



GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN



**PROCEDURE FOR SALE OF
A LODGE BUILDING.**
REV: ~ July 2013

SCOPE:

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

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.

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.

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 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



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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) Two (2) weeks prior to the stated communication when a motion to sell the lodge building is anticipated. The WM and Secretary will make a request for dispensation to sell the building 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 or permanently, see §52.11
- 2) 1st Stated Communication: Resolution to sell the building will be offered, if a second is received discussion may be held, however, the vote will be held for a minimum of 30 days until 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) 2nd Stated Communication: The WM will take up the motion to vote upon the sale of the building, he will 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 Sell/Purchase the building will be contingent upon the approval of the Grand Master. This contingency must be included in the offer. The Lodge Trustees are charged to execute all conveyances for and on behalf of the lodge. See §60.05
- 6) 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.
- 7) On the day of Closing the lodge shall contact Spectrum Insurance at 715-5-355-4900 x 5061 and inform them of the sale of the building and where they will be meeting at subsequent communication.
- 8) Inform the Grand Lodge Office of the new meeting location address so that MORI may be updated. Inform Lodge membership of the new location.

END PROCEDURE