

# CLOSURE OF A LODGE/CHAPTER

## Appendix X

### **Suggested draft of the Final letter for the Secretary/Scribe E of a closed Lodge/Chapter to write to the Provincial Grand Secretary/Scribe E.**

The Provincial Grand Secretary/Scribe E  
Freemasons' Hall  
Bridge St.  
Manchester  
M3 3BT

Dear Provincial Grand Secretary/Scribe E  
[Lodge/Chapter name & number]

Further to the letter dated ..... informing you of the intention to close the Lodge/Chapter due to the reasons stated a proposal was made at the meeting held on ..... that the final meeting of this Lodge/Chapter would be held on ..... A vote was taken the result of which was..... for and ..... against.

Accordingly, arrangements were made to formally hand over the Warrant/Charter at the final meeting. From that date the Lodge/Chapter ceased to operate as a working entity. I would, therefore, request you make the necessary arrangements for the RW Provincial Grand Master/ME Grand Superintendent to be informed and for the Warrant/Charter and other appropriate items to be returned to United Grand Lodge/Supreme Grand Chapter.

After due consultation with our APGM/APGP WBro/EComp ..... the required formalities have been observed:

All outstanding dues and debts have been paid or settled and the accounts brought up to date, audited and closed.

Provision made for the disposal of all surplus funds to Charity or as otherwise decided by the members (see Appendix A).

The Lodge/Chapter records have been completed.

Provision made for the disposal or storage of the Lodge/Chapter equipment and artefacts (see Appendix B).

Alternative Lodges/Chapters have been approached and the Brethren/Companions either joined or accepted to join, according to each individuals choice (see Appendix C).

The appropriate actions have been taken to ensure that adequate provision has been made for our Widows, Dependents and Beneficiaries. (see Appendix D).

A copy of the Certificate of Good Standing given to all the members is attached (see Appendix E).

Having completed the above arrangements I would therefore request that you make the necessary arrangements for the RW Provincial Grand Master/ME Grand Superintendent to be informed and for the Warrant/Charter and other appropriate items to be returned to United Grand Lodge/Supreme Grand Chapter.

Though deeply regretting that this course of action has become necessary, we are grateful for your kind co-operation and assistance.

Yours sincerely and fraternally

Lodge Secretary/Chapter Scribe E.

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## Appendix X

### Appendix A

Lists the names and addresses of all the Charities and the sums donated.  
Shows where joining fees have been paid for the members.

### Appendix B

Lists all the items and the Lodges/Chapters to which they have been donated.  
Lists all the items that are to be transferred to District or Province for storage before being donated to Lodges/Chapters in need.

### Appendix C

Lists all the members showing which Lodge/Chapter they have joined.  
Lists members who have not joined another Lodge/Chapter and the reason(s) why (Perhaps advancing age or infinity etc.).

### Appendix D

Gives the names addresses, ages, birthdays and any other important details (where known) of Widows, Dependents and Beneficiaries. Included should be information as to whether the Provincial Grand Almoner or ELMC has agreed to accept responsibility.

### Appendix E

A signed copy of the Clearance Certificate with the name of the Brother/Companion left blank should be given to the Provincial Office with the Final Letter to the Provincial Grand Secretary/SE. Together with a list of those to whom it was issued and identifying those in debt and the amount.

NB. This letter should be sent on Lodge/Chapter headed paper.