

Monthly Report, Annual Return,
Notification of Address Change
Monthly Reporting

It is essential the Grand Lodge Office be kept currently informed by the Constituent Lodges of all matters pertaining to membership. Therefore, **The Monthly Reporting Form** must be submitted by the Secretary of the Constituent Lodge to the Grand lodge Office by the 15th day of the month following the month being reported. It is not necessary to wait until the report is due, but it may be filed immediately following the last meeting of any month. Any Degrees, Affiliations, Rejections, Reinstatements, Demits, and Deaths not reported in one month must be reported on the form for the next month. The monetary penalties to the Constituent Lodge for failure to report in a timely fashion are to be found on page 26 of the Grand Constitution.

Reference: Grand Constitution, Article XIII, Sections 7-A, page 26.

Annual Returns

The Annual Return is generated by the Grand Lodge Office based on the information filed by the Constituent Lodges on the Monthly Reporting Form. Therefore, it is essential that the Secretary of each Constituent Lodge file the December Report no later than January 15th in the following year in order that the Grand Lodge Office may prepare an Annual Return and return it to the Constituent Lodge Secretary for verification. Once verified, the Constituent Lodge Secretary should sign the Annual Return, affix the Lodge Seal, obtain a check from the Constituent Lodge Treasurer for the amount due to Grand Lodge and return it before March 1st. Returns received by the Grand Lodge after March 1st are subject to substantial penalties as outlined on page 26 of the Grand Constitution. The Constituent Lodges may not refuse to pay the Grand Lodge fees which have been collected from members or Petitioners and which are, in any case, the property of the Grand Lodge and not the Constituent Lodge.

Reference: Grand Constitution, Article XIII, Section 7-B page 26.

Notification of Address Change

This Form is to be used to notify the Grand Lodge Office of address changes of Constituent Lodge members. It should be filed by the Secretary with the Monthly Report.

Reference: Grand Constitution, Article XIII, Section 7-A page 26.