CLOSURE OF A LODGE/CHAPTER

APGM/APGP informs Provincial Office to put Lodge/Chapter on the 'At Risk' Register.

Form a Working group to discuss the way forward. This group will eventually become the Trustees, who will be responsible for the Closure.

Usually WM/1st Princ.; Sec/SE; Treas. & a Senior member

The District Amalgamation & Closure Officer (DACO) will give advice when necessary.

The DACO will inform the District Chairman or DORA (as applicable) of the status (he will inform the APGM/APGP).

Frequently asked question Appendix I

Points to note Appendix II

Records up-dated in Provincial Office

After decision taken to Close a time matrix will be constructed.

Agree timing of final meeting.

(Care should be taken to avoid having to

Notice of Motion
This should be given at the earliest possible meeting

See Notice of Motion Appendix III

Records up-dated in Provincial Office

Write to ProvGSec/SE

See suggested letter Appendix IV

At the next meeting.
A vote is taken on the Proposition

Appoint Trustees

Items to be included on Summons Appendix V

Duties of the Trustees Appendix VI

Records up-dated in Provincial Office

Write to ProvGSec/SE

See Check List Appendix VII

FINAL MEETING

Warrant/Charter handed over to APGM/APGP

Agenda for Final meeting Appendix VIII

Clearance Certificate

See Suggested Format Appendix IX

Provincial Grand Secretary/Scribe E

RW Provincial Grand Master/ME Grand Superintendent

United Grand Lodge/ Supreme Grand Chapter

See the suggested draft Appendix X

Items to be handed over to the APGM/APGP together with the Final letter to the Provincial Grand Secretary/ Scribe E,.

See Items Lists Appendix XI a & b