

Grand York Rite of Florida
Secretary/ Recorder Manual
Rev. 3 - 2022



Produced by:
Grand York Rite Secretary/Recorders Office

Secretary/Recorder Manual

The purpose of this manual is to provide a source of reference material to be used by the Secretary/Recorder of the Chapter, Council, and Commandery and assist them in performing their duties.

The Secretary/Recorder is the SECOND most important Officer in the organization. Your duties are defined by the Constitution, Regulations, and By-Laws of each organization. Basically, you are the Chief Administrator of the records, working under the Presiding Officer. The success of your Chapter, Council and Commandery depend upon your ability to perform these duties and/or to ask for direction, and help, when needed.

Included in this manual, you will find copies of some of the forms generally used by the Grand Chapter, Grand Council, and Grand Commandery of Florida. **The majority of these forms, as well as most of the files needed, are located on our web site – <http://flgyr.org/> - under the Forms & Files tab.** Please use this web site for reference and information. We try our best to keep the web-site updated with all the latest information.

Please note that any interpretation of the Constitutions should go to the Grand Presiding officer, through the District Deputy, as they are the only ones that can do this.

Additions and revisions, as required, will be made available. Please contact the Grand York Rite office with any question and/or comments.

It shall be the duty of the Secretary/Recorder to keep a regular list of the members and record the transactions which are proper to be converted to writing. He shall receive all moneys paid and shall promptly pay the same over to the Treasurer. He shall give due notice when directed, by advertising or otherwise, of the time of each Concave/Assembly. He shall make an Annual Report, at the Regular Annual Assembly, of the state of the funds, embracing an account of the receipts and expenditures, for the preceding year up to and including the Regular Conclave/Assembly preceding the 27th of December, and more often as required. He shall have such other powers and duties as provided by the Constitution, Laws, and Regulations.

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MMS – Masonic Membership Solutions

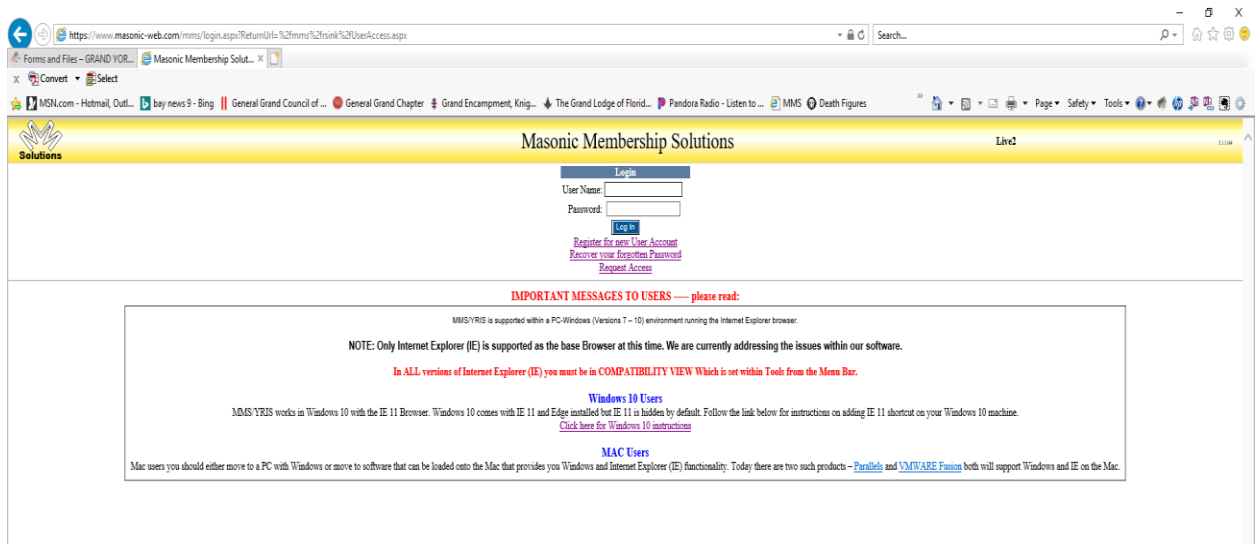
This system is used by the Grand York Rite of Florida for tracking membership.

It is a MUST that you, as Secretary, request and gain access to this system. You will be REQUIRED to input all data regarding the members of your York Rite Bodies, into this system. While the Grand York Rite Office can assist, it is ultimately your responsibility.

MMS is only compatible with Google Chrome.

To request access, you must do the following;

1. In Google Chrome, go to <https://masonic-web.com>



Masonic Membership Solutions

Live2

Login

User Name:

Password:

Login

[Register for new User Account](#)

[Recover your forgotten Password](#)

[Request Access](#)

IMPORTANT MESSAGES TO USERS — please read:

MMS/YRES is supported within a PC-Windows (Versions 7 – 10) environment running the Internet Explorer browser.

NOTE: Only Internet Explorer (IE) is supported as the base Browser at this time. We are currently addressing the issues within our software.

In ALL versions of Internet Explorer (IE) you must be in COMPATIBILITY VIEW Which is set within Tools from the Menu Bar.

Windows 10 Users

MMS/YRES works in Windows 10 with the IE 11 Browser. Windows 10 comes with IE 11 and Edge installed but IE 11 is hidden by default. Follow the link below for instructions on adding IE 11 shortcut on your Windows 10 machine.

[Click here for Windows 10 instructions](#)

MAC Users

Mac users you should either move to a PC with Windows or move to software that can be loaded onto the Mac that provides you Windows and Internet Explorer (IE) functionality. Today there are two such products – [Parallels](#) and [VMWARE Fusion](#) both will support Windows and IE on the Mac.

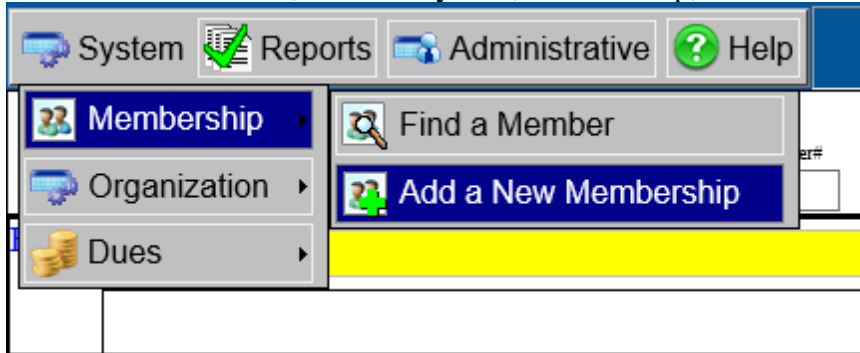
- 1.
2. Click on “Register for new User Account” and answer all the questions, then click on “Create User”
3. You will receive an e-mail containing a link to verify your email. You MUST click on this link.
4. Click on “Request Access”, answer all the questions and click on “Submit”. ONLY CLICK SUBMIT 1 TIME!

Once your request is received, and verified, it will be approved. (This may take up to 72 hours).

The Grand York Rite Office can supply documentation/user guides if needed.

Add a Member

To add a new member, click on System, Membership, “Add a New Membership” menu item.



User must search for the “new” member before proceeding in the system to ensure duplication of the person does NOT occur. The search filters on this screen are identical with those on the Find A Member search.

Tip in Search: Many times when you are doing a search a member is really on the database but spelled differently, this results in adding duplicates to our database. To prevent this many times you do not need to completely type out the members name. Example: Robert W. Armstrong - you can locate this by just "Ro" as first name and "Arms" as the last name. This will bring you back a list of possible members, from the list just search through, if you get too many then increase your search by adding additional characters. Also note a space for “State of Residence” is provided but not normally needed and should only be used if you need to narrow down the search which normally this can be accomplished in the name fields.

A screenshot of the 'Add Membership' search form. The form has a blue header with the text 'Membership - Add Membership' and a 'Page# 2463' indicator. Below the header, there is a navigation bar with 'System', 'Reports', 'Administrative', and 'Help' icons. The main form area contains a search instruction: 'Please search your 'new member' to ensure they are not already in the system.' The form has three input fields: 'First' (with a note: '(First Name ONLY – no prefix or Middle Name/Initial)'), 'Last' (with a note: '(Last Name ONLY – no suffix)'), and 'State of Residence' (a dropdown menu). To the right of these fields are 'Search' and 'Clear' buttons. Further right are two columns of radio buttons: 'Return' (with options 50, 100, 500, All) and 'Match' (with options Wild, Exact).

After searching the database the system will return records matching what you have entered as the First and Last Name, below you will see two examples of what is returned and what steps to follow next:

Example 1 – NO MATCH

Example 2 – MATCH

Example 1 - No Match

Because the system has found no member within the full database that matches based on the data you have entered, **before you add this member please double check the spelling to ensure you have entered it correctly so we don't end up with a duplicate in the database.**

If it has been correctly keyed click on:

"I would like to ADD a new person and membership to the database".

Please search your 'new member' to ensure they are not already in the system.

First Robert (First Name ONLY - no prefix or Middle Name/Initial)	Last Bigleytedt (Last Name ONLY - no suffix)	State of Residence (Only to be used if you need to narrow the search parameters so fewer matching members are found.)	Search Clear	Return <input type="radio"/> 50 <input checked="" type="radio"/> 100 <input type="radio"/> 500 <input type="radio"/> All	Match <input checked="" type="radio"/> Wild <input type="radio"/> Exact
---	--	--	-----------------	--	---

No matches were found

[I would like to ADD a new person and membership to the database](#)

After clicking on the add link as noted above you will be taken to the Membership Add screen, in this screen, you will need to add the remaining member information including **"Address"** and **"Date of Birth"**. (both are mandatory).

Date of birth is very important because it is used in edit checks and reports, so please have the correct date entered, but if you do not know the date you can key in with 1/1/1900.

If the members address is unknown, click **"Unknown"** in the address area.

... I will add the new person below:

Prefix	DateOf Birth: 6/12/1979 <small>Please do not guess, if unknown enter 1/1/1900.</small>	PhHome	Intl
*Last: Hanley	PlaceOf Birth	PhWork	Intl
*First: Corrie	DateOf Death: mm/dd/yyyy	PhCall	Intl
Middle	Sex: <input checked="" type="radio"/> M <input type="radio"/> F <input type="radio"/> Unk	EmailH	
Suffix	Employer	EmailW	
Preferred First Name which member wishes to be called if different than First Name supplied	Job Title	Spouse	
above:	Job Status: Current	Children	
Normal mailings will be using First-Middle and Last Name as supplied above but if member desires something other than that to print - please supply the full name block as it should appear in the mailing address block in the following	Job Code: None		
field			
Notes			

Home/Primary Address

Address is USPS Certified

*Country: USA Unknown

Type: Home

*Address: 1101 Business Pkwy S

*City: Westminster

*State: Maryland

*Zip: 21157 3066

To USPS Certify, click here

Continue Cancel

After the address has been entered click on **"To USPS Certify, click here"**.

Once you have clicked **"Continue"** from the previous page your next step is to select the **"National"** body from the pull down, because this pull down is controlled by your permissions in many cases it will be defaulted in based on these permissions.

Return to list of matches Cancel

You are adding a membership to the new person that you just added to the database.

In the following body:

National	State	Local
-- select national body --		
Cryptic Masonry		
Knights Templar		
Royal Arch Masonry		

Cancel

Selected person:

Hanley, Corrie	1101 Business Pkwy S, Westminster, MD 21157-3066	Born 06/12/1979
----------------	--	-----------------

After you have selected the national body based on your permissions the state and local body will be defaulted. If you have state permissions you must select the **"Local"** body you want to add the membership to. Because you are adding a member and his membership you will need to select **"Select Status"** on how you wish to append this membership to the new member record.

Return to list of matches Cancel

You are adding a membership to the new person that you just added to the database.

In the following body:

National	State	Local
Knights Templar ▼	Maryland ▼	17 - Carroll ▼

-- Select Status --
 Petitioner/Candidate
 Knighted - All Orders Required
 Affiliated
 Reinstated

Continue Cancel

Person:

Hanley, Corrie	1101 Business Pkwy S, Westminster, MD 21157-3066	Born 06/12/1979
-----------------------	---	------------------------

Note: If you select:

“Petitioner/Candidate” - will allow you to add Petitioner & Candidate data as well as partial orders

“Knighted (Greeted or Exalted) - All Orders Required” –Petitioner and Candidate dates are not recorded or required but ALL ORDERS are.

“Affiliated”- used when a member is Affiliating but cannot be found on the database Using Affiliated will require you to enter in the dates for Orders and where they were taken so make sure you have that information before proceeding.

“Reinstated”- used when a member is being Reinstated but is not currently a member of your local body. Using Reinstated will require you to enter in the dates for Orders and where they were taken so make sure you have that information before proceeding.

After you have Selected Status and clicked on **“Continue”** the system will do a double check on the body you are appending (adding) this membership to, and if the system finds any members that are a potential match based on the last name it will list them and ask you to confirm that this member is not already in your local body.

If you find that this membership is already in the local body click **“Cancel”**. If you have done a double check and you want to continue to add this membership click **“Continue & Save record”**

If you have selected **“Petitioner/Candidate”** status option you will be taken to the Add Orders screen to enter the dates. If you have all orders you may enter them all at one time but it is required that you MUST enter **“Petitioner”** date and the **“First Line Signer”**.

Don't forget the system will do a double check on the body you are adding the member to, to see if it finds any members that could be a potential match based on the last name you supplied.

This pull down for **“First Line Signer”** may not have all members going back in history or if you do not know who signed it, you can select **“Unassigned”**

Note - the First Line Signer pull down table only contains members within the local body that the membership is being added to, it displays the names in three colors:

Black - Active members ---- Red - Deceased members ---- Gray - Inactive members

PP1 Hanley, Corrie [DOB] 06/12/1979 [Home] 1101 Business Pkwy S, Westminster, MD 21157-3066

National Body: Knights Templar

Current Date of Birth Listed: 06/12/1979 Change Date of Birth to: 6/12/1979

Date	State	Local	First Line Signer	Comments	
Petitioner	4/27/2015	Maryland	17 - Carroll	Select a member	

Please select a first line signer.

Candidate

Note: If Petitioner Date is unknown enter 1/1/1900. DO NOT MAKE UP A DATE. Candidate Date must be greater than or equal to Petitioner Date.

Orders	Date	State	Local	Comments
Order of the Red Cross				
Order of Malta				
Order of the Temple (Knighthood)				

Order of the Temple MUST contain a valid date and will be used as Knighthood date below.

Date	State	Local	Comments
Knighthood			

First Line Signer:

Save Cancel Reset

If you have selected **“Knighting (Greeted or Exalted)- All Orders Required”** order status the Members Add Orders screen will appear. *Don't forget the system will do a double check on the body you are adding the member to, to see if it finds any members that are potential matches based on the last name you supplied.*

The member status that you have selected prior to this screen appears bottom left. Because All Orders are required on this screen just fill in the order dates. The State and Local body information is defaulted from the previous screens based on your permissions. You will be required to enter the First Line Signer of the application.

This pull down for **“First Line Signer”** may not have all members going back in history or if you do not know who signed it, you can select **“Unassigned”**

Note - the First Line Signer pull down table only contains members within the local body that the membership is being added to, it displays the names in three colors:

Black - Active members ---- Red - Deceased members ---- Gray - Inactive members

Orders	Date	State	Local	Comments
Order of the Red Cross	Select a date			
Order of Malta				
Order of the Temple (Knighthood)				

Order of the Temple MUST contain a valid date and will be used as Knighthood date below.

Date	State	Local	Comments
Knighthood			

First Line Signer: Bankert, George Raymor

Save Cancel Reset

At any time prior to selecting **“Save”** you can click on **“Reset”** this will erase all your information entered but will keep you on this window, or if you select **“Cancel”** it will cancel out of everything you have done and back you out of this screen.

Once you have selected **“Save”** you will be taken back to the Edit Status screen, which will confirm everything has been added as you have entered it.

If you selected **“Affiliated”** or **“Reinstated”** status the Membership – Add Membership/Orders screen will appear. Remember at this point you are adding the member because you could not find him in the database as well as his dates of his orders/degrees and where they were taken. *Don't forget the system will do a double check on the body you are adding the member to, to see if it finds any members that are potential matches based on the last name you supplied.* The member status that you have selected prior to this screen appears bottom left. Because this member was not originally found in the database and you have elected to add the member data as well as the membership you still must enter in the order dates and where they were taken. In this screen you have the ability to select the original state and body which may be out of your jurisdiction. (If you do not locate that body please contact the System Administrator before adding (**“Cancel”**) out). Because all Orders are required on this screen and they are used in many different reports the dates and locations must be correct and are very important – **DO NOT GUESS.**

The bottom section State and Local body information is defaulted from the previous screens. You will be required to enter the date and also the First Line Signer of the application. This pull down for **“First Line Signer”** may not have all members going back in history or if you do not know who signed it, you can select **“Unassigned”** *It is noted that Reinstated does not require a first line signer – just select “Unassigned”*

Note - the First Line Signer pull down table only contains members within the local body that the membership is being added to, it displays the names in three colors:

Black - Active members ---- Red - Deceased members ---- Gray - Inactive members

PPH Emerson, John [DOB] 01/01/1948 [Home] 1033 Long Prairie Rd, Flower Mound, TX 75022-4239

National Body: Knights Templar

Current Date of Birth Listed: 01/01/1948 Change Date of Birth to: 1/1/1948

Orders	Date	State	Local	Comments
Order of the Red Cross	Select a date	Select a state		
Order of Malta				
Order of the Temple (Knighthood)				

No orders information for this person. All orders up to Order of the Temple must be earned before this person can be Affiliated.
If the Red Cross or Order of Malta dates are unknown, enter 1/1/1900. Order of the Temple MUST contain a valid date and will be used as Knighthood date below.

Date	State	Local	Comments
Affiliated	Okiahoma	3 - Okiahoma	

First Line Signer: Select a member

Save Cancel Reset

At any time prior to selecting **“Save”** you can click on **“Reset”** this will erase all your information entered but will keep you on this window, or if you select **“Cancel”** it will cancel out of everything you have done and back you out of this screen. Once you have selected **“Save”** you will be taken back to the Edit Status screen, which will confirm everything has been added as you have entered it.

Example 2 – Match

Because the system has found members within the full database it will return the total records found along with a complete list of each record with their member affiliations and status within that body. If you do not find the record follow the procedures outlined in Example 1 – No Match. If you have found the record that you wish to append (add) another membership, click on that record.

Please search your 'new member' to ensure they are not already in the system.

First Michael (First Name ONLY – no prefix or Middle Name/initial)	Last Lum (Last Name ONLY – no suffix)	State of Residence FL - Florida (Only to be used if you need to narrow the search parameters so fewer matching members are found)	Search	Return 50 100 500 All	Match Exact
--	---	---	--------	-----------------------------------	----------------

To append a membership to a person below, click on their record OR If all the data is correct and you CANNOT find the member below in the list of matches click the following: I would like to ADD a new person and membership to the database

Your search returned 1 people. Use the scrollbar at the right to view all matches.

Lum, Michael E.	43 Wedgewood Ln, Palm Coast, FL 32164-7718	Born 03/30/1971
Cryptic Masonry	Florida 1 - Halifax	Greeted on 11/01/2018 Member# 2076993
Royal Arch Masonry	Florida 5 - Halifax	Exalted on 11/01/2018 Member# 3037216

Your search returned 1 people.

Once the record is selected you will need to select the **“National”** body from the pull down, because this pull down is controlled by your permissions in many cases it will be defaulted based on these permissions.

Return to list of matches Cancel

With the member below, you are appending a member and his membership to the database

Is in the following body:

National State Local

Select national body

Cryptic Masonry

Knights Templar

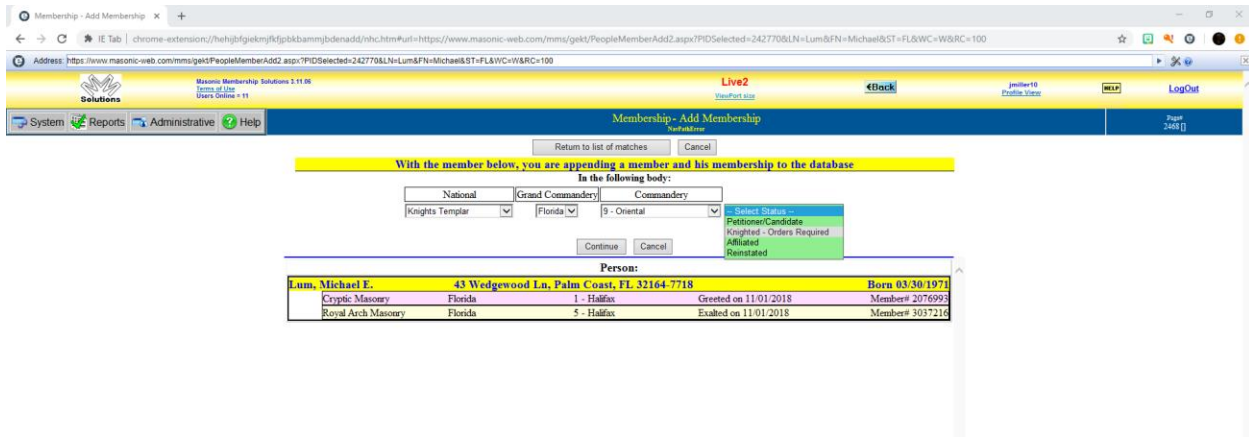
Royal Arch Masonry

Selected person:

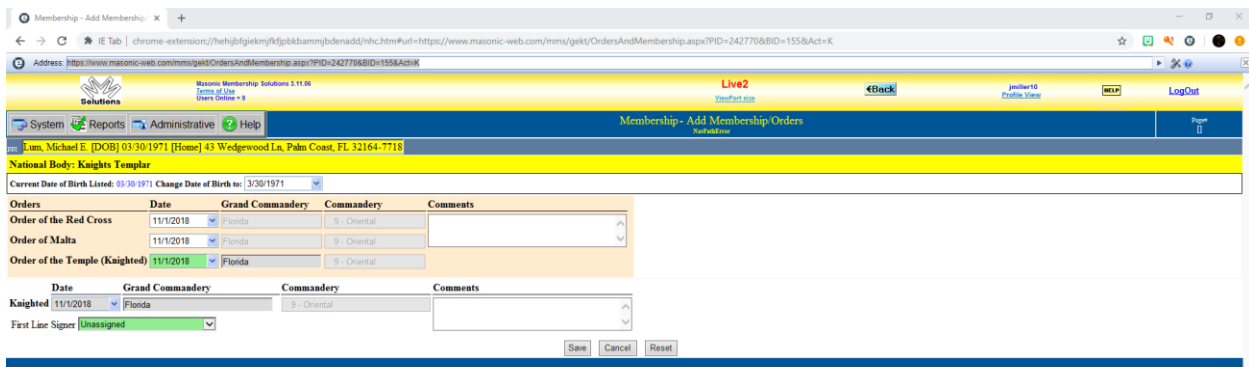
Lum, Michael E.	43 Wedgewood Ln, Palm Coast, FL 32164-7718	Born 03/30/1971
Cryptic Masonry	Florida 1 - Halifax	Greeted on 11/01/2018 Member# 2076993
Royal Arch Masonry	Florida 5 - Halifax	Exalted on 11/01/2018 Member# 3037216

After you have selected the national body based on your permissions the state and local body will be defaulted. If you have state permissions you must select the **“Local”** body you want to add the membership to.

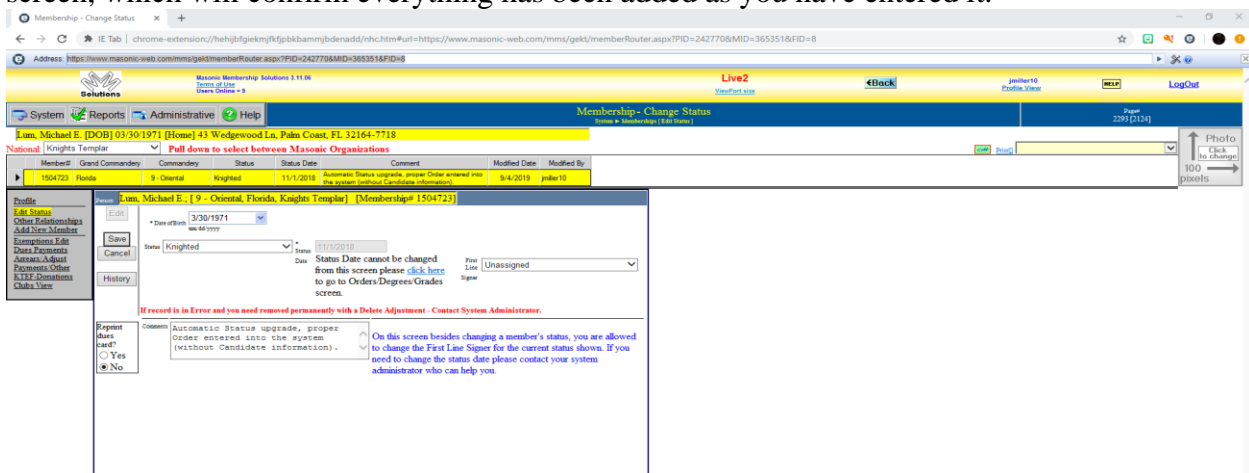
Because you are adding a membership to the current member you will need to select **“Select Status”** on how you wish to append (add) this new membership to the member.



The member status that you have selected prior to this screen appears bottom left. You need to add the Date of that status into the system and the person that was the First Line Signer of the application. This pull down for **"First Line Signer"** may not have all members going back in history or if you do not know who signed it, you can select **"Unassigned"**



At any time prior to selecting **"Save"** you can click on **"Reset"** this will erase all your information entered but will keep you on this window, or if you select **"Cancel"** it will cancel out of everything you have done and back you out of this screen. Once you have selected **"Save"** in the previous screen you will be taken back to the Edit Status screen, which will confirm everything has been added as you have entered it.



Petitions for the Degrees and Orders

Florida Grand Lodge Law requires that a Master Mason of this Grand Jurisdiction are prohibited from petitioning any organization whose fundamental or principal predicate for membership is Masonic Affiliation until they have been Master Masons for at least six (6) months or have passed a satisfactory examination on the catechism of the Third Degree. (Digest of Masonic Law 4.07)

FAILURE TO OBSERVE THIS COULD RESULT IN UN-MASONIC CHARGES BEING FOLLOWED

A petitioner for membership **MUST** be a member in good standing in some Regular Recognized Masonic Lodge, and you should require that he certify this. The Grand York Rite Office should be notified of All requests for Membership from a petitioner whose Lodge or Chapter is out of State.

Require that all blanks on the petition be completed, in detail, before it is presented for action.

Petition is available on our web site under 'Forms and Files'.

Date Received: _____ Print Full Name: _____

**PETITION FOR DEGREES AND ORDERS OF THE
YORK RITE BODIES OF _____ FLORIDA**

To the Officers and Members of:

_____ Chapter No. _____, Royal Arch Masons;
_____ Council No. _____, Royal and Select Masons; and
_____ Commandery No. _____, Knights Templar.

The undersigned states that he is a member in good standing in:

_____ Lodge No. _____, located at _____

and now prays to receive the degrees of the above Chapter and Council;
and the Orders of Knighthood of the above Commandery.

The petitioner further states that he has never been rejected in a Masonic Body, except as
explained in details on the back of this petition.

If applying for the Commandery, that he is a
firm believer in the Christian Religion (not required for the Chapter and Council). If found worthy,
he promises a

cheerful compliance to all Laws, Regulations and Ancient Usages and Customs of the above
named Bodies. He

further states that he has resided in the State of Florida for the past one year, and within the
City of

_____ for the past six months.

Signed: _____ Date: _____

(Please sign your name in full, no initials)

Print Full Name: _____

Mailing Address: (if different than home)

City, State, Zip: _____

Business Address:

City, State, Zip: _____

Business Phone: _____

Report of Committee: *(circle your choice and sign)*

Recommends Acceptance/Rejection _____

Recommends Acceptance/Rejection _____

Recommends Acceptance/Rejection _____

Home Address:

City, State, Zip: _____

Home Phone: _____

Mobile Phone: _____

E-mail: _____

Occupation: _____

Spouse's Name: _____

Date of Birth: _____

Place of Birth: _____

Date Raised: _____

Where Raised: _____

Ballot was spread on

And found:

Progress

Explanation of rejection in a Masonic Body *(if necessary)*:

Chapter

Fees: \$ _____ Date Fees Paid: _____

Dues: \$ _____

Mark Master: _____

Past Master: _____

M.E. Master: _____

Royal Arch: _____

Notes

Council

Fees: \$ _____ Date Fees Paid: : _____

Dues: \$ _____

Royal Master: _____

Select Master: _____

Commandery

Fees: \$ _____ Date Fees Paid: _____

Dues: \$ _____

Order of Red Cross: _____

Order of Malta: _____

Order of the Temple: _____

Date Received: _____ Print Full Name: _____



PETITION FOR DEGREES AND ORDERS OF THE YORK RITE BODIES OF _____ FLORIDA

To the Officers and Members of:

_____ Chapter No. _____, Royal Arch Masons;
_____ Council No. _____, Royal and Select Masons; and
_____ Commandery No. _____, Knights Templar.

The undersigned states that he is a member in good standing in:
_____ Lodge No. _____, located at _____
and now prays to receive the degrees of the above Chapter and Council;
and the Orders of Knighthood of the above Commandery.

The petitioner further states that he has never been rejected in a Masonic Body, except as explained in details on the back of this petition.

<p>Home Address: _____ City, State, Zip: _____ Home Phone: _____ Mobile Phone: _____ E-mail: _____ Occupation: _____ Spouse's Name: _____ Date of Birth: _____ Place of Birth: _____</p>	<p>Mailing Address: (if different than home) _____ City, State, Zip: _____</p>
	<p>Business Address: _____ City, State, Zip: _____ Business Phone: _____</p>
	<p>Date Raised: _____ Where Raised: _____</p>

If applying for the Commandery, that he is a firm believer in the Christian Religion (not required for the Chapter and Council). If found worthy, he promises a cheerful compliance to all Laws, Regulations and Ancient Usages and Customs of the above named Bodies. He further states that he has resided in the State of Florida for the past one year, and within the City of _____ for the past six months.

Signed: _____ Date: _____
(Please sign your name in full, no initials)

Print Full Name: _____

<p>Report of Committee: (circle your choice and sign)</p> <p>Recommends Acceptance/Rejection _____</p> <p>Recommends Acceptance/Rejection _____</p> <p>Recommends Acceptance/Rejection _____</p>	<p>Ballot was spread on _____</p> <p>And found: _____</p>
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Affiliation (by Demit or Transfer)

All petitions for Affiliation MUST be accompanied by a Demit Certificate OR a Certificate of Good Standing when presented for action.

ALL correspondence regarding demits and/or transfers from another Grand Jurisdiction MUST be handled through the Grand York Rite of Florida

Members cannot affiliate with a Florida York Rite Body unless he is a member in good standing within some recognized Lodge and York Rite Body as is the rule in receiving the Degrees and Orders.

If a member wishes to Transfer his membership, then the demit portion of the Good Standing Certificate Must be filled out and copies sent to the Secretary of his former body.

All transfer of memberships MUST be completed by November 1 of each year and reported as such.

Per Capita tax is charged only to the primary body when a member transfers within the State during the calendar year.

If you receive a request for a Certificate of Good Standing, complete and return it As Soon As Possible, if the member is not in arrears, as no action is required by the organization on this, although it should be noted in the minutes.

If the member requesting a Certificate of Good Standing is under investigation or has been charged with Unmasonic Conduct, the Certificate shall not be issued.

Demits should be acted upon at the next stated meeting. Once it has been recorded in the minutes, a Demit Certificate should be issued.

Forms are available on our web site.

PETITION FOR AFFILIATION

_____, Florida _____, 20_____

To the High Priest, King, Scribe and Companions of _____
Chapter No. _____, R.A. M. of Florida

COMPANIONS: The undersigned, a Royal Arch Mason, late a member of
_____ Chapter No. _____, R.A.M., City, _____
State _____, under the jurisdiction of the Grand Chapter of _____
hereby petitions for membership in your Chapter.

If found worthy and accepted, he pledges himself to a cheerful obedience to all the requirements of your laws and to the ancient usages of the Royal Craft.

Date of Birth _____
Place of Birth _____
Place of Residence _____
Resided in Florida _____

Please find hereto annexed petitioner's demit (or certificate) from
_____ Chapter No. _____, R.A.M., under the jurisdiction of
the Grand Chapter of _____

Dated: _____, 20_____

Signed _____
Applicant must sign his name in full.

The undersigned are personally acquainted with Companion _____,
_____ and from a confidence in his integrity and Masonic worth do
cheerfully recommend his admission to membership among us.

Petition: Accepted _____ Rejected _____

Date: _____

PETITION FOR AFFILIATION

_____, Florida _____, 20

To the Illustrious Master, Deputy Master, Pricipal Conductor of the Work and Companions of _____ Council No. _____, R. & S. M. of Florida

COMPANIONS: The undersigned, a Royal and Select Master, late a member of _____ Council No. _____, R. & S.M., City, _____ State _____, under the jurisdiction of the Grand Council of _____ hereby petitions for membership in your Council.

If found worthy and accepted, he pledges himself to a cheerful obedience to all the requirements of your laws and to the ancient usages of the Royal Craft.

Date of Birth _____
Place of Birth _____
Place of Residence _____
Resided in Florida _____

Please find hereto annexed petitioner's demit (or certificate) from _____ Council No. _____, R & S. M., under the jurisdiction of the Grand Council of _____

Dated: _____, 20 _____ Signed _____
Applicant must sign his name in full.

The undersigned are personally acquainted with Companion _____, and from a confidence in his integrity and Masonic worth do cheerfully recommend his admission to membership among us.

Petition: Accepted _____ Rejected _____ Date: _____

PETITION FOR AFFILIATION

_____, Florida _____, 20

To the Eminent Commander, Generalissimo, Captain General and Sir Knights of _____
Commandery No. _____, K. T. of Florida

SIR KNIGHTS: The undersigned, a Knight Templar, late a member of _____
Commandery No. _____, K. T., City, _____
State _____, under the jurisdiction of the Grand Commandery of _____
_____ hereby petitions for membership in your Commandery.

If found worthy and accepted, he pledges himself to a cheerful obedience to all the requirements of your laws and to the ancient usages.

Date of Birth _____
Place of Birth _____
Place of Residence _____
Resided in Florida _____

Please find hereto annexed petitioner's demit (or certificate) from _____
Commandery No. _____, K. T., under the jurisdiction of
the Grand Commandery of _____

Dated: _____, 20 _____

Signed _____
Applicant must sign his name in full.

The undersigned are personally acquainted with Sir Knight _____
_____, and from a confidence in his integrity and Masonic worth do
cheerfully recommend his admission to membership among us.

Petition: Accepted _____ Rejected _____

Date: _____

CHAPTER CERTIFICATE OF GOOD STANDING

To all Royal Arch Masons to whom these Presents may come, GREETING:

This is to certify that Companion _____ is a Royal Arch Mason in good standing in

_____ Chapter No. _____, R.A.M.

Located at _____, Florida

Under the jurisdiction of
GRAND CHAPTER OF ROYAL ARCH MASONS OF THE STATE OF FLORIDA

That his dues are paid up to _____, 20____; that he is not under charges, nor indebted in any capacity to this Chapter. He has been granted this certificate for the purpose of transferring his membership to your Chapter. Kindly notify this Chapter of the action of your Chapter on this petition and upon being advised of his election we will forward his demit.

If the foregoing Certificate of Good Standing is not used during the period for which his dues are paid it shall become null and void and of no effect.

Given under my hand and the seal of the Chapter at _____, FL
this _____ day of _____, A.I. 25____, A.D. 20____.

(SEAL)

Secretary

(Cut along line)

NOTICE OF ELECTION—REQUEST FOR DEMIT

You are hereby notified that a stated Assembly of _____ Chapter No. _____, Royal Arch Masons, State of _____, held on _____, 20____ a ballot was had on the petition of

Companion _____ for membership, which resulted in his election. His petition was accompanied by a Certificate of Good Standing from your Chapter; you will, therefore, forward his demit to this Chapter in care of the Secretary.

Fraternally,

Secretary

(SEAL)

Address

City, State, Zip

COUNCIL CERTIFICATE OF GOOD STANDING

To all Royal & Select Masters to whom these Presents may come, GREETING:

This is to certify that Companion _____ is a member in good standing in

_____ Council No. _____, R&SM

Located at _____, Florida

Under the jurisdiction of
GRAND COUNCIL OF ROYAL & SELECT MASTERS OF THE STATE OF FLORIDA

That his dues are paid up to _____, 20____; that he is not under charges, nor indebted in any capacity to this Council. He has been granted this certificate for the purpose of transferring his membership to your Council. Kindly notify this Council of the action of your Council on this petition and upon being advised of his election we will forward his dimit.

If the foregoing Certificate of Good Standing is not used during the period for which his dues are paid it shall become null and void and of no effect.

Given under my hand and the seal of the Council at
_____, Fl. this ____ day of _____,
A.: Dep.: 30____, A.D. 20____.

(SEAL)

Recorder

(Cut along line)

NOTICE OF ELECTION—REQUEST FOR DEMIT

You are hereby notified that at a stated Assembly of _____ Council No. _____, Royal & Select Masters, State of _____, held on _____, 20____, a ballot was conducted on the petition of

Companion _____ for membership, which resulted in his election. His petition was accompanied by a Certificate of Good Standing from your Council; you will, therefore, forward his dimit to this Council in care of the Recorder.

Fraternally,

Recorder

Address

City, State, Zip

(SEAL)

COUNCIL Certificate of Good Standing.doc
Revised 12/3/2014

COMMANDERY CERTIFICATE OF GOOD STANDING

To all Sir Knights to whom these Presents may come, GREETING:

This is to certify that Sir Knight _____ is a member in good standing in
_____ Commandery No. _____, KnightsTemplar
Located at _____, Florida

Under the jurisdiction of
GRAND COMMANDERY OF KNIGHTS TEMPLAR

That his dues are paid up to _____, 20____; that he is not under charges, nor indebted in any capacity to this Commandery. He has been granted this certificate for the purpose of transferring his membership to your Commandery. Kindly notify this Commandery of the action of your Commandery on this petition and upon being advised of his election we will forward his demit.

If the foregoing Certificate of Good Standing is not used during the period for which his dues are paid it shall become null and void and of no effect.

Given under my hand and the seal of the Commandery at
_____, FL this ____ day of _____, A.O.
9____, A.D. 20____.

(SEAL)

Recorder

(Cut along line)

NOTICE OF ELECTION—REQUEST FOR DEMIT

You are hereby notified that at a stated conclave of _____ Commandery No. _____,
Knights Templar, State of _____ held on _____, 20____ a ballot was
conducted on the petition of

Sir Knight _____ for membership, which resulted in his election. His petition was
accompanied by a Certificate of Good Standing from your Commandery; you will, therefore, forward his
demit to this Commandery in care of the Recorder.
Fraternally,

Recorder

Address

City, State, Zip

(SEAL)

Dual Membership

Some Grand Jurisdictions do not permit Dual Membership, so, it would be best to check with the Grand York Rite Office before receiving a Dual Membership petition. Be sure to include the full name, birth date, name, number and location of his primary membership. Please keep a copy of the petition for your records. If required, the Grand York Rite Office will notify you of the approval.

Once a favorable ballot has been obtained, you **MUST** notify the Grand York Rite Office.

Dual Members are required to pay dues in both organizations.

Dual members **MUST** be reported in MMS.

Plural Membership

Plural Members belong to two, or more, Chapters, Councils and/or Commanderies within the same Grand Jurisdiction.

Plural Members pay dues in **BOTH** (or all) bodies

Plural members **MUST** be reported in MMS and The Grand York Rite Office notified.

Forms are available on our web site.

NOTE: The same form may be used for either Dual or Plural Membership

CHAPTER PETITION FOR PLURAL MEMBERSHIP

<i>TO: Chapter Name:</i>		<i>Chapter No.</i>	<i>City</i>	<i>State</i>	
<i>Last Name (Please Print)</i>		<i>Middle Name</i>	<i>First Name</i>	<i>Date of Request</i>	
<i>Street Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>	
<i>Home Telephone</i>	<i>Mobile Phone</i>	<i>Occupation</i>		<i>Email address</i>	
<i>Orders Received In (Chapter Name)</i>		<i>Chapter No.</i>	<i>City</i>	<i>State</i>	
Do you realize that if you Demit from your Mother Chapter that you must file said Demit with the Secretary of this Chapter?					
<i>Response:</i>					
And, that by so doing you automatically become a regular member of this Chapter?					
<i>Response:</i>					
Do you know that if you are suspended from Membership in your Mother Chapter that you are automatically suspended in this Chapter?					
<i>Response:</i>					
I hereby certify on my honor that all of these answers are true and correct to the best of my knowledge, and that I have read, understand and agree with all statements made on this form.					
<i>Sign Name in Full (above)</i>			<i>Date</i>		
REFERENCES					
<i>Name</i>	<i>Street Address</i>	<i>City</i>	<i>State</i>		
RECOMMENDATIONS					
Requires signatures of two (2) members of Chapter to which petition is directed who thereby vouch for the character of the Petitioner.					
<i>Member Signature</i>			<i>Member Signature</i>		
<i>Received Affiliation Fee</i>	<i>Dues</i>	<i>Date</i>	<i>Elected</i>	<i>Rejected</i>	<i>Date</i>
Certificate of Good Standing from Mother Chapter must be attached to this petition when presented for ballot. After election, Mother Chapter to be notified on this date:					
<i>Date:</i>					
COMMITTEE REPORT					
<i>ACCEPTANCE</i>			<i>REJECTION</i>		

COUNCIL PETITION FOR PLURAL MEMBERSHIP

<i>TO: Council Name:</i>		<i>Council No.</i>	<i>City</i>	<i>State</i>
<i>Last Name (Please Print)</i>		<i>Middle Name</i>	<i>First Name</i>	<i>Date of Request</i>
<i>Street Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Telephone</i>	<i>Mobile Phone</i>	<i>Occupation</i>	<i>Email address</i>	
<i>Orders Received In (Council Name)</i>		<i>Council No.</i>	<i>City</i>	<i>State</i>
Do you realize that if you Demit from your Mother Council that you must file said Demit with the Recorder of this Council?				
<i>Response:</i> _____				
And, that by so doing you automatically become a regular member of this Council?				
<i>Response:</i> _____				
Do you know that if you are suspended from Membership in your Mother Council that you are automatically suspended in this Council?				
<i>Response:</i> _____				
I hereby certify on my honor that all of these answers are true and correct to the best of my knowledge, and that I have read, understand and agree with all statements made on this form.				
<i>Sign Name in Full (above)</i>			<i>Date</i>	
REFERENCES				
<i>Name</i>	<i>Street Address</i>	<i>City</i>	<i>State</i>	
RECOMMENDATIONS				
Requires signatures of two (2) members of Council to which petition is directed who thereby vouch for the character of the Petitioner.				
<i>Member Signature</i>			<i>Member Signature</i>	
<i>Received Affiliation Fee</i>	<i>Dues</i>	<i>Date</i>	<i>Elected</i>	<i>Rejected</i>
Certificate of Good Standing from Mother Council must be attached to this petition when presented for ballot. After election, Mother Council to be notified on this date:				
<i>Date:</i> _____				
COMMITTEE REPORT				
<i>ACCEPTANCE</i>			<i>REJECTION</i>	

**COMMANDERY
 PETITION FOR PLURAL MEMBERSHIP**

<i>TO: Commandery Name:</i>		<i>Commandery No.</i>	<i>City</i>	<i>State</i>
<i>Last Name (Please Print)</i>		<i>Middle Name</i>	<i>First Name</i>	<i>Date of Request</i>
<i>Street Address</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Home Telephone</i>	<i>Mobile Phone</i>	<i>Occupation</i>	<i>Email address</i>	
<i>Orders Received In (Commandery Name)</i>		<i>Commandery No.</i>	<i>City</i>	<i>State</i>
Do you realize that if you Demit from your Mother Commandery that you must file said Demit with the Recorder of this Commandery?				
<i>Response:</i>				
And, that by so doing you automatically become a regular member of this Commandery?				
<i>Response:</i>				
Do you know that if you are suspended from Membership in your Mother Commandery that you are automatically suspended in this Commandery?				
<i>Response:</i>				
I hereby certify on my honor that all of these answers are true and correct to the best of my knowledge, and that I have read, understand and agree with all statements made on this form.				
<i>Sign Name in Full (above)</i>			<i>Date</i>	
REFERENCES				
<i>Name</i>	<i>Street Address</i>	<i>City</i>	<i>State</i>	
RECOMMENDATIONS				
Requires signatures of two (2) members of Commandery to which petition is directed who thereby vouch for the character of the Petitioner.				
<i>Member Signature</i>			<i>Member Signature</i>	
<i>Received Affiliation Fee</i>	<i>Dues</i>	<i>Date</i>	<i>Elected</i>	<i>Rejected</i>
Certificate of Good Standing from Mother Commandery must be attached to this petition when presented for ballot. After election, Mother Commandery to be notified on this date:				
<i>Date:</i>				
COMMITTEE REPORT				
<i>ACCEPTANCE</i>			<i>REJECTION</i>	

Patents (Membership Certificates)

A Patent should be issued for each new member, and presented on the day he is exalted, greeted, and/or knighted.

Here are 4 examples. 1 for each body that is to be signed by the presiding officer and Secretary/Recorder, and, a Joint Patent that is to be signed by all 3 presiding officers and their Secretary/Recorder.

The 3 individual patents are editable (<https://flgyr.org/forms-and-files/>) so that you can customize them for your York Rite Body. The Joint Patent is available for purchase from the Grand York Rite Office



**HOLINESS TO THE LORD
TO ALL ROYAL ARCH MASONS
THROUGHOUT THE WORLD
GREETING**

THIS IS TO CERTIFY THAT COMPANION

**WHO HAS WRITTEN HIS NAME IN THE MARGIN HEREOF IS A ROYAL ARCHMASON IN
REGULAR STANDING IN SAID CHAPTER AND HE IS HEREBY RECOMMENDED TO THE
FREINDSHIP AND HOSPITALITY OF ROYAL ARCH MASONS WHENEVER DISPERSED. WE,
THE EXCELLENT HIGH PRIEST AND SECRETARY OF _____ CHAPTER
NO. ____ R.A.M., CERTIFY THAT THE ABOVE CHAPTER IS A LEGALLY CONSTITUTED
CHAPTER WORKING UNDER AND BY THE AUTHORITY OF A CHARTER ISSUED BY THE
GRAND CHAPTER OF ROYAL ARCH MASONS OF FLORIDA**

**IN TESTIMONY WHEREOF, WE HAVE
SUBSCRIBED OUR NAMES AND CAUSED THE
SEAL OF OUR CHAPTER TO BE AFFIXED THIS
_____ DAY OF _____**

A.D.

A.L.

SECRETARY

EXCELLENT HIGH PRIEST



ALPHA—OMEGA

TO ALL COMPANIONS OF CRYPTIC MASONRY

GREETING

THIS IS TO CERTIFY THAT COMPANION

WHOSE SIGNATURE APPEARS ON THE MARGIN HEREOF WAS GREETED A COMPANION OF
CRYPTIC MASONRY AND MADE A MEMBER OF _____ COUNCIL NO. ____ HELD
AT _____ UNDER THE JURISDICTION OF THE GRAND COUNCIL OF CRYPTIC
MASONS OF FLORIDA. ON THE DATE INSCRIBED BELOW AND AS SUCH ENTITLED TO ALL
RIGHTS AND PRIVILEGES OF CRYPTIC MASONRY AND TO BE RECEIVED WITH COURTEOUS
COMPANIONSHIP AND HOSPITALITY BY HIS FELLOW COMPANIONS WHERESOEVER DISPERSED.

IN TESTIMONY WHEREOF WE HAVE
HEREUNTO SET OUR HANDS AND AFFIXED
THE SEAL OF THE COUNCIL THIS ____

DAY OF _____,

A. DEP.

RECORDER

ILLUSTRIOUS MASTER



IN HOC SIGNO VINCES

**TO ALL ILLUSTRIOUS KNIGHTS OF THE VALIANT AND MAGNANIMOUS
ORDER OF THE TEMPLE**

GREETING

THIS IS TO CERTIFY THAT SIR KNIGHT

**WHOSE SIGNATURE APPEARS IN THE MARGIN HEREOF WAS DUBBED A KNIGHT AND
CREATED A MEMBER OF _____ COMMANDERY NO. ____ STATIONED
AT _____. UNDER THE JURISDICTION OF THE GRAND
COMMANDERY, KNIGHTS TEMPLAR OF FLORIDA. ON THE DATE INSCRIBED BELOW
AND AS SUCH IS ENTITLED TO ALL RIGHTS AND PRIVILEGES OF TEMPLARY AND TO
BE RECEIVED WITH KNIGHTLY COURTESY AND HOSPITALITY BY HIS FELLOW SIR
KNIGHTS WHEREVER DISPERSED.**

**IN TESTIMONY WHEREOF, WE HAVE HEREUNTO
SET OUR HANDS AND CAUSED THE SEAL OF THE
COMMANDERY TO BE AFFIXED, THIS ____ DAY
OF _____ IN THE YEAR OF OUR LORD.
_____ AND OF THE ORDER _____.**

RECORDER

EMINENT COMMANDER



Non nobis, Domine non nobis: sed nomini tuo da gloriam

HOLINESS TO THE LORD

IN HOC SIGNO VINCES

**This YORK RITE PATENT
Certifies that**

Has received all of the degrees and orders in the following legally and constituted York Rite Bodies: A Chapter of Royal Arch Masons, a Council of Royal and Select Masters and a Commandery of Knights-Templar within the jurisdiction of the State of Florida.

In recognition of his Zeal and Fidelity as a true and faithful member of the York Rite Bodies, we cheerfully recommend him to all Companions and Sir Knights wherever dispersed.



Excellent High Priest



Illustrious Master



Eminent Commander

ATTEST:

Secretary

ATTEST:

Recorder

ATTEST:

Recorder

ISH-SODI



Demits

Demit is when a Companion/Sir Knight no longer wishes to be a member of your York Rite Body.
Please do not issue a Demit when the Companion/Sir Knight is Transferring to another York Rite Body.

When entering a Demit, pull up the person (see member search) and go to Memberships.

The screenshot shows the 'Person Maintenance - Profile' page for Robert James Martin. The left sidebar contains a menu with 'Memberships' circled in red. A 'Save' dialog box is open, showing fields for Name, Birth Date, and Membership Type (Regular). The dialog box also includes fields for Phone, Work, and Cell, and checkboxes for 'CT (Companion of the Temple)', 'SA (Sawdust Award)', and 'LC (Lady of the Council)'. The 'Save' button is highlighted.

Choose the correct National Body and then change the status to Demitted. Enter the date demitted and select the Status Reason as Certificate of Demit

The screenshot shows the 'Membership - Change Status' page for Robert James Martin. A blue arrow points to the 'National' dropdown menu, which is set to 'Cryptic Masonry'. The 'Status' dropdown is set to 'Demitted' and the 'Status Date' is '10/28/2022'. The 'Status Reason' is 'Certificate of Demit'. The 'Save' button is highlighted.

You MUST print a Certificate of Demit, which is available on our website under Forms and Files.

Dues

Statements for the next years' dues should be mailed out to ALL members between October 15 and December 1. The Second Notice should be mailed by July 1 to remind those that are 6 months in arrears. A note should be enclosed for them to complete, showing the Name, Number, and Location of the Lodge in which they are in good standing.

Dues Cards should be issued for each body. Grand Encampment will send Commandery Dues cards as long as we use MMS. For Chapter and Council dues cards, the Grand Office may print and distribute. Samples on the following pages. Dues cards MUST have the seal of the corresponding body applied.

Delinquency Committee should be appointed by the Presiding Officer in the month of July or August. They should be furnished with the names and addresses of each member still owing dues. They can help to contact these members and recommend their suspension or placement on Emeritus Roll.

The Presiding Officer shall put to a vote, based on the recommendations of the Committee, those members and let the Craft decide on suspension and/or Emeritus Roll.

PLEASE NOTE: While Florida York Rite Bodies may accept one (1) dues card containing all three (3) Bodies of membership, this type of card is not accepted in most other Jurisdictions. If a member requests, you MUST send him a dues card for each of the York Rite Body/Bodies to which they belong.

Reinstatement

A petition for reinstatement must be completed, as much as possible, by the requesting member.

Questions such as Date of Suspension and Reason for Suspension must be obtained. You may need to fill these out.

Make sure that all monies owed accompany the petition.

Reinstatements are to be reported in MMS.

Form is available on our web-site.

Petition for Reinstatement

To the Officers and Members of York Rite Masonic Bodies:

Chapter Name	Chapter No.
Council Name	Council No.
Commandery Name	Commandery No.

The undersigned, formerly a member, hereby tenders the sum of _____,
and respectfully requests to be restored membership.

(APPLICANT MUST ANSWER EACH OF THE FOLLOWING QUESTIONS)

<i>Date of Birth (MM/DD/YYYY)</i>	<i>City (Birth)</i>	<i>State (Birth)</i>	<i>Date of this Request</i>
<i>Current Street Address:</i>		<i>City</i>	<i>State</i>
<i>Home Telephone #:</i>	<i>Business Telephone #:</i>	<i>Mobile Phone #:</i>	<i>Email Address:</i>
<i>Date Suspended:</i>	<i>Cause of Suspension:</i>		

The petitioner states that he has carefully read the above questions and has answered them truthfully.

(SIGN NAME IN FULL)

(PRINT NAME)

Investigating Committee:

Fee Paid: _____

Elected: _____

Emeritus Status

The Chapter, Council, and Commandery can simply vote to have a member placed on Emeritus status. While this status relieves the member from paying his dues, it does not relieve the body from paying Per Capita on this member. You MUST notify the Grand York Rite office of any Emeritus members.

The Council requires the following for Indigent Emeritus Status;

Each year upon proper investigation and written recommendation of its elective officers, a Council may, by a majority vote, place upon the Indigent Emeritus list (and remit dues for same in such year) those members who from bodily infirmities or misfortune, have become unable to pay dues. In order for the Council to be exempt from the per capita payment of the Grand Council Annual Revenue on such Indigent Emeritus members, the Illustrious Master and Recorder must certify on the Council Return that every Indigent Emeritus member is unable to pay dues in accord with this Regulation.

The Commandery has special rules regarding Indigent Emeritus status:

- Grand Commandery Law requires that no more than 2% of a Commandery membership may be voted to Indigent Emeritus status. An Indigent Emeritus Member of a Constituent Commandery who is admitted to the Florida Masonic Home under the life care plan does not count against the 2% limit of total membership.
- The Commandery SHALL thoroughly investigate and determine that the Sir Knight is not Financially capable of paying his dues, but wishes to remain a member.
- The Commandery shall file with the Grand Recorder at least 60 days before the Annual Conclave a Petition setting forth the full names and addresses of such members and a complete statement of the reasons for creating such Emeritus Memberships.
- Once approved, the Commandery shall not be required to pay Per Capita taxes for the member, but will still be required to pay the \$1.00 assessment for the Knights Templar Eye Foundation.

Form is available on our web site

Petition for EMERITUS STATUS

TO THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF FLORIDA:

_____ Commandery No. _____ Knights Templar
(Commandery Name)

of _____ Florida, after due investigation, voted on _____
(Location) (Date)

to place on the Emeritus Roll – Sir Knight _____
(FULL NAME: First – Middle – Last)

who is a member, and desires to remain a member, of this Commandery, but is no longer financially able to pay dues.

Reason: _____

We respectfully request the Grand Commandery of Knights Templar of Florida to approve this petition at its next Annual Conclave.

Recorder _____
(Name)

CONSTITUENT SEAL

(Signature)

NOTE: Voting to place a Sir Knight on the Emeritus Roll should be done only after thorough investigation and with the understanding that the Constitution, Laws and Regulations of the Grand Commandery of Knights Templar of Florida permits no more than 2% (percent) of the members of a Constituent Commandery to be placed on the Emeritus Roll.

Investigating Committee:

_____ (Name) _____ (Signature)

_____ (Name) _____ (Signature)

_____ (Name) _____ (Signature)

(Check One)

Approved _____
(Date)

Disapproved _____
(Date)

by the Grand Commandery of Knights Templar of Florida

Attest:

Grand Recorder _____
(Signature)

2 copies to be sent to the Grand Recorder 60 days prior to Annual Conclave

Form GYR_EMERITUS (2017)

Perpetual Membership

Perpetual Membership affords a Companion/SK an opportunity to remain an active supporter of his Chapter/Council/Commandery long after he has been called to the Celestial Lodge above. The funds provided by your Perpetual Membership will keep your Chapter/Council/Commandery on solid financial ground from now on.

Please ensure that the form is filled out completely. If the SK is an Eye Foundation Life Sponsor, please ensure that the number is listed. If not, there MUST be a separate check for \$30 made out to Knights Templar Eye Foundation.

Forms that are found to be incomplete, will NOT be processed and will be returned for completion.

Form is available on our web site.

Grand York Rite Perpetual Membership Application

Pursuant to legislation adopted with effectivity of June 1, 2001, Perpetual Membership (only) is now offered by all three Grand York Rite Bodies (when adopted as such by the Constituent Bodies in their By-Laws. Note: Since this legislation replaces the wording of the previous Regulation 26.03, those Constituent Bodies that had previously adopted this Regulation should require no further By-Laws change.) These Perpetual Memberships do not exempt the recipient thereof from payment of the Grand Bodies Annual Revenue per Regulation 26.03 Paragraph A (3) of the respective Grand Bodies Regulations.

QUESTIONS?? Call 1-813-837-8400

Required Application Information

				<i>Date of This Application</i>	
Comp./S.K.	<i>Last Name</i>	<i>First Name</i>	<i>M.I.</i>	<i>York Rite Bodies</i>	
<i>Street Address</i>			<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Applicant Signature</i>				<i>Applicant date of Birth</i>	
<i>Chapter #</i>	<i>Initiation Date</i>	<i>Current Dues</i>	X 20 =		①
<i>Council #</i>	<i>Initiation Date</i>	<i>Current Dues</i>	X 20 =		①
<i>Commandery #</i>	<i>Initiation Date</i>	<i>Current Dues</i>	X 20 =		①
<i>Eye Foundation Life Sponsor #</i>				If none, ADD \$30	
<i>Verified: Signature of Constituent Secretary/Recorder</i>			TOTAL INVESTMENT		

① \$200.00
MINIMUM

Make checks payable to: Grand York Rite Perpetual Membership Fund.

Forward this Application and Checks to: Grand York Rite Secretary/Recorder
P. O. Box 13496
Tampa FL 33681 -3496

Section below for Grand Secretary/Recorder Office Use Only.

Grand Secretary/Recorder Signature <small>(Indicates verification of above data.)</small>			<i>Forward the verified application and checks to:</i> GYR Perpetual Membership Program Grand Treasurer
Recorded and Notification Mailed (Date)			
<i>Month</i>	<i>Day</i>	<i>Year</i>	

Section 2

Dispensations

Request for Dispensation are to be submitted (4 copies) directly to the Grand Presiding Officer.

Be specific as to the reason for the Dispensation

The Grand Presiding Officer will Grant or Deny the request form and then forward it to the Grand Secretary for distribution.

Some reasons for requesting a Dispensation include, but are not limited to;

- Receive and Ballot on petitions at a Special Time and Place in the Council
- Election of an Officer to replace one who is unable to remain in his office
- Move the Charter for a Special Meeting
- Attend a Ceremony in Uniform

If you are unsure if a dispensation is required, PLEASE ASK!

This form is available on our web site

The Grand York Rite Bodies of Freemasonry of Florida

The Grand Chapter of Royal Arch Masons • The Grand Council of Royal and Select Masters • The Grand Commandery of Knights Templar

REQUEST FOR DISPENSATION

Date _____

(circle one)

To the: Grand High Priest of the Grand Chapter of Royal Arch Masons of Florida
Grand Illustrious Master of the Grand Council of Royal & Select Masters of Florida
Grand Commander of the Grand Commandery of Knights Templar of Florida

From: (Name of York Rite Body) _____ No. _____

We respectfully request Dispensation to: _____

on the _____ day of _____, _____ at _____ AM _____ PM

(Month) (Year)

Name of Presiding Officer _____

Title _____

CONSTITUENT
SEAL

Secretary-Recorder _____

Address _____ [Signature]

City _____ FL Zip Code _____

e-mail: _____

DISPENSATION

(circle one)

Excellent High Priest

(circle one)

Chapter

To the: Illustrious Master of _____ Council No. _____

Eminent Commander

Commandery

Your request for Dispensation as stated above is: GRANTED _____ DENIED _____

for the stated purpose(s) ONLY; provided that 4 copies of this request be submitted; and that due and timely notice be given to your membership with a copy to me by First Class Mail.

Grand Presiding Officer _____ [Signature]

GRAND
SEAL

(circle one)

M.:E.: Grand High Priest of the Grand Chapter of Royal Arch Masons of Florida

M.:I.: Grand Illustrious Master of the Grand Council of Royal & Select Masters of Florida

R.:E.: Grand Commander of the Grand Commander of Knights Templar of Florida

Date _____

Four (4) copies of this form must be sent to the **Grand Presiding Officer**. The copies will be distributed as follows:

- (1) Original returned to initiating York Rite Body
- (2) One copy to Grand Secretary-Recorder
- (3) One copy retained by Grand Presiding Officer
- (4) One copy to Jurisprudence Committee

Form GYR_Dis
REV - April 2013

By-Laws Amendments

NOTE: Notice MUST be sent to the membership prior to being read. By-Laws amendments must be approved by 2/3 majority. Please see the corresponding Constitution for any specific instructions.

By-Laws Amendment forms should be submitted directly to the Grand Presiding Officer

Refer to the subject, section, paragraph, etc., stating the exact wording as it is in the present By-Laws and how it will change.

Be SURE that the proposed By-Laws change does not conflict with the Constitution and By-Laws of the Grand Body or with the Grand Lodge.

Once completed, the Original **and** three (3) copies should all be signed by the presiding officer and the Secretary/Recorder and the seal affixed.

By-Laws amendments are not effective until an approved copy is returned to the local body.

This form is available on our web site

Proxy Forms

Separate forms must be completed for each Dais Officer who cannot attend the Annual Convention

Complete all blanks and cross out what does not apply

Proxy Forms **MUST** be signed by the Dais Officer giving their proxy.

The Secretary/Recorder must sign and affix the seal.

The Proxy Form is to be presented to the Returns and Credentials Committee when the member is registering for the Annual Convention. The member presenting the Proxy form **MUST** have a valid dues card for the body in which he is a proxy.

If they do not register, they will not be eligible to vote or receive per diem (When/where applicable).

This form is available on our web site.

CERTIFICATE OF PROXY IN THE GRAND

- CHAPTER
- COUNCIL
- COMMANDERY

Grand Chapter R.A.M. of Florida
 Grand Council R&SM of Florida
 Grand Commandery K.T. of Florida

This is to certify that I have appointed Companion Sir Knight _____ my Proxy to represent me

as _____ of _____ No. _____ in the _____ of the Grand _____
 Convocation Chapter
 Assembly Council
 Conclave Commander

to be holden at _____ on the _____ day of _____

Witness my hand and seal at _____ this _____ day of _____

 Office Signature

SEAL

Attest:

Secretary Chapter No. _____
 Recorder of _____ Council No. _____
 Commander No. _____

Please complete all shaded areas & check appropriate boxes. Each Proxy must have an individual form in each Body.

Election of Officers

As soon as Possible after the Election of Officers, but no later than **January 10**, MMS should be updated with all of the newly elected and appointed Officers.

The screenshot shows the 'Org Maintenance - Officers' page for '11 - Polk, Florida, Cryptic Masonry'. The page displays a table of current officers with columns for Office Title, Member Holding Office, and Start Date. The table lists various roles such as Illustrious Master, Deputy Master, and Treasurer, each with a dropdown menu for the member name and a 'Delete' button. A 'Save All' button is visible at the bottom of the table.

Office Title	Member Holding Office	Start Date		
Illustrious Master*	Jackson, Jeff (Greeted)	1/1/2010	Delete	View Member
Deputy Master*	Elia, Dr. John Bookhoff (Greeted)	1/1/2010	Delete	View Member
Principal Conductor of the Work*	Wylie, William Fredrick (Greeted)	1/1/2010	Delete	View Member
Treasurer*	Hubbard, Robert E. (Greeted)	1/1/2010	Delete	View Member
Recorder*	Gerston, Frederick Raymond (Affiliated)	1/1/2010	Delete	View Member
Captain of the Guard*	Gray Jr., Marvin Carroll (Greeted)	1/1/2010	Delete	View Member
Conductor of the Council*	Miller II, Rev. John Raymond (Greeted)	1/1/2010	Delete	View Member
Steward*	Dreadin, C. Pearce (Greeted)	1/1/2010	Delete	View Member

Once this is completed, Please run a report of Officers

The screenshot shows the 'Org Maintenance - Officers' page for '11 - Polk, Florida, Cryptic Masonry'. The page displays a table of current officers with columns for Office Title, Member Holding Office, and Start Date. The table lists various roles such as Illustrious Master, Deputy Master, and Treasurer, each with a dropdown menu for the member name and a 'Delete' button. A 'Save All' button is visible at the bottom of the table.

Office Title	Member Holding Office	Start Date		
Illustrious Master*	Jackson, Jeff (Greeted)	1/1/2010	Delete	View Member
Deputy Master*	Elia, Dr. John Bookhoff (Greeted)	1/1/2010	Delete	View Member
Principal Conductor of the Work*	Wylie, William Fredrick (Greeted)	1/1/2010	Delete	View Member
Treasurer*	Hubbard, Robert E. (Greeted)	1/1/2010	Delete	View Member
Recorder*	Gerston, Frederick Raymond (Affiliated)	1/1/2010	Delete	View Member
Captain of the Guard*	Gray Jr., Marvin Carroll (Greeted)	1/1/2010	Delete	View Member
Conductor of the Council*	Miller II, Rev. John Raymond (Greeted)	1/1/2010	Delete	View Member
Steward*	Dreadin, C. Pearce (Greeted)	1/1/2010	Delete	View Member

Export the data as a PDF or a WORD file

https://www.masonic-web.com/mms/rinik/OfficerRoster2.aspx

Reports - Officer Roster

System Reports Administrative Help

Reports - Officer Roster

Report: Officer Roster

Provides contact information for all members (past & current) that hold an office within a specific organization.

Report: Officer Roster

Office Status: Current Office Title: All Council Offices

11 - Polk

Count = 8

11 - Polk, Florida / All Council Offices / Status: Current Count = 8

Member Name	Office	Term	*SFOR
Address	Synode		
1st Email Address (Home - Work)	1st Phone# (Home-Coll-Work)		
Cryptic Masonry 8			
Florida 8			
11 - Polk 8			
Jackson, Jeff	Illustrious Master	01/01/2019	[C]
Jeff Jackson 8171 Westmont Terrace Dr, Lakeland, FL 33810-2083			
H: daltonesinger4@aol.com H: 885-859-7918			
Elks, Dr. John Bookhoff	Deputy Master	01/01/2019	[C]
Dr. John Bookhoff Elks 2323 Hollingsworth Hill Ave, Lakeland, FL 33803-2233			
H: jhbrbafads@verizon.net H: 885-887-6008			
Wylie, William Fredrick	Principal Conductor of the Work	01/01/2019	[C]
William Fredrick Wylie 2404 Cleveland Heights Blvd, Lakeland, FL 33803-2115			
H: EWylie1@ampabay.com H: 885-832-5283			
Hubbard, Robert E.	Treasurer	01/01/2019	[C]
Robert E. Hubbard 650 W Lake Howard Dr Apt 5C, Winter Haven, FL 33881-3133			
H: rehubbard@aol.com H: 885-324-4028			
Gerdom, Frederick Raymond	Recorder	01/01/2019	[C]
Frederick Raymond Gerdom 3704 Verma Ct, Lakeland, FL 33812-4387			
Sally			

And send this report to the Grand York Rite Office. Email is acceptable. Make sure that the meeting time and place are noted on the copy or in the email, as this information will be used in the Directory.

Request for Membership (Out of State Officers)

This form is used to make a Past Presiding Officer of a York Rite Body of another Grand Jurisdiction a member of Florida's Grand Jurisdiction and entitling them to a vote.

This member **MUST** be in good standing in your local body as either an Affiliated or a Dual member.

This request must be completed and submitted to the Grand Secretary/Recorder not less than 60 days prior to the next Annual Grand Convention.

The request will be voted on at the Grand Convention by the appropriate bodies.

After the Grand Convention, a copy of the form will be returned advising of the action taken, which you will report to the member.

If approved, the member will be able to vote at the Following Grand Convention.

This form is available on our web site.

REQUEST FOR MEMBERSHIP

To THE:

GRAND CHAPTER, COUNCIL, COMMANDERY OF FLORIDA

COMPANION/SIR KNIGHT _____

HAS AFFILIATED WITH _____ CHAPTER No. _____

_____ COUNCIL No. _____

_____ COMMANDERY No. _____

OF FLORIDA AND HAS PRESIDED OVER THE FOLLOWING YORK RITE BODIES:

_____ CHAPTER No. _____ CITY _____ STATE _____ YR _____

_____ COUNCIL No. _____ CITY _____ STATE _____ YR _____

_____ COMMANDERY No. _____ CITY _____ STATE _____ YR _____

And now fraternally requests the honor of being made a member of:

The Grand Chapter _____ Grand Council _____ Grand Commandery _____

in the Grand Body, or Bodies, of Florida indicated above.

Secretary-Recorder

_____ No. _____

Chapter

_____ No. _____

Council

_____ No. _____

Commandery

NOTE: This Form must be sent in Duplicate to the Grand Secretary-Recorder not less than 60 Days before the next Annual Grand Convention.

One copy will be returned to the Secretary-Recorder and the other one kept on file by the Grand Secretary-Recorder.

APPROVED (DISAPPROVED) on _____ 20 _____

Grand Secretary-Recorder

Form GBR
Rev. July 2006

Section 3

Longevity Service Awards.

Long and Faithful service is something to be proud of. The Grand York Rite will issue a certificate and a pin for 25, 40, 50, and 55+ years of Service.

Fill out the form with as much information as possible. Dates are IMPORTANT

Send the completed form to the Grand York Rite Office for processing.

Once the Grand Presiding Officer(s) sign the Certificate, they will be returned to you.

It is suggested that these awards be presented in a meeting and NOT mailed to the recipient. The effect of being recognized for their service will sometimes re-light the desire to become more active.

This form is available on our web site.

Application for ___ 25 ___ 40 ___ 50 year ___ 55+ certificate

Full Name _____

Place of Birth _____ Date of Birth _____

Place and Date Degrees conferred:

Exalted in _____ Date: _____

Greeted in _____ Date: _____

Knighted in _____ Date _____

Was Member ever suspended for NPD? Yes No

If yes, when? _____ When Reinstated _____

Secretary Signature _____

Send the completed form to the Grand Secretary/Recorder

Grand Chapter Awards

The following awards are listed in the Constitution of the Grand Chapter of Florida;

43.03 Distinguished Service Medal.

All Companions who have been honored by receiving the Distinguished Service Medal will be given per diem to attend each Annual Grand Convocation of this Grand Chapter, and those Companions shall be recognized in a manner befitting the honor they have received by being presented in a group at such time as arranged for by the Grand High Priest.

43.04 Gold Key Award.

The Grand High Priest shall, at the Annual Grand Convocation, or at such other times and places as he may select, present Gold Key Awards to Capitular Masons of the several Chapters of this Grand Jurisdiction, which Awards shall be regulated as follows:

a. Criteria: Criteria for choosing recipients of the Award shall be:

(1) The nominee's regular attendance at the undertakings of the York Rite Bodies (including the Symbolic Lodge);

(2) His activities in the work of the several committees of his Chapter or Grand Chapter.

(3) His general support of the fundamentals of the Masonic fraternity, and Capitular Masonry in particular;

(4) His leadership in matters Masonic, particularly Capitular;

(5) His efforts toward membership recruitment to the benefit of his, or other, Chapters; and

(6) His participation in ritualistic matters, whether performance, organization or support.

b. Number of Awards. The maximum number of awards presented during the term of each Grand High Priest shall be one for each twenty-five Exaltations in the Grand Jurisdiction. Such maximum number shall be apportioned to the Capitular Districts on the basis of one per each twenty-five Exaltations in each such District, based upon returns submitted to the office of the Grand Secretary no later than 1 April of each year (for this purpose, the computation of Exaltations shall be from 1 April to 1 April).

c. Nomination. Any Chapter or any Capitular Mason may make nominations for the Award by forwarding same to the office of the Grand Secretary before 1 April of each year. The Grand Secretary shall promulgate a nomination form which, upon approval thereof by the Grand High Priest, shall be timely provided to the Chapters in suitable quantity each year.

d. Selection. All nominations shall be presented by the Grand Secretary to the Grand High Priest, who shall select recipients of the Award in conformity to the numerical limitations and criteria herein provided.

e. Grand High Priest's Prerogative. Notwithstanding anything herein to the contrary, the Grand High Priest shall have the prerogative of presenting three additional such awards each year of his own nomination and of his own choosing.

f. Form and Design. The form and design of the Award shall not hereafter be altered without vote of the Grand Chapter at its Annual Grand Convocation.

43.05 Certificates of Longevity.

43.06 Membership Growth Awards

a. The Grand High Priest shall formally recognize each year at the Grand Convocation those outstanding Companions who distinguished themselves in the promotion of Capitular Masonry and Membership recruitment.

b. The Secretaries of each Royal Arch Chapter will submit to the Grand Secretary the names of each Top Line Signer on petitions for the Royal Arch (Capitular) Degrees of Freemasonry.

c. The Grand Secretary will tabulate and present those names of Top Line Signers, with the number of petitions signed by each, to the Grand High Priest in a timely manner for scheduling and presentation of awards.

d. The Grand High Priest is authorized to present awards to Top Line Signers on petitions for Capitular Degrees in accord with the following awards schedule:

AWARDS SCHEDULE

TOP LINE SIGNERS AWARD

One Special Lapel Pin with the Royal Arch Triple Tau

Three Special Certificates presented by this Grand Chapter. Their name will be read at the Grand Convocation and will be published in the Proceedings of the Grand Chapter, Royal Arch Masons of Florida.

Five Their Grand Chapter Convocation Registration Fee paid, plus a gift certificate for \$20.00 to the Masonic Order/Supply House of their choice.

Ten - A Special Plaque in recognition of their dedication and service to Capitular Masonry, plus a Free Ticket to the Men's Luncheon at the Grand Convocation.

Fifteen - All of the above awards, plus a free Banquet Ticket at the Grand Convocation, and a specially designed York Rite Watch.

Twenty - A Guest Banquet Ticket, A Very Special Plaque Announcing dedicated service of the recipient, plus Perpetual Membership as a Royal Arch Mason.

e. Funds for the Membership Growth Awards shall be included in the annual budget for the Grand Chapter, Royal Arch Masons of Florida. (1997- Retroactive to May 20, 1996.)

43.07 The Four Veils Award

a. The Four Veils Award is hereby established to recognize the efforts and accomplishments of the several subordinate Chapters of Royal Arch Masons.

b. The point system and explanatory material is attached.

c. The design of the Four Veils Award attached hereunto shall be adopted as the design for the award plaque to be presented to each subordinate Chapter of Royal Arch Masons as it fulfills the requirements for its initial presentation for the Award, and that a small metal plate, engraved with the name of the High Priest and the Capitular Year during which the award was earned be provided, and that, when the available space on the initial plaque be exhausted, a wooden hanger be provided to expand the space available for future awards, and that the said plaque and hanger be identical in size to that furnished for the Giblemite Award of the Grand Council of Royal and Select Masters of Florida.

THE FOUR VEILS – CHAPTER AWARD PROGRAM

MANDATORY POINTS

<u>ITEM</u>	<u>POINTS</u>
MMS Login at least 1 time per month	_____ (15)
Annual Returns to Grand Secretary (On Time)	_____ (15)
Religious Affirmation Day Observance	_____ (10)
Attendance at Grand Chapter Convocation (at least one dais officer)	_____ (5) per Officer
Attendance at District Meeting (at least one dais officer)	_____ (5) per Officer
Attendance at District School of Instruction (at least one dais officer)	_____ (5) per Officer
MANDATORY POINTS REQUIRED (55 POINTS)	_____

OPTIONAL POINTS

Open in Full Form at Stated Convocations	_____ (2) per opening
100% Contributions to R.A.R.A.	_____ (10)
Conferral of Chapter Degrees by Constituent Chapter	_____ (15)
Attendance at Grand Chapter Convocation (other than dais officers)	_____ (1) per member
Attendance at District Meeting (other than dais officers)	_____ (5) per member
Attendance at District School of Instruction (other than dais officers)	_____ (5) per member
New Companions Exalted or Affiliated	_____ (5) per member
TOTAL POINTS	_____

TOTAL REQUIRED POINTS = 125

CHAPTER _____ No. _____ DATE _____

HIGH PRIEST _____ (Print exactly as it is to be engraved on plaque)

SECRETARY _____

REPORT IS DUE BY: MARCH 15

PLEASE SEND THIS REPORT TO: GRAND YORK RITE BODIES

PO Box 13496

Tampa, Florida 33681-3496

grandsecrec@flgyr.org

(This award is for the High Priest for the year that just ended, not the current High Priest)

GOLD KEY AWARD

GOLD KEY AWARD
(NOMINATION FORM)

Qualifying characteristics, nominating procedures and limitations of this Award will be found in 43.04 of the Grand Chapter Constitution and Regulations.

NAME OF NOMINEE _____ Wife _____
 Address _____ City _____ St. _____ Zip _____
 Phone (Home) _____ (Business) _____

Masonic Lodge _____ No _____ Location _____
 Raised _____ WM _____ DDGM _____ Grand Lodge _____
 Honors _____

Royal Arch Mason _____ No _____ Location _____
 Exalted _____ HP _____ DDGHP _____ Grand Chapter _____
 Honors _____

Royal & Select Masters _____ No _____ Location _____
 Greeted _____ IM _____ DDGM _____ Grand Council _____
 Honors _____

Commandery _____ No _____ Location _____
 Knighted _____ EC _____ DDGC _____ Grand Commandery _____
 Honors _____

Attendance at Meetings (On a scale of One to Ten)

	Stated	Called	Degree Work	Special Functions
Lodge	_____	_____	_____	_____
RAM	_____	_____	_____	_____
R&SM	_____	_____	_____	_____
KT	_____	_____	_____	_____

Current Office (Elected, Appointed or Regular Pro Tem)

Lodge _____ RAM _____
 R&SM _____ K _____
 Other _____

Services Performed on a Regular Basis

Lodge _____ RAM _____
 R&SM _____ KT _____
 Other _____

Other Masonic Related Bodies

AAONMS _____ GROTO _____ KYCH _____ MSRICF _____ TC of L _____
 AASR _____ HRAKTP _____ M&W _____ Red Cross _____ YRCollege _____ AMD _____
 KM _____
 Other _____

Service to Youth (Fill in "P" if Present, "F" if Former)

DeMolay _____ Job's Daughters _____ Rainbow _____ Church _____
 Little League _____ Boy Scouts _____
 Other _____

NAME _____ Chapter _____ No _____
 (Name of Nominator)

GRAND COUNCIL AWARDS

Cryptic Mason of the Year A nomination form should be completed and sent to the Grand Master by January 1st. The Grand Master will then select one of the nominations and forward it to the General Grand Council. This is awarded to one outstanding Cryptic Mason of the Year.

General Grand Council Youth Award There is no form for this award. Nominations should be written to the Grand Master by January 1st. The Grand Master will select one and forward his selection to the General Grand Council. This award is intended for a member who has devoted time and energy in helping the Masonic Youth Groups.

Broken Triangle Plaque This award is decided by the Grand Recorder. The Council with the largest percentage of net gain in the past calendar year will win. There may be more than one winner if there is a tie.

Ten Percent Certificates This award is presented by the General Grand Council to the Council or Councils with a ten percent or more net membership gain in the past calendar year. The Grand Recorder will provide this information to the General Grand Council using the statistics.

Ish-Sodi Award The Grand Master may present up to six awards per year, the Deputy Grand Master and Grand Principal Conductor of Work can make recommendations but the Grand Master will make the selections. This award is for the Companions who have exhibited a continuing willingness to devote their time and ability for the good of Cryptic Masonry.

Walter I. Stevenson Grand Master's Medal This award will be presented annually to the Companion selected by the Grand Master who has best demonstrated dedication to Cryptic Masonry.

Giblimite Plaque The District Deputy Grand Masters have a form for grading the Councils as to their proficiency and other factors in qualifying for this award. They will inspect the Councils and send their reports to the Grand Master for selection according to the points and recommendations. The first year of winning a plaque is given, every year after that a name plate is given to add to the original plaque.

NOMINATION FORM

CRYPTIC MASON OF THE YEAR

_____ Council No, _____ at _____, FL

On the _____ day of _____, 20____, adopted a motion to nominate the following Companion, one of its own members, to be awarded the Cryptic Mason of the Year Medal for the year _____

Full Name of Nominee _____

Mailing Address _____

City, State, Zip _____

We are Pleased to certify the following accomplishments;

Masonic _____

Religious _____

Civic _____

Humanitarian _____

OTHER _____

Approved on _____

(SEAL) Illustrious Master (signature) _____

For OFFICIAL USE ONLY

Approved this _____ day of _____

Most Illustrious Grand Master R&SM of Florida

(SEAL)



The Grand Council of Cryptic Masons of the State of Florida

"ISH-SODI Nomination Form"

The Ish Sodi Award shall be presented to those Companions of this Grand Jurisdiction who shall have exhibited a continuing willingness to devote their time and ability for the good of Cryptic Masonry and toward the promotion of the welfare of York Rite of Freemasonry in general.

Companion _____ has exhibited these qualities and is recommended for the ISH-SODI award.

Supporting Comments: _____

Note: Must complete page 2 (additional comments on separate sheet)

ATTEST:

Illustrious Master Signature and Date

Right Illustrious DDGM Signature / Date

OR

RECOMMENDED by: _____ (Print Name) and Date

Council Number: ____ Individual recommendations will be considered.

Nominations must be received (or postmarked) 90 days prior to the next Grand Council Assembly. (Period of consideration Jan 1 – Dec 31)

Mail to: Current Most Illustrious Grand Master

1. Did the Companion attend the Grand Council Assembly this year? 0 •
2. Did the Companion attend the Grand Council Assembly Installation? ... 0 •
3. Did the Companion attend the current MIGM's Homecoming? 0 •
4. Did the Companion attend a Table Council this year? 0 •
5. Did the Companion attend a Cryptic School of Instruction this year?..... 0 •
6. Does the Companion hold a **blue card** certificate of proficiency in the opening and closing ceremonies of a Council of Select Masters? 0 •
7. Does the Companion hold a **white card** certificate of proficiency **with one purple stripe** in the esoteric work of the Royal Master degree and the lecture? 0 •
8. Does the Companion hold a **white card** certificate of proficiency **with two purple stripes** in the esoteric work of the Select Master degree and the lecture? 0 •
9. Does the Companion hold a **white card** certificate of proficiency **with three purple stripes** in the esoteric work of the Super Excellent Master Degree and the lecture? .. 0 •
10. Does the Companion hold a **purple card** certificate of proficiency when he has qualified for the blue card and one white card, and demonstrated his proficiency in giving the apron Lecture? 0 •
11. Does the Companion hold a **silver card** certificate of proficiency in the Circumambulation of the Royal Master Degree? 0 •
12. Has the Companion participated in Council Degree Work? 0 •
13. Has the Companion attended Degree Work outside his home Council? .0 •
14. Is the Companion a Life Member of the Council? 0 •
15. Did the Companion petition a new Council member this year? 0 •
16. Did the Companion serve as a Council Officer this year or earlier? 0 •

Grand Commandery Awards

Knights Templar Cross of Honor (KTCH)

This award is given by the Grand Encampment upon recommendation of the R.E. Grand Commander. Your nomination form MUST be sent to the RECG by January 1.

Jesse E Ramsdell Trophy

Awarded annually to the Commandery graded the most proficient in Full Form Opening and conferring the Order of the Temple.

Richard J Carr Trophy

Awarded annually to the Commandery graded the most proficient in 9 man Opening.

Sir Frances Drake Award

Award for General Excellence. A committee, consisting of the REGC, VEDGC, EGG, EGCG, and the EGR, will determine which Commandery will receive this award.

Beauceant Award

This award is obtained by meeting or surpassing the requirements list and is to be submitted by the Recorder and Commander NO LATER than April 1

Meritorious Service Award

This Grand Commandery recognizes and approves the Grand Commandery Meritorious Service Ribbon awarded annually to recognize individual Sir Knights for their noteworthy accomplishments and exemplary service to this Grand Commandery far exceeding that which was required or expected. At his discretion, the Grand Commander may award up to 8 ribbons during his term in office

Cross & Crown Plaque

This award is decided by the Grand Recorder, using statistics, and is awarded to the Commandery with the Largest percentage of net membership gain.

Forms available on Web Site

KNIGHTS TEMPLAR CROSS OF HONOR

RULES AND REGULATIONS

- 1) In accordance with the provisions of Section 237½ of the Statutes of the Grand Encampment, as amended at the 50th Triennial Conclave, the meritorious award known as the Knights Templar Cross of Honor shall be conferred by the Grand Master on behalf of the Grand Encampment of Knights Templar to deserving Sir Knights of Constituent and Subordinate Commanderies upon certain conditions hereinafter set forth.
- 2) The Knights Templar Cross of Honor shall be awarded "only for exceptional and meritorious service rendered to the Order, far beyond the call of duty and beyond the service usually expected of an officer or member." In deciding upon the award, precedents shall be entirely ignored and each case shall be decided on its own unusual merits. No posthumous award shall be made and no present or past elected Grand Officer of a Grand Commandery shall be eligible for the award.
- 3) Only one nomination may be made from a Grand Commandery membership of 10,000 or less, plus one additional nomination may be made by a Grand Commandery for each additional 10,000 of its members, or major fraction thereof, during any one year. Only one nomination may be made from the total of the Subordinate Commanderies during one year.
- 4) The procedure to be followed for making nominations for this award shall be as follows:
 - a) Any Constituent Commandery desiring to make a nomination shall first adopt a formal resolution setting forth the full name of the nominee and the nature of the meritorious service upon which such nomination is based.
 - b) The Commander of such Constituent Commandery shall thereupon cause to be filled in a Nomination Form to be supplied by the Grand Recorder of his Grand Commandery, giving the date, full name of the nominee, address, Templar rank, name of his Commandery, and a statement of the nature of the meritorious service upon which such nomination is based.
 - c) Such Nomination Form shall be signed by the Commander of such Constituent Commandery and shall be forwarded by him to the Grand Commander of his jurisdiction for consideration.
 - d) Such Grand Commander shall consider all nominations made by Constituent Commanderies of his Grand Commandery upon Nomination Forms and shall select only one nominee (more where qualified) in any one year; upon making such selection, the Grand Commander shall affix his written approval to such Nomination Form and shall thereupon send the name to the Grand Master.
 - e) Any Subordinate Commandery desiring to make a nomination for this award shall follow the same procedure as is set forth above for Constituent Commanderies, except that such Subordinate Commandery desiring to make a nomination, shall forward the Nomination Form to be supplied by the Grand Recorder of the Grand Encampment, and the same shall bear the written approval of the Commander of such Subordinate Commandery before being sent by him to the Grand Master.
- 5) The Knights Templar Cross of Honor medal shall consist of a round, gold-finished medal, the outer circle of which shall bear the words: "Knights Templar Cross of Honor," showing through in black enamel, and in the center shall appear the Patriarchal Cross of the Grand Encampment in purple enamel. Such medal shall be suspended from a gold-finished bar by two small chain links on either side; upon the face of the bar shall be engraved the name of the Sir Knight who shall be the recipient thereof. On the reverse side of such medal shall be engraved the date approved and the State of the recipient thereof. The Knights Templar Cross of Honor medal may be worn upon the Commandery uniform by the recipient upon all occasions.

A suitable Certificate of Award, issued by the Grand Encampment, signed by the Grand Master and the Grand Recorder, and bearing the seal of the Grand Encampment thereon, shall accompany the medal. This Certificate of Award shall contain a summary of the Citation upon which such award is based.

It shall be the responsibility of the Grand Encampment of Knights Templar to provide the medals, the Certificates of Award and wallet cards for the Knights Templar Cross of Honor, without any cost to the recipient or to his Constituent or Grand Commandery, or his Subordinate Commandery. Presentation of the Knights Templar Cross of Honor medals, certificates, and wallet cards shall be made at an appropriate ceremony by Grand Commanderies and Subordinate Commanderies, and a report thereof shall be sent by the respective Recorder to the Grand Recorder of the Grand Encampment within 30 days thereafter.

NOMINATION
For the Award of
"KNIGHTS TEMPLAR CROSS OF HONOR"

_____ Commandery No. _____, K.T. stationed at _____
City
 _____, on _____ Day of _____,
State Month Year adopted a motion
 to nominate the following Sir Knight, one of its own members, to be awarded the "Knights Templar Cross of Honor"

for the Templar Year

1. His Full Name: _____
(Print Full Name)

2. His Residence is: _____
Street (number) City State Zip Code

3. His Templar Rank: _____

4. The following facts are submitted as a justification for his Nomination:

Approved this _____ Day of _____, 20__ by _____ Commander of _____ Commandery No. _____
--

Approved this _____ Day of _____, 20__ by _____ Grand Commander of the Grand Commandery of _____

Approved this _____ Day of _____, 20__ by _____ Grand Master

IMPORTANT: Please follow instructions for filling in the form for Nomination for the Award of Knights Templar Cross of Honor. Rules and Regulations appear on the reverse side of this form.

Submit Form To the Office of the Grand Recorder of the Grand Encampment at least two (2) months prior to presentation.

K.T.C.H. 2007



The Grand Commandery Knights Templar of Florida
Jesse E. Ramsdell Trophy Competition

INSPECTION REQUEST

(See the current Grand York Rite Directory or web site for the Inspector General's name and address)

Sir Knight _____
Inspector General
 Address: _____
 City, State, Zip: _____

Date of Request: _____

Sir Knight _____:

_____ Commandery No. _____ located at _____
 _____ wishes to enter the competition for the Jesse E. Ramsdell
 Trophy. Our preferences for dates are as follows:

- 1) _____
- 2) _____
- 3) _____

If none of these dates fit your schedule, please advise us of open dates that are convenient for you.

This Commandery meets on the (day or days) _____ of each month, except: for
 the month(s) of _____
 Meeting Time: _____
 Meeting Location: _____

Courteously and fraternally,

 Eminent Commander (signature)
 Print Name: _____
 Phone Number: _____

 Recorder (signature)
 Print Name: _____
 Phone Number: _____
 Mailing Address: _____

NOTE: The earlier that this request is submitted, the greater the probability that your first choice can be honored.



The Grand Commandery Knights Templar of Florida
Richard John Carr Trophy Competition - 9-Man Opening

INSPECTION REQUEST

(See the current Grand York Rite Directory or web site for the Inspector General's name and address)

Sir Knight _____
Inspector General
 Address: _____
 City, State, Zip: _____

Date of Request: _____

Sir Knight _____:

_____ Commandery No. _____ located at _____
 _____ wishes to enter the competition for the Richard John Carr
 Trophy. Our preferences for dates are as follows:

- 1) _____
- 2) _____
- 3) _____

If none of these dates fit your schedule, please advise us of open dates that are convenient for you.

This Commandery meets on the (day or days) _____ of each month, except: for
 the month(s) of _____
 Meeting Time: _____
 Meeting Location: _____

Courteously and fraternally,

 Eminent Commander (signature)
 Print Name: _____
 Phone Number: _____

 Recorder (signature)
 Print Name: _____
 Phone Number: _____
 Mailing Address: _____

NOTE: The earlier that this request is submitted, the greater the probability that your first choice can be honored.

**The Grand Commandery of Knights Templar of Florida
SIR FRANCIS DRAKE AWARD
PERFORMANCE EVALUATION FORM**

To be completed by the District Deputy Grand Commander

Name and Number of Commandery _____

NOTE: All periods of evaluation are for the CALENDAR year ending December 31st _____

EVALUATION CRITERIA **CIRCLE ONE**

1) Did the current Commander submit his entire program for this year as Commander to the Grand Commander by the deadline of December 10th? Yes No

2) What was the Appearance of each of the officers?

Rating: (check one) Poor Good Excellent

Commander	_____	_____	_____
Generalissimo	_____	_____	_____
Captain General	_____	_____	_____
Senior Warden	_____	_____	_____
Junior Warden	_____	_____	_____
Treasurer	_____	_____	_____
Recorder	_____	_____	_____
Standard Bearer	_____	_____	_____
Sword Bearer	_____	_____	_____
Warder	_____	_____	_____
Sentinel	_____	_____	_____

3) Was a Masonic Education Program presented at each Stated Conclave during the current year? Yes No

4) What was the actual number of Masonic programs presented during the current year? _____

5) Did a DIFFERENT line officer present the Masonic education program each month? Yes No

6) Did this Commandery visit another Commandery within their district during the calendar year, with at least 3 Officers present each time? Give dates and Commandery visited. Yes No

Date	Commandery
_____	_____
_____	_____
_____	_____

7) Did this Commandery visit another Commandery outside their district during the calendar year, with at least 2 Officers present each time? Give dates and Commandery visited. Yes No

Date	Commandery
_____	_____
_____	_____
_____	_____

8) Did this Commandery schedule and hold a School of instruction under the direction of a member of the Committee on Work? Yes No

9) Did this Commandery hold 10 Full Form Openings, including the Rehearsal of Duties? Yes No

10) What was the actual number of Full Form Openings, including the Rehearsal of Duties? _____

11) Did the District Officers hold a joint study session with the District Deputy Grand Commander using the Training Manual as a reference? Yes No

12) Did the (elected) Officers attend York Rite Day at the Masonic Home? Yes No

13) How many members of this Commandery attended York Rite Day at the Masonic Home? _____

14) How many members of this Commandery attended the last Annual Conclave? _____

15) What is the condition of the armory of this Commandery?

Circle One: Poor Good Excellent

Date Report Submitted: _____ Signature: _____
DISTRICT DEPUTY GRAND COMMANDER

Date Report Received: _____ Signature: _____

GRAND COMMANDER

Send one copy of this report to the Grand Commander and one copy to the Grand Recorder
Revised January 2002

The Grand Commandery of Knights Templar of Florida BEAUCEANT AWARD REQUIREMENTS

TO QUALIFY for the Beauceant Award, a Commandery must accumulate a minimum of 200 points during the calendar year (from January 1st to December 31st). The following points can be earned:

	POINTS
1) (Mandatory) Three or more uniformed Knights, at least one of whom shall be a dais officer, must be present at one of the events listed below:	
(a) Good Friday Observance	10
(b) Easter Observance	10
(c) Ascension Day Observance	10
(d) Christmas Observance	10
2) (Mandatory) Perform at least one FULL FORM OPENING on Official Visit of a Grand Line Officer or District Deputy. Must be certified by visiting officers to the Grand Commander	10
3) For each DeMolay Chapter or Priory sponsored	10
4) Knighting candidates equal to 5% of the members on the rolls at the end of the previous year (December 31 st)	20
5) For each Knighting over 5% of the membership	2
6) A minimum of two (2) new Life Sponsors or maintaining 100% Life Sponsorship to the Knights Templar Eye Foundation	20
7) A donation of 10 cents (10¢) or more per member to the Knights Templar Educational Foundation (based on last year's rolls as of December 31 st)	15
8) (a) Recorder's 12 monthly reports sent to the Grand Recorder "on time"	15
(b) When less than 12 reports, each monthly report on time	1
9) (Mandatory) Attendance by at least two dais officers at own DISTRICT or AREA MEETING. Approval may be obtained from Grand Commander to use proxy by submitting justification prior to event. (Points for "proxy" shown in parentheses)	
Commander	3 (4)
Generalissimo	5 (3)
Captain General	5 (3)
Each Additional Sir Knight	1
10) (Mandatory) Attendance at ANNUAL CONCLAVE of the Grand Commandery. Approval may be obtained from Grand Commander to use proxy by submitting justification prior to conclave. (Points for "proxy" shown in parentheses)	
Commander	25 (15)
Generalissimo	15 (10)
Captain General	10 (5)
Each Additional Sir Knight	1
11) Attendance at School of Instruction	
Commander	6
Generalissimo	5
Captain General	5
Each Additional Sir Knight	1
12) Each Uniformed Honor Guard (e.g. Installation of Officers). Minimum of 4 Sir Knights	5
13) Each Uniformed Funeral (Service or Honor Guard). Minimum of 4 Sir Knights	10
14) Each Uniformed Public Appearance (e.g. parade, cornerstone laying) with proper dispensation from the Grand Commander. Minimum of 4 Sir Knights	10
15) Competing for the Jesse E. Ramadell Trophy	30
16) Recorder attending a Grand Recorder's briefing session	20
17) Each Affiliation or Reinstatement	5
18) Zero NPD during period January 1 st through December 31 st	50

Use the Beauceant Award Report Form provided on the reverse side.

Section 4

Annual Returns/ Per Capita Tax

During the month of December, no later than January 5th, an Annual Return will be sent to you. December 31 is the cut off and only data received by that date is to be used for the Annual Report. Any information received after that date will be included in next year's Annual Report.

The Annual Report is in an Excel Format, There are tabs at the bottom to switch between Chapter, Council, and Commandery.

Fill out the Annual Return completely, starting with the total membership number from the PREVIOUS year. The majority of this information can be obtained from MMS. The Annual Report shows all additions and deductions to your membership as well as a total amount due.

Payment is due, in the Grand York Rite Office, by FEBRUARY 1, and is considered delinquent after FEBRUARY 15. Per Resolutions passed at the 2019 annual Convention, **Late fees of \$25 per month will be assessed starting March 1.** Late payment could result in revoked voting privileges at the Annual Convention.

If you have any questions/concerns, please contact the Grand York Rite Office.

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	A	B	C	D	E	F	G	H	I	J
1	Grand Chapter RAM of Florida									
2	Annual Return for 2018									
3	Chapter:									
4	Secretary:									
5										
6	1. Membership Total December 27, 2017									
7										
8	2. Exaltation Fee		X 10.00	\$0.00						
9	3. Reinstated Fee		X 15.00	\$0.00						
10	4. Affiliated, Dual, Plural		X 15.00	\$0.00						
11	5. Adjustments		X 15.00	\$0.00						
12	6. Deceased perpetual @ \$4.00		x 4.00	\$0.00						
13	7. Deceased perpetual @ \$8.00		X 8.00	\$0.00						
14	8. Deceased Perpetual @ \$10.00		x 10.00	\$0.00						
15	9. Membership from Line 1.		0 X 15.00	\$0.00						
16										
17	10. Gross Per Capita (Total Money Amount from lines 2 through 9)			\$0.00						
18	-----									
19	DEDUCTIONS									
20	11. Suspended		x 15.00	\$0.00						
21	12. Emeritus		x 15.00	\$0.00						
22	13. 40 year Exempt		x 7.50	\$0.00						
23	14. 50 year Exempt		x 15.00	\$0.00						
24	15. Transfer from FL Chapter this year		x 15.00	\$0.00						
25	16. Perpetual Members @ \$4.00		x 7.00	\$0.00						
26	17. Perpetual Members @ \$8.00		x 5.00	\$0.00						
27	18. Perpetual Members @ \$10.00		x 5.00	\$0.00						
28	19. Adjustments		x 15.00	\$0.00						
29										
30	20. Total Deductions (Total lines 11 Through 19)			\$0.00						
31	-----									
32	Net Per Capita Due to Grand Chapter RAM of FLA (Subtract line 20 from line 10)			\$0.00						
33										
34	21. Deaths									
35	22. Demits									
36	23. Suspensions NPD									
37	24. Expelled/Resigned									
38	25. Adjustments									

RAM Annual RaSM Ann Commandery

Bonding

It is suggested that the Secretary/Recorder and Treasurer be bonded through a reputable Bonding Agent. The amount to be bonded for would depend on the financial situation of each body, but it is recommended that the bond should be for up to the amount of the assessed value of the Body. Bonding should be done for each Body (Chapter, Council, and Commandery).

Financial Statements

At the end of each fiscal year, the Secretary/Recorder and Treasurer shall file a financial statement of accounts to the body, showing total assets.

The Financial Statement shall be read, approved, and attached to the minutes. It is recommended that an audit be conducted.

It is recommended that each York Rite Body have access to a Debit/Credit card. This should be brought up to, and approved, by the body

Ad-Valorem Tax (Property Tax)

If your organization owns any real estate, you **MUST** contact your county tax appraiser, each year, for a form to be completed and filed by April 1, with a copy to the Grand York Rite Office.

Secretary/Recorder & Treasurer Pay

IF your By-Laws state that the Secretary/Recorder or Treasurer receives a salary for his services, it will subject the organization to pay Workman's Comp Insurance, Unemployment Tax, and Social Security, and, you **MUST** file with the IRS if you have paid employees. Your bodies can vote to compensate the Secretary/Recorder or the Treasurer for their expenses and services, thus avoiding the extra costs.

Employer Identification Number (EIN)

It is **IMPERATIVE** that you obtain an Employer Identification Number (EIN). If this has not been done, **DO SO NOW** and advise the Grand York Rite Office. Each of your York Rite Bodies is required to obtain an EIN. Whether or not the organization has employees is immaterial.

IRS-990

Each local York Rite Body is required to file a form 990-N (or a form 990 for income greater than \$50,000). File online at www.irs.gov

Florida State Corporation Fee

ALL Chapters, Councils, and Commanderies are REQUIRED to file SEPARATE State Corporation Forms, which should be sent directly from the State. The Secretary/Recorder is the registered agent, according to the Constitution and By-Laws.

Sales Tax

Your organization is required to pay Sales Tax on any service or product (dinners, breakfast, etc.) that you charge more than the actual cost of the item. State law spells out the sales tax requirements, donations do not eliminate paying sales tax, unless there is no set price.

You are required by the Constitution and By-Laws to notify the Grand York Rite Office of compliance with State and Federal regulations.

Section 5

Grand Resolutions, Rulings, Executive Orders, Edicts

Any of the above items, when received, should be read at the next meeting and be compiled with every detail. They WILL be recorded in the minutes.

Religious Affirmation.

The Grand High Priest will issue a Proclamation to be distributed by the Grand Secretary, at the beginning of his term in office. This Proclamation may designate a date in October as Religious Affirmation Day, and MUST be read at the next stated communication of the Chapter, so that arrangements can be made to comply. There is also a report to be filled out by the Secretary and sent to the Grand Scribe when completed.

Christmas Observance

Each year, all Commandery Recorders receive two (2) Christmas Messages, one from the Grand Encampment and one from the Grand Commander of Florida. These are to be read at the Christmas Observance held in December. This should be a special service and can be open to family and friends.

Festivals/Degree Work

Many times, all the York Rite Degrees/Orders are conferred during a Festival. If you know of, or are planning, a Festival, we would ask that the Secretary/Recorder furnish the Grand York Rite Office with the dates of conferral. This will enable us to have courtesy work done, when necessary.

District Meetings

There will be one (1) informal meeting within each district, each year. Dates are set by the Grand Presiding Officers, and are organized, jointly, by the three (3) District Deputies (Chapter, Council, Commandery). The Grand Officers of the Grand York Rite Bodies of Florida will be in attendance, so this is a good opportunity for everyone to come out and meet/greet them. There is usually a Ladies Program, filled with entertainment/information for the Ladies, so don't forget to bring them.

Section 6

Resources

As stated previously, our web site – www.flgyr.org – is full of information, forms, and files, that you will find useful in performing your duties. Should you have ANY questions/concerns, please do not hesitate to contact the Grand York Rite Office.

Ritual Books

Ritual books for each of the York Rite Bodies, are available for purchase from the GYR Office. Please note that due to the increased cost of shipping, shipping costs will be added to all orders that are being shipped. We will ship orders via USPS.

The GYR Office will make every effort to attend District Meetings and/or have books available for purchase. You can purchase books with cash, check, or debit/credit cards at these meetings.

Commandery Uniforms

Often, we are asked where to purchase uniforms. While the GYR Office does not have a supplier, here are a few recommendations for your records;

Lighthouse Uniform Company - <http://catalog.lighthouseuniform.com/knightstemplar/> . They often run specials and have Accessories available

Mayo's Discount Suits – They also sell Red and Purple Blazers for a discounted price
http://www.mayosdiscountsuits.com/index.php?route=product/product&product_id=51

Section 7

Mergers/Consolidation

If a Chapter/Council/Commandery votes to Merge with another you will need to refer to the Constitution of that particular Grand Body. Notice **MUST** be sent to ALL members. (Please see the Constitution.) Notices shall be sent at least ten (10) days prior to the meeting at which a vote will be cast.

REMEMBER that ALL the members automatically become members of the York Rite Body with which you merged, there is no need to fill out any paperwork for this. IF a member decides that he does not want his membership in the “new” York Rite Body, he can either Demit or Affiliate (see Section 1).

Surrender/Forfeiture of Charter

If, for any reason, the Charter of a Chapter/Council/Commandery is forfeited, ALL assets of such **MUST** be sent to the Grand Recorder, unless regularity in actions is restored.

If a Chapter/Council/Commandery decides to Surrender its’ Charter, written notice **MUST** be sent to ALL members AND to the Grand Presiding Officer. The action must be held over for thirty (30) days before a vote is cast. Majority vote is required.

REMEMBER that all members are now in need of a DEMIT, unless they wish to affiliate with another body. (see section 1). For those members that wish to Demit, they will have one (1) year to find another York Rite body.