

# Petition Types / Forms Description

## Type 1 – Initiation and Membership for a PA Resident

This petition type is for a man who is NOT and has NEVER been a Mason and lives in PA.

## Type 2 – Transfer or Plural for a Member of a PA Lodge

This petition type is for a PA Mason who wishes to TRANSFER or become a PLURAL member or Rejoins a PA Lodge.

## Type 3 – Initiation and Membership for a Non-PA resident

This petition type is for a man who is NOT and NEVER has been a Mason and Lives OUTSIDE of PA.

## Type 4 – Transfer or Plural for a Member from another Jurisdiction

This petition type is for a member from ANOTHER Jurisdiction who wishes to TRANSFER or become a PLURAL member of a PA Lodge.

# Membership Forms

Form 1DM – Notice of Intention to Petition for Dual / Plural Membership

Form 2DM – We do NOT use anymore

Form 3DM – Certificate to Accompany a Petition for Dual / Plural Membership

Form 4DM – Notice to Lodge of Election to Dual / Plural Membership

Form 11.04 – Lodge Certificate for a Brother who has resigned

Form 11.05 – Transfer Certificate for a Brother who wishes to Transfer to another Lodge

Form 11.06 – Notice of intention to Transfer Membership to another Lodge and Conditional Resignation

Form 11.07 – Notice to former lodge of election by Transfer

Form 11.08 – We do NOT use anymore

# Petitions

## **Type 1 – Initiation and Membership for a PA Resident**

Requires NO Membership Form

Man petitions PA lodge of choice

Secretary receives the petition and enters into the Membership System via the Petition Process

Secretary follows petition process steps until the Clearance Step is completed.

A Clearance Letter automatically created and attached to the Notes section of the petition

If there is an Exception or Duplicate name or other condition the Petition Process will stop you and say 'Requires GS Office Clearance'. The petition will go into the GS Office Queue and wait to be marked 'CLEARED'. Once this is done you will receive an email stating you may continue with the petition process.

Petition should not be read in lodge or placed in Trestle Board until you receive a Clearance letter or the Petition is cleared by the GS Office.

## **Type 2 – Transfer or Plural for a Member of a PA Lodge**

Requires NO Membership Form

PA Member petitions additional PA Lodge(s)

Secretary receives the petition and enters into the Membership System via the Petition Process

The Secretary will select either 'TRANSFER or PLURAL'

Secretary will follow Petition Process until Clearance Letter is created and attached to the Notes section of the Petition

If the Petition Process stops you and says 'Requires GS Office Clearance' it will go to the GS Office queue and await to be marked CLEARED.

The Secretary of the Petitioned (receiving) Lodge can Email or Call the other Lodge Secretary to verify the Petition is in Good Masonic Standing. If 'YES' then

the Secretary of the Petition (receiving) Lodge will continue the Petition process thru the end.

A member TRANSFER will automatically Resign the petition from his Prior Lodge and add him as an Active Member to his new lodge.

A Plural Membership will automatically add the petitioner to his New Lodge but will leave his original lodge as Primary. The primary lodge controls his membership record. If the petition wishes to change his primary you will need to contact the GS Office.

Note: Investigation committee is not required for Type 2

### **Type 3 – Initiation and Membership for a Non-PA resident**

Requires a WAIVER of Jurisdiction

Each State has First Choice to ask a possible petitioner to join in their State

Secretary receives the petition and enters into the Membership System via the Petition Process

The GS Office will take his information from the petition and email the GS Office in the Petitioner's State of residence and request a Waiver.

After Receiving a Granted Waiver of Jurisdiction over the Petitioner the GS Office will 'CLEAR' the petition and inform the PA Secretary that he may proceed with the petition process.

The Petition should not be Read in Lodge or Placed in the Trestle Board until the GS Office has received a Granted Waiver and Cleared his petition.

### **Type 4 – Transfer or Plural for a Member from another Jurisdiction**

Requires Membership Forms

GS Office needs to verify Brother is in Good Masonic Standing prior to Transfer or Plural Membership.

Secretary receives the petition and enters into the Membership System via the Petition Process

The Secretary will select either 'TRANSFER or PLURAL' on behalf of the Petitioner

The Petition Process will stop you and say Requires GS Office Clearance. It will appear in the GS Office Petition Queue and wait to be marked 'CLEARED'

Transfer INTO PA from another State (e.g. NJ to PA)

Form 11.06 – Notice of intention to Transfer Membership to another Lodge and Conditional Resignation

PA Secretary completes Form 11.06 and email it back to GS Office and also attaches the completed form to the Notes Section of the Petition.

GS Office sends the Completed Form 11.06 to the out of State GS Office and request the necessary Transfer Certificate or Certificate of Good Masonic Standing

Upon receiving a valid Transfer / Certificate of Good Masonic Standing PA GS Office will mark the petition as 'CLEARED' so you may proceed with the petition process and attach the Certificate to the Notes section of the petition as well as email a copy to the PA Lodge Secretary.

Form 11.07 – Notice to former lodge of election by Transfer

Upon the Conditional Election of the petitioner to PA Membership the Secretary emails back to the GS Office the completed Form 11.07 and also attached it to the Notes section of the petition.

PA GS Office will forward this to the GS Office in the Petitioners State so they update their records and the PA GS Office can request that a Final Demit / Dimit be issued by his Former Lodge.

Upon PA GS Office receiving the Final Demit / Dimit we will attached a copy to the Notes section of his Member Record and email a copy to the PA Lodge Secretary so he may update his PA Member Record to reflect the Demit / Dimit.

This Completes the Transfer Process.

Transfer OUT of PA to another State (e.g. PA to NJ)

Form 11.05 – Transfer Certificate for a Brother who wishes to Transfer to another Lodge

PA Secretary completes Form 11.05 and email it back to GS Office and also attaches the completed form to the Notes Section of the Member Record.

GS Office sends the Completed Form 11.05 to the out of State GS Office.

PA Does not issue a formal Demit – Form 11.05 is a Conditional Resignation and becomes a Demit / Dimit once the Brother is elected to membership in another jurisdiction.

Form 11.07 – Notice to former lodge of election by Transfer

The PA GS Office send Form 11.07 along with Form 11.05 to the out of State GS Office requesting they return Form 11.07 notifying us of the Brother Election to an out of State Lodge.

Upon receipt of Form 11.07, notifying us of the Brother's Election to an out of State Lodge the GS Office will attach this to the Notes Section and email a copy to the PA Lodge Secretary so he may update the members record with his Resignation Date effective the date he was elected into the out of State Lodge.

Plural OUT from PA to another Jurisdiction (e.g. Plural from PA to NJ)

Form 3DM – Certificate to Accompany a Petition for Dual / Plural Membership

Upon receipt of a communication to PA GS Office from another jurisdiction requesting a Certificate of Good Masonic Standing be issues on behalf of a Brother so he may affiliate as a Dual / Plural member.

PA GS Office will forward the request along with Form 3DM to the PA Lodge Secretary requesting that he email back to our office and attach to the Notes section of the members record a Completed Form 3DM be issued on behalf of the Brother stating that he is in Good Masonic Standing in his Lodge.

### Form 4DM – Notice to Lodge of Election to Dual / Plural Membership

The completed Form 3DM and Form 4DM will be emailed to the GS Office of the other jurisdiction.

Upon receipt of the completed Form 4DM the PA GS Office will attach a copy to the notes section of the member's record and email a copy to the PA Lodge Secretary so he may update the members record to reflection his election date as a Dual / Plural member of the out of State Lodge.

This completes the Dual / Plural membership process from PA to another Jurisdiction

### Plural INTO PA from another Jurisdiction (e.g. Plural from NJ to PA)

Out of State Brother would Petition a PA Lodge and the Secretary would enter the petition into membership via the Petition Process.

Secretary would select 'Plural' on behalf of the petitioner

The Petition Process will stop and say GSO Office Clearance Needed. The petition will then show is the GS Office pending petition queue.

### Form 1DM – Notice of Intention to Petition for Dual / Plural Membership

PA Secretary completes Form 1DM attaches to the Notes Section of the Petition and email the completed copy to the PA GS Office.

PA GS Office would send completed Form 1DM to out of State GS Office and request a Certificate of Good Masonic Standing on behalf of the petitioner

Upon the receipt of the Certificate of Good Masonic Standing the PA GS Office will attach a copy to the Notes Section of the petition and email a copy to the PA Lodge Secretary along with Form 4DM

## Form 4DM – Notice to Lodge of Election to Dual / Plural Membership

Upon Election to the PA Lodge as a Dual / Plural member the PA Lodge Secretary will attach a completed Form 4DM to the notes section of the Members Record and email it back to the GS Office.

PA GS Office will email the Completed Form 4DM to the out of State GS Office

This completes the process of Dual / Plural membership process from another jurisdiction to a PA Lodge

## Transfer ‘OUT’

### For a Brother who has already been elected in another jurisdiction

Form 11.04 – Lodge Certificate for a Brother who has resigned

Outright Resignation / PA equivalent to a Demit / Dimit

Upon receipt of a communication from the GS Office of another jurisdiction requesting a Demit / Dimit be issued on behalf of a Brother who has already been elected to membership in a lodge in their jurisdiction the PA GS Office will forward this request along with Form 11.04.

PA Secretary will complete this form if the Brother is in Good Masonic Standing and attach to the Notes Section of his membership record and email back to PA GS Office

At that time the Brother's PA membership record should be updated to reflect his Resignation effective of his election date in his lodge of another jurisdiction.

Upon receiving the completed Form 11.04 the PA GS Office will email this to the out of State GS Office to complete the Transfer of Membership.