



Worldwide Barbershop Quartet Association

Ten Steps to Create a Lodge:

Step 1: Find ten like-minded men of good character who like to sing the Old Songs and hold a meeting to agree upon: “We want to do this, become members of WBQA and form a lodge” *The threshold number of Members necessary for Lodge creation is ten (10), as prescribed in SPPBSQSUS, Inc. Bylaws, Section 2.02.*

Step 2: Review the Society Policy Manual which address the subject of Lodges. In that section you will find a specimen. Review it and then, the entire group must unreservedly agree to abide by the Affirmations and Avowals *(it is strongly recommended that you resolve to adopt it in its entirety. Any deviations from the standard will require approval of the Society Board of Directors.)*

Step 3: Select a Leader and a Leadership Team document their names on the appendix to this document, attesting with the signatures of your Lodge’s proposed leaders, along with a list of initial Lodge members, and their respective Society membership numbers. This Leadership Team will be charged with completing the next seven steps

Step 4: Choose a name for your Lodge *(Lodge numbers are assigned upon completion of the Lodge Formation Process)*

Step 5: Submit the completed **Affirmations and Avowal Document** and **Lodge name** to the Vice President of Lodges, **George Gipp** at gggipp@att.net for review and approval.

After submission and approval by the Vice President of Lodges and the Board of Directors, you will receive a one-year provisional license as an official WBQA Lodge as you complete the remaining steps.

(Having taken these first five steps, and your application approved, you are now more than halfway there to a Lodge of Harmonious Fun!)

Step 6: File for non-profit corporate status, with the governmental agency which has jurisdiction, where you choose to establish a business address. *(The rules and fees for incorporation vary from jurisdiction to jurisdiction. Again, you should indicate that you are incorporating as a Non-Profit corporation.)*

Step 7: Within the United States obtain an Employer Identification number from the IRS or reasonable facsimile for the jurisdiction in which you will be operating. (There may be a small fee. An EIN can be obtained online.) (If outside the US please consult with the Vice President -Lodges)

Step 8: File for Non-Profit status with the IRS or reasonable facsimile for the jurisdiction in which you will be operating. *(There may be a small fee.)*

Step 9: The respective government agencies will send you confirmation of the registration of each of these documents (Articles of Incorporation, EIN and Certification of Non Profit status, and any other state-specific or government agency required or prescribed documents, licenses and approvals), which you should forward copies of to the SPPBSQSUS Corporate Secretary and to the Society Vice President - Lodges, for review and submission to the Society Board of Directors for Final approval for Lodge Recognition and Charter.

Step 10: Your Society Lodge Charter along with Lodge Number assignment will be issued and forwarded to your Lodge President by the Society Secretary. *(Upon Final approval of the Lodge Charter at the next Society Board of Directors' Meeting)*