

Fourth Degree Membership Process – Form 4 Checklist

Step 1 – Candidate Completes Application

- Candidate fills out the Membership Document (Form 4).
- Candidate & Proposer must sign Section 4 (affirming their intent to join).
- Returns to Council Financial Secretary.

Step 2 – Council Verification

- The Council Financial Secretary verifies that the candidate is a Third Degree member in good standing.
- Financial Secretary completes and signs Section 8 of Form 4.
- Sends Form 4 to the Assembly Comptroller or Navigator.

Step 3 – Assembly Review

- The Admission Committee of the Assembly reviews the application. If favorable, the application is voted on by the Assembly.
- Upon approval:
 - Faithful Navigator signs Section 5
 - Faithful Comptroller signs Section 5

Step 4 – Submission to District Master

- The Faithful Comptroller sends the completed Form 4 and the initiation fee (payment) to the District Master.
- Keep an Assembly record copy on file.

Step 5 – Exemplification

- Candidate attends the Fourth Degree Exemplification.
- The District Master completes Section 9 of Form 4 after exemplification.

Step 6 – Forward to Supreme

- The District Master sends:
 - Supreme Secretary's copy of Form 4
 - Initiation fees collected
 - Exemplification Report (#1291) to the Supreme within 30 days of Exemplification.

Responsibility Breakdown

- Candidate: Signs application.
- Council (Financial Secretary): Confirms 3rd Degree good standing (Section 8).
- Assembly (Navigator & Comptroller): Ensures application is reviewed, signed, and forwarded.
- Faithful Comptroller: Handles the collection of payments and transmits paperwork to the District Master.
- District Master: Finalizes paperwork after exemplification and forwards to Supreme.

Key Point:

It is ultimately the Assembly's responsibility (Navigator & Comptroller) to make sure Form 4 is properly completed and processed — the Council's role is only to confirm the candidate's standing.