

CLOSURE OF A LODGE/CHAPTER

Appendix VI

Duties of Trustees

- The first and overriding duty of a Trustee is to see that the Lodge/Chapter Closure procedures are carried out correctly so that the Lodge/Chapter can be closed with dignity.
- They should work closely with the District Amalgamation and Closure Office [DACO] (who will provide guidance and answer any questions the Trustees may have).
- Set in motion the procedure for:
 - Future care of Lodge/Chapter Widows (transferred to other Lodges/Chapter or ELMC).
 - Disposal of funds after ensuring that all debts have been cleared.
 - Disposal of any Lodge/Chapter equipment, regalia etc (i.e. donated to other Lodges/Chapters). After this it is suggested that the Lodge/Chapter donate any remaining items to the Province for use by any Lodge/Chapter which makes a request.
 - Handing over to the Provincial Office (via the DACO) of all UGL/SGC and PGL/PGC requirements for a Lodge/Chapter closure.