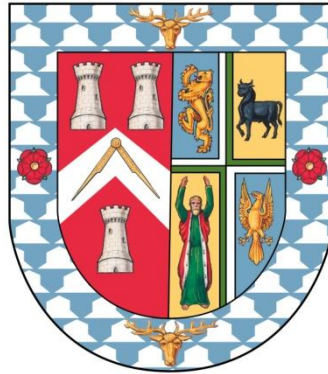


PROVINCIAL GRAND LODGE  
OF EAST LANCASHIRE



The Lodge Secretary's Handbook



## FOREWORD

This Manual has been prepared primarily for the information and guidance of Lodge Secretaries and builds on a previous addition. It should be used to supplement and not replace the relevant Laws and Regulations contained in the Book of Constitutions and the booklet entitled "Information for Guidance of Members of the Craft".

The role of a Secretary, whether it is in public, private or Masonic life is a major contributor to the smooth running of any organisation. It is recognised that their attention to detail and forward planning is of paramount importance.

UGLE is the supreme superintending authority for Freemasonry, part of that authority is delegated to the RWPGM for the administration of the Province of East Lancashire. As the Provincial Secretary, I and my team within the Provincial office ensure the delivery of the administration of the Province, particularly the annual meeting of Provincial Grand Lodge. And we in turn depend on every Lodge Secretary in so many respects: summonses, by law changes, dispensations, personal celebrations, annual returns, honours applications; the list really does go on.

This handbook as is here to assist but also, to save time. If, as a Lodge Secretary you have a particular problem you should, in the first instance, consult the Book of Constitutions and this Manual. If appropriate guidance cannot be found, please check the Provincial website which contains most of the information you require.

In the event that you still cannot find an answer to your problem you should contact the Provincial Office. Very rarely will there be a problem, which has not been dealt with on a previous occasion by one of the staff in the Provincial Office. We are here to help you but it would help us if you used all the other tools as described – including this book – in the first instance.

I would like to acknowledge the continued support I have received from my colleagues in the Provincial Secretariat, their good humour, professionalism and ready willingness to go the extra mile to assist Brethren in the Province is a great source of pride.

This manual is a condensed yet comprehensive guide regarding the various administrative challenges that a Lodge Secretary any face. There is much within these pages to interest and enlighten. I commend it to you.

Finally, please revisit the Provincial website on a regular basis. It constantly evolving and will hopefully be able to make your responsibilities and queries even easier to address.



Provincial Grand Secretary  
*Summer 2017*

## **General Rules:**

All communications to the Provincial Grand Master must be addressed to the Provincial Grand Secretary at:- [secretariat@eastlancsmasons.org.uk](mailto:secretariat@eastlancsmasons.org.uk) or by post to:-

The Provincial Office  
Rossendale Masonic Hall  
Ashday Lea  
Haslingden Road  
Rawtenstall  
BB4 6QX.

Telephone No: 01706 833170.

Likewise letters, forms or Returns must **not** be sent to the Grand Secretary. Please send them to the Provincial Office, at the address shown above. Any correspondence sent to the Grand Secretary direct will be forwarded to the Province.

On no account should the prefix 'Brother', 'WBrother', etc. or a Masonic rank be included with the name and address on an envelope being sent through the post. Lodge records should be kept in a place of safety and in conditions that will ensure that they are still legible in the future. Many Lodges use their own banks or a local archive facility. A note of where all records are kept should be placed in the current Minute Book and referenced when a new Minute Book is brought into use.

Finally, and most important, you are the communication hub of your Lodge. It is of great importance to the Province, your District and your Lodge that you disseminate information in full, clearly and promptly to all your members. Likewise any communications from your Lodge should be clearly and promptly communicated to the appropriate recipient.

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## **1. SUMMONS**

### **1.01 GENERAL**

The Summons for every Lodge Meeting must be sent a **minimum of fourteen days** before the Meeting. Email distribution is both welcomed and encouraged.

Summons should be sent to:

- All Lodge Members
- The Assistant Provincial Grand Master responsible for the area in which the Lodge meets
- The Provincial Grand Secretary, at the Provincial Office *[this copy to be held by the Provincial Secretariat and will be available for the PGM / DPGM]*
- The District Secretary
- The Hall Manager (or equivalent)
- Any visitors

Masonic Titles or Ranks must not be shown on envelopes

If the presence of the Provincial Grand Master or Deputy Provincial Grand Master is desired at any special Meeting of the Lodge, initial contact should be via the Provincial Grand Secretary. To assist in an adequate planning process, a minimum of twelve months notice is requested.

It should also be noted that by virtue of their Office the Provincial Grand Master, his Deputy and Assistant Provincial Grand Masters can demand admission into any Lodge in the Province and therefore do not need 'invitations' to attend Regular Meetings. However, should they wish to dine, then some communication beforehand may be desirable.

The Provincial Grand Secretary must be informed in advance if a Senior Provincial Officer from another Province, i.e. anyone wearing a Chain of Office, is to visit a Lodge in East Lancashire.

### **1.02 VISITS TO LODGES ABROAD**

The following notice should appear on the summons of each Lodge at least once every year:

"Brethren travelling abroad are warned that they should not visit Lodges under other jurisdictions until they have found out by application to the Grand Secretary at Freemasons' Hall via the Provincial Office about the existence of Regular Masonry in the country they are visiting and, the address to which Masonic enquiries in that country should be directed".

### **1.03 ABBREVIATIONS AND TITLES**

A Brother is entitled to use Worshipful Brother immediately he has been installed as Master of the Lodge. The designations "Reigning" or "Ruling" Master should not be used but the term 'Serving Master' is acceptable.

The proper abbreviation for an Acting Officer of United Grand Lodge is, e.g. SGD or Past Rank as, e.g. PSGD. The correct abbreviation for an acting Provincial Grand Officer is 'Prov', e.g. 'ProvSGW' and for a Past Provincial Grand Officer, PProv, e.g. PProvSGW so avoiding confusion with a Grand Rank. Full stops after each letter should not be used. There should be no spaces between PProv and SGW, i.e. PProvSGW. Correct abbreviations are shown on the Provincial website.

#### **1.04 NAMES OF HONORARY MEMBERS**

Where the names of Honorary Members are printed on the Summons they should be listed in the following order- Rule 5 of the Book of Constitutions refers: -

- Provincial Grand Master
- Past Provincial Grand Master
- Deputy Provincial Grand Master
- Past Deputy Provincial Grand Master
- \*Assistant Provincial Grand Master(s) (in order of seniority)
- \*Past Assistant Provincial Grand Master(s)
- Provincial Grand Secretary
- Past Provincial Grand Secretary
- Provincial Grand Director of Ceremonies
- Past Provincial Grand Director of Ceremonies
- Grand Officers (in order of precedence)
- Provincial Grand Officers (in order of precedence)
- Past Provincial Grand Officers
- Other Brethren

*Abbreviated titles are permissible if space allows, such as AProvGM/PAProvGM for the above\**

The Provincial Office will always be pleased to advice on the order to be followed in any particular instance. The list must be amended and the order revised whenever an honorary member receives a new rank or appointment.

It should be noted the above are honorary members by virtue of respect to rank. The exception to the above last sentence is where there is a distinguished honorary member by virtue of a special occasion. Eg Lodge Consecration Team, Centenary Celebration Team, a distinguished visitor(s) were made honorary member(s) "To commemorate the [occasion] the following distinguished visitors were granted honorary membership".

#### **1.05 PRECEDENCE ON THE SUMMONS**

The following order of precedence should be observed. Summons [Rule 5 of the Book of Constitutions refers]. When listing Officers on the Summons, it should be noted that the Immediate Past Master (IPM) is not an Officer of the Lodge but it is permissible to indicate the name of the IPM after that of the Worshipful Master.

- Master
- Senior Warden
- Junior Warden
- Chaplain
- Treasurer
- Secretary
- Director of Ceremonies
- Almoner
- Charity Steward
- Mentor
- Senior Deacon
- Junior Deacon
- Assistant Director of Ceremonies
- Organist [If not a subscribing member, list after Tyler as Guest Organist]
- Assistant Secretary



- Inner Guard
- Steward(s)
- Tyler
- The addresses, telephone numbers and post codes of the Worshipful Master/Secretary/Treasurer/
- Almoner/Charity Representative and Lodge District Representatives, must be included on the Summons.

## **1.06 SUGGESTED WORDING OF AGENDA ITEMS**

### **OPENING**

To open the Lodge

### **DISPENSATION**

To read the Dispensation (if any)

### **CIRCULAR**

To read the circular convening the Meeting

### **MINUTES**

To read and if approved, confirm the Minutes of the last Regular Meeting of the Lodge held on ..... [and the Emergency Meeting held on ..... ] or

To consider and if approved, confirm the Minutes, previously circulated, of the last Regular Meeting of the Lodge held on ..... , [and the Emergency Meeting Minutes, previously circulated, held on ..... ].

### **BALLOT**

To Ballot for as a Joining Member / Re-joining Member.

[W] Bro ..... age, residing at ..... a (profession/occupation),  
Business Address ..... [Unattached formerly] A Member [Past Master] of  
..... Lodge No: ..... Proposed by ..... and Seconded by .....  
in Open Lodge on .....

To Ballot for as a Candidate for Initiation Mr ..... Date of Birth ..... Residing  
at ..... (Profession/Occupation). Business Address .....  
Proposed by ..... and Seconded by ..... in Open Lodge on ..... Rule 158,  
Book of Constitutions, complied with (if applicable).

### **INITIATE**

To Initiate Mr .....elected on date

### **PASSING**

To Pass Bro ..... Initiated on date,

### **RAISING**

To Raise Bro ..... Initiated on date, Passed on date

Passings due [name of Bro(s)]

Raisings due [name of Bro(s)]

### **CERTIFICATE**

To present Grand Lodge Certificate(s) and information on the Holy Royal Arch to Bro(s).

(if applicable). (Please note that there is a requirement for a Candidate to have received the Traditional History before applying for a Grand Lodge Certificate.)

### **ALMONERS REPORT**

To receive a report of the Lodge Almoner

### **DISTRICT REPRESENTATIVES REPORT**

To receive a report from the Lodge District Representative

### **ALMS**

To make a Collection for Good Causes the word “Alms” restricts the use to which the collection can be applied.

### **AOB**

To receive subscriptions and transact any other Masonic business

### **CLOSING**

To close the Lodge.

\*\*\*\* The foregoing is for a standard Lodge Agenda \*\*\*

\*\*\* The following are suggestions to cover alternative Agenda items \*\*\*

### **ELECTIONS**

To elect for the ensuing year:

1. A Master by ballot. If there is only one nomination this should be declared on the Summons and then the Master can declare him Master-Elect for the ensuing year. (Rule 105(a) of the Book of Constitutions refers)
2. A Treasurer by ballot. If there is only one nomination this should be declared on the Summons and then the Master can declare him Treasurer for the ensuing year. (Rule 112(a) of the Book of Constitutions refers).
3. A Tyler
4. To elect Brethren to serve as Auditors, in accordance with By-Law No ....
5. To elect Brethren to serve on the Lodge Committee, in accordance with By Law No ...
6. To appoint a Lodge District Representative.
7. To elect a Lodge Charity Representative.

### **ANNUAL ACCOUNTS**

To receive the Report of the Treasurer and consider the Accounts for the year ended dd/mm/yy

### **INSTALLATION**

Installation of the Master Elect Bro. [Name] assisted by Past Masters of the Lodge. (Elected at the Regular Meeting held on [date]).

### **APPOINTMENT AND INVESTITURE**

To appoint and invest Officers of the Lodge not at the Installation.

### **HONORARY MEMBERSHIP**

To Ballot for as an Honorary Member, Worshipful Brother [Name, rank].

### **NOTICE OF MOTION**

Bro Treasurer will give notice of Motion that at the next Meeting he will Propose that the Annual Subscription be increased from £... to £ .... with effect from....

## **PROPOSITIONS**

Pursuant to notice given on ..... to consider a Proposal by [name], Seconded by [name], that the Annual Subscription be increased from £ ..... to £ ..... With effect from [date].

To consider a Proposition by [name] Seconded by [name] that a Past Master's Breast Jewel be presented to [name].

To consider a Proposition that a grant / payment of any sum of money exceeding the sum stated in the Lodge By-Laws be made.

## **PETITION / NOMINATION FOR PROVINCIAL HONOURS**

There are clear and comprehensive Guidelines on the Secretarial Section of the Provincial website. These Guidelines should answer any questions you or your Lodge members may have on the subject.

## **LECTURE**

To receive a Lecture / Paper entitled / or Masonic work by [name].

## **CALL LODGE OFF**

To Call the Lodge Off. Under new Rules there is **no** need to Call Off a Lodge if the Lodge is holding a demonstration of the Ritual it follows (according to Lodge practice). It should be noted, however, that if the Demonstration is of a First Degree Ceremony, the Lodge is not called off, but if it is a Second Degree Ceremony Entered Apprentices would have to leave the Lodge Room and only Master Masons are able to be present at the demonstration of a Third Degree Ceremony.

## **CALL LODGE ON**

To Call the Lodge On.

## **PROVINCIAL DEPUTATION**

To receive [RW Brother [name] Provincial Grand Master, [and/or] VW Brother Deputy Provincial Grand Master [name][and / or] Assistant Provincial Grand Master [name] accompanied by a Provincial Deputation.

## **LODGE CENTENARIES / ANNIVERSARIES**

To receive the RW Provincial Grand Master, the VW Deputy Provincial Grand Master, Assistant Provincial Grand Master accompanied by [either] a Provincial Deputation [or] assisting Officers.

To celebrate the Centenary of the Lodge [or] the 50th / 60th Anniversary of Brother [name] Initiated on .....

## **1.07 MINUTES**

Each Lodge will have its own style for the writing of Minutes. As a general guide the Minutes should be concise and reflect accurately those present (including guests), what took place and who did what at the Meeting. The Minutes, particularly if circulated, should not contain Ritual.

Lodges are recommended to include as a footnote to each set of Minutes a note of any item of topical news either national or local. This footnote should not form part of the main Minutes but will be a useful guide for the benefit of future Lodge historians. It is permissible for Lodge Minutes to be typed / word-processed and pasted into the official Minute Book. **Loose leaf Minute Books**

**are not acceptable.** To save time in Lodge, Minutes can be circulated in advance with the Summons for the Meeting.

A note should be included on the first page of every new Minute Book of where the previous Minute Books are stored.

Lodge Secretaries are the custodians of the Minute Books and they must be kept in a safe and secure location, as they will be required to prove continuous working when the Lodge celebrates an anniversary. It is recommended that an inventory of all Lodge records is maintained and audited annually

## **2. CANDIDATES**

### **2.01 APPLICATION FORM - REGISTRATION FORM 'P'**

The Grand Lodge Registration Form 'P' is the form to be used when a Candidate applies to join a Lodge whether it is as an Initiate, a Joining member or as a Re-joining member and must be fully completed in all cases.

It is recommended that Secretaries do not issue Registration Forms to a potential Candidate for Initiation, or to his Proposer or Seconder, until all three have had an opportunity to study the guidance notes issued with the Registration Form and the Proposer and Seconder have spoken with the Candidate.

Great care should be taken when completing the Form as any omissions / errors will inevitably lead to a delay in the Candidate being registered as a Member. As the Lodge Secretary it is your duty to examine the Form to ensure that it has been fully and accurately completed.

On the second page, the form requires the Candidate for Initiation (and a Candidate for Joining or Rejoining if unattached) to make an unqualified declaration that he has not been convicted of a criminal offence or been the subject of disciplinary proceedings before a professional or similar tribunal. If he cannot make such a declaration, he must give specific details as to why this is not possible. In such cases you should, in the first instance, contact the Provincial Secretariat for guidance. You will, in all probability, be required to submit the completed Form to the Provincial Grand Secretary, together with a letter of explanation from the Candidate and a letter on behalf of the Worshipful Master, supporting the application.

If it is appropriate for the application to proceed, the Grand Secretary or the Provincial Grand Master acting on behalf of the Grand Secretary, will sign the certificate on the final page of the Registration Form, stating that the matters disclosed do not constitute a bar to his Initiation (or Joining or Re-Joining if unattached). This certificate must be read out in Open Lodge at the time the Candidate is Proposed and again immediately before the ballot is taken.

If the candidate is considered unsuitable, a certificate will not be issued, he may not be Proposed in Open Lodge and he must be informed verbally of the fact as soon as reasonably possible.

After the Candidate has been admitted as a member of the Lodge, the Registration Form 'P', together with any fee due to United Grand Lodge must be sent to the Provincial Grand Secretary (Any cheque should be payable to, 'United Grand Lodge of England'). Do not include the Provincial Registration fee, as this will be collected at the time the Provincial Annual Return is sent to your Lodge, prior to the Installation Meeting.

**Note: Please do not send Registration Forms direct to United Grand Lodge, as they are processed by the Provincial Office.**

### **2.02 CANDIDATES FOR INITIATION**

The Registration Form 'P' must be filled in and signed, initially, by the Candidate, the Proposer and Seconder. Subsequently the Form will need to be signed by the Worshipful Master and then fully completed and signed by the Secretary.

In view of a number of embarrassments that have occurred, it is strongly recommended that the Initiation of a Candidate does not take place at the same Meeting as the ballot. However, if for good reason, the ballot is required to be taken at the same Meeting, the Secretary should seek the approval of the Assistant Provincial Grand Master. An application to do so must be made with the Assistant Provincial Grand Master, via the District Chairman. If the Assistant Provincial Grand Master gives his approval, then it should be stated on the Summons, 'Provincial Ruling Applied'.

### **2.03 RULE 158 ENQUIRY**

Where a Candidate for Initiation lives **and** works outside the Province of East Lancashire an enquiry, in accordance with Rule 158 Book of Constitutions, **must** be made by the Lodge Secretary, to the Provincial Grand Secretary. The Provincial Grand Secretary will then make enquiries of the Province in which the Candidate resides, to ascertain whether they have knowledge of any matter that might preclude the Candidate from being considered a suitable Candidate for Initiation. Further information and an on-line form to be completed, are available on the Provincial Secretariat's website.

'Rule 158' does not apply in the case of joining or re-joining members.

The application for membership cannot proceed until a clearance has been received from the Provincial Grand Secretary. It is suggested that Candidates are not interviewed before the clearance has been received and the details of such a Candidate must not be shown on the Lodge summons prior to that time.

To avoid queries from the Provincial Office a statement 'Rule 158 complied with' should be included on the summons for the meeting at which the ballot for such a Candidate is to be held. It should be noted the delay could be up to 8 weeks depending on the speed of the reply.

### **2.04 PROPOSAL IN OPEN LODGE**

After the application has been submitted, through the Lodge Secretary, to the Lodge Committee and received the Committee's approval, the Candidate must be Proposed and Seconded at a Regular Lodge Meeting.

### **2.05 BALLOT IN OPEN LODGE**

The ballot for the Candidate must be held at the **next** Regular Lodge Meeting following the one at which the proposal was made, in accordance with Rule 159 Book of Constitutions.

If this ballot does not take place the Proposal shall lapse and the procedure must be started again with another Proposal in Open Lodge [Note: the ballot cannot take place at an Emergency Meeting].

It is the duty of the Secretary to ensure that the statement made and signed by the Master of the Lodge at the bottom of page 3 of the Registration Form 'P' is read on every occasion prior to the ballot being taken and where appropriate the Certificate signed by the Grand Secretary. Without this statement being read the ballot is deemed void.

There is some misunderstanding on the subject of taking two or three ballots at the same time. It is quite in order for a single ballot covering a variety of subjects (Candidates for Initiation, Joining, Re-Joining etc) to be taken. Should there be a negative vote, then it is mandatory that individual ballots be taken.

## 2.06 DETAILS ON SUMMONS

Secretaries are reminded of the need to adhere **strictly** to the requirements of Rule 164 (b) of the Book of Constitutions and ensure that **in all cases** the Summons for the meeting at which the ballot is to take place **must** include the following details on all Candidates for Initiation:

- Full Name (*Surname and all Forenames*)
- Date of Birth
- Profession or Occupation (*A precise definition of occupation, or former occupation if Retired, is essential*)
- Home Address (*A full address should be given, not a P.O. Box Number*)
- Business Address (*full details as with the Home Address*)
- Names of Proposer and Secunder
- Date of Proposal in Open Lodge
- Rule 158 applied (*if applicable*)

Unless all the details listed above appear on the Summons, any ballot and subsequent Initiation, will not be valid.

## 2.07 INITIATION

The date of election must be stated on the Summons for the meeting at which the Initiation is to take place (Rule 159 Book of Constitutions). The Assistant Provincial Grand Master's permission must be sought (See Section 2.02) for the Initiation of a Candidate if it is to take place on the day of his election. If a Candidate is not Initiated within one year of his election the election shall be void (Rule 159 Book of Constitutions) and the procedure of Proposing in Open Lodge and balloting must be repeated.

In cases of real urgency, where a delay in the normal process would cause undue hardship upon a Candidate, all the requirements of Rule 160, Book of Constitutions, must be strictly complied with. Additionally, approval must be sought of the Assistant Provincial Grand Master.

## 2.08 CANDIDATES FOR JOINING OR REJOINING

A Candidate for Joining, or Re-Joining, must apply, be Proposed, Seconded and balloted for in the same way as an Initiate. Before the ballot, the Candidate must produce his Grand Lodge Certificate and Clearance Certificates from **all** Lodges of which he is or has ever been a member, even if any such Lodge has subsequently closed. If this is not observed the Lodge becomes liable for any outstanding dues, which the Candidate may owe to another Lodge. The same details must be given on the Summons for Joining and Re-Joining Members, including the names and numbers of all the Lodges of which he is or has been a member. Rule 158, Book of Constitutions, does not apply to Joining or Re-Joining Members.

In the case of an Entered Apprentice or Fellow Craft applying to become a Joining member, advice **must** be sought from the Provincial Grand Secretary before proceeding, as a Certificate of Degree will be required from United Grand Lodge.

## 2.09 JOINING MEMBER FROM ANOTHER CONSTITUTION

If the Brother applying to join the Lodge was initiated in a Lodge under another Constitution (eg. the Scottish Constitution) action must be taken as set out in Rule 163 (e), (f), (g) and (h) Book of Constitutions. It is essential that he makes the declaration set out in that Rule and is presented with a Book of Constitutions on or before entering the Lodge as a member.

## 2.10 PROPOSERS AND SECONDEES

Proposers and Seconders should be advised that Rule 171, Book of Constitutions, states that any member who Proposes or Seconds a Candidate for Initiation or Joining is responsible to the Lodge for all fees payable under the by-laws of the Lodge in respect of that Candidate. The enforcement

and timescale of this Rule is at the discretion of the Lodge. It is understood the interpretation of this Rule is to guide the Treasurer to call on the assistance of the Proposer / Secunder in the collection of outstanding fees.

### **2.11 QUASI-MASONIC AND IMITATIVE MASONRY**

A person who has in any way been connected with any organisation, which is quasi-Masonic, imitative of Masonry or regarded by the Grand Lodge as irregular or incompatible with the Craft may not be Initiated except by leave of the Grand Master, or the Provincial Grand Master. Approval must be sought via the Provincial Grand Secretary.

### **2.12 NEW MEMBERS AND MENTORING**

All new Members should have a Mentor to guide them through their Masonic journey. The Province has a well defined policy on Mentoring which is available on the Provincial Website and you should ensure that the Lodge Mentor is aware of the new member and takes positive action to assist. Help can be obtained from your District Mentor and the Provincial Grand Mentor.



### **3. HONORARY MEMBERSHIP**

#### **3.01 ELECTION OF HONORARY MEMBER**

Under Rule 167, Book of Constitutions, a Lodge may elect (by ballot after notice on the Summons) to Honorary Membership any Brother of good standing (i.e. he must not be in arrears). You should note that, unlike Candidates for Initiation and Joining, when balloting for an Honorary Member, they do not need to have been previously Proposed and Seconded. A Lodge wishing to make an Honorary Member must first obtain the agreement of the Brother concerned. The Brother must be worthy of the distinction by reason of his services to the Craft or to the Lodge which is seeking to elect him and who is, or has within the last year, been a subscribing member of a Lodge. Honorary Membership must be granted sparingly and must not be used to avoid the payment of fees or merely because the Brother has served a long number of years.

#### **3.02 IMPLICATIONS TO BE OUTLINED BEFORE ELECTION TO HONORARY MEMBERSHIP**

Lodges desirous of conferring Honorary Membership upon a Brother should take care that all the implications outlined below are fully understood, not only by the Brethren, but also by the intended recipient, who may even find himself debarred from attendance at Grand Lodge under Rule 9 (unless qualified under Rule 5) and from other privileges, rights and advantages of continued subscribing membership. Honorary Membership should not be conferred because of seniority, age, infirmity or finance. It should only be granted to members who have performed exceptional services either to the Lodge or Freemasonry in general over and above that which can be reasonably expected. Honorary Members are not entitled to be considered for Provincial Honours, whether it be a First Appointment or Promotion.

#### **3.03 STATUS OF HONORARY MEMBER**

An Honorary Member may attend the Lodge of which he is an Honorary Member. If he is not a subscribing member of any other Lodge he is to be treated as an unattached Mason and can only visit a Lodge once under Rule 127(iii) of the Book of Constitutions, he cannot make a Proposition or vote upon one, except that, a Past Master who becomes an Honorary Member of a Lodge and has been a subscribing member of it may Propose and Second Candidates. His name is not shown on any Returns to United Grand Lodge or Provincial Grand Lodge; no Lodge or Provincial Grand Lodge Annual Dues are payable in respect of him, and his former entitlement to attend Grand Lodge and Provincial Grand Lodge by virtue of his membership of the Lodge of which he has become an Honorary Member lapses. The Lodge is only entitled to issue a Summons for the Meeting. No other Lodge documentation should be sent.

#### **3.04 RIGHTS OF HONORARY MEMBER**

Honorary Membership of one Lodge does not affect subscribing membership of another; so long, therefore, as subscribing membership of one Lodge, at least, is maintained. The right of a member to visit other Lodges and to attend Grand Lodge and Provincial Grand Lodge, in this instance, is not affected.

NB Brethren qualified under Rule 5 retain the right to attend Grand Lodge.

#### **3.05 RESTRICTIONS OF HONORARY MEMBERSHIP**

##### **A) Attendance at Lodges.**

An Honorary Member, who is NOT a subscribing member of **any** Lodge, is prevented by Rule 127(iii), Book of Constitutions, from attending, more than once, a Lodge of which he is not an Honorary Member. This Rule does not limit attendance at Lodges of Instruction. This rule also applies to any Brother who is not a subscribing member of any Lodge.

**B) Attendance at Lodge Committee Meetings.**

An Honorary Member does not have the right to attend Lodge Committee Meetings, even if he was a member of the Lodge Committee before becoming an Honorary Member. If a Honorary Member is invited by the Master to attend; he has no right to speak unless asked to do so. He has no right to vote in any circumstances.

**3.06 TERMINATION OF HONORARY MEMBERSHIP**

Honorary Membership can be terminated in the same manner as subscribing membership, either by the resignation of the Honorary Member or by Exclusion under Rule 181. Of course, should the Honorary Member become a subscribing member of the Lodge, in accordance with Rules 163 and 164 of the Book of Constitutions, his Honorary Membership will, naturally, be ended.

**3.07 AUTOMATIC HONORARY MEMBERSHIP**

It is not in accordance with the spirit of the letter of Rule 167 to make Honorary Membership devolve automatically upon the holders of certain Offices in other Lodges. Where reciprocal hospitality is desired between two or more Lodges, this should take the form of an annual motion to the effect that the persons concerned should be considered as Honoured Guests of the Lodge during the ensuing year.

## **4. DISPENSATIONS**

### **4.01 GENERAL**

A Dispensation is a license of exemption to vary any usual action, e.g. Master in the Chair of more than one Lodge at the same time, (must be approved by Grand Lodge and the appropriate fee paid) change of date, other than a Bank Holiday conflict within seven days (this does not include the Saturday between Good Friday and Easter Sunday), change of Meeting Place or to hold an Emergency Meeting. A Dispensation will be granted if the circumstances are of sufficient importance and are agreed as such by the Provincial Grand Master.

Application for a Dispensation should be made to the Provincial Grand Secretary not less than two months before the date of the Meeting at which it is required. The Dispensation must be issued before the Summons is printed for that Meeting. The fees for Provincial Dispensations are detailed on the Provincial Secretariat's website.

As a general rule, a Dispensation should be read immediately preceding the item of business which it authorises. The exception to this is any Dispensation that authorises the holding of the Meeting itself (Emergency Meeting, Change of Date etc), in which case the Dispensation must be read as the first item of business after the Opening.

Lodge Secretaries should not assume that simply because they have made application that it will be granted. The Provincial Grand Master will require sufficient proof that a need exists before granting such a Dispensation. Please ensure that the fullest details are given in the 'comments' section when applying.

### **4.02 EMERGENCY MEETINGS**

A Dispensation must first be obtained by application to the Provincial Grand Secretary and must be read as the first item of business on the agenda after the opening. Only the business set out in the Dispensation may be transacted. Online application Forms and information on Fees for Provincial Dispensations are detailed on the Provincial website.

The Minutes of previous Lodge Meeting must not be confirmed at an Emergency Meeting. The Minutes of the Emergency Meeting itself must be confirmed at the next Regular Meeting, together with the Minutes of the previous Regular Lodge Meeting. No Candidates may be Proposed and a ballot for a Candidate may only take place in special circumstances [See Section 2.02]. The Master does not take the Risings.

### **4.03 CHANGE OF VENUE AND / OR DATE OF REGULAR MEETING**

A Dispensation is required in either of these events and application must be made to the Provincial Grand Secretary and the Dispensation must be read as the first item on the agenda, after the Opening. Online application Forms and information on Fees for Provincial Dispensations are detailed on the Provincial website.

### **4.04 MULTIPLE CEREMONIES**

Multiple Ceremonies can prove to be special but, arguably, can detract from the individuals own enjoyment of the Ceremony. Lodges contemplating such Ceremonies are asked to consider the matter carefully and also to consider passing one of the Ceremonies (other than Initiation) on to another Lodge. This will assist those Lodges who may have a shortage of similar Ceremonies and encourage a cross visiting of Members. The dispensation should be read immediately preceding the item of business which it authorises. Online application forms and information on Fees for Provincial Dispensations are detailed on the Provincial website.

## **5. CONFERRING OF DEGREES: ROLE OF THE SECRETARY**

### **5.01 BEFORE THE INITIATION CEREMONY**

The Secretary must:

- Ensure that Form 'P' has been completed and signed by the Candidate, his Proposer and Secunder.
- Ensure that the full details of the Candidates' profession or occupation is available.
- Check with the Proposer / Secunder that the Candidate is able to attend the Meeting and will be dressed according to Masonic etiquette.
- Ensure that the Book of Declaration is signed.
- In conjunction with the Treasurer collect all dues applicable to United Grand Lodge / Provincial Grand Lodge and the Lodge.
- Make sure that the Book of Constitutions / By-laws and any other relevant information is available for the Ceremony.

### **5.02 AFTER THE INITIATION**

Immediately after Initiation the Secretary must:

- Send in the completed Form 'P' together with the appropriate fee (made payable to 'United Grand Lodge') to the Provincial Grand Secretary.
- Complete all Lodge Records / Register.
- Advise the Masonic Hall (if required) of the new member.

*[Note: Delay in undertaking the above will result in a delay in the member being registered as a member].*

### **5.03 TIME BETWEEN DEGREES**

The period of time between the conferring of degrees **must** be at least four weeks (28 days) as per Rule 172, Book of Constitutions. Care must be taken if moving the date of a Meeting by Dispensation, or conferring the Degree at an Emergency Meeting.

### **5.04 AFTER RAISING**

After the Raising of a Candidate, which must now include the delivery of the Traditional History, the Secretary should make application, via the Provincial Grand Secretary, on the Form 'LP&A5' for a Grand Lodge Certificate. This can be done by email using an electronic version of the form, that has previously been emailed to all Lodge Secretaries by the Provincial Office. If you require a further copy please contact the Provincial Office.

### **5.05 GRAND LODGE CERTIFICATE**

The Brother is entitled to a Grand Lodge Certificate as proof of his having taken the Three Degrees of Craft Masonry and it should be presented to the Brother in a timely manner. It is desirable that an item, 'To present a Grand Lodge Certificate' be included on the Summons. Grand Lodge recommends (Rule 174, Book of Constitutions) that the Grand Lodge Certificate should be presented in Open Lodge and the fact recorded in the Minutes.

Once the Grand Lodge Certificate has been issued, the Area Assistant to the Provincial Grand Principals or District Officer, Royal Arch, will make contact, to pass on to the Candidate a letter, from the Most Excellent Grand Superintendent, together with leaflets regarding the Royal Arch.

Where it is not possible for this to be done, the Certificate and information concerning the Royal Arch should be sent by registered (or recorded) post and the fact reported and recorded in the Minutes at the next Regular Meeting. The Secretary should not retain the Grand Lodge Certificate for an unduly long period, hoping that the Brother will attend a subsequent Meeting of the Lodge.

#### **5.06 PASSING AND RAISING CANDIDATES FOR OTHER LODGES**

Where a Lodge has a large number of Candidates and is experiencing a backlog of Ceremonies to perform, another Lodge may be asked to carry out a degree of Passing or Raising. A written request must be made, by the Master and the Secretary of the Lodge, in which the Brother was Initiated. The Secretary of the Lodge carrying out the Ceremony is also required to send a letter certifying the Passing or Raising to the Provincial Grand Secretary who will copy the same to the Grand Secretary. Due observance must be paid to **all** the Requirements of Rule 173, Book of Constitutions.

#### **5.07 NUMBER OF CANDIDATES**

Ceremonies with more than one Candidate should be kept to a minimum [see also 4.04]. Attention is drawn to Rule 168, Book of Constitutions.

## **6. OFFICIAL VISITS**

### **6.01 INSTALLATION MEETING**

The occasion of the Installation Meeting of the Lodge will be marked by a visit from one of the rulers of the Province or one of the Provincial Grand Master's Representatives. It should be noted that the Deputy Provincial Grand Master and the Assistant Provincial Grand Masters represent themselves by virtue of their Patents of Office and they should never be referred to as the Representative of the Provincial Grand Master.

The simple way to remember this fact is that anyone wearing a 'chain of Office' as an Acting Officer of the Province represents themselves and should be offered the gavel.

The Representative of the RW Provincial Grand Master is the most senior member present at an Installation Ceremony and should be saluted as the senior Grand Officer (assuming he is a Grand Officer) even if there are other Grand Officers present who hold a higher Grand Rank. He should also be seated at the right of the Worshipful Master in the Lodge and at the Social Board.

The name of the Representative will be advised to the Lodge Secretary well in advance of the Meeting date. A summons should be sent to him as quickly as possible. A letter of welcome and some facts about the Lodge and the Master Elect, is always appreciated by the Representative. If the Provincial Grand Director of Ceremonies / Provincial Deputy Grand Director of Ceremonies are to attend they should also be sent a Summons. They will liaise with the Lodge Director of Ceremonies regarding the procedure in Lodge and at the Festive Board.

The Representative of the RW Provincial Grand Master, will usually respond to Toast No 5 and refer to Toast No 4.

### **6.02 ANNIVERSARY OF MEMBERS**

The Province recognises the 50th, 60th and 70th anniversaries in Freemasonry of members. It is not necessary for the Brother to have served all his time in the same Lodge or indeed the same Province. Your District Secretary should be contacted approximately 12 months prior to when the Lodge wishes to celebrate the occasion. Arrangements will then be made for the Assistant Provincial Grand Master for the area, accompanied by the Provincial Grand Director of Ceremonies or one of his Deputies, to attend the Celebration Meeting. No other business should be undertaken at that Meeting as it detracts from the individual.

The Lodge Secretary will be notified in due course if a Provincial Deputation will be in attendance. The Provincial Grand Master or his Deputy will not attend 50<sup>th</sup> Anniversaries of Members unless they are personally known to them or are past Senior Officers of the Province. To assist the evening, the Lodge Secretary should send to the Senior Official attending (via the District Secretary), a summary of the Brother's notable achievements in both personal and Masonic life. If required, the Assistant Provincial Grand Master will make a home visit for a Brother who is celebrating an anniversary but is unable to attend Lodge Meeting due to illness or disability.

### **6.03 JUBILEE MEETINGS: BANNER DEDICATIONS: BIBLE DEDICATIONS**

The Provincial Grand Secretary should be notified a **minimum** of 12 months prior to the planned date of the occasion. Where a Banner is to be dedicated a copy of the proposed design must be sent to the Provincial Grand Secretary who will obtain approval of United Grand Lodge. Full assistance for the correct design of a new Banner can be sought via the Provincial Office. Approval **must** be sought before committing to the expense of a new Banner.

#### **6.04 CENTENARY MEETINGS**

The Provincial Grand Secretary should be notified two to three years in advance of the Centenary anniversary of the Consecration of a Lodge. The Provincial Grand Secretary will give advice on the procedures to be adopted when applying for a Centenary Warrant and the form the celebration should take. The Province will formally petition the MW The Grand Master approximately one year prior to the effective date of the Centenary and apply for the Centenary Warrant, the cost of which will be met by the Lodge. United Grand Lodge will require proof of the uninterrupted existence of the Lodge for 100 years (Rule 252, Book of Constitutions). This can usually be evidenced from the Minute books, but Grand and Provincial Annual Returns can also be used. It is important for Lodges to record where old Minute books are stored.

#### **6.05 AMALGAMATION OF LODGES**

Lodges wishing to Amalgamate should discuss the proposals at an early stage with the Provincial Office and the Assistant Provincial Grand Master for the Area, who will allocate an Amalgamations Officer to assist the Lodge(s). The formal procedure can take over twelve months (see Guidance Notes on the Provincial Secretariat's Website).

#### **6.06 NEW LODGES**

Petitions for new Lodges must be submitted at an early stage to the Provincial Grand Secretary. Certain criteria would, however, have to be met in order for approval for a new Lodge to be obtained. These would include that:

- a special case would have to be made that a new Lodge was needed
- a minimum number of 30 Brethren were committed to the new Lodge
- the newly Constituted Lodge would not disadvantage existing Lodges in the area
- the proposed new Lodge would be financially sustainable

The application for a Warrant for a new Lodge must be made on a printed form, which can be obtained by Province, from United Grand Lodge.

#### **6.07 REHEARSALS WITH PROVINCIAL / DEPUTY GRAND DIRECTOR OF CEREMONIES**

If your event is to be attended by the Provincial Grand Director of Ceremonies and / or one of his Deputies. He will arrange a practice for the event and whilst every effort will be made to accommodate the normal Lodge practice night(s), availability of the Provincial Team may necessitate a practice on another night. There will, in most cases, be a practice on the day prior to the Tyling time and the Provincial DC will designate which Lodge Officers must attend these practices, with the Lodge arranging substitute Officers if the Officer holders are unavailable.

The Provincial Grand Director of Ceremonies, or his Deputy, will take sole charge of the event and his decisions must be complied with. This may mean some variation to normal Lodge practice (e.g. placing of Lodge furniture on the floor, squaring the Lodge, Salutations etc). This will be necessary to enable the Provincial Team to operate to Provincial Protocols, rather than having to adapt to each Lodge's individual workings. Such changes will apply to this Meeting only and not to any subsequent Meetings of the Lodge.

The Provincial Grand Director of Ceremonies, or his Deputy, will take charge of the Social Board. Proceedings will, again, differ from the Lodge's normal practices in such areas as number and sequence of Toasts, not honouring Toasts and the timing of wine taking. No announcements of any kind are to be made except by the Provincial DC or with his expressed approval.

#### **6.08 COST OF CENTENARIES AND BI-CENTENARIES**

The cost of Warrants will be advised by the Provincial Office via United Grand Lodge. Other costs include the hospitality and meals for the Provincial Deputation, printing of Lodge Histories and, if required, Centenary Jewels. All these costs will be advised well in advance of the Meeting. Many Lodges find it useful to form a small Sub-Committee in order to deal with these events. The Provincial Grand Secretary will invite the Lodge Secretary and any Sub-Committee members, to a briefing meeting in order to discuss the administration in more detail.



## **7. MEMBERSHIP**

### **7.01 LODGE REGISTER**

The Lodge Secretary is responsible for keeping a paper and electronic register of members of the Lodge, both past and present. This includes their dates of Initiation, Passing and Raising, Joining or re-Joining together with their dates of birth, titles, addresses, professions or occupations and the dates and reasons for Exclusion or Cessation of Membership. (Rule 146, Book of Constitutions).

### **7.02 LODGE RECORDS**

The Lodge Secretary should also keep a paper or electronic record of appropriate information on all members relating to such matters as personal details e.g. date of birth, occupation, address, and telephone numbers etc. attendance, work carried out and Offices held. The Provincial Grand Secretary will on occasion request such information when updating his records, in consideration of appointment to Provincial or Grand Rank. The Lodge Charity Representative should also maintain records of donations made, by the Lodge to Masonic and non-Masonic Charities.

### **7.03 DATA PROTECTION ACT**

United Grand Lodge and the Province are registered under the Data Protection Act. Records of members will be used for Masonic purposes and details of certain Lodge Officers will be published e.g. the Provincial Almanac, Provincial website and other appropriate media. Lodge Secretaries should draw this to the attention of members.

### **7.04 SUBSCRIPTION ARREARS**

Rule 145 of the Book of Constitutions states that no Lodge may by its By-Laws or otherwise provide that any subscribing member thereof shall not be entitled to receive Summonses, or be disqualified from holding Office therein. However, the same Rule 145 does provide for a Lodge in its By-Laws to specify that members who are in default in the payment of their subscriptions for some specified period, but not less than three months after their becoming due, shall be deprived whilst so in default of all or any of the rights of voting, Proposing or Seconding Candidates and being appointed or elected to Office.

It is strongly recommended by Province that Lodges include a default of subscription period of less than 12 months in their By-Laws which will enable them to affect the exclusion procedure outlined in 7.07.

If such a provision is not made in the Lodge By-Laws then no Brother of that Lodge can be considered to be in arrears until having defaulted for a period of two full years, when he will automatically cease to be a member as detailed in Section 7.06.

### **7.05 RESIGNATION OF A LODGE MEMBER**

A member of a Lodge may at any time resign his membership (either immediately or at a later specified date) by written notice to the Secretary or orally at a Lodge Meeting. The resignation takes effect on the date the resignation is received by the Secretary or the date tendered in Open Lodge, unless a later date is specified. No acceptance of the resignation is necessary and the resignation must be communicated to the Lodge at the next Regular Meeting and noted in the Minutes.

Subject to the provisions of Rule 183, Book of Constitutions, after notification or communication to the Lodge the resignation is irrevocable. Secretaries are particularly advised to note very carefully the date on which they received either orally or in writing any such resignation from a member for this may well have a very important bearing on any subsequent actions. The Lodge Secretary must inform the Masonic Hall / Meeting place Secretary, Province and United Grand Lodge (via Province) at the earliest opportunity of any such resignations to ensure their records are fully maintained and up to date.

A Brother, on resignation, is entitled to a Clearance Certificate showing his status at resignation. (See Section 7.17).

A Brother who has resigned from a Lodge in arrears with his subscriptions is still entitled to receive a Clearance Certificate, but such Certificate must indicate that he is in arrears of subscriptions.

#### **7.06 CESSATION OF MEMBERSHIP FROM A LODGE**

Irrespective of any provision made in the Lodge By-Laws, any Brother who is two full years in arrears with his fees automatically Ceases to be a Member of the Lodge in accordance with Rule 148, Book of Constitutions. It is most important that United Grand Lodge, via the Provincial Grand Secretary, are notified of the name and period of indebtedness of a Brother who Ceases membership under this Rule and the fact must be announced at the next Meeting of the Lodge and recorded in the Minutes. Should a Brother clear his debt after Ceasing membership under Rule 148, he is clear to become a Member again only by Regular Proposition and ballot in accordance with Rule 163. The Grand Secretary must be informed via the Provincial Grand Secretary, in order that such facts can be accurately recorded in their files.

#### **7.07 EXCLUSION OF A MEMBER (FINANCIAL)**

A Lodge, in its By-Laws, may provide that a Brother be considered for exclusion if his subscriptions are not paid at the end of a shorter period (which must be a minimum of three months) than that stated in Rule 148, Book of Constitutions. In these particular circumstances, the full requirements of Rule 181 must be followed, an outline of which is given here:

- A written (Private and Confidential) notice must be sent to the member concerned by Recorded Delivery or Registered Post to his last known address.
- A written notice to all members not less than ten days before, or an item on the relevant Summons for, the Meeting of the intention to Propose such a Resolution (the member must not be named at this stage).
- At the Meeting at which the Resolution is to be considered, the name of the Brother must be announced to the Brethren, by the Worshipful Master. The vote must be taken by ballot (not a show of hands). If carried by two-thirds of the members present, the effective date of exclusion will be the date of the Meeting.
- The name of every Brother excluded from a Lodge must be communicated, as soon as is practicable, to the Provincial Grand Secretary, so that his personal record may be updated.

Should the Brother concerned subsequently pays the arrears of his subscription, whether he re-applies for membership or not, then the Provincial Grand Secretary must be notified.

#### **7.08 EXCLUSION OF A MEMBER (OTHER CAUSES)**

A Lodge may also consider a Resolution to exclude any member for sufficient cause (again under Rule 181), in which case the procedure outlined in Section 7.07 must be followed. In addition the complaint made against the Brother must be identified in his Private and Confidential letter, stating the date and time of the Meeting at which the Resolution is to be considered, in order that he may attend and answer the complaint, or answer them in writing should he so prefer.

Lodges considering this course of action are strongly advised to seek the views of the Provincial Grand Secretary before proceeding.

Note: A Brother can only be excluded from and by a specific Lodge. Expulsion of a Brother from the Craft can only be carried out by United Grand Lodge (See Section 7. 12).

#### **7.09 SUSPENSION OF A MEMBER**

A Brother offending against any Law or Regulation of the Craft to the breach of which no specific penalty is attached, shall be liable to admonition or suspension (Rule 179). If a Brother is suspended, the penalty may apply to membership of a particular Lodge or Lodges, or to some, or all, of his Masonic privileges and such a Brother remains liable for his share of proper expenses incurred by the Lodge during his suspension.

#### **7.10 ATTENDANCE AT LODGES**

In the case of any Brother who has ceased to be a subscribing member of every Lodge of which he has at any time been a member, he becomes unattached, the following provisions of Rule 127 Book of Constitutions shall apply:

- If he comes within the provisions of this Rule by reasons of his Cessation under Rule 148 or exclusion under 181, Book of Constitutions, he shall not be permitted to attend any Lodge, or Lodge of Instruction, until he again becomes a subscribing member of a Lodge.
- If he came within the provisions of this Rule by reasons of his expulsion from the Craft or his resignation from the Craft under Rules 183A or 277A, his right to attend any Lodge or Lodge of Instruction shall be forfeited.
- In any other case he shall not be permitted to attend any Lodge more than once until he again becomes a subscribing member of a Lodge. Upon such attendance he shall append the word 'unattached' to his signature in the Attendance Book, stating therein the name and number of the Lodge of which he was last a subscribing member.

#### **7.11 RESIGNATION OF A PAST MASTER**

A Past Master who has resigned from a Lodge in good standing will, on re-joining any Lodge under the English Constitution, again become a member of United Grand Lodge. However, if he has resigned without having paid all his subscriptions, or been excluded, he cannot become a member of United Grand Lodge until he has again duly served the Office of Master (Rule 9).

#### **7.12 EXPULSION OF A MEMBER**

No Lodge has the power to expel a Brother (as opposed to Exclude) from the Craft in accordance with Rule 76. The term 'Expulsion' is used only when a Brother is removed from the Craft by the United Grand Lodge Appeals Court procedure.

#### **7.13 RESIGNATION FROM THE CRAFT**

If a Member should wish to resign from the Craft, as opposed to the more usual, resign from a Lodge, Rule 183A of the Book of Constitutions applies. Application so to do must be made on the appropriate form, to the Grand Secretary via the Provincial Grand Secretary. The Provincial Grand Secretary must be informed and will advise on the procedure and supply the required form.

#### **7.14 DEATH OF A MEMBER**

The Lodge Secretary must inform the Provincial Grand Secretary of the death of any member as soon as possible. Do not wait for the Annual Return [See Section 15.03].

## **7.15 VACANCIES OF LODGE OFFICES**

### **[a] Officers:-**

If a vacancy should occur in a Regular Office, other than that of Master, that Office can be filled for the remainder of the year by the election or appointment (according to the normal method of filling the Office) of a fully paid-up subscribing member, not serving a Regular Office in the Lodge at the time the vacancy occurred. If an election is required, ensure that notice appears on the Summons.

### **[b] Death of Master:-**

If a Master should die or be removed from Office then the Lodge is Summoned in the name of the Senior Warden. The Immediate Past Master, or in his absence the Senior Past Master present, occupies the Chair. (Rule 119(a) Book of Constitutions).

### **[c] Absence of Master:-**

The Immediate Past Master, or in his absence, any Past Master of the Lodge, who is a Subscribing member of the Lodge shall take the Chair. If none of these are present the Senior Warden or in his absence the Junior Warden shall rule the Lodge but shall not occupy the Master's Chair unless he be an Installed Master (Rule 119 Book of Constitutions).

### **[d] Master Elect:-**

In the case of his death, incapacity, inability to attend the Installation or resignation, Rules 106, 107 and 108, Book of Constitutions, apply. In all cases the Provincial Grand Secretary should be consulted.

### **[e] Treasurer:-**

In the case of the protracted absence of the Treasurer a dispensation to elect a Brother to carry out his duties may be obtained from the Provincial Grand Secretary. (Rule 121 Book of Constitutions).

## **7.16 LODGE MEMBERSHIP LISTS**

Once a year the Provincial Grand Secretary will send to Lodge Secretaries a printed list of the members of their Lodge as held on the Provincial Database. To enable the database to be kept up to date Secretaries must check and, if necessary, correct any errors [Section 9.03].

## **7.17 MEMBERS CLEARANCE CERTIFICATE**

A Brother, when resigning from a Lodge or when he is to become a Joining member of another Lodge, usually requests a Clearance Certificate. This Certificate covers the status of the Brother, at the time of resignation or in the case of joining another Lodge, his current status. It is important the Secretary liaise closely with the Treasurer to ensure the Brother is clear of all financial liability to the Lodge. (Rule 175 Book of Constitutions applies). If he is not, then this must be recorded on the Certificate, quoting whether he has ceased to be a member Under Rule 148 or excluded under Rule 181 of the Book of Constitutions.

The Certificate, which should always be sent to the Brother himself, need only be a written statement on Lodge note paper and signed by either the Secretary or Treasurer of the Lodge. It should be issued as soon as possible following a request by a member. If a Brother is under suspension this must be included in the Certificate and if not handed to the Brother in person it should be sent to him, marked 'Private and Confidential', to his last known address. In cases where the Certificate is being issued to a Brother who has resigned from the Lodge, it is important to advise the Brother to keep the Certificate in a safe place, should he need it again at any time in the future. **No Certificate shall be granted to a Brother who has been expelled from the Craft or who has resigned from the Craft under Rule 277A Book of Constitutions.**

## **8. MASONIC STANDARDS AND DISCIPLINE**

The respect and perception of Freemasonry depends upon the maintenance of high standards by all Brethren. It is the duty of every Brother to:

- [a] Respond to any requirement from Masonic authority for comment or information on a complaint or allegation of misconduct (Rule 179A).
- [b] Attend a disciplinary committee when so required (Rules 74, 75, 232 and 234).
- [c] Attend upon a person or persons nominated by a competent Masonic authority when so required (Rules 74 and 234).
- [d] Report to the Master of each Craft Lodge of which he is a member, or, in the case of an unattached Brother, to the Grand Secretary, any conviction resulting in a custodial sentence (immediate or suspended) or a Community Service Order being imposed on him. (Rule 179A).

It is the duty of the Master and Secretary of a Lodge similarly to report to the Provincial Grand Secretary, any conviction and also any other conduct likely to bring Freemasonry into disrepute (which includes, but is not limited to, criminal convictions or proceedings involving dishonesty, moral turpitude or breach of professional standards).

It is the duty of a Provincial Grand Secretary to report to the Grand Secretary any conviction resulting in a custodial sentence (immediate or suspended) or a Community Service Order as well as such other conduct as may in the opinion of the Provincial Grand Master brings Freemasonry into disrepute.

Whether or not he has complied with his duty under Rule 179A, a Brother, who following conviction by a Court has received a custodial sentence (immediate or suspended) or in respect of whom a Community Service Order is made, commits a Masonic offence if, without the written permission of the competent Masonic authority, he attends any Lodge or Chapter pending the determination of his case by Masonic authority (Rule 179a).

In other cases, if appropriate, the Provincial Grand Master, or the Grand Secretary, as the case may be will consider the desirability of inviting the Brother to abstain voluntarily from Masonic activity, pending the hearing of his case by Masonic authority. The Brother will be warned that his willingness or refusal to comply with the invitation may be taken into account if Masonic misconduct is subsequently established. If such an invitation is accepted, the Master of every Lodge of which the Brother is a member will be informed, and this particular consequence should be drawn to the Brother's attention in the invitation itself, the Provincial Grand Master will inform the Grand Secretary forthwith.

### **8.01 MASONIC AUTHORITIES CONCERNED WITH CONDUCT**

Masonic authorities concerned with conduct are:

- The Lodge
- Provincial or District Grand Masters within their areas of jurisdiction
- Grand Inspectors, within their areas of jurisdiction.
- The Board of General Purposes elsewhere.
- Appeals Courts.
- The Panel for Clemency.
- Grand Lodge.
- The Grand Master.

## **8.02 THE PRIVATE LODGE**

Under Rule 181, Book of Constitutions any Lodge may by resolution passed by at least two-thirds of the members present exclude a Brother for 'sufficient cause'. What constitutes 'sufficient cause' is generally a matter for the members of that Lodge. The procedure to be adopted is laid down in Rule 181 but before embarking thereon Lodges are asked to seek the advice of the Provincial Grand Secretary.

Exclusion is from that Lodge alone and does not directly affect the Brother's membership of other Craft Lodges, Chapters or (subject to their own Rules) other Masonic Orders. An excluded Brother who is not a subscribing member of another Craft Lodge becomes unattached, but remains subject to the jurisdiction of the Provincial Grand Master or the Board of General Purposes, as the case may be.

If any Brother who has been excluded from a Lodge seeks to join another Lodge, the circumstances of such exclusion shall be stated to the Lodge before the ballot is taken, the better to enable the Brethren to exercise their discretion as to his admission (Rule 163(d)).

An excluded Brother may within three months make a complaint against his exclusion. If the Grand Master (or Provincial Grand Master within his area of jurisdiction) is satisfied that the exclusion was without sufficient cause or that the provisions of Rule 181 have not been complied with he may order him to be reinstated (Rule 182).

A letter or other notification of resignation received after a notice has been served upon a Brother in accordance with Rule 181 that a Resolution is to be proposed to exclude him does not prevent the Lodge considering and voting upon the resolution (Rule 183).

The name of every Brother excluded from a Lodge must be reported to the Grand Secretary and where appropriate, to the Provincial Grand Secretary (Rule 181).

The Provincial Grand Master or the Board of General Purposes (as appropriate) may take further action (see 8.3).

## **8.03 PROVINCIAL GRAND MASTERS**

A Provincial Grand Master is empowered to determine any Masonic complaint or irregularity in his area and may admonish or suspend (Rule 75). He may (but is not obliged to) order the reinstatement of a Brother wrongly excluded from a Lodge under Rule 181 [Rule 182(b)]. He may also deprive a Provincial Grand Officer of his Office (if any), rank and privileges. (Rule 68(f)).

The Provincial Grand Secretary must report all cases of suspension (and all but the least serious cases of admonition) to the Grand Secretary (Rule 75). In cases of suspension the Grand Secretary will normally inform Provincial Grand Secretaries, the relevant Lodge Secretaries and certain other Masonic bodies of any final penalty imposed.

A Provincial Grand Master has no power to erase a Lodge or expel a Brother but may pass a recommendation, for such a penalty to the Grand Secretary; he may also recommend that a Brother be invited to resign from the Craft and Royal Arch (Rule 76). In either case, the Lodge or Brother is automatically suspended until the case has been considered by an Appeals Court (or the Brother has accepted an invitation to resign).

An appeal against a decision of a Provincial Grand Master can be made to an Appeals Court

(Rule 185). If the Provincial Grand Master who imposed a penalty of suspension (or his successor) is satisfied that circumstances have changed, he has power to remit all or part of the remaining period of suspension (Rule 179(iv)).

#### **8.04 APPEALS COURTS**

The powers of an Appeals Court are set out in Rules 277 (recommendations for expulsion or erasure) and 278 (appeals). It can confirm or rescind the decision of the Board or a Provincial Grand Master, or increase or reduce a penalty imposed. A penalty of expulsion or erasure confirmed or imposed by an Appeals Court takes effect automatically 90 days after the Grand Secretary has sent written notice to the Brother or Lodge, unless a plea for clemency is made.

If an Appeals Court imposed a penalty of suspension, it, or a differently constituted Appeals Court, if satisfied that circumstances have changed, has power to remit all or part of the remaining period of suspension (Rule 179(iv)).

#### **8.05 THE PANEL FOR CLEMENCY**

The Panel for Clemency is constituted under Rule 280. Its powers are set out in Rule 277

(a) (i) (C) to (E). It can:-

[a] Grant a plea for clemency and substitute a penalty of admonition or suspension.

[b] Reject the plea, in which case expulsion or erasure becomes immediately effective.

[c] Grant leave for the plea to be made in the Grand Lodge.

#### **8.06 GRAND LODGE**

Grand Lodge retains authority to expel a Brother or to erase a Lodge (Rule 4), but the circumstances in which it will exercise that authority are very rare.

Grand Lodge may also hear a plea for clemency referred to it by the Panel for Clemency under Rule 277 (a) (i) (E), and if such a plea is granted the interim penalty of suspension continues in force subject to the right of the Brother or Lodge to apply to an Appeals Court for the suspension to be lifted (Rules 277(b) and 179(iv)).

#### **8.07 THE GRAND MASTER**

The Grand Master may (but is not obliged to) order the reinstatement of a Brother wrongly excluded from a Lodge under Rule 181 (Rule 182(a)). He may also deprive a Grand Officer of his Office (If any), rank and privileges (Rule 24).

#### **8.08 MASONIC DISCIPLINARY COMMITTEES**

Rules 75 and 232(b) enable a Provincial or Grand Master and the Board of General Purposes respectively to set up a Committee to investigate Masonic complaint or irregularity.

The Committee in East Lancashire will normally comprise the Deputy Provincial Grand Master, Assistant, Provincial Grand Master of the area, the Provincial Grand Registrar and the Provincial Grand Secretary. The Lodge to which the Brother belongs will be invited to attend the hearing to give the Lodge views on the matter.

The functions of a Committee are to:-

- [a] Consider reports from Lodges about the conduct of individual Brethren referred to it by the appropriate authority.
- [b] Investigate and consider complaints from Masonic and non-Masonic sources referred to it by the appropriate authority and determine what has occurred.
- [c] Determine whether or not Masonic misconduct has occurred.
- [d] Recommend to the Provincial Grand Master that no penalty be imposed or that the Brother or Lodge concerned be admonished, suspended from Masonic activity for a stated period, or reported to the Grand Secretary with a recommendation that the Brother be invited to resign from the Craft or that he be expelled or the Lodge be erased. Minutes of the proceedings of a disciplinary Committee will be taken and those together with all supporting papers before the Committee and recommendations of the Committee will be retained by the Provincial Grand Secretary. The Brother concerned and his Lodge(s) will be informed, in writing, of the decision of the Provincial Grand Master.



## **9. RETURNS**

During the course of the Lodge 'Masonic Year' you will be required to complete and submit three Returns, at varying times dependent on the Lodge By-laws (two for UGLE and one for Province). The three Returns are detailed below and all should be submitted to the Provincial Office, regardless of where they originate.

### **9.01 INSTALLATION RETURN – UNITED GRAND LODGE**

The purpose of this form, which is commonly referred to as the LP&A4, is twofold. First, it advises Grand Lodge of the names of the Master and Wardens in Office during the year commencing on the day of the Installation. Second, it advises the names of the Past Masters both of and in the Lodge who are current members and thereby entitled to attend the Quarterly Communications of United Grand Lodge. It is most important that this form is signed by the newly Installed Master on the day of Installation and sent, promptly, to the Provincial Grand Secretary who will ensure that the information contained therein is recorded and forwarded to the Grand Secretary. Failure to do so could mean that anyone named on that form and presenting themselves for verification at Grand Lodge could well be refused admission. If any of the Wardens are **not** present at the Installation, then immediately they are Invested, the Lodge Secretary **must** inform the Provincial Office, who will forward to United Grand Lodge the date(s) of the Investiture.

This Form is, currently, posted out as part of the pack sent to all Lodge Secretaries annually, in January. A further form, should it be required, is also included with the Grand Lodge Annual Returns.

### **9.02 ANNUAL RETURN – UNITED GRAND LODGE**

The Annual Return from United Grand Lodge, commonly referred to as the AR1 is, currently, posted out to the Lodge Secretary prior to the financial year end of the Lodge. This usually, but not necessarily, coincides with the Lodge Installation, dependent upon the By-Laws of the Lodge. It contains a list of the members of the Lodge together with the fees payable to United Grand Lodge. On receipt, the list of members should be checked thoroughly and members who have died, been elected as Honorary Members, resigned, ceased membership under Rule 148 or have been excluded under Rule 181, if not already notified, should be indicated together with the appropriate dates. On completion and duly amended where necessary, it should be returned to the Provincial Grand Secretary together with a cheque for the appropriate amount made payable to United Grand Lodge.

Dues must be paid for all Brethren who have been subscribing members of the Lodge **for all, or part, of the previous year**. You should retain a copy for your own records; the Lodge Treasurer will be required to produce it, together with all other invoices, for the Lodge Auditors. Queries on or about this form should be sent in writing, either by email or post, to the Provincial Grand Secretary who will direct the same to United Grand Lodge. Failure to submit the Return promptly will render the Lodge liable to penalties. The Master, Wardens and Past Masters shall also not be permitted to attend United Grand Lodge.

### **9.03 ANNUAL RETURN - PROVINCIAL GRAND LODGE**

All Secretaries will receive a copy of the membership list compiled from the database of Provincial Grand Lodge together with an invoice for the dues payable. This will be sent, by email, at the same time as you are notified of the identity of the Installation Representative. The Return should be checked thoroughly for accuracy (including members' addresses), corrections made, and returned to the Provincial Office so that accurate records are retained relative to your particular Lodge. The Province updates the records of membership of the Lodge including, Initiates and Joining Members, Members who have died, been elected to Honorary Membership, resigned, ceased membership under Rule 148 or have been excluded under Rule 181. These should be indicated on the form together with the appropriate date, if not already notified. It is essential that the schedule is completed accurately.

When completing the Return, it is essential that the column headed, Lodge Office 'New', is filled in as fully as possible, as this information will appear on each members individual confidential datasheet.

It should be remembered that Annual dues must be paid for all brethren who have been subscribing members of the Lodge **for all, or part of, the previous year.** Failure to make a Return will preclude the members thereof from attending Provincial Grand Lodge.

On completion, the form should be returned to the Provincial Grand Secretary together with the invoice and cheque made payable to Provincial Grand Lodge. The invoiced amount **must be paid in full.** Any queries will be resolved as quickly as possible following the receipt of payment.

If desired payment relating to the Provincial Annual Return may be made by electronic bank transfer. Details will be provided with the Annual Return.

## **10. BY-LAWS**

### **10.01 PROVINCIAL BY-LAWS**

The By-Laws of Provincial Grand Lodge are available from the Provincial Grand Secretary.

### **10.02 LODGE BY-LAWS**

By-Laws are usually framed upon formation of a Lodge and at its subsequent Consecration they are approved and a copy sent to the Provincial Grand Secretary who, in turn, ensures that a copy is sent to Grand Lodge. These are filed by both Grand and Provincial Grand Lodge and are used as a check to see that the proceedings of each Lodge are carried out within the terms of those By-Laws. United Grand Lodge has 'model' By-Laws (see Appendices).

### **10.03 ALTERATIONS TO LODGE BY-LAWS**

If a Lodge wishes to amend one or more of its By-Laws, you, as the Lodge Secretary are advised to speak to the Provincial Office first, in order to assure yourself that the action you are about to take, and in many cases advise the Lodge to take, is both permissible and correct. It is also strongly recommended that Lodges follow the model By-Laws. Having determined the amendments required these should be approved in open Lodge by Notice of Motion and ballot. The Lodge Secretary should then complete the online form and submit the By-Laws for approval. A complete set of the new By-Laws will be sent to the Lodge Secretary to be signed by the Worshipful Master and Lodge Secretary and returned to the Provincial Office. The Province will then obtain the approval and signature of the Provincial Grand Secretary on behalf of the RW Provincial Grand Master. One copy will be returned to the Lodge, a copy will be sent to United Grand Lodge and the Province will retain a copy. The Lodge Secretary must then issue every member of the Lodge with a copy of the new Lodge By-Laws.

No amendment to the By-Laws can become effective until approved by the RW Provincial Grand Master on behalf of the Most Worshipful The Grand Master.

### **10.04 PERMANENT CHANGE OF VENUE and / or MEETING DATES.**

Amendments to By-Laws must be approved, inter alia, in respect of a permanent change of venue and / or dates of Meetings. The Provincial Grand Secretary must be consulted at an early stage of any changes. (See also 4. 3).

### **10.05 MODEL BY-LAWS**

Model By-Laws are issued by Grand Lodge which cover facets usually required by the members and are recommended to any new group of brethren considering the formation of a new Lodge. A copy of the Model By-Laws is available on the Provincial Secretariat website. The adoption of these model By-Laws is strongly recommended when making major revisions to existing (and possibly outdated) Lodge By-Laws. Words and figures in italics should be altered to suit the Lodge and its members. Please note that if the Model By-Laws are not followed it will require the approval of Grand Lodge before any new By-Laws can come into force. This will take a considerable length of time so Lodges are advised, most strongly, to adopt the Model By-Laws.

### **10.06 BY-LAWS TO BE PRESENTED**

Secretaries are reminded that it is essential for all Initiates, Joining Members and newly Installed Masters, to be presented with an up to date copy of the Lodge By-Laws. Provincial By-Laws of East Lancashire should be presented to the newly installed Junior Warden at the time of Installation.

### **10.07 SECRETARIAL SERVICES**

A Lodge in its By-Laws may provide that the services of its Secretary be equivalent to the appropriate subscription to the Lodge.

Annual Dues for Grand Lodge and to Provincial Grand Lodge are still payable for a Lodge Secretary whose subscription are paid by the Lodge.

#### **10.08 REPRINTING BY-LAWS**

When reprinting the Lodge By-Laws the following text should be included: 'Reprinted incorporating all amendments approved by the Right Worshipful Provincial Grand Master on behalf of The Most Worshipful The Grand Master, up to and including (date of last approval)'.

## **11. AMALGAMATION OF LODGES AND SURRENDER OF WARRANT**

### **11.01 THE AMALGAMATION OF LODGES**

Is now permissible under Rule 102A of the Book of Constitutions but it requires the approval of the Grand Master. Lodges that wish to amalgamate should contact the Provincial Grand Secretary immediately they are sure of their intention. There is an information pack available from the Provincial Secretariat website which details the procedure which should be followed for the amalgamation and closure of Lodges. You will be allocated an Amalgamations and Closures Officer with whom you must closely liaise.

### **11.02 SURRENDER OF A LODGE WARRANT**

Lodges that are considering this action, please contact the Provincial Grand Secretary immediately for further advice.

## **12. GRAND RANK : PROVINCIAL GRAND RANK**

### **12.01 GRAND RANK**

Recommendation for Grand Rank is the sole prerogative of the Provincial Grand Master. Brethren of eminence and ability, members of recognised Constitutions, who have rendered service to Freemasonry, may, by appointment of the Grand Master, be constituted members of the Grand Lodge, and with such rank and distinction as he may think proper. The Grand Master is also empowered to confer the rank of a Past Grand Officer on any Brother of ability who is a member of the Grand Lodge in accordance with Rule 9.

### **12.02 PROVINCIAL GRAND RANK**

Appointments to, and promotions in East Lancashire Provincial Grand Lodge are the sole the prerogative of the RW Provincial Grand Master.

### **12.03 FIRST APPOINTMENTS**

The Book of Constitutions and United Grand Lodge govern the number of first appointments that can be made to Provincial Grand Rank. There are usually more Lodges who have a member who could be considered for Provincial Honours than the number of ranks available. Each year the Provincial Grand Secretary will send a letter setting out the criteria for Provincial Grand Rank, the procedure that must be followed, and the appropriate form to every Lodge Secretary. It should be noted that any Lodge member can petition for consideration for Provincial Rank and clear details are contained on the Provincial Secretariat website and the information pack sent to Lodge Secretaries.

In order that the necessary information in respect of each Candidate for consideration can be collated for submission to the Provincial Grand Master's advisers, it is essential that the **form is completed in full and returned by the specified date.**

Nomination Forms must be signed by the Nominee, Worshipful Master and Lodge Secretary **after** the form has been completed. Failure to do so can result in a Brother's appointment being deferred.

Letters of appointment will be sent to the recipients of honours. Their acceptance or refusal must be communicated to the Provincial Grand Secretary **no later than the date specified.**

Nil communication will be deemed as a refusal of the offer and dealt with appropriately.

No correspondence from the recipient or Lodge can be entertained by the Provincial Grand Secretary in connection with the rank offered.

### **12.04 PROMOTIONS**

Promotion in Provincial Grand Rank is not automatic and depends on the work done by that Brother for the benefit of the Lodge, Province and work in his community.

### **12.05 ADDITIONAL GENERAL INFORMATION**

The information supplied by the Lodge Secretary on the Provincial Annual Returns is of vital importance, as it provides the information of the work done.

The honour conferred on a Brother is that of being appointed one of the Officers, present or past, of the Province, irrespective of the rank of that Office. Rank is not only a reward for past services, but is to be regarded as an opportunity and incentive for further service to Masonry. The rank is conferred in respect of an individual's merit and not in respect of the merits of his Lodge. In assessing the merits of a Brother, particular regard is paid to the interest he has shown in his Lodge's affairs and his service to his Lodge or the Province through his Masonic career to that date. It is most important that Lodge Secretaries in compiling Provincial Honour nominations forms include as much information as possible on the Brother nominated.

### **13. RULES - BOOK OF CONSTITUTIONS**

A quick reference guide to the more useful Rules referred to in this manual are listed below. They are taken from the 2012 Edition of the Book of Constitutions.

ADMISSION OF VISITORS	Rule 125
- Disqualification to visit	Rule 127
ANNUAL RETURN OF MEMBERS	Rule 146
Accounts Examiners – Election	Rule 153
BY-LAWS	Rule 136, 137, 138
CANDIDATES - Qualification for Initiation	Rule 157
- Enquiries from other localities	Rule 158
- For Initiation	Rule 159
- - For joining	Rule 163
- Election of	Rule 164
- Rejection on Ballot	Rule 165
- Responsibility for fees	Rule 171
CESSATION OF MEMBERSHIP WHEN TWO YEARS IN ARREARS	Rule 148
CLEARANCE CERTIFICATE	Rule 175
CONFERMENT OF DEGREES ON REQUEST	Rule 173
EXCLUSION - Permanent	Rule 181
GRAND LODGE CERTIFICATE	Rule 174
HONORARY MEMBERS	Rule 167
LODGE COMMITTEE - Election	Rule 154
LODGE OF INSTRUCTION - Sanction of by Lodge	Rule 132
LODGE OFFICERS	Rule 104
LODGE PROPERTY	Rule 143, 190
LODGE SUBSCRIPTIONS	Rule 145
MASTER	
- Election	Rule 105a
- Installation	Rule 105b
- Death or incapacity of Master Elect	Rule 106
- Continuation in Office of Master	Rule 107
- Postponement of Installation	Rule 108
- Qualification for Master's Chair	Rule 109
- Master of more than one Lodge at the same time	Rule 115
- Death of Master and other contingencies	Rule 119
MEETING DATES	
-Time and Place	Rule 137
-Prohibitive days	Rule 139 a, b,
-Alteration of	Rule 139 c, d
-Emergency Meeting	Rule 140
MEMBERS - Register of	Rule 146 ii.
MINUTES - Recording of	Rule 144
MISBEHAVIOUR IN LODGE	Rule 180
OFFICERS - Vacancy in Regular Office	Rule 121
RESIGNATION	Rule 183
SUBSCRIPTIONS - Arrears	Rule 148, 181
TREASURER - Duties of	Rule 153
- Election of	Rule 112
TYLER - Election of	Rule 113

## **14. REFERENCE BOOKS : FORMS : FILES : LEAFLETS**

The following are deemed desirable "Working Tools" of a Lodge Secretary.

### **14.01 BOOKS FOR RECORDS**

- Register of Members and Past Members
- Attendance Book
- Minute Book
- Declaration Book

### **14.02 BOOKS AND BOOKLETS OF REFERENCE**

- Book of Constitutions
- Constitutions and Regulations of Grand Charity
- Information for Guidance of Members of the Craft
- Information on Masonic Charities
- Grand Charity Lodge Relief Chest Handbook
- Masonic Year Book
- Masonic Conduct - Guide to Investigations
- Provincial Almanac
- Freemasonry - What's it all about (including DVD)

### **14.03 FORMS**

- Annual Return (AR1) for United Grand Lodge of England
- Annual Return for Provincial Grand Lodge
- Installation Return (LP&A4) for United Grand Lodge of England
- Registration Form P - to Register a new Lodge Member
- Application for Grand Lodge Certificate (LP&A5) - After delivery of Traditional History



## **15. QUICK CHECK LIST**

### **15.01 ANNUAL RETURNS**

**United Grand Lodge (AR1)** - this will be sent direct to you, near to the Lodge financial year end and becomes due on the last day of the financial year, as per the Lodge By-Laws. The Return and required payment should be sent in to the Provincial Office one month. Please ensure that the cheque is made payable to, '**United Grand Lodge of England**'. Remember that payment **must** be made for all Brethren who have been a member during the last 12 months, irrespective of whether or not they are still a member at the time that payment is required.

**Provincial Grand Lodge** - this will be sent prior to your Installation, together with notification of your Installation Representative. The Return, together with payment and notification of all Lodge Officers, should be sent to the Provincial Office immediately following the Installation. Please ensure that the cheque is made payable to, '**Provincial Grand Lodge**'. It is also possible to make payment by direct bank transfer, details of which are sent with the Return. Remember that payment **must** be made for all Brethren who have been a member during the last 12 months, irrespective of whether or not they are still a member at the time that payment is required.

**Installation Return** - this is sent out as part of the annual pack posted to all Lodge Secretaries in January. A second Installation Return is included with the Annual (AR1) Return. Complete the form immediately following the Installation. The front of the form requires you to indicate who has been Installed / Invested as; Worshipful Master, Senior Warden and Junior Warden and to list all Past Masters of and in the Lodge. On the reverse of the form you are required to indicate who have been Invested as Almoner and Charity Steward and have it signed by the Worshipful Master and Secretary. The form must be returned to the Provincial Office immediately following the Installation.

### **15.02 LODGE MEETINGS**

Whilst some Lodges have insufficient actual Ceremonies to perform others are struggling to find work to do. Lodges with more than sufficient work should consider allowing other Lodges less fortunate to undertake Second and Third Degree Ceremonies on their behalf. Double Ceremonies should be avoided.

### **15.03 MEMBER DETAILS**

Change in membership details, such as addresses, telephone numbers, new Initiates, Joining Members, Honorary Members, deaths, resignations, exclusions etc, should be notified to Province, using the online form on the Provincial Secretariat's website, as soon as is practicable.

**It is important to notify the Provincial Office of the death of a member immediately it is known by you.** This is to ensure that no further communications are sent, addressed to the deceased, causing obvious upset to family.

### **15.04 PROVINCIAL GRAND LODGE MEETING**

Will be held on the third Thursday in November. You will receive full details from the Provincial Office. Arrange for the Lodge to be represented and distribute the Notice convening the Meeting in accordance with the instructions issued. Distribute to appropriate members of the Lodge.

### **15.05 PROVINCIAL ALMANAC**

In the past it was printed in August of each year as the 'Year Book'. It is now available on line as a PDF file and password protected. It is, in effect, the 'Provincial Almanac'. The password should be shared by the Lodge Secretary with his members to enable them to access and use it and will be changed and such communicated to you as necessary. It is only as accurate as the information supplied by Lodges. If information about your Lodge is incorrect please use the email address [eastlancsyearbook@gmail.com](mailto:eastlancsyearbook@gmail.com). Members should obtain the password from their Lodge Secretary.

### **15.06 REGISTRATION FORM 'P'**

Ensure that the Registration Form is fully and accurately completed before submitting to the Provincial Office. Failure to do so will result in the Form being returned and cause an inevitable delay in the Candidate becoming Registered as a Member. Any accompanying cheque payment should be made payable to, 'United Grand Lodge of England'. Details of current Registration Fees are available on the Provincial Secretariat's Website and are also notified to each Secretary, annually, by UGLE.

United Grand Lodge is taking particular interest in item 5 on the Registration Form, relating to criminal convictions. If a Candidate is unable to make the required declaration please contact the Provincial Office for guidance, before proceeding.

### **15.07 SUMMONSES**

Must be sent to; all Lodge Members (including Honorary), Provincial Grand Secretary, Assistant Provincial Grand Master, District Chairman, District Secretary and Hall Manager (or equivalent). It would be helpful if the names, addresses and telephone number of the Secretary, Treasurer, Almoner and Charity Representative were detailed on the Summons.

Please ensure that full details of Initiates and Joining Members are included on the Summons, as required by Rule 164(b).

**When emailing a copy of the Summons it would be appreciated if it could be sent as one PDF document.**

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