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STANDING RESOLUTIONS  
of  
ALEXANDRIA-WASHINGTON LODGE No. 22  
Ancient, Free and Accepted Masons  
Alexandria, Virginia  
**Proposed Revised Version – 2017**

## RESOLUTION NO. 1 - ARCHIVES AND RELICS OF THE LODGE

The Archives of the Lodge include artifacts, relics, and other valuable objects belonging to or on loan to the Lodge. These archives are of great historical value to Freemasonry, and their preservation and protection are of critical importance. Additionally, the Lodge shall consider wherever practical, within the provisions of the Lodge By-Laws and Standing Resolutions, the publication, loan and/or display of Archive objects to further Masonic education and public awareness of Freemasonry and the Lodge.

The Committee on Archives shall be a continuing committee composed of five members consisting of the Lodge's representative to the George Washington Masonic National Memorial Association and four other members whom shall be nominated by the Master and elected by the Lodge. When the Committee on Archives is reinstated in November, 2017 the Master shall nominate four members who shall serve for the remainder of 2017 and then beginning in January, 2018 serve terms of one, two, three, and four years. In each succeeding year, the Master shall nominate a replacement for the member whose term is expiring. That member and all who follow shall each serve four year terms. In the event a vacancy occurs at any time among the four elected members, the Master shall order an election to be held to fill such vacancy. Each year the members of the committee shall elect a chairman to serve for that term. The Stationed Officers of the Lodge are expected to attend and encouraged to participate in all meetings of the committee.

It shall be the duty of the Committee on Archives to take charge and exercise immediate oversight of the relics, archives, and other valuable objects belonging to or on loan to the Lodge, to preserve, safeguard, and protect them as far as may be possible; to supervise and direct the work of the Archivist; to cooperate with the George Washington Masonic National Memorial Association, through the Lodge's representative to the Association, in maintaining and operating the Replica Room and Archives Room in the George Washington Masonic National Memorial; and to make such reports and recommendations regarding these and related matters as may be necessary from time to time in order to keep the members of the Lodge apprised of the status of these items.

The Chairman of the Committee on Archives shall provide a report for each meeting of the Trustees which shall provide the Committee's anticipated needs for short-term and long-term funding of Archives activities. Operational funds for the Archives will be appropriated at the discretion of the Master in consultation with the Trustees. The Trustees shall work with the Committee on Archives to establish long-term funding goals for the Archives and shall establish appropriate investment and revenue (e.g., licensing opportunities) plans.

The Committee on Archives will provide to the Trustees a copy of the annual Archives Inventory Document for inclusion in the Trustees Annual Lodge inventory.

The Committee on Archives shall be guided by the Lodge Archive Collection Policy statement which deals with the protection, management, accession, deaccession and loan of artifacts. The current edition of this policy statement is attached hereto. Each year, or as deemed necessary, the Archivist and Archives Committee shall review and propose revisions if needed. Proposed revisions shall be presented to the Trustees for approval.

Except by vote of the Lodge, no relic, document, or other valuable or historical item belonging to or under the jurisdiction of the Lodge shall be removed from the Lodge, Replica Room, or Archives Room save for

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the purpose of preservation or restoration, and then shall be under the supervision of the Archivist, or other member Master Mason properly authorized by the Master. This does not include loans of artifacts (other than the Silver Trowel used to lay the corner stone of the U.S. Capitol) to other museums or institutions, those loans having been recommended and approved by the Committee on Archives. Any movement of the Silver Trowel shall be accompanied to and from a place of special use or safe repository by three Master Masons who shall be selected by Chairman of the Committee on Archives and approved by the Master. One of these shall be a member of the Archives Committee.

The making and use for commercial purposes, of photographs and the preparation of historical data pertaining to relics, documents, art objects, and other items owned by the Lodge shall be done only with the approval of the Committee on Archives. Full credit and appropriate references shall be made on all publicity pertaining to the Lodge and any of its historical relics and documents. All photographs and historical data so made and used shall remain the property of the Lodge and may be copyrighted or otherwise protected by law so far as may appear to be necessary to protect the interest of the Lodge.

The Washington Chair may be moved from its usual position in the Replica Room of the George Washington Masonic National Memorial for the purpose of restoration and preservation only upon recommendation by the Archives Committee and approval of the Lodge. Use of the Washington Chair is restricted to the making of photographs with the Grand Master of Masons in Virginia and the Worshipful Master of Alexandria-Washington Lodge No. 22 on the occasion of the Grand Master's official visit. Out of concern for the integrity of the chair, these uses may be restricted/prohibited until such time as the chair can be professionally examined/stabilized. The Committee on Archives will report any time the chair is unavailable and provide a summary of the actions being taken.

The duties of the Archivist are as follows:

- Acting as collections manager for the Lodge collections, including storing and re-housing objects, cataloging and updating object records, tracking and recording object locations, and adding to object files.
- Maintaining and updating security for the archives collections.
- Overseeing inventory of Lodge collections.
- Forwarding outside requests for image use or loans to Committee on Archives for approval and, upon approval, coordinating and completing these requests, including all paperwork associated. If needed, act as transporter for loans offsite.
- Maintaining the public displays of Lodge collections, including the anteroom, PM Gallery, Tyler's Room, and Replica Lodge Room. Periodically refreshing these displays with new objects and labels.
- Making recommendations to the Committee on Archives on conservation needs and coordinating any conservation projects.
- Keeping the Archives stocked with appropriate supplies (archival board, boxes, tags, acid free tissue, etc.).
- Serving as the spokesperson and public face of the collections for any media (in coordination with the Committee on Archives).
- Creating policies and procedures for the collections and updating these as needed.
- Providing an annual inventory report of the Archives to the Archives Committee and the Trustees.

The Lodge welcomes donations and bequests designated for the furtherance of the goals of the Archives of the Lodge. Any such donations or bequests will be recorded as such, incorporated into the Cumbee Memorial Endowment fund, and will be honored by the Trustees and Master to be applied to the purposes of the Archives.

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## **RESOLUTION NO. 2 - REPRESENTATIVE TO THE GEORGE WASHINGTON MASONIC NATIONAL MEMORIAL ASSOCIATION**

The Lodge shall elect by majority vote at the time of election of the officers of the Lodge a representative to the George Washington Masonic National Memorial Association, who shall serve a term of three years beginning with the annual meeting of the Association or until his successor shall have been elected and qualified. In case of a vacancy for any cause, the Master shall order an election to fill the unexpired term.

It shall be the duty of the Lodge representative to maintain liaison between the Lodge and the Association in conjunction with the Lodge's contract with the Association. A written report of his activities during the year shall be given at the Stated Meeting when all other annual Lodge reports are given.

## **RESOLUTION NO. 3 – TRUSTEES**

There shall be five Trustees of the Lodge, each of whom shall serve for a term of five years from the date of his election or until his successor shall have been elected and qualified. One Trustee shall be elected annually at the time of the election of officers of the Lodge, and, in case of a vacancy for any cause, the Master shall order an election to fill such vacancy after giving the brethren due notice thereof. A trustee having served a full five-year term cannot succeed himself.

One member of the Trustees shall be from the general membership, shall have not been Master or a Stationed Officer, and shall hold no current title or appointive or elective office in the Lodge. If during his term he should be appointed or elected to an office, or receive a title in the Lodge, he shall be immediately replaced by a special election. The Trustees shall organize themselves annually, electing from among their number a Chairman and a Secretary.

It shall be the duty of the Trustees to determine where to invest all Lodge funds, including operating funds and all funds created by the Lodge. The Trustees are authorized to invest Lodge funds in checking or savings accounts, certificates of deposit, money market accounts, bonds, mutual funds, or stocks as determined by a majority vote. All accounts shall be opened in the name of Alexandria Washington Lodge No. 22 A.F. & A.M. According to Masonic law, spending authority is by direction of the Master, or by vote of the Lodge during a stated communication. The Treasurer and the Chairman of the Board of Trustees shall be authorized to sign checks associated with these accounts, but no accounts may be opened or closed unless approved in advance by a majority vote of the five Trustees. The Treasurer will document all deposits and disbursements and provide reports to the Master and Trustees as required.

The Trustees shall also oversee and be responsible for the operation of the Gift Shop; maintain a current, complete, and detailed inventory of all physical property, equipment, records, artifacts, memorabilia, relics, etc. owned by the Lodge; and at an annual Stated Communication in December render reports on all activities under its jurisdiction, with the exception of the Gift Shop, including separate reports on investments, reinvestments, and Lodge Inventories.

## **RESOLUTION NO. 4 - GIFT SHOP**

All funds received from the Lodge's share (As defined in the George Washington National Masonic Memorial Association and Alexandria-Washington Lodge No. 22, A.F. & A.M. Agreement of 1942: "The net proceeds from such sales, after deducting the cost of the merchandise, reasonable salaries, and other legitimate expense, shall be divided equally between the Association and the Lodge") of the net proceeds of the Gift Shop operated in the George Washington Masonic National Memorial shall be invested in the accounts of the Lodge as determined by the Trustees.

A physical inventory of all Gift Shop property and on-hand items will be conducted at the end of each accounting year and reported by the Lodge Trustees to the Lodge at the end of the first quarter of the succeeding year. A report on the Gift Shop annual performance will be presented to the Lodge after the closing of the books for the accounting year, but not later than the end of the first calendar quarter of the succeeding year.

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## **RESOLUTION NO. 5 - PAST MASTER'S JEWEL**

The Past Master's Jewel or Jewels, when purchased by order of the Master or by vote of the Lodge, shall be produced in the same design as now in use, which is: two bars and medallion connected in the center, initial "G" hanging from center of top bar, and all metal being yellow gold.

In the ordinary course, the Past Master's Jewel shall be purchased from Lodge funds each year by order of the Master or by vote of the Lodge. However, nothing herein shall be construed to restrict the purchasing of more than one Jewel (one for his use and others for future Past Masters) if such a multiple purchase appears (after consultation with the Trustees) to be in the financial interest of the Lodge, or to prevent the Master from subsidizing the purchase of his Jewel from his personal funds. The Master may elect not to receive a Jewel, or to reuse a deceased Past Master's jewel from the Lodge collection maintained in the Archives. In the latter case only, the Jewel shall be modified by the addition of another yellow gold name bar of similar design to be placed immediately below the original Jewel's name bar, and the Jewel shall remain the property of the Lodge even while in possession of the Past Master during his lifetime.

The Jewel shall be formally presented to each Past Master electing to receive one at either the Installation of Officers Ceremony on December 27th at the close of his year in the East or at the earliest possible Stated Communication of the Lodge thereafter.

## **RESOLUTION NO. 6 - LODGE INVENTORY**

Complete and detailed inventories shall be accomplished during the month of November each year to include all physical property, equipment, records, artifacts, memorabilia, relics, etc. owned by the Lodge.

- a. The appropriate Lodge Committee, composed of persons designated by the Master, will perform the physical inventory.
- b. Copies of the inventories will be distributed by the December Stated Communication each year as follows:
  1. Original - To Trustees who shall maintain such inventories in their records and include them in the annual report to the Lodge.
  2. Copy 1 - To Lodge Secretary for inclusion in Lodge Minutes.
  3. Copy 2 - To be retained by Lodge Committee making the physical inventory.

## **RESOLUTION NO. 7 - SCHOLARSHIP AND EDUCATIONAL COMMITTEE**

The Scholarships and Educational Committee shall be a continuing committee composed of:

- a. The Master
- b. The Senior Warden
- c. The Junior Warden
- d. The Treasurer
- e. Three elected members who hold no other current Lodge office

The three elected committee members, shall serve for a term of three years from the date of his election or until his successor shall have been elected and qualified. One committee member shall be elected annually at the time of the election of officers of the Lodge, and, in case of a vacancy for any cause, the Master shall order an election to fill such vacancy after giving the brethren due notice thereof.

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It shall be the duty of the Scholarship and Educational Committee to administer all scholarships granted using Lodge funds. It is the intent of these scholarships that they be for and benefit the families of members of the Lodge and its established youth groups. The Committee shall develop and submit for approval of the Lodge appropriate Committee By-Laws (Operating Rules), setting forth conditions and circumstances for accepting and approving grants and loans. The Committee shall submit for Lodge approval future amendments or changes to the By-Laws as they deem necessary to further the scholarship and education goals of the Lodge.

The Committee shall advise the Master and Trustees as soon as practicable in each year as to the anticipated level of funding needed for that year's scholarships. The Trustees and Master will approve or modify that amount and notify the Committee. The scholarship grants or loans shall be paid from the accounts of the Lodge as deemed appropriate by the Master in consultation with the Trustees.

## **RESOLUTION NO. 8 - STANDING FINANCIAL FUNDS OF THE LODGE**

There shall be two standing Lodge funds - the Operating Fund and the Cumbee Memorial Endowment Fund. Of these, the Operating Fund shall consist of dues payments, miscellaneous donations or payments to the Lodge not otherwise indicated for allocation to the Cumbee Memorial Endowment Fund and any funds ordered transferred from that fund into the Operating Fund. Any gifts, donations, or bequests received by the Lodge shall be placed in the Cumbee Memorial Endowment Fund with their intended purpose and amount noted.

The Operating Fund shall be fully liquid, and under the direct authority of the Master. The Cumbee Memorial Endowment Fund shall be invested by the Trustees, who shall establish investment policy and guidance to further the goals for the fund. Authority for disbursements from the funds for expenses of the Lodge rests with the Master or by vote of the Lodge. Authority for transferring amounts within the Cumbee Memorial Endowment Fund for investment purposes rests with the Trustees. It is not the intent of this Resolution to diminish the memory or wishes of Worshipful Brother Eisenman or Worshipful Brother Gooloyan who each made provisions for the Lodge in their wills. The funds from the previously named Eisenman Fund have been placed in the Cumbee Memorial Endowment Fund, consistent with the educational provisions of that fund. The funds from the previously named Gooloyan Fund have been transferred to the Cumbee Memorial Endowment Fund. The intent of the previously named Lodge Widow's Fund will be continued and funded under the Cumbee Memorial Endowment Fund.

The intent and purpose of the Operating Fund is to support the normal, day-to-day activities of the Lodge, and to fund the planned activities and expense needs of the Master. The investment strategy of the Cumbee Memorial Endowment Fund is to keep as much of the Lodge's assets as possible in interest bearing and growth building investments.

A portion of the Cumbee Memorial Endowment Fund shall consist of monies bequeathed in the Last Will and Testament of Bertha Edna Jones Cumbee, widow of Worshipful Harold Ralph Cumbee, Past Master of the Lodge, as well as other such grants, gifts, and bequests as may be received for the purpose, and interest and dividends earned thereon. This portion of the Cumbee Memorial Endowment Fund may be used exclusively by Alexandria-Washington Lodge No. 22 Ancient Free & Accepted Masons for such of its religious, charitable, scientific, literary or educational purposes, or for such of its purposes of prevention of cruelty to children or animals, as determined by the Master, in consultation with the Trustees.

## **RESOLUTION NO. 9- LIFE MEMBERSHIP IN PERPETUITY**

Any Master Mason raised by this Lodge subsequent to the adoption of this resolution, except those raised as courtesies to other Lodges, will receive a three hundred twenty-five dollar (\$325.00) credit toward his application for Life Membership in Perpetuity, provided such application is made within twenty-four (24) months of his Master Mason Degree.

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## RESOLUTION NO. 10 – MANNER OF TRESTLEBOARD DISTRIBUTION

The usual method for the distribution of the Lodge Trestleboard and notification of other important information shall be by one of the following methods:

- a. For members with an Email address, by electronic message sent to the Email address.
- b. For members without an Email address, by USPS surface mail sent to the address on record.
- c. The Trestleboard and other Important information will also be posted on the Lodge Website at URL address: <http://aw22.org> when authorized by the Worshipful Master.

All members of the Lodge who have Email addresses are encouraged to notify the Lodge Secretary of their address so they can be placed on the Lodge Notification ListServ and receive information by electronic means.

## RESOLUTION NO. 11- AMENDMENTS

Any amendment proposed to these standing resolutions of the Lodge must be submitted in writing at a Stated Communication, lie over one month, the membership be notified, and shall require a majority affirmative vote of the members present for its adoption.

1 Attachment: Alexandria Washington Lodge No. 22, A. F. & A. M. Collection Policy

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## Alexandria Washington Lodge No. 22, A. F. & A. M.

### Collection Policy

#### Section One – Introduction and Collection History

Alexandria Washington Lodge No. 22, A. F. & A. M of Alexandria, Virginia maintains an extensive collection of objects and archival material related to the Lodge, its association with George Washington and the history of Alexandria. In addition, the collections include a number of objects that were collected beginning in 1812 as part of the creation of the “Alexandria Museum,” a local public museum featuring artifacts related to American history, international culture and the natural world.

Alexandria Washington Lodge No. 22 originally received a warrant from the Grand Lodge of Pennsylvania on February 3, 1783, designating it Alexandria Lodge No. 39. Upon the return of this warrant, it was issued a charter by the Grand Lodge of Virginia on April 28, 1788 with George Washington serving as the Charter Master of Alexandria Lodge No. 22. In 1805, the Lodge was renamed Alexandria Washington Lodge No. 22 in honor of Washington, who died in 1799.

Since its inception, the Lodge has acquired objects for both its operation and adornment. However, in December of 1811, a proposal was made to create a public museum under the auspices of the Lodge. Upon its establishment in 1812, the collection grew rapidly through numerous donations, including many items related to George Washington given to the lodge by family members and associates. The “Alexandria Museum” experienced setbacks in the 19th century. It was shuttered in the late 1850s and during the Civil War and, upon reopening, a devastating fire destroyed parts of the collection in 1871.

The Lodge and its collections remained a popular destination for locals and tourists alike, and the need to accommodate these visitors, as well as protect the collections from calamities such as the 1871 fire, was the basis for the creation of the George Washington Masonic National Memorial, where the Lodge and its collection now reside, using venues like the Replica Lodge Room to display the Lodge’s material heritage.

#### Section Two – Mission Statement

The Archives of the Alexandria Washington Lodge No. 22 are intended for the enjoyment, understanding, and preservation of the material history and archival material of the Lodge, its association with George Washington and other individual members, and the legacy of the “Alexandria Museum,” through its unique collections and exhibits based in the Replica Lodge Room and elsewhere.

#### Section Three – Scope and Areas of Collection

The collections of the Alexandria Washington Lodge are extensive, and include a wide variety of materials – paper, textiles, decorative arts, metalwork, ceramics, furniture, weaponry, paintings and prints, archeological samples, as well as extensive archival material including minute books, petitions,

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and a large library with examples of rare volumes. These objects have been collected since the Lodge's inception, and the Lodge continues to accept donations related to its mission and collections policy. The collections can be roughly divided into four categories:

1. Material related to the history of Alexandria Washington Lodge. This includes objects and material related to individual members of the Lodge, as well as objects from other Masonic lodges or brethren donated to the Master and / or the Lodge as tokens of esteem and brotherhood.
2. Material related to George Washington. Though Washington was an individual lodge member (honorary) and Charter Master, his association with the Lodge has, from the beginning, been specifically highlighted, and much of the collection centers on this association. As such, the collections include material used by Washington in his roles as Freemason, general, statesman and private citizen. This material also includes artifacts related to some members of his family.
3. Material related to the legacy of the "Alexandria Museum." A number of artifacts in the collection date from the establishment of the public museum in Alexandria, begun in 1812 under the auspices of the Lodge. This museum had a far wider collecting policy, and the founders were intent on making it a general museum for public education, with an emphasis on national and local history, as well as natural history. As such, today, the collection includes a number of artifacts that are otherwise not specifically connected to George Washington, the Lodge, its members and its history.
4. Material related to the history of Alexandria. The collections include a number of artifacts that speak to the history of the city, its founders and the Lodge's role as part of this community. Some of this material can also be classified as legacy objects as detailed in category three.

## **Section Four - Collecting and Accession Policies and Procedures**

In general, the Lodge does not engage in active collecting to augment the existing collections, though purchases through auction or private sale may be considered on a case by case basis as part of a consultation between the Trustees and the Lodge Archivist. A written report should be submitted to the Chair of the Trustees outlining the specific nature of the object and the reasons for acquisition.

A purchase of less than \$500 requires a simple majority vote of the Trustees. Purchases of more the \$500 require an Acquisition Proposal be presented to the members of the Lodge at the next stated communication and the approval of a simple majority of members present.

Whenever possible, the Trustees, through the Lodge Treasurer, should provide the Archivist, Assistant Archivist, or other approved agent the funds to make the purchase in advance, rather than purchasing through personal reimbursement.

Donations can be considered for the first three collection categories, though objects offered to the Lodge pertaining to the history of Alexandria should be referred to the Office of Historic Alexandria.

The Lodge will accept donated objects under the following conditions:

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- The donor, or a legal proxy, must sign an appropriate deed of gift form, countersigned by the designated representative of the lodge. This form acknowledges that the donor relinquishes any right or claim of title to the object(s) donated and transfers these to the Lodge.
- The donor may not impose conditions or restrictions on the use of the Lodge regarding display or dissemination. The Lodge reserves the right to use any donated material in order to fulfill its mission and best serves the collection, the Lodge and the community.

Additional donation considerations:

- Number of objects donated – the Lodge's permanent collection should not exceed a reasonable and practical number of similar objects, given the available space and resources of the Lodge.
- Size of object – the donation of any object requiring a storage area larger than three cubic feet must be reviewed by the Trustees.
- Condition – all objects entering the Lodge collection must be in a condition that they are not likely to damage to the collection, storage or display areas, or individuals working at or visiting the collection.

Donations may also come in the form of a bequest, where a person transfers ownership of material to the lodge after their death in a will. The Lodge is not obliged to accept any material left as part of a bequest and objects accepted follow the donation procedure.

Newly acquired objects, whether purchases, bequests or donations, will be immediately forwarded to the Lodge Archivist or Assistant Archivist or else stored in the Lodge Archives. The object will be recorded in an accession register kept in the Lodge Archives, assigned a unique catalog number, and electronically cataloged according to existing criteria and best practice. The object will also be tagged or otherwise identified with its unique catalog number and reference photography undertaken.

## **Section Five – Deaccession Policies and Procedures**

Objects will be acquired as carefully as possible to avoid the need for future deaccession – no object will be acquired for intentional deaccession. Objects currently in the collection that fall outside of the scope as detailed in the collection policy may be evaluated as part of a process of deaccession, but appropriate research should be undertaken to ensure any given object does not fall into one of these four collection areas. For instance, a sword in the collection may seem to have be outside the scope, but may have been donated by a member to the Lodge to mark some event or anniversary in the Lodge's history, qualifying it under category one.

The Lodge will engage in an open and transparent process of deaccession. The deaccession process will be thoughtful and deliberative with no reference to schedule and deadlines. The decision to deaccession an object from the permanent collection will not be governed by external deadlines or market concerns, but by the criteria outlined in this collection policy.

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The Lodge must possess clear title to the object before it can be a candidate for deaccession. If clear title cannot be established, research should be undertaken to discover as much as possible about its provenance and how it came to be in the collection.

Objects in the collection may be considered for deaccession for one or more of the following:

1. Object is inconsistent with the mission of the collection.
2. Object falls outside the scope of the collection or the collecting areas detailed in the policy.
3. Object duplicates one or more objects in the collection.
4. Object is in poor condition that poses challenges to storage and conservation.
6. Object is dangerous or may cause damage to other objects in the collection, storage or display facilities, or individuals working at or visiting the Lodge collection.

To initiate a deaccession action, a report detailing the reasons and justification for the action will be submitted in writing to the Chair of the Trustees. A majority vote of the Trustees is needed to proceed with the deaccession.

If approved by the Trustees, the Lodge Archivist will prepare a Deaccession Proposal to be presented to the members of the Lodge at the next stated communication. The proposal, published by the Secretary as part of the proceedings, will lay over for a month or longer if the Worshipful Master determines that more time is needed for the members to assess the proposal. It will be read again at the next appropriate stated communication and a simple majority vote by the members present is required for the deaccession to be undertaken. Once this approval is received, the object may be disposed of by means of donation, sale, or destruction.

In order to maintain the public trust with which objects were entrusted to the Lodge, all effort will be made to donate the deaccessioned object to another 501(c)(3) or 501(c)(10) organization where the object will remain preserved for the public and be interpreted within an appropriate context.

Objects that cannot be donated to another institutional collection and are deemed to be in such poor condition that they are of no likely value or potentially dangerous will be disposed through destruction.

Only after a reasonable effort to locate another institutional home for the object is unsuccessful will the Lodge consider disposal through private sale or auction.

If a deaccessioned object is offered for private sale, at least two offers must be obtained and presented to the Trustees. No member of the lodge or their immediate family may purchase a deaccessioned object through direct sale.

If a deaccessioned object is to be sold at auction, it must be identified in the auction catalogue as the property of the Alexandria Washington Lodge No. 22. The Lodge will solicit bids from at least two

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auction firms to be considered by the Trustees. A written justification for the selection of the buyer or the auction venue must be signed by the Chair of the Trustees and the Worshipful Master.

The Trustees designate the Lodge Archivist to act as the point of contact for any sale. If the Lodge Archivist cannot fulfill this role, the Trustees will designate a member of the Committee to act as point of contact.

Funds received from the sale of deaccessioned objects are to be used to meet the needs of the collection – conservation, storage, supplies and equipment – or for the acquisition of new objects for the collection. They should not be used to pay salaries or other recompense or be utilized for general Lodge expenses.

## **Section Six – Loans**

In general, the Lodge does not engage in requesting objects on loan from outside institutions. Exhibits and other uses for objects draw primarily from the existing Lodge collection. However, if a situation arises where loans from outside institutions are considered necessary, the Lodge Archivist should act as a point of contact and report details to the Trustees, including expenses (storage, insurance, security, etc.)

Requests for loans of object to other institutions are considered on a case-by-case basis by the Lodge Archivist. If the Lodge Archivist deems an object appropriate for a loan, he should submit a proposal to the Trustees detailing the request, the institution making the request and the length of the loan. A simple majority vote of the Trustees is necessary to initiate a loan, under the guidelines of the current and established by-laws, as well as Standing Resolution No. 3 regarding all offsite movement of Lodge artifacts.

No loan to an outside institution (including the George Washington Masonic National Memorial) shall exceed a period of three years. However, a loan may be extended by another three year period if the Trustees agree to the extension, pursuant to an evaluation of the current condition of the object on loan, its physical security and its use as an exhibit display.

For details of the Lodge's loan policy, see the Alexandria Washington Lodge No. 22 Outgoing Loan Agreement form.

## **Section Seven – Care of Collections**

The Lodge Archivist and the Trustees will strive to meet professional standards regarding the handling, storage, and displaying of artifacts from the collections. Any cleaning, repair, or artifact conservation must be done by or under the direction of the Lodge Archivist. If a professional conservator is needed to examine, analyze or treat an object, the Lodge Archivist should present a proposal to the Trustees detailing all pertinent aspects of the treatment, including extent of conservation, cost and goals for treatment.

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## **Section Eight – Access**

Requests for access to study objects or records within the collection will be considered on a case-by-case basis, and facilitated by the Archivist or another Lodge representative. Requests to reproduce images of objects and other materials held in the collection are communicated through the Archivist to the Trustees for approval, as well as a recommendation for a fee for reproduction and publication rights.