

# CLOSURE OF A LODGE/CHAPTER

## Appendix VIII

### AGENDA FOR FINAL MEETING

**The following is a suggested outline for the agenda of the Final Summons to the last meeting of a Closing Lodge/Chapter**

- 1 To open the Lodge/Chapter.
- 2 To read and if approved, confirm the minutes of the previous regular meeting held on ..... (*date of previous meeting to be inserted here*).
- 3 To collect Alms.
- 4 To receive a brief address on the History of the Lodge/Chapter delivered by WBro/EComp .....
- 5 The APM/APGP receives the Warrant/Charter from the Worshipful Master/First Principal.
- 6 Response by the APM/APGP.
- 7 To finally close the Lodge/Chapter.

**NOTE.** If the following decisions HAVE NOT been taken at an earlier meeting (see Appendix V) then they SHOULD appear on the Business for this meeting after item 2. and before item .

- A Having decided that this is the final meeting of the Lodge/Chapter, approval is now required for the following items.
- a) The artefacts of the Lodge/Chapter be disposed of as directed by the Closure Committee, with any remaining items submitted to the Province for re-allocation as appropriate.
  - b) A list of items agreed to be handed over to Province for inclusion in a display case of Lodge/Chapter memorabilia.
  - c) All monies remaining in the Lodge/Chapter accounts to be consolidated and used to
    - settle all outstanding debts and dues,
    - pay the Joining fees of the members into their new Lodges/Chapters,
    - make donations to the following Charities [*specify the names of the Charities, whether Masonic or non Masonic, and the amounts*],
    - make provision to pay for the display case (if appropriate),
    - make provision through the ELMC for the future care of the Lodge Widows, Dependents and Beneficiaries and
    - pay any remaining funds to (*here specify to whom*).
  - d) All Lodge/Chapter records, registers, Minute books and account books be finalised and passed to the Provincial Grand Secretary/Scribe E. for safekeeping, before being passed to United Grand Lodge/Supreme Grand Chapter at the appropriate time.
  - e) To pass to the Provincial Grand Secretary/Scribe E.,
    - a list of the Lodge/Chapter Widows with the request that henceforth they be cared for under the arrangements made with the ELMC and
    - a list of members at the time of closure and showing the Lodges/Chapter to which they have joined and reasons why if not joined another Lodge/Chapter.