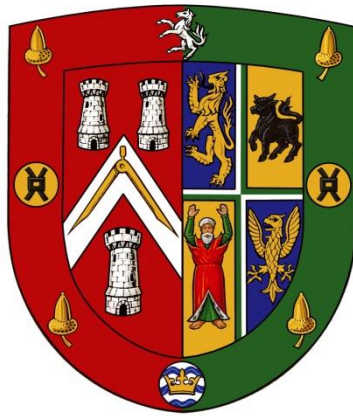


Province of West Kent



The Lodge Secretary Handbook

FOREWORD

This Manual has been prepared primarily for the information and guidance of Lodge Secretaries. It should be used to supplement and not replace the relevant Laws and Regulations contained in the Book of Constitutions and the booklet entitled "Information for Guidance of Members of the Craft".

The role of a Secretary, whether it is in public, private or Masonic life is a major contributor to the smooth running of any organisation. It is recognised that their attention to detail and forward planning is of paramount importance.

United Grand Lodge is the supreme superintending authority for Freemasonry, part of that authority is delegated to the RW Provincial Grand Master for the administration of the Province of West Kent.

If, as a Lodge Secretary you have a particular problem you should, in the first instance, consult the Book of Constitutions and this Manual. If appropriate guidance cannot be found, please check the Provincial website which contains most of the information you require. In the event that you still cannot find an answer to your problem you should contact the Provincial Office. Very rarely will there be a problem, which has not been dealt with on a previous occasion by one of the staff in the Provincial Office.

I would like to acknowledge the continued support from my colleagues in the Provincial Office; their professionalism and ready willingness to go the extra mile to assist the Brethren and Companions in the Province.

This manual is a condensed yet comprehensive guide regarding the various administrative challenges that a Secretary may face.

I commend it to you.

A handwritten signature in blue ink that reads "Paul Christopher". The signature is written in a cursive style.

Provincial Grand Secretary

General Rules:

All communications to the Provincial Grand Master must be addressed to the Provincial Grand Secretary at: pgsec@freemasons-westkent.org.uk or by post to:-

The Provincial Office
Oakley House
Bromley Common
Kent
BR2 8HA

Telephone No: 020 8462 9249.

Likewise, letters, forms or returns must **not** be sent to the Grand Secretary. Please send them to the Provincial Office. Correspondence sent to the Grand Secretary direct will be re-directed to the Province.

On no account should the prefix 'Brother', 'WBro', etc. or a Masonic rank be included with the name and address on an envelope being sent through the post. Lodge records should be kept in a place of safety and in conditions that will ensure that they are still legible in the future. Some Lodges use their own banks or a local archive facility. A note of where all records are kept should be placed in the current Minute Book and referenced when a new Minute Book is brought into use.

Finally, and most important, you are the communication hub of your Lodge. It is of great importance to the Province, and your Lodge that you disseminate information in full, clearly and promptly to all your members. Likewise, any communications from your Lodge should be clearly and promptly communicated to the appropriate recipient.

CONTENTS

1	SUMMONS.....	7
1.1	SUMMONS - GENERAL.....	7
1.2	VISITS TO LODGES ABROAD.....	7
1.3	ABBREVIATIONS AND TITLES	7
1.4	NAMES OF HONORARY MEMBERS	8
1.5	PRECEDENCE ON THE SUMMONS	8
1.6	SUGGESTED WORDING OF AGENDA ITEMS	9
2	CANDIDATES	11
2.1	APPLICATION FORM - REGISTRATION FORM 'P'.....	11
2.2	CANDIDATES FOR INITIATION.....	11
2.3	PROPOSAL IN OPEN LODGE.....	12
2.4	BALLOT IN OPEN LODGE.....	12
2.5	DETAILS ON SUMMONS.....	12
2.6	INITIATION	12
2.7	CANDIDATES FOR JOINING OR REJOINING.....	13
2.8	JOINING MEMBER FROM ANOTHER CONSTITUTION	13
2.9	PROPOSERS AND SECONDRS	13
2.10	QUASI-MASONIC AND IMITATIVE MASONRY	13
2.11	NEW MEMBERS AND MENTORING	13
3	HONORARY MEMBERSHIP	13
3.1	ELECTION OF HONORARY MEMBER.....	13
3.2	STATUS OF HONORARY MEMBER	14
3.3	RIGHTS OF HONORARY MEMBER.....	14
3.4	HONORARY MEMBERSHIP RESTRICTIONS.....	14
3.5	IMPLICATIONS TO BE OUTLINED BEFORE ELECTION TO HONORARY MEMBERSHIP	14
3.6	TERMINATION OF HONORARY MEMBERSHIP	14
3.7	AUTOMATIC HONORARY MEMBERSHIP.....	14
4	DISPENSATIONS.....	15
4.1	GENERAL.....	15
4.2	EMERGENCY MEETINGS	15
4.3	CHANGE OF VENUE AND / OR DATE OF REGULAR MEETING.....	15
4.4	MULTIPLE CEREMONIES	15
5	CONFERRING OF DEGREES: ROLE OF THE SECRETARY	16
5.1	BEFORE THE INITIATION CEREMONY.....	16
5.2	AFTER THE INITIATION.....	16
5.3	TIME BETWEEN DEGREES.....	16
5.4	AFTER RAISING.....	16
5.5	GRAND LODGE CERTIFICATE.....	16

5.6	PASSING AND RAISING CANDIDATES FOR OTHER LODGES	16
5.7	NUMBER OF CANDIDATES	17
6	OFFICIAL VISITS.....	17
6.1	INSTALLATION MEETING	17
6.2	ANNIVERSARIES OF MEMBERS	17
6.3	JUBILEE MEETINGS: BANNER DEDICATIONS: BIBLE DEDICATIONS	18
6.4	CENTENARY MEETINGS	18
6.5	AMALGAMATION OF LODGES	18
6.6	NEW LODGES	18
6.7	REHEARSALS WITH PROVINCIAL / DEPUTY GRAND DIRECTOR OF CEREMONIES	18
6.8	COST OF BI-CENTENARIES AND CENTENARIES - WARRANTS ETC	18
7	MEMBERSHIP.....	18
7.1	LODGE REGISTER	18
7.2	LODGE RECORDS.....	18
7.3	DATA PROTECTION ACT	19
7.4	SUBSCRIPTION ARREARS	19
7.5	RESIGNATION OF A LODGE MEMBER.....	19
7.6	CESSATION OF MEMBERSHIP FROM A LODGE.....	20
7.7	EXCLUSION OF A MEMBER	20
7.8	EXCLUSION OF A MEMBER FOR OTHER CAUSES	20
7.9	SUSPENSION OF A MEMBER.....	20
7.10	ATTENDANCE AT LODGES.....	21
7.11	RESIGNATION OF A PAST MASTER	21
7.12	EXPULSION OF A MEMBER	21
7.13	RESIGNATION FROM THE CRAFT	21
7.14	DEATH OF A MEMBER	21
7.15	VACANCIES OF LODGE OFFICES	21
7.16	LODGE MEMBERSHIP LISTS	22
7.17	MEMBERS CLEARANCE CERTIFICATE	22
8	MASONIC STANDARDS AND DISCIPLINE.....	23
8.1	MASONIC AUTHORITIES CONCERNED WITH CONDUCT.....	23
8.2	THE PRIVATE LODGE	24
8.3	PROVINCIAL GRAND MASTERS	24
8.4	APPEALS COURTS.....	25
8.5	THE PANEL FOR CLEMENCY	25
8.6	GRAND LODGE	25
8.7	THE GRAND MASTER	25
8.8	MASONIC DISCIPLINARY COMMITTEES	25
9	RETURNS.....	26
9.1	INSTALLATION RETURN - GRAND LODGE "FORM LP & A4"	26

9.2	ANNUAL RETURN - GRAND LODGE "FORM AR1"	26
9.3	ANNUAL RETURN - PROVINCIAL GRAND LODGE	26
10	BY-LAWS	27
10.1	PROVINCIAL BY-LAWS.....	27
10.2	LODGE BY-LAWS	27
10.3	ALTERATIONS TO LODGE BY-LAWS	27
10.4	PERMANENT CHANGE OF VENUE and / or MEETING DATES.	27
10.5	MODEL BY-LAWS	28
10.6	BY-LAWS TO BE PRESENTED	28
10.7	SECRETARIAL SERVICES.....	28
11	AMALGAMATION OF LODGES AND SURRENDER OF WARRANT	28
11.1	THE AMALGAMATION OF LODGES	28
11.2	SURRENDER OF A LODGE WARRANT – CLOSING THE LODGE	28
12	GRAND RANK : PROVINCIAL GRAND RANK	28
12.1	GRAND RANK	28
12.2	PROVINCIAL GRAND RANK	28
12.3	FIRST APPOINTMENTS	29
12.4	PROMOTIONS	29
12.5	ADDITIONAL GENERAL INFORMATION.....	29
13	RULES - BOOK OF CONSTITUTIONS	30
13.1	ALPHABETICAL LIST OF HEADINGS WITH CORRESPONDING RULE.....	30
14	REFERENCE BOOKS : FORMS : FILES : LEAFLETS	31
14.1	BOOKS FOR RECORDS	31
14.2	BOOKS OF REFERENCE.....	31
14.3	FILES.....	31
14.4	FORMS	31
14.5	LEAFLETS.....	31
14.6	REFERENCE PAPERS	31
14.7	STANDING OR ANNUALLY - REVISED LETTERS AND PAPERS	31
15	CHECK LIST AND COMMONLY USED FORMS	32
15.1	QUICK CHECK LIST.....	32
15.2	COMMONLY USED FORMS	32
	INDEX.....	34
	APPENDIX A ACTIVITIES FOR A SECRETARY IN A LODGE YEAR.....	36

1 SUMMONS

1.1 SUMMONS - GENERAL

The Summons for every Lodge Meeting must be sent a minimum of FOURTEEN DAYS before the meeting. Email distribution is the preferred option.

Emails should be sent to:

- All Lodge Members.
- The Provincial Office via PGLCraftSummons@freemasons-westkent.org.uk
- The Hall / Centre Manager.
- Any proposed visitors.

If Summonses are to be sent by post Masonic Titles or Ranks must not be shown on envelopes.

If the presence of the Provincial Grand Master, Deputy Provincial Grand Master or Assistant Grand Master is desired at any special meeting of the Lodge, initial contact should be via the Provincial Grand Secretary. To assist in an adequate planning process, a minimum of twelve months notice is requested.

It should also be noted that by virtue of their office the Provincial Grand Master, his Deputy and Assistant Provincial Grand Masters can demand admission into any Lodge in the Province and therefore do not need 'invitations' to attend regular meetings. However, should they wish to dine, then some communication beforehand may be desirable.

The Provincial Grand Secretary must be informed in advance if a Senior Provincial Officer from another Province, i.e. anyone wearing a Chain of Office, is to visit a Lodge in West Kent.

1.2 VISITS TO LODGES ABROAD

The following notice should appear on the summons of each Lodge at least once every year:

"Brethren travelling abroad are warned that they should not visit Lodges under other jurisdictions until they have found out by application to the Grand Secretary at Freemasons' Hall via the Provincial Office about the existence of regular Masonry in the country they are visiting and, the address to which Masonic enquiries in that country should be directed".

1.3 ABBREVIATIONS AND TITLES

A Brother is entitled to use Worshipful Brother immediately he has been installed as Master of the Lodge. The designations "Reigning" or "Ruling" Master should not be used but the term 'Serving Master' is acceptable.

The proper abbreviation for an Active Officer of United Grand Lodge is e.g. SGD or Past Rank as e.g. PSGD. The correct abbreviation for an Active Provincial Grand Officer is 'Prov', e.g. 'ProvSGW'. At the end of his Active term the Officer will assume the Past (Active) Rank of 'PProvSGW'. The correct abbreviation for a non-Active Provincial Grand Officer is 'P', e.g. 'PPSGW'. Full stops after each letter should not be used.

1.4 NAMES OF HONORARY MEMBERS

Where the names of Honorary Members are printed on the Summons they should be listed in the following order- Rule 5 of the Book of Constitutions refers: -

- Provincial Grand Master
- Past Provincial Grand Master
- Deputy Provincial Grand Master
- Past Deputy Provincial Grand Master
- Assistant Provincial Grand Master(s) (in order of seniority)
- Past Assistant Provincial Grand Master(s)
- Provincial Grand Secretary
- Past Provincial Grand Secretary
- Provincial Grand Director of Ceremonies
- Past Provincial Grand Director of Ceremonies
- Grand Officers (in order of precedence)
- Provincial Grand Officers (in order of precedence)
- Past Provincial Grand Officers
- Other Brethren

Abbreviated titles are permissible if printing space is limited.

The Provincial Office will always be pleased to advise on the order to be followed in any particular instance. The list must be amended and the order revised whenever an honorary member receives a new rank or appointment.

It should be noted the above are honorary members by virtue of respect to rank. The exception to the above last sentence is where there is a distinguished honorary member by virtue of a special occasion e.g. Lodge Consecration Team, Centenary Celebration Team, a distinguished visitor(s) were made honorary member(s) "To commemorate the [occasion] the following distinguished visitors were granted honorary membership".

1.5 PRECEDENCE ON THE SUMMONS

The following order of precedence should be observed. Summons [Rule 5 of the Book of Constitutions refers]. When listing Officers on the Summons, it should be noted that the Immediate Past Master (IPM) is not an Officer of the Lodge but it is permissible to indicate the name of the IPM after that of the Worshipful Master.

- Master
- Senior Warden
- Junior Warden
- Chaplain
- Treasurer
- Secretary
- Director of Ceremonies
- Almoner
- Charity Steward
- Mentor
- Senior Deacon
- Junior Deacon
- Assistant Director of Ceremonies
- Organist [If not a subscribing member, list after Tyler as Guest Organist]
- Assistant Secretary
- Inner Guard
- Steward(s)
- Tyler
- Royal Arch Representative

1.6 SUGGESTED WORDING OF AGENDA ITEMS

OPENING

To open the Lodge

DISPENSATION

To read the Dispensation (if any), and if required to do so (refer to wording on Dispensation)

MINUTES

To read and if approved, confirm the Minutes of the last regular meeting of the Lodge held on [and the Emergency meeting held on] or

To consider and if approved, confirm the Minutes, previously circulated, of the last regular meeting of the Lodge held on , [and the Emergency meeting Minutes, previously circulated, held on].

BALLOTS (Read out Details in Open Lodge)

To ballot for as a Joining Member / Re-joining Member.

[W] Bro age, residing at a (profession/occupation), Business Address

[Unattached formerly] A Member [Past Master] of

..... Lodge No: Proposed by and seconded by

in Open Lodge on

To ballot for as a candidate for initiation Mr Date of Birth Residing at

..... (Profession/Occupation). Business Address

Proposed by and seconded by in Open Lodge on Rule 158, Book of Constitutions, complied with (if applicable).

INITIATE

To initiate Mrelected on date.

PASSING

To Pass Bro initiated on date.

RAISING

To Raise Bro initiated on date, passed on date.

CERTIFICATE

To present Grand Lodge Certificate(s) to Bro(s). (if applicable). (Please note that there is a requirement for a Candidate to have received the Traditional History before applying for a Grand Lodge Certificate.)

ALMONER'S REPORT

To receive a report of the Lodge Almoner

CHARITY STEWARD'S REPORT

To receive a report from the Lodge Charity Steward

MENTOR'S REPORT

To receive a report from the Lodge Mentor

ROYAL ARCH REPRESENTATIVE'S REPORT

To receive a report from the Lodge Royal Arch Representative

ALMS

To make a Collection for Good Causes the word "Alms" restricts the use to which the collection can be applied.

AOB

To receive subscriptions and transact any other Masonic business

CLOSING

To close the Lodge.

The foregoing is for a **standard Lodge Agenda**

The following are suggestions to cover **alternative** Agenda items

PROVINCIAL DEPUTATION

To receive [RW Brother [name] Provincial Grand Master, [and/or] VW Brother Deputy Provincial Grand Master [name]][and / or] Assistant Provincial Grand Master [name] accompanied by a Provincial Deputation.

LODGE CENTENARIES / ANNIVERSARIES

To receive the RW Provincial Grand Master, the VW Deputy Provincial Grand Master, Assistant Provincial Grand Master accompanied by [either] a Provincial Deputation [or] assisting Officers.

To celebrate the Centenary of the Lodge [or] the 50th / 60th Anniversary of Brother [name] initiated on

ELECTIONS

To elect for the ensuing year:

1. A Master by ballot. If there is only one nomination this should be declared on the Summons and then the Master can declare him Master-Elect for the ensuing year. (Rule 105(a) of the Book of Constitutions refers)
2. A Treasurer by ballot. If there is only one nomination this should be declared on the Summons and then the Master can declare him Treasurer for the ensuing year. Rule 112(a) of the Book of Constitutions refers).
3. A Tyler
4. To elect Brethren to serve as Auditors, in accordance with By-Law No
5. To elect Brethren to serve on the Lodge Committee, in accordance with By Law No ...

ANNUAL ACCOUNTS

To receive the Report of the Treasurer and consider the Accounts for the year ended dd/mm/yy

INSTALLATION

Installation of the Master Elect Bro. [Name]. (Elected at the regular meeting held on [date]).

APPOINTMENT AND INVESTITURE

To appoint and invest Officers of the Lodge not present at the Installation Meeting.

HONORARY MEMBERSHIP

To ballot for as an Honorary Member, Worshipful Brother [Name, rank], proposed by [name], seconded by [name] at the regular meeting held [date].

NOTICE OF MOTION

Bro Treasurer will give notice of Motion that at the next meeting he will propose that the Annual Subscription be increased from £... to £ with effect from [date].

PROPOSITIONS

Pursuant to notice given on to consider a proposal by [name], seconded by [name], that the Annual Subscription be increased from £ to £

To consider a proposition by [name] seconded by [name] that a Past Master's Breast Jewel be presented to [name].

To consider a proposition that a grant / payment of any sum of money exceeding the sum stated in the Lodge By-Laws be made.

LECTURE

To receive a Lecture / Paper entitled / or Masonic work by [name].

CALL LODGE OFF

To Call the Lodge Off. Under new Rules there is **no** need to Call Off a Lodge if the Worshipful Master or a Past Master is holding a demonstration of the Ritual. It should be noted, however, that if the Demonstration is of a First Degree Ceremony, the Lodge is not called off, but if it is a Second Degree Ceremony Entered Apprentices would have to leave the Lodge Room and only Master Masons are able to be present at the demonstration of a Third Degree Ceremony.

CALL LODGE ON

To Call the Lodge On.

MINUTES

Each Lodge will have its own style for the writing of Minutes. As a general guide the Minutes should be concise and reflect accurately those present (including guests), what took place and who did what at the meeting. The Minutes, particularly if circulated, should not contain Ritual.

It is permissible for Lodge Minutes to be typed / word-processed and pasted into the official Minute Book. **Loose leaf Minute Books are not acceptable.** To save time in Lodge, Minutes can be circulated in advance with the Summons for the meeting.

A note should be included on the first page of every new Minute Book of where the previous Minute Books are stored. Lodge Secretaries are the custodians of the Minute Books and they must be kept in a safe and secure location, as they will be required to prove continuous working when the Lodge celebrates an anniversary. It is recommended that an inventory of all Lodge records is maintained and audited annually.

2 CANDIDATES

2.1 APPLICATION FORM - REGISTRATION FORM 'P'

The Grand Lodge Registration Form 'P' (see Appendix) is the form to be completed when a person applies to join a Lodge whether it is as an Initiate, a Joining member or as a Re-joining member.

It is recommended that Secretaries do not issue registration forms to a potential candidate for initiation, or to his Proposer or Secunder, until all three have had an opportunity to study the guidance given in the blue form issued with the Registration Form.

The form requires the candidate for initiation to make an unqualified declaration that he has not been convicted of a criminal offence or been the subject of disciplinary proceedings before a professional or similar tribunal. If he cannot make such a declaration, he must give specific details as to why this is not possible. In such cases the Registration Form should be sent to the Provincial Grand Secretary. If it is appropriate for the application to proceed, the Grand Secretary will sign the certificate on the final page of the Form 'P' stating that the matters disclosed do not constitute a bar to his initiation which must be read out in open Lodge at the time the Candidate is proposed and seconded and again immediately before the ballot is taken.

If the candidate is considered unsuitable, a certificate will not be issued, he may not be proposed in open Lodge and he must be informed verbally of the fact as soon as reasonably possible. After an individual has been admitted as a member of the Lodge the Registration Form 'P', together with a copy thereof and any fees due to Grand Lodge must be sent to the Provincial Grand Secretary. (The appropriate cheque should be made payable to the 'United Grand Lodge of England'. Do not include the Provincial registration fee, as this will be collected at the time the Annual Lodge invoice is sent to Lodges.

Note: Forms must not be sent direct to Grand Lodge.

2.2 CANDIDATES FOR INITIATION

The Registration Form 'P' must be filled in and signed by the Candidate and the Proposer and Secunder.

Where the Candidate for Initiation lives **and** works outside the Province of West Kent an enquiry, in accordance with Rule 158 Book of Constitutions, **must** be made by the Lodge Secretary to the Provincial Grand Secretary where the Candidate resides or to the Metropolitan Grand Secretary if the Candidate resides and works in London. Rule 158 does not apply in the case of joining or re-joining members.

The application for membership cannot proceed until a Rule 158 Clearance has been received from the Provincial Grand Secretary. It is suggested that Candidates are not interviewed before the clearance has been received and the details of such a Candidate must not be shown on the Lodge summons prior to that time.

To avoid queries from the Provincial Office a statement 'Rule 158 complied with' should be included on the summons for the meeting at which the ballot for such a Candidate is to be held. It should be noted the delay could be up to 2 months depending on the speed of the reply.

It is not recommended that Candidates are balloted for and initiated at the same meeting.

2.3 PROPOSAL IN OPEN LODGE

After the application has been submitted, through the Lodge Secretary, to the Lodge Committee and received the Committee's approval, the Candidate must be proposed and seconded at a Regular Lodge Meeting.

2.4 BALLOT IN OPEN LODGE

The ballot for the Candidate must be held at the **next** Regular Lodge Meeting following the one at which the proposal was made and seconded in accordance with Rule 159 Book of Constitutions. If this ballot does not take place the proposal shall lapse and the procedure must be started again with another proposal in Open Lodge.

Candidates proposed at a Regular Meeting cannot be balloted for at an Emergency Meeting. It is the duty of the Secretary to ensure that the statement made and signed by the Master of the Lodge at the bottom of page 3 of the Form 'P' is read on every occasion prior to a ballot being taken and where appropriate the certificate signed by the Grand Secretary. Without this statement being read the ballot is void.

There is much misunderstanding on the subject of taking two or three ballots at the same time. Grand Lodge does not differentiate between candidates for Initiation, Joining, Re-joining, and candidates for Honorary Membership. It is therefore quite in order for a ballot covering any variation of the above mentioned groupings to be carried out in one ballot. Should there be a negative vote then it is mandatory for individual ballots to be undertaken.

2.5 DETAILS ON SUMMONS

Secretaries are reminded of the need to adhere **strictly** to the requirements of Rule 164 (b) of the Book of Constitutions and ensure that **in all cases** the Summons for the meeting at which the ballot is to take place **must** include the following details on all Candidates for Initiation:

- Full Name (*Surname and all Forenames*)
- Date of Birth
- Profession or Occupation (*A precise definition of occupation, or former occupation if retired is essential*).
- Home Address (*A full address should be given, not a P.O. Box Number*)
- Business Address (*full details as with the Home Address*)
- Names of Proposer and Seconder
- Date of Proposal in Open Lodge
- Rule 158 applied (*if applicable*)

Unless all the details listed above appear on the Summons, any ballot and subsequent Initiation, will not be valid.

2.6 INITIATION

The date of election must be stated on the Summons for the meeting at which the Initiation is to take place. (Rule 159 Book of Constitutions). If a Candidate is not initiated within one year of his election the election shall be void (Rule 159 Book of Constitutions) and the procedure of proposing in open Lodge and balloting must be repeated.

In cases of real urgency all the requirements of Rule 160 Book of Constitutions must be strictly complied with.

2.7 CANDIDATES FOR JOINING OR REJOINING

A Candidate for Joining, or Re-Joining, must apply, be proposed, seconded and balloted for in the same way as an Initiate. Before the ballot the Candidate must produce his Grand Lodge Certificate and Clearance Certificates from all Lodges of which he is or has been a member. If this is not observed the Lodge becomes liable for any outstanding dues, which the Candidate may owe to another Lodge. The same details must be given on the Summons for Joining and Re-Joining Members including the names and numbers of all the Lodges of which he is or has been a member must be given. Rule 158 Book of Constitutions does not apply to Joining or Re-Joining Members. In the case of an Entered Apprentice or Fellow Craft applying to become a Joining member, advice must be sought from the Provincial Grand Secretary before proceeding as they will not be in possession of their Grand Lodge Certificate.

2.8 JOINING MEMBER FROM ANOTHER CONSTITUTION

If the Brother applying to join the Lodge was initiated in a Lodge under another Constitution (i.e. the Scottish Constitution) action must be taken as set out in Rule 163 (e), (f), (g) and (h) Book of Constitutions. It is essential that he makes the declaration set out in that Rule and is presented with a Book of Constitutions on or before entering the Lodge as a member.

2.9 PROPOSERS AND SECONDEES

Proposers and Seconders should be advised that Rule 171 Book of Constitutions states that any member who proposes or seconds a candidate for initiation or joining is responsible to the Lodge for all fees payable under the by-laws of the Lodge in respect of that candidate. The enforcement and timescale of this Rule is at the discretion of the Lodge. It is understood the interpretation of this Rule is to guide the Treasurer to call on the assistance of the Proposer / Secunder in the collection of outstanding fees.

2.10 QUASI-MASONIC AND IMITATIVE MASONRY

A person who has in any way been connected with any organisation, which is quasi-Masonic, imitative of Masonry or regarded by the Grand Lodge as irregular or incompatible with the Craft may not be Initiated except by leave of the Grand Master or the Provincial Grand Master. Approval must be sought via the Provincial Grand Secretary.

2.11 NEW MEMBERS AND MENTORING

All new Members should have a Mentor to guide them through their Masonic journey. The Province has a well-defined policy on Mentoring which is available on the Provincial Website and you should ensure that the Lodge Mentor is aware of the new member and takes positive action to assist. Help can be obtained from your Group Mentor or the Provincial Grand Mentor.

3 HONORARY MEMBERSHIP

3.1 ELECTION OF HONORARY MEMBER

Under **Rule 167**, Book of Constitutions, a Lodge may elect (by ballot after notice on the Summons) to Honorary Membership any Brother of good standing (i.e. he must not be in arrears). A Lodge wishing to make an Honorary Member must first obtain the agreement of the Brother concerned. The Brother must be worthy of the distinction by reason of his services to the Craft or to the Lodge which is seeking to elect him who is, or has within the last year, been a subscribing member of a Lodge. Honorary Membership must be granted sparingly and must not be used to avoid the payment of fees or merely because the Brother has served a long number of years.

3.2 STATUS OF HONORARY MEMBER

An Honorary Member may attend the Lodge of which he is an Honorary Member. If he is not a subscribing member of any other Lodge he is to be treated as an unattached Mason and can only visit a Lodge once under **Rule 127** of the Book of Constitutions, he cannot make a proposition or vote upon one, except that, a Past Master who becomes an Honorary Member of a Lodge and has been a subscribing member of it may propose and second candidates. His name is not shown on any Returns to Grand Lodge or Provincial Grand Lodge; no Lodge or Provincial Grand Lodge Annual Dues are payable in respect of him, and his former entitlement to attend Grand Lodge and Provincial Grand Lodge by virtue of his membership of the Lodge of which he has become an Honorary Member lapses. The Lodge is only entitled to issue a Summons for the meeting. No other Lodge documentation should be sent.

3.3 RIGHTS OF HONORARY MEMBER

Honorary Membership of one Lodge does not affect subscribing membership of another; so long, therefore, as subscribing membership of one Lodge at least is maintained, the right of a member to visit other Lodges and to attend Grand Lodge and Provincial Grand Lodge is not affected.

3.4 HONORARY MEMBERSHIP RESTRICTIONS

[a] Attendance at Lodges.

An Honorary Member, who is NOT a subscribing member of any Lodge, is prevented by Rule 127(iii), Book of Constitutions, from attending a Lodge of which he is not an Honorary Member more than once. This Rule does not limit attendance at Lodges of Instruction. This rule also applies to any Brother who is not a subscribing member of any Lodge.

[b] Attendance at Lodge Committee Meetings.

An Honorary Member does not have the right to attend Lodge Committee Meetings, even if he was a member of the Lodge Committee before becoming an Honorary Member. If a Honorary Member is invited by the Master to attend; he has no right to speak unless asked to do so. He has no right to vote in any circumstances.

3.5 IMPLICATIONS TO BE OUTLINED BEFORE ELECTION TO HONORARY MEMBERSHIP

Lodges desirous of conferring Honorary Membership upon a Brother should take care that all the implications outlined above are fully understood, not only by the Brethren, but also by the intended recipient, who may even find himself debarred from attendance at Grand Lodge under Rule 9 (unless qualified under Rule 5) and from other privileges, rights and advantages of continued subscribing membership. Honorary Membership should not be conferred because of seniority, age, infirmity or finance. It should only be granted to members who have performed exceptional services either to the Lodge or Freemasonry in general over and above that which can be reasonably expected. Honorary Members are not entitled to be considered for Provincial Honours First Appointments or Promotions.

3.6 TERMINATION OF HONORARY MEMBERSHIP

Honorary Membership may be ceased by resignation or by again becoming a subscribing member in accordance with Rules 163 and 164, Book of Constitutions, the provisions of which must be carried out as precisely in such a case as in any other.

3.7 AUTOMATIC HONORARY MEMBERSHIP

It is not in accordance with the spirit of the letter of Rule 167 to make honorary membership devolve automatically upon the holders of certain offices in other Lodges. Where reciprocal hospitality is desired between two or more Lodges, this should take the form of an annual motion to the effect that the persons concerned should be considered as Honoured Guests of the Lodge during the ensuing year.

4 DISPENSATIONS

4.1 GENERAL

A Dispensation is a license of exemption to vary any usual action, e.g. Master in the Chair of more than one Lodge at the same time, (must be approved by Grand Lodge and the appropriate fee paid) change of date, other than a Bank Holiday conflict within seven days (this does not include the Saturday between Good Friday and Easter Sunday), or change of meeting place or to Ballot and Initiate at the same meeting.

A Dispensation is available if the circumstances are of sufficient importance and are agreed as such by the Provincial Grand Master.

Application for a Dispensation should be made to the Provincial Grand Secretary not less than two months before the date of the meeting at which they are required. The Dispensation must be issued before the Summons is printed for that meeting. If a Dispensation is granted it must be read in open Lodge as the first item of business after the opening.

Lodge Secretaries should not assume that simply because they have made application that it will be granted. The Provincial Grand Master will require sufficient proof that a need exists before granting such a Dispensation. Do please ensure that the fullest details are given when applying.

4.2 EMERGENCY MEETINGS

A Dispensation must first be obtained by application to the Provincial Grand Secretary and must be read as the first item of business on the agenda after the opening. Only the business set out in the Dispensation may be transacted.

The Minutes of previous meetings cannot be confirmed at an Emergency Meeting. The Minutes of the Emergency Meeting itself must be confirmed at the next regular meeting. No candidates may be proposed and a ballot for a candidate may only take place in special circumstances. The Master does not take the Risings.

4.3 CHANGE OF VENUE AND / OR DATE OF REGULAR MEETING

A Dispensation is required in either of these events and application must be made to the Provincial Grand Secretary and the Dispensation must be read as the first item on the agenda. The fees for Provincial Dispensations can be obtained from the Provincial Office.

4.4 MULTIPLE CEREMONIES

Double or multiple ceremonies can prove to be special, but arguably can detract from the individuals own enjoyment of the Ceremony. Lodges contemplating such ceremonies are asked to consider the matter carefully and also to consider passing one of the ceremonies (other than Initiations) on to another Lodge. This will assist those Lodges who may have a shortage of similar ceremonies and encourage a cross visiting of members.

5 CONFERRING OF DEGREES: ROLE OF THE SECRETARY

5.1 BEFORE THE INITIATION CEREMONY

The Secretary must:

- Ensure that Form 'P' has been completed and signed by the Candidate, his Proposer and Secunder.
- Ensure that the full details of the candidates' Profession or Occupation is available.
- Check with the Proposer / Secunder that the candidate is able to attend the meeting and will be dressed according to Masonic tradition.
- Ensure that the Book of Declaration is signed.
- In conjunction with the Treasurer collect all dues applicable to Grand Lodge / Provincial Grand Lodge and the Lodge.
- Make sure that the Book of Constitutions / By-laws and relevant Charity information booklets are available for the Ceremony (BoC Rules 157, 158, 159 and 162).

5.2 AFTER THE INITIATION

Immediately after Initiation the Secretary must:-

- Complete and send the Form 'P' together with the appropriate fee (made payable to United Grand Lodge) to the Provincial Grand Secretary [see also 2.11].
- Complete all Lodge Records / Register.
- Advise the Masonic Centre / Hall (if required) of new member and address details.

[Note: Delay in undertaking the above will result in the member not being registered].

5.3 TIME BETWEEN DEGREES

The period of time between the conferring of the degrees **must** be at least four weeks. (Rule 172 Book of Constitutions).

5.4 AFTER RAISING

After the Raising of a Candidate the Secretary should make application directly to UGLE and copying in the Provincial Office, (but only after he has received the Traditional History) on **Form 'LP & A5'** for a Grand Lodge Certificate (see Appendices). This can be done by email using an electronic form available from the Provincial Website.

5.5 GRAND LODGE CERTIFICATE

The Brother is entitled to his Certificate as proof of his having taken the three degrees of Craft Masonry and it should be presented to the Brother as soon as possible after the Secretary receives it. It is desirable that the item 'To present a Grand Lodge Certificate' be included on the Summons and Grand Lodge recommends (Rule 174, Book of Constitutions) that the Grand Lodge Certificate should be presented in open Lodge and the fact recorded in the Minutes.

Information concerning Royal Arch should be presented at the same time as the Grand Lodge Certificate. Where it is not possible for this to be done, the Certificate and information concerning the Royal Arch should be forwarded on by post. The Secretary should not retain the Grand Lodge Certificate hoping that the Brother will attend a subsequent meeting of the Lodge.

5.6 PASSING AND RAISING CANDIDATES FOR OTHER LODGES

Where a Lodge has a large number of candidates and experience a backlog of degree ceremonies to perform, another Lodge may be asked to carry out a degree of Passing or Raising. A written request must be made, by the Master and the Secretary of the Lodge, in which the Brother was initiated. The Secretary of the Lodge carrying out the Ceremony is also required to send a letter certifying the Passing or Raising to the Provincial Grand Secretary who will copy the same to the Grand Secretary and the Secretary of the Lodge to which the candidate belongs. [See also 4.4]. Due observance must be paid to **all** the Requirements of Rule 173, Book of Constitutions.

5.7 NUMBER OF CANDIDATES

Ceremonies with more than one candidate should be kept to a minimum [see also 4.4]. Attention is drawn to Rule 168, Book of Constitutions.

6 OFFICIAL VISITS

6.1 INSTALLATION MEETING

The occasion of the Installation meeting of the Lodge will generally be marked by a visit from one of the Provincial Grand Master's Representatives or, on occasion, by one of the rulers of the Province. It should be noted that the Deputy Provincial Grand Master and the Assistant Provincial Grand Masters represent themselves by virtue of their Patents of Office and they should never be referred to as the Representative of the Provincial Grand Master.

The simple way to remember this fact is that anyone wearing a 'chain of office' as an acting officer of the Province in a Lodge represents themselves and should be offered the gavel.

The Representative of the RW Provincial Grand Master is the most senior member present at an Installation Ceremony and should be saluted as the senior Officer even if there are other Grand Officers present who hold a higher Rank. He should also be seated at the right of the Worshipful Master in Lodge and at the Social Board.

In West Kent it is customary that if an Official Visitor is in attendance only he will receive salutes.

The name of the Representative will be advised to the Lodge Secretary well in advance of the meeting date. A copy of your Lodge summons will be emailed to him via the Provincial Office. If the Provincial Grand Director of Ceremonies / Provincial Deputy Grand Director of Ceremonies are to attend they will also be sent a Summons. They will liaise with the Lodge Director of Ceremonies regarding the procedure in Lodge and at the Festive Board.

The Representative of the RW Provincial Grand Master, will respond to the Toast to Provincial Officers.

6.2 ANNIVERSARIES OF MEMBERS

The Province recognises the 30th, 40th, 50th, 60th and 70th anniversaries in Freemasonry of members. It is not necessary for the Brother to have served all his time in the same Lodge or indeed the same Province. Lodge Secretaries should contact the Provincial Office approximately 12 months prior to when the Lodge wishes to celebrate the occasion. Arrangements will then be made for the Provincial Grand Master, Deputy Provincial Grand Master, or Assistant Provincial Grand Master accompanied by the Provincial Grand Director of Ceremonies, or one of his Deputies, to attend the celebration meeting.

The Lodge Secretary will be notified in due course if a Provincial Deputation will be in attendance. The Provincial Grand Master or his Deputy may not attend 50th Anniversaries of Members unless they are personally known to them or are past Senior Officers of the Province. To assist the evening the Lodge Secretary should send to the Senior Official attending, via the Provincial Office, a summary of the Brother's notable achievements in both personal and Masonic life. By arrangement Assistant Provincial Grand Masters may be able to do home visits for Brethren who are celebrating anniversaries but are unable to attend Lodge meetings due to illness or disability reasons.

From 1st September 2018 the Province recognised 30 year and 40 anniversaries. Where appropriate paper citations will be posted to Lodge Secretaries for all qualifying members due to celebrate anniversaries during that Masonic year. Ideally these should be delivered either by an Official visitor or a senior member of the Lodge, during the meeting following the anniversary date. The Secretary can have a degree of flexibility should the date be very close to a special meeting, or if felt appropriate the citations can be taken, or delivered, to a Brother's home.

6.3 JUBILEE MEETINGS: BANNER DEDICATIONS: BIBLE DEDICATIONS

The Provincial Grand Secretary should be notified a minimum of 12 months prior to the planned date of the occasion. Where a Banner is to be dedicated a copy of the proposed design should be sent to the Provincial Grand Secretary who will obtain the approval of United Grand Lodge. Full assistance for the correct design of a new banner can be sought via Grand Lodge and / or the Royal College of Arms. Approval **must** be sought before a new Banner is purchased.

6.4 CENTENARY MEETINGS

The Provincial Grand Secretary should be notified two or three years in advance of the Lodge Centenary anniversary of their Consecration. The Provincial Grand Secretary will give advice on the procedures to be adopted when applying for a Centenary Warrant and the form the celebration should take. The Province will formally petition the MW The Grand Master approximately one year prior to the effective date of the Centenary and apply for the Centenary Warrant the cost of which will be met by the Lodge. Grand Lodge will require proof of the uninterrupted existence of the Lodge for 100 years. (Rule 252, Book of Constitutions). This can usually be evidenced from the Minute books, but Grand and Provincial Annual Returns can also be used. It is important for Lodges to record where old Minute books are stored.

6.5 AMALGAMATION OF LODGES

Lodges wishing to amalgamate should discuss the proposals at an early stage with the Provincial Office and the Assistant Provincial Grand Master for the Area. The formal procedure can take twelve months (see Appendix for Guidance Notes).

6.6 NEW LODGES

Petitions for new Lodges must be submitted at an early stage to the Provincial Grand Secretary. The RW Provincial Grand Master will need to be satisfied that any new Lodge will be well supported both immediately and in the foreseeable future and will not be detrimental to any existing Lodge.

6.7 REHEARSALS WITH PROVINCIAL / DEPUTY GRAND DIRECTOR OF CEREMONIES

The Provincial / Deputy Grand Director of Ceremonies will arrange for rehearsals at a suitable time for all the above meetings and it must be emphasised that all those who are to take part must, without exception, be present at that rehearsal.

6.8 COST OF BI-CENTENARIES AND CENTENARIES - WARRANTS ETC

The cost of Warrants will be advised by the Provincial Office via Grand Lodge. Other costs include the hospitality and meals for the Provincial Deputation, printing of Lodge Histories and if required, Centenary Jewels. All these costs will be advised prior to the meeting. The Province recommends that a small Sub-Committee be formed by the Lodge in order to deal with these events. The Provincial Grand Secretary will invite the Lodge Secretary and Committee members to a briefing meeting in order to discuss the administration in more detail.

7 MEMBERSHIP

7.1 LODGE REGISTER

The Lodge Secretary is responsible for keeping a paper and electronic register of members of the Lodge, both past and present. This includes their dates of initiation, passing and raising, joining or re-joining together with their dates of birth, titles, addresses, professions or occupations and the dates and reasons for exclusion or cessation of membership. (**Rule 146**, Book of Constitutions).

7.2 LODGE RECORDS

The Lodge Secretary should also keep a paper or electronic record of appropriate information on all members relating to such matters as personal details e.g. date of birth, occupation, address, and telephone numbers etc. attendance, work carried out and Offices held.

The Provincial Grand Secretary will on occasion request such information when updating his records, in consideration of appointment to Provincial or Grand Rank. The Lodge Charity Representative should also maintain records of donations made, by the Lodge to Masonic and non-Masonic Charities.

7.3 DATA PROTECTION ACT

United Grand Lodge and the Province are registered under the New General Data Protection Regulations as from 25th May 2018. Full details of the Regulations and how they affect Lodges and individual members can be found on the Website. Records of members will only be used for Masonic purposes. The Provincial Secretary believes there is a legitimate interest to publish contact details of Secretaries and Almoners, and these will continue to be shown in Provincial Manuals unless a specific request is received not to do so. All other contact details will only have been published after positive consent is obtained.

Lodge Secretaries should also take caution to only publish contact details with full positive consent of each and every member. Members can withdraw this consent at any time by writing to the Secretary. Extreme care should be given when emailing members. Unless full consent is received emails to multiple recipients must have the addresses Bcc'd to members. Indeed is it good practice to always email in this manner.

7.4 SUBSCRIPTION ARREARS

Rule 145 of the Book of Constitutions states that no Lodge may by its By-Laws or otherwise provide that any subscribing member thereof shall not be entitled to receive Summonses, or be disqualified from holding Office therein. However, the same Rule 145 does provide for a Lodge in its By-Laws to specify that members who are in default in the payment of their subscriptions for some specified period, but not less than three months after their becoming due, shall be deprived whilst so in default of all or any of the rights of voting, proposing or seconding Candidates and being appointed or elected to Office.

It is recommended by Province that Lodges include a default of subscription period of less than 12 months in their By-Laws which will enable them to put into effect the exclusion procedure outlined in 7.7. If such a provision is not made in the Lodge By-Laws then no Brother of that Lodge can be considered to be in arrears until having defaulted for a period of two full years, when he will automatically cease to be a member as described in Section 7.6 (Rule 148).

7.5 RESIGNATION OF A LODGE MEMBER

A member of a Lodge may at any time resign his membership (either immediately or at a later specified date) by written notice to the Secretary or orally at a Lodge meeting. The resignation takes effect on the date the resignation is received by the Secretary or the date tendered in open Lodge unless a later date is specified. No acceptance of the resignation is necessary and the resignation must be communicated to the Lodge at the next regular meeting and noted in the Minutes.

Subject to the provisions of Rule 183, Book of Constitutions, after notification or communication to the Lodge the resignation is irrevocable. Secretaries are particularly advised to note very carefully the date on which they received either orally or in writing any such resignation from a member for this may well have a very important bearing on any subsequent actions. The Lodge Secretary must inform the Masonic Centre / Hall, Province and Grand Lodge immediately of any such resignations to ensure the records are fully maintained and up to date.

A Brother, on resignation, is entitled to a certificate. It shows his status at resignation. (See section on Clearance Certificates 7.17).

A Brother who has resigned from a Lodge in arrears with his subscriptions can request a Clearance Certificate but such Certificate must indicate that he is in arrears of subscriptions.

7.6 CESSATION OF MEMBERSHIP FROM A LODGE

Irrespective of the provision made in the Lodge By-Laws, any Brother who is two full years in arrears with his fees automatically ceases to be a member of the Lodge in accordance with Rule 148, Book of Constitutions. Grand and Provincial Grand Lodge must be notified of the name and period of indebtedness of a Brother who ceases membership under this Rule and the fact must be announced at the next meeting of the Lodge and recorded in the Minutes. When a Brother clears his debt after ceasing membership under Rule 148, Book of Constitutions he is clear to become a member again only by regular proposition and ballot in accordance with Rule 163. The Grand Secretary must be informed through the Provincial Grand Secretary, in order that such facts can be accurately recorded in their files.

7.7 EXCLUSION OF A MEMBER

The Lodge in its By-Laws may provide that a Brother be considered for exclusion if his subscriptions are not paid at the end of a shorter period (which must be a minimum of three months) than that stated in Rule 148 Book of Constitutions. This procedure is called Cessation of Membership.

Note that Rule 148 applies from the last day of the Lodge or Chapter's financial year.

Note that Rule 181 applies from the day that the Lodge or Chapter balloted for Exclusion.

In these particular circumstances the requirements of Rule 181, Book of Constitutions, must be carried out i.e.

- A written (Private and Confidential) notice must be sent to the member concerned by Recorded Delivery or Registered Post to his last known address.
- A written notice to all members not less than ten days before, or an item on the relevant Summons for the meeting of the intention to propose such a Resolution. (Without naming the member at this stage).
- A vote by ballot box must be taken (not show of hands). If carried by **two-thirds of the members present**, the effective date of exclusion will be the date of the meeting. (The name of the Brother must have been announced to the Brethren in the Resolution).

The name of every Brother excluded from a Lodge must be communicated to the Provincial Grand Secretary and, if the Brother concerned subsequently pays the arrears of the subscription, whether he re-applies for membership or not, then the Provincial Grand Secretary shall be notified.

7.8 EXCLUSION OF A MEMBER FOR OTHER CAUSES

The Lodge may also in its By-Laws (again Rule 181) provide that a Brother be considered for exclusion for sufficient cause, in which case the procedure outlined in Section 7.7 must be followed. In addition the complaint made against the Brother must be identified in his Private and Confidential letter and stating the date and time of the meeting in order that he may attend and answer the complaint or answer them in writing should he so prefer. Lodges considering this course of action are asked to seek the views of the Provincial Grand Secretary before taking any action.

Note: A Brother can only be excluded from and by a specific Lodge. Expulsion of a Brother from the Craft can only be carried out by United Grand Lodge (See Section 7. 12).

7.9 SUSPENSION OF A MEMBER

A Brother offending against any Law or Regulation of the Craft to the breach of which no specific penalty is attached, shall be able to admonition or suspension (Rule 179). If a Brother is suspended the penalty may be made to apply to membership of a particular Lodge or Lodges, or to all or some only of his Masonic privileges and such a Brother remains liable for his share of proper expenses incurred by the Lodge during his suspension.

7.10 ATTENDANCE AT LODGES

In any case of a Brother who has ceased to be a subscribing member of every Lodge of which he has at any time been a member, he becomes unattached, the following provisions of Rule 127 Book of Constitutions shall apply:

If he comes within the provisions of this Rule by reasons of his cessation under Rule 148 or exclusion under 181, Book of Constitutions, he shall not be permitted to attend any Lodge, or Lodge of Instruction, until he again becomes a subscribing member of a Lodge.

If he came within the provisions of this Rule by reasons of his expulsion from the Craft or his resignation from the Craft under Rules 183A or 277A, his right to attend any Lodge or Lodge of Instruction shall be forfeited.

In any case he shall not be permitted to attend any Lodge more than once until he again becomes a subscribing member of a Lodge. Upon such attendance he shall append the word 'unattached' to his signature in the Attendance Book, stating therein the name and number of the Lodge of which he was last a subscribing member.

7.11 RESIGNATION OF A PAST MASTER

A Past Master who has resigned from a Lodge in good standing will on re-joining any Lodge under the Grand Lodge Constitution, again become a member of Grand Lodge. However, if he has resigned without having paid all his subscriptions or been excluded, he cannot become a member of Grand Lodge until he has again duly served the Office of Master (Rule 9).

7.12 EXPULSION OF A MEMBER

No Lodge has the power to expel a Brother from the Craft in accordance with Rule 76. The term 'Expulsion' is used only when a Brother is removed from the Craft by the Grand Lodge Appeals Court procedure.

7.13 RESIGNATION FROM THE CRAFT

Rule 183A of the Book of Constitutions applies. Application must be made on the appropriate form to the Grand Secretary via the Provincial Grand Secretary. The Provincial Grand Secretary must be informed and will advise on the procedure.

7.14 DEATH OF A MEMBER

The Lodge Secretary must inform the Provincial Grand Secretary of the death of any member as soon as possible. Full date of death is required and how the death has been reported – member of the family, close friend, attended funeral, etc. Do not wait for the Annual Return.

7.15 VACANCIES OF LODGE OFFICES

[a] Officers:-

If a vacancy should occur in a regular office, other than that of Master, that office can be filled for the remainder of the year by the election (or appointment according to the normal method of filling the office) of a fully paid-up subscribing member not serving a regular office in the Lodge at the time the vacancy occurred.

[b] Death of Master:-

If a Master should die or be removed from Office then the Lodge is summoned in the name of the Senior Warden. The Immediate Past Master, or in his absence the Senior Past Master present, occupies the Chair. (Rule 119(a) Book of Constitutions).

[c] Absence of Master:-

The Immediate Past Master, or in his absence, any Past Master of the Lodge, who is a Subscribing member of the Lodge shall take the Chair. If none of these are present the Senior Warden or in his absence the Junior Warden shall rule the Lodge but shall not occupy the Master's Chair unless he be an Installed Master (Rule 119 Book of Constitutions).

[d] Master Elect:-

In the case of his death, incapacity, inability to attend the installation or resignation Rules 106, 107 and 108, Book of Constitutions, apply. In all cases the Provincial Grand Secretary should be consulted.

[e] Treasurer:-

In the case of the protracted absence of the Treasurer a dispensation to elect a Brother to carry out his duties may be obtained from the Provincial Grand Secretary.
(Rule 121 Book of Constitutions).

7.16 LODGE MEMBERSHIP LISTS

Before Installation meetings the Provincial Office will email a membership list of the Lodge (as held on the ADelphi Database) to Lodge Secretaries and the Official Visitor. To enable the database to be kept up to date Secretaries must check and, if necessary, inform the Office any errors as soon as possible.

7.17 MEMBERS CLEARANCE CERTIFICATE

A Brother, when resigning from a Lodge or when he is to become a Founder or Joining member of another Lodge, usually requests a Clearance Certificate. This Certificate covers the status of the Brother, at the time of resignation or in the case of joining another Lodge, his current status. It is important the Secretary liaise closely with the Treasurer to ensure the Brother is clear of all financial liability to the Lodge. (Rule 175 Book of Constitutions applies). If he is not, then this must be recorded on the Certificate, quoting whether he has ceased to be a member Under Rule 148 or excluded under Rule 181 of the Book of Constitutions.

The Certificate, which should always be sent to the Brother himself, need only be a written statement on Lodge note paper and signed by either the Secretary or Treasurer of the Lodge. It should be issued as soon as possible following a request by a member. If a Brother is under suspension this must be included in the Certificate and if not handed to the Brother in person it should be sent to him by Registered Post and marked 'Private and Confidential', to his last known address.

No Certificate shall be granted to a Brother who has been expelled from the Craft or who has resigned from the Craft under Rule 277A Book of Constitutions. *Note: Attention is drawn to paragraphs 2.7 and 7.11.*

8 MASONIC STANDARDS AND DISCIPLINE

The respect and perception of Freemasonry depends upon the maintenance of high standards by all Brethren. It is the duty of every Brother to:

- a. Respond to any requirement from Masonic authority for comment or information on a complaint or allegation of misconduct (Rule 179A).
- b. Attend a disciplinary committee when so required (Rules 74, 75, 232 and 234).
- c. Attend upon a person or persons nominated by a competent Masonic authority when so required (Rules 74 and 234).
- d. Report to the Master of each Craft Lodge of which he is a member, or, in the case of an unattached Brother, to the Grand Secretary, any conviction resulting in a custodial sentence (immediate or suspended) or a Community Service Order being imposed on him. (Rule 179A).

It is the duty of the Master and Secretary of a Lodge similarly to report to the Provincial Grand Secretary, any conviction and also any other conduct likely to bring Freemasonry into disrepute (which includes, but is not limited to, criminal convictions or proceedings involving dishonesty, moral turpitude or breach of professional standards).

It is the duty of a Provincial Grand Secretary to report to the Grand Secretary any conviction resulting in a custodial sentence (immediate or suspended) or a Community Service Order as well as such other conduct as may in the opinion of the Provincial Grand Master brings Freemasonry into disrepute.

Whether or not he has complied with his duty under Rule 179A, a Brother, who following conviction by a Court has received a custodial sentence (immediate or suspended) or in respect of whom a Community Service Order is made, commits a Masonic offence if, without the written permission of the competent Masonic authority, he attends any Lodge or Chapter pending the determination of his case by Masonic authority (Rule 179a).

In other cases, if appropriate, the Provincial Grand Master, or the Grand Secretary, as the case may be will consider the desirability of inviting the Brother to abstain voluntarily from Masonic activity, pending the hearing of his case by Masonic authority. The Brother will be warned that his willingness or refusal to comply with the invitation may be taken into account if Masonic misconduct is subsequently established. If such an invitation is accepted, the Master of every Lodge of which the Brother is a member will be informed, and this particular consequence should be drawn to the Brother's attention in the invitation itself, the Provincial Grand Master will inform the Grand Secretary forthwith.

8.1 MASONIC AUTHORITIES CONCERNED WITH CONDUCT

Masonic authorities concerned with conduct are:

- The Lodge
- Provincial Grand Masters within their areas of jurisdiction
- The Board of General Purposes elsewhere.
- Appeals Courts.
- The Panel for Clemency.
- Grand Lodge.
- The Grand Master.

8.2 THE PRIVATE LODGE

Under Rule 181, Book of Constitutions any Lodge may by resolution passed by at least two-thirds of the members present exclude a Brother for 'sufficient cause'. What constitutes 'sufficient cause' is generally a matter for the members of that Lodge. The procedure to be adopted is laid down in Rule 181 but before embarking thereon Lodges are asked to seek the advice of the Provincial Grand Secretary.

Exclusion is from that Lodge alone and does not directly affect the Brother's membership of other Craft Lodges, Chapters or (subject to their own Rules) other Masonic Orders. An excluded Brother who is not a subscribing member of another Craft Lodge becomes unattached, but remains subject to the jurisdiction of the Provincial Grand Master or the Board of General Purposes, as the case may be.

If any Brother who has been excluded from a Lodge seeks to join another Lodge, the circumstances of such exclusion shall be stated to the Lodge before the ballot is taken, the better to enable the Brethren to exercise their discretion as to his admission (Rule 163(d)).

An excluded Brother may within three months make a complaint against his exclusion. If the Grand Master (or Provincial Grand Master within his area of jurisdiction) is satisfied that the exclusion was without sufficient cause or that the provisions of Rule 181 have not been complied with he may order him to be reinstated (Rule 182).

A letter or other notification of resignation received after a notice has been served upon a Brother in accordance with Rule 181 that a Resolution is to be proposed to exclude him does not prevent the Lodge considering and voting upon the resolution (Rule 183).

The name of every Brother excluded from a Lodge must be reported to the Grand Secretary and where appropriate, to the Provincial Grand Secretary (Rule 181).

The Provincial Grand Master or the Board of General Purposes (as appropriate) may take further action (see 8.3).

8.3 PROVINCIAL GRAND MASTERS

A Provincial Grand Master is empowered to determine any Masonic complaint or irregularity in his area and may admonish or suspend (Rule 75). He may (but is not obliged to) order the reinstatement of a Brother wrongly excluded from a Lodge under Rule 181 [Rule 182(b)]. He may also deprive a Provincial Grand Officer of his office (if any), rank and privileges. (Rule 68(f)).

The Provincial Grand Secretary must report all cases of suspension (and all but the least serious cases of admonition) to the Grand Secretary (Rule 75). In cases of suspension the Grand Secretary will normally inform Provincial Grand Secretaries, the relevant Lodge Secretaries and certain other Masonic bodies of any final penalty imposed.

A Provincial Grand Master has no power to erase a Lodge or expel a Brother but may pass a recommendation, for such a penalty to the Grand Secretary; he may also recommend that a Brother be invited to resign from the Craft and Royal Arch (Rule 76). In either case, the Lodge or Brother is automatically suspended until the case has been considered by an Appeals Court (or the Brother has accepted an invitation to resign).

An appeal against a decision of a Provincial Grand Master can be made to an Appeals Court (Rule 185). If the Provincial Grand Master who imposed a penalty of suspension (or his successor) is satisfied that circumstances have changed, he has power to remit all or part of the remaining period of suspension (Rule 179(iv)).

8.4 APPEALS COURTS

The powers of an Appeals Court are set out in Rules 277 (recommendations for expulsion or erasure) and 278 (appeals). It can confirm or rescind the decision of the Board or a Provincial Grand Master, or increase or reduce a penalty imposed. A penalty of expulsion or erasure confirmed or imposed by an Appeals Court takes effect automatically 90 days after the Grand Secretary has sent written notice to the Brother or Lodge, unless a plea for clemency is made.

If an Appeals Court imposed a penalty of suspension, it, or a differently constituted Appeals Court, if satisfied that circumstances have changed, has power to remit all or part of the remaining period of suspension (Rule 179(iv)).

8.5 THE PANEL FOR CLEMENCY

The Panel for Clemency is constituted under Rule 280. Its powers are set out in Rule 277(a) (i) (C) to (E). It can:-

- Grant a plea for clemency and substitute a penalty of admonition or suspension.
- Reject the plea, in which case expulsion or erasure becomes immediately effective.
- Grant leave for the plea to be made in the Grand Lodge.

8.6 GRAND LODGE

Grand Lodge retains authority to expel a Brother or to erase a Lodge (Rule 4), but the circumstances in which it will exercise that authority are very rare.

Grand Lodge may also hear a plea for clemency referred to it by the Panel for Clemency under Rule 277 (a) (i) (E), and if such a plea is granted the interim penalty of suspension continues in force subject to the right of the Brother or Lodge to apply to an Appeals Court for the suspension to be lifted (Rules 277(b) and 179(iv)).

8.7 THE GRAND MASTER

The Grand Master may (but is not obliged to) order the reinstatement of a Brother wrongly excluded from a Lodge under Rule 181 (Rule 182(a)). He may also deprive a Grand Officer of his office (If any), rank and privileges (Rule 24).

8.8 MASONIC DISCIPLINARY COMMITTEES

Rules 75 and 232(b) enable a Provincial or Grand Master and the Board of General Purposes respectively to set up a Committee to investigate Masonic complaint or irregularity.

The Committee in West Kent will normally comprise the Deputy Provincial Grand Master, Group Assistant Provincial Grand Master, the Provincial Grand Registrar and the Provincial Grand Secretary. The Lodge to which the Brother belongs will be invited to attend the hearing to give the Lodge views on the matter. The functions of a Committee are to:-

- a. Consider reports from Lodges about the conduct of individual Brethren referred to it by the appropriate authority.
- b. Investigate and consider complaints from Masonic and non-Masonic sources referred to it by the appropriate authority and determine what has occurred.
- c. Determine whether or not Masonic misconduct has occurred.
- d. Recommend to the Provincial Grand Master that no penalty be imposed or that the Brother or Lodge concerned be admonished, suspended from Masonic activity for a stated period, or reported to the Grand Secretary with a recommendation that the Brother be invited to resign from the Craft or that he be expelled or the Lodge be erased. Minutes of the proceedings of a disciplinary Committee will be taken and those together with all supporting papers before the Committee and recommendations of the Committee will be retained by the Provincial Grand Secretary. The Brother concerned and his Lodge(s) will be informed, in writing, of the decision of the Provincial Grand Master.

9 RETURNS

During the course of the 'Masonic Year' you will be required to complete and submit three Returns, at varying times dependent on the Lodge By-laws (two for UGLE and one for Province). The three Returns are detailed below and all should be submitted to the Provincial Office, regardless of where they originate.

9.1 INSTALLATION RETURN - GRAND LODGE "FORM LP & A4"

The purpose of this form is twofold. Firstly it advises Grand Lodge of the names of the Master and Wardens in Office during the year commencing on the day of the Installation. Secondly, it advises the names of the Past Masters both of and in the Lodge who are current in membership and thereby entitled to attend the Quarterly Communications of Grand Lodge. It is most important that this form is signed by the newly Installed Master **on the night of his Installation** and sent promptly to the Provincial Grand Secretary who will then forward to the Grand Secretary. Failure to do so could well mean that under Rule 151 anyone named on that form presenting himself for verification at Grand Lodge could well be refused admission. If any of the Wardens are not present at the Installation then immediately they are Invested the Lodge Secretary **must** inform the Provincial Office who will forward to United Grand Lodge the dates of the Investiture.

9.2 ANNUAL RETURN - GRAND LODGE "FORM AR1"

All Secretaries will receive a copy of the Annual Returns from Grand Lodge made up to the end of the Lodge's financial year. It contains a list of the members of the Lodge together with the fees payable to Grand Lodge. On receipt, the list of members should be checked thoroughly and members who have died, been elected as Honorary Members, resigned, ceased membership under Rule 148 or have been excluded under Rule 181 should be indicated together with the appropriate dates. On completion and duly amended where necessary, it should be returned to the Provincial Grand Secretary together with a cheque for the appropriate amount made payable to United Grand Lodge.

Dues must be paid for all Brethren who were subscribing members of the Lodge for all, or part, of the previous year. The Lodge should retain a copy. The Lodge Treasurer will be required to produce it, together with all other invoices, for the Lodge Auditors. The Lodge Secretary should also keep a photocopy. Queries on or about this form should be sent in writing to the Provincial Grand Secretary who will direct the same to United Grand Lodge. Failure to make a Return promptly will render the Lodge liable to penalties. The Master, Wardens and Past Masters shall also not be permitted to attend Grand Lodge.

If desired payment relating to the UGLE Annual Return may be made by electronic bank transfer. Details will be provided with the Provincial Annual Return but will include similar text:

Payment is preferred by BACS transfer. Please tick here if you have paid by this method (___)

UGLE Bank details are: Barclays Bank

Sort Code: 20-32-29 A/c Number: 40920592

Payment Reference: LXXXX AR YYYY (where XXXX= Lodge Number & YYYY = Year)

Date Paid by BACS __/__/__ (write on the Annual Return)

(Note that a reference of Lodge number is essential to ensure that the payment is properly recorded against the Lodge payment).

9.3 ANNUAL RETURN - PROVINCIAL GRAND LODGE

All Secretaries will receive a copy of the membership list compiled from the database of Provincial Grand Lodge together with an invoice for the dues payable. This will be sent at the same time as you are notified of the identity of the Installation Official Visitor. It should be checked thoroughly for accuracy (including members' addresses), corrections made, and returned to the Provincial Office so that accurate records are retained relative to your particular Lodge. The Province updates the records of membership of the Lodge including, Initiates and Joining Members, Members who have died, been elected to Honorary Membership, resigned, ceased membership under Rule 148 or have been excluded under Rule 181. These should be indicated on the form together with the appropriate date.

It is essential that the schedule is completed accurately. It should be remembered that Annual dues must be paid for all brethren who were subscribing members of the Lodge **for all or part of the previous year**. Failure to make a Return will result in the members thereof from attending Provincial Grand Lodge.

On completion the form should be returned to the Provincial Grand Secretary together with the invoice and cheque made payable to Provincial Grand Lodge. The invoiced amount **must be paid in full** and payment of these dues **MUST** be received by the Province within 28 days of the due date in accordance with Provincial Grand Lodge By-Law 19, and Provincial Grand Chapter By-Law 9. Any queries will be resolved as quickly as possible following the receipt of payment. A copy of the Lodge accounts should also be sent.

If desired payment relating to the Provincial Annual Return may be made by electronic bank transfer. Details will be provided with the Annual Return but will include similar text:

Payment is preferred by BACS transfer. Please tick here if you have paid by this method (___)

Provincial Bank details are: Barclays Bank

Sort Code: 20-14-33 A/c Number: 50738484

Payment Reference: L ___ Date Paid by BACS __/__/__ (write on the Annual Return)

(Note that a reference of Lodge number is essential to ensure that the payment is properly recorded against the Lodge payment).

10 BY-LAWS

10.1 PROVINCIAL BY-LAWS

The By-Laws of Provincial Grand Lodge are available from the Provincial Grand Secretary.

10.2 LODGE BY-LAWS

By-Laws are usually framed upon formation of a Lodge and at its subsequent Consecration they are approved and a copy sent to the Provincial Grand Secretary who, in turn, ensures that a copy is sent to Grand Lodge. These are filed by both Grand and Provincial Grand Lodge and are used as a check to see that the proceedings of each Lodge are carried out within the terms of those By-Laws. United Grand Lodge has 'model' By-Laws (see Appendices).

10.3 ALTERATIONS TO LODGE BY-LAWS

If a Lodge wishes to amend one or more of its By-Laws, you, as the Lodge Secretary are advised to speak to the Provincial Office first, in order to assure yourself that the action you are about to take, and in many cases advise the Lodge to take, is both permissible and correct. It is also strongly recommended that Lodges follow the model By-Laws. Having determined the amendments required these should be approved in open Lodge by Notice of Motion and Ballot. The Lodge Secretary should then complete the form and submit the By-Laws for approval. The Province will then obtain the approval and signature of the Provincial Grand Secretary on behalf of the RW Provincial Grand Master. One copy will be returned to the Lodge, a copy will be sent to United Grand Lodge and the Province will retain a copy. The Lodge Secretary must then issue every member of the Lodge with a copy of the new Lodge By-Laws.

No amendment to the By-Laws can become effective until approved by the RW Provincial Grand Master and by the Most Worshipful The Grand Master.

10.4 PERMANENT CHANGE OF VENUE and / or MEETING DATES.

Amendments to By-Laws must be approved, inter alia, in respect of a permanent change of venue (**Rule 141**) and / or dates of meetings (**Rule 142**). The Provincial Grand Secretary must be consulted at an early stage of any changes. (See also 4. 3).

10.5 MODEL BY-LAWS

Model By-Laws are issued by Grand Lodge which cover facets usually required by the members and are recommended to any new group of brethren considering the formation of a new Lodge. A copy of the Model By-Laws is available from the Provincial Secretariat. The adoption of these model By-Laws must be made when making major revisions to existing (and possibly outdated) Lodge By-Laws. Words and figures in italics should be altered to suit the Lodge and its members. Please note that if the Model By-Laws are not followed it will require the approval of Grand Lodge before any new By-Laws can come into force. This will take a considerable length of time so Lodges are advised, most strongly, to adopt the Model By-Laws.

10.6 BY-LAWS TO BE PRESENTED

Secretaries are reminded that it is essential for all Initiates, Joining Members and newly Installed Masters, to be presented with an up to date copy of the Lodge By-Laws. Provincial By-Laws of West Kent should be presented to the newly installed Junior Warden at the time of Installation.

10.7 SECRETARIAL SERVICES

A Lodge in its By-Laws may provide that the services of its Secretary be equivalent to the appropriate subscription to the Lodge.

Annual Dues for Grand Lodge and to Provincial Grand Lodge are still payable for a Lodge Secretary whose subscription is paid by the Lodge.

11 AMALGAMATION OF LODGES AND SURRENDER OF WARRANT

11.1 THE AMALGAMATION OF LODGES

Is now permissible under Rule 102A of the Book of Constitutions but it requires the approval of the Grand Master. Lodges that wish to amalgamate should contact the Provincial Grand Secretary immediately they are sure of their intention. There is an information pack available from the Provincial Secretariat website which details the procedure which should be followed for the amalgamation and closure of Lodges. You will be allocated an Amalgamations and Closures Officer with whom you must closely liaise.

11.2 SURRENDER OF A LODGE WARRANT – CLOSING THE LODGE

Lodges that are considering this action, please contact the Provincial Grand Secretary immediately for further advice.

12 GRAND RANK : PROVINCIAL GRAND RANK

12.1 GRAND RANK

Recommendation for Grand Rank is the sole prerogative of the Provincial Grand Master. Brethren of eminence and ability, members of recognised Constitutions, who have rendered service to Freemasonry, may, by appointment of the Grand Master, be constituted members of the Grand Lodge, and with such rank and distinction as he may think proper. The Grand Master is also empowered to confer the rank of a Past Grand Officer on any Brother of ability who is a member of the Grand Lodge in accordance with Rule 9.

12.2 PROVINCIAL GRAND RANK

Appointments to, and promotions in West Kent Provincial Grand Lodge are the sole the prerogative of the RW Provincial Grand Master.

12.3 FIRST APPOINTMENTS

The Book of Constitutions and United Grand Lodge (**Rule 68a**) govern the number of first appointments that can be made to Provincial Grand Rank. There are usually more Lodges who have a member who could be considered for Provincial Honours than the number of ranks available. Each year, if appropriate, the Provincial Grand Secretary will send promotion forms to Lodge Secretaries. It should also be noted that Lodge Secretaries can petition any Brother that they think worthy of consideration for Provincial Rank.

In order that the necessary information in respect of each candidate for consideration can be collated for submission to the Provincial Grand Master's advisers, it is essential that the **form is completed in full and returned by the specified date.**

Promotion Forms must be signed by Lodge Secretary and countersigned by two senior members of the Lodge **after** the form has been completed. Failure to do so can result in a Brother's appointment being deferred.

Letters of appointment will be sent to the recipients of honours. Their acceptance or refusal must be communicated to the Provincial Grand Secretary **no later than the date specified.**

If a recipient does not reply it will be deemed as a refusal of the offer and dealt with appropriately. It is the responsibility of recipients to inform all their Lodge Secretaries of any appointments.

No correspondence from the recipient or Lodge can be entertained by the Provincial Grand Secretary in connection with the rank offered.

12.4 PROMOTIONS

Promotion in Provincial Grand Rank is not automatic and depends on the work done by that Brother for the benefit of the Lodge, Province and work in his community.

12.5 ADDITIONAL GENERAL INFORMATION

The information supplied by the Lodge Secretary on the Provincial Honours Forms is extremely important, as it provides the information of the work done.

The honour conferred on a Brother is that of being appointed an Officer, present or past, of the Province, irrespective of the rank of that Office. Rank is not only a reward for past services, but is to be regarded as an opportunity and incentive for further service to Masonry. The rank is conferred in respect of an individual's merit and not in respect of the merits of his Lodge. In assessing the merits of a Brother, particular regard is paid to the interest he has shown in his Lodge's affairs and his service to his Lodge or the Province through his Masonic career to that date. It is most important that Lodge Secretaries in compiling Provincial Honour nominations forms include as much information as possible on the Brother nominated.

13 RULES - BOOK OF CONSTITUTIONS

A quick reference guide to the more useful Rules referred to in this manual are listed below. They are taken from the 2012 Edition of the Book of Constitutions.

13.1 ALPHABETICAL LIST OF HEADINGS WITH CORRESPONDING RULE

ADMISSION OF VISITORS	Rule 125
- Disqualification to visit	Rule 127
ANNUAL RETURN OF MEMBERS	Rule 146
ACCOUNTS EXAMINERS – Election	Rule 153
BY-LAWS	Rule 136, 137, 138
CANDIDATES - Qualification for Initiation	Rule 157
- Enquiries from other localities	Rule 158
- For initiation	Rule 159
- From Ireland and Scotland	Rule 161
- For joining	Rule 163
- Election of	Rule 164
- Rejection on ballot	Rule 165
- Responsibility for fees	Rule 171
CESSATION OF MEMBERSHIP WHEN TWO YEARS IN ARREARS	Rule 148
CLEARANCE CERTIFICATE	Rule 175
CONFERMENT OF DEGREES ON REQUEST	Rule 173
EXCLUSION - Permanent	Rule 181
GRAND LODGE CERTIFICATE	Rule 174
HONORARY MEMBERS	Rule 167
LODGE COMMITTEE - Election	Rule 154
LODGE OF INSTRUCTION - Sanction of by Lodge	Rule 132
LODGE OFFICERS	Rule 104
LODGE PROPERTY	Rule 143, 190
LODGE SUBSCRIPTIONS	Rule 145
MASTER	
- Election	Rule 105a
- Installation	Rule 105b
- Death or incapacity of Master Elect	Rule 106
- Continuation in Office of Master	Rule 107
- Postponement of Installation	Rule 108
- Qualification for Master's Chair	Rule 109
- Master's period of Office	Rule 115
- Master of more than one lodge at the same time	Rule 115
- Death of Master and other contingencies	Rule 119
MEETING DATES	
- Time and Place	Rule 137
- Prohibitive days	Rule 139 a, b,
- Alteration of	Rule 139 c, d
- Emergency meeting	Rule 140
MEMBERS - Register of	Rule 146 ii.
MINUTES – Recording of	Rule 144
MISBEHAVIOUR IN LODGE	Rule 180
OFFICERS - Vacancy in regular office	Rule 121
PROVINCIAL GRAND RANK	Rule 68a
RESIGNATION	Rule 183
SUBSCRIPTIONS - Arrears	Rule 148, 181
TREASURER - Duties of	Rule 153
- Election of	Rule 112(a)
TYLER – Election of	Rule 113

14 REFERENCE BOOKS : FORMS : FILES : LEAFLETS

The following are deemed desirable "Working Tools" of a Lodge Secretary.

14.1 BOOKS FOR RECORDS

- (a) Register of Members and Past Members
- (b) Attendance Book
- (c) Minute Book
- (d) Declaration Book

14.2 BOOKS OF REFERENCE

- (a) Book of Constitutions plus Amendments
- (b) Information for Guidance of Members of the Craft
- (c) Information on the Masonic Charitable Foundation
- (d) Provincial Year Book

14.3 FILES

Past Agendas for both Lodge and Lodge Committee Correspondence

14.4 FORMS

Annual Returns -

- (a) Form AR1 United Grand Lodge of England
- (b) Forms for Provincial Grand Lodge
- (c) Installation Return LP & A4 - United Grand Lodge of England
- (d) Annual Return for Provincial Grand Lodge
- (e) Registration Form P - United Grand Lodge of England
- (f) Application for Grand Lodge Certificate LP & A5

14.5 LEAFLETS

- Freemasonry-What's it all about
- What is Freemasonry

14.6 REFERENCE PAPERS

Grand Lodge Business Papers and Reports of Grand Lodge Proceedings Grand Secretary's Newsletters

14.7 STANDING OR ANNUALLY - REVISED LETTERS AND PAPERS

Subscriptions Model By-Laws Honorary Members

15 CHECK LIST AND COMMONLY USED FORMS

15.1 QUICK CHECK LIST

Gift Aid Form

United Grand Lodge of England - Registration Form 'P' Form LP and A5 for a Grand Lodge

Certificate Information re: Royal Arch Masonry

Annual Return - Grand Lodge

Annual Return - Provincial Grand Lodge Installation Return - Grand Lodge 'Model' By-laws

Toast List

15.2 COMMONLY USED FORMS

Member Details

All changes in membership details must be sent to Province i.e. addresses, telephone numbers, new Initiates, Joining Members, Honorary Members, deaths, resignations, exclusions etc.

Action Required

Notify Province using the form WK90 immediately the change is known by you (copies can be found on the Provincial Website)

Annual Returns

Grand Lodge - these will be sent direct to you nearer to your year end. Province - will be sent prior to your Installation date.

Summonses

Must be sent to Members and the Provincial Office and to Official visitors.

It is most important when emailing a copy of the Summons to send it as one document (**Not** an Outer and Inner in two documents) and to send it in PDF Format.

If there is to be an official visitor to the Lodge then the Provincial Office will send an email containing the following text so that the summons can be sent to the visitor directly.

Dear Bro Secretary

Please find attached a formal letter of introduction giving details of a forthcoming Official Visit to your Lodge, together with a current list of subscribing members.

The Official Visitor(s) are copied into this email and I would be obliged if you would **Reply All** attaching a copy of your Summons for this meeting. You may also wish to enter in your summons, "To welcome the Official visitor (by including his name and Rank)".

Grand Lodge takes particular interest in item 5 on the Registration Form P relating to criminal convictions. Also copies of the form are not always being supplied to Province.

Please also ensure that full details of Initiates and Joining Members are included on the Summons.

Initiates and Joining Members

Check, amend if necessary and return (and in the case of Initiates with cheque for the correct amount) to Provincial Grand Lodge.

Remember that payment **must** be made for all Brethren who have been a member during the last 12 months irrespective of whether they have since died or resigned.

Check completed forms carefully, question the proposed candidate if any mark is made against item and forward the information to Grand Lodge via the Provincial Grand Secretary **before** the candidate is proposed in open Lodge.

Send **all** Registration Forms to the Province.

Description of the business of Initiates and Joining Members is to be included on the Summons.

Provincial Year Book;

Is printed in September of each year and is only as accurate as the information supplied by Lodges. If information about your Lodge is incorrect notify the Provincial Grand Secretary immediately. Do not wait for formal Lodge approval to offices but anticipate the changes and make the amendments accordingly.

Annual Provincial Meeting:

Will be held on the first Tuesday in May. You will receive full details from the Provincial Office. Arrange for the Lodge to be represented and distribute the Notice convening the meeting in accordance with the instructions issued. Distribute to appropriate members of the Lodge.

Ceremonies Installation Meetings.

Complete the Grand Lodge Installation Return form and Provincial Annual Return and submit them promptly.

At the Installation Meeting

Provincial Annual Returns - A copy of the form will be sent at the same time as you are notified of the Representative.

Lodge Meetings

Whilst some Lodges have insufficient actual ceremonies to perform others are struggling to find work to do Lodges with more than sufficient work should consider allowing other Lodges less fortunate to undertake second and third ceremonies on their behalf. Double ceremonies should be avoided.

Remember, if in doubt, call the Provincial Office for advice on 020 8462 9249.

INDEX

ABBREVIATIONS AND TITLES	7	FORMS	31
ADDITIONAL GENERAL INFORMATION	29	GENERAL	15
AFTER RAISING.....	16	General Rules:	3
AFTER THE INITIATION	16	GRAND LODGE	25
ALPHABETICAL LIST OF HEADINGS WITH		GRAND LODGE CERTIFICATE	16
CORRESPONDING RULE.....	30	GRAND RANK	28
ALTERATIONS TO LODGE BY-LAWS	27	GRAND RANK : PROVINCIAL GRAND RANK	
AMALGAMATION OF LODGES	18	28
AMALGAMATION OF LODGES AND		HONORARY MEMBERSHIP	13
SURRENDER OF WARRANT.....	28	HONORARY MEMBERSHIP RESTRICTIONS	14
ANNIVERSARY OF MEMBERS	17	IMPLICATIONS TO BE OUTLINED BEFORE	
ANNUAL RETURN - GRAND LODGE “FORM		ELECTION TO HONORARY MEMBERSHIP	
ARI”	26	14
ANNUAL RETURN - PROVINCIAL GRAND		INITIATION.....	12
LODGE	26	INSTALLATION MEETING.....	17
APPEALS COURTS	25	INSTALLATION RETURN - GRAND LODGE	
APPENDIX A ACTIVITIES FOR A		“FORM LP & A4”	26
SECRETARY IN A LODGE YEAR.....	36	JOINING MEMBER FROM ANOTHER	
APPLICATION FORM - REGISTRATION FORM		CONSTITUTION	13
‘P’.....	11	JUBILEE MEETINGS: BANNER	
ATTENDANCE AT LODGES.....	21	DEDICATIONS: BIBLE DEDICATIONS	18
AUTOMATIC HONORARY MEMBERSHIP	14	LEAFLETS	31
BALLOT IN OPEN LODGE.....	12	LODGE BY-LAWS.....	27
BEFORE THE INITIATION CEREMONY	16	LODGE MEMBERSHIP LISTS.....	22
BOOKS FOR RECORDS.....	31	LODGE RECORDS.....	18
BOOKS OF REFERENCE.....	31	LODGE REGISTER.....	18
BY-LAWS	27	MASONIC AUTHORITIES CONCERNED WITH	
BY-LAWS TO BE PRESENTED	28	CONDUCT	23
CANDIDATES	11	MASONIC DISCIPLINARY COMMITTEES.....	25
CANDIDATES FOR INITIATION	11	MASONIC STANDARDS AND DISCIPLINE...23	
CANDIDATES FOR JOINING OR REJOINING		MEMBERS CLEARANCE CERTIFICATE.....	22
.....	13	MEMBERSHIP.....	18
CENTENARY MEETINGS	18	MINUTES	11
CESSATION OF MEMBERSHIP FROM A		MODEL BY-LAWS	28
LODGE.....	20	MULTIPLE CEREMONIES	15
CHANGE OF VENUE AND / OR DATE OF		NAMES OF HONORARY MEMBERS.....	8
REGULAR MEETING.....	15	NEW LODGES.....	18
CHECK LIST AND COMMONLY USED FORMS		NEW MEMBERS AND MENTORING	13
.....	32	NUMBER OF CANDIDATES	17
COMMONLY USED FORMS.....	32	OFFICIAL VISITS	17
CONFERRING OF DEGREES: ROLE OF THE		PASSING AND RAISING CANDIDATES FOR	
SECRETARY	16	OTHER LODGES.....	16
CONTENTS	4	PERMANENT CHANGE OF VENUE and / or	
COST OF BI-CENTENARIES AND		MEETING DATES.....	27
CENTENARIES - WARRANTS ETC	18	PRECEDENCE ON THE SUMMONS	8
DATA PROTECTION ACT.....	19	PROMOTIONS.....	29
DEATH OF A MEMBER.....	21	PROPOSAL IN OPEN LODGE	12
DETAILS ON SUMMONS.....	12	PROPOSERS AND SECONDRS	13
DISPENSATIONS.....	15	PROVINCIAL BY-LAWS	27
ELECTION OF HONORARY MEMBER.....	13	PROVINCIAL GRAND MASTERS.....	24
EMERGENCY MEETINGS	15	PROVINCIAL GRAND RANK.....	28
EXCLUSION OF A MEMBER.....	20	QUASI-MASONIC AND IMITATIVE	
EXCLUSION OF A MEMBER FOR OTHER		MASONRY.....	13
CAUSES	20	QUICK CHECK LIST	32
EXPULSION OF A MEMBER.....	21	REFERENCE BOOKS : FORMS : FILES :	
FILES.....	31	LEAFLETS	31
FIRST APPOINTMENTS	29	REFERENCE PAPERS	31
FOREWORD	2	REHEARSALS WITH PROVINCIAL / DEPUTY	

GRAND DIRECTOR OF CEREMONIES.....	18	SUMMONS	7
RESIGNATION FROM THE CRAFT.....	21	SUMMONS - GENERAL	7
RESIGNATION OF A LODGE MEMBER.....	19	SURRENDER OF A LODGE WARRANT	28
RESIGNATION OF A PAST MASTER.....	21	SUSPENSION OF A MEMBER	20
RETURNS	26	TERMINATION OF HONORARY	
RIGHTS OF HONORARY MEMBER	14	MEMBERSHIP	14
RULES - BOOK OF CONSTITUTIONS.....	30	THE AMALGAMATION OF LODGES.....	28
SECRETARIAL SERVICES.....	28	THE GRAND MASTER.....	25
STANDING OR ANNUALLY - REVISED		THE PANEL FOR CLEMENCY	25
LETTERS AND PAPERS	31	THE PRIVATE LODGE.....	24
STATUS OF HONORARY MEMBER	14	TIME BETWEEN DEGREES	16
SUBSCRIPTION ARREARS.....	19	VACANCIES OF LODGE OFFICES	21
SUGGESTED WORDING OF AGENDA ITEMS	9	VISITS TO LODGES ABROAD	7

APPENDIX A ACTIVITIES FOR A SECRETARY IN A LODGE YEAR

The following timeline depicts the key events in a Lodge year that the Secretary has to attend to.

Event	Secretary Action
January	
End of Lodge Financial Year	Submit Annual Returns (to UGLE & Province) (Sent by UGLE & Province to Secretary and Treasurer)
Meeting prior to Installation Meeting	Ballot or Declare for the ensuing year Master, Treasurer, Tyler, Auditors, Committee
Installation Meeting	<ul style="list-style-type: none"> • Send Summons to Province • Send Approved Accounts to Province • Update Lodge Information Sheet and send to Provincial Membership Team Liaison • Send Information to Provincial Rep • Send Installation Return LP&A4 to Province
Any Regular or Emergency Meeting	Send Summons to Province
Candidate for Initiation	<ul style="list-style-type: none"> • Supply Form P to Proposer • If living out of Province get clearance from Province or MetGL covering his home area • Arrange Lodge Interview • Ensure form properly completed by Candidate, Proposer and Seconder • Propose in Open Lodge at one meeting • Include full details on next Summons • WM to Sign Form P • Ballot at next meeting (if ok Initiate) • Or Initiate within one year
After Initiation	Send Form P Registration & Fee to Province
After Raising	Send LP&A5 to Request Grand Lodge Certificate to UGLE
Candidate for Joining	<ul style="list-style-type: none"> • Supply Form P to Proposer • Ensure form properly completed by Candidate, Proposer and Seconder • Obtain Clearance Certificates • Propose in Open Lodge at one meeting • Include full details on next Summons • Ballot at next meeting • WM to Sign Form P • Send Form P to Province
Any Dispensation	Send Request to Province with Fee
Exclusions	<ul style="list-style-type: none"> • Usually for non-payment of dues under by-law 6 • NoM to be given and reason at one Meeting (no name(s) given) • Scribe E to send Recorded Delivery letter to advise person(s) and give opportunity to resolve. • Next Summons to carry the NoM when proposer will provide detail for the ballot
December	