

CLOSURE OF A LODGE/CHAPTER

Appendix V

Items to be included on the Summons

(This is for the meeting when the vote to Close the Lodge/Chapter is taken)

1. Pursuant to Notice of Motion given at the Regular Meeting held on (*quote the date of the meeting*) Bro./Comp. (*here quote the name of the Brother/Companion*) will propose that due to diminished membership and lack of prospects this Lodge/Chapter has ceased to be viable. Accordingly the meeting to be held on (*here quote the date, month and year*) be considered the last and that the affairs of the Lodge/Chapter will be finally wound up and that a recommendation is made to the RW Provincial Grand Master/ ME Grand Superintendent [via the Provincial Grand Secretary/Scribe E] to return the Warrant/Charter to the MWBro the Grand Master/ First Grand First Grand Principal.
2. To elect Four Trustees to oversee the Closure Procedure [NB. A suggestions is that the Trustees be:- WM/First Principal; Secretary/Scribe E; Treasurer and a Senior member of the Lodge/Chapter.]

NB. The Lodge Warrant/Chapter Charter will be taken by the APMG/APGP on the night of the final meeting, and he will ensure that this is passed to the Provincial Office within a week of the meeting.

PLEASE NOTE that if the proposition to close the Lodge/Chapter proves in favour, the following items should appear on the business of a subsequent Summons.

This is to ensure that the decisions can be recorded in the Lodge/Chapter Minutes.

- A Having decided that the Lodge /Chapter will close and return its Warrant/Charter approval is now required for the following items.
(Alternatively if the next meeting after the above meeting is the final one the following wording can be used:- "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 any 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*],

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- make provision to pay for the display case, if required,
 - 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) that 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.

If the above items of business are to be decided at the Final Meeting they should be placed after item 2. (*i.e. minutes of the previous meeting*). See Appendix VIII (Agenda for Final meeting)