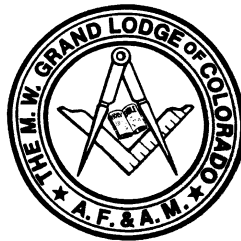


The Book of Forms

CONTAINING REGULATIONS REGARDING THE
FURNITURE, TOOLS, CLOTHING, RECORDS
BLANK FORMS, AND CEREMONIES
REQUIRED TO BE USED
BY LODGES

AS ADOPTED AND AUTHORIZED BY THE
MOST WORSHIPFUL GRAND LODGE
OF ANCIENT FREE AND
ACCEPTED MASONS OF
COLORADO



COLORADO SPRINGS

PUBLISHED BY THE GRAND LODGE OF COLORADO

January 23, 2010

“These regulations shall be complied with
by all Lodges hereafter Chartered by the
Grand Lodge, and all existing Lodges shall
conform thereto, as the Grand Master,
in his discretion, may direct.”

The Custodians of the Work Committee have prepared this revised Book of Forms to comply with the 2001 Book of Constitutions.

All copies of the old issue of the Book of Forms in the possession of the Officers of the Lodge shall be destroyed upon receipt of this new issue.

Additional copies of this book may be obtained from the Office of the Grand Secretary.

Custodians of the Work Committee

David L. Salberg Grand Lecturer (#35) Chairman
James E. Erickson (#136) Alan C. Frost (#104)
William C. Klatil (#161) Phillip E. Moss, Sr. (#195)

January 23, 2010

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REGULATIONS

FURNITURE, TOOLS, AND CLOTHING OF LODGES

HALL AND FURNISHINGS

ROOMS: A Lodge shall have at least three rooms in which to conduct its work: the Lodge room, the Tiler's room, and the Preparation room. The Lodge room shall be, if possible, in the form of an oblong square, situated East and West. Three Stations shall be provided, elevated, respectively, upon three steps, two steps, and one step.

FURNITURE: The Lodge shall be furnished with an Altar, and three Pedestals for the several stations, which shall be of reasonable dimensions and shape, and in keeping with the other furnishings of the Lodge, and shall not be adorned or decorated with marking or inscriptions other than those designating their location in the Lodge.

A BOOK OF HOLY WRITINGS, SQUARE, AND COMPASSES: The Square and Compasses shall be of silver or similar-appearing metal.

Three separate candlesticks, each of which shall be of a height equal at least to that of the Altar, and preferably about two feet greater height than that of the Altar. The burning tapers used shall be actual candles, and no substitute or representation thereof shall be permitted.

Two M.C. Pillars, to be placed in front of the Senior Warden's Station, which pillars shall have pommels on the tops, and which in their essential features shall conform to the description thereof, as found in the work.

A representation of the letter "G", which shall be suspended in the East, over the Master's Station, and which may be surrounded by rays, preferably thirty-six in number.

A rough ashlar and a perfect ashlar, each of which shall be of natural stone and oblong in form. The rough ashlar shall be placed in the Northeast and the perfect ashlar in the Southeast.

A suitable representation of a trestle board, which shall be placed in the East.

Four round, wooden rods, each approximately six feet in length, two of which shall be for the use of the Deacons and two for the Stewards. The rods of the Deacons shall be blue and those of the Stewards white. The rods shall be surmounted by the following ornaments of silver or similar-appearing metal: The Senior Deacon's rod by a representation of the square and compasses, with sun in the center; the Junior Deacon's rod by a representation of the square and compasses, with moon in the center; and each of the Stewards' rods by a representation of a cornucopia, surrounded by a suitable border conforming to the outline thereof.

A gavel, for the use of the Master, as the emblem of his power and authority. Also, as a matter of convenience, a gavel for each Warden.

Two Wardens columns, which shall be in general form similar to the M.C. pillars, and which shall have pommels on their tops.

A Marshal's baton, of wood, approximately twelve to eighteen inches long.

A Tiler's sword, its blade preferable wavy in shape, but provided with no scabbard.

A ballot-box, with two compartments, of such form of construction as to insure a means of taking a secret ballot, provided with a sufficient number of white balls and black cubes to enable the members of the Lodge present express their judgment. The partition between the two compartments of the ballot-box shall be immovable, and the compartment for the reception of the ballots shall be provided with a removable drawer, which shall be lined with some suitable material to prevent the nature of the ballot deposited from being distinguished by sound, when deposited.

TOOLS

WORKING TOOLS: The working tools of a Lodge shall conform to the description thereof as found in the work.

CHARTS: A Lodge shall provide means for the representation of the various emblems and symbols required by the regulations of the Grand Lodge to be used in the lectures of the several degrees. This shall be by the use of either charts or projected images or both.

CLOTHING

APRONS: Each Entered Apprentice shall be presented at his making with a white leather apron, unlined, with leather strings. The Officers and Members of the Lodge shall wear aprons of white leather, or white linen, or white cotton, or other suitable white material without any ornament whatever, except as approved by the Grand Lodge. The apron, with the flap turned down, shall be in the form of a perfect square, each side of which shall be at least fourteen inches, but preferably sixteen inches long, and the flap shall be in the form of a right-angled triangle.

JEWELS: The jewels of the Officers of a Lodge shall be of silver or similar-appearing metal, and as follows: Worshipful Master, Square; Senior Warden, Level; Junior Warden, Plumb; Treasurer, Crossed Keys; Secretary, Crossed Pens; Senior Deacon, Square and Compasses, with Sun in center; Junior Deacon, Square and Compasses, with Moon in center; Senior Steward, Cornucopia; Junior Steward, Cornucopia; Chaplain, Open Bible; Marshal, Baton; Tiler, Sword. The jewel shall not be enclosed by any border or other ornament.

The jewel of each Officer shall be suspended from an appropriate collar or a blue silk, or silk substitute, cord, and not otherwise, and may be lined at the neck with some suitable material. The collar shall be entirely without ornament.

MISCELLANEOUS

The details of other regulations for Lodges may be obtained from the proper authorities of the Grand Lodge.

BOOKS OF RECORD AND ACCOUNT TO BE USED BY LODGES

Each Lodge shall keep the following books of record and account, which shall be made of paper of good quality, and bound in a substantial manner. Any one or all of such books may be in what is known as loose-leaf form providing the pages are properly numbered to insure against loss of any record. Upon request, the Grand Secretary will furnish books of the required form to any Lodge at actual cost. (See Sections 46-4 and 67 of the Book of Constitutions.)

1. A Minute Book, or Book of Record, in which shall be recorded all the proceedings of the Lodge which may with Masonic propriety be reduced to writing. A printed blank form of minutes shall not be used, but the Minute Book may contain a printed heading for each communication, showing the titles of Officers of the Lodge.

2. A Cash Book, in which shall be kept a correct account of the cash receipts and disbursements of the Lodge.

3. A Ledger, in which shall be kept an account with each member of the Lodge, and also all general accounts of the Lodge.

4. An Historical Record, in which shall be recorded the name and Masonic record of each member of the Lodge, and of each Entered Apprentice and Fellow Craft made in, or affiliated with, the Lodge; together with the name of each petitioner for the degrees or for affiliation who may be rejected by the Lodge, and the record of his relation to the Lodge.

Such record shall include the following, according to the facts: Name and residence of the Brother, or petitioner; date and place of his birth; date when his petition was received, and by whom recommended and to whom referred; dates of election, or rejection, Initiating, Passing, and Raising; in case of affiliation, the name and number, and location of the Lodge or Lodges of which he is or was last a member; date of termination of membership, with the cause thereof; and date of reinstatement or restoration to membership; together with such other items of personal history as the Lodge may desire to preserve. The same record shall be made of all work conferred as a courtesy for other Lodges.

If desired, the Ledger and Historical Record may be combined in one book.

5. A Book of By-laws, which shall contain a copy of the By-laws of the Lodge, and of all amendments thereto, and which shall contain the signatures of the Members of the Lodge.

6. A Visitors' Register, in which each visitor to the Lodge shall record his name, and the name, number, and location of his Lodge, unless otherwise directed by the Worshipful Master.

7. A Members' Register, in which each member shall record his name.

8. Any of these forms or accounts may be electronically generated or printed. However **all must be kept in hard copy form** with original signatures in books updated monthly.

CEREMONIES

RECEIVING THE GRAND MASTER

When the Grand Master visits a Lodge, he may or may not be accompanied by one or more Officers of the Grand Lodge. His coming, except on ordinary occasions, will be announced to the Lodge in proper time, and he should be informed well in advance on the preparations being made for his reception.

The Master should appoint a committee to handle the details of the reception. Arrangements should be made to meet the Grand Master and hotel reservations should be made for him when required. A dinner may be held if desired but no other program or entertainment should be planned unless approved by the Grand Master.

The Lodge will be opened on any Degree of Masonry. The Master will appoint a committee of a suitable number of Brethren, preferably Past Masters, one of whom shall be designated as Introducing Officer.

Having been informed, through the proper channels, of the arrival of the Grand Master, the Master will order the committee and the Stewards to repair to the outer room to form a procession to accompany the Grand Master.

The procession shall be formed in the outer room composed of the following, marching two and two; Stewards with rods crossed, members of the committee, Past Grand Masters, Officers of the Grand Lodge in inverse order of their ranks, the Grand Master accompanied by the introducing officer whose position shall be on the left of the Grand Master.

As the Stewards leading the procession enter the Lodge room the Master will, by three raps of the gavel, call up the Lodge. The Brethren in the Lodge will stand on the appropriate step and due guard. The procession moves to the door of the Lodge, it passes under the crossed rods of the Deacons who are standing, one on each side of the door within the Lodge room. The Deacons shall then place themselves one on either side of the Grand Master and the introducing officer.

After the procession enters the Lodge room it turns at right angles and proceeds to the point in front of the station of the Senior Warden, turns again at right angles and goes to the West of the altar, where it divides right and left, each line proceeding toward the East forming two straight lines from East to West, one line on each side of altar. The Grand Master and introducing officer advance to the altar, the Deacons falling into the line behind them. Each gives the proper salute, keying on the Grand Master. After the salute has been given, the introducing officer announces:

“Worshipful Master, Most Worshipful Brother _____,
Grand Master of Masons in Colorado.” If other Officers of the Grand Lodge shall have accompanied the Grand Master, he may add: “And other Officers of the Grand Lodge.” The Master then goes to the Altar and welcomes the Grand Master to the East, and standing on the left of the Grand Master, orders the Grand Honors to be given, in the following terms: “Brethren you now behold Most Worshipful Brother _____,
Grand Master of Masons in Colorado. Let us salute him with the Grand Honors of Masonry by three times three.” The Master then surrenders the gavel to the Grand Master, who proceeds according to his pleasure. At this point the introducing officer will introduce all other Grand Lodge officers according to their rank and station, after which the Grand Master orders the Deacons with such assistance as may be necessary to conduct them to the East.

UNCOVERING

As the Grand Master enters the Lodge room the Master will uncover with his left hand and will carry his hat on his left arm while going to the Altar to receive the Grand Master and in escorting him to the East. The Master will re-cover while ordering and giving the Grand Honors. He will then surrender the gavel to the Grand Master and uncover. From this point the Master will be covered only while in possession of the gavel.

This ceremony shall be used only upon the occasion of a visit from the Grand Master or his duly authorized representative.

The Grand Honors of Masonry shall be given to no Officer of the Grand Lodge, except the Grand Master, or his duly authorized representative.

BALLOTING

When, according to the laws of this Grand Lodge, a ballot is to be spread in a Lodge, the Worshipful Master shall order the Senior Deacon to prepare it. The Master shall first inspect the ballot box. Two ballot boxes may be used, if in the judgment of the Master the number of members present require it, in order to facilitate the balloting, in which event, the Junior Deacon shall assist the Senior Deacon.

After inspection of the box the Master shall announce the purpose for which the ballot is to be spread, in the following terms: "Brethren, we are about to ballot upon the petition (or advancement) of _____ to be made a Mason;" or "the advancement of Brother _____ to be made a Fellow Craft;" or "the advancement of Brother _____ to made a Master Mason," or "the petition of Brother _____ to become a member of this Lodge by affiliation;" or other purpose, according to the circumstances; followed by the usual cautionary admonition.

The Master shall then cast his ballot, and deliver the box to the Senior Deacon, who shall present it to the Senior and Junior Wardens, in succession, for their ballots; after which he shall place it upon the Altar, but not upon the Bible, when the other officers and all the members of the Lodge present shall approach the Altar singly and cast their ballots. In the discretion of the Master, after the Wardens have voted, as provided, the box may be passed by the Senior Deacon to the other Officers and Members of the Lodge present, each of whom shall rise and cast his ballot. In whichever manner the ballot may be taken, each Brother shall give the appropriate sign before voting.

After the ballot has been spread the Master shall inquire of the Senior Deacon if all the qualified members present have voted, and upon receiving a reply in the affirmative, shall then declare the ballot closed.

The ballot shall then be examined by the Junior Warden, Senior Warden, and finally by the Master, and the result declared by the latter, in accordance with the laws of this Grand Lodge.

In declaring the result of the ballot the words recommended are: "fair, clear and white" if favorable; and "cloudy, dark, and black," if unfavorable.

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Section 5	Members to Grand Lodge
Section 6	Grand Lodge to Lodges
Section 7	Grand Lodge to Members
Section 8	Grand Lodge to Grand Master
Section 9	Members to Grand Master

SECTION 1 -- LODGES TO LODGES

<u>Form No.</u>	<u>Description</u>
02 (230)	Request Recommendation – New Lodge
03 (230)	Certificate of Recommendation – New Lodge
15 (134)(168)	Waiver of Jurisdiction, E.A. or F.C.
31	Masonic Historical Record
51 (129-C-6)	Notice of Election to Dual Membership
61 (199)	Request for Degrees by Courtesy
62 (199)	Notice of Conferral of Degrees by request

SECTION 2 -- MEMBERS TO LODGES

<u>Form No.</u>	<u>Description</u>
13 (107)	Return of Service of Summons
19 (149)	Petition for Degrees
20 (161)	Report, Committee of Investigation
21 (129-C-3)	Petition Membership with Dimit
22 (163)	Petition Membership with Certificate of Good Standing
23 (169)	Report, Committee of Investigation – Affiliation
26 (168)	Petition Affiliation, E.A. or F.C.
27 (168)	Report, Committee of Investigation, E.A. or F.C.
29	Power of Attorney
32 (215)(216)	Charges, Unmasonic Conduct
48 (129-C)	Petition for Dual Membership
52 (146)(172)	Application for Reinstatement
53 (146)	Report, Committee of Investigation – Reinstatement
54 (129-B)	Petition for Plural Membership

(The number in brackets refers to Section in the Book of Constitutions)

SECTION 3 -- LODGES TO MEMBERS

<u>Form No.</u>	<u>Description</u>
11 (106)	Notice, Special Matter to be Acted Upon
12 (107)	Summons to Attend Lodge
14 (132)	Dimit
17 (139)	Certificate of Good Standing
18 (144)	Notice to Show Cause
24 (164)	Notice, Election Conditional Membership
25 (164)	Failure to Complete Election to Membership
28 (189)	Notice of Investigation of Objection
50 (129-C)	Certificate for Dual Membership

SECTION 4 -- LODGES TO GRAND LODGE

<u>Form No.</u>	<u>Description</u>
01 (230)	Petition for Dispensation - New Lodge
04 (237)	Petition for Charter
38 (218)	Objection to Referee
45 (221)	Appeal from Decision of Referee
51 (129-C-6)	Notice of Election to Dual Membership
58	Application for 50 Year Medal
59	Report of Award of 50 Year Medal
60 (102)	Proposed Amendment to By-laws
70	Monthly Reports

SECTION 5 -- MEMBERS TO GRAND LODGE

<u>Form No.</u>	<u>Description</u>
38 (218)	Objection to Referee
42 (220)	Plea
45 (221)	Appeal from Decision of Referee

(The number in brackets refers to Section in the Book of Constitutions.)

SECTION 6 -- GRAND LODGE TO LODGES

<u>Form No.</u>	<u>Description</u>
30	Request for Information
31	Masonic Historical Record
34 (218)	Order Dismissing Charges
35 (218)	Order Appointing Referee
36 (218)	Notice of Order Appointing Referee
37 (218)	Notice of Order Dismissing Charges
39 (218)	Disposition Objection to Referee
40 (218)(219)	Notice of No Objection to Referee
41 (220)	Notice of Time Set for Plea and Answer
44 (221)	Notice of Findings of Referee
46 (221)	Final Disposition by Grand Master

SECTION 7 -- GRAND LODGE TO MEMBERS

<u>Form No.</u>	<u>Description</u>
05 (76)	Certificate, Member of Extinct Lodge
06 (76)	Certificate, E.A. or F.C. of Extinct Lodge
34 (218)	Order Dismissing Charges
35 (218)	Order Appointing Referee
36 (218)	Notice of Order Appointing Referee
37 (218)	Notice of Order Dismissing Charges
39 (218)	Disposition of Objection to Referee
40 (218)(219)	Notice of No Objection to Referee
41 (220)	Notice of Time Set for Plea and Answer
44 (221)	Notice of Findings of Referee
46 (221)	Final Disposition by Grand Master
47 (220)	Referee to Trial

SECTION 8 -- GRAND LODGE TO GRAND MASTER

<u>Form No</u>	<u>Description</u>
33 (218)	Certification of Unmasonic Charges

SECTION 9 -- MEMBERS TO GRAND MASTER

<u>Form No.</u>	<u>Description</u>
43 (220)	Report of Referee

(The number in brackets refers to Section in the Book of Constitutions.)

<u>Form No.</u>	<u>Description</u>	
01 (230)	Petition for Dispensation for New Lodge	
02 (230)	Request for Recommendation for Dispensation for New Lodge	
03 (230)	Certificate of Recommendation for New Lodge	
04 (237)	Petition for Charter	
05 (76)	Certificate to Member of Extinct Lodge	
06 (76)	Certificate to EA or FC of Extinct Lodge	
07 (153)(168)	Request for Waiver of Jurisdiction	Deleted
08 (153)(168)	Waiver of Jurisdiction	Deleted
09 (153)(168)	Notice of Refusal to Grant Waiver of Jurisdiction	Deleted
10 (153)	Notice of Inability to Grant Waiver of Jurisdiction	Deleted
11 (106)	Notice of Special Matter to be Acted Upon	
12 (107)	Summons to Attend Lodge	
13 (107)	Return of Service of Summons	
14 (132)	Dimit	
15 (134)(168)	Waiver of Jurisdiction, E.A. or F.C.	
16 (139)	Receipt for Dues and Certificate of Good Standing	Deleted
17 (139)	Certificate of Good Standing	
18 (144)	Notice to Show Cause	
19 (149)	Petition for the Degrees of Masonry	
20 (161)	Report of Committee of Investigation on Petition for Degrees	
21 (163)	Petition for Membership by Affiliation with Dimit	
22 (163)	Petition for Membership with Certificate of Good Standing	
23 (169)	Report of Investigation on Membership by Affiliation	
24 (164)	Notice of Conditional Election to Membership	
25 (164)	Notice of Failure to Complete Election to Membership	
26 (168)	Petition for Affiliation as an EA or FC	
27 (168)	Report of Investigation of Petition for Affiliation as EA or FC	
28 (189)	Notice of Investigation of Objection	
29	Power of Attorney	
30	Request for Information	
31	Masonic Historical Record	
32 (215)(216)	Charges of Unmasonic Conduct	
33 (218)	Certification of Charges to the Grand Master	
34 (218)	Order Dismissing Charges	
35 (218)	Order Appointing Referee	
36 (218)	Notice of Order Appointing Referee	
37 (218)	Notice of Order Dismissing Charges	
38 (218)	Objection to Referee	
39 (218)	Disposition of Objection to Referee	
40 (218)(219)	Notice of No Objection to Referee	

41 (220)	Notice of Time Set for Plea and Answer	
42 (220)	Plea	
43 (219)(220)	Report to the G. M. of Action, Judgment and Recommendation of Referee	
44 (221)	Notice of Findings and Judgment of the Referee	
45 (221)	Notice of Appeal from the Decision and Judgment of Referee	
46 (221)	Notice of Final Disposition of Trial by the Grand Master	
47 (220)	To the Referee in a the Trial now Before the G.L.	
48 (129-C)	Petition for Dual Membership by Affiliation	
49 (129-C)	Report of Investigation on Petition for Dual Membership	Deleted
50 (129-C)	Lodge Certificate for Dual Membership Only	
51 (129-C-6)	Notice of Election to Dual Membership	
52 (146)(172)	Application for Reinstatement	
53 (146)(172)	Report of Investigation for Reinstatement	
54 (129-B)	Petition for Plural Membership by Affiliation	
55 (129-B)	Report of Investigation on Petition for Plural Membership	Deleted
56 (129-B)	Notice of Election to Plural Membership	Deleted
57 (164)	Petition for Membership by Affiliation	Deleted
58	Application for Fifty Year Medal	
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60 (102)	Proposed Amendment to By-laws	
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