affiliation unless accompanied by a Certificate of Good Standing and a Public Records Criminal History Check. Sec. 2-1302 &amp; Sec. 2-808 GL Bylaws</td>
</tr>
<tr>
<td>Secretary’s Handbook – Page 4-1</td>
<td></td>
</tr>
<tr>
<td><strong>Petition for Dual/Plural</strong></td>
<td>Any brother desiring to affiliate with another subordinate lodge of Freemasons and to transfer his membership thereto must make a request to his subordinate lodge for the purpose of securing a certificate of good standing. If the brother is in good standing and clear on the books, if no charges are preferred against him, if he has complied with Section 2-402 of the Bylaws, and if he is not an installed officer of the lodge, the Secretary shall issue a certificate of good standing to said brother and shall make a record of such issuance. A petitioner who presents with his petition a Certificate of Good Standing from a parent lodge of this or another Grand Jurisdiction authorized by law shall be subject to the mandatory public records criminal history check and fees associated therewith referenced in Section 2-808.</td>
</tr>
<tr>
<td>Secretary’s Handbook – Page 4-5</td>
<td></td>
</tr>
<tr>
<td><strong>An Entered Apprentice or Fellow Craft wishes to advance after 5 years has lapsed</strong></td>
<td>As is the case with a petition for affiliation, a certificate attesting to the brother’s good standing in his parent lodge and a Public Records Criminal History Check must be obtained before it can be received and read in lodge. If the brother is a member of a lodge in another Grand Jurisdiction, it is mandatory the request for a certificate of good standing be routed through the Grand Lodge office. Not all jurisdictions allow plural memberships. If they do, their laws may differ from Nebraska law. Therefore, the Grand Secretary of the appropriate jurisdiction needs to be notified of this brother’s intent. A petitioner who presents with his petition a Certificate of Good Standing from a parent lodge of this or another Grand Jurisdiction authorized by law shall be subject to the mandatory public records criminal history check and fees associated therewith referenced in Section 2-808.</td>
</tr>
<tr>
<td>Secretary’s Handbook – Page 2-20</td>
<td></td>
</tr>
<tr>
<td><strong>An Entered Apprentice Mason or a Fellow Craft Mason who has not advanced for a period of five years after taking such degree, must file a petition for advancement to the next degree. Sec. 2-910 GL Bylaws</strong></td>
<td>Note: The petition for advancement must be done in the original lodge. He will need to be on the lodge rolls as a member after all three degrees are obtained in the original lodge, whether courtesy work is done or not.</td>
</tr>
</tbody>
</table>
| **Petition for Advancement**  
**Secretary’s Handbook – Page 2-20** | An EA or FC Mason who has not advanced for a period of five years after taking such degree, must file a petition of advancement to the next degree.  
The petition for advancement must be done in the original lodge. |
| **Demit**  
**Secretary’s Handbook – Page 4-10** | A demit is completed for a Brother who is either terminating his dual/plural membership with a lodge or is transferring his membership to another lodge.  
- An installed officer of the lodge may not demit until his term has ended  
- All outstanding dues to be collected  
Demits from other Grand Jurisdictions must be requested through the Grand Lodge office.  
- All demits require the signature of the Grand Secretary and the Grand Lodge Seal and must be routed through the Grand Lodge office.  
The date of affiliation by transfer is the date on the demit. Sec. 2-1401 GL Bylaws |
| **New Candidate Not Initiated after One Year** | One who is not initiated within one year after his election must present a new petition which must follow the same course as an original petition. In no case shall a petitioner be required to pay the same fee more than once. Sec. 2-911 GL Bylaws  
If a petitioner has a lawful Masonic residence at the time his petition is received, the subordinate lodge retains jurisdiction of such petitioner for a period of three years from and after the date such petition has been formally accepted. A lodge does not lose jurisdiction, during said three year period of time, by a petitioner’s removal, though permanent, previous to receiving the degrees, unless it waives such jurisdiction. It may waive such jurisdiction over a petitioner, Entered Apprentice or Fellow Craft, who has permanently moved from the jurisdiction. Sec. 2-804 GL Bylaws |
| **New Petition after Rejection** | After a petition for initiation has been rejected, no petition can be received from the petitioner within six months from the date of the ballot rejecting him. After rejection of a petition for affiliation the petitioner may petition the same lodge or any other subordinate lodge in this Grand Jurisdiction at any time following such rejection. Sec. 2-908 GL Bylaws  
Petitions for Initiation must be in the same lodge if within three years unless a waiver is obtained. Sec. 2-904 GL Bylaws  
Note: Rejections should be reported to the Grand Lodge. |
| **Request for Dispensation to Move Lodge Meeting Day or Time** | A change of date and time for the regular communication can only be changed by an amendment to a subordinate lodge’s bylaws with approval by the Grand Master. Sec 2-104 GL Bylaws |
| **Change in Location of Meeting** | Subject to the approval of the Grand Master, a subordinate lodge may move from one building to another in the same town by a majority vote of the members present at a regular meeting, provided that prior notice of the proposed move has been given to all resident members at least one week prior thereto.  
Subject also to the approval of the Grand Master, a subordinate lodge may move from a building in one town to a building in another town if approved by a majority vote of the members of such lodge present at a regular meeting. Notice of the proposal to move must be given to all members of the lodge at least two weeks prior to the meeting at which the vote to move is taken. Sec. 2-502 GL Bylaws |
| **No Longer Wants to be a Member** | A member cannot quit. The only options to end a membership in Nebraska are to withdraw for religious scruples, be suspended for non-payment of dues or transfer to another lodge. |
| **Work on Sunday** | Degree work is considered a meeting and cannot be conducted on Sunday. Sec. 2-1204 GL Bylaws |
| **Waivers of Jurisdiction for Residents of Neighboring States** | Nebraska has concurrent jurisdiction with the states of Iowa, South Dakota and Wyoming relative to neighboring lodges located in each state. In all other cases, a request for waiver of jurisdiction must be made by the Grand Lodge of Nebraska to the Grand Lodge of the state where the potential member has legal residence.  
Even when concurrent jurisdiction exists, please notify the Grand Lodge, so a courtesy notice can be made to the other Grand Lodge. Sec. 2-805 GL Bylaws |
PETITION FOR INITIATION

- If you receive a petition for initiation that states the candidate previously petitioned another lodge – anywhere – it is mandatory that you check with that lodge to see if the date that the petition was read and formally accepted was over three years in the past. If it wasn’t, you cannot accept a petition for initiation. In Nebraska, the man must petition the original lodge for advancement. In dealing with another jurisdiction, contact the Grand Lodge office for assistance. Courtesy degree work may be employed in these instances.

- Remember that petitioners MUST be residents of Nebraska for at least six (6) months.

- Residents of bordering states must receive a waiver of jurisdiction from that state before a petition may be received from them. The Grand Lodge office must be contacted if this situation arises.

- Each petitioner will need to submit the fee for the Public Records Criminal History Check to the lodge with the completed petition for initiation.

The petition should be thoroughly completed and signed by the petitioner before it is read at a regular stated communication of the lodge. It is the responsibility of the brothers recommending the petitioner to see that the petition has been completed.

**Fees**

The petition must be accompanied by the fees for the degrees as set forth in Grand Lodge law and the local lodge’s bylaws, including the fee for the public records criminal history check. The petition cannot be read and received by the lodge unless the required fees accompany it.

Fees are to be paid over to the Treasurer by the Secretary and deposited as part of the lodge funds. The fees are not held by the Secretary until the result of the ballot is known. If a petition is rejected, the fees are refunded to the petitioner from the lodge’s funds by a warrant drawn on the treasury, with the exception of the Public Records Criminal History Check fee.

**Receiving the Petition and Referral to Committee**

The Secretary will read the petition at a stated communication of the lodge when called upon to do so by the Master. After it is read, the petition is given to the Master, who will assign an Investigating Committee consisting of at least three members of the lodge.

The names of the Committee members are noted in the space provided on the back of the petition. Immediately following the reading and referring of the petition, the Secretary should prepare a report from the petition showing name, address, phone number, place and date of birth, occupation, names of references and recommenders, and provide this information to the Chairman of the Investigating Committee. (See Form on page 2-8)
PETITION FOR INITIATION

The Investigating Committee should conduct a complete and detailed investigation of the petitioner, including contact with references provided. If out of town references are listed, the Secretary should assist the Investigating Committee by writing to a lodge in that area and requesting they contact the reference(s) about the petitioner. A pamphlet, Duties of the Investigating Committee, is available from the Grand Lodge office and on the Forms and Publications page of the web site (www.glne.org) to provide members of the Committee with general guidelines for conducting the investigation.

- If a new candidate has no other past lodge affiliations, the Secretary should create the member record in Groupable:m2 and enter the READ date in the member’s record following the lodge meeting at which it was received. (See page Creating a New Member in Groupable:m2, page 5-1)

- NOTE: When entering events into the Timeline for members, always use the current year for the Record Period. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.

- If a candidate or petitioner has any prior lodge affiliations inside or outside of Nebraska, or a reinstatement, the Secretary should send an email to the Grand Lodge office staff to provide the necessary information to create the new affiliation in the existing member record for the new lodge. This can only be done at the Grand Lodge level within Groupable:m2.

Public Records Criminal History Check

Per Section 2-808 – Mandatory Public Records Criminal History Check of the Grand Lodge Bylaws, a public records criminal history check (PRCHC) is required for all new candidates, as well as those members submitting an application for reinstatement after suspension for non-payment of dues for more than three years, or an application for affiliation for transfer or plural membership from a parent lodge outside of or within Nebraska.

The PRCHC will be obtained by the Grand Lodge office, and the results will be emailed directly to the Secretary of the lodge, who should forward such results to the Investigating Committee for their consideration. The Grand Lodge will invoice the lodge for the PRCHC.

A petition cannot be balloted upon until the PRCHC has been requested and the results have been received by the lodge. The Secretary will not be able to enter an Elected Date in a member record until a “Verified” date has been entered by the Grand Lodge office staff stating the date that the PRCHC was requested by the lodge.

After receiving a petition, the PRCHC should be requested by the Secretary by going to www.glne.org, Lodge Resources, Secretary Reports, and clicking on the link “Request Public Records Criminal History Check.” That request is available at: https://www.cognitoforms.com/GrandLodgeOfNebraska6/OrderPublicRecordsCriminalHistoryCheck or https://bit.ly/glne-PRC.

As soon as the PRCHC has been requested, the Grand Lodge office staff will enter the Verified Date in the member record. This can only be completed if the member record has been created and the READ date has already been entered by the Secretary.
PETITION FOR INITIATION

Balloting
The petition should be balloted on at the same meeting that the Investigating Committee makes its report. The Committee cannot report, nor can the petition be balloted upon, sooner than 28 days after the petition is first read and received at lodge or before the PRCHC has been completed and received by the lodge.

✔ Note – “The minutes of the lodge shall show only that the (Investigating) Committee made report and shall not disclose whether such report was favorable or unfavorable.” (Section 2-905)

When the Master calls for balloting, he is given the petition by the Secretary and reads the petition again to the members before the ballot is cast.

If the ballot is favorable, the Secretary should promptly inform the petitioner in writing of his election, send him a receipt for his fees, and inform him where and when to report to receive his Entered Apprentice Degree. (See Notice of Election to Receive the Degrees, page 2-9)

If the petition is rejected, the Secretary must promptly inform the petitioner in writing and return his fees to him, with the exception of the fee for the public records criminal history check. This notification is to be made only by the Secretary. (See Notification of Rejection of Petition, page 2-10)

Recording & Reporting Requirements
The Secretary shall make record of any rejection or objection of a petitioner in the lodge minutes. If an objection is made against the petitioner, the identity of the objector and the reasons for the objection (if stated) are not to be included in the minutes.

✍️ Immediately following the meeting, the Secretary should record the Election, Rejection or Objection of a petitioner in Groupable:m2 on the member record.

✍️ NOTE: When entering events into the Timeline for members, always use the **current year** for the **Record Period**. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.

The Secretary will record on the space provided on the back of the petition the results of the election and the dates the petitioner receives his degrees. The petition must be carefully preserved in the archives as one of the important records of the lodge.

❖ **Special Note – Petitions Form** (Section 2-802)
   “Petitions for initiation must be submitted upon the form published by the Grand Lodge Office.” (Form GL-313)

For additional information, refer to Sections 2-310, 2-606 and 2-808 and Chapters VIII, IX, X, and XI of the Grand Lodge Bylaws.
PETITION FOR INITIATION

The Petition for Initiation must be printed with the four pages on 11x17 paper, folded. Copies can be obtained from the Grand Lodge Office.
TO THE WORSHIPFUL MASTER, WARDENS & BRETHREN OF:

The Undersigned, unbiased by the solicitation of friends, and uninfluenced by mercenary or other improper motives, believing in a benevolent Supreme Being, and having long entertained a favorable opinion of the Ancient and Honorable Society of ANCIENT FREE AND ACCEPTED MASONS, affirms that he is prompted solely by a favorable opinion conceived of the Institution, a desire for knowledge and a sincere wish to be serviceable to any lodge, society, or institution that shall provide as a precedent that one shall be a Master Mason in good standing, such as to his fellow men, and freely and voluntarily offers himself as a candidate for the Degrees of Freemasonry, and respectfully prays that he be admitted thereto, promising cheerfully to conform to all established rules and to yield a cheerful obedience to all requirements of the Institution.

ALL INFORMATION MUST BE COMPLETED

PETITIONER'S INFORMATION

<table>
<thead>
<tr>
<th>Full Name (Print or Type)</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Birth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City &amp; State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
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</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Day</td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Current Age</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you ever changed your name? □ Yes □ No If so, give former name, when and where it was changed ____________________________

Citizenship □ U.S.A. □ Other Language(s) Spoken: □ English □ Other ____________________________

Home Address:

Visiting address: ____________________________

City: ____________________________

Zip Code: ____________________________

Preferred Phone: ____________________________

□ Home □ Cell □ Alternate Phone: ____________________________

□ Home □ Cell ____________________________

Preferred Email: ____________________________

□ Home □ Work □ Alternate Email: ____________________________

□ Home □ Work ____________________________

MONTHS/YEARS AT CURRENT ADDRESS: ____________________________

Preferred Addresses of the Last Three Previous Places You Have Resided:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Year</td>
</tr>
</tbody>
</table>

If in current town less than 2 years, give as references the names, addresses, and phone numbers of at least 2 men, preferably Masons, at your last place of residence:

Are you married? □ Yes □ No Wife's Name ____________________________

If yes, do you live with your wife? □ Yes □ No ____________________________

Dependent children? □ Yes □ No If Yes, list names and ages:

Social Media: □ Facebook ____________________________

Account Name: ____________________________

Twitter: ____________________________

Account Name: ____________________________

None □ Other Specify Service & Source Name: ____________________________

Present Occupation or Trade: ____________________________

Employer Name: ____________________________

Employer Address: ____________________________

City: ____________________________

State: ____________________________

Zip Code: ____________________________

Work Phone: ____________________________

Length of Present Employment: ____________________________ □ years or □ months.

Provide the Names and Addresses of Your Last Three Employers:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Year</td>
</tr>
</tbody>
</table>

List Any Special Skills, Technical Expertise, Professional Licenses or Specialized Training You Use in Your Job:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:

List Your Hobbies:
PETITION FOR INITIATION

TO THE WORSHIPFUL MASTER, WARDENS & BRETHREN OF:

Lodge No. (Print or Type)

The Undersigned, unbribed by the solicitation of friends, and uninfluenced by mercenary or other improper motives, believing in a Supreme Being and having long entertained a favorable opinion of the Ancient and Honorable Society of ANTIQUE FREE AND ACCEPTED MASONS, affirms that he is prompted solely by a favorable opinion conceived of the Institution, a desire for knowledge and a sincere wish to be serviceable to any lodge, society, or institution that shall provide as a precedent that one shall be a Master Mason in good standing, such as his fellow man, and freely and voluntarily offers himself as a candidate for the Degree of Freemasonry, and respectfully prays that he be admitted thereto, promising cheerfully to conform to all established usage and to yield a cheerful obedience to all requirements of the Institution.

ALL INFORMATION MUST BE COMPLETED

Petitioner’s Information

Full Name (Print or Type) First Middle Last

Place of Birth Date of Birth / / Year

Have you ever changed your name? Yes No

If so, give former name, when and where it was changed:

Citizenship U.S.A. Other Language(s) Spoken English Other

Home Address

Month/Year at current address:

Preferred Phone Home Cell Alternate Phone Home Cell

Preferred Email Home Work Alternate Email Work

Provide the addresses of the last three previous places you have resided:

From to Address City and State

From to Address City and State

If in current town less than 7 years, give as references the names, addresses, and phone numbers of at least 7 men, preferably Masons, at your last place of residence:

Are you married? Yes No Name of Spouse If yes, do you live with your spouse? Yes No

Dependent children? Yes No If Yes, list names and ages:

Social Media Facebook Twitter @

Email None Other

Present Occupation or Trade Employer Name

Employer Address

Employer Phone

Length of Present Employment years or months

Provide the names and addresses of your last three employers:

From to

From to

From to

List any special skills, technical expertise, professional licenses, or specialized training you use in your job:

List your hobbies:

[Candidate Initials]
PETITION FOR INITIATION

PETITION SIGNERS
(Petition Signers Must be Members of the Lodge to Which This Petition is Submitted.)

We Recommend, pursuant to the Laws of Freemasonry, the above petitioner as a candidate for the degrees of Freemasonry, based upon our belief that he is of good moral character, temperate, industrious and capable of earning an honest living for himself and dependents, and we hereby certify to his physical, mental and moral fitness to the best of our knowledge.

X
Signature

X
Signature

THE PROCESS OF BECOMING A FREEMASON

You have already started the process of becoming a Mason by asking for a petition. Answering the enclosed questions completely and forwarding it to the Lodge Secretary with the requisite initiation fee in a sealed envelope is the next step. When your petition is received, the Master of the Lodge will appoint a committee to visit with you personally. After their visit with you, they will report to the Lodge and the members will vote on your petition. If the vote is affirmative by a unanimous ballot, the Lodge will contact you to set a date for your initiation – the Entered Apprentice degree.

A degree is a solemn and beautiful ceremony in the form of a theatrical play. You should dress accordingly, and avoid excessively casual clothes, shorts or flip-flops. Coat and tie is often the style of dress. Masonic ceremonies contain absolutely no hiring or horseplay. After you receive the first degree, you will be assigned a mentor who can help you become proficient in the material of that degree. When that is finished, you take the Second Degree. Upon attaining proficiency in all three degrees, you will become a full member of the Fraternity.
To the Petition Committee: Date

Please report on the petition for

NAME __________________________ PHONE NO. _____________
ADDRESS ________________________________________________

HAS RESIDED IN NEBRASKA _______________________________________
CAME TO (NAME OF TOWN) ___________________ FROM _________
PLACE OF BIRTH ______________________________________________
DATE OF BIRTH _______________________________________________
PRESENT OCCUPATION ___________________________________________
EMPLOYED BY _________________________________________________
BUSINESS ADDRESS _____________________________________________
BUSINESS PHONE NO. __________________________________________

ON OR ABOUT ______________________ HE APPLIED FOR INITIATION
IN __________________________ LODGE NO. AT _______
AND ___________________________

REFERENCE

1 – NAME ______________________ PHONE NO. _________________
ADDRESS _________________________________________________

2 – NAME ______________________ PHONE NO. _________________
ADDRESS _________________________________________________

RECOMMENDED BY BROTHERS

1 – NAME ______________________ PHONE NO. _________________
ADDRESS _________________________________________________

2 – NAME ______________________ PHONE NO. _________________
ADDRESS _________________________________________________

REPORT OF COMMITTEE _________________________________________

By order of the Master, ______________________________ Secretary
Notice of Election to Receive the Degrees
The petitioner should be notified in writing of his election to receive the degrees. The notification should also acknowledge receipt of all fees accompanying the petition.

The following are suggestions only, but it is believed they will aid in making the candidate feel welcome and at ease during his initiation and increase his awareness of the personal fellowship that is a gratifying part of the fraternity.

♦ A letter like the sample below, on your lodge’s letterhead, noting the date and time of initiation, should be provided to the candidate for his information.

♦ A copy of the pamphlet A Word to the Candidate (available through the Grand Lodge office) should be provided to the candidate for his review prior to his initiation. This could be included with the notification letter.

♦ If the man is married, a copy of the brochure Welcome to a Mason’s Lady (available through the Grand Lodge office) should also be provided to the candidate.

♦ The brothers who signed the petition should be notified of the man’s election and one or both of them should make a point of personally contacting him about his election.

♦ If the petition shows the man has relatives in the area who are Masons, they should be notified of the brother’s election and invited to attend the initiation.

♦ A member of the lodge, preferably one of the brothers signing the petition, should make arrangements to pick up the candidate on the night of initiation, take him to lodge, and return him home afterwards.

Sample Letter
Dear Brother:

It is my pleasure to inform you that your petition for membership was accepted by the members of ______________ Lodge No.____ at our last monthly business meeting. The officers and brethren are looking forward to meeting you and to the completion of your initiation process into full membership of our Lodge.

You are scheduled to receive the Entered Apprentice degree on __________, 20__, at the Masonic Temple, __________, __________, Nebraska. If for some reason this is an unsatisfactory time for you, please notify me or the Master as soon as possible. Our telephone numbers are listed above.

The annual dues of the Lodge are $___________ and are due the first of the year. Your dues for the first year will be only for the balance of the year after you have received the Master Mason degree. I will inform you of the correct amount due at that time.

If there are any questions on your part at any time concerning the Lodge or the initiation process, please feel free to contact the Master or myself for answers. We will be happy to help in any way that we can.
We extend our congratulations to you for selecting _________________ Lodge No. _______ to be your Masonic home. We know that Masonry will afford you many pleasures throughout your life.

Fraternally,

________________________________
Secretary

**Notification of Rejection of Petition**

It is the Secretary’s responsibility to notify, in writing, any petitioner whose petition for the degrees is rejected. Any fees that accompanied the petition, with the exception of the fee for the public records criminal history check, are to be returned at the time the notification of rejection is sent.

The Secretary shall record in the minutes that the petition was rejected, either by objection or on ballot. If an objection is made against the petitioner, the identity of the objector and the reasons for the objection (if stated) are not to be included in the minutes.

**The rejection or objection MUST be recorded in the member record in Groupable:m2.**

**NOTE:** When entering events into the Timeline for members, **always** use the **current year** for the **Record Period**, **DO NOT backdate** events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.

Below is a sample of a letter to use for notification of rejection.

**Sample Letter**

Dear Sir:

I regret to inform you that at a regular communication of ______________ Lodge No. _______, A•F•& A•M• held on the _____ day of ________________, 20 ____, your petition for the degrees was denied.

Your fee of $_______, which accompanied the petition at the time of presentation, is herewith returned.

Yours respectfully,

________________________________
Secretary

**For additional information**, refer to Sections 2-907, 2-908, 2-912, 2-1005 and 2-1101 of the Grand Lodge Bylaws.
RECOMMENDATION OF A CANDIDATE

RECOMMENDATION OF A CANDIDATE FOR THE DEGREES OF MASONRY UNDER THE PROVISIONS OF SECTION 2-913

NOTE: This recommendation of a candidate form is intended only as a supplement to the normal process for petitioning for membership in a Masonic Lodge in the Jurisdiction of Nebraska. In implementing this process of proposal and election of a candidate for Freemasonry, it is emphasized that this alternative process is never to cause a member of the Masonic Fraternity to take more casually the process of carefully considering any potential candidate. A standard form of petition must accompany the Recommendation under Section 2-913. The petition is simply completed and is signed after the candidate has been elected. If the candidate does not sign the petition or fails to answer questions in an acceptable manner, his election under 2-913 is voided and he shall not become a Mason under Section 2-913.

The Process:

The form of “Recommendation of a Candidate” is signed by three Proposers, each a member in good standing in the subordinate lodge of which the proposed candidate is a potential member, each Proposer being personally acquainted with such potential candidate.

Attached to the form of Recommendation will be a standard form of petition unsigned, but completed as fully by the Proposers as knowledge by them of the potential candidate will allow. Note that the standard questions on the petition will have not yet been posed to the candidate or answered by the potential candidate.

The Form of Recommendation with incomplete and unsigned standard form of petition is presented to the Lodge Secretary, who presents the Form of Recommendation and its accompanying petition to the Master at the next regular stated meeting.

The Master announces the proposal of the potential candidate and orders the Proposers to serve as a committee to review the form of Recommendation, to consider their recommendation and to make report as a committee at the next stated communication. The report may be returned with a favorable or unfavorable report and the Recommendation is signed a second time by the Proposers as provided on the Recommendation Form.

The signed report is returned by the committee to the Secretary at the stated meeting next following the stated meeting at which the proposal was made. The Master will order the ballot spread on the proposed candidate. As otherwise provided in the Grand Lodge Bylaws, the balloting process will follow that set out in Sections 2-1001 through 2-1006.

An objection may be filed and sustained in the same manner as set out in the Grand Lodge Bylaws in Section 2-1101.

The Master will declare the result of the ballot. In the case of a favorable ballot, the Master will direct the Proposers to meet with the potential candidate to advise him of his election, and to discuss with him the nature of the Masonic Fraternity in order that he is
RECOMMENDATION OF A CANDIDATE

informed of his obligations and the process of the three degrees of Masonry, respond to such questions as he may raise and invite his completion and signing of the standard form of petition.

Note: Generally two of the three Proposers sign the petition as the first and second line signers.

In the event of a ballot that is declared not clear by the Master, the Master will declare the potential candidate not elected and will direct the Secretary to retain the Form of Recommendation and the accompanying petition in the Secretary’s lodge files. No communication is to be had about the matter with the potential candidate. The Master will remind the brethren that no discussion shall be had inside or outside the lodge about the matter of the Recommendation, the failure to receive a vote in favor of membership or any other details of the process and the proposed candidate. The Recommendation process for the said proposed candidate may not be repeated for a period of six months within the same subordinate lodge. However, since such candidate did not initiate the petition process, and has no knowledge of the matter, such individual may of his own initiative petition the same or another subordinate lodge for membership at anytime and properly state that he has not previously petitioned a lodge.

The completed and signed petition will be delivered to the Secretary of the Lodge within 60 days from the date of the election of the candidate with appropriate fees for initiation and the fee for the public records criminal history check. The Secretary will sign and seal the Recommendation Form with the petition attached attesting said Secretary’s receipt of the completed form and petition within the 60 day period allowed.

The Secretary will advise the Master of the completion and return of the Form of Recommendation accompanied by the completed petition. The Master will make report of the same at the next regular stated communication following the Secretary’s receipt of the Form of Recommendation and petition. The Master will further direct the Secretary to communicate the completion of the required petition documents and advise the candidate of the date to present himself for initiation.

The date of election reported on the monthly activity report or on the Lodge Secretary Interface by the Secretary is the actual date the Form of Recommendation was voted upon in a regular stated communication. In the event of a ballot that is declared not clear by the Master, the Secretary reports nothing to the Grand Lodge office.

Note: It is recommended and encouraged that one or more of the Proposers of the candidate personally escort the candidate to his initiation and that the Proposers serve as mentors during the candidate’s Entered Apprentice, Fellow Craft and Master Mason Degrees. Such support will demonstrate our sincere interest in the candidate, make his Masonic ritual more meaningful and will help to assure that the candidate becomes active and involved.

For additional information, refer to Sections 2-913, 2-1001, 2-1006, and 2-1101 of the Grand Lodge Bylaws.
RECOMMENDATION OF A CANDIDATE


(Attached hereto is an initially incomplete, but current standard form of Petition, which Petition shall be completed previous to or concurrently with the date of the final certification hereof.)

Date: ____________________________

TO THE WORSHIPFUL MASTER, WARDENS AND BRETHREN

________________________ LODGE NO. __________, ______________________________, NEBRASKA

The undersigned each certifies that he is personally acquainted with the within-named candidate for the degrees of Masonry in the Jurisdiction of the Grand Lodge of Ancient Free & Accepted Masons of Nebraska, that each believes the said candidate to be of good moral character and to be a qualified candidate to receive the degrees of Ancient Craft Masonry and further believes that the proposed candidate will conform to and conduct himself in a manner appropriate to the tenets and laws of Masonry. Each individually and collectively recommends the said candidate for Masonry and agrees that he and they will in their role as an investigating committee carefully and thoughtfully consider said candidate as to his qualifications and report their findings to the above Lodge at the next stated meeting date of:___________________

Full Name of Candidate: ________________________________________________________________

Address of Candidate: ________________________________________________________________

Town ______________________, NE. Date of Birth: ____________________ Marital Status: ________

Occupation: ________________________ Employer: _____________________________

PROPOSERS:

Name: __________________________ Member of _____________________ Lodge No. __________

Address: __________________________, Town: __________________, NE ________________

Residence Telephone: __________________________ Business Telephone: __________________________

Name: __________________________ Member of _____________________ Lodge No. __________

Address: __________________________, Town: __________________, NE ________________

Residence Telephone: __________________________ Business Telephone: __________________________
RECOMMENDATION OF A CANDIDATE

Name: ___________________________  Member of ______________________ Lodge No. ______________

Address: ____________________________ , Town: ________________ , NE _________________

Residence Telephone: ____________________________  Business Telephone: ___________________________

The undersigned Proposers hereby certify that we have reviewed and carefully considered the within named candidate for Masonry as to his character and qualifications for membership in the Masonic Fraternity and our report as to the proposed candidate is: Favorable ________  Unfavorable: ________. We further certify and agree that we will individually or collectively, if the question of proposing the aforesaid candidate is voted upon favorably by all of the members present at the meeting at which this proposal for membership is balloted upon, promptly contact said proposed candidate, invite his completion of the standard form of petition for the degrees of Masonry and return the completed petition together with this form of Recommendation of a Candidate; we further agree that we will return the completed standard form of Petition for Membership within 60 calendar days of the date on which this recommendation is balloted upon; and it is further agreed and understood that all questions proposed and set out on the Standard form of Petition including among the other standard responses, a belief in the existence of a Supreme Being, must be answered in such a manner that assures that the proposed candidate is fully qualified for membership.

Signatures of Proposers:

________________________________________________________
________________________________________________________

Date: ___________________________________

I, the undersigned the duly elected, qualified and acting Secretary of _______________________ Lodge No. ______________️, officially certify that the above and herein signatures of each proposer is his own signature and that each freely and of his own accord affixed his signature hereto, and I further certify that this completed form of Recommendation of a Candidate for Masonry was competely and returned to me together with the Standard form of Petition for the Degrees of Masonry on the date set out below under my signature, which fully completed form of Petition is attached hereto.

Secretary ___________________________________________________________________
Date: ___________________________________________________________________

[LODGE SEAL]
Diplomas, which can be filled out online and printed from the form on www.glne.org, are to be issued to all Master Masons who prove they are proficient in the Third Degree.

It is recommended the Secretary prepare the diploma in advance of the brother's expected date of proficiency so that the diploma may be presented to the brother at the time he is proven proficient in the Master Mason degree.

**Preparing the Diploma**

If possible, the signature of the brother who is to receive the diploma should be obtained before the rest of the diploma is completed. His name can then be entered (typed or neatly printed) in the space provided exactly as the brother normally signs his name.

The information is to be filled in as completely as possible.

**Forwarding and Reporting the Diploma**

After the diploma has been signed by the Master and Secretary and the lodge seal affixed, and before it is presented to the brother, the proficiency date should be inserted if this has not already been done. The Secretary should also ensure the brother signs the diploma if he has not already done so.

The date the brother is proven proficient should be recorded in the member's record in Groupable:m2 as an MMP Event. The forwarding of a diploma to the Grand Lodge office for certification is not to be considered a substitute for reporting this date in the member record.

**NOTE:** When entering events into the Timeline for members, *always* use the current year for the Record Period. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.

For additional information, refer to Sections 2-402 and 2-403 of the Grand Lodge Bylaws.
Latin Translations

Either the Latin adjective or Roman numeral may be used on the right hand side of the diploma for the date. Translations to both formats follow.

1st primo I
2nd secundo II
3rd tertio III
4th quarto IV
5th quinto V
6th sexto VI
7th septimo VII
8th octavo VIII
9th nono IX
10th decimo X
11th undecimo XI
12th duodecimo XII
13th tertio decimo XIII
14th quarto decimo XIV
15th quinto decimo XV
16th sexto decimo XVI
17th septimo decimo XVII
18th duodevicesimo XVIII
19th undevicesimo XIX
20th vicesimo XX
21st vicesimo primo XXI
22nd vicesimo secundo XXII
23rd vicesimo tertio XXIII
24th vicesimo quarto XXIV
25th vicesimo quinto XXV
26th vicesimo sexto XXVI
27th vicesimo septimo XXVII
28th vicesimo octavo XXVIII
29th vicesimo nono XXIX
30th tricesimo XXX
31st tricesimo primo XXXI

Latin names of the months of the year follow.

<table>
<thead>
<tr>
<th>English</th>
<th>Latin</th>
<th>English</th>
<th>Latin</th>
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<tbody>
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<td>Januarii</td>
<td>July</td>
<td>Juli</td>
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<tr>
<td>February</td>
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<td>August</td>
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<tr>
<td>June</td>
<td>Junii</td>
<td>December</td>
<td>Decembris</td>
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</table>
DIPLOMA

To all Free and Accepted Masons Throughout the Globe,

Know ye that our beloved Brother who has signed his name above right, is a Master Mason of the Grand Jurisdiction of Nebraska; and as such we recommend that he be received and accepted by the Craft wherefore disposed of the face of the globe. Given under our hands and the seal at Nebraska, this day of in the year of Light 60.

THIS IS TO CERTIFY, that HOC SCRIPTO TESTAMUR Collegium Latinum

grand secretary & almighty.

MOE.

FC.

EA.
Any lodge may request that another lodge confer any degree upon a candidate who has been duly elected to receive the degrees. This is normally done when the member moves away from the vicinity of the lodge before completing his degree work. The brother remains a member of the lodge requesting the courtesy work and that lodge retains jurisdiction over the brother.

**Between Nebraska Lodges**
Requests for degree work between Nebraska lodges may be handled by the Secretaries of the two lodges involved. The Secretary of the lodge requesting the work should complete a *Request for Courtesy Degrees*, GL-323, and forward to the Secretary of the lodge being requested to do the work. The Secretary of the lodge conferring the degrees should promptly notify the brother's home lodge of the date each degree is conferred. The collection of all fees and assessments is the responsibility of the requesting lodge.

- Only the Secretary of the Lodge for whom the work is being completed should report the dates of the degree work in the member's record in Groupable:m2. When creating the event in the member Timeline, the Secretary shall add a Note: Courtesy work by Lodge Name No. Lodge #.

**By Another Grand Jurisdiction**
- Requests for degree work by a lodge in another Grand Jurisdiction must have the approval of the Grand Secretary. Therefore, these requests must be routed through the Grand Lodge office.

A *Request for Courtesy Degrees*, GL-322, should be completed by the lodge Secretary and forwarded to the Grand Lodge office. If the exact name and number of the lodge that will be doing the courtesy is unknown by the lodge Secretary, this may be left blank.

The collection of all fees is the responsibility of the requesting lodge.

The Grand Lodge office will notify the lodge as they receive word of the dates the brother’s degrees are conferred. If this information is conveyed directly to the Secretary of the lodge requesting the work by the other lodge, the Grand Lodge office should be notified by the lodge Secretary so the Grand Lodge may update its request pending file.

- After each degree has been completed, the Secretary shall report the dates of the degree work in the member's record in Groupable:m2. When creating the event in the member Timeline, the Secretary shall add a Note: Courtesy work by Lodge Name No. Lodge #, State.

**NOTE:** When entering events into the Timeline for members, **always** use the current year for the Record Period. **DO NOT backdate** events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.

For additional information, refer to Sections 2-607, 2-1205, 2-1206, and 2-1207 of the Grand Lodge Bylaws.
REQUEST FOR COURTESY DEGREES  
(Between Nebraska Lodges)

Date ____________________________

TO: THE WORSHIPFUL MASTER, WARDENS AND BRETHREN OF
_______________________________ LODGE NO.
_______________________________, NEBRASKA

You are fraternally requested to do courtesy work in conferring the following degrees on Candidate/Brother ______________________:

Entered Apprentice ______  Post & Examine _______
Fellow Craft ______  Post & Examine _______
Master Mason ______  Post & Examine _______

a member of ______________________ Lodge No. ______, ____________, Nebraska.

The Candidate’s/Brother’s current address is: ______________________________________
________________________________________________________________________________

Candidate/Brother’s Date of Birth is: _____________________________________________

Best phone number is:  ☐ Home  ☐ Work  ☐ Cell  (______) ____________________________

Email Address: ________________________________________________________________

All correspondence regarding this request may be handled directly between the Secretaries of the two lodges.

As the degrees are conferred, please notify us. It is understood that the collection of any fees and assessments that may be due is solely the responsibility of our lodge.

Thank you for your assistance in advancing, posting, and examining this Brother.

Fraternally,
________________________________________, Secretary

SEAL
Printed Name: __________________________________________

____________________________ Lodge No. ______

Address: __________________________________________

________________________________________

Secretary Email: ______________________________________  Cell Phone: ____________
REQUEST TO ANOTHER LODGE TO CONFER DEGREES

REQUEST FOR COURTESY DEGREES

(Between another Grand Jurisdiction)

Date ____________________________

TO:  GRAND SECRETARY

GRAND LODGE OF ____________________________

You are fraternally requested by the Grand Lodge A:. F:. & A:. M:. of Nebraska to arrange with a Lodge in your jurisdiction, specifically ______________________ Lodge No. ____________, located at __________________________ to confer the following degrees on Candidate/Brother ____________________________:

Entered Apprentice ______ Post & Examine ______
Fellow Craft ______ Post & Examine ______
Master Mason ______ Post & Examine ______

as a courtesy for ________________ Lodge No. ______. _______________________, Nebraska.

The Candidate’s/Brother’s current address is: ____________________________

______________________________

His phone number is: (_____) __________________________

The collection of all fees will be the responsibility of our Nebraska lodge.

Thank you for your assistance in advancing, posting, and examining this Brother.

Fraternally,

LODGE SEAL

______________________________, Secretary
_____________________________ Lodge No. ______

CERTIFICATION OF THE GRAND SECRETARY

This request has the approval of the M:. W:. Grand Master of Masons of Nebraska. As the requested work is completed, please notify the Nebraska Grand Lodge Office directly, providing the dates of the degrees and/or examinations.

Fraternally,

GRAND LODGE SEAL

__________________________________________
Grand Secretary
Grand Lodge A:. F:. & A:. M:. of Nebraska
301 N. Cotner Blvd.
Lincoln, NE 68505-2315
PETITION FOR ADVANCEMENT

An Entered Apprentice or Fellow Craft Mason who did not prove his proficiency and advance within five years after taking his EA or FC degree and who now wishes to complete his degree work must submit a Petition for Advancement to the lodge who conferred the degree(s). Once a candidate has been initiated, he belongs to that lodge. He is called an Entered Apprentice member or Fellow Craft member, and that lodge holds jurisdiction indefinitely.

The petitioner should thoroughly complete all questions on the petition, and he must be recommended by two members of the lodge.

Per Section 2-910 – Advancement After Period of Five Years, the petition for advancement must take the course of an original petition for initiation, including the public records criminal history check. It is read at a regular communication of the lodge and referred to an Investigating Committee, and the PRCHC should then be ordered from the Grand Lodge office. See page 2-2 of this section of the Secretary’s Handbook. The petition must lie over for 28 days before it is balloted on, and the procedures for investigation and balloting are the same as a petition for initiation.

If the results of the ballot are favorable, the Secretary should inform the brother of the results in writing. If the petitioner is rejected for advancement, only the Secretary should inform him of this and it must be a written notification.

Reporting Requirements

When the petition for advancement is read, the READ date event should be added to the member record in Groupable:m2. After the PRCHC has been ordered, the Grand Lodge office staff will enter the Verified date in the member record, and the ELEC event can then be entered by the Secretary upon election. If the member is NOT elected to advance, the rejection/objection MUST also be reported in the member record in Groupable:m2.

For additional information, refer to Sections 2-905, 2-907, 2-910, 2-1001 and 2-1101 of the Grand Lodge Bylaws.
PETITION FOR ADVANCEMENT

TO THE WORSHIPFUL MASTER, WARDENS AND BRETHREN OF

Lodge No. __________ A.F. & A.M., ________________, Nebraska

The undersigned fraternally represents that he is a _________________ Entered Apprentice or Fellow Craft Mason in __________________________ Lodge No. ________, at ______________________________,

Nebraska, who received the degree of an Entered Apprentice on ______________________, and the degree of Fellow Craft on ______________________.

He further states that he failed to advance within five years because ________________________________________________________

and agrees that if his petition is accepted he will complete his proficiency.

The petitioner further offers the following statements of fact:

PRINT FULL NAME (First, Middle, Last) ______________________________________________________________

Residence Address (w/zip) ________________________________________________________________

Home Phone ___________________________ Cell Phone ___________________________

Date of Birth ___________________________ Place of Birth (City/State) ___________________________

Occupation (previous occupation if retired) _______________________________________________________

Employed by ___________________________ Work Phone ___________________________

Business Address ________________________________________________________________

Are you married? ________ If married, do you live with your wife? ___________________________

Wife’s full name ________________________________________________________________

Have you ever been convicted of a felony or misdemeanor? ________ If yes, for what, when and where? Please give details: ________________________________________________________________

I agree that I may be ineligible for membership if any of the information on this petition is inaccurate, and understand that a public records criminal history check may be performed.

SIGNATURE OF PETITIONER ___________________________ DATE ________________

Recommended by the following Master Masons of __________________________ Lodge No. __________:  

________________________________________________________________________________________

Signature ____________________________________________ Signature: ____________________________

GL-318

Rev 03/13
PETITION FOR ADVANCEMENT
BY
Bro. __________________________  20 __________
Presented ________________________  20 __________

COMMITTEE OF INVESTIGATION
Appointed ________________________  20 __________
____________________________________
____________________________________
____________________________________
Report Due ________________________  20 __________

REPORT OF COMMITTEE
We, the undersigned Committee on within petition, report _________ favorably.
____________________________________
____________________________________
____________________________________

Date Elected ________________________  20 __________
Date Rejected ________________________  20 __________

E.A. __________________ Exam: __________
F.C. __________________ Exam: __________
M.M. __________________ Exam: __________
LODGE DUES

Dues for the current year are due from members to the lodge on January 1 of each year.

Dues reminder notices should be mailed or emailed to all members not later than November of the preceding year. You can generate your dues notices, keep record of payments and have members submit online payments to the lodge in Groupable:m2 and the Our Lodge Page function.

Online dues setup tutorials are available at the following links:
https://moriapp.zendesk.com/hc/en-us,
https://moriapp.zendesk.com/hc/en-us/articles/1500001707282
https://moriapp.zendesk.com/hc/en-us/articles/360058739533
https://ne.groupable.app/videos

When collecting dues, don’t forget that a member may, by paying 20 times his lodge dues, purchase a Perpetual Membership, guaranteeing income to his lodge in perpetuity.

Immediately after a member pays his dues, the Secretary should mail the brother’s dues card to the member.

If a member has not paid his dues by the end of January, it is recommended that the lodge Secretary send a reminder.

Delinquent Members
Any member who has not paid his dues by March 1 shall be considered delinquent in his dues.

As courtesy to the Lodge, the Secretary SHALL READ the names of all members delinquent, at the March regular meeting. Immediately afterwards, notification – by first class mail – is to be sent by the Secretary, informing the member of his delinquency.

The names of delinquent members are also to be referred to the Membership Sustaining Committee. The Secretary should provide the Committee with the name, address, and phone number of each member delinquent. It is the Sustaining Committee’s responsibility to attempt personal contact with delinquent members and encourage them to bring their dues current.

Alternatives to Consider Before Suspending a Brother:

Remission of Dues for a Brother
Special situations, such as financial hardship or the failing mental competency of a brother, may warrant special consideration by the lodge. Any brother may choose to pay another brother’s dues. By majority vote, a lodge may remit all or part of a member’s dues, and pay out of lodge funds, the Grand Lodge per capita.
Millennium Fund – Brotherly Love, Relief and Truth

A "Millennium Fund," if established in each Nebraska Lodge, would accomplish two important goals by practicing charity among our brothers and our local community, both important Masonic teachings.

The monies received by the Millennium Fund would first, pay for the annual Grand Lodge per capita for members who, for whatever reason, have not paid their annual dues. It may be that a brother is in a care facility, has health problems, is financially distressed, or simply that he has not been brought into the fellowship of the Fraternity. It would not be considered Masonic to drop these members from the membership rolls. To do so, they would lose several important benefits: their right to apply for admission into the Nebraska Masonic Home, eligibility for membership awards, membership in appendant bodies, availability of Masonic Funeral Services, and all rights and privileges normally afforded a Master Mason in good standing.

After taking care of your own members, the remaining funds could be used to augment annual fundraising projects for the lodge to be used in the community, such as scholarships and community charities, or carried forward for future remissions.

Providing relief by practicing charity is a foundation within our Masonic teachings and establishment of a "Millennium Fund" offers that opportunity.

Sample letters for facilitating a Millennium Fund are provided below.

Lodge Letterhead - (First Dues Notice)

Dear Brother _____________________,

(Body of Letter)

Last paragraphs - ……….Lodge has established a Millennium Fund which is used for assisting in the payment of dues for brethren of the Lodge who are unable to meet their dues obligation. The Masonic principles of brotherly love, relief and truth should not allow a member to be dropped from the rolls for nonpayment of dues. Should funds be remaining at the end of the year, they may be used to augment charitable giving or fundraising by the lodge.

Should you desire to contribute to the fund, simply include an additional amount on your dues check. Your contribution and the names of those who are in need of assistance will be maintained in the strictest of confidence.

Fraternally,

______________________________
Secretary

Your 20____ Lodge Dues are ______________

Our records show arrears dues of ______________

Total Outstanding ______________________

Please contact the Secretary if your records do not agree.
LODGE DUES

Dear Brother ___________________,

In reviewing the lodge records, I notice that I have not received your _______ dues payment.

_______________ Lodge is required to send the per capita payment to the Grand Lodge prior to the tenth day of April of each year, so your cooperation in remitting payment at this time would be greatly appreciated.

If you find that you are unable to comply with your dues obligation at this time, please let me know.

_______________ Lodge has established a fund to assist those brothers in such a situation. It’s part of our obligation as Masons to do so and will be done in strict confidence.

Thank you for your support of _________________ Lodge and Nebraska Masonry.

Fraternally,

__________________________
Secretary

Your 20_____ Lodge Dues are _________________
Our records show arrears dues of _________________
Total Outstanding ____________________________
Please contact the Secretary if your records do not agree

Lodge Letterhead - (Third Letter Re: Dues)
From the Master

Dear Brother ___________________,

I have been advised by the Secretary that you have not, for whatever reasons, responded to his notices regarding your _________________ Lodge dues.

We have determined that, if we truly live by those great Masonic principles of brotherly love, relief and truth, no member should ever be dropped from the rolls for nonpayment of dues. To do so would harm the brother by losing his right to apply for admission into the Nebraska Masonic Home, his ability to visit other lodges, his eligibility for membership awards, his membership in appendant Masonic bodies such as the Shrine, the honor of a Masonic Funeral Service, and all the rights and privileges afforded a Master Mason in good standing.

Because of this and the generosity of your brothers at _________________ Lodge through the Millennium Fund, I am pleased to enclose your 20____ dues card. Be assured that this is done in the strictest of confidence.

If we can be of further assistance to you or should circumstances change that would enable you to meet your dues obligation, please contact me.

Fraternally Yours,

__________________________
Master
Enclosed is your 20____ Masonic Dues Card!

Dear Brother __________________,

Your remittance has been received and it is a pleasure to enclose your 20____ dues card. Sign the card and always carry it with you. It is your record of good standing in this lodge and, upon proper examination, will entitle you to admission in lodges around the world.

Your support of Freemasonry, and _______________ Lodge No. _________ in particular, is appreciated and we offer the best wishes and kindest regards from the officers and your fellow brethren.

If you know of a prospective member for our beloved Fraternity and don’t have a petition or are uneasy in contacting him, please contact the Secretary!

Lodge meets on the _________________ of each Month at ___________ p.m.

Please join us for fellowship.
Suspension for Non-payment of Dues

Any member who has not paid his dues for the year by April 30 shall stand suspended for non-payment of dues and can be added to the Suspension Report for submission to the Grand Lodge and consideration of approval by the Grand Master.

Lodges should strongly consider remitting the dues of 50-year plus members who have not paid their dues. See Alternatives to Consider Before Suspending a Brother above.

Members that the lodge wishes to suspend for non-payment of dues are to be reported to the Grand Lodge office on the Suspension for Non-Payment of Dues report. This form can be submitted in hard copy as provided by the Grand Lodge office, or via the online form from the Secretary Reports page on www.glne.org.

This report is to be submitted on or before May 10, and the dues cards MUST accompany the form. *Do not write on these dues cards and do not tape them together* – if the member reinstates, the card will be returned to you to give to the member. (See Section 5, Reports). Members listed on Suspension for Non-Payment of Dues reports received after June 10 will not be approved by the Grand Master or suspended.

Proof that three contact attempts have been made for each member must be provided on the report. Approval of a suspension for non-payment of dues shall be given by the Grand Master upon submission by the lodge of satisfactory evidence of compliance with Section 2-513 of the Bylaws.

After the suspension for non-payment of dues of a member has been approved by the Grand Master, the names of those suspended shall be entered in the minutes of the next regular meeting of the lodge, and the Secretary shall provide each suspended member with a written notification of his suspension. If the current mailing address of a suspended member is not known, Grand Lodge Bylaws require that notification be sent to the member’s last known post office address.

✎ The Grand Lodge office staff will enter the SNPD event in the member record of each member suspended for non-payment of dues upon approval by the Grand Master.

For additional information, refer to Sections 2-603, 2-604, 2-605, and 3-910 through 3-912 of the Grand Lodge Bylaws.
Reinstatement after Suspension – Less than Three Years

Any member suspended for non-payment of dues for less than three years from the date of his suspension, may be reinstated to good standing by bringing his dues current. No action or approval is required by the lodge, and the Master shall announce the member’s restoration at the next regular meeting of the lodge.

Reinstatements for less than three years should be reported to the Grand Lodge office staff via email and a check mailed and made payable to the Grand Lodge for the per capita for each year of suspension (except the current year) (See Section 5, Reports, page 5-2 for more information.) Upon receipt of the per capita payment, the REIN event will be added to the member’s record in Groupable:m2 by the Grand Lodge office staff and the dues cards for those years will be returned to the lodge.

Reinstatement after Suspension – More than Three Years

Any brother suspended for non-payment of dues for more than three years who desires to be reinstated must submit an Application for Reinstatement (GL-316).

Preparation of Form

When an application is requested, the Secretary should first complete the top portion of the form – all information up to the sentence beginning “Reason for permitting suspension…” The amount the brother will owe to make “full payment” is the total of the dues for the year suspended plus the current year’s dues. The brother is also required to pay the fee for the public records criminal history check.

The suspended brother will need to complete the personal information on the front of the application and sign the application. His payment for the dues owed must accompany the application when it is returned to the Secretary.

Receiving & Investigating the Application

After the application has been completed by the suspended brother, it is read in open lodge and the Master assigns a committee to investigate the brother’s application.

Immediately after the application for reinstatement is read, the READ date event should be added to the member record in Groupable:m2. After the PRCHC has been ordered, the Grand Lodge office staff will enter the Verified date in the member record.

The Investigating Committee should carefully inquire into and gather all facts in connection with such application, including information from the PRCHC detailed below. Any information obtained by the Committee or the lodge should be neatly printed or typed on the blank space provided on the front of the application. This information will help the lodge and the Grand Master arrive at a full
understanding of whether the applicant may or may not become a charge on the fraternity. **The Investigating Committee’s recommendation should be noted on the reverse side of the application and all Committee members must sign below the recommendation.**

**Public Records Criminal History Check**

Per Section 2-808 – Mandatory Public Records Criminal History Check of the Grand Lodge Bylaws, a public records criminal history check (PRCHC) is required for all new candidates, as well as those members submitting an application for reinstatement after suspension for non-payment of dues for more than three years, or an application for affiliation for transfer or plural membership from a parent lodge outside of or within Nebraska.

The PRCHC will be obtained by the Grand Lodge office, and the results will be emailed directly to the Secretary of the lodge, who should forward such results to the Investigating Committee for their consideration. The Grand Lodge will invoice the lodge for the PRCHC.

An application for reinstatement cannot be balloted upon until the PRCHC has been requested and the results have been received by the lodge.

After receiving the application for reinstatement, the PRCHC should be requested by the Secretary by going to **www.glne.org**, Lodge Resources, Secretary Reports, and clicking on the link “Request Public Records Criminal History Check.” That request is available at: [https://www.cognitoforms.com/GrandLodgeOfNebraska6/OrderPublicRecordsCriminalHistoryCheck](https://www.cognitoforms.com/GrandLodgeOfNebraska6/OrderPublicRecordsCriminalHistoryCheck) or [https://bit.ly/glne-PRC](https://bit.ly/glne-PRC).

As soon as the PRCHC has been requested, the Grand Lodge office staff will enter the Verified Date in the member record. This can only be completed if the READ date has already been entered by the Secretary.

**Approving the Reinstatement**

After the PRCHC has been completed and received by the lodge and the Committee’s investigation is completed, but not sooner than 28 days after the petition is originally read and received in lodge, the application is read and voted on at a regular meeting. The vote shall be held by secret written ballot and a favorable vote by two-thirds of members present is required for reinstatement.

If the vote is favorable, the Secretary shall so certify in the space provided on the front of the application and immediately forward to the Grand Lodge office for review by the Grand Master, **along with a check payable to the Grand Lodge for the reinstatement fee (per capita amount for the year in which the member was suspended)**. See Section 5, Reports, page 5-2, for more information. **The Grand Lodge office will not be able to accept the application if it has not been completed – front and back – with all the necessary information, signed by**
the Secretary, and the Investigating Committee members, and the lodge seal imprinted. Make sure this has been done before forwarding the application.

After the Grand Master’s determination, the application is returned to the lodge to be placed in the permanent records. If the Grand Master approves the application, the date of his approval shall be the official date of the brother’s reinstatement.

If the suspended brother’s application is not approved, either by the lodge or the Grand Master, notification to the brother of this fact is solely the responsibility of the lodge Secretary. If the application is not approved, the check for the reinstatement fee submitted with the application will be returned.

**Reporting the Reinstatement**

Upon approval by the Grand Master, the REIN Event will be entered into the member’s record in Groupable:m2 by the Grand Lodge office staff and a new dues card will be printed and forwarded to the Secretary. This can and will only be done if the reinstatement fee has been received by the Grand Lodge.

**Reinstating a Brother Living in Another City or State**

Occasionally, a suspended brother who no longer lives in the vicinity of the lodge will want to apply for reinstatement. He may notify the lodge directly or notification may come from the Grand Lodge office. This makes investigation by members of the brother’s lodge difficult. In these cases, notify the Grand Lodge office and they will request another lodge or Grand Jurisdiction make arrangements to conduct a courtesy investigation.

For additional information, refer to Sections 2-808, 3-910, 3-911 and 3-912 of the Grand Lodge Bylaws.
APPLICATION FOR REINSTATEMENT

(After Suspension for non-payment of dues for more than 3 years)

TO THE M:. W:. GRAND MASTER OF MASONS OF NEBRASKA, AND TO THE
WORSHIPFUL MASTER, WARDENS AND BRETHREN OF ____________________________ LODGE NO. _______
A:. F:. & A:. M:. _____________________________________________________________, NEBRASKA

I, ______________________________________ (PRINT FULL NAME) was suspended for non-payment of dues amounting to $_____________ on the ____________ day of ______________, __________. I am now desirous of being reinstated to good standing in said Lodge, and herewith make full payment of $_____________ and petition for reinstatement to membership in conformity with Nebraska Masonic Law. For this purpose, I submit the following statements of fact:

I was raised to the Sublime degree of a Master Mason on the ________________ day of ________________, __________, in __________________________ Lodge No. ____________, located in __________________________, State of ________________.

Reason for permitting suspension for non-payment of dues:

_________________________________________________________________________

Date of Birth __________________________ Place (City/State) __________________________

Residence Address (w/zip) __________________________

Business Address (w/zip) __________________________

Email Address: __________________________ Cell Phone __________________________

Home Phone __________________________ Work Phone __________________________

Are you financially able to care for yourself and those dependent on you? ______

Are you married? _______ If married, do you live with your wife? ______ Wife’s full name __________________________

What is the condition of your health? ______

Have you ever been convicted of a felony or misdemeanor? _______ If yes, for what, when and where? Please give details: __________________________

I agree that I may be ineligible for membership if any of the information on this petition is inaccurate, and understand that a Public Records Criminal History Check will be performed and that I am responsible for payment of the charge for such check.

Signature __________________________ Date __________________________

ATTENTION: GRAND MASTER AND MASTER OF LODGE

Please indicate any pertinent facts for the attention of the Grand Master and Lodge Master

________________________________________________________________________

It is hereby certified that at a regular meeting of __________________________ Lodge No. __________ A:. F:. & A:. M:. held __________________________, 20__________, after hearing the report of the Committee, the application for reinstatement of Brother __________________________ was submitted to the Lodge and the vote resulted two-thirds in favor of his reinstatement. (If two-thirds vote was not had for reinstatement, this application should show accordingly, and that the application has been denied.)

______________________________
Lodge Secretary

GL-510
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Page 3-9
APPLICATION FOR REINSTATEMENT

Mr. ____________________________
Presented ______________________ 20

COMMITTEE OF INVESTIGATION

(Per Section 2-308 of the Bylaws, a public records criminal history check is required to be obtained before the Investigating Committee may report or the Application may be balloted upon.)

Appointed ______________________ 20

REPORT AND SIGNATURES OF COMMITTEE

We, the undersigned Committee, recommend the above-named Brother for reinstatement.

Date Approved __________________ 20
Date Disapproved ________________ 20

DETERMINATION OF GRAND MASTER

After due consideration, the application for reinstatement of suspended Brother is hereby

________________________________________

Said Brother is __________________________ to membership in __________________________
Lodge No. ____________________.
Witness my hand and seal this ___________ day of __________________________ 20______.

________________________________________

Grand Master

SEAL
Any brother who desires to transfer his membership to a Nebraska lodge must complete a petition for affiliation. Per Section 2-1301 of the Grand Lodge Bylaws, there are no minimum residency requirements for a brother desiring membership by affiliation. The brother does not even have to reside in Nebraska.

**Preparation**

The petitioner should thoroughly complete all questions on the petition and must be recommended by two members of the lodge he is petitioning.

Before the petition may be received and read in lodge, a certificate of good standing (or similar document if from another jurisdiction) from the brother’s current lodge must be obtained. If the petitioner does not have a current certificate of good standing, it is then the responsibility of the Secretary to obtain the certificate. Requests for certificates of good standing from lodges in other jurisdictions MUST be routed through the Grand Lodge office.

A Public Record Criminal History Check is required, and results must be received prior to balloting on the petition. The fee for the public records criminal check should be submitted with the completed petition from the petitioner.

A few Grand Jurisdictions issue “open” demits to their members. Nebraska Grand Lodge law does not provide for them. If a valid open demit is presented by the petitioner, it may be accepted in substitute of a certificate of good standing. However, the demit should be carefully examined by the Secretary to ensure it is still valid. In these cases, a copy of the demit is to be submitted to the Grand Lodge office.

✓ Note – A current dues card is not adequate proof of good standing for purposes of affiliation.

**Receiving & Balloting on the Petition**

The petition for affiliation is read at a regular communication of the lodge and referred to an Investigating Committee. The petition must lay over for 28 days before it is balloted on, and the procedures for investigation and balloting are the same as for a petition for initiation.

**Public Records Criminal History Check**

Per Section 2-808 – Mandatory Public Records Criminal History Check of the Grand Lodge Bylaws, a public records criminal history check (PRCHC) is required for all new candidates, as well as those members submitting an application for reinstatement after suspension for non-payment of dues for more than three years, or an application for affiliation for transfer or plural membership from a parent lodge outside of or within Nebraska.

The PRCHC will be obtained by the Grand Lodge office, and the results will be emailed directly to the Secretary of the lodge, who should forward such results to the Investigating Committee for their consideration. The Grand Lodge will invoice the lodge for the PRCHC.

A petition for affiliation cannot be balloted upon until the PRCHC has been requested and the results have been received by the lodge.

After receiving the petition for affiliation, the PRCHC should be requested by the Secretary by going to [www.glne.org](http://www.glne.org), Lodge Resources, Secretary Reports, and clicking
PETITION FORAFFILIATION

on the link “Request Public Records Criminal History Check.” That request is available at: https://bit.ly/glne-PRC.

��息：必须禁止秘书输入新成员记录以进行联合。如果成员在内布拉斯加已经是一名成员，这将创建一个重复的记录。

消息：总堂办公室工作人员将输入请求中的读取日期以创建新会所与当前会员记录之间的链接。验证日期也将输入。

是否当选为会员或被拒绝，秘书应给兄弟书面通知其申请的结果。

如果兄弟在公开解职中当选，他作为会员自当选之日生效。秘书应立即通知总堂办公室，使兄弟的前会所可被告知其联合。

请求解职

如果兄弟在证书良好状态下当选，秘书必须要求其前会所发出解职。兄弟的联合直到收到解职时才生效——解职的日期才是正式的联合日期。

通常，当兄弟在证书良好状态下当选时，会自动提供解职。如果它不提供，秘书应准备一封简短的信通知前会所兄弟当选为会员的事实及日期。

 解职来自其他大司法辖区必须通过总堂办公室。
 有些请求可能需要一段时间来处理，具体取决于它所来自的司法辖区。
 所有解职都需要总堂秘书的签名和总堂印章，并且必须通过总堂办公室。

收到联合兄弟的解职后，兄弟的签名应在解职的左边缘获得，并放在会所的文件中。解职是完成转移的手续。

联合日期是解职上的日期。

报告要求

 上报收到解职和总堂秘书的认证后，总堂办公室工作人员将输入正确的事件到成员记录中。联合和转移只能在总堂办公室级别输入。

对于更多信息，请参见第2-408, 2-606, 2-808, 2-903, 2-905, 2-907, 2-908, 2-1001, 2-1006, 2-1101, 2-1301, 2-1302, and 2-1303节的总堂章程。
PETITION FOR AFFILIATION

TO THE WORSHIPFUL MASTER, WARDENS AND BRETHREN OF

__________ LODGE NO. _______ A.F.: & A.M.:, ________________, NEBRASKA

The petitioner states that he was raised to the Sublime Degree of Master Mason in ______________ Lodge No. ______, in the city of ____________________ , in the State of __________, and working under the Grand Jurisdiction of ______________. He is (or was last) a member of

Lodge No. ______, located in the city of ____________________ , in the State of __________, under the Grand Jurisdiction of _________________.

He respectfully submits with this petition his certificate of transfer, certificate of good standing, or demit from the above-named lodge as evidence of his Masonic standing. He now prays admission to the lodge, if found worthy.

The petitioner further offers the following statements of fact:

PRINT FULL NAME (First, Middle, Last)

Residence Address (w/zip)

Home Phone ______________________ Cell Phone ______________________

Date of Birth ____________________ Place of Birth (City/State) ______________

Occupation (previous occupation if retired) ________________________________

Employed by __________________________ Work Phone ______________________

Business Address ________________________________________________________

Are you married? ______ If married, do you live with your wife? __________________

Wife’s full name ____________________

Have you ever been convicted of a felony or misdemeanor? ______ If yes, for what, when and where? Please give details: ________________________________________________________________

I agree that I may be ineligible for membership if any of the information on this petition is inaccurate, and understand that a public records criminal history check may be performed.

_________________________________ DATE ________________________________

SIGNATURE OF PETITIONER

Recommended by the following Master Masons of __________________________ Lodge No. __________:

_________________________________ Signature: ______________________________

GL-315

Rev 03/13
PETITION FOR AFFILIATION

BY

Bro. __________________________

Presented __________________________, 20___

COMMITTEE OF INVESTIGATION

Appointed __________________________, 20___

Report Due __________________________, 20___

REPORT OF COMMITTEE.

We, the undersigned Committee on within petition, report __________________ favorably.

Date Elected __________________________, 20___

Date Rejected __________________________, 20___
PETITION FOR PLURAL MEMBERSHIP

Nebraska Masonic law allows its members to hold membership in two or more lodges within Nebraska or with a lodge(s) in another Grand Jurisdiction. Any brother interested in joining a Nebraska lodge as a plural member must first complete a *Petition for Plural Membership.*

As is the case with a petition for affiliation, a certificate attesting to the brother’s good standing in his parent lodge must be attached to the petition before it can be received and read in lodge. A Public Record Criminal History Check is required, and results must be received prior to ballot on the petition. The fee for the public records criminal check should be submitted with the completed petition from the petitioner. See Public Records Criminal History Check on page 4-1.

If the brother is a member of a lodge in another Grand Jurisdiction, it is mandatory the request for a certificate of good standing be routed through the Grand Lodge office. Not all jurisdictions allow plural memberships. If they do, their laws may differ from Nebraska Masonic law. Therefore, the Grand Secretary of the appropriate jurisdiction needs to be notified of this brother’s intent.

Once the certificate of good standing is received, the petition is read at a regular communication of the lodge and referred to an Investigating Committee. The petition must lay over for 28 days before it is ballot. The petition cannot be ballot upon until after the PRCHC report has been received, and the procedures for investigating, ballot, and notifying the petitioner of the results of the ballot are the same as for a petition for initiation.

After election, the Lodge Secretary should return the bottom portion of the Certificate of Good Standing (Notice of Election to Plural Membership) to the issuing lodge.

**Reporting Requirements**

Immediately after a brother’s election to plural membership, the Secretary shall notify the brother’s parent lodge and the Grand Lodge of his election. This notification to the parent lodge must be routed through the Grand Lodge office if the parent lodge is in another jurisdiction.

- **秘書們必須不** 创建一个新的成员记录，用于新多重会员资格。如果成员已经在内布拉斯加州，这将创建一个重复的记录。内布拉斯加州总务办公室工作人员将需要添加该成员与多个会所之间的连接。

- **After a petition for plural membership has been read, the Lodge Secretary should request the PRCHC using the link on the Secretary Reports page of [www.glne.org](http://www.glne.org) and provide the Read date on that request. The report will be requested and emailed to the requesting Secretary upon completion.**

- **The Grand Lodge office staff will enter the Read date provided into the member record to create the link to the new lodge in the current member record. The Verified date for the PRCHC request will also be entered.**

- **After Election, the Lodge Secretary should enter either Elected for Plural Membership in the member’s record in Groupable:m2. The Grand Lodge office**
PETITION FOR PLURAL MEMBERSHIP

staff will print the dues card and mail it to the Lodge Secretary, as well as notify the member’s other lodge(s) of the election to plural membership.

✏️ NOTE: When entering events into the Timeline for members, always use the current year for the Record Period. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.

Any changes in the status of a brother holding plural membership in your lodge must immediately be reported to the Grand Lodge, as this change may affect the brother’s membership in his other lodge as well. Nebraska Masonic law requires that a brother holding plural membership who is expelled or suspended (except for non-payment of dues) from one lodge be expelled or suspended from his other lodge. Although suspension for non-payment of dues in one Nebraska lodge does not affect a brother’s membership in another Nebraska lodge, it may affect his membership if his parent or plural lodge is in another jurisdiction.

For additional information, refer to Sections 2-408, 2-808, 2-903, 2-905, 2-907, 2-908, 2-1001, 2-1101, 2-1301, 2-1302, and 2-1303 of the Grand Lodge Bylaws.
PETITION FOR PLURAL MEMBERSHIP

TO THE WORSHIPFUL MASTER, WARDENS AND BRETHREN OF


The petitioner states that he was raised to the Sublime Degree of Master Mason in ________________ Lodge No. ________, in the city of ______________________, in the State of ______________, and working under the Grand Jurisdiction of _________________________. He is (or was last) a member of __________________________ Lodge No. ________, located in the city of ______________________, in the State of ______________, under the Grand Jurisdiction of _________________________________.

He respectfully submits with this petition his certificate of good standing from the above-named lodge as evidence of his Masonic standing. He now prays admission to your lodge, if found worthy.

The petitioner further offers the following statements of fact:

PRINT FULL NAME (First, Middle, Last)

Residence Address (w/zip)

Home Phone _____________________________ Cell Phone _____________________________

Date of Birth _____________________________ Place of Birth (City/State) _____________________________

Occupation (previous occupation if retired) _____________________________

Employed by _____________________________ Work Phone _____________________________

Business Address _____________________________ Email _____________________________

Are you married? __________ If married, do you live with your wife? _____________________________

Wife’s full name _____________________________

Have you ever been convicted of a felony or misdemeanor? __________ If yes, for what, when and where? Please give details: _____________________________

I agree that I may be ineligible for membership if any of the information on this petition is inaccurate, and understand that a public records criminal history check may be performed.

SIGNATURE OF PETITIONER _____________________________ DATE _____________________________

Recommended by the following Master Masons of ______________________________ Lodge No. _________:

_________________________ _____________________________

Signature Signature

GL-317 Rev 07/21
CERTIFICATE OF GOOD STANDING

This certificate is issued to attest to the Masonic standing of a brother who wishes either to transfer his membership to another lodge or establish plural membership with another lodge.

The request for the certificate may come from the brother himself, from the Secretary of another lodge, or from the Grand Lodge office.

- All requests – whatever the source – that involve a lodge in another Grand Jurisdiction are to be routed through the Grand Lodge office.

Requirements for Issuance

When a request for a certificate is received, if the brother’s dues for the current year have been paid and he is otherwise clear on the lodge’s books; he has been certified proficient; and there are no charges pending against him, the Secretary shall issue the certificate.

If, for any reason, the certificate cannot be issued, the Secretary should immediately notify the other lodge Secretary (if within Nebraska) or the Grand Lodge office (if for another jurisdiction) of that fact and what steps would be necessary for the brother to qualify for a good standing certificate.

Preparing & Forwarding the Certificate

The top portion of the form should be completed in all particulars, signed by the Secretary, and the lodge seal affixed. Do not detach the bottom portions of the form. Either the “Notice of Election & Request for a Demit” portion, or the “Notice of Election to Plural Membership” portion is for the other lodge to complete and return after the brother’s election.

The certificate may be forwarded directly to the lodge Secretary if within Nebraska.

- If a lodge in another Grand Jurisdiction is involved, the certificate must be routed through the Grand Lodge office.

Issuance of this certificate does not affect the brother’s membership in the lodge issuing it. It only attests to his good standing so that his petition for affiliation or plural membership may be accepted by another lodge.

Notice to Your Lodge of Results of Petition

If the portion attesting to the brother’s election to membership by affiliation in another lodge is returned, see page 4-11 on Preparing the Demit.

If the portion attesting to the brother’s election to plural membership is returned, notation of this is made on the brother’s record by Grand Lodge. (See Petition for Plural Membership, page 4-7)

For additional information, refer to Sections 2-402, 2-403, 2-408, 2-1401, and 2-1405 of the Grand Lodge Bylaws.
CERTIFICATE OF GOOD STANDING

ISSUED BY ___________________________ LODGE NO. ______, A.·F.· & A.·M.·

LOCATED AT _________________________, NEBRASKA

To all regular Masons to whom this certificate may be presented:

Know ye that Brother ___________________________ is a member in good standing of the above named lodge, his dues are fully paid, and no charges have been preferred or are pending. If this Brother is elected to membership by affiliation in any regular lodge of Freemasons, the above named lodge agrees to promptly issue a demit.

Given under our hand and seal this __________ day of ____________________________, 20______.

LODGE SEAL

Attest: __________________________________________

Secretary

THIS CERTIFICATE IS VALID ONLY THROUGH DECEMBER 31 OF THE YEAR ISSUED

______________________________

(Detach and return form below if brother is elected to membership by affiliation.)

NOTICE OF ELECTION & REQUEST FOR A DEMIT

TO ___________________________ LODGE NO. ______, A.·F.· & A.·M.·

LOCATED AT _________________________, NEBRASKA

This is to certify that on _________________, 20_____ Brother ___________________________, whose signature appears below, was duly elected a member of ___________________________ Lodge No. ________, located at ___________________________, ___________________________. Kindly send his demit that his transfer of membership to this Lodge may be completed.

LODGE SEAL

Attest: __________________________________________

Secretary

Signature of Brother

______________________________

(Detach and return form below if brother is elected to plural membership.)

NOTICE OF ELECTION TO PLURAL MEMBERSHIP

TO ___________________________ LODGE NO. ________, A.·F.· & A.·M.·

LOCATED AT _________________________, NEBRASKA

This is to certify that on _________________, 20_____ Brother ___________________________, whose signature appears below, was duly elected a plural member of ___________________________ Lodge No. ________, located at ___________________________, ___________________________.

LODGE SEAL

Attest: __________________________________________

Secretary

Signature of Brother

GL-321

Rev. 02/00
DEMIT

A demit is the official transfer of a brother’s membership from one lodge to another Nebraska lodge or another Grand Jurisdiction. Demits are issued only under the following circumstances:

1) After the lodge has been duly notified by another lodge that the brother has been elected to membership by affiliation therein.

2) When a brother holding plural membership notifies the lodge in writing that he wishes to terminate his membership with that lodge and become a “single” member of the other lodge.

➢ “Open Demits” – a demit issued to a brother who has not yet been elected to membership in another lodge – are not allowed to be issued by Nebraska Masonic law (but can be accepted from other jurisdictions as a certificate of good standing).

Preparing the Demit

Upon proper notification of a brother’s election to membership in another lodge and at the Master’s direction, the Secretary shall prepare a demit as per the attached sample. Such notification of election should come directly from the Grand Lodge office or from the brother’s new lodge Secretary, and the request for the demit should be signed by the brother requesting it. The effective date of the demit is the date of the meeting the Master directed the demit be issued.

If the lodge has not already had demit forms printed with identifying information, the issuing lodge’s name and number should be typed or neatly printed on the front and on the back of the demit. The town your lodge is located in should also be inserted on the front of the demit.

The back of the demit should be filled in as accurately and completely as possible, as this is the primary source of a brother’s Masonic history his new lodge will have. The brother’s proficiency date should be included and can be inserted on the same line as “Date Raised.”

If the brother received his degrees in another lodge, include the information regarding his affiliation on the back of the demit.

For termination of plural membership, the lodge where the brother is maintaining his membership is shown as the lodge he is demitting to. (See Termination of Plural Membership, page 4-15)

In most instances, the demit will be forwarded without the signature of the brother for whom it is issued. This signature can be obtained by his new lodge Secretary.
DEMIT

Forwarding & Reporting the Demit

- **ALL DEMITS MUST BE SENT TO THE GRAND LODGE OFFICE FOR CERTIFICATION BY THE GRAND SECRETARY.** The demit is not official until the Grand Secretary has signed it, and the Grand Lodge seal is affixed.

The demit stub is completed and kept in the demitting lodge’s permanent records.

The loss of this member should be noted in the lodge records.

📝 Upon receipt of the demit and certification by the Grand Secretary, the Grand Lodge office staff will record all demits for Transfer and Termination of Plurals in the member record in Groupable:m2. Affiliations and transfers can only be entered at the Grand Lodge level. The date of the Transfer/Demit in the member’s record is the date that it is signed by the Grand Secretary.

For additional information, refer to Sections 2-304, 2-406, 2-408, 2-601, 2-606, 2-1401 through 2-1405, 3-902, and 3-909 of the Grand Lodge Bylaws.
DEMITTING TO:
Lodge Name
Lodge No. 0000
whose address is City, State

MASSONIC RECORD
Date Initiated xx/xx/xxxx
Date Passed xx/xx/xxxx
Date Raised xx/xx/xxxx
Date Affiliated (complete if other affiliations)
From __________________ Lodge No.
of __________________

Served as Officer Title Officer Title Officer Title
From xx/xx/xxxx xx/xx/xxxx xx/xx/xxxx
To xx/xx/xxxx xx/xx/xxxx xx/xx/xxxx

It is hereby certified that

**Sample Lodge No. 000**
is a regular Lodge working under the jurisdiction of the
Grand Lodge A.F. & A.M. of Nebraska.
Witness my hand and seal of the Grand Lodge aforesaid.

Grand Secretary
A plural member may at any time apply to his parent or plural lodge in Nebraska for termination of plural membership. The request must be in writing and signed by the brother requesting it.

An Application to Terminate Plural Membership is available from the Grand Lodge office and on the Grand Lodge website and should be made available to any member asking for one. However, a personally written request from the brother, which contains basically the same information as the formal application, may be accepted in lieu of the application form.

If a member of your lodge who holds membership in another lodge is about to be suspended for non-payment of dues, you should recommend to him that, rather than allowing the suspension to appear on his record, he pay dues for the year current and apply for a demit terminating membership in your lodge. There is always the possibility that error or oversight on an inquiry into his Masonic standing, at the local or Grand Lodge level, could occur and only his suspended status would be noted. This would mean members of his family could be wrongfully denied membership in organizations where Masonic relationship is required.

When an application to terminate plural membership is received, it is read in open lodge. If the member has paid his dues for the current year and is otherwise clear on the lodges books; has passed his proficiency examination; is not an installed officer of the lodge; and has no charges pending against him, the Master shall order the application be approved.

After direction by the Master, the Secretary should immediately prepare a demit in much the same manner as if the member were transferring his membership to another lodge. On the back of the demit, the lodge where the brother is maintaining his membership is shown as the lodge he is demitting to. A notation such as “Termination of Plural Membership” should be included both on the back of the demit and on the demit stub the lodge retains. (See Demit, page 4-13)

**Forwarding & Reporting the Demit**

- **After the demit has been signed by the Master and Secretary and the lodge seal affixed, it must be forwarded to the Grand Lodge office for certification by the Grand Secretary.**
  - The demit stub is completed and kept in the demitting lodge’s permanent records.

- **Upon receipt of the demit and certification by the Grand Secretary, the Grand Lodge office staff will record all Demits for Termination of Plural Membership in the member record in Groupable:m2. These can only be entered at the Grand Lodge level. The date of the Termination in the member’s record is the date that it is signed by the Grand Secretary.**

For additional information, refer to Sections 2-408 and 2-1401 of the Grand Lodge Bylaws.
TERMINATION OF PLURAL MEMBERSHIP

APPLICATION TO TERMINATE PLURAL MEMBERSHIP

TO THE WORSHIPFUL MASTER, WARDENS AND BRETHREN OF
__________________________ LODGE NO. ________ A:.F:. & A:.M:.
________________________________________, NEBRASKA

I fraternally represent that I am a plural member of the above-named lodge; that my
dues are paid for the current year; that I have passed the proficiency examination in the
Master Mason Degree; that I am not an installed officer of the lodge; and that there are no
charges pending against me. I respectfully request that my membership in your lodge be
terminated.

I will continue to maintain my membership in ________________________ Lodge
No. ________, located at ____________________________, ______________________.

________________________________________________________________________
Signature                                    Date

________________________________________________________________________
Address

________________________________________________________________________
City                                      State            Zip

This application was considered and approved at a regular meeting of ________________
Lodge No. ________ on ____________________, 20____.
A demit terminating Brother _________________’s membership was duly issued and
submitted to the Grand Secretary for forwarding to the lodge named in the Brother’s petition.

________________________________________________________________________
Worshipful Master

________________________________________________________________________
Secretary
MONTHLY ACTIVITY REPORTS

Reporting of activity in the Groupable:m2 database is the primary source of information the Grand Lodge office has for maintaining accurate membership records. Even if there are no gains or losses for a lodge during the month, to satisfy the monthly reporting requirement, the Monthly Filings should be approved for the month through Groupable:m2. This should be done following the last day of the month, but before 10th day of the following month. If there are overdue Monthly Filings, the Lodge Secretary must start with the earliest month to be approved first before subsequent Monthly Filings can be approved. This requirement is stated in Section 2-310 of the Grand Lodge Bylaws. Monthly reports can still be submitted via the internet report option (Cognitoforms) or on a paper form, but eventually those two options will not be available, and the online database will be the only means of reporting for all lodges.

With the printing of the plastic dues cards, it is more important than ever that complete and accurate information in member records in Groupable:m2 and reports be submitted on a timely basis. Dues cards for new members, transfers, plural members, and reinstated members are printed once a month – on the 15th (or the following Monday when the 15th falls on the weekend).

There are currently three options for submitting a Monthly Activity Report.

1. **Groupable:m2 online database** Please refer to the following locations for online training videos for the use of Groupable:m2:
   d. [https://ne.groupable.app/videos](https://ne.groupable.app/videos)

2. **Internet Report Option (Cognitoforms) at [www.glne.org](http://www.glne.org) (go to Secretary Reports page to access)**

3. **Paper Form of the Monthly Activity Report** (see page 5-11)

**NOTE:** When adding Member Events to the Timeline in Groupable:m2, the **Record Period** should ALWAYS be the current year. Do not ever backdate events to a prior record period, even if they occurred in a prior year. For example, if the current year is 2021, and you are reporting the death of a member that happened in 2019 of which you have just become aware, enter the correct date of death in 2019, but the Record Period will be 2021.

Whichever method is your preferred method of reporting, please be complete with the required information. The more information we have about a member, the easier it will be to make sure we have the right member when inquiries are made.

**Creating a New Member in Groupable:m2**

See the tutorials for full instructions.

1. After logging in, go to the top left and click on the “hamburger menu.” (☰) Select Members/Contacts, then Add. All new members start out as “Contacts” until member events are added to the Timeline. The lodge can also enter the names...
2. The following information is required to enter a new member in Groupable:m2:
   First Name, Last Name, Address, Phone (format with dashes: 402-555-1111), Birth Date.

   a. Addresses – The plus-four on all zip codes are required. Look them up on USPS website if necessary (https://tools.usps.com/zip-code-lookup.htm). Address Information should be entered per the USPS guidelines. All words should start with a capital letter (do not use all caps or all lower case), street abbreviations should be used not spelled out, and there should be no punctuation included in the address lines.

   For example:
   123 Any Dr Ste 100
   If Post Office Box, use PO Box (not P.O. Box)
   Lincoln
   NE
   68505-2315

3. The following optional information is very helpful: Middle Name, Birth City, Occupation, Full Preferred Name

   a. Full Preferred Name – this is the full name that will be printed on the dues card. If a full middle name is entered for the member, enter only the middle initial here with full first and last name. If the member goes by a middle name and first initial, enter that with the full last name.

   For example:
   John Adam Doe, enter in Full Preferred Name: John A Doe (do not use punctuation!).
   For John Adam Doe that goes by John, enter: J Adam Doe (no punctuation!).

4. For common last names such as Smith or Peterson, providing the man’s full middle name will help identify his record. Add Sr, Jr, I, II, III, IV if applicable.

5. Once the member’s record has been created in Groupable:m2, additional information such as Spouse name and Petition Signers can be entered.

6. Although it may not seem very important, please provide the occupation. If retired, please indicate the occupation before retirement. We use this information many times when filling a committee position or searching for someone for a special project. The birth date is also important – many times it assures us we have the correct member, especially if more than one member in a lodge has the same or similar name.
7. By providing us with the names of the petition signers, we are able to determine the recipients of the Grand Master’s Recruitment Award and distribution of first time first line signer pins.

8. Create a new Member/Contact for each new candidate when his petition is read for the first time, and then request the public records criminal history check to be completed by the Grand Lodge. (See Public Records Criminal History Check on page 2-2). Per Section 2-808 – Mandatory Public Records Criminal History Check of the Grand Lodge Bylaws, a public records criminal history check (PRCHC) is required for all new candidates, as well as those members submitting an application for reinstatement after suspension for non-payment of dues for more than three years, or an application for affiliation for transfer or plural membership from a parent lodge outside of or within Nebraska.

   a. The Elected Date cannot be entered by the Secretary until after the Grand Lodge enters a Verified date in the member’s record with the date that the PRCHC was requested by the lodge.

   b. Additionally, the Verified date cannot be entered by the Grand Lodge until the lodge has entered the Read date.
Adding a New Member in Groupable: m2

Add Contact: Click on menu bar at top left, then Members/Contacts and Add.

Prefix

First Name
Enter First Name (Initial Caps)

Middle Name
Enter Middle Name (Initial Caps)

Last Name *(required)
Enter Last Name (Initial Caps)

Suffix

Full Preferred Name.
Enter FULL Name and should appear printed on this card. No punctuation (i.e., John M Doe or 1Michael Doe, etc).

Gender
Select Gender

Birth Date
Enter Birth Date

Birth City
Enter Birth City

Occupation
Enter Occupation

Organizational Information

Lodge/Local (Optional) *(required)
Select your Lodge Name

Contact Info

Address 1 *(required)
Enter Street Address, No punctuation (i.e., 123 Main St Apt 1)

Address 2

City *(required)
Enter City

State
Select State

Country *(required) United States of America. Help
MONTHLY ACTIVITY REPORTS

Reporting Other Candidate Information in Groupable:m2

1. Transfer and Plural Members – If the member is already a member of a Nebraska lodge, **DO NOT** create a new member record. All transfers and plurals must be done through the Grand Lodge office and will be linked to the member’s original record. (See Section 4 for information on Transfers and Plurals)

2. Report each petition for advancement when the petition is read for the first time.

3. The proficiency date is extremely important. Do not neglect reporting (MMP) when a brother is proven proficient.

Internet Report Option (Cognitoforms) and Paper Form Monthly Report – New Candidates

1. In the new candidate space, provide the First Name, Middle Name, Last Name, Address, Phone, Birth Date, Birth City, Occupation, Spouse Name. Provide any dates, such as Read, Elected, and Degree Dates as applicable at the time. The Grand Lodge office staff will create the new member record in Groupable:m2 and enter the dates.

   ✓ **Please type or print neatly and ensure the member’s name is spelled correctly.**

   ✓ **Exact dates are required for every activity reported.**

   ✓ The PRCHC can be requested when submitted the initial READ date for a new candidate by selecting Yes in that appropriate field using the Cognitoform monthly report.

   a. **Petitions and Degree Work** - Enter all degree work performed during report month. All information is required for new petitioners and members
MONTHLY ACTIVITY REPORTS

who have petitioned for advancement – thereafter only name and new degree date(s) need be reported. **Exact dates are a must.**

- **Do Not Report** petitions for Affiliation or Plural Membership in the New Candidate section!

b. **Report each new candidate when his petition is read for the first time.** Include all requested information the first time only. As you report the candidate’s elected date (or rejected) – and any subsequent dates – you only need to provide the candidate’s name. In the event any of the information previously reported has changed – like the address – provide that information also.

c. **Report each petition for advancement when the petition is read for the first time.** Include all requested information in this case also – including the date of the EA degree (and FC degree if applicable).

d. **The proficiency date is extremely important.** Do not neglect reporting when a brother is proven proficient.

**Courtesy Degree Work**

If degree work is done as a courtesy by the reporting lodge for another lodge, this work should be reported and noted as courtesy work with the member’s home lodge name and number provided. The information should be included as a note in the degree events in the member’s Timeline in Groupable:m2. For internet reports (Cognitoforms) and paper forms, a note should be included to this effect. If a brother is raised as a courtesy, he should not be included in the summary count on the internet reports or paper forms by the lodge performing the work.

If another lodge has performed degree work as a courtesy for the reporting lodge, this degree work should be included on the lodge’s report (internet reports or paper form) or entered into the member’s record in Groupable:m2 as soon as the lodge is notified of the dates. The name and number of the lodge performing the degree work should be noted on the report.

**Reinstatements**

1. **Internet Reports (Cognitoforms) and Paper Forms** – The member’s name is not enough when reporting a reinstatement. The exact date of reinstatement is mandatory. All blanks must be completed for each member reinstated. Include the zip code when reporting the brother’s current address.

2. **Groupable:m2** – Reinstatements can only be entered at the Grand Lodge level. Email or call the Grand Lodge office staff for reporting reinstatements.

**Computing reinstatement fees** – the reinstatement fee will be invoiced to the lodge once the reinstatement is reported.
The fee is computed for each year of suspension prior to the current year on reinstatements **not requiring** an application for reinstatement. For example, the fee for a man suspended 9/30/01 and reinstating 3/30/2004, would be $46.50 – $14.50 per capita for 2001, $15.50 per capita for 2002, and $16.50 per capita for 2003.

The fee is computed only for the year of suspension on reinstatements that **do require** an application for reinstatement. For example, the fee for a man suspended 12/31/94 and reinstating 3/30/2004, would be $11.00 – the per capita for 1994.

Please note – with the change in suspension date to April 30, a member may be suspended and reinstated in the same year – in which case no reinstatement fee is required.

A table is provided below showing the amount of per capita due.

---

**Amounts to use to compute reinstatement fees**

<table>
<thead>
<tr>
<th>FOR YEARS ..........</th>
<th>USE</th>
<th>FOR YEARS ..........</th>
<th>USE</th>
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<tr>
<td>19?? – 1982........</td>
<td>$ 5.00</td>
<td>2009................</td>
<td>21.50</td>
</tr>
<tr>
<td>1983 – 1990..........</td>
<td>7.00</td>
<td>2010................</td>
<td>22.50</td>
</tr>
<tr>
<td>1993..................</td>
<td>10.50</td>
<td>2012................</td>
<td>27.00</td>
</tr>
<tr>
<td>1999..................</td>
<td>13.00</td>
<td>2015................</td>
<td>30.50</td>
</tr>
<tr>
<td>2000..................</td>
<td>13.50</td>
<td>2016 - 2019.........</td>
<td>31.50</td>
</tr>
<tr>
<td>2001..................</td>
<td>14.50</td>
<td>2020................</td>
<td>33.00</td>
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<td>35.00</td>
</tr>
<tr>
<td>2004..................</td>
<td>17.50</td>
<td>2023................</td>
<td>36.00</td>
</tr>
<tr>
<td>2005 – 2007..........</td>
<td>18.50</td>
<td>2024................</td>
<td>37.00</td>
</tr>
<tr>
<td>2008..................</td>
<td>20.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MONTHLY ACTIVITY REPORTS

Reporting Other Candidate Events in Groupable:m2

1. Affiliations for Transfer, Plural Members and Terminations of Plural Memberships – see Section 4 – Transfers

2. Deceased Members – Search for the member’s name in Groupable:m2. After selecting his record, navigate to the Timeline and click on the green +. Select DIED from the Event Dropdown. Enter the date of death mm/dd/yyyy. Tab or click in another field and wait for the Record Period to populate. Leave the Record Period as the CURRENT YEAR, even if the event you are recording is in a prior year. Click Add. The member record should update to Deceased.

3. Other Losses – Voluntary withdrawal for religious scruples - When reporting "voluntary withdrawal for religious scruples," the procedure as outlined in Section 2-407 of the Grand Lodge Bylaws, MUST be followed. The intent to withdraw membership due to religious scruples must be in writing, follow the same course as with a petition for initiation, and be approved by two-thirds of the members present. A copy of the member’s written request must also be provided to the Grand Lodge Office. These events can only be entered into a member’s record at the Grand Lodge level. After receipt of the written request from the member, the event will be entered into the member’s record to remove him from the lodge rolls.

4. Suspension for Nonpayment of Dues – See Section 3 – Dues

Closing Monthly Filings in Groupable:m2

As referenced at the beginning of this section, the required monthly reports are now called Monthly Filings in Groupable:m2.

Even if there are no gains or losses for a lodge during the month, to satisfy the monthly reporting requirement, the Monthly Filings need to be approved for the month through Groupable:m2. This should be done following the last day of the month, but before 10th day of the following month. If there are overdue Monthly Filings, the Lodge Secretary must start with the earliest month to be approved first before subsequent Monthly Filings can be approved. This requirement is stated in Section 2-310 of the Grand Lodge Bylaws. Monthly reports can still be submitted via the internet report option (Cognitoforms) or on a paper form, but eventually those two options will not be available, and the online database will be the only means of reporting for all lodges.
1. Click on My Lodge/Local, then Monthly Filings.

2. It will probably show that you have overdue Monthly Filings at the top of the page. On the “Open Filings” tab, it will show you which months need to be closed with pink highlights.
3. Click on the Month Period that you want to close, i.e., 2021-01.

Review the information reported for that month on the page and make sure you agree with all events. It shows all events that are effective for that particular month. It will also show you any active candidates the lodge has pending, as well as any address changes that have been entered for members during the month.

If you are ready to close the activity for that month, click on the [image] in the upper right corner of that window (circled in green in picture above).

That will close the report and move it to the Closed Filings tab. You can still report activity for that month later if you need to, but it will move it to a future Monthly Filing. You can see all reports and activity for previous months that have been closed by using the Closed Filings tab.

Please start using Groupable:m2 in this manner for your monthly reporting requirements. If you have not yet started to input your lodge activity in Groupable:m2, please get logged in and start using it. Our goal is to get all lodges using this system for reporting so that everything is in one place and duplicate entries by the Secretaries and Grand Lodge office staff is not required. If you are using the computer to submit your activity on the online Cognitoforms, you will be able to use this database. It’s very user friendly.
MONTHLY ACTIVITY REPORTS

Reporting Other Candidate Events on the Internet Report Option (Cognitoforms) or Paper Form Monthly Report

1. Affiliations or Plural Memberships – Include the brother’s full name and address, including zip code, and specify in the space provided if this is an affiliation by demit or a plural membership. The brother’s former/parent lodge and degree dates are extremely important, especially if the other lodge is in a different jurisdiction. Unless all blanks are completed, the Grand Lodge office cannot establish an accurate record for this new member. Petition read dates are not recorded for affiliations or plurals, only the effective date of the plural (elected date) or affiliation (date of demit).

2. Demissions or Terminations of Plural Memberships – All demits are recorded by the Grand Lodge Office staff once submitted for certification by the Grand Secretary. You will need to record the demit in the lodge records only, DO NOT report it on a Monthly Activity report or attempt to record it on the Lodge Secretary Interface (LSI) as it is not an available option. You will need to adjust the total number of members in the lodge records. Please remember ALL demits are to be submitted to the Grand Lodge office for the signature and seal of the Grand Secretary.

3. Deceased Members – Including the member’s address at his time of death will help the Grand Lodge office identify him on the computer. Please verify his address is correct on the Lodge Secretary Interface before submitting. If it isn’t, it will need to be updated before submitting the transaction to be approved by the Grand Lodge staff.

If there is a widow, provide her name (and address if different). The widow will be added to the mailing list so that she will continue to receive issues of the Nebraska Mason.

4. Other Losses – only to be used for Voluntary withdrawal for religious scruples

When reporting “voluntary withdrawal for religious scruples,” the procedure as outlined in Section 2-407 of the Grand Lodge Bylaws, MUST be followed. The intent to withdraw membership due to religious scruples must be in writing, follow the same course as with a petition for initiation, and be approved by two-thirds of the members present. A copy of the member’s written request must also be provided to the Grand Lodge Office prior to it being reported.

5. Summary – The summary is extremely important. It is to the lodge’s benefit for the Secretary to ensure the count is completely accurate each month. The membership count reported here is used by Grand Lodge to determine fees due by a lodge at the end of each year.

The beginning count – Members at end of last month – should always match exactly the ending count of the previous month’s report. Check to be sure it
MONTHLY ACTIVITY REPORTS

does. The gains and losses for the month are marked in the appropriate spaces. If an adjustment to the membership count is necessary, a brief explanation should be included.

If there was no activity during the reporting month, a beginning and ending membership count must still be submitted.

**Once a year supplement to the monthly report** – *Annual Report of Suspensions for Non-payment of Dues* (Suspended NPD on Summary) (form GL-102C, page 5-15)

- ✓ The Annual Report of Suspensions for Non-Payment of Dues is to be forwarded to the Grand Lodge Office by no later than the 10th of May.
- ✓ The dues card of each suspended member must accompany the suspension form.
- ✓ **DO NOT REPORT the members suspended using any method of a Monthly Activity Report.** The Grand Lodge Office Staff will enter all the suspensions *after* the form has been approved and signed by the Grand Master.
- ✓ Deduct the number of members suspended from your lodge records *after* you receive the lodge copy of the approved form GL-102C from the Grand Lodge office.

It is important to remember that members not reported suspended in a timely manner may be included in your lodge’s membership count on the next year’s Annual Return. Subordinate lodges are responsible for per capita payments of all members listed on any Annual Report of Suspensions for Non-Payment of Dues received after June 10. Members listed on Suspension for Non-Payment of Dues reports received after June 10 will not be suspended. (Sec. 2-605 – LODGE DUES) This means your lodge will be charged the Grand Lodge per capita for members for a year in which they did not pay dues to your lodge.

The effective date for all suspensions for non-payment of dues is April 30 of the year in which the brother becomes delinquent. Section 2-605 of the Grand Lodge Bylaws explains in detail the procedures followed by the Secretary and lodge prior to suspending a member for non-payment of dues.

If a brother suspended for non-payment of dues is known to hold plural membership in another Nebraska lodge or in another jurisdiction, include the name, number and location of the other lodge so that the Grand Lodge office may notify the other lodge of the change in the status of this brother’s membership in your lodge.

**For additional information**, refer to sections 2-310, 2-407 and 2-605 of the Grand Lodge Bylaws.
**MONTHLY ACTIVITY REPORT**
Submit to Grand Lodge Office by 10th of the following month.

From_________________________Lodge No.________________Month ending__________________20______

**Petitions and Degree Work**
Enter all degree work performed during report month. All information is required for new petitioners and members who have petitioned for advancement - thereafter only name and new degree date(s) need be reported. **Exact dates are a must.**

| 1) Name____________________ AKA________________ Occupation________________ |
|-----------------------------|---------------------------------|
| Spouse____________________ Birthplace________________ City and State________________ Birthdate________________ |
| Mailing Address________________ City and State________________ |
| Mailing Address________________ Home Phone (____) |
| Mailing Address________________ Work Phone (____) |
| Email____________________ ____________________ |
| Petition Signers (1)________________________ (2)________________________ |
| Date Read | Date Elected | Date Rejected | Date Obj Filed | Date Initiated | Date Passed | Date Raised | Date Proficient |
| ________ | ________ | ________ | ________ | ________ | ________ | ________ | ________ |

| 2) Name____________________ AKA________________ Occupation________________ |
|-----------------------------|---------------------------------|
| Spouse____________________ Birthplace________________ City and State________________ Birthdate________________ |
| Mailing Address________________ City and State________________ |
| Mailing Address________________ Home Phone (____) |
| Mailing Address________________ Work Phone (____) |
| Email____________________ ____________________ |
| Petition Signers (1)________________________ (2)________________________ |
| Date Read | Date Elected | Date Rejected | Date Obj Filed | Date Initiated | Date Passed | Date Raised | Date Proficient |
| ________ | ________ | ________ | ________ | ________ | ________ | ________ | ________ |

| 3) Name____________________ AKA________________ Occupation________________ |
|-----------------------------|---------------------------------|
| Spouse____________________ Birthplace________________ City and State________________ Birthdate________________ |
| Mailing Address________________ City and State________________ |
| Mailing Address________________ Home Phone (____) |
| Mailing Address________________ Work Phone (____) |
| Email____________________ ____________________ |
| Petition Signers (1)________________________ (2)________________________ |
| Date Read | Date Elected | Date Rejected | Date Obj Filed | Date Initiated | Date Passed | Date Raised | Date Proficient |
| ________ | ________ | ________ | ________ | ________ | ________ | ________ | ________ |

**Reinstatements** (Per capita must be attached except when suspension and reinstatement occur in the same year)

| Name____________________ AKA________________ Occupation________________ |
|-----------------------------|---------------------------------|
| Spouse____________________ Birthplace________________ City and State________________ Birthdate________________ |
| Mailing Address________________ City and State________________ |
| Mailing Address________________ Home Phone (____) |
| Mailing Address________________ Work Phone (____) |
| Date Initiated | Date Passed | Date Raised | Date Proficient | Date Suspended | Date Reinstated |
| ________ | ________ | ________ | ________ | ________ | ________ |

GL-102 *Report also available online at www.glm.org. Rev 07/17
MONTHLY ACTIVITY REPORTS

Name_________________________ AKA_________________________ Occupation_________________________

Spouse________________________ Birthplace_______________________ Birthdate_________________________ M/o/Day/yr

Mailing Address________________________ Home Phone (______)

City and State________________________ Work Phone (______)

Email__________________________

From Lodge (Name)________________________ Lodge No.____ State________________________

Date Initiated Date Passed Date Raised Date Proficient Date Transfer Effective Date Dual/Plural Effective

Deceased Members

1) Name_________________________ Address with zip_________________________ Birthdate_________________________ M/o/Day/yr

Widow and Address if different_________________________ Date of Death_________________________ M/o/Day/yr

2) Name_________________________ Address with zip_________________________ Birthdate_________________________ M/o/Day/yr

Widow and Address if different_________________________ Date of Death_________________________ M/o/Day/yr

3) Name_________________________ Address with zip_________________________ Birthdate_________________________ M/o/Day/yr

Widow and Address if different_________________________ Date of Death_________________________ M/o/Day/yr

Other Losses (ONLY report here - Withdrew for Religious Scruples [documentation must be attached], Suspended UMC, Expelled)

Name and Address with zip_________________________ Effective Date_________________________

Reason________________________

SUMMARY OF CHANGE TO MEMBERSHIP COUNT

Members at End of Last Month_________________________

Gains: Raised_________________________ Losses: Demitted_________________________

Reinstated_________________________ Died_________________________

Affiliated_________________________ Suspended NPD_________________________

Dual/Plural Members_________________________ Suspended UMC/Expelled_________________________

From Consolidation_________________________ Withdrew_________________________

Other/Adj to Count_________________________ Other/Adj to Count_________________________

Total Gains_________________________ Total Losses_________________________

Members at End of This Month_________________________

Lodge_________________________

Seal_________________________

Lodge Secretary_________________________
GRAND LODGE OF NEBRASKA – ANNUAL REPORT OF SUSPENSIONS FOR NON-PAYMENT OF DUES

From (Lodge Name)__________________________________________________________________________ Lodge No.___________ For Year___________

☐ Check here if you have NO suspensions - Sign and submit.

The effective date of all suspensions for non-payment of dues shall be April 30 of the year in which the member has not paid his dues (Section 2-605, Grand Lodge Bylaws). NEW in 2009: Suspending must be approved by the Grand Master, and will only be approved after the lodge has shown that the requirements of Section 2-513 of the Grand Lodge Bylaws have been met. For each member the lodge wishes to suspend, the information regarding how the member was contacted by the Lodge Membership Sustaining Committee must be provided. Please note that the information may be verified by the Grand Master prior to approval, and the Grand Master reserves the right to discipline lodges that provide false information.

1) Name ____________________________
Number of Years of Good Time______________________________
Address
City/Zip
Date Raised______________________________
1st Contact: ____________________________
Date(s) member contacted: ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
2nd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
3rd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face

2) Name ____________________________
Number of Years of Good Time______________________________
Address
City/Zip
Date Raised______________________________
1st Contact: ____________________________
Date(s) member contacted: ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
2nd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
3rd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face

3) Name ____________________________
Number of Years of Good Time______________________________
Address
City/Zip
Date Raised______________________________
1st Contact: ____________________________
Date(s) member contacted: ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
2nd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
3rd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face

4) Name ____________________________
Number of Years of Good Time______________________________
Address
City/Zip
Date Raised______________________________
1st Contact: ____________________________
Date(s) member contacted: ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
2nd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face
3rd Contact by ____________________________
Result of contact:
Method of Contact: ☐ Phone ☐ Email ☐ Mail ☐ Face-to-Face

Return this form on or before May 10th. You will receive a signed copy of the form upon the approval of the Grand Master. “Current year dues cards for all suspended members must accompany this report.”

Secretary

Membership Sustaining Committee Representative

Approved by Grand Master on ____________, 20________

Grand Master

GL-102C

Rev. 3/17
ADDRESS CHANGES

It is extremely important that address changes for members are recorded in Groupable:m2 member records on a regular basis. For address changes, search for the member’s record and click on the green pencil icon next to the address under Contact Info. Ensure that you are entering address information with proper USPS guidelines.

1. The plus-four on all zip codes are required. Look them up on USPS website if necessary (https://tools.usps.com/zip-code-lookup.htm).

2. All words should start with a capital letter (do not use all caps or all lower case).

3. Street abbreviations should be used, not spelled out

4. There should be no punctuation included in the address lines.

   For example:
   123 Any Dr Ste 100
   If Post Office Box, use PO Box (not P.O. Box)
   Lincoln
   NE
   68505-2315

If an address is no longer valid, you should mark that address as Invalid by editing the address with the pencil icon, enter a reason for marking the address bad in the Notes field, and then select “No” in the Valid option, then click Save. Fields marked with an * are required.

Groupable:m2 has the ability to enter multiple addresses. The home address is always primary unless a Correspondence Address is provided. Please ensure when changing information that the correct address shows up on the right side of the member record under Contact Preferences when completing address changes. This is where the
ADDRESS CHANGES

Nebraska Mason will be mailed, and it is where information will be sent if the member is a Lodge Secretary.

For more information on updating Contact Information, see this help topic: https://moriapp.zendesk.com/hc/en-us/articles/360038462234-Update-Contact-Information

If you do not have access to Groupable:m2, you can e-mail address changes to Grand Lodge office staff.

If submitting by email, please provide the following information so that all information can be verified in the member’s record.

1) Lodge name and number (need only appear once if more than one address change is being reported)
2) Member’s full name, including Jr, Sr, etc, if appropriate
3) Member’s old address – clearly noted as such
4) Member’s new address including zip code
5) Member’s phone numbers if available – home, work and cell
6) Member’s e-mail address if available

USPS charges the Grand Lodge for any address correction, and the costs vary between $.60 and $3.50 each time an issue of the Nebraska Mason is returned to us due to an incorrect address. This fee is charged even if the member has filed a forwarding address with the post office.
Election of Officers Report
After Elections have been held in November, a Certificate of Election should be submitted in Groupable:m2 for the lodge to report the Date of Election and the Worshipful Master, Senior Warden, Junior Warden, Secretary and Treasurer. These reports are due by November 30. The election report is to be submitted even if the same officers are elected to serve for the coming year.

Lodges that do not report a Certificate of Election (or submit a traditional hard copy Election Report) will not be eligible to register for ballots at Annual Communication.

If election of officers is not held in November, you must request dispensation from the Grand Master to hold an election out-of-time.

Access
Only the Lodge Secretary of Lodge Assistant Secretary may file a Certificate of Election.

This report Is reached by clicking on the “hamburger menu” (☰) at the top left, select My Lodge Local, and Certificate of Election.

The Certificate of Election screen will look like this.

![Certificate of Election Screen](image)

To open a new Certificate of Election, select the green circle + at the top right on the Certificates of Election page.

All Certificates of Election submitted will be queued for approval by the Grand Lodge office. After approval, the officer information and dates will be added to the member records and linked to the lodge dashboard for the appropriate year provided.

If you do not have access to Groupable:m2, the hard copy form for the Election Report should be used. Contact the Grand Lodge office to receive a hard copy of the form.

If using the hard copy form:

Please type or neatly print the information. A mailing address, including zip code, needs to be listed for each officer.

Nebraska has three area codes. Please indicate area codes with the phone numbers.

The address for the lodge Secretary should be the mailing address where all correspondence will be sent from Grand Lodge.
Completion of Certificate of Election following Election in November (due November 30)

- **Date of Election**: Enter the date of the election.
- **Lodge Address Information**: Enter the address of the lodge.
- **Meeting Night Information**: Enter the night and time of the lodge meetings.
- **Select Officers**: After election, select the officers who will serve as WM, SW, JW, Secr, and Treas.
- **All Officers**: All officers must be members in good standing of the lodge.

All Items marked with an asterisk (*) are required.

Click Save after report has been completed.
ELECTION OF OFFICERS AND INSTALLATION REPORTS

Hard Copy Submission – Please request a form from the Grand Lodge Office.

ELECTION OF OFFICERS REPORT
Return to Grand Lodge Office not later than November 30

THE FOLLOWING OFFICERS WERE ELECTED AT THE REGULAR MEETING HELD ON NOVEMBER______, 20_____

Please type or print neatly. Provide complete name, mailing address, including zip+4, telephone number and email if available. Check the box after the telephone number to be printed in the Lodge Officer's Directory. If Secretary and Treasurer is the same person, please put the information under Secretary.

MASTER
First
Middle
Last
Mailing Address
Street or PO Box
City
Zip + 4
Phone
Home ○ Work ○ Cell ○ Email

SENIOR WARDEN
First
Middle
Last
Mailing Address
Street or PO Box
City
Zip + 4
Phone
Home ○ Work ○ Cell ○ Email

JUNIOR WARDEN
First
Middle
Last
Mailing Address
Street or PO Box
City
Zip + 4
Phone
Home ○ Work ○ Cell ○ Email

TREASURER
First
Middle
Last
Mailing Address
Street or PO Box
City
Zip + 4
Phone
Home ○ Work ○ Cell ○ Email

SECRETARY
First
Middle
Last
Mailing Address (FOR LODGE MAIL)
Street or PO Box
City
Zip + 4
Phone
Home ○ Work ○ Cell ○ Email

+ Newly elected secretary? ○ Yes ○ No

IMPORTANT — Please provide the name(s) and e-mail address(es) for the person(s) you would like to receive all official Grand Lodge notifications for your Lodge. Please be sure these are e-mail addresses that are not likely to change during the year.

Name:_________________________ E-mail:_________________________
Name:_________________________ E-mail:_________________________
Name:_________________________ E-mail:_________________________

Lodge Seal ____________________ Secretary _______________________

Rev. 10/11
Installation of Officers Report
After Installations have been held in January, a second Certificate of Election should be submitted for the lodge to report the Date of Installation and Appointed Officers. These reports are due by February 10. The Membership Committee Chair and Education Committee Chair should also be selected at that time. This satisfies the requirement for the Membership Sustaining and Education Committees. When filing this report for Installation on Groupable:m2, select the checkbox for a Special report as noted on the example.

This report needs to completed immediately following installation; the deadline is February 10. If all officers are not installed at regular installation, you must request dispensation from the Grand Master to install out-of-time and submit a supplemental installation report (same process as the initial installation report in Groupable:m2). All elected officers must be installed prior to Annual Communication.

If you do not have access to Groupable:m2, the hard copy form for the Installation Report should be used. Contact the Grand Lodge office to receive a hard copy of the form.

If using the hard copy form:

Please type or neatly print the information for all installed officers.
## ELECTION OF OFFICERS AND INSTALLATION REPORTS

**Completion of Certificate of Election following Installation in January (due February 10)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter date of Election</strong></td>
<td>Date the election is reported so the Lodge can be updated.</td>
</tr>
<tr>
<td><strong>Select the year officers will serve</strong></td>
<td>Choose the year the officers will serve.</td>
</tr>
<tr>
<td><strong>Check this box for Special Certificate for Installation</strong></td>
<td>Check if the certificate is for a special installation.</td>
</tr>
<tr>
<td><strong>Address Verification</strong></td>
<td>Enter lodge address information.</td>
</tr>
<tr>
<td><strong>Meeting Schedule Verification</strong></td>
<td>Enter lodge meeting night information.</td>
</tr>
</tbody>
</table>

After Installation: Submit a second Certificate of Installation to report the Appointed Officers and Committee Chairmen. The WM, SW, JW, Secr & Treas can be entered again if desired.

Click Save after report has been completed.
INSTALLATION OF OFFICERS REPORT

Please type or print neatly. Use full name.

Return to Grand Lodge Office by February 10th**

FOR __________________________ Lodge No. _______

I certify that on January ______, 20____, the following members were installed as officers of the above named lodge, located at ______________________, Nebraska, for the year ending December 31, 20____.

MASTER  W.: Bro. ________________________________

SENIOR WARDEN  Bro. ________________________________

JUNIOR WARDEN  Bro. ________________________________

TREASURER  Bro. ________________________________

SECRETARY  Bro. ________________________________

CHAPLAIN  Bro. ________________________________

SENIOR DEACON  Bro. ________________________________

JUNIOR DEACON  Bro. ________________________________

SENIOR STEWARD  Bro. ________________________________

JUNIOR STEWARD  Bro. ________________________________

MARSHAL  Bro. ________________________________

TYLER  Bro. ________________________________

The Installing Master was: ________________________________

The Installing Marshal was: ________________________________

________________________________________

Lodge

Seal  Secretary

**Submit this report by February 10 even if all officers are not installed at regular installation.

Remember to request a dispensation to install out of time; then submit a supplemental report for any officers installed out of time.

Rev. 06/09
ANNUAL RETURN

When the Annual Return is incorporated into Groupable:m2 in the future, this section will be updated as needed.

The completed Annual Return is due in the Grand Lodge office by February 10. An original and a copy of the Annual Return will be provided by Grand Lodge for your lodge to complete. Return both copies to Grand Lodge – one copy will be returned to you after it is reviewed and approved.

Payment may be submitted with the Annual Return prior to February 10, or the check may be sent separately. If sent separately, payment is due no later than April 10. A fine of 10 cents per member per day will be assessed on lodges whose payments reach the Grand Lodge office after April 10.

Membership Activity – Master Masons

The beginning membership count is entered by Grand Lodge and is not to be changed. It reflects your lodge’s year-end (December 31) membership count from the previous year.

Show the appropriate gains and losses to membership in the spaces provided. Take the December 31 membership figure, add the gains, and subtract the losses to come up with the current year end figure. These figures should agree with the activity reported on the year’s monthly activity reports. If, when preparing the Annual Return, you discover an error was made on a monthly report, record the correct figure on the Annual Return and include an explanation for the difference in the space provided on the back of the form.

The spaces for Other should be used only if you have shown a count adjustment on a monthly activity report during the year. If an Other entry is made, include an explanation in the space provided on the back of the form.

Make sure the final figure – Membership December 31 – is accurate. This number is what will be used next year by Grand Lodge to assess your lodge’s dues and fees.

Entered Apprentice & Fellow Craft Activity

Begin with the number of EA’s (or FC’s) on your lodge’s rolls at the beginning of the year. On the next two lines add: (1) number of brothers receiving that degree during the year, and (2) any EA’s (or FC’s) previously dropped for failure to advance who were returned to the active rolls during the year. Then subtract (1) members passed or raised to the next degree during the year, (2) those dropped during the year for failure to advance within the five-year limitation, and (3) other losses. The number remaining should be the number of EA’s (or FC’s) remaining on your rolls as of December 31.

Note – under Fellow Craft Activity the number shown for FC’s raised to MM should be exactly equal to the number of members shown as Raised in the Membership Activity – Master Masons section.
ANNUAL RETURN

Calculate Payment

The top portion will have been computed by the Grand Lodge office and is not to be changed. If the charges appear to be in error, contact the Grand Lodge office.

- **(A)** is based on the number of members belonging to your lodge at the end of the previous year.
- **Perpetual Member Credits** will not necessarily include a credit for all members of your lodge who have purchased a perpetual membership. You are only credited for those purchased two years before the year for which you are paying per capita, and who have not died before the current year.

The printed amount is not to be changed.

You must compute and add on the charges for Entered Apprentices initiated. Again, this number should agree with the number on your monthly activity reports and an explanation should be included if it does not. As an additional double check:

- Entered Apprentices – this number should be exactly the same as the number shown for **EA’s initiated during the year** under the Entered Apprentice Activity section. Multiply this number by $15.00.
  - **(B)** for Entered Apprentices is computed by the lodge.
  - **CHIP Assessment** is figured for you – the printed amount is not to be changed

Add (A), (B) and the CHIP assessment for the total amount your lodge owes Grand Lodge.

Again, this payment may be sent in at the same time as the Annual Return is submitted. If it is not, your lodge’s check must be received by Grand Lodge not later than April 10.

Financial Statement and Miscellaneous Financial & General Information

Do not ignore these sections. Your Annual return will not be considered complete and will be returned if these sections are not completed. The information requested should be self-explanatory, and each lodge should have and be able to provide Grand Lodge with an accurate record of their resources and liabilities. If you have questions on any specific items requested under these sections, please contact the Grand Lodge office.

Bronze Jordan Medal Holder

This is to be completed even if the holder of your medal has not changed since last year’s Annual Return. If the holder of your medal changed more than once since last year please provide the name, date of presentation of the medal, and date of death of each Jordan Medal holder.
ANNUAL RETURN

**Plural Members**
Make every effort to be as accurate as possible in reporting these numbers. These figures help to give the Grand Lodge an accurate picture of the actual number of men belonging to our lodges.

**Certification & Signatures**
After the form is complete, it is signed by the Master and Secretary and the lodge seal affixed.

Please note that by your signatures you are both attesting to the truth of the statements beginning, “We do hereby certify…”

**PLEASE NOTE THAT NUMBERS WILL CHANGE EACH YEAR ON THE ANNUAL RETURN – THE SAMPLE BELOW IS JUST THAT – A SAMPLE.**

For additional information refer to Sections 2-601, 2-602, and 2-310 of the Grand Lodge Bylaws.
ANNUAL RETURN FOR YEAR ENDING DECEMBER 31, 2017
Sample Lodge No. 000

COMPLETE BOTH SIDES OF THE REPORT AND RETURN TO THE GRAND LODGE OFFICE
NOT LATER THAN FEBRUARY 10, 2018

2017 MEMBERSHIP ACTIVITY – MASTER MASONs

MEMBERSHIP DECEMBER 31, 2016* (A) 0
(DO NOT CHANGE)

GAINS
Raised
Affiliated
New Dual Members
Reinstated
By Consolidation
Other
(Explain on back)

TOTAL GAIN

LOSSES
Demitted
Deaths
Suspended, NPD
Withdrawn
Termination of Dual
Other/Consolidated
(Explain on back)

TOTAL LOSS

NET GAIN OR (LOSS) FOR YEAR

MEMBERSHIP DECEMBER 31, 2017

Please Do Not Change
Numbers in the
Calculate Payment Box

2017 ENTERED APPRENTICE ACTIVITY

EA's ON ROLLS DECEMBER 31, 2016
EA’s initiated during the year (B) +
EA’s reinstated during the year +
EA’s passed to FC
EA’s dropped for failure to advance in 5 years
Death/other loss of EA

EA’s ON ROLLS DECEMBER 31, 2017

2017 FELLOW CRAFT ACTIVITY

FC’S ON ROLLS DECEMBER 31, 2016
EA’s passed to FC during the year +
FC’s reinstated during the year +
FC’s raised to Master Mason +
FC’s dropped for failure to advance in 5 years
Death/other loss of FC

FC’S ON ROLLS DECEMBER 31, 2017

ENTER AMOUNT FROM (B) ABOVE TO CALCULATE PAYMENT

CALCULATE PAYMENT

(A)* «TMB» — Perpetual Membership Credit «PrcC»=

0 X $31.50 —

(B) 0 X $15.00 —
† (EAs initiated during 2016)

0 X $1.50 CHIP Assessment +

0 X $1.50 Youth Assessment +

TOTAL DUE $ 0

PER CAPITA LEGEND

$26.00 General Fund
2.50 Nebraska Masonic Home
1.50 George Washington Masonic National Memorial
1.00 Fremont Children's Home
.50 Masonic Education Committee
$31.50 Total Per Capita per member

Payment in full due by April 10, 2018
A fine of ten cents per member per day shall be assessed on lodges paying after April 10.

(Note: CHIP & Youth Programs Assessment ($3.00) is separate from member per capita)

*Based on December 31, 2016 membership count as reported on 2015 Annual Return
### Financial Statement

<table>
<thead>
<tr>
<th>Resources</th>
<th>Miscellaneous Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash not deposited</td>
<td>Total fee charged for the degrees $__________</td>
</tr>
<tr>
<td>Checking account balance</td>
<td>Total 2018 Dues charged per member: $__________</td>
</tr>
<tr>
<td>Savings account balance</td>
<td>Amount expended each year for charity $__________</td>
</tr>
<tr>
<td>Other investments (CD’s, Stocks, etc.)</td>
<td>Rent paid each month $__________</td>
</tr>
<tr>
<td>Value of Lodge Hall (if owned)</td>
<td>Rent collected each month $__________</td>
</tr>
<tr>
<td>Value of other real estate</td>
<td>Amount of insurance on building $__________</td>
</tr>
<tr>
<td>Furniture, fixtures, etc.</td>
<td>Amount of insurance on contents $__________</td>
</tr>
<tr>
<td>Other resources</td>
<td>Do you own your Lodge Hall? □ Yes □ No</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td>Is title of your Lodge Hall or other real estate held in the name of a Building Association? □ Yes □ No</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td>If yes to above, list below the name of the association and name of the principal officer or secretary:</td>
</tr>
<tr>
<td>Building debt</td>
<td></td>
</tr>
<tr>
<td>All other debt</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Bronze Jordan Medal Holder

- **Name**: __________________________
- **Date of Birth**: __________________________
- **Address**: __________________________
- **Date Raised**: __________________________
- **Date Medal Presented**: __________________________

**Number of DUAL or PLURAL MEMBERS belonging to:**

1. **Another Nebraska Lodge**: __________________________
2. **Another Jurisdiction**: __________________________

******

WE DO HEREBY CERTIFY that the foregoing return is correct and complete. We also certify that a thorough audit of the books and records of the Secretary and Treasurer of this lodge have been conducted for the year covered by this report and no irregularities or discrepancies were noted.

- **Lodge**
- **Seal**

  - **Worshipful Master**
  - **Secretary**

### Explanatory Remarks

- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
- ____________________________________________________________
PERPETUAL MEMBERSHIPS

Introduction & General Information

The benefits of a perpetual membership are primarily to the member’s lodge and to the member. By purchasing a perpetual membership, the brother helps to ensure his lodge will continue to receive income in perpetuity. Because it is a one-time only payment of dues, the brother also eliminates the possibility of accidentally allowing himself to be suspended at some time in the future for non-payment of dues, thereby helping to ensure his and his spouse’s eligibility for admission to the Masonic Home at Plattsmouth.

Regardless of his age or length of membership, any brother may purchase a perpetual membership through payment of 20 times his annual dues – lodge dues plus Grand Lodge per capita (not including special member assessments. (In order to receive sufficient income from the investment, a minimum payment of $1000 is required.)

Because it takes one complete year for a perpetual membership to become effective, it is necessary for an applicant to pay one additional year of Lodge Dues at the time of the perpetual membership application.

This money is invested in a special fund by the Grand Lodge. At the end of each year, Grand Lodge will return to the lodge a check for the interest earned on the perpetual membership.

This payment continues to the lodge, in perpetuity, even after the member’s death.

Other Items for Consideration

The perpetual membership is not subject to future local lodge or Grand Lodge increases of dues and is perpetually paid at the amount of lodge dues and per capita that were in effect at the time the perpetual membership was purchased.

Memorial perpetual memberships may be purchased by any individual or a group of individuals.

In cases of plural membership, perpetual membership in one lodge does not affect membership in another lodge. Multiple perpetual memberships are permitted.

A perpetual member may not demit and transfer his perpetual membership, except under the following circumstances:

1) If a brother’s lodge consolidates with another lodge, his perpetual membership is transferred to the new lodge.

2) If a brother’s lodge surrenders its charter (goes extinct), the lodge members will be automatically transferred to the nearest lodge, and his perpetual membership will be transferred to that new lodge as well.
PERPETUAL MEMBERSHIPS

The program provides continuing and additional income (over the existing dues level) for the local lodge and for Grand Lodge, in effect providing an endowment for both bodies, in perpetuity.

Once accepted, the perpetual membership fee is not refundable.

The maximum administrative fee that can be charged by Grand Lodge for maintenance of the restricted perpetual membership fund is 5% of the annual gross income of the fund.

A pamphlet describing the Perpetual Membership program in detail is available from the Grand Lodge office. There is no charge for this pamphlet.

**Instructions for Application**
A member must be in good standing with a CURRENT dues card before applying.

A perpetual membership application must be completed and signed by the member and the lodge Secretary. The application is then forwarded with a check for the perpetual membership fee, to the Grand Lodge office in Lincoln. The perpetual membership fee is 20 times total current lodge dues, with a minimum of $1000.

Please note the computation tables on the perpetual membership application. The amount of the total payment from the applicant to the lodge is first calculated. The next year’s dues are then removed from that figure to end up with the total amount of the check from the lodge payable to the Perpetual Membership Fund.

The Grand Lodge office will review the application for accuracy and correct payment. After the application has been accepted, a certificate and wallet card certifying the member’s perpetual membership will be mailed to the lodge Secretary for presentation, along with a Perpetual Member lapel pin.

✓ NOTE – A perpetual membership fee received by the Grand Lodge office between January 1 and December 31 of any year becomes effective on January 1 of the NEXT SUCCEEDING calendar year.

Examples:

1) Perpetual membership fee received January 15, 2016 – the member must also pay his lodge dues for 2016 and 2017.

2) Perpetual membership fee received December 31, 2016 – the member must also pay his dues for 2017, assuming that his dues have already been paid for 2016.

(Grand Lodge must have the opportunity of a full year’s interest on the perpetual membership fee in order to remit funds to the lodge for the following year.)
PERPETUAL MEMBERSHIPS

Administration and Maintenance by Lodge
The lodge Secretary shall continue to issue the lodge dues card from the Grand Lodge to the perpetual member each year until his death.

Each year (after the membership becomes effective), Grand Lodge will forward to the lodge a check representing each members’ perpetual membership earnings. In order to earn maximum interest, this money will remain invested as long as possible and will not be forwarded to the lodge until after the first of the year.

Lodge secretaries may issue a perpetual member’s dues card before the check is received from Grand Lodge. The money will be received.

If a perpetual member is “lost” for seven years, he is transferred to the deceased perpetual membership roll.

Additional funds may be added by a member at any time to the perpetual membership fund.

If a perpetual member is suspended or expelled, his perpetual membership income reverts to Grand Lodge. If the member is later restored or reaffiliated, his perpetual membership is restored.

Perpetual Card
Each perpetual member will receive a Perpetual Member card and will also be identified on their Membership Dues card by the lettering, PERP.
The Most Worshipful Grand Lodge
Ancient Free and Accepted Masons
of the State of Nebraska

Perpetual Membership Certificate
This is to certify that Brother

__________________________________________

has purchased a Perpetual Membership from __________________________ Lodge No. ______ located in
_________________________, Nebraska and is thereby relieved from the payment of further dues in said
Lodge.

Brother __________________________ is subject to all the rules and regulations as provided in the
Constitution and Laws of the Grand Lodge of Nebraska, Ancient Free and Accepted Masons.

In testimony whereof, we have hereunto subscribed our names and affixed the seal of the Grand Lodge
of Nebraska, in the City of Lincoln, on this the ______ day of __________________ A.D. ______, A.L. ______.

Attest: ____________________________

______________________________
Executive Director

______________________________
Grand Master
PERPETUAL MEMBERSHIPS

GRAND LODGE OF NEBRASKA
A.:F.: & A.:M.:

APPLICATION FOR PERPETUAL MEMBERSHIP

I herewith make application for a Perpetual Membership in the lodge indicated below. By my signature hereon, below, I certify that:

1) I am in good standing in and possess a current dues card from the lodge indicated below;

2) It is my understanding that the funds paid herewith will be placed in trust and the investment income therefrom will be used to support the named lodge and the Grand Lodge through payment of any dues or annual per capita to become payable on or after the effective date of this Perpetual Membership;

3) It is my understanding that such payment of dues and per capita will continue in perpetuity until such time as the lodge ceases to exist;

4) It is understood that I am making one additional year's payment of dues to my lodge before this Perpetual Membership becomes effective; and

5) It is my understanding that a Perpetual Membership Fee, once paid and accepted is NON-REFUNDABLE, and, further, upon acceptance of this application by the Executive Director of the Perpetual Membership Program, I do herewith waive any and all rights to reclaim this fee.

PLEASE TYPE OR PRINT

<table>
<thead>
<tr>
<th>(Full Name of Applicant)</th>
<th>(Applicant’s Lodge and Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Address of Applicant)</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip</td>
</tr>
</tbody>
</table>

APPLICANT COMPUTATION OF FEE

<table>
<thead>
<tr>
<th>Current TOTAL Lodge Dues, including per capita (if dues are less than $50, enter $50 - minimum perpetual is $1000.00)</th>
<th>$ [ \text{ \underline{\text{S}} \times 20 = \text{ \underline{\text{$}}}} ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next year’s Lodge Dues payment ( (\text{actual lodge dues amount}) )</td>
<td>+ $ [ \text{(A)} ]</td>
</tr>
<tr>
<td>Additional VOLUNTARY CONTRIBUTION to increase my support of my Lodge and Grand Lodge</td>
<td>+ $</td>
</tr>
<tr>
<td>TOTAL amount of check ( \text{from Applicant made payable to above-named Lodge} )</td>
<td>= $ [ \text{(B)} ]</td>
</tr>
</tbody>
</table>

PAYABLE TO GRAND LODGE

| Total amount of check received from Applicant \( \text{from (B) above} \) | $ |
| Minus Next year’s Lodge Dues payment \( \text{from (A) above} \) | $ |
| TOTAL amount of check \( \text{made payable to PERPETUAL MEMBERSHIP FUND} \) | $ |

ATTEST:

Signature of Lodge Secretary

Signature of Applicant

Purchases of perpetual memberships must be postmarked on or before December 20 or hand delivered to the Grand Lodge Office on or before December 22 for the perpetual membership to be deposited and included in the current year. All payments postmarked after that date will be deposited and credited to the lodge in the following year.

GL-2010

Rev 04/12

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PERPETUAL MEMBERSHIPS

GRAND LODGE OF NEBRASKA
A.F. & A.M.

APPLICATION FOR MEMORIAL PERPETUAL MEMBERSHIP

Application is herewith made for a Memorial Perpetual Membership for the benefit of the lodge indicated below as a perpetual memorial in the name of the brother shown. In conjunction with this application, it is hereby certified that:

1) The memorialized brother named herein was in good standing in the lodge indicated below at the time of his death;

2) It is understood that the funds paid herewith will be placed in trust and the investment income therefrom will be used to support the named lodge and the Grand Lodge through an annual pro-rata payment of such income after the effective date of this Memorial Perpetual Membership;

3) It is understood that such annual payments will continue in perpetuity until such time as the lodge ceases to exist; and

4) It is understood that a Memorial Perpetual Membership Fee, once paid and accepted, is NON-REFUNDABLE, and, further that upon acceptance of this application by the Executive Director of the Perpetual Membership Program any and all right to reclaim this fee is herewith waived.

PLEASE TYPE OR PRINT

__________________________________________  ________________________________  ______________________________________
(Full Name of Deceased)   (Date of death)   (Lodge Name and Number)

COMPUTATION OF FEE

$_________________________  X 20 = $_________________________
(Dues at date of death)   (Minimum fee with application - $250.00)

Additional VOLUNTARY CONTRIBUTION

$_________________________

TOTAL amount transmitted to Executive Director

$_________________________

Make check payable to: Perpetual Membership Fund

ATTEST:

__________________________________________  ________________________________
Signature of Lodge Secretary   Signature of Person Making Memorial

Purchases of memorial perpetual memberships must be postmarked on or before December 20 or hand delivered to the Grand Lodge Office on or before December 23 for the membership to be deposited and included in the current year. All payments postmarked after that date will be deposited and credited to the lodge in the following year.
Donations and Memorials

Donations from individuals and Masonic organizations help to sustain two worthy facilities in Nebraska – The Masonic-Eastern Star Home for Children in Fremont, and The Nebraska Masonic Home in Plattsmouth.

Specific information on both of these homes, including procedures for application to The Nebraska Masonic Home, can be found on the following pages.

Many lodges make donations to one or both homes in memory of departed brethren. Your lodge may wish to consider doing the same, or one or more members of your lodge may want to make a personal donation.

If the name and address of the deceased brother’s nearest relative are provided when the memorial is sent, an acknowledgment will be sent to this individual advising them a memorial has been received.

Below is a sample of a letter that could be used on your lodge’s stationery when forwarding a memorial gift.

Memorials to The Nebraska Masonic Home may be sent to:
Mary Russell, Executive Director
The Nebraska Masonic Home
1300 Avenue D
Plattsmouth, NE  68048

Memorials to The Masonic-Eastern Star Home for Children may be sent to:
Ron Giesselmann, Executive Director
The Masonic-Eastern Star Home for Children
PO Box 1327
Fremont, NE  68026-1327

Sample Letter

Dear Brother:

Enclosed is our check in the amount of $_____ as a memorial for our deceased Brother ________________.

An acknowledgment of this gift may be sent to ________________, who resides at ________________.

Fraternally,
______________________, Secretary
______________________Lodge No. ____
The Masonic Eastern-Star Home for Children
The Masonic-Eastern Star Home for Children, located at the intersections of Highways 30 and 77 in Fremont, provides quality housing for children who have been separated from their homes because of death, divorce, neglect, abuse, or inability to adjust to their present living situation.

It is through the generosity of Masons and Eastern Stars, who have consistently and continually provided their support, that the Home has been able to help these children.

The continued support and concern of Masonic brothers and sisters is necessary so the Home can provide a secure environment filled with love, understanding, and security.

The Masonic-Eastern Star Home for Children is a non-profit corporation recognized as tax-exempt under the Internal Revenue Code. Individuals desiring to make a gift or provision in their will to the Children’s Home should consult their attorney or tax consultant to ascertain the possible favorable tax consequences.

Anyone seeking information on admitting a child or making a gift should contact:

Ron Giesselmann, Executive Director Telephone: 402-721-1185
The Masonic-Eastern Star Home for Children
PO Box 1327
Fremont, NE  68026-1327
Application to the Nebraska Masonic Home

The following admission guidelines are set forth by The Nebraska Masonic Home. Please contact Chris Abbott, Administrative Assistant/Admissions Coordinator, with questions concerning admission, eligibility, tours of the facility, or an appointment. She may be reached at (402) 296-7302.

To be eligible for admission to The Nebraska Masonic Home, an individual must meet the following:

1. Admissions for Masons
   a. Subject to all other applicable admission requirements, a Nebraska Masonic applicant must be a Master Mason in continuous good standing in a Nebraska Lodge, a subordinate lodge of the Grand Lodge of Nebraska, for not less than two (2) years immediately previous to filing an application for admission, which application may be in the form of (i) a Private Pay Plan or (ii) Fraternal Way Plan (i.e. all care costs provided for by The Home with the applicant's assets and income sources legally conveyed to The Home). Provided that anytime subsequent to his original admission to The Home on a Private Pay Plan, such Nebraska Master Mason may apply for conversion to the Fraternal Way Plan. Each applicant or current resident must meet financial qualifications as may be established from time to time by the Board of Trustees of The Home.
   b. If the Masonic applicant is a Master Mason, not a member of a subordinate lodge of the Nebraska Grand Lodge, but a member from another jurisdiction which jurisdiction is recognized by the Grand Lodge of Nebraska, and who has not affiliated with a Nebraska Lodge, a subordinate lodge of the Grand Lodge of Nebraska, as a plural member and meets a good standing requirement of five (5) years continuous membership in such non-Nebraska Grand Lodge Jurisdiction; then such applicant shall be eligible to apply for the Private Pay Plan only. At the end of 5 years on the Private Pay Plan such Master Mason shall be eligible to apply for conversion to the Fraternal Way Plan. Each applicant or current resident must meet financial qualifications as may be established from time to time by the Board of Trustees of The Home.

2. Admissions for Female Relatives of Masons
   a. The wife or widow of a Master Mason as such Master Mason is described in Section 1.a. or 1.b., and having been married to such Master Mason at the time of his death or if he is not deceased, 2 years immediately prior to her date of application, may apply for and be considered for admission on a Private Pay or Fraternal Way Plan in the same manner and in compliance with good standing and the other requirements as applicable for a Master Mason as described in Section 1.a. or 1.b. above. Each applicant or current resident must meet financial qualifications as may be established from time to time by the Board of Trustees of The Home.
b. The mother, sister, daughter, grandmother, granddaughter, great granddaughter, or mother-in-law of a Master Mason as such Master Mason is described in 1.a. or 1.b. herein, may apply for and be considered for admission on a Private Pay or Fraternal Way Plan in the same manner and in compliance with good standing for the period of years and the other requirements as applicable for a Master Mason in Section 1.a. or 1.b. Each applicant or current resident must meet financial qualifications as may be established from time to time by the Board of Trustees of The Home.

c. A woman divorced from her former Masonic husband at the time of her application shall not be eligible for admission, no longer being qualified as a Master Mason's wife.

d. A female member of the Order of the Eastern Star in Nebraska in good standing for not less than 2 years is eligible for admission on the same basis as 1.a. provided the following relationships only will qualify such prospective female applicant as described herein:

<table>
<thead>
<tr>
<th>Stepdaughter</th>
<th>Aunt</th>
<th>Mother-in-law</th>
<th>Daughter-in-law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stepsister</td>
<td>Sister-in-law</td>
<td>Grandniece</td>
<td></td>
</tr>
<tr>
<td>Stepmother</td>
<td>Sister</td>
<td>Adopted</td>
<td></td>
</tr>
<tr>
<td>Niece</td>
<td>Half Sister</td>
<td>Daughter</td>
<td></td>
</tr>
</tbody>
</table>

e. A female member of the Order of the Eastern Star in jurisdictions other than Nebraska in good standing for not less than 5 years are eligible for admission on the same basis as described for a Master Mason as set out in Section 1.b. herein provided that the following relationships only will qualify such added prospective female applicant as described herein:

<table>
<thead>
<tr>
<th>Stepdaughter</th>
<th>Aunt</th>
<th>Mother-in-law</th>
<th>Daughter-in-law</th>
</tr>
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<td>Adopted</td>
<td></td>
</tr>
<tr>
<td>Niece</td>
<td>Half Sister</td>
<td>Daughter</td>
<td></td>
</tr>
</tbody>
</table>

3. Miscellaneous Admission Requirements

a. It follows that an applicant for admission to The Home may qualify under more than one of the enumerated relationships and would logically apply for such time of good standing and payment arrangement level that results in the most cost-effective benefit to the applicant.

b. The members of the Resident Management Committee, meeting as such Committee may by majority vote of the number of members appointed to said Committee approve admission of an applicant who may not meet all of the customary requirements for admission, but who has or may become a charge on the Most Worshipful, the Grand Lodge AF. & A.M. of Nebraska. Such Committee shall promptly inform the President of the Board of Trustees of the Committee's
action, and to assure expediency in the matter, the President shall promptly convene a meeting of the Executive Committee to confirm or reject, for good cause, the Committee's action, and promptly notify the Committee of its approval or if denial, the reasoning for any such denial. Notice of such a Committee Meeting or such Executive meeting and the conduct of said meetings may be by telephonic or other electronic means. In concert with the Articles of Incorporation, the Executive Committee shall report its action and the Committee's action at the next regular meeting of the Board of Trustees.

c. All applicants to be eligible for admission must be of good character, be free from unmanageable psychiatric disorders, be free of contagious or infectious diseases, be oftemperate habits, and not be addicted to the use of narcotics, liquors or other substances which may render them not fit for residence or compatibility of other residents or unable to be adequately served by The Home.

d. Any person admitted under concealment or misrepresentation of facts, or whose personal habits and conduct are such as to endanger the discipline of The Home or disturb the peace and comfort of other residents or whose mental or physical conditions shall become such as to render his or her further stay in The Home undesirable, may, by order of the Board of Trustees, be dismissed. The Home shall take such action in matters of dismissal in accordance with then current policies and procedures as set out by the State of Nebraska and other agencies and controlling entities having jurisdiction in such matters.

4. **Masonic Record**

The Masonic membership of all Masons and/or their eligible female relatives shall be confirmed with such Masonic organizations, appendant bodies or related associated groups as may be necessary including but not limited to the Nebraska Grand Lodge A.F. & A.M. of Nebraska, the Grand Lodge of the non-Nebraska jurisdiction in which the Mason is or was a member; or in the case of a female applicant, with the appropriate governing jurisdiction of the Order of the Eastern Star. For female applicants as described in Section 2 herein, who have no membership in a Masonically-related organization, The Home shall require review of such Masonic records, or in the absence of such Masonic records, request and review such other affidavit or such public records as The Home may determine sufficient to verify a qualifying relationship to a Master Mason or membership in the Order of the Eastern Star, who is or was in good standing such as is necessary to enable such female applicant to qualify for admission to The Home.
DECEMBER 8, 2006

**Edwin J. Carter**

Our beloved Brother Edwin J. Carter was born December 13, 1917, and having faithfully performed the duties mankind owes to God, to his neighbor, to his family and to himself, departed this earthly life on December 5, 2006.

Brother Ed was elected into membership of Cuba Lodge No. 362 in Cuba, Kansas on August 23, 1952. He was initiated as an Entered Apprentice Mason on August 30, 1952, passed to the degree of a Fellow Craft Mason on March 18, and on May, 21, 1953, it was the distinct honor to Brother Ed to be raised to the sublime degree of a Master Mason.

On October 1, 1964, Brother Ed transferred his membership to Bennett Lodge No. 94 in Bennett, NE where he served as Worshipful Master in 1988. On June 1, 1982, he took a dual membership with Liberty Lodge No. 300 in Lincoln where he maintained his membership. On April 30, 2003, he received his 50-year pin and certificate, a milestone that few Masons attain.

Brother Ed was very active in the York Rite where he joined the Royal Arch Masons in March of 1962 and served as High Priest in 1983. He joined the Council of Cryptic Masons in October of 1963 and was Illustrious Master in 1990. In the Commandery of Knights Templar which he joined in April of 1964, he served as Commander in 1982. Having served as the head of these three bodies and his Masonic Lodge, he attained the designation of Knight York Cross of Honor. He was also a Shriner having joined the Sesosoritis Shrine Center in Lincoln in 1982.

Brother Ed was a faithful member of the Fraternity and will be missed by all Masons, but more especially those of Liberty Lodge No. 300, and the Fraternity will forever consider it a distinct honor to have had on its rolls, the name of Brother Edwin J. Carter.

Roger W. Miner, Chaplain

Bruce A. Watkins, Secretary
MASONIC ROLL

May 15, 2006

Our beloved Brother Harlan B. Sawyer was born March 31, 1920, and having faithfully performed the duties mankind owes to God, to his neighbor, to his family and to himself, departed this earthly life on May 8, 2006.

Brother Harlan was elected into membership of Liberty Lodge No. 300 on November 5, 1957. He was initiated as an Entered Apprentice Mason on November 12, 1957, passed to the degree of a Fellow Craft Mason on December 19, 1957, and on January 30, 1958, it was the distinct honor to Brother Harlan to be raised to the sublime degree of a Master Mason.

Brother Harlan was a faithful member of the Lodge and will be missed by all Masons, but more especially those of Liberty Lodge No. 300, and the Fraternity will forever consider it a distinct honor to have had on its rolls, the name of Brother Harlan B. Sawyer.

Brent Myers, Worshipful Master

Bruce A. Watkins, Secretary
Amendments to a lodge’s bylaws must first be proposed and submitted in writing at a regular meeting of the lodge. The proposed amendment may then be voted on at the next regular meeting. The vote required for adoption of a bylaw amendment is specified by each lodge in their bylaws.

An amendment, once adopted by the lodge, is not final or valid without approval of the Grand Master.

Immediately after a favorable vote, the Secretary should forward a certified copy of the proposed amendment to the Grand Lodge office, bearing the lodge seal and original signatures of the Master and Secretary.

The proposal should state, word for word, the section or article of the bylaws as it currently stands and the proposed change. If additional space is needed, a regular sheet of paper may be attached to the form, but the remainder of the form should be completed and used as a cover sheet.

If the amendment is to change the amount of the lodge dues, separate the lodge dues from the Grand Lodge dues, specifically stating lodge dues $X plus Grand Lodge per capita and assessments.

If the amendment is to change the date of the regular meeting, take into consideration holidays that would not be desirable for meeting dates. Word the amendment to allow the regular meeting to be moved to the following week or some other night for times when the regular meeting falls on specific holidays. Adding a clause for what happens with monthly meetings in the event of inclement weather should also be considered, if not already included in the lodge bylaws.

After review and approval by the Grand Master a copy of the form is returned to the lodge for their records.

For additional information, refer to Section 2-512 of the Grand Lodge Bylaws.
TO: M.: W.: ____________________________, GRAND MASTER
GRAND LODGE A.:F.:: & A.:M.:: OF NEBRASKA

It is hereby certified that at a regular meeting of ________________ Lodge No. _______
at ________________________, Nebraska, a resolution was offered to amend Article ____,
Section _______, of our bylaws, which currently reads as follows:

So that when amended, it will read as follows:

The proposed amendment was entered in full on the record and laid over until the regular
meeting held _____________________________, 20, when it was brought up for consideration
and was approved by a __________________________ vote as required in our lodge bylaws.

ATTEST: _________________________________________________________________
Worshipful Master                                          Secretary

Lodge Seal

_____________________________________________________________________

The above amendment is hereby _____________________ by the Grand Lodge A.:F.:: &
A.:M.:: of Nebraska, this _______ day of _________________________, 20_____.

Seal

______________________________________
Grand Master
The Certificate of Good Standing shown below is the form to be used for attesting to a member’s Masonic standing when the brother or a member of his family is petitioning for membership in other Masonic organizations such as York or Scottish Rite, Eastern Star, Job’s Daughters, etc.

It is NOT to be used when the brother intends to petition another lodge for affiliation or plural membership. In these cases use the Certificate of Good Standing for Transfer or Plural Membership (see Section 4 – Transfers, page 4-10).

To qualify for the certificate, the member (1) must have paid his dues for the current year and be otherwise clear on the lodge’s books, (2) must be proven proficient, and (3) can have no charges pending against him.

A statement in similar format may be prepared by the lodge secretary.

CERTIFICATE OF GOOD STANDING

____________________, 20____

This is to certify that Brother ________________________________ is in good and regular standing as Master Mason in __________________________ Lodge No. ________ _____ _____, __________________________, Nebraska.

   (LODGE SEAL)    Secretary

For additional information, refer to Section 2-403 of the Grand Lodge Bylaws.
CONSOLIDATION OF LODGES

If a lodge is experiencing financial difficulties or other challenges which indicate that the lodge may not survive, the Grand Lodge must be contacted as soon as possible. In these situations, per Section 2-207 of the Grand Lodge Bylaws, when two or more subordinate lodges of this jurisdiction desire to consolidate and unite as one lodge, they shall meet with the Grand Master or his duly authorized representative at least twice at regular stated communications within six months, before they may petition the Grand Master to consolidate. Every effort will be made to keep the lodge open and working in the community.

If it appears that the lodge can no longer survive, consolidation with another lodge is the preferred course of action, rather than allowing the lodge to go extinct (the lodge closing its doors and surrendering its charter to the Grand Lodge).

Requirements of the Lodge Consolidating
When a proposal to consolidate is brought before the lodge, it must lay over at least one calendar month before it can be voted upon.

The following steps must be taken:

1. Written notice must be mailed to all members of the lodge at their last known postal address advising them of the possible consolidation and informing them of the date and time of the meeting when the consolidation will be voted on by the lodge.

A sample resolution and letter can be found on page 8-8.

- A copy of the letter must be sent to the Grand Master at the Grand Lodge office at the same time it is sent to the membership.

2. A quorum (eight members) must be present at the meeting in order for a vote to be held on the consolidation, and at least two-thirds of the members present must cast a favorable vote. If you are concerned that a quorum may not be present, notify the Grand Lodge office. The Grand Master can appoint a Grand Lodge officer or other representative to convene and preside at the meeting, and a two-thirds vote of members present can decide the question, even though less than eight.

3. A letter, certified by the lodge Secretary, is then sent to the Grand Master advising him of the result of the vote.

4. Before any subordinate lodge may be consolidated with another lodge, the per capita tax and assessments for the year preceding the year of consolidation will be determined and paid, as well as any invoiced amounts due to the Grand Lodge. All outstanding invoices must be paid before the Grand Master’s final approval will be given.
CONSOLIDATION OF LODGES

Requirements of the Lodge Accepting the Consolidating Lodge

When a proposal is brought before the lodge to accept another lodge’s consolidation into your lodge, it must lay over at least one calendar month before it can be voted on.

The following steps must be taken:

1. Written notice must be mailed to all members of the lodge at their last known postal address advising them of the possibility of Lodge X’s consolidation with your lodge and informing them of the date and time of the meeting when acceptance of the consolidation will be voted upon.

   A sample resolution and letter can be found on page 8-8.

   ➢ A copy of the letter must be sent to the Grand Master at the Grand Lodge office at the same time it is sent to the membership.

2. A quorum (eight members) must be present at the meeting in order for a vote to be held on the consolidation, and at least two-thirds of the members present must cast a favorable vote. If you are concerned that a quorum may not be present, notify the Grand Lodge office. The Grand Master can appoint a Grand Lodge officer or other representative to convene and preside at the meeting, and a two-thirds vote of members present can decide the question, even though less than eight.

3. A letter, certified by the lodge Secretary, is then sent to the Grand Master advising him of the result of the vote.

Approval of Consolidation

When the Grand Master is satisfied that the above steps have been followed, he will issue his written approval of the consolidation. The date of his letter of approval shall be considered the effective date of the consolidation.

The two lodges shall take the name and number of the lodge in the continuing location, and the charter and seal of the closing lodge shall be surrendered to the Grand Secretary. After cancellation of the surrendered charter and upon request by the continuing lodge and approval by the Grand Master, the surrendered charter may be loaned to the requesting lodge for continued historical purposes and display. The Secretary of the continuing lodge shall give written receipt therefor. Any such cancelled charters shall be returned to the Grand Secretary on demand.

The property and effects of the closing lodge shall become the property of its new lodge. All debts and liabilities belonging to the closing lodge shall be assumed by the new lodge.

For additional information, refer to Sections 2-207, 2-208 and 2-601 of the Grand Lodge Bylaws.
Sample Resolution and Letter

The following letter incorporates a sample resolution that could be used to present the consolidation proposal. It is appropriate for use by both lodges involved in the consolidation.

Brethren:

At a regular meeting of ____________________ Lodge No. ______ A∴F∴ & A∴M∴, held on ________ (date)_______, the following resolution was presented.

RESOLUTION

WHEREAS, conditions as to membership, jurisdiction, and revenue have changed to such an extent that ____________________ Lodge No. ______ cannot continue to function property under present conditions, and

WHEREAS, the surest and most desirable way to conserve the assets and membership of the Lodge seems to be to consolidate with some other lodge,

NOW THEREFORE, BE IT RESOLVED that ____________________ Lodge No. ____ A∴F∴ & A∴M∴ of ____________________ (town) _____________, Nebraska, consolidate and unite with ____________________ Lodge No. ____ A∴F∴ & A∴M∴ at ____________________ (town) _____________, Nebraska.

This resolution will be voted on at a regular meeting of our Lodge to be held on ______ (day)__, ______ (month)____, 20_____, at ______ (time)______. You are hereby notified and requested to be present at that time.

Fraternally,

_______________________________
Master

_______________________________
Secretary
PREFACE
This set of Formal Instructions has been amended to reflect changes in the organization and scheduling of the event and also eliminates some of the previous requirements of the local lodges. If you have an old instruction packet, please refer to these instructions for direction. The Cornerstone Ceremony is in the Grand Lodge “Ceremonies” Manual dated 2021.

INTRODUCTION
The Grand Lodge, A.F. & A.M. of Nebraska reserves the sole right to perform the Masonic ceremony of laying cornerstones of Federal, State, County and City buildings as well as all buildings erected for religious, educational, and charitable purposes, buildings erected for public use or buildings with significant ties to Masonry.

PLANNING THE COMMUNITY EVENT
The cornerstone ceremony provides Masonry with an opportunity to present our Fraternity to the community in a positive light. The Grand Lodge encourages local lodges to plan their cornerstone ceremony as a community celebration. The dedication of public buildings should include community leaders, local and State officials and major benefactors, so it is important to set a date early to allow your State Senator or possibly the Governor an opportunity to schedule the event into their calendar. These officials and community leaders should also be offered an opportunity to respond during the event. The actual cornerstone ceremony takes approximately 30 minutes, which allows plenty of time for entertainment or responses from others. One of the services your local lodge can provide is to assist the Owner in planning the day’s events. The Grand Marshal can assist you in the planning and may be able to offer suggestions for activities in addition to the cornerstone ceremony.

OFFICER IN CHARGE
The Grand Marshal will be responsible for the cornerstone ceremony and will coordinate the event with the Master of the local lodge or his representative. For Grand Marshal contact information, contact the Grand Lodge Office.
  Grand Lodge of Nebraska
  301 N. Cotner Blvd
  Lincoln, Nebraska 68505-2315
  (402) 475-4736
  grandlodge@glne.org

REQUIREMENTS
A formal written request should be addressed to the MW Grand Master by the lodge in whose jurisdiction the cornerstone is being laid with a courtesy copy sent to the Grand Marshal.
CORNERSTONES

CORNERSTONE
The local lodge is responsible for obtaining the Cornerstone. The Cornerstone must be of natural stone, typically granite or marble, and of suitable size to correspond with the cavity in the building. 16”H X 20”W seems to work fairly well. The Owner and Architect should be included in the selection process and in the case of new construction projects, the location, size and depth of the cavity required for the stone and capsule should be discussed and provisions made with a (operative) mason before the brick and mortar work is complete.

The Grand Lodge prefers the stone be purchased from a local monument dealer, but if one is unavailable or the price is too high, the Grand Marshal will assist you in obtaining the stone. A number of lodges have purchased cornerstones from Wegner Monument Company in Central City, Nebraska (308-946-2032). The average stone should run around $250.00 depending on size and thickness and the Grand Lodge will reimburse up to $125.00 to the local lodge with proper receipts. The stones may vary in thickness from 1 inch to 3 inches.

The inscription on the stone should read:

(NAME OF BUILDING)
LAID BY THE
FREEMASONS OF NEBRASKA

(MONTH) (DAY), (YEAR)

M:. W:. (GRAND MASTERS NAME) – **ONLY IF A MASONIC STRUCTURE**
GRAND LODGE A.F. & A.M.

Additional inscriptions to the stone, such as an appropriate Masonic emblem are acceptable but a copy of the proof for the final inscription must be forwarded to the Grand Marshal for review prior to the stone being carved.

Despite what the Ceremonies Manual indicates, the Grand Master’s name is included only on a cornerstone for a Masonic structure.

The local lodge is responsible for ordering the stone, having it at the site the day of the ceremony, and confirming the installation of the stone after the ceremony.

CAPSULE & CAVITY
The capsule for the articles to be deposited behind or in the area of the stone is to be made of non-corrosive metal such as copper, brass, stainless steel, or plastic and must be capable of being sealed air tight. The capsule should be made to fit easily into the cavity. Copper or brass capsules may be obtained at a local radiator or sheet metal shop and can be soldered shut after the ceremony. If you need assistance the Grand Marshal may be able to provide contacts to provide a capsule.

DEPOSITS – PUBLIC BUILDINGS
The only Grand Lodge material required to be included in the capsule for Public Buildings is a copy of the Grand Lodge A.F. & A.M. Lodge Officers Directory. The directory will be furnished to the local lodge by the Grand Marshal.
DEPOSITS – MASONIC BUILDINGS

The Grand Lodge will furnish one copy of the following materials for dedications of Masonic Buildings:
- Grand Lodge A.F. & A.M. Lodge Officers Directory
- Copy of the Laws of Freemasonry in Nebraska
- Copy of the proceedings from the last communication of the Grand Lodge A.F. & A.M.
- Copy of the proceedings from the Royal Arch Masonry in Nebraska
- Copy of the proceedings from Cryptic Masonry in Nebraska
- Copy of the proceedings from Grand Commandery Knights Templar of Nebraska
- Copy of the Rules and Regulations of the Nebraska Masonic Home
- Copy of the proceedings of the Nebraska Masonic Home
- Copy of the roster of Nebraska Veteran Freemasonry Association
- Copy of the proceedings of the Grand Chapter O.E.S. of Nebraska
- Copy of the proceedings of the Masonic-Eastern Star Home for Children

OPENING LODGE

The local or host lodge must be opened in the Master Mason Degree prior to the laying of a cornerstone. After the Grand Master is received, he will declare an occasional lodge of the Grand Lodge opened for the purpose of laying a cornerstone. The Grand Marshal will make a declaration for the occasional lodge.

RECEIVING THE GRAND MASTER

Whenever possible, the local or host lodge will formally receive the Grand Master into their lodge. The schedule for receiving will be coordinated with the Grand Marshal. Instructions for the reception of the Grand Master are in the Grand Lodge “Ceremonies” Manual dated 2021. Please contact your Deputy Custodian or the Grand Marshal with questions or assistance in receiving the Grand Master.

INVITATIONS TO SPECIAL GUESTS

The local lodge should issue a formal written invitation to the neighboring lodges, civic organizations, and fraternal organizations in the community. Additionally the mayor, city administrator, and city council should be invited.

As soon as a date is set, the Owner or Administrator should send a formal invitation to the area’s State Senator, the Governor and any other high ranking official they wish to invite. The Owner should also be asked to send invitations to any guests they wish to invite to the ceremony or provide a list to the lodge, who may send the invitations as a service to the Owner. Your State Senator will always find time to get in front of a crowd of his constituents, and we have seen the Governor attend these dedications also. (*Plan ahead, Plan early!!!!!*)

WHO TO NOTIFY

Local newspapers and television and radio stations should be notified. It is recommended to have notices of the cornerstone ceremony in local newspapers and if possible to have radio and television notices of the cornerstone ceremony.
SAMPLE TIME FORMAT

Provide the day’s format to the Grand Marshal for review prior to making final arrangements.

A typical day for a cornerstone ceremony begins with the opening of the local lodge, (usually in the morning), then receiving the Grand Master, followed by a lunch or dinner. There is usually a break after lunch to socialize then travel to the site for set up and practice followed by another short break before the ceremony.

This is a typical schedule and can be altered any way you like in consultation with the Grand Marshal. Following is a more detailed format with the duties of the local lodge members.

Open Lodge and Receive the Grand Master

Following are some pointers that are not in the Grand Lodge Ceremonies Manual. After the lodge opening, the Grand Master will leave the room and the lodge Master will invite the Ladies and Guests into the lodge for receiving the Grand Master. The Committee will retire to the reception room; they do not salute at the Altar when retiring or entering if the lodge is open to the public. The Grand Master will then be received as outlined in the Grand Lodge Ceremonies Manual.

The Grand Master will direct the local or host lodge Senior Deacon to conduct the Grand Lodge Officers to the East, facing West, for introductions of the officers, as well as the wives in attendance. He will then ask the Senior Deacon to do the same for the Past Grand Masters and the Deputy Grand Custodians present. The Grand Master will then proceed with his remarks. He will declare an occasional lodge of the Grand Lodge open, after which the Grand Marshal will make a declaration. All will then retire for lunch and/or the cornerstone.

The important thing to remember is to relax and have a good time; the Grand Lodge Officers are not there to judge lodge proficiency, but to share in the fellowship.

Lunch

A lunch or dinner is usually provided, but not required for the Grand Lodge Officers and their guests. If provided, the choice is left to the local lodge and can be anything from sandwiches to a sit down meal. The choice is yours.

Practice

A practice/walk through will be scheduled after the day’s format is planned (usually 1 to 2 hours prior to the Ceremony). The following people will need to attend the practice/walk thru:

- The Administrator who will make the formal request for the ceremony
- One (1) Past Master from the local or host lodge to carry the Book of Constitutions
- The Architect or one (1) local or host lodge Mason who will receive the working tools
- Representatives of the Knights of Columbus if they wish to participate
- Representatives of the York Rite if they plan on participating
- A bugler to provide the trumpet blast during the proclamation
  - A bell or chime may be substituted
- Color Guard to present the Colors (Legion, VFW, Shrine, Boy Scouts, National Sojourners, local ROTC, etc.)
CORNERSTONES

► Job’s Daughters or Rainbow if the cornerstone is to be decorated
► Any group or individual providing music for the event

Ceremony

The ceremony is in the Grand Lodge Ceremonies Manual dated 2021 and can be adjusted as needed. The Grand Marshal will determine in which direction the procession will march. The procession will normally march in behind the Color Guard and hold while the Colors are posted.

The Grand Marshal will conduct the Grand Master to the podium and seat the lines. The members of the host/local and visiting lodges are invited to join the procession, but will sit in the audience. Grand Lodge Officers, brethren assisting in the Cornerstone Ceremony, and the cornerstone decorators will be provided seating near the podium. The Grand Master will typically lead the group in the Pledge of Allegiance, after which the Ceremony will begin.

You will notice in the Grand Lodge Ceremonies Manual there are several locations where a patriotic song can be sung or an instrumental piece played. Most communities have a small group who enjoys singing at events like these and would probably accept an invitation if extended one. You may approach your school band or choir instructor about the possibility of having the school band perform. This is a great way to get the younger generation to witness a Masonic function.

If music is provided during the lowering of the cornerstone, it should be a short refrain and will be played while the cornerstone is being lowered and finished before the next movement, then again each time the cornerstone is lowered. A full version of a musical selection may be played/sung after the cornerstone is lowered the third time.

Following are the items the local lodge will need to provide for the event:
- The cornerstone
- A podium for the speakers
- A public address system (can be provided by Grand Lodge, but need to know early)
- Aprons for local and visiting brethren
- Flowers for Job’s Daughters/Rainbow to decorate the cornerstone (long stem carnations work well)
- Chairs for the Grand Lodge Officers (approximately 20)
- Chairs for the audience
- American flag with base – if none is available
- Any other flags and bases (i.e., State flag)

Following are the groups or individuals you will need to confirm:
- Formal Requester (Administrator who will request the ceremony be performed)
- Bugler or trumpeter
- Color Guard
- Job’s Daughters/Rainbow
- Architect or one local lodge Mason
- One lodge Past Master to carry the Book of Constitutions
Following is a check list to complete:

- Review dates for the ceremony with the Grand Master, Grand Marshal, and Owner
- Confirm the final date and time with the Grand Marshal and the Owner
- Review cornerstone layout with the Owner
- Provide Grand Marshal with a proof before engraving the cornerstone
- Order cornerstone
- Order capsule
- Arrange for the installation of the cornerstone by a local craftsman
- Confirm the day’s format and schedule with the Grand Marshal
- Send invitations
- Print programs
- Plan meal
- Contact the below organizations about participation:
  - Job’s Daughters
  - Rainbow
  - DeMolay
  - Eastern Star
  - Scottish Rite
  - York Rite
  - Knights Templar
  - Shrine
  - Knights of Columbus
  - Other local Societies or Organizations
- Notify local newspapers and television and radio stations
- Color Guard
- American Flag and Flag holder if there is no Color Guard
- Requestor - This is a speaking part, but the material is printed and can be read
- Bugler or trumpeter, and other Musicians
- Order flowers for the decoration of the cornerstone
- Podium
- Public Address System
- Aprons for Brethren
- Chairs for Grand Lodge Officers and audience
- Follow up to make sure the cornerstone gets installed

Feel free to give the Grand Marshal a call, or write, or email if you need any assistance and/or have questions.
The website for the Grand Lodge of Nebraska is located at www.glne.org. It contains very useful information for current members, as well as potential members. The website calendar is kept up to date with Grand Lodge and appendant body events.

Other links on the website include:

**News (Homepage and under About)** – This page is kept up to date with upcoming events information.

**Forms and Publications (under Lodge Resources)** – On this page, you can download many of the forms and information used by the Grand Lodge and subordinate lodges, as well as information on scholarships, awards, and CHIP event forms.

**NE Masonic Foundation (Quicklinks on right)** – On this page, a general description of the purpose of the Foundation is provided. Annual reports and minutes are added to this page periodically.

**Join** – Under this link at the top are pages that give information about Masonry in general. These are very useful for potential candidates, provides a brief Background on Freemasonry and the appendant bodies.

**About** – Under this link at the top are pages that give information about the history, vision, mission, leadership and lodge information for the Grand Lodge. Copies of the Nebraska Mason can also be found under this tab.

**Appendant Masonic Bodies (Homepage)** – These links provide information about the Nebraska appendant bodies and the Homes supported by the Masons of Nebraska.

**Secretary Reports (under Lodge Resources)** – This page provides links to reports to be used by the Secretary, as well as a downloadable lodge forms

**Groupable:m2 Login (under Lodge Resources)** – Using this link will bring you to the login screen of the Nebraska Groupable:m2 database. You can view the instructional videos for Groupable:m2 in the Help Center of Groupable:m2.

**Masonic Supplies (under Lodge Resources)** – Here you can choose which supplies you need to order for your lodge and the quantity, and an email will be sent to the Grand Lodge Office. You can choose to either pick up the supplies at the office, or they will be mailed to you, with postage costs added.

**Contact** – This page provides links for general information requests, genealogy requests, and membership info requests. These fill-in forms will be emailed to the appropriate personnel within the Grand Lodge office when submitted.
The Grand Lodge Houghton Academic Scholarship program is offered each year for any lodge wishing to participate. Grand Lodge provides $125 and each participating lodge provides $125, so that a scholarship of $250 may be awarded to a high school senior in each lodge’s area.

**Increasing the amount of a scholarship**

Any lodge may increase the amount of the scholarship they award by contributing more than $125.

**Awarding more than one scholarship**

- Any lodge may award more than one scholarship, but Grand Lodge can only provide $125 to any one lodge each year.

If more than one scholarship is to be awarded, notify the Grand Lodge office and additional forms and presentation certificates will be provided.

It is recommended that payment of additional scholarships be routed through the Grand Lodge office. This will ensure your lodge and the student selected receive recognition in the *Nebraska Mason* and any other publications that may print a list of the awards.

**Scholarship selection, criteria**

Selection of the scholarship recipient is done by the high school based on the following criteria:

- High school senior who best exemplifies good citizenship and high moral character, without regard to scholastic standing, parental finances, or Masonic relationship.

**Use of the scholarship**

The scholarship can be used at any institution of higher learning or technical training center of the student’s choice. There is no stipulation on the number of hours a student must be enrolled. The student may be enrolled either full-time or part-time.

**Forms and instructions**

The appropriate forms are mailed each year in January to the secretary of each lodge. They include:

- Masonic Scholarship Certificate
- Notification of Award Form
- Verification of Enrollment Form
- Instructions for Student and Instructions for the Lodge

- *It is imperative that the Grand Lodge forms be used.* Other forms designed by you on your computer or otherwise, will not be accepted.
GRAND LODGE HOUGHTON ACADEMIC SCHOLARSHIP AWARD

Procedures

1) Notify your local high school(s) as soon as possible of the availability of the award and of the guidelines for them to follow in selecting a recipient. You may wish to give a copy of the Notification of Award form to the high school to be sure you receive all the required information.

2) Notify the Grand Lodge office using the Notification of Award form as soon as the scholarship recipient is known.

3) Use a separate form for each scholarship recipient if you have more than one.

4) Attach your lodge’s check to the Notification of Award form(s) and send them together.

   ➢ Only one check is necessary if awarding more than one scholarship, but a form for each recipient is a must.

   ➢ Scholarship funds should not be combined on the same check with monies due for invoices, per capita or other items payable to the Grand Lodge general fund. These funds have to be deposited in separate accounts.

5) Request additional certificates and forms from the Grand Lodge office or download them on the Grand Lodge website.

6) Complete the blue Masonic Scholarship Award Certificate for presentation to the student.

7) Show the amount of the scholarship on the Verification of Enrollment form, put your Lodge Name and Number in the space provided at the bottom of the form, and affix your lodge seal where indicated.

   ➢ Remember the Verification of Enrollment form is to be given to the student – it is extremely important – payment is not made until we get that form from the college.

It is recommended that the certificate be presented by the Master of the lodge during the high school awards or graduation ceremony. If it is not possible to arrange this presentation through the high school, ensure the student does receive this certificate in another manner.

The Verification of Enrollment and Instructions for the Student are as important to the student as the certificate.
NOTIFICATION OF ACADEMIC SCHOLARSHIP AWARD

When your recipient has been chosen return this form to the Grand Lodge Office with your lodge’s payment – do not send separately

Date: ___________________________

TO: Grand Lodge A:.F:. & A:.M:. of Nebraska
301 N. Cotner Blvd
Lincoln, NE 68505-2315

FROM: ____________________________________ Lodge No. ________
____________________________________, Nebraska

This is to inform you that our Lodge will participate in the Masonic Scholarship program for this academic year.

The amount of $_______________ is enclosed as our contribution to the scholarship award (minimum lodge contribution is $125). It is our understanding that the Grand Lodge will provide $125 toward the award, for a minimum award of $250.

The recipient of this award is to be:

Name ____________________________________________________________
Address ____________________________________________________________
City, State Zip ____________________________________________________________
Phone Number ______________________ Email ______________________

He/she has received the Instructions for the Student for proper handling of Verification of Enrollment form, which is to be forwarded to the Grand Lodge Office by the College, so that the scholarship check may be issued.

Comments (Please indicate below if more than one award is to be made by your lodge and/or the amount if the award is to be more than $250.)

_____ MORE THAN ONE AWARD BEING PRESENTED (Separate form(s) attached)

_____ ONE SCHOLARSHIP FOR: AMOUNT $__________________________

_____ OTHER __________________________

By (for the Lodge):

____________________________________

(Title)

GL-SCHOL-1 Rev. 04/20
VERIFICATION OF ENROLLMENT & REQUEST FOR SCHOLARSHIP PAYMENT

(This form must be signed by and sent to the Grand Lodge
by a representative of the College or University)

ATTENTION: COLLEGE ADMISSIONS/FINANCIAL AID DIRECTOR

The student named below has been selected as the recipient of a Masonic Scholarship Award. Please complete and return this verification of enrollment to the Grand Lodge of Nebraska. Upon proper notification of enrollment, a check will be issued and mailed to you for credit to the student's account.

This is to certify that:

Student's Name __________________________________________________________
Address __________________________________________________________________
City, State, Zip __________________________________________________________________
Phone __________________________________________________________________
College/University ID# __________________________________________________________________

has enrolled as a student at:

Name of School __________________________________________________________________
Address 1 __________________________________________________________________
Address 2 __________________________________________________________________
City, State, Zip __________________________________________________________________
Phone __________________________________________________________________

It is our understanding the amount of $________________ is to be used for tuition, books, or other legitimate college expenses. It is further our understanding that the student is to be credited for the full amount of the award immediately upon receipt of payment.

Term Begin Date: ________________________

(Signature of College Admissions/Financial Aid Rep.)

(Title)

Return form to: Grand Lodge A:.F.: & A:.M.: of Nebraska Phone: (402) 475-4640
301 N. Cotner Blvd.
Lincoln, NE  68505-2315

Or scan and Email: grandlodge@glne.org Or via Fax: (402) 475-4736

Lodge awarding scholarship: ____________________________ Lodge No. _______________

GL-SCHOL-2

Rev. 01/21
ADDITIONAL SCHOLARSHIPS AVAILABLE

The following additional scholarships are available to students through the Grand Lodge office or other Masonic sponsoring bodies:

**Masonic Youth Scholarships** – Four $1,000 scholarships are awarded to members of Masonic youth groups who apply for these awards each year. Recipients are recommended by the Grand Lodge Masonic Youth Committee, with the final decision being made by the Grand Master. Applications are mailed to the youth groups each year. To obtain a copy of the application for these awards, please contact the Grand Lodge office or print the application on the Forms and Publications page of www.glne.org. The application deadline for these scholarships is May 1 of each year.

**Emick Scholarships** - The Glenn O. and Evelyn F. Emick Memorial Scholarship provides four $1,000 scholarships for students accepted to one of the three state colleges: Chadron, Peru, and Wayne, and the University of Nebraska at Kearney. The recipient must show a respectable scholastic record, be a Nebraska resident and active in one of the Masonic Youth organizations: DeMolay, Job’s Daughters or Rainbow for Girls. An application and further information can be acquired by contacting the Grand Lodge Office or printing an application from the Downloads page of www.glne.org. The application deadline for these scholarships is May 1 of each year.
The All-Star Marching Band Clinic has become an annual event, offering a unique experience to high school students all around the state. Participation through scholarships is encouraged to help promote public relations. The program is held under the Nebraska Masonic Foundation, a 501(c)(3) organization.

Any Masonic lodge, Eastern Star chapter, York Rite body, Scottish Rite body, Shrine Club, individual or business, may sponsor one or more students by paying the cost of attendance per student to the Foundation.

**The Way it Works**

**Announcements** are sent to every high school band director in the state (both public and private) in January, with a student application form.

**Letters** are sent to the lodges and other Masonic bodies at the same time, with a *Notification of Band Scholarship* form, as well as the student application form and announcement.

The lodge should **personally** contact the local band director(s) and let him/her know about the program and that a scholarship(s) is available. Do not assume they received and read the announcement – we get calls each year stating they did not. Also, band directors are very busy people and the information can easily get ‘buried’ or ‘lost in the shuffle.’

**Students** must meet certain criteria: be a freshman, sophomore or junior during the spring semester when selection takes place (seniors are not eligible as they would have graduated by the time the clinic takes place); and be of a skill level that the band director is willing to approve their participation.

If your lodge wishes to participate but either does not have a local high school, or cannot find a student, you may still send the scholarship money because we always get applications from additional students who would like to participate from areas where there are no Masonic lodges or affiliated organizations.

Also, when you speak with the band director, if more than one student is interested in attending but your lodge can only provide one scholarship, the student(s) can still send in the application, checking the box, ‘I would be interested in receiving a scholarship.’

**Notification of Band Scholarship forms** need to be sent in to the Grand Lodge office *with* your check as soon as you get the name (and other pertinent information) of the student you are sponsoring, or as soon as the lodge approves the scholarship for an open assignment if no one from your area is attending. Based on the dates of band camp, the deadline for the student application forms changes from year to year. New forms will be sent to lodges each year, and will be available on the website.
CHIP is a comprehensive program, identifying children in 5 ways—Webcam still photo, Webcam interview, fingerprints (all downloaded to a CD), Toothprint™ dental bite, and Cheek swab with DNA. After the child is identified at an event, the child’s parents or guardians take home the CD, Toothprint™, and cheek swab. Materials are also included in the kits for the at-home preparation of pure scent pads for use in canine search and rescue. Only the permission form is retained by the Grand Lodge. There are different types of permission forms to be used for school events that would be sent home with the children and returned prior to the event. All forms are available on the website.

The Way it Works

An event date is requested by a Lodge or Masonic body by filing an Event Application with the Grand Lodge in Lincoln. These forms are available on the website. It is helpful to contact the CHIP Coordinator to verify an open date prior to filing.

Local Event Coordinators, using the information in the CHIP manual, form their committees, start fundraising ($5.00 per child), work on publicity, and recruit volunteers. Dental or Medical Professionals are needed to assist with the dental portion (Toothprint™ and cheek swab) of the event. CHIP events are categorized as stand-alone, school, or community.

CHIP committee members are available to mentor, assist with setup, train volunteers, and help the day of the event.

CHIP Equipment is to be picked up at the Grand Lodge in Lincoln one or two days prior to the event, and returned promptly afterwards.

Thank you notes should be sent by the local event coordinator to all who helped with the event.
Lapel pins, wallet cards and certificates are provided free of charge by the Grand Lodge to any lodge requesting them to recognize brothers who have reached their 50th, 60th, 65th, 70th, 75th or 80th year of membership.

The Grand Lodge office will supply each lodge with a list of members eligible each year.

**Qualifications**

The date the brother was raised to Master Mason is to be considered the anniversary date for 50, 55, 60, 65, 70, 75 or 80 years membership. Any periods of suspension over three years – those that require an Application for Reinstatement – will be deducted from years of service when determining eligibility.

✔ Note – You may also request a **25-year award** which will include a lapel pin and certificate. There is a minimal charge of $2.50 per pin, plus postage, which will be invoiced to the lodge. Contact the Grand Lodge Office via email or phone to request these pins and certificates.

➢ **Year pins may be presented any time during the year the member is eligible.**

**Requesting an Award**

Each Lodge will receive one complimentary mailing of their Member’s Awards to the Secretary of the Lodge each year. Any additional requests for individual mailings during the year will be at the cost of $4.00 per mailing invoiced to the Lodge.

The Secretary should complete an application for each pin requested. Please note this form is used for 50, 60, 65, 70, 75 or 80 year pin requests (not 25-year). This request form can be completed online using the link on the Secretary Reports page (under Lodge Resources) on the website at [www.glne.org](http://www.glne.org), and the hard copy can also be downloaded on that page. An email to the Grand Lodge office staff will also suffice for year pin requests. Please allow two weeks for processing of year pin requests by the Grand Lodge office.

➢ **Please do not leave blank the expected date of presentation!**

Get together with your Master and see how he would like to make these presentations before you submit the requests. If you do not have an exact date, at least give an approximate time to let us know how soon you need them. For instance, if you are going to plan a dinner in September, put that on the form. If you neglect to complete that blank, you will get a phone call! Save us all the time and inconvenience.

If the brother lives out of state and you are requesting that we send the materials through another Grand Lodge office for presentation, we need a physical address (not just a PO Box) and a telephone number, if you have it. The more information we can supply to another jurisdiction, perhaps the quicker the presentation will be made. Please note that if you have a member living in CA, FL, OR, WA, AR, TX, NV, CT, NJ, OH, RI or AZ we have been sending those directly to the member with a letter over the
signature of the Grand Master. The reason for this is that these states just don’t get them presented in a timely manner – probably their size has a lot to do with it.

If the brother lives out of state the lodge may wish to send it directly to the man with a note or card signed by the lodge members – especially if the brother’s health is not good, and it is unlikely that he will want or be able to go to a lodge for the presentation to be made.

**Presenting the Award**

If the brother is able to attend lodge, it is recommended that a special night be made of the presentation and that members of his family be invited to attend the ceremony. Many lodges have one or two special nights a year to recognize and honor their year pin recipients.

It makes a nicer presentation ceremony if, prior to the presentation, you purchase a certificate frame and have the certificate framed when it is handed to him.

If the brother’s health does not permit him to attend a lodge meeting, a few members of the lodge should call and set up a time to visit the brother and present his membership pin to him.

**Reporting the Award**

Complete the report of presentation form and return it to the Grand Lodge office as soon as possible after the brother receives his award. *Members are only recognized in the Nebraska Mason on the Year Pins page AFTER the presentation form is received at the Grand Lodge. (25-year pins are not listed in the Nebraska Mason.)*

This form can be mailed to the Grand Lodge or emailed to the Grand Lodge office staff. A photo of the presentation can be included for possible inclusion in the Nebraska Mason.

- If year pins are presented to numerous members at one time, please take ONE group photo.

It is also recommended that an account of the presentation, along with any photos taken, be sent to your local newspaper.

- Note – if the presentation is made by another jurisdiction we include a report form for them to return, which we will then forward on to you.

**For additional information**, refer to Sections 2-1601 and 2-1602 of the Grand Lodge Bylaws.
This request form can be completed online using the link on the Secretary Reports page (under Lodge Resources) at www.glne.org, a hard copy can also be downloaded on that page, or an email with the following information to the Grand Lodge office staff will also suffice for year pin requests. Please be sure to always include the requested date of presentation.

APPLICATION FOR 50, 60, 65, 70, 75 OR 80 YEAR MEMBERSHIP AWARD

PLEASE NOTE: Each Lodge will receive one complimentary mailing of their Member’s Awards to the Secretary of the Lodge each year. Any additional requests for individual mailings during the year will be at the cost of $4.00 per mailing invoiced to the Lodge.

_____________________, 20_____

To the Grand Lodge A∴F∴ & A∴M∴ of Nebraska:

Application is hereby made for a _______ year membership award for:

Brother _______________________________  Date of Birth __________________
Address ______________________________  Phone _______________________
City/State/Zip __________________________

Expected date of presentation________________________

(If necessary) Please arrange for presentation by another:

☐ Grand Jurisdiction: ______________________________  (state)
☐ Nebraska Lodge: _______________________________  Lodge No. ________

It is hereby certified that this Brother is a member in good standing of:
______________________________ Lodge No. ________.

Signed: ______________________________________

Lodge Seal  Printed Name: ___________________________ Secretary
25, 50, 60, 65, 70, 75 or 80 YEAR MEMBERSHIP AWARDS

- This form can be mailed to the Grand Lodge or emailed to the Grand Lodge office staff. A photo of the presentation can be included for possible inclusion in the Nebraska Mason. If year pins are presented to numerous members at one time, please take ONE group photo.

REPORT OF PRESENTATION
50, 60, 65, 70, 75 OR 80 YEAR MEMBERSHIP AWARD

Date Pin Mailed: ____________________

Please return this form immediately following presentation. We need it to verify the member received it so we can put his name in the Nebraska Mason. Thank You.

Name ____________________________________________________________

Member of _______________________________________________________

Award Received _______________ Date Presented_______________________

Comments _______________________________________________________

_________________________________________________________________

_________________________________________________________________

If photo* sent, please complete below:

Return Photo Yes _____ No _____

If yes, return to: ___________________________________________________

_________________________________________________________________

_________________________________________________________________

*When taking pictures of presentations for multiple membership awards, please submit one group photo.
AWARDS FROM THE GRAND LODGE

Robert C. Jordan was the first Grand Master of the Grand Lodge of Nebraska, serving as Grand Master for three years, from 1857 to 1860. To recognize Brother Jordan's outstanding Masonic achievements and to perpetuate his memory, the Grand Lodge created the Gold and Bronze Jordan Medals.

**Gold Jordan Medal**

The Gold Jordan Medal is bestowed by the Grand Lodge upon the Master Mason in the jurisdiction of Nebraska with the longest period of membership. Each lodge bestows a Bronze Jordan Medal upon the Master Mason in their lodge with the longest period of membership.

**Bronze Jordan Medal**

*It is recommended by the Grand Lodge office that the Bronze Jordan Medal be kept permanently at the lodge rather than given to the medal holder. If this is done, make a display of the medal and include a picture of the current medal holder so the members will know who the recipient is. Some lodges have prepared a plaque that recognizes the current and past holders of their Bronze Jordan Medal.*

The Bronze Jordan Medal is to be presented to the member of each lodge who:

1) Is a resident of the State of Nebraska

2) Is a Master Mason in good standing

3) Has the longest period of membership – including membership in good standing in any Nebraska lodge and/or any subordinate lodge in any jurisdiction recognized by Nebraska. Any periods of suspension over three years – those that require an Application for Reinstatement – are deducted when determining length of membership.

If two or more Masons in a lodge have identical periods of membership they shall each be awarded a Bronze Jordan Medal.

Contact the Grand Lodge office for help in determining who should be the medal holder and/or to verify what your records show.

**Presenting the Award**

Notify the Grand Lodge office when a Bronze Jordan Medal is to be awarded. The Grand Lodge has available a certificate of Award and a Bronze Jordan Medal lapel pin, to be presented to the new medal holder. A recommended presentation talk is also available. In addition to the certificate, a lapel pin will be provided by the Grand Lodge Office for each new Bronze Jordan Medal holder.

If the brother is able to attend lodge, it is recommended that a special night be made of the presentation and that members of his family be invited to attend the ceremony. If
AWARDS FROM THE GRAND LODGE

the brother’s health does not permit him to attend a lodge meeting, the Master and other members of the lodge should call and set up a time to visit the brother and present his award to him.

Reporting the Award

Complete the Report of Bronze Jordan Medal Holder and return it to the Grand Lodge office as soon as possible after the brother receives his award. The form is used to record the presentation on the brother’s membership record as well as to report the presentation in the next issue of the Nebraska Mason. If photographs are available, copies should also be forwarded for inclusion in the Nebraska Mason.

This form may be copied and/or additional copies may be obtained from the Grand Lodge office.

It is recommended that an account of the presentation, along with any photographs taken, be sent to your local newspaper.

For additional information, refer to Sections 2-1601 and 2-1603 through 2-1607 of the Grand Lodge Bylaws.
AWARDS FROM THE GRAND LODGE

REPORT OF BRONZE JORDAN MEDAL HOLDER

FOR ____________________ Lodge No. _______
at _____________________, Nebraska

Return this form and copies of any photographs taken to the Grand Lodge Office immediately after presentation of the award. This form is used for an article in the Nebraska Mason. It is also suggested that you use the enclosed sample news release and a photograph to take to your local newspaper. PLEASE TYPE OR PRINT.

New Medal Holder: ________________________________________________
Address: _________________________________________________________
Date of Presentation: _____________________________________________
Location of Presentation: ___________________________________________
Presented by Whom: ________________________________________________

Masonic Record:

Date of Birth: ________________________________
Initiated: ________________________________
Passed: ________________________________
Raised: ________________________________
Degrees in: ________________________________ Lodge No. _______
Jurisdiction of: ________________________________
Master in what year: ________________________________
Other offices held (what years): ________________________________

Comments:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Previous Medal Holder: ________________________________
Held Medal From: ________________________________
Until: ________________________________

DISPLAY THE BRONZE JORDAN MEDAL in the LODGE with Picture/Date/Name of Recipient
Give only the Lapel Pin and Certificate to the Recipient

SEAL

Lodge Secretary
AWARDS FROM THE GRAND LODGE

Individual Masonic Service and Achievement Awards

In order to more properly recognize achievement, effort and contribution by individuals to the good of Masonry, the Grand Lodge of Nebraska offers two awards called the Individual Masonic Service and Masonic Achievement Awards.

- The Masonic Service Award consists of a bronze medallion on a walnut back mounted on a marble base with the recipient’s name and date inscribed on the base.
- The Masonic Achievement Award consists of a bronze medallion worn on a ribbon around the neck. The recipient’s name and date are inscribed on the medallion.

General Provisions:

- Candidates are nominated by local lodge
- Actual award will be approved only by the Awards Committee of the Grand Lodge
- No public discussion should be had of the identity of the nominee
- Nominations should be submitted by the Master of the lodge or his designated representative to the Grand Lodge office.
- The lodge is not obligated to nominate a Brother just for the sake of finding a nomination – awards must have genuine merit. Neither is the Grand Lodge obligated to make any award to a Brother in any particular lodge if, in the judgment of the Awards Committee, no acceptable nominee is named.

The Individual Masonic Service Award is bestowed to recognize exemplary service to the fraternity through individual effort and contribution to the good of Masonry. Such distinguished service may include, but is not limited to:

- organizing a single major event;
- significantly contributing to the success of a major project over time;
- providing a significant service that improves a lodge experience; or
- another activity that has substantially promoted Masonry in the community—going above and beyond the regular duties and responsibilities of all Masons.

The Individual Masonic Achievement Award is bestowed to more appropriately recognize those Masons who exceedingly demonstrate selfless dedication and commitment to the tenets of Masonry. Such achievements may be characterized by, but are not limited to:

- many years of distinguished service to a degree team;
- posting multiple brothers over time;
- sustained and significant commitment to programs in the local or Grand Lodge; or
- a significant, multi-faceted project that greatly benefits the lodge and Masonry as a whole.

Both the Individual Masonic Service and the Individual Masonic Achievement Awards may be earned With Distinction, at the will and pleasure of the Grand Lodge.
Master. Recipients earning the award With Distinction will receive a lapel pin in addition to the award.

The overall purpose of the awards is not to create a competition among lodge members, but to recognize genuine service given freely which service is of benefit to the community and/or of direct benefit to the local lodge and to Masonry in general.

Cost:
- The cost of the Individual Masonic Achievement Award on the ribbon, including shipping, is $15.00.
- The cost of the Individual Masonic Service Award on the marble base, including shipping, is $20.00.

The application for the Individual Masonic Achievement and Individual Masonic Service Awards can be downloaded from the Grand Lodge website under the Lodge Resources/Forms and Publications tab in the Awards Applications category.

Non-Mason Individual Achievement Awards
This award was established in order to more properly recognize achievement, effort and contribution by individuals not affiliated with the Masonic Family to the good of the local community. The award consists of a medallion mounted on a small block of marble, suitable for display on a desk or shelf, on which name and date are engraved.

This is an award that a subordinate Lodge is able to give to a Non-Mason who is a member of the local community, and has done something of value for the community. It could be a person who is a member of a local church or school, a member of the town or city council, a member of another organization, or just someone who volunteers a lot of their time to a worthwhile cause, etc.

This application does not have to go through the Grand Lodge Awards Committee. The person's name, as well as the Lodge's address, needs to be sent directly to Michelle at the Grand Lodge office so she can have the award engraved, recorded, billed and sent to the Lodge. The lodge charge for the Non-Mason Award is $15.00, including shipping. This award is limited to one per lodge per year.

Suggested areas of service deserving of nomination for the award:
- A significant act of service to a local activity governing body such as Council, County Board, etc.
- An act of service to a local church
- An act of service to a local cause such as a fund raising activity, community betterment project, organizing a new community service club, etc.
- A gift or bequest to a local charitable cause
- A medical doctor who has provided years of service to the local community
- A judge retiring from the bench
- A religious leader
Artificer Award

It is the goal of the Artificer award to get newly raised members involved in the lodge and give them a well-rounded exposure to the different things that this fraternity does, from our charity work, to the visits of the Grand Lodge Officers, to helping to support a lodge function, just to name a few.

A newly raised member of a lodge should be given the opportunity to pursue the Artificer Award starting the night he has been raised or shortly thereafter by a communication from the Master or Lodge Secretary. From this starting point the newly raised Master Mason has fourteen months to accomplish the list of requirements to achieve this award.

The applications for the Artificer Award can be downloaded from the Grand Lodge website under the Lodge Resources/Forms and Publications tab in the Awards Applications category. A lapel pin and certificate are presented to recognize the achievement.

Local Lodge Mason of the Year Award

Many lodges have a history of presenting a Mason of the Year Award, or something similar, to one of their local Brethren. In order to show the support of the Grand Lodge for such an award, a certificate has been designed and is available to all subordinate lodges. Lodges with a long history of presenting such an award may have a plaque or local traditions of presentation pieces for such an occasion, and are encouraged to continue those traditions. This certificate is meant to be a token of commemoration from the Grand Lodge, either bestowed in conjunction with another presentation piece or by itself. Presentation of this certificate is limited to one (1) Brother per year in each local lodge. No review at the Grand Lodge level is necessary; once the application is received, it will be processed and the certificate mailed to the Secretary of the lodge for presentation.

Applications for the certificate can be downloaded from the Grand Lodge website under the Lodge Resources/Forms and Publications tab in the Awards Applications category.

The Awards Committee encourages each lodge across the state to utilize this new certificate to recognize a Brother worthy of the honor.

Grand Master's Humanitarian Award

The Grand Master's Humanitarian Award was established in 1989 to publicly and openly honor an individual in his community who has been an outstanding citizen, as well as an outstanding Mason.

The Humanitarian Award may be awarded to no more than two recipients each year. The current Grand Master makes the decision on the award recipients. Lodges may submit a letter of recommendation to the Grand Master if there is a member of their lodge who they feel is deserving of this award. The letter of recommendation must include the member’s achievements in each of the following criteria:
1. He must first be a Master Mason for at least thirty years.
2. Secondly, he must have been active in at least three of the following five community activities.
   a. He could have held a political office such as mayor, city council member, county board member, natural resource district board member, school board member, or such other political office as may be available.
   b. He could have been active in his Church either as an elder, a vestry member, Deacon, lay leader, lay reader, or such other similar office.
   c. He could have been denoted as a civic leader because of his involvement on boards of directors for local hospitals, nursing homes, financial institutions, or foundations.
   d. He could have been a volunteer for such charitable organizations as the YMCA, United Way, Scouting or similar organizations.
   e. He could have been involved in such service organizations as the Lions, Sertoma, Kiwanis, Rotary, or Optimists.
3. Lastly, he must have been active in the Masonic Fraternity.

Letters of recommendation will be kept indefinitely and reviewed by the current Grand Master each year as potential recipients.

**Rock Maul Award**
The Rock Maul Award is given by the Grand Lodge each year to recognize excellence. This Award is given by the Grand Master, upon the recommendation of the Grand Lodge Awards Committee, to a large lodge and a small lodge whose works most agree with the programs of the Grand Lodge of Nebraska.

The large lodge Rock Maul was presented to M:.W:. Byron C. Jenkins by the Omaha Area Past Masters of 1966 to be used as a Traveling Trophy. It is sixteen pounds in weight with a bronze head. The Rock Maul has been used for its original purpose in a stone quarry, and has been beautifully refurbished and a square and compass worked into the metal.

The small lodge Rock Maul was presented as a gift to the Grand Lodge of Nebraska by the Family of Past Grand Master Harold Hultman, (GM 1975) in 2005. During M:.W:. Brother Harold’s term as Grand Master, the United States of America celebrated its Bicentennial (1776-1976). As recognition of that celebration and in honor of Grand Master Hultman, the late W:.B:. Herman O. Hansen, Deputy Grand Custodian, gold plated the head of a rock maul, engraved the handle with Masonic Working tools, and crafted a perfectly balanced wood carrying case. This work of fine craftsmanship was then presented to M:.W:. Harold. Applications for this award must be sent to the Grand Lodge Office postmarked no later than January 5th of each year.

**Gold Pan Award**
The Gold Pan Trophy was presented to the Grand Lodge of Nebraska in 1987 by the Grand Lodge of Alaska on the occasion of that Grand Lodge’s sixth anniversary. During Byron Jenkins’ term as Grand Master, Nebraska was the first Grand Jurisdiction to grant recognition to the newly formed Grand Lodge F:. & A:.M:. of Alaska, and this traveling trophy was presented in honor and appreciation of this action. The trophy, an authentic
AWARDS FROM THE GRAND LODGE

12-inch Alaska gold pan, is mounted on a 20-inch walnut plaque. Brass plates for the recipient lodge names surround the gold pan.

The Gold Pan is to be awarded annually to the Nebraska Lodge showing the greatest improvement or most significant contributions to Masonry in Nebraska. Applications for this award must be sent to the Grand Lodge Office postmarked no later than December 31st of each year.

**Nebraska Pillar Award**

The purpose of this award is to encourage leaders to strengthen their lodges so they can become established, resulting in a stronger Craft in Nebraska. The award recognizes lodges that perform a minimum number of activities leading to a successful year, a stronger lodge and a fulfilling experience for members. To qualify for the Nebraska Pillar Award, lodges must complete a number of requirements relating to Grand Master and Lodge activities, including lodge meetings and operations, leadership, ritual work, fellowship, community and fraternal service, membership, communication and lodge finances. Applications for this award must be sent to the Grand Lodge Office postmarked no later than December 31st of each year.

**Grand Master’s Leadership Award**

This award recognizes Worshipful Masters who perform required activities during the year as set out in the award application. These activities will help to activate a lodge, create interest in members and increase awareness in the community. This award includes the Grand Master’s Leadership Award, the Grand Master’s Leadership Award with Distinction and Master of the Year. To qualify for this award, Masters must complete all of the requirements set forth on the application, unless otherwise specified. Applications for this award must be sent to the Grand Lodge Office postmarked not later than December 31st of each year.

**Lodge Vitality Award**

This award is intended to recognize lodges that can demonstrate fulfillment of four criteria that can lead to a stronger, more vibrant, active, and engaged lodge. For some lodges, it will recognize things they are already doing successfully. Other lodges may use this award as a guideline for growth during the year. There is no limit to the number of lodges that can win this award, and no limit on how many times an individual lodge may win the award. A plaque will be awarded to keep in your lodge, and engraved year tabs may be attached for subsequent wins. Applications for this award must be postmarked no later than January 5th.

**Titanium Trowel Award**

This award recognizes brothers returning to lodge after a break in participation and the mentors that help bring them back. If both the mentor and applicant complete the requirements, both will be recognized with the award. The mentor is not required to complete all criteria for the applicant to be recognized. No limit on how many awards will be presented each year or how many may be presented to an individual lodge. May be presented at the local lodge or at Annual Communication.
NEWS RELEASE INSTRUCTIONS

The news releases are written according to accepted journalistic style. The closer a news release is to this style, the better are its chances of being printed or used. The less an editor has to do to make something appropriate for use, the more likely he is to use it.

If you follow these form news releases as prepared, they will be appropriate for use by any newspaper in the state with no changes to the style. That's why you’ll see things such as not capitalizing titles after a name, although titles are capitalized before a name; or using only a last name when referring to a man, while a title such as “Ms.” is used for a woman.

Things to keep in mind when preparing and distributing the release:

1. Retype the news release. Follow the format provided and insert the appropriate information (shown in italics and parentheses on the samples). Every news release should be double-spaced and include a heading with a contact person. A headline is also helpful.

2. The finished news release should be sent to all news media (newspaper, radio and TV) in your town as well as to news media in neighboring towns that might also have an interest in the activity. It's not unusual for a small newspaper to include news from several surrounding towns. The Grand Lodge office has a listing, by county, of all such news media in Nebraska, and will be happy to provide this information upon request.

3. You have the best chance of having a release used if the information is timely. If it is sent several days after the event, then it is no longer newsworthy and could very well not be used.

4. It is best to have the release completed in advance and send or deliver it to the news media before the event occurs. You can then ask them to hold the release until a certain date and time. (To do this, instead of putting “For Immediate Release” at the top, you should put “For Release (date and time)”).

5. When you deliver or send a news release, ask newspapers or television stations if they would be interested in taking a photograph or taping the event (such as a scholarship or long-time member presentation). If they decline, then you can offer to take a photograph for their use. The likelihood of a reader reading an item increases ten-fold if a picture is used with the story.

6. If you write your own news releases, you should try to include who, what, where, when, and why in the first paragraph of the story. If possible, the first paragraph should not be over thirty words.
NEWS RELEASE
(Lodge Name) Masonic Lodge No. (Number)
Installation of Officers
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

(Name) Installed As Head
Of (Name) Masonic Lodge

(Full Name) was installed Master for the coming year of (Lodge Name) Lodge No. (Number) of the Ancient Free and Accepted Masons of (City/Town) on (month and day) at (location).

The installing officer was (Name), (Title), of (Town if other than your community). He was assisted by: (Names and Titles of other installing officers – also include town if they don’t live in your community).

About (number) attended the installation and reception that followed, including (Names and Titles of Dignataries).

(Last Name) announced (Lodge Name) Lodge will hold (activities you will hold in (Year)) in (Year).

Other officers installed were: (Name), senior warden; (Name), junior warden; (Name), secretary; (Name), treasurer; (Name), chaplain; (Name), senior deacon; (Name), junior deacon; (Name), senior steward; (Name), junior steward; (Name), tyler; and (Name), marshal.

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and

- more -
Installation of Officers
ADD 1

scholarships. In *(Year)*, *(Lodge Name)* Lodge will also support *(explain community service projects your lodge will support in *(Year))*.

Freemasonry, a benevolent, educational and charitable organization, provides $2 million a day in charity through its lodges and appendant bodies. The Grand Lodge helps to maintain two homes: The Masonic Home at Plattsmouth for Masons and their female relatives, and the Masonic-Eastern Star Home for Children in Fremont.

Masonry is the oldest and largest fraternal organization in the world and is based on the lessons of living a life of brotherhood and high moral standards as portrayed symbolically in the work of stone masons who built the cathedrals, abbeys and castles of Europe.
NEWS RELEASE
(Lodge Name) Masonic Lodge No. (Number)
Masonic Band Scholarship
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

Local Student(s) Presented Scholarships
to Masonic All-Star Marching Band Clinic

(If one student, use the following:)

(Student’s Name), the (son/daughter) of Mr. and Mrs. (First and Last Name of Father, or Father’s Name and Mother’s Name if divorced), was awarded a scholarship by (Lodge Name) Masonic Lodge (number) in (town), to attend the Masonic All-Star Marching Band Clinic at the (Campus Location) to play for the Shrine Bowl Parade and Football Game.

(If more than one student, use the following:)

(Number of students) local students have been awarded scholarships by (Lodge Name) Masonic Lodge No. (number), in (town), to attend the Masonic All-Star Marching Band clinic at the (Campus Location) to play for the Shrine Bowl Parade and Football Game.

Receiving scholarships were: (Student’s Name), the (son/daughter) of Mr. and Mrs. (First and Last Name of Father, or Father’s Name and Mother’s Name if divorced); and (Student’s Name), the (son/daughter) of Mr. and Mrs. (First and Last Name of Father, or Father’s Name and Mother’s Name if divorced).

(Use the following if one student or more than one student receives a scholarship:)

More than 200 students in grades 9-11 from across Nebraska will learn marching and playing techniques (Dates), during the annual band clinic.

The band will lead the Shrine Bowl parade Saturday, (Date), in (Location), and perform during halftime of the all-star football game at (Location). The clinic is hosted by the Nebraska Masonic Foundation and the Grand Lodge of Nebraska.

- more -
Masonic Band Scholarship
ADD 1

Local Masonic lodges, affiliated Masonic organizations as well as other civic groups and individuals across Nebraska, make the scholarships available to students. The scholarships cover the registration fee and expenses.

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and scholarships. In (Year), (Lodge Name) Lodge will also support (explain community service projects your lodge will support in (Year)).

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NEWS RELEASE
(Lodge Name) Masonic Lodge No. (Number)
Masonic Blood Drive
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

Blood Drive Coming to Town (Month and Date)
Thanks to Local Masonic Lodge

The first statewide blood drive is coming to (Town) thanks to (Lodge’s Name) Lodge No. (Number) on (Day and Date) at (Time) at (Location).

Masonic lodges across the state are participating during August and September in the first blood drive to bring together blood donation centers serving every community in Nebraska.

“We encourage area residents to donate blood during this critical time of the year for blood banks,” said (Lodge’s Name) Lodge Master (Master’s Name). “After blood centers process the blood into its various components, one donation can save the life of three people. The impact of each donation on residents and families in this area is enormous.”

Local Masonic lodges are working with the blood donation centers to coordinate the drive in each community. Nebraska Masons are placing an emphasis this year on service to the community. The blood drive is one service it will offer to help area residents. In addition, (Lodge’s Name) Lodge also will (describe other community service projects you will hold this year).

Residents with questions may call (Local Chairman’s phone number).

- more -
Masonic Blood Drive
ADD 1

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and scholarships. In (Year), (Lodge Name) Lodge will also support (explain community service projects your lodge will support in (Year)).

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NEWS RELEASE
(Lodge Name) Masonic Lodge No. (Number)
Masons Attend Leadership Training
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

Members of (Lodge’s Name) Masonic Lodge to Attend Leadership Training Seminar

Members of (Lodge’s Name) Lodge No. (Number) in (Town) will learn leadership training at a seminar (Date) in (Town).

Attending from (Lodge’s Name) Lodge will be: (Office and Name); (Office and Name); and (Office and Name).

The day-long training will focus on planning and implementing activities aimed at appealing to the interests of members, and leadership techniques. Topics include: running a more efficient meeting, creating an atmosphere of brotherhood, community service, effective communications, budgeting, leadership skills, building a program of activities that generates interest in the community and planning.

Leaders of area lodges will also attend and share their experiences in working with their Masonic lodge. The training will be held at nine locations across the state.

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and

- more -
Masons Attend Leadership Training
ADD 1

scholarships. In (Year), (Lodge Name) Lodge will also support (explain community service projects your lodge will support in (Year)).

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# # #
NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)
Veterans to Be Honored
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

Freemasons to Honor Veterans
with 87-Year-Old Australian Ceremony

In recognition of Veterans Day, area soldiers, veterans and their families are invited to attend a Masonic ceremony honoring them on (Day and Date) at (Time) at (Location) that will be performed by (Lodge’s Name) Lodge No. (Number) in (Town).

The ceremony, titled “The Vacant Chair,” originated in Australia after World War I by survivors of the Battle of Gallipoli to honor their brothers in arms who died during the fighting. It has been performed in Australia and New Zealand continuously since 1922 on ANZAC Day, a day to recognize the contributions of veterans similar to Veterans Day in the U.S.

“The ceremony is a very moving expression of thanks to the men and women of our armed services who have and are protecting our freedom,” said (Lodge’s Name) Lodge Master (Master’s Name). “In particular, the ceremony recognizes those who made the supreme sacrifice for us.”

The ceremony’s title is derived from the American Civil War song, “The Vacant Chair” that was popular during the late 19th and early 20th centuries, and found its way into church hymnals. A guest speaker will provide a patriotic address, and members of the armed forces will present the American flag and serve as an Honor Guard during the laying of wreaths at the vacant chair.

- more -
Veterans to be Honored
ADD 1

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and scholarships. In (Year), (Lodge Name) Lodge will also support (explain community service projects your lodge will support in (Year)).

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NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)
Masons Attend Statewide Meeting
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

(Name of Lodge) Lodge Officers Attend
Statewide Meeting in (Location)

Officers of (Name of Lodge) Lodge No. (Number) of (Town) will join more than 400 Masons from 84 communities at the (Number of AC) Annual Communication of the Grand Lodge of Nebraska to be held (Dates), at the (Location).

Attending will be: (Office Title and Name), (Office Title and Name), (Office Title and Name) and (Office Title and Name).

The two-day event will include conducting the business of the Freemasons’ state governing body, workshops to prepare for the coming year, social events and the presentation of awards. A public opening of the Grand Lodge will occur Friday at (Time).

A highlight of the Annual Communication will be the announcement of several awards. including: Rock Maul Award to the large and small lodges selected as the best all-around lodges in Nebraska; Gold Pan Award to the lodge contributing extraordinary service and advancing Freemasonry in Nebraska; Grand Master's Recruitment Award recognizing members recruiting the largest number of members, and lodges to showing the highest percentage increase in membership; the DeMolay Mason of the Year to a Master Mason who has made significant contributions to Masonry; as well as several other awards.

At the meeting last year, (Name of Lodge) Lodge received the (Names of Awards).

- more -
(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and scholarships. In (Year), (Lodge Name) Lodge will also support (explain community service projects your lodge will support in (Year)).

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NEWS RELEASE
(Lodge Name) Masonic Lodge No. (Number)
Masonic Scholarship
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

(Name) Masonic Lodge Awards Scholarship To (Student’s Name)

(Student’s Name), the (son/daughter) of Mr. and Mrs. (First and Last Name of Father, or Father’s Name and Mother’s Name if divorced), was awarded (Year) Grand Lodge of Nebraska and (Lodge Name) Masonic Lodge scholarship.

(Last Name only if the recipient is male/use ‘Miss’ and Last Name if female) is a senior at (Name) High School. (Describe some of his/her activities and accomplishments in school and community, and which post-secondary institution he/she will attend.)

In presenting the scholarship, the Master (Name) of (Lodge Name) Masonic Lodge recognized (Last Name only if the recipient is male/use ‘Miss’ and Last Name if female) for exemplifying good citizenship and high moral character.

The scholarship (was/will be) presented at (location and/or describe event).

“We are proud to recognize (First Name of recipient) with this scholarship,” (Last Name of Master) said. “(He/She) is an example of the best that today’s youth has to offer for our future. We hope this scholarship helps (First Name of recipient) realize (his/her) career goals.”

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

- more -
Masonic Scholarship

ADD 1

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and scholarships. In (Year), (Lodge Name) Lodge will also support (explain community service projects your lodge will support in (Year)).

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#   #   #   #
NEWS RELEASE
(Lodge Name) Masonic Lodge No. (Number)
Long-Time Members Recognized
For Immediate Release
For more information, contact:  (Contact Name and Phone Number)

(Name) Masonic Lodge Recognizes
Members For (No. of Years) Years of Membership

(No. of members recognized) members of (Lodge’s Name) Lodge No. (Number) were recognized for their years of membership as a Master Mason at a ceremony held (month, day).

Receiving a pin and certificate were: (Name) for (50/55/60/65/70/75) years; (Name) for (50/60/70) years; (Name) for (50/55/60/65/70/75) years; and (Name) for (50/55/60/65/70/75) years.

(Last Name of first recipient) became a Master Mason in (Year) at (Lodge’s Name) Lodge. (List offices he has held, and other involvement.)

(Last Name of second recipient) became a Master Mason in (Year) at (Lodge’s Name) Lodge. (List offices he has held, and other involvement.) (Continue with this paragraph for each recipient.)

“These men have been devoted Master Masons throughout the years of their membership,” said (Name of Worshipful Master). “It is appropriate that we recognize their contributions to the development and success of (Lodge Name) Lodge.”

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

- more -
Long-Time Members Recognized
ADD 1

Masonic lodges across Nebraska support local youth and community projects and humanitarian efforts including the child identification program and scholarships. In (Year), (Lodge Name) Lodge will also support (explain community service projects your lodge will support in (Year)).

Freemasonry, a benevolent, educational and charitable organization, provides $2 million a day in charity through its lodges and appendant bodies. The Grand Lodge helps to maintain two homes: The Masonic Home at Plattsmouth for Masons and their female relatives, and the Masonic-Eastern Star Home for Children in Fremont.

Masonry is the oldest and largest fraternal organization in the world and is based on the lessons of living a life of brotherhood and high moral standards as portrayed symbolically in the work of stone masons who built the cathedrals, abbeys and castles of Europe.

#   #   #   #
NEWS RELEASE
(Lodge Name) Masonic Lodge No. (Number)
Longest Standing Member Recognized
For Immediate Release
For more information, contact:  (Contact Name and Phone Number)

(Name) Masonic Lodge Recognizes
(Name) As Longtime Member

(Member’s Name) was recognized with the Jordan Medal as the longest standing Master Mason of (Lodge’s Name) Lodge No. (Number) at a ceremony (month, day).

The medal was presented in honor of Robert Carrel Jordan, the first Grand Master of the Grand Lodge of Nebraska. He served for three years as Grand Master, beginning in 1857 when Nebraska was still a territory.

During his (Number) years of membership, (Last Name) served (Lodge Name) Lodge as (list offices he held and other involvement).

In presenting the award, Master (Name) commended him for his many years of loyal and dedicated service to Masonry and (Lodge’s Name) Lodge. (Last Name of recipient), who is (age) years old, became a Master Mason in (year).

“Our ability to continue the good work of Masonry is dependent on the dedication of our members,” (Last Name of the Worshipful Master) said. “The members of (Lodge’s Name) Lodge are honored to recognize (Recipient’s First Name)’s many years of service to Masonry and this Lodge.”

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

- more -
Longest Standing Member Recognized

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NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)
Masons Celebrate Anniversary
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

(Name) Masonic Lodge to Celebrate (Years) Anniversary

Members of (Lodge’s Name) Lodge No. (Number) of (Town) will celebrate the lodge’s (Years) anniversary at (Type of Event) to be held (Date) at (Location).

The event will honor long-time members and special guests who will be in attendance, as well as (other historical activities highlighting the history of your lodge).

Highlights of the anniversary program include (list your program and entertainment).

Reservations may be made by contacting (name and phone number).

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

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#   #   #
NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)
Masons to Lay Cornerstone
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

Cornerstone to be Laid by Masons
for New (Name of Building)

In keeping with a centuries-old tradition, the Masons of Nebraska will lay the cornerstone of the recently completed (Name of Building) in a ceremony (Day, Date and Time) at (Location).

The head of Nebraska’s Masons, Grand Master (Name) of (Town), and officers from around the state will take part in the ceremony, which dates to several hundred years ago. George Washington, a Mason, laid the cornerstone of the nation’s capitol in 1793 while dressed in Masonic regalia and serving as President.

Masons lay cornerstones only on public buildings and buildings dedicated to religion, education, civic service or philanthropy. On average, about 10 cornerstones are laid in buildings by the Masons in the state each year.

(Name of Lodge) Lodge No. (Number) of (Town) coordinated the event with the (Organization constructing the building).

Items are being assembled to include in the cornerstone that reflect today’s culture and the events surrounding the ceremony.

(Describe other celebratory activities that will be held surrounding the cornerstone laying ceremony.)

- more -
Masons to Lay Cornerstone
ADD 1

(Lodge Name) Lodge meets monthly on (day of the month) at (time) at (address). It was chartered in (year), and has (number) members. There are nearly 8,000 members in about 84 communities in the state. Freemasonry has nearly two million members in the U.S.

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LOCAL NEWS RELEASE

(Lodge Name) Masonic Lodge No. (Number)
Child ID Program
For Immediate Release
For more information, contact: (Contact Name and Phone Number)

Local Parents Offered Free Child ID by Freemasons

Parents are invited by (Lodge’s Name) Masonic Lodge No. (Number) in (Town) to protect their children by taking them through a five-phased, free identification program on (Day and Date) from (Start and End Time) at (Location).

The Nebraska Freemasons CHild Identification Program (CHIP) is the most comprehensive child identification program available to parents. When completed, parents are given all materials for easy access and safekeeping, including a brief video interview of their children, digital photograph, digital fingerprints, cheek swab and an impression of their teeth. (Lodge’s Name) Masonic Lodge is paying the cost for each child who goes through the program.

“(Lodge’s Name) Lodge is proud to provide this vital service to our community,” said Master (Master’s Name), who heads (Lodge’s Name) Lodge. “On average, a child is reported missing every 43 seconds in the U.S. The identification materials parents receive provide the best overall information about a child, which increases the likelihood of their return.”

The program is conducted by the members of (Lodge’s Name) Lodge in cooperation with the Nebraska Dental Association, Nebraska Dental Hygienists Association, State Troopers Association of Nebraska and the Nebraska Sheriffs Association.

- more -
(Master’s Last Name) explained that the teeth impression also yields saliva that can be stored for at least three years and used by bloodhound recovery dogs and for nuclear DNA testing. Cheek swabs provide DNA, and, when frozen, can last up to 30 years.

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Standard Square and Compass used by the Grand Lodge of Nebraska
QUICK REFERENCE FOR PROCESSES OF PETITIONS AND APPLICATIONS

Petition for Initiation

Has the candidate previously petitioned another lodge?

- Yes
  - Secretary checks with that lodge or Grand Lodge to see if the Petition was read and accepted over three (3) years prior. If it was more than three (3) years, Petition can be accepted. If it was not more than three (3) years, the petitioner must Petition the original lodge for advancement. Courtesy work can be employed in these instances. If dealing with another jurisdiction, contact the Grand Lodge.

- No
  - The fees must accompany the Petition (Lodge dues and degrees fees, and fee for Public Records Criminal History Check (PRCHC) that will be invoiced to the lodge after request has been made).
  - Read the Petition at a regular communication.
    - Secretary creates new member record in Groupable:m2 (See page 5-1)
    - Secretary records the READ date in the member record in Groupable:m2
  - Master Assigns Investigating Committee (IC)
  - Secretary writes names of the IC on the Petition.
  - Secretary requests PRCHC from Grand Lodge using online form on Secretary Reports page (https://bit.ly/glne-PRC) When PRCHC report is completed, it will be emailed to the Secretary, who should forward it to the IC.
    - Grand Lodge records the VERIFIED Date in the member record in Groupable:m2
  - If the candidate lives in another town in Nebraska, the Secretary should assist the IC with arranging a courtesy investigation by a lodge near the candidate. Courtesy work can also be employed in these instances. If the candidate lives in another state, the Secretary should contact the Grand Lodge to get assistance with arranging for a courtesy investigation by a lodge near the candidate.
  - IC fills out the report section of the Petition and signs the Petition.
  - Only after the PRCHC has been completed and not sooner than 28 days after the Petition has been read, the IC gives their report, the Master reads the Petition and a ballot is cast.
  - The Secretary makes note in the minutes that the IC gave report, but does not disclose favorable or unfavorable.

- Is the ballot favorable?
  - Yes
    - Secretary records ELEC event in the member record in Groupable:m2.
    - Secretary notifies the petitioner in writing of election.
    - Secretary sends receipt for fees.
    - Secretary informs the candidate where and when to report for EA degree.

  - No
    - Secretary notifies the petitioner in writing.
    - Secretary returns the fees (with the exception of the fee for the PRCHC).
    - Secretary records in minutes that Petition was rejected (either by objection or ballot) If by objection, identity of objector and reasons for objection are not included in minutes
    - Secretary records results of election and dates on Petition.
      - Secretary records REJ or OBJ in member record in Groupable:m2.
    - Secretary files Petition in archives

NOTE: When entering events into the Timeline for members, always use the current year for the Record Period. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.
Petition for Advancement

(EA or FC who did not proceed to the next degree within five years)

- Read the Petition at a regular communication.
  - Secretary records the READ date in the member record in Groupable:m2.

- After being read, the steps are the same as for Petition for Initiation (including requirement for PRCHC).

Petition for Affiliation for Transfer

- Member fills out Petition for Affiliation and submits it to the lodge.
- A certificate of good standing, or similar document if from another jurisdiction, from the brother's current lodge must be obtained.
- The fees must accompany the Petition (Lodge dues and fees, and fee for Public Records Criminal History Check (PRCHC) that will be invoiced to the lodge after request has been made).
- Read the Petition at a regular communication.
- Master Assigns Investigating Committee (IC).
- Secretary writes names of the IC on the Petition.
- Secretary requests PRCHC from Grand Lodge using online form on Secretary Reports page (https://bit.ly/glne-PRC) When PRCHC report is completed, it will be emailed to the Secretary, who should forward it to the IC.
  - For current Nebraska members, the Grand Lodge creates the lodge connection in the current member record to the new lodge and records the READ date in the member record in Groupable:m2.
    - Secretaries should not create a new member record. This will create a duplicate in Groupable:m2.
  - For out of state members, the Grand Lodge will create a new member record and record the READ date in the member record in Groupable:m2.
  - Grand Lodge records the VERIFIED Date in the member record in Groupable:m2.
  - For out of state members, the Secretary enters all other member information in record after creation by Grand Lodge.
- If the candidate lives in another town in Nebraska, the Secretary should assist the IC with arranging a courtesy investigation by a lodge near the brother. Courtesy work can also be employed in these instances. If the candidate lives in another state, the Secretary should contact the Grand Lodge to get assistance with arranging for a courtesy investigation by a lodge near the brother.
- IC fills out the report section of the Petition and signs the Petition.
- Only after the PRCHC has been completed and not sooner than 28 days after the Petition has been read, the IC gives their report, the Master reads the Petition and a ballot is cast.
- The Secretary makes note in the minutes that the IC gave report, but does not disclose favorable or unfavorable.

- Is the ballot favorable?
  - Yes
    - Secretary completes the middle section of the certificate of good standing to request a demit from original lodge and sends it to the Secretary of the original lodge (if in current year for the Record Period. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.
QUICK REFERENCE FOR PROCESSES OF PETITIONS AND APPLICATIONS

- Nebraska). If member is transferring from out of state, all correspondence must be routed through the Grand Lodge.
- After receipt of the request for demit, at the Master’s direction, the Secretary of the original lodge prepares a demit and sends it to the Grand Lodge for the signature and seal of the Grand Secretary. The original lodge should keep the stub portion of the demit.
- The Grand Lodge mails the demit to the lodge Secretary requesting the demit, along with a dues card for the member.  
  ➡️ The Grand Lodge records the TRANSFER date in the member record in Groupable:m2.
- Secretary notifies the petitioner in writing of election.
- Secretary sends receipt for fees along with dues card.
- Secretary notifies the petitioner in writing.
- Secretary returns fees (with the exception of the fee for the PRCHC).
- Secretary records in minutes that Petition was rejected (either by objection or ballot) If by objection, identity of objector and reasons for objection are not included in minutes.
- Secretary records results of election and dates on Petition.  
  ➡️ Secretary records REJ or OBJ in member record in Groupable:m2.
- Secretary files Petition in archives

**Petition for Plural Membership**

- Member fills out Petition for Plural Membership and submits it to the lodge.
- A certificate of good standing, or similar document if from another jurisdiction, from the brother’s current lodge must be obtained.
- The fees must accompany the Petition (Lodge dues and fees, and fee for Public Records Criminal History Check (PRCHC) that will be invoiced to the lodge after request has been made).
- Read the Petition at a regular communication.
- Master Assigns Investigating Committee (IC).
- Secretary writes names of the IC on the Petition.
- Secretary requests PRCHC from Grand Lodge using online form on Secretary Reports page (https://bit.ly/glne-PRC) When PRCHC report is completed, it will be emailed to the Secretary, who should forward it to the IC.  
  ➡️ For current Nebraska members, the Grand Lodge creates the lodge connection in the current member record to the new lodge and records the READ date in the member record in Groupable:m2.  
  ♦ Secretaries should not create a new member record. This will create a duplicate in Groupable:m2.
  ➡️ For out of state members, the Grand Lodge will create a new member record and record the READ date in the member record in Groupable:m2.
  ➡️ Grand Lodge records the VERIFIED Date in the member record in Groupable:m2  
  ➡️ For out of state members, the Secretary enters all other member information in record after creation by Grand Lodge.
- If the candidate lives in another town in Nebraska, the Secretary should assist the IC with arranging a courtesy investigation by a lodge near the brother. Courtesy work can also be employed in these instances. If the candidate lives in another state, the

**NOTE:** When entering events into the Timeline for members, always use the current year for the Record Period. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.
QUICK REFERENCE FOR PROCESSES OF PETITIONS AND APPLICATIONS

Secretary should contact the Grand Lodge to get assistance with arranging for a courtesy investigation by a lodge near the brother.

- IC fills out the report section of the Petition and signs the Petition.
- Only after the PRCHC has been completed and not sooner than 28 days after the Petition has been read, the IC gives their report, the Master reads the Petition and a ballot is cast.
- The Secretary makes note in the minutes that the IC gave report, but does not disclose favorable or unfavorable.

Is the ballot favorable?

- Yes
  - Secretary completes the section of certificate of good standing to notify of election to plural membership and sends it to the Secretary of the original lodge (if in Nebraska). If member is from out of state, all correspondence must be routed through the Grand Lodge.
    - The Secretary records Elected for Plural in the member’s record in Groupable:m2.
  - The Grand Lodge will send a dues card to the Secretary.
  - Secretary notifies the petitioner in writing of election.
  - Sends receipt for fees along with dues card.

- No – Secretary notifies the petitioner in writing.
  - Secretary returns fees (with the exception of the fee for the PRCHC).
  - Secretary records in minutes that Petition was rejected (either by objection or ballot).
  - If by objection, identity of objector and reasons for objection are not included in minutes.
  - Secretary records results of election and dates on Petition.
    - The Secretary records REJ or OBJ in member record in Groupable:m2.
  - Secretary files Petition in archives.

Application to Terminate Plural Membership

- Member fills out Application to Terminate Plural Membership
- Application is read at regular communication.
- Master orders the Application be approved (if the member is current on dues and clear on lodge books, has passed proficiency examination; is not an installed officer, and has no charges pending against him).
- Secretary prepares a demit and sends it to the Grand Lodge for the signature and seal of the Grand Secretary. A notation such as “Termination of Plural Membership” should be included both on the back of the demit and on the demit stub the lodge retains. Keep the stub portion of the demit.
- The Grand Lodge mails the demit to the lodge Secretary of the remaining lodge.
  - The Grand Lodge records the TERM date in the member record in Groupable:m2.
Suspensions for Nonpayment of Dues

- Read list of those who are delinquent at April meeting.
- Fill out online Suspension Report (link on Secretary Reports page on [www.glne.org](http://www.glne.org)) and submit by May 10th. All three (3) contact attempts must be noted for each member. (Reports received after June 10th will not be considered by the Grand Master for approval in the current year.)
- Submit report even if you have no suspensions – Select No Suspension on online form.
- Mail the dues cards for suspended members to the Grand Lodge office (do not tape them together and do not write on them)

  ➤ After approval by the Grand Master, the Grand Lodge will record the SNPD date in the member records in Groupable:m2 with the effective date of 4/30/XXXX.
- If members pay dues after being suspended, notify the Grand Lodge.

  ➤ The SNPD event will be removed by the Grand Lodge in the member record in Groupable:m2 and the dues card will be returned.

Reinstatement after Suspension for Nonpayment of Dues

- Has the candidate been suspended for three (3) years or less?
  - Yes
    - Member pays full lodge dues for all years of suspension.
    - Master announces member’s reinstatement at regular communication.
    - Secretary notifies the Grand Lodge of the reinstatement via email.
    - Secretary mails check to the Grand Lodge for per capita for each year of suspension (except the current year).
    - Grand Lodge records REIN event in member’s record in Groupable:m2.
  - No
    - Member fills out Application for Reinstatement and submits to lodge with full lodge dues for the year of suspension and the current year, plus the current fee for the PRCHC.
    - Read the Application for Reinstatement at a regular communication.
      ➤ Secretary records the READ date in the member record in Groupable:m2.
    - Master Assigns Investigating Committee (IC).
    - Secretary writes names of the IC on the Application.
    - Secretary requests PRCHC from Grand Lodge using online form on Secretary Reports page ([https://bit.ly/glne-PRC](https://bit.ly/glne-PRC)) When PRCHC report is completed, it will be emailed to the Secretary, who should forward it to the IC.
    - Grand Lodge records the VERIFIED Date in the member record in Groupable:m2
    - If the candidate lives in another town in Nebraska, the Secretary should assist the IC with arranging a courtesy investigation by a lodge near the applicant. Courtesy work can also be employed in these instances. If the candidate lives in another state, the Secretary should contact the Grand Lodge to get assistance with arranging for a courtesy investigation by a lodge near the applicant.
    - IC fills out the report section of the Application and signs the Application.
    - Only after the PRCHC has been completed and not sooner than 28 days after the Application has been read, the IC gives their report, the Master reads the Application and a ballot is cast.
    - The Secretary makes note in the minutes that the IC gave report, but does not disclose favorable or unfavorable.

**NOTE:** When entering events into the Timeline for members, always use the current year for the Record Period. DO NOT backdate events in a previous record period. This ensures all activity reported is shown in the current year, regardless of when it occurred.
Is the ballot favorable?

- **Yes**
  - Secretary completes the result of the ballot on the Application.
  - Secretary forwards the Application to the Grand Lodge Office, along with a check for the per capita fee for the year of suspension (reinstatement fee), for consideration of approval by the Grand Master.
  - If approved by the Grand Master, the Grand Lodge will record the REIN event in the member’s record in Groupable:m2, and return the Application to the Secretary, along with a dues card for the member (only after the reinstatement fee has been received)
  - Secretary notifies the applicant of election and mails dues card.

- **No** – Secretary notifies the applicant in writing.
  - Secretary returns fees (with the exception of the fee for the PRCHC).
  - Secretary records in minutes that Application was rejected (either by objection or ballot) If by objection, identity of objector and reasons for objection are not included in minutes.
  - Secretary records results of election and dates on Application.
  - Secretary records REJ or OBJ in member record in Groupable:m2.
  - Secretary files Application for Reinstatement in archives.