

CLOSURE OF A LODGE/CHAPTER

Appendix VII

CHECK LIST

Once a firm decision has been taken to close the Lodge/Chapter and a suitable timetable agreed for the Notice of Motion and proposition to be made the following steps should be made.

The Secretary/Scribe E should write to the ELMC with a list of Widows, Dependents and Beneficiaries that the Lodge/Chapter require to be taken into the care of the ELMC.

The Secretary/Scribe E and Treasurer, assisted by other such Brethren/Companions as they may call upon, should start the following check list.

- Ensure that all outstanding debts are paid (it is accepted that there may be one or two expenses incurred for the final meeting). The Final Accounts should be produced, and audited, as soon as possible after the Closure meeting.
- Agreement with the Brethren/Companions that provision be made for the disposal of all surplus funds to charity, or as otherwise decided by the Brethren/Companions [Note: it is suggested that Joining Fees to new Lodges/Chapters may be paid out of the Lodge/Chapter funds].
- An inventory of all artefacts be brought up to date and provision made for their disposal.
- The Lodge/ Chapter record books are brought up to date.
- A list of all members together with the name of the Lodges/Chapters joined. The reason why any other Brother/Companion does not join another Lodge/Chapter should be included.
- A copy of the Final Annual Return to UGL/SGC and PGL/PGC.

Note. With the closure of a Lodge/Chapter it is expected that few (if any) Brethren or Companions will be lost to Freemasonry. Every effort should therefore be made to ensure that they go to alternative Lodges/Chapters, **either within or outside the Province**. In some cases, particularly where the membership's homes are widespread, the Brethren/Companions may opt to be dispersed; perhaps to join more local and hence convenient, Lodge/Chapter. A more desirable alternative, however, may be to remain together (and thus retain friendship) by moving en bloc to another Lodge/Chapter, thus considerably strengthening it. Such a process is greatly aided by prior "twinning", i.e. visiting each others Lodges/Chapters on a regular basis before closure.