

Building Corporations (Single and Multi)
Update of Articles and By-Laws

The following information will help you complete, submit and receive approval from the Grand Lodge and Secretary of State's Office for your Building Corporation Articles of Incorporation and By-Laws

1. Select the right set of forms, which can be found on the Grand Lodge Website.

Single-Member (Only One Lodge)	Articles of Incorporation.... Form 31C (June 2005) By-Laws..... Form 31 (June 2007)
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Multi-Member	Articles of Incorporation-....Form 31D (June 2005) By-Laws..... Form 31A (June 2007)
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2. Any amendments (new forms) need to be adopted in accordance with the provisions of your current Articles and By-Laws, regarding amending the Corporation Articles and By-Laws. This may include advance notification to your membership and a vote of the Lodge.

3. Per WMC, Sec 21.09 (2) B.L., two copies are to be submitted to Grand Secretary.

4. DO NOT CHANGE THE FORMS. Print the form and fill in the blank spaces (handwritten or use a typewriter (Yes that old thing). Do not use word processing. DO NOT ALTER the printed information.

5. Building Corporations that are currently active and registered with the Secretary of State do not need to list Incorporators, Signatures of Incorporators, or Trustees. For Article X and XIII of the Articles, insert on the first line "Same as Original Document." You can go to the Secretary of State Web site: www.secstate.wa.gov click on the "Corporations" button and query the search engine for your Building Corporation. Make sure you know the official name. From this site you can determine if the Corporation is active.

6. Forward all completed forms (Articles, By-Laws, Certification) to the Grand Lodge office for approval.

7. After you receive the approved documents from the Grand Lodge Office, file an original and one copy of the Articles of Incorporation, necessary fees, and the Certificate (from Grand Lodge) with the Secretary of State.

Secretary of State
Attn: Corporations
PO Box 40234
Olympia, WA 98504-0234

8. The fees are \$20.00 for amending and \$20.00 for restating your Articles, or \$40.00. It is required that you amend the Articles in order to restate them.

It might be possible that if you delete the information on the bottom of the Certificate that list the two fees and only send \$20.00 it might fly. However, to be safe send \$40.00.

9. It should take 4-8 weeks for the Secretary of State to respond to your request.