



# GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



## PROCEDURE FOR PURCHASE OF A LODGE BUILDING.

REV: ~ July 2013

### **SCOPE:**

The following outline is provided to help you properly follow the procedure for the purchase of a constituent lodge building. Please note that this covers only the purchase of buildings, you will need to refer to consolidation, merger and sale procedures if appropriate.

### **CODE DEFINITIONS**

#### Preamble of the WI Masonic Code

Whereas, the Grand Lodge Free and Accepted Masons of Wisconsin is an absolute sovereign body with inherent power to form a Constitution as its fundamental law and to enact laws for its own government and that of its constituent lodges, subject to the Ancient Landmarks of Freemasonry; Therefore, this Grand Lodge does hereby ordain, establish and promulgate this Constitution, and every Mason within this Grand Jurisdiction is obligated to obey and conform to the provisions thereof and the laws enacted pursuant thereto.

22.03 Specific Powers and Duties Pertaining to Constituent Lodges. The following is a list of the powers of the Grand Master, they are not limited to this:...*Eleventh:* The Grand Master shall approve a change in the name of a lodge before it shall become effective.

29.12 Committee on Temple Plans and Financing. It shall be the duty of the Committee on Temple Plans and Financing to prepare and maintain a book of plans, specifications and appropriate costs of Masonic Temples, to counsel lodges on costs, plans, requirements for building and financing and to make recommendations for approval or disapproval of such plans to the Grand Master

52.01 Charter. Each lodge excepting those under dispensation shall be held by virtue of a charter from the Grand Lodge, and shall not proceed to work until it shall have been regularly constituted and its officers installed.

52.07 Change of Name and Location. A lodge may change its name or location only by a resolution presented at a stated communication and adopted by a majority vote at a subsequent stated communication held not less than one month thereafter. Such change shall not become effective until after it shall have been approved by the Grand Master.

52.09 Location Defined. The location of a lodge is in the town, village or city named in its charter and it cannot remove or have its place of meeting elsewhere without consent of the Grand Lodge or the Grand Master.

52.10 Change of Meeting Place. A lodge may not change its place of meeting within the borders of the town, village or city in which it is located without a dispensation from the Grand Master; however, a lodge may be convened by the Worshipful Master, or his duly authorized deputy, at a special or emergent communication called at his pleasure to conduct Masonic memorial services for a deceased brother at a place selected by him.



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**52.11 Grand Master Must Approve Plans.** A lodge shall not erect, purchase, lease, remodel, mortgage or sell a Masonic Temple, or any part or parcel thereof, nor obligate itself to do so without first submitting to the Grand Master for his approval definite plans therefor, conforming to state and local building codes, together with the proposed plan for financing the same, a statement of the financial condition of the lodge and adequate reasons to support the action for which approval is sought.

**52.12 Laying of the Corner or Foundation Stone.** The corner or foundation stone of all Masonic Temples or edifices hereafter constructed shall be laid with due and proper ceremonies. The laying of the corner or foundation stone in accordance with Masonic Rites can be performed only by the Grand Lodge, presided over by the Grand Master, in person, or by some Master Mason appointed by him for that purpose. A bronze plaque may be substituted for the corner or foundation stone, all as approved by the Grand Master.

**52.13 When Ceremonies Shall Be Performed.** These ceremonies shall be performed as soon as practicable in the progress of the construction. They shall not be performed if the walls of the edifice are erected or practically so, and an open space therein cannot be left for the laying of a corner or foundation stone after the building has been completed. In the event a lodge purchases an existing building to be converted into a Masonic Temple, a corner or foundation stone shall be laid in a cavity prepared in an exterior wall as soon as possible after remodeling has been commenced. If a bronze plaque is being substituted for the corner or foundation stone, it shall be installed as approved by the Grand Master.

**52.14 Time of Ceremonies.** Before definitely setting the date and hour for the ceremonies, the lodge or other organization must obtain the consent and approval of the Grand Master.

**52.15 Inscription on Corner or Foundation Stone.** The corner or foundation stone is usually placed in the northeast corner. It should be engraved with the date of laying of the cornerstone and the year of Masonry, the Grand Master's name, and such other inscription as the Grand Master shall have approved. If a bronze plaque is substituted, it shall be placed and engraved as approved by the Grand Master.

**52.16 Dedication of Masonic Temples.** All Masonic Temples or edifices hereafter constructed, or building acquired for that purpose, shall be dedicated with due and proper ceremonies. The ceremonies of dedication in accordance with Masonic Rites can be performed only by the Grand Lodge, presided over by the Grand Master or by some other Master Mason to whom he has delegated his authority.

**52.17 Time of Ceremonies.** Before definitely setting the date and hour for the ceremonies, the lodge or other organization must obtain the consent and approval of the Grand Master.

**60.05 Shall Have Supervision of Property.** It is hereby made the duty of the Trustees of lodges to exercise a general supervision over the property, both real and personal, including trust funds of

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the lodge, unless otherwise provided by regulation of the lodge, to receive and hold the title thereto as Trustees, to execute all conveyances for and on behalf of the lodge, and to make contracts, leases and agreements in their names, as they may be authorized by the lodge or bylaw.

Provided, however, that the Trustees are required to secure the approval of the lodge before:

- 1) The purchasing, selling, leasing or mortgaging of any real property.
- 2) The purchasing, selling, investing, lending, borrowing or pledging of any personal property having a value of more than \$5,000.00.
- 3) Participating in litigation determining any rights of the lodge.

**PROCEDURE:**

- 1) Thirty (30) days prior to the stated communication when a motion to purchase/build a facility is anticipated. The WM and Secretary will make a request for dispensation to purchase a building/build in the form of a formal letter on lodge letterhead to the Grand Master. This letter should contain a long-range plan on how the lodge will maintain Freemasonry in the community, where they will meet temporarily and permanently, if applicable. Additionally, definite plans conforming to state and local building codes, together with the proposed plan for financing the same, a statement of the financial condition of the lodge and adequate reasons to support the action for which approval is sought. see §52.11. The Grand Master will immediately refer this request to the Temple Plans and Finance Committee for review and report.
- 2) 1<sup>st</sup> Stated Communication: Resolution to purchase/build a facility will be offered, if a second is received discussion may be held, however, the final vote will be held for a minimum of 30 days and until the Report of The Temple Plans and Finance Committee is received. The vote may then be taken at the next Stated Communication. A copy of the minutes signed by the WM and Sec will be included in the packet to the Grand Lodge. See §52.07
- 3) Notification to members: The Secretary of the lodge will notify all members in good standing of the vote to be held and the date and time of the meeting. The vehicle of notification is at their discretion as long as all members in good standing are notified. A copy of the notification will be included in the packet to the Grand Lodge.
- 4) 2<sup>nd</sup> Stated Communication: The WM will take up the motion to vote upon the purchase/build of a facility, he will present the Report of the Temple Plans and Finance Committee and allow for discussion on the topic prior to the vote. After the vote is taken the Secretary will record the outcome of the vote [Number for, and Number against], this will be included in the minutes and a copy of the signed minutes included in the packet to Grand Lodge.
- 5) All Offers to Purchase/build a facility will be contingent upon the approval of the Grand Master. This contingency must be included in the offer. The Lodge Trustees are



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- charged to execute all conveyances for and on behalf of the lodge. See §60.05
- 6) Title of Facility: The property will be Titled as follows; (Lodge Name)(Number) and The Grand Lodge F.&A.M. of Wisconsin as Joint Tenants.
  - 7) Prior to the day of Closing the lodge shall contact Spectrum Insurance at 715-5-355-4900 x 5061 and inform them of need to bind coverage for the purchase/construction of the new facility and where they will be meeting at subsequent communications.
  - 8) Upon the closing of the sale all Closing Documents along with a copy of the Check will be included in the packet to the Grand Lodge and sent by US Mail within 5 business days of the closing.
  - 9) Inform the Grand Lodge Office of the new meeting location address so that MORI may be updated. Inform Lodge membership of the new location.
  - 10) A Cornerstone or Plaque shall be constructed and laid with all due and proper Masonic Ceremonies. See §52.12 – §52.17 for instructions.

END PROCEDURE