



Provincial Grand Lodge of Gloucestershire



Guidance Notes For Lodge Secretaries

September 2014

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1.0 General Introduction

The notes have been written in general terms to cover most of the events likely to arise during the Masonic season. They cannot cover all eventualities, nor do they cover any time-honoured permitted practices that may be peculiar to certain Lodges.

Please remember that all Brethren in this Province who are in Office, whether it be Provincial or Lodge, are volunteers, and they do it because they enjoy it.

So please keep enjoying your Freemasonry.

References to BOC Rules are as per the 2012 Edition of the Book of Constitutions.

References to By-law XXX refer to the Provincial By-laws.

*Forms requiring completion for Grand Lodge purposes are supplied directly to you by the Grand Secretary's office **and should be returned via the Provincial Office.***

Forms requiring completion for Provincial purposes will be sent directly to you by email from the Provincial Office.

This document is merely a guide to help you with the duties of your office; it is not an exhaustive document. If in doubt or confusion over any part of it please ask for advice.

2.0 The Role of the Secretary

At the Installation Meeting, a Secretary must be appointed by the Worshipful Master, (**Rule 104a BOC**). He is responsible for the day to day administration of the Lodge and the orderly progress of Candidates, Ceremonies, and any other Lodge meeting throughout the year.

For the careful Secretary there is no substitute for having an intimate knowledge of the Book of Constitutions. As it is said, "there is scarcely a case of difficulty can occur in the Lodge in which that book will not set you right".

Also, the Lodge By-Laws and the Provincial Grand Lodge By-Laws (the latter being printed in the Provincial Year Book) will assist in steering the correct course.

The Lewis Masonic publication "**The Lodge Secretary**" is also a good source of information.

Please remember that the Provincial Grand Secretary's Office is available to you should you have any doubt or difficulty. Don't suffer, alone; share the load and ask for help if needed. The Office hours are 09:00 – 13:00 Tuesday and Friday

No information regarding details of members, addresses etc should be provided to any outside Agency (Police, HMRC, etc) without the written approval of the Provincial Grand Secretary, who will have sought guidance from the Provincial Grand Master & Grand Lodge, before he issues such approval.

3.0 Communications with Provincial Office.

We receive several hundred e-mails every week. To enable us to easily trace your correspondence please;

- a) ensure that you include your Lodge No. (i.e, L9017) in the Subject Line.
- b) Keep each e-mail to a single subject. This will help us respond quickly.
- c) When adding attachments please entitle the files as;

Lodge No, YYYY MM DD, Title. (i.e. L9017 2014 03 02 Summons)

The e-mail addresses for the office are;

Malcolm Sargent, ProvGSec – provqsec@glosmasons.org.uk
David Carter, ProvAGSec – provagsec@glosmasons.org.uk
David Rees – provadmin@glosmasons.org.uk

3.1 Block Mailings

If an email is circulated recipient names in the “To” box or the “Cc” box it means that the names and email addresses of **all** recipients are visible to anybody who views that email. If the email is forwarded the list of names goes with it. Unfortunately we cannot always be sure that our emails are seen only by the intended recipients, it may for example have gone to a business address accessible to other people. It only takes a second to copy a list of email recipients!

Always Use BCC field when addressing bulk mail

BCC means **Blind Carbon Copy**. It provides a way of addressing messages to more than one person so that everyone's address is not displayed for all to see. ALL email programs, including the web-based email services, allow you to address messages using BCC. In other words you can "BCC" one or more recipients when sending a message. Some require that you provide at least one address in the TO: field before sending. If this is the case with your email client (program, application), place **YOUR OWN** email address in the TO: field. **Keep your recipients' addresses in the BCC field.**

4.0 The Lodge Committee

The composition of the Lodge Committee is specified in its By-Laws. The Committee should meet regularly during the year.

The Committee has no executive powers. It can only make recommendations to the Lodge membership. The full Lodge Meeting will confirm or reject any such recommendations.

Always remember that items of expenditure and any other matters referred to it must be endorsed and minuted at the Lodge Meeting.

5.0 Lodge Minutes

One should try to draft these as soon as possible after each Committee and Lodge Meeting. Always remember that some Brother will probably have to use your Minutes to write a history of your Lodge for the 100th or 200th Anniversary.

Some Lodges circulate typed copies of the Minutes with the Lodge Summons. They might be taken as 'read', passed by the Brethren and signed by the WM.

6.0 Aids at Lodge Meetings

It is helpful that at every Lodge Meeting, a copy of the Lodge Minute Book, together with current editions of the Book of Constitutions, Masonic Year Book, Provincial Year Book and Lodge By-laws are available.

7.0 Lodge Summons

A Guide for the Lodge Summons is attached at the end of these notes. (**appendix one**). **NB! This is only indicative of content and not of Format.**

Please ensure that all the relevant details required are included, so that every Summons conforms to the requirements of the Book of Constitutions, especially **Rule 164 BOC**.

A copy of the Summons is required to be sent to the Provincial Grand Secretary **at the time of circulation** to the Brethren. This is then circulated to the Four Rulers and a copy kept on file in the Office after having been checked for accuracy

NB! Remember to include your Lodge No in the subject line if you send the return by e-mail; i.e.: **L9017 2014 10 06 Summons**

8.0 Returns

IMPORTANT - Dues are payable for all subscribing members who are or have been members of the Lodge during the year, even though this may have been for just one day.

8.1 Grand Lodge Returns

There are two Returns that have to be submitted to Grand Lodge; in each case these must be submitted via Provincial Office and **not** direct to UGLE.

8.1.1 Installation Return - LP&A4 (Appendix Two)

To be submitted **via Provincial Office** to Grand Lodge immediately after The Installation. (**Rule 151 BOC**). Please make sure that all sections are completed accurately and that the WM and Secretary sign the form.

8.1.2 Annual Return - AR1 (Appendix Three)

Form **AR1**, comes from UGLE Annually. Please read the instructions sent with it. It should include all new and joining members up to the year-end. Any missing names should be added. The date on the form will not necessarily be the same as the Lodge's Financial Year End.

It is recommended that the UGLE returns be thoroughly checked to ensure that there are no unknown names. Remember to show the dates of deaths, resignations, exclusions etc. and to write in the names and details of Initiates or joining members found missing from the form.

They must be returned via Provincial Office to Grand Lodge, together with a cheque, **Payable to UGLE**, for the appropriate dues, which must cover all the names on the list including any added ones, within one month of the end of Lodge's subscription year. (**Rules 146 & 152 BOC**). **NB! The full subscription must be paid for all members if they have been a member for any part of the year.** 8.2 Provincial Grand Lodge Returns

8.2.1 Installation Return - Year Book Entry Details (Appendix Four)

This is to be sent to Provincial Office by email or post immediately after Installation. This form will be sent to Lodge Secretaries by the Assistant Provincial Grand Secretary and should be returned to the Provincial Office, without delay.

The information on this form is used to update the Masonic Career History of Brethren and also to generate the Year Book entry for your Lodge.

NB! Remember to include your Lodge No in the subject line if you send the return by e-mail i.e: **L9017 2014 Prov Inst Return**

8.2.2 Past Masters' Record (Appendix Five)

These must be received by Provincial Office by June 30th each year. The form is sent to you towards the end of March and is used by the APO Panels & Rulers when deciding Provincial Honours for the following year. This form is important as many of the Brethren considered for promotion may not be known to the Rulers except through the information you have provided.

NB! Remember to include your Lodge No in the subject line if you send the return by e-mail i.e. **L9017 2014 Past Masters Record**

8.2.3 Provincial Annual Return (For the Year to the end of February)

Notification of the amount due will be contained in the financial section on the last page of the Annual Provincial Return. The Province is funded by the monies returned in response to this form

The Lodge Secretary should check and amend, if necessary, all of the data on the Census and return it to Provincial Office, with the cheque attached (not to follow later) in payment of the Provincial Dues, on or before the date contained in the covering letter. **All payments must be received within 30 days of receipt. (Provincial By-Law 11)**

9.0 Lodge Accounts

The Lodge Treasurer is responsible for preparing an accurate statement of the Lodge's accounts each year in accordance with your By-Laws.

As secretary you are responsible for ensuring a copy of the **audited** accounts is circulated to each member of the Lodge at least ten days before the meeting at which they are to be presented. If they have not been so circulated a vote for their acceptance will have to be deferred until the next meeting.

Within one month of the audited Accounts having been approved by the Lodge, (**Provincial By-Law 12**), obtain a copy from the Treasurer and send to Provincial Office for forwarding to the Provincial Grand Treasurer.

NB! Remember to include your Lodge No in the subject line if you send the return by e-mail i.e: **L9017 2014 Lodge Accounts**

10.0 Lodge By-Laws

Each Lodge will have its own By-Laws (see Model By-Laws, (**Appendix Six**) and By-Law Amendment Form (**Appendix Seven**).

Please remember that any amendments will need to be proposed in open lodge and included in the summons for the next meeting with the exact wording. Once approved by the members, the Amendment Form will have to be submitted to Provincial Office for approval and signature by the PGM and the Provincial Grand Secretary. **If you have any queries regarding proposed changes, please ask for advice before putting any changes to the Lodge. The Provincial Office is willing to preview proposed changes.**

There is a set of Model Lodge By-Laws issued (revised from time to time) by Grand Lodge with which your own Lodge By-Laws should conform. It is advisable for Lodges to examine their own By-Laws on a periodic basis to ensure they are relevant to the current practises and allow for the efficient management of the Lodge.

The Lodge Secretary keeps one copy, the Province keeps one copy, and UGLE keeps one copy.

The routine for small alterations to the by-Laws is to use the Amendment form. (**Appendix Seven**)

11.0 Lodge Subscriptions.

Changes in Lodge subscriptions should be carried out in the following way:-

- i. Notice of Motion must be given in open Lodge stating the amount of increase and the new subscription.
- ii. The Proposition must appear in full on the summons convening the next meeting.
- iii. The vote taken by a show of hands and if confirmed takes effect from the next subscription date. It cannot be made retrospective.

12.0 The Installation Festival

The information detailing the Official Visitors, together with their escorts, if any, will usually be distributed in June each year after completion by the Provincial Grand Director of Ceremonies. Please check the Provincial Website- Downloads Page- includes updates during the Season. The Lodge Summons for the Installation Meeting will draw attention to the presence of the Official Provincial Officer who will attend.

Remember to have the Past Master's Jewel (If applicable), Book of Constitutions and Lodge By-Laws on the Master's pedestal ready for presentation.

The Installation Return Form LP&A4 and the Provincial Installation return – Year Book Entry Details must be sent to Grand Lodge immediately after Installation (**Rule 151 BOC**), via Provincial Office. **NB! Please ensure that the LP & A4 form is duly signed by the WM and the Secretary.**

13.0 Candidates for Initiation

13.1 Guidance for the sponsors of Candidates for Initiation. (Rule 159 BOC).

The proposer and seconder of a candidate must either be subscribing members of the Lodge or otherwise qualified by **Rule 167 BOC** (being a Past Master of the Lodge who has been elected to Honorary Membership). The candidate should be well known to the proposer and seconder and they should be totally comfortable with their recommendation. Relatively inexperienced Brethren should be encouraged to discuss their proposed candidate with experienced Senior Brethren before the issue of an application **FORM P (Appendix Eight)**

In this day and age possible Candidates for Initiation can come from enquiries over the Internet, UGLE or Lodge Websites, these should not be ignored but enquiries should be made as to their suitability for joining by an initial meeting with them by the Lodge Secretary and a Past Master. Further advice can be obtained from the Provincial Grand Secretary.

Potential sponsors should have their attention directed towards **Rule 171 BOC**, which points out their responsibility to the Lodge for a candidate's fees.

NB! Ensure the Candidate has correctly completed Form P and the Proposer and Secunder have each answered the questions on Page 3 and all signatures have been obtained

13.2 On receipt of a completed Application Form

Rule 158 BOC. If an applicant wishing to be initiated into your Lodge neither lives nor works within the Province of Gloucestershire, he must state why in writing. In this Province, contrary to the Book of Constitutions, the Lodge Secretary should write directly to the Gloucestershire Provincial Office. The Provincial Grand Secretary will then seek clearance from the Province in which the man resides. The Provincial Office must be informed of the candidate's full name and address, his date of birth, his profession or occupation and his place of employment. Some Provinces will require additional information such as the names and addresses of the applicant's sponsors and why he wishes to join your Lodge and not one in the Province in which he resides. The Secretary must give the Provincial Grand Secretary time to arrange for the candidate to be "investigated" as to his suitability for joining the Craft.

The lodge **must not process** the application any further or proceed with even interviewing the candidate, let alone arrange his Initiation, without written permission from the Provincial Grand Secretary concerned. A copy of this Rule 158 Clearance letter must be sent to the Provincial Grand Secretary with any subsequent Form P.

When such candidate's details are printed on the summons for ballot the detail "**Rule 158 complied with**" must also be included.

In the event of a declaration for an offence, ensure that several months are allowed for a certificate to be obtained from the Grand Secretary (or for minor offences from the Provincial Grand Secretary), in case further information has to be obtained and supplied. A candidate **must not** be proposed in Open Lodge until this clearance has been received. Please ensure that the WM countersigns the form before submitting it to Provincial Grand Lodge. Please note **Rule 164(a)(ii) BOC must be observed**. If in doubt as to any declaration, please contact the Provincial Grand Secretary for advice. Early contact can often solve potential problems.

NB! Please ensure that all necessary signatures are appended.

13.3 Interviewing Candidates.

All Lodges have different ways of interviewing Candidates. It is advisable to ensure that the applicant has the support of his wife or partner. Please ensure that all candidates are given the leaflet "A Partner's Guide" available from the Provincial Office. Secretaries should be aware that it has been known for Candidates to apply to join more than one Lodge and then opt for the Lodge with the shortest waiting time.

When a candidate is interviewed the following is a useful guide for the commencement of the meeting.

He should be given a copy of the Peterborough Booklet for those Interested in membership of the Craft and he should understand that Freemasonry requires of its members

1. A belief in God and his Revealed Will contained in the Volume of the Sacred Law.
2. To use those Sacred Writings and to ever remember the solemn Obligation entered into thereon.
3. To be virtuous, amiable and discreet in conduct both within and without the Lodge.
4. To desire sincerely the intellectual and moral improvement of all men
5. To use every effort to promote Brotherly Love, Relief and Truth.
6. To keep one's expenditure within one's means and without detriment to oneself or connections and never to forget one's first duty is to provide for one's family and dependants.
7. To pay due obedience to the Laws of our country of residence, and never to countenance any act which may have a tendency to subvert the peace and good order
8. Not to seek commercial, social, pecuniary or other material benefit through membership of the Order.
9. To submit to the rules of the fraternity as contained in the Book of Constitution and the Bylaws of any Lodge of which he may become a member.

Only after such interview should an applicant's name go forward for ballot by the members.

13.4 Agenda Details for Ballot

Full details of candidates for Initiation as required by **Rule 164(b) BOC** must be published on the summons for the meeting at which the ballot will be taken, as set out below.

- i. Full name
- ii. Date of birth
- iii. Profession or occupation (if any) *
- iv. Place of residence
- v. Business address
- vi. The names of his proposer and seconder
- vii. The date of his proposal in open Lodge

*note: A precise definition of occupation or former occupation if retired is essential. It is not sufficient to state "Manager" or "Director"; more accurate classification should be included e.g. Sales Director, Engineering Manager together with the employer's details

A suitable form of words to use on the agenda is:

To ballot for, as a candidate for Initiation, Mr *(insert full names)* date of birth *dd/mm/yyyy*, residing at *(insert full address details)* a *(insert profession or occupation)* with *(insert name of employer)* of *(insert address of employment)*. Proposed in open Lodge on *(insert date of meeting at which proposition was made)* by *(insert name and rank of proposer)* and seconded by *(insert name and rank of seconder)*.

Prior to the Ballot the Secretary **must** always read out the Declaration printed at the foot of page 3 on Reg. Form P.

Some Proposers do not always remember to warn a Candidate of the dates of his three ceremonies. It is advisable for the Secretary to do this automatically. Little can be more embarrassing for a candidate not to be present when he is expected.

The Secretary must know from his Lodge By-Laws how many 'black balls' exclude. In the event of this point not being covered, then the Grand Lodge recommendation of three 'black balls' excluding, should apply. The Secretary should ensure that the Master is aware of this fact.

Never take a ballot a second time if it is not favourable to an individual.

It is the Secretary's responsibility to ensure that the Candidate knows the date for his Initiation and to have received confirmation that he will be present.

Immediately after Initiation the Form P, together with the relevant Grand Lodge Registration Fee, must be sent to Provincial Office. The details will be inserted onto the Provincial Database, and a Provincial Year Book and welcoming letter will be sent to the Initiate. The Reg. Form P and the appropriate Dues will then be forwarded onto Grand Lodge.

14.0 Joining Members

Normally, an application to join a Lodge will have been preceded by frequent visits by the Brother concerned. He will have been 'seen' and will have found an empathy between himself and the Brethren of the Lodge.

Reg. Form P should be completed in the appropriate parts and a clearance certificate requested from, and provided by, all Lodges of which he is, or has at any time, been a member (**Rule 164 BOC**). These should not be more than 3 months old, and should be forwarded to Provincial Office with the completed Form P. Please ensure for the sake of our records, that the date of his Initiation into his Mother Lodge is stated.

As for a Candidate for Initiation the same procedure is followed for the proposal of a Joining Member and a ballot at the subsequent meeting.

Remember that a Ballot (a secret ballot!) must be carried out (**Rule 167 BOC**). A 'show of hands' is not acceptable.

In the event of one or more black balls inadvertently appearing, if these are less than the prescribed number that exclude, then the ballot is considered acceptable.

The WM states that the ballot is in favour of Brother A. N. Other and he declares him duly elected a Joining member of the Lodge.

It is usual for the Brother concerned not to be present during the ballot. If in attendance he is admitted after the ballot proves favourable, welcomed into the Lodge and presented with a copy of the Lodge By-Laws. However, he may take up his membership at a subsequent meeting but must do so within twelve months.

15.0 Honorary Members

Rule 167 BOC explains and sets out the privileges and restrictions of Honorary Membership. Ensure any Brother to be so honoured is aware of the implications.

Remember that a Ballot is also required for an Honorary Member after a Notice of Motion has been given and the item has appeared on the subsequent Lodge Summons.

Notification must be sent to the Provincial Grand Secretary on **the 'Amendments to the List of Subscribing Members form' (appendix Nine)** for all new Honorary Members. They do not pay Grand Lodge or Provincial Grand Lodge Dues after the expiry of the **current** subscription year.

16.0 Resignations – Deaths – Cessations - Exclusions

*These are all to be notified to Provincial Office within 72 hours , preferably by e-mail, on the 'form' "Amendments to Subscribing Members" (appendix Nine). **The Provincial Grand Master wishes to write personally to all next of kin.** Details of a widow or partner will be passed to the Provincial Almoner.*

NB! In the case of Resignations the "exit form"(Appendix Ten) should be completed and sent to the Provincial Office immediately so that the APMG responsible for retention can be informed.

16.1 Cessation of Membership

Should a member be in arrears with subscription for a period of two years his membership is automatically ceased. (**Rule 148 BOC**). Such instances must be reported to the Lodge at the next Regular Meeting and recorded in the Minutes. An **'Amendment to Lodge Member Personal Details'** form should be completed **immediately** and forwarded to the Province Office. Should the arrears be subsequently satisfied the Province Office must be informed. A Ceased member wishing to re-join may only do so through the normal procedure for Joining or re-joining members in accordance with **Rule 163 BOC**. In such instances all arrears will need to be satisfied.

16.2 Exclusion

Should it be necessary to take action to Exclude a member from a Lodge for whatever reason great care must be exercised to conform to the regulations.(**Rule 181 BOC**).

- I. Notice in writing must have been sent, by registered post, to the member in question at least fourteen days before the meeting at which the complaint is to be discussed, giving the particulars of the complaint made against him and stating the time and place for the meeting and inviting him to attend to answer the complaint or make his response in writing. This should be sent to the last known address of the member.
- II. The intention to propose the exclusion of a member must appear on the Summons and be circulated to all the members at least ten days before the relevant meeting.
- III. The name of an offending member should not appear on the summons but will need to be made known to the members, in open Lodge, prior to a ballot.
- IV. Voting on such a motion must be by ballot and a majority of two thirds of the membership present is required. The resolution being carried takes immediate effect.

After such a vote to exclude a member the Provincial form **'Amendment to Lodge Member Personal Details'** should be used **immediately** to inform the Province Office stating if any arrears are outstanding.

*If the reason for exclusion is non-payment of subscriptions for a period of less than two years in accordance with **Rule 148 BOC** (When provided for in the Lodge By-laws). The Province Office should also be informed should the arrears be subsequently satisfied.*

16.3 Change of Address

Please ensure all changes of address are notified to Provincial Office on the 'Change of Address form' (Appendix Eleven) so that the Database can be updated. Please include the Post Code, Tel No's and e-mail addresses.

17.0 The Lewis

A Lewis is the son of a Mason. A Lewis does not take priority over other candidates except when there are two Candidates to be initiated at the same time.

18.0 The Initiation Ceremony

The Secretary will advise the Initiate of the date and time of Ceremony and check that he can attend.

The Secretary needs to check with the Candidate's Proposer that he is bringing him to the meeting. He should arrive, correctly dressed, about 20 minutes before the start and be introduced to the Tyler.

It is a good idea for the DC and Junior Deacon to introduce themselves to the Candidate before the Ceremony and to brief him on what to expect. Try to make him feel comfortable and relaxed.

The Secretary must have the Declaration Book signed and the Treasurer needs to have collected the dues. This can be either before the start of the Meeting or prior to the Initiation, whichever is the Lodge tradition.

When the Agenda item "To initiate Mr A N Other etc" is reached, the Secretary confirms that "the Declaration Book has been signed and the Treasurer confirms that the required fees have been paid".

Prior to the Ceremony, the Secretary will have ensured that a copy of the Book of Constitutions, together with the Lodge By-Laws, are available on the Worshipful Master's Pedestal.

There may be other literature that the Lodge wishes to present to the Initiate at the end of the Ceremony. It is suggested that a copy of the Mentoring Booklet, Part 1 "The Entered Apprentice", is an appropriate one to include.

At the 'After Meeting/Festive Board', the Secretary should check with the Candidate's Proposer that his 'speech' is short and appropriate, with the correct titles for Officers being used.

18.1 After the Initiation Ceremony

Following the Ceremony, the Secretary must complete Reg. Form P, attach a cheque for the appropriate Registration Fee made payable to UGLE, and forward them to Provincial Office.

The Secretary should ensure that the Initiate receives a copy of the questions for the Second Degree, and that he realises that he is required to learn the answers in readiness for the ceremony.

19.0 The Ceremony of Passing

The Secretary, Proposer, Secunder or Mentor need to ensure that the EA knows the answers to the questions and to arrange for him to arrive in good time before the Meeting. There is nothing worse than waiting for a candidate who only arrives just before the meeting is due to start.

In some Lodges, Candidates attend the rehearsal for both the Passing and Raising in order to answer the questions in a Lodge environment. They then leave before the main rehearsal begins.

At the conclusion of the Ceremony or Meeting, the Fellow Craft needs to be given the questions for the Raising and the Mentoring Booklet Part 2 "Fellow Craft".

20.0 The Ceremony of Raising

Again, the Secretary, Proposer, Secunder and Mentor will have checked with the Fellow Craft that he knows the answers to the questions and to arrange for him to arrive in good time before the Meeting.

It will be necessary to obtain the Master Mason's apron and white gloves.

If there is to be any formal presentation to the Candidate, i.e. a Book of Ritual, a Bible etc., these should be available on the Master's Pedestal, together with the Mentoring Booklet Part 3 "*Master Mason*", and should be presented at the end of the Ceremony.

Copies of the Mentoring booklets are available by download from the Provincial website. *Please note these may be updated from time to time so do not hold more than needed, and check the copies you hold are up to date (Website will always be the latest).*

20.1 After the Raising Ceremony

Application must be made to Grand Lodge for the Grand Lodge Certificate on the relevant form **LP&A5 (Appendix Twelve)**. This must be sent **via** Provincial Office without delay.

20.0 Annual Elections

Included in the Summons must be:

- a) Election of Master Elect for the ensuing year.
- b) Election of Treasurer for the ensuing year.

Both these items require a paper ballot. The WM and one other Past Master usually act as Returning Officers.

However, if only one candidate has been declared for either of the above and that candidate has been named on that item in the summons, and the intent to declare is also stated, the WM may be able to declare him so elected. (**Rules 105a & 112a BOC**)

- c) Election of Tyler (**Rule 113 BOC**).

(If a progressive office, it is permissible to propose that such appointment be left in the hands of the Master Elect.)

- d) Master Masons on Lodge Committee.
- e) Lodge representatives on GMCA.
- f) Lodge representatives as Directors/Members of Masonic Hall Company/Management Committee.
- g) Lodge Financial/Account Examiners.

The c) to g) above can be proposed and seconded and followed immediately with a vote by a show of hands.

It may be useful to give each Proposer and Secunder a 'slip of paper' advising what he is doing – keep a note of who is doing what.

21.0 The Master Elect

Following his election as Master, the ME will have 'taken soundings' with the WM, Past Masters and prospective Officers as to the appropriate appointments to be made. He will then write to his prospective Officers seeking confirmation of their acceptance of Office.

Where changes are to be made in non-progressive posts, great sensitivity needs to be applied and everyone needs to know what is happening.

It is usual for the Lodge Secretary together with other senior Lodge members to ensure that there are no surprises from a Master Elect acting as a 'new broom'. This can have a divisive effect on a Lodge if not sensitively handled.

22.0 Dispensations

This is a Licence granted by the RW Provincial Grand Master to depart from the 'norm' by a change in circumstances provided for in the Book of Constitutions. A dispensation is required if:-

- I. The date of the regular Lodge meeting is changed [by not more than 28 days before or after the date specified] (**Rule 139c BOC**).
- II. It is required to hold an emergency meeting (**Rule 140 BOC**).
- III. It is required to hold a meeting at other than the regular place of meeting (**Rule 142 BOC**).
- IV. If the Lodge Treasurer is replaced, other than at the Installation meeting (**Rule 112b BOC**).
- V. If a Lodge wishes to confer any one degree on more than two candidates on the same day (**Rule 168 BOC**).

There are several other circumstances when it is necessary to obtain a Dispensation and if in doubt the PrGSec should be consulted.

To obtain a dispensation you should write to the PrGSec with a clear explanation of why the dispensation is required. The current fee is £20.00 or £40.00 if required Nunc Pro Tunc (*after the event*). Please apply in sufficient time for the application to be considered and, if approved, for the dispensation to be raised.

As a general rule, a dispensation should be read immediately before the proceeding which it authorises. The notable exception to this is any dispensation that authorises the holding of the meeting itself – whether on a different date or at a different place or as an emergency meeting – which must be read immediately after the Lodge is opened and before any business is transacted. The Fees for these will be included in the invoice submitted in March.

23.0 Death or Resignation of the Master

The Senior Warden will call the Meeting of the Lodge but only a Past Master can occupy the Chair. If the Immediate Past Master is present it is his duty to officiate.

Grand Lodge and Provincial Grand Lodge must be notified as soon as possible, (**Rule 119a BOC**) applies.

24.0 Vacancy of a Lodge Officer

It is not correct to assume that if an Officer dies or is unable to execute his Office during the year that it should remain vacant until the next Installation Meeting. (Please see **Rule 121 BOC**). In the case of the death of the Treasurer an election will be held in the usual manner.

In the event of the Treasurer being unable to perform his duties through illness etc, it will be necessary to obtain a Dispensation to elect an "additional" Treasurer. (**Rule 112b BOC**).

25.0 Correspondence.

All official correspondence for the RW Provincial Grand Master, the Deputy PGM or the Assistant PGMs must go via the ProvGSec. However, when supplying information to a Ruler, such as data for a presentation of a Past Master's Jewell, direct communication is permissible.

Any communication with Grand Lodge or other Provinces on matters of policy and Masonic protocol must be made through the ProvGSec. **Masonic titles and ranks should never be quoted on envelopes.**

26.0 Minute Book

Minutes of meetings must be maintained in an accessible form, which will remain in legible form for future years. If minutes are circulated to members it is quite permissible for the WM to accept a proposition, duly seconded that "Those minutes having been circulated should be taken as read and accepted as a true and accurate record of that meeting"

This has the effect of both saving time and keeping those members unable to attend informed of the Lodge's activities.

27.0 Overseas Visiting

Members of English Lodges may visit only those Lodges that are under the jurisdictions recognised by The United Grand Lodge of England. Likewise only members of Lodges under these jurisdictions are allowed to attend English Lodges.

It is important that **NO** attempt should be made to correspond with or telephone any of the other Grand Lodges listed in the UGLE year book until on their territory, for to do so from England would contravene Masonic protocol.

It should be impressed on members that all enquiries to ascertain the existence of Regular Masonry in any overseas Jurisdiction should be made via the Lodge Secretary in the first instance and then via the Provincial Grand Secretary who will if necessary contact Grand Lodge to obtain clearance.

APPENDICES

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Appendix One Guide for the Lodge Summons

Lodge Emblem

If applicable, this should be prominently displayed.

Lodge name and number

Worshipful Master

Full Name and Rank

Worshipful Master's and Secretary's address
Telephone, Fax number and possibly e-mail addresses

a) An Installation / Special Meeting

Dear Sir and Brother,

Date

By Command of the Worshipful Master you are summoned to attend the (*number*) Installation Meeting of the (*Lodge name and number*) to be held at (*address*) on (*Day, Date*).

The Lodge will be opened promptly at (*Time*).

The Lodge will be honoured with the presence of either:

"The Lodge will be honoured by the presence of RW Bro Desmond Hubert Thomas Henderson-Ross, GStwd, Provincial Grand Master for the Province of Gloucestershire"

(NB! The PGM is "for" the Province as he is appointed by GL. All other Rulers are "of" the province as they are appointed by the PGM)

"The Lodge will be honoured by W Bro John Campbell Thurston DL, PSGD, the Deputy Provincial Grand Master of the Province of Gloucestershire".

"The Lodge will be honoured by W Bro Fredrick John Gillo, PSGD, the Assistant Provincial Grand Master of the Province of Gloucestershire".

"The Lodge will be honoured by W Bro Derek Gilbert Gunningham PSGD the Assistant Provincial Grand Master of the Province of Gloucestershire".

"accompanied by (relevant Provincial Officer(s) with name and rank)".

N.B! The Rulers attend in their own right; they do not attend 'by command'.

"The Lodge will be honoured by the presence of W Bro A N Other, Provincial Senior Grand Warden, (or other appropriate Brother, together with rank) representing the RW Provincial Grand Master by Command".

"accompanied by (relevant Provincial Officer(s) with name and rank)".

Yours sincerely and fraternally,
Secretary's Name and Rank

DRESS: Morning Dress or Dark Suit / White Shirt, black tie, white gloves

(Dinner Jackets - normal or special occasions)

b) A Regular Lodge Meeting

Dear Sir and Brother,

Date

By Command of the Worshipful Master you are summoned to attend the next regular meeting of the Lodge, which will be held at *(address)* on *(Day, Date)*.

The Lodge will be opened promptly at *(Time)*.

Yours sincerely and fraternally
Secretary's Name and Rank

Business/Agenda

c) Ballot for Candidate for Initiation

Full details of candidates for Initiation as required by Rule 164(b) BOC must be published on the summons for the meeting at which the ballot will be taken, as set out below.

Full name
Date of birth
Profession or occupation (if any) *
Place of residence
Business address
The names of his proposer and seconder
The date of his proposal in open Lodge

***note:** A precise definition of occupation or former occupation if retired is essential. It is not sufficient to state "Manager" or "Director"; more accurate classification should be included e.g. Sales Director, Engineering Manager together with the employers details

A suitable form of words to use on the agenda is:

To ballot for, as a candidate for Initiation, Mr *(insert full names)* date of birth *dd/mm/yyyy*, residing at *(insert full address details)* a *(insert profession or occupation)* with *(insert name of employer)* of *(insert address of employment)*. Proposed in open Lodge on *(insert date of meeting at which proposition was made)* by *(insert name and rank of proposer)* and seconded by *(insert name and rank of seconder)*.

If an applicant wishing to be Initiated into your Lodge neither lives nor works within the Province of Gloucestershire ballot the detail "Rule 158 complied with" must also be included.

d) Initiation

“To Initiate Mr. Full name and details, regularly elected in Open Lodge on Date?”

Joining Members

“To Ballot for Bro. ?? as a Joining Member of the Lodge. Regularly proposed in Open Lodge on by ??, seconded by ??. Rule 163 Book of Constitutions has been complied with. Note full details as with an Initiate, (excluding age) but also listing all the Lodges of which he has at any time been a member and confirmation that Clearance certificates (*not more than 3 months old*) are held for all of these Lodges, must appear on the summons.

Notice of Initiates and Joining Members must strictly conform to the Book of Constitutions.

e) Passing:

“To Pass Bro. A. N. Other or any other duly qualified Brother”.

f) Raising:

“To Raise Bro. A. N. Other or any other duly qualified Brother”.

g) Notices:

Date subscriptions are due.

Date of next Lodge Meeting.

Other useful information

Lodge Officers’ addresses and telephone numbers, especially the Master, Secretary, Assistant Secretary, Treasurer, DC, Almoner and Charity Steward.

List of Officers, Past Masters’ and Founders.

Fraternal Visits, Ladies Evenings, Social Functions.

Quotations: many Lodges have a set format that is accepted and encouraged to promote “Masonic Thoughts”.

Promotion of Royal Arch Chapter.

Revised 2014 09

Appendix Four Provincial Installation Return

This return should be completed in **BLOCK CAPITALS** and forwarded to;
 The Provincial Assistant Grand Secretary, The Masonic Hall, Venn's Acre, Wooton-
 Under-Edge, Glos, GL12 7BE or e-mailed to provagsec@glosmasons.org.uk

IMMEDIATELY AFTER your Installation meeting

Lodge Name:		Lodge No.:	
Date of Installation meeting		Venue	
Officers appointed (for identification purposes please give full names)			
WM		Org	
SW		Asst Sec	
JW		IG	
Chap		Stwd 1	
Treas		Stwd 2	
Sec		Stwd 3	
DC		Stwd 4	
Alm		Stwd 5	
Char Stwd		Stwd 6	
Mentor		Stwd 7	
SD		Stwd 8	
JD		Tyler	
ADC		Is the Tyler a subscribing member of your Lodge	
Org (G)		Personal Mentor	
Info Officer		Personal Mentor	

Appendix Five Past Masters Record

PROVINCIAL GRAND LODGE OF GLOUCESTERSHIRE – PAST MASTERS’ RECORD

FOR THE YEAR ENDED 30 JUNE 2014	NO OF MEETINGS IN THE YEAR Lodge (L) __ Committee (C) _____
To be returned to Provincial Grand Secretary <u>before 30th June 2014</u>	Secretary Print _____ Signed _____ DATE _____
LODGE NAME _____ No _____	Liaison Off. Print _____ Signed _____ DATE _____

SURNAME & INITS Please add rank if the Year Book is in error	YEARLY ATTENDS		RITUAL WORKED IN PAST 3 YEARS (Define Year)	REMARKS: OTHER LODGES, LOI, MASONIC HALL, WIDOWS, FUND RAISING, CANDIDATE INTRODUCTIONS, R.A. CHAPTER MEMBER, PUBLIC DUTIES, SPECIAL CONTRIBUTION
	(L)	(C)		

Lodge Name: _____

No.: _____

Meeting at: _____

1. Place and Dates of Meeting

The Lodge shall meet at the [_Click here to enter text.](#) and shall hold regular meetings on the [Click here to enter text.](#) at such hour as the Master shall direct.

note: A Lodge may have only a single meeting place specified in its Warrant and its By-laws.

2. Election and Installation Meetings

The Master and the Treasurer shall be elected by ballot at the regular meeting in [Click here to enter text.](#)

The Master Elect shall be installed at the regular meeting in [Click here to enter text.](#)

Note: The Election meeting must be the regular meeting immediately preceding the Installation meeting.

3. Election of Tyler

Subject to the provisions of Rule 113, Book of Constitutions, the Tyler shall be elected by show of hands at the regular meeting in [Click here to enter text.](#)

Note: A Lodge may, by annual resolution, resolve that a subscribing member shall be Tyler without emolument, but this must not be embodied as a requirement in its By-laws.

4. Lodge Committee

The Lodge Committee shall consist of the Master, Wardens, Past Masters of [and in] the Lodge, Treasurer, Secretary and [Click here to enter text.](#) other members to be elected annually by the Lodge at the regular meeting in [Click here to enter text.](#) This Committee shall consider and report to the Lodge on all proposals for membership and on any matters specially referred to it by the Lodge.

[Click here to enter text.](#) members of the Committee shall form a quorum.

*Note; Forming a Committee is a domestic matter and, while the principal officers are obviously necessary (and other Officers than those named below are permissible), the words 'Past Masters of' or 'Past Masters of and in' the Lodge may be omitted or their number restricted, e.g. two 'of' and one 'in'. Other members should only be included if the Lodge considers them essential. **The most effective Committee is often small. The same applies to the quorum and it is advantageous if it is an odd number.***

5. Audit Committee and Annual Accounts

The Audit Committee shall consist of [Click here to enter text.](#) members of the Lodge who shall be elected annually by the Lodge at the regular meeting in [Click here to enter text.](#) The accounts shall be made up to [Click here to enter text.](#) in each year and shall be presented to the Lodge, duly audited, at the regular meeting in [Click here to enter text.](#)

Note: It is strongly recommended that the Audit Committee be small, say two or three members.

A copy of the accounts and of the Audit Committee's certificate that all balances have been checked and that the accounts have been audited shall be sent to all members with the summons convening the meeting.

Note: The audited accounts must be presented no later than the third meeting after the date to which the accounts are made up.

6. Fees and Annual Subscription

The Initiation fee shall be £ [Click here to enter text.](#)
the joining fee £ [Click here to enter text.](#)
and the re-joining fee £ [Click here to enter text.](#)

Such fees to be exclusive of subscription.

Note: A fee, unlike a subscription, is a single 'one-off' payment and, again unlike a subscription, must be of an amount specified in the By-laws. Though a relatively nominal amount for a joining or re-joining fee may be appropriate, a nil amount will not be approved

[In addition to these fees the candidate shall pay to the Lodge such registration fees as are payable to Grand Lodge and, if applicable, *Metropolitan / *Provincial / *District Grand Lodge together with any tax thereon and the candidate shall before becoming a member be informed of the total amount due.]

* Delete as appropriate.

Note: It is strongly recommended that the words contained within the square brackets, though optional, be incorporated into the By-laws, as that will obviate the need for regular increases in fees. See Rule 163 (j), Book of Constitutions. If used, the words must be included in their entirety

The annual subscription (except for non-dining or country membership as provided for in By-Law No. 7) due and payable in advance on 1st [Click here to enter text.](#) shall be of such amount as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting.

Note The subscription due date must be the first day of a calendar month. If the subscription is exclusive of dining fees the reference to non-dining should be deleted from By-laws 6 and 7. The paragraph should then read:- 'The annual subscription due and payable in advance on 1st _____ and exclusive of dining fees, shall be of such amount as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting. The fees for members and visitors at dinners shall be such amounts as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting.' As an alternative to the last sentence above, and if appropriate, the wording may be amended to:- 'The fees for members and visitors for dining shall be 'at cost'. The members can be informed of the dining fee by a separate note included with the summons for each meeting

[The Secretary's services shall be deemed equivalent to payment of subscription.]

Note: While Rule 104(c), Book of Constitutions, allows for the Secretary's services to be equivalent to payment of subscription, this is an *option* for the Lodge to adopt, as is the provision for the Master's privilege to invite guests at the Lodge's expense.

[The visitor's fee at dinners shall be such amount as the Lodge shall from time to time determine by resolution after notice on the summons.]

[The Master shall have the privilege of inviting [Click here to enter text.](#) guest(s) to each dinner free of the visitor's fee.]

Any member whose subscription is unpaid for [Click here to enter text.](#) months shall be liable to be excluded from the Lodge, after due notice, in accordance with Rule 181, Book of Constitutions.

Note: The minimum time period for excluding a member from the Lodge for non-payment of subscription that will receive approval is three months. See Rules 145 and 181, Book of Constitutions. There will be no advantage to the Lodge if the period stated is one calendar year or more.

7. Non-dining or Country Membership

Any member who, for reasons acceptable to the Lodge, is not in a position to enjoy the privileges of the Lodge regularly may on written application to the Secretary and by resolution of the Lodge be considered a non-dining or country member and shall pay a subscription annually in advance on 1st [Click here to enter text.](#) of such less amount than that provided for in By-Law No. 6 as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting. When attending the Lodge and dining such member shall pay the current visitor's fee.

Note The subscription due date must be the first day of a calendar month. If the subscription is exclusive of dining fees the reference to non-dining should be deleted from By-laws 6 and 7. The paragraph should then read:- 'The annual subscription due and payable in advance on 1st _____ and exclusive of dining fees, shall be of such amount as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting. The fees for members and visitors at dinners shall be such amounts as the Lodge shall from time to time decide by resolution after notice on the summons at the previous regular meeting.' As an alternative to the last sentence above, and if appropriate, the wording may be amended to:- 'The fees for members and visitors for dining shall be 'at cost'. The members can be informed of the dining fee by a separate note included with the summons for each meeting

Note; If By-law 6 is amended as shown in Note 9 above the last sentence of By-law 7 should refer to the 'current dining fee'.

8. Admission of Candidates

The admission of candidates for initiation and joining shall be regulated by the provisions of Rules 157 to 166, Book of Constitutions. On the ballot for a candidate for initiation or joining [Click here to enter text.](#) black ball(s) shall exclude.

Note Not more than three. See Rule 165, Book of Constitutions.

9. Termination of Membership

Any member desirous of terminating his membership of the Lodge shall tender his resignation in writing to the Secretary, or orally in open Lodge, in accordance with Rule 183, Book of Constitutions, and he shall be entitled to the Certificate mentioned in Rule 175, Book of Constitutions, stating the circumstances in which he left the Lodge. Should he at any future time wish to rejoin he shall be subject to the rules relating to joining members.

10. Payments from Lodge Funds

Payment of any sum exceeding £[Click here to enter text.](#) if for other than ordinary purposes may be made only by resolution of the Lodge, of which notice has been given on the summons, except in a case of emergency when such payment may be authorised by the Master and reported to the Lodge at the next regular meeting.

Note: It is suggested that the amount be high enough to be realistic, but not so high as to allow undue latitude. A recommended figure would be in the range of £100 to £200

11. Amendment of By-Laws

Except as otherwise required by Rule 141, Book of Constitutions, amendment of these By-Laws or of any of them may be made only in the following manner:-

- a) Notice of Motion in writing stating the precise amendment or amendments proposed shall be given in open Lodge at a regular meeting.
- b) The Motion shall be set out on the summons for the next regular meeting or for an Emergency meeting summoned for the purpose and shall at such meeting be put to the Lodge.
- c) A resolution for amendment, of which notice shall have been given as aforesaid, shall be carried if a majority of the members voting shall vote in favour of it but it shall not be effective until approved [by the *Metropolitan / *Provincial / *District Grand Master / *Grand Inspector and] by the Grand Master.

Note: The words in square brackets must be omitted in the case (but only in the case) of an unattached Lodge.

Approved in open Lodge : [Click here to enter text](#) and Confirmed in compliance with BoC Rule 136

Signed WMSecretary Date :

Approved on behalf of UGLE : Signed PGM Date

By-Laws forwarded to UGLE for Adoption/Approval :

Signed ProvGSec.....Date

* Delete as appropriate.

Should there be any objection to the introduction of a Candidate for Initiation, or a Brother for Joining, it is recommended that such objection be mentioned privately to the Master or Secretary who may communicate with the proposer and give him the opportunity of withdrawing his Candidate.

N.B. The **numbers** of the Rules in the Book of Constitutions above are those in the edition current as at 31 July 2009.

Appendix Seven Bye-Laws Amendment Form

PROVINCIAL GRAND LODGE OF GLOUCESTERSHIRE			
BY-LAWS AMENDMENT FORM			
LODGE NAME:			LODGE NO
BY-LAW No.	EXISTING WORDING	BY LAW No	PROPOSED AMENDMENT:
I confirm that the amendment(s) were made in compliance with BofC Rule 136 and By Law No		FOR USE BY PROVINCIAL GRAND OFFICE:	DATE RECEIVED
SIGNED: _____ DATE _____ _____ (Secretary's NameCAPS)		AMENDMENT IS IN ORDER: SIGNED _____ DATE: _____ PROVINCIAL GRAND SECRETARY	
ADDRESS _____ _____		SIGNED _____ PROVINCIAL GRAND MASTER DATE: _____	

Appendix Eight Form P

United Grand Lodge of England Registration Form P

FORM PROVIDED UNDER RULES 159, 160, 163 AND 164, BOOK OF CONSTITUTIONS

Application for admission to membership of _____ Lodge No _____

Meeting at _____ Province of _____

This form (when completed by the Candidate and his Proposer and Seconder) is to be handed to the Secretary of the Lodge previous to the Meeting at which the proposition is made, on which occasion sufficient particulars of the Candidate are to be stated in order that those present may be enabled to identify him. Subsequently it must be forwarded, with the Certificates of the Master and the Secretary duly signed, to your Provincial Grand Secretary, if applicable, together with the current registration fee, for onward transmission to the Grand Secretary.
In accordance with the requirements of Rule 163, Book of Constitutions, a Joining member must produce, for inspection by the Secretary, his Grand Lodge certificate and clearance certificates from all the Lodges of which he is or has been a member.
In the case of a Joining member from another Constitution, the enquiry under Rule 163(e) must be made before the ballot is taken.

A To be filled up by the Candidate, in his own handwriting unless prevented by physical disability (IN BLOCK LETTERS)

Surname _____

Forenames in Full _____

Home Address _____

A FULL ADDRESS NOT P.O. BOX NUMBER SHOULD BE GIVEN

Postcode _____ Telephone Nos. _____

e-mail address _____

Profession/Occupation/Trade/Rank (PLEASE STATE) _____

A PRECISE DEFINITION OF OCCUPATION OR FORMER OCCUPATION IF RETIRED IS ESSENTIAL. TERMS SUCH AS COMPANY DIRECTOR OR CIVIL SERVANT ARE NOT SUFFICIENTLY DESCRIPTIVE

Employer _____

Business Address _____

Date of Birth (DD/MM/YY) _____

To be filled up by Candidates for JOINING and RE-JOINING only
Give the names and numbers of all Lodges of which you are, and at any time have been, a member, the year of your admission, and the rank you held therein. **If joining from another Grand Lodge, its name, number and Constitution must be clearly stated.**

Name and Number of Lodge	Constitution (if not UGLE)	Rank	Date of Admission	If P.M. Year of Mastership

DATA PROTECTION ACT 1998: I, the undersigned, hereby consent to the processing of personal data and information supplied on this Registration Form and in consequence of my membership, and to its use by United Grand Lodge of England and Supreme Grand Chapter of England, any bodies subordinate to them of which I am now or may at any time be or have been a member, and for the purposes of any Masonic Charity.
‡ A list of Masonic Charities is available on application to the Provincial Grand Secretary.

For office use only

To BE SIGNED BY ALL CANDIDATES

Signature _____

Dated this _____ day of _____ 20 _____

To be filled up by Candidates for INITIATION only, except for paragraph 5 which shall be subscribed to also by Candidates for JOINING or RE-JOINING who are unattached in accordance with Rule 127, Book of Constitutions.

Have you ever been proposed for membership in any Lodge, or has your admission to any Lodge ever been sought either by yourself or by anyone on your behalf ? YES / NO _____

Give the name and number of any or every such Lodge: _____

I wish to become a Candidate for initiation in and membership of the Lodge first named overleaf and I declare that:-

1. My application is entirely voluntary.
2. I understand that my duties as a Freemason would include an overriding duty to obey the laws of any country to which I may be subject.
3. I do not expect, anticipate or seek any preferment or financial benefit as a consequence of my being a member of the Craft.
4. I understand that I may freely declare my membership of the Order on any occasion when I can be seen not thereby to be pursuing any business, professional or personal advantage.
15. a. I have never been convicted by a Court of any offence
b. I have never been the subject of a finding of dishonest or disgraceful conduct
c. I have never been disciplined by any professional, trade or other tribunal
d. I am not awaiting the outcome of proceedings against me before a criminal court or a professional, trade or other tribunal
e. I am not, to the best of my knowledge, the subject of any criminal, professional, trade or other investigation.
16. I am not and have not been in any way connected with any organisation which is quasi-Masonic, imitative of Masonry, or regarded by the Grand Lodge as irregular or as incompatible with the Craft.
7. I undertake that if any paragraph in this declaration should become untrue or misleading at any time before I am made a Mason, I will inform my proposer and seconder without delay, and agree that by presenting myself at the meeting at which I am to be made a Mason I shall represent that this declaration remains true.

† IF THE CANDIDATE CANNOT MAKE THIS DECLARATION WITHOUT QUALIFICATION, OR IN ANY DOUBT AS TO THE SCOPE OF THIS PARAGRAPH HE MUST CONSULT HIS PROPOSER AND SECONDER BEFORE SIGNING THIS FORM OR OTHERWISE CONTINUING WITH HIS APPLICATION. PARAGRAPH 5 MUST BE AMENDED BY DELETING ANY SUB-PARAGRAPH TO WHICH THE CANDIDATE CANNOT SUBSCRIBE. FULL DETAILS OF ANY CONVICTIONS OR ANY SUCH PROCEEDINGS MUST BE DISCLOSED TO HIS PROPOSER, SECONDER AND SECRETARY OF THE LODGE. THE CERTIFICATE OF THE GRAND SECRETARY CONFIRMING THAT THE MATTERS DISCLOSED DO NOT CONSTITUTE A BAR TO INITIATION MUST THEN BE OBTAINED BEFORE THE CANDIDATE MAY BE PROPOSED IN OPEN LODGE. IF AT ANY TIME BEFORE INITIATION THIS DECLARATION BECOMES UNTRUE OR MISLEADING, A FURTHER CERTIFICATE MUST BE OBTAINED.

‡ MEMBERSHIP OF A RECOGNISED REGISTERED FRIENDLY SOCIETY DOES NOT COME WITHIN THIS CATEGORY.

DATA PROTECTION ACT 1998:
I, the undersigned, hereby consent to the processing of personal data and information supplied in relation to Question 5 above, by the Lodge, the Provincial Grand Lodge, and the United Grand Lodge of England.
Note: Any such data and information supplied will not be divulged to any other organisation, Masonic or non-Masonic.

Signature _____

Dated this _____ day of _____ 20 _____

**QUESTIONS TO BE ANSWERED BY THE PROPOSER AND SECONDER
OF A CANDIDATE FOR INITIATION**

	Proposer	Seconder
1. How long have you known the Candidate?		
2. To the best of your knowledge and belief, are his answers to question 5 on the Registration Form true?		
3. Do you meet him often?		
4. Where do you meet him?		
(a) In your home?		
(b) In his home?		
(c) At work?		
(d) Socially?		
(e) Elsewhere (give details)?		
5. Would you welcome him into your home?		
6. Do you vouch for him in every respect as a suitable and desirable person for admission to the Craft?		
7. (a) Would his home or business circumstances make it difficult for him to attend regularly at Lodge meetings?		
(b) Do you accept the responsibility of encouraging him to make his membership effective?		
8. Have you informed him of:		
(a) his financial obligations to the Lodge and		
(b) the calls that may be made on his time?		
9. What reason have you for thinking Freemasonry will interest him?		
Proposer		
Seconder		

B Certificates of Proposer, Seconder, Master and Secretary (and of the Grand Secretary where applicable)

I, the Proposer, declare as follows:-
The Candidate has been personally known to me for _____ years _____ months.
To the best of my knowledge, information and belief the statements made by the Candidate on this application form are true and correct: he is a man of good reputation and well fitted to become a member of this Lodge.
[For candidates for initiation only] The answers given by me to the questions above are true.
Dated this _____ day of _____ 20____
Name of Proposer _____
Signature _____
Address _____

I, the Seconder, declare as follows:-
The Candidate has been personally known to me for _____ years _____ months.
To the best of my knowledge, information and belief the statements made by the Candidate on this application form are true and correct: he is a man of good reputation and well fitted to become a member of this Lodge.
[For candidates for initiation only] The answers given by me to the questions above are true.
Dated this _____ day of _____ 20____
Name of Seconder _____
Signature _____
Address _____

Certificate of Master

To be read in open Lodge immediately before the Ballot is taken
I have made due enquiry with regard to the character and qualifications of the above-named Candidate and certify that in _____ my opinion _____ the opinion of a Committee of members of the Lodge he is a fit and proper person to be admitted as a member of this Lodge.
Signature _____ W.M., Lodge No. _____
*delete where applicable

Certificate of Grand Secretary

I certify that the matters disclosed in connection with this application for membership do not constitute a bar to initiation. The issue of this certificate is no more than confirmation that there is no overriding objection to the candidate being made a Mason and is not to be taken as an expression of opinion that the candidate ought to be elected.
[The following additional statement shall be made:

Signature _____ Grand Secretary
dated this _____ day of _____ 20____

Certificate of Secretary

I certify that this application for membership, together with:
a. the certificate from the Grand Secretary (if the Candidate has made a qualified declaration in A)
b. any adverse report under Rule 158, Book of Constitutions
was read in open Lodge immediately before the Ballot was taken, and that the Candidate was

*initiated in
*became a joining member of } this Lodge on _____ day of _____ 20____
*became a re-joining member of }
Signature _____ Sec., Lodge No. _____
*Please delete where necessary
Dated this _____ day of _____ 20____

For details of fees and V.A.T. please see letter of instruction

To be completed by the Lodge Secretary

Name of Secretary: _____
Address: _____
Postcode: _____
Telephone No. (Home) _____
(Work) _____
e-mail address: _____
This space for the use of the Grand Secretary's office
End.

PROVINCIAL

Lodge Number: _____
Regn. Fee. £ : _____
V.A.T. £ : _____
Total Remittance £ : _____

cheques should be made payable to:
United Grand Lodge of England

Issue 9 Reg/0709

Appendix Nine Amendments To The List Of Subscribing Members

LODGE No.

This form should be completed and returned to the Provincial Secretary **as soon as a change takes place**. Do **NOT** include Initiates, Joining or Re-Joining members. The information required for them is already contained on their Grand Lodge forms. Secretaries are reminded that the Grand Lodge forms for Initiates, Joining or Re-Joining members, together with any appropriate fees, and any requests for Grand Lodge Certificates (Form LP&A5) should be sent to the Provincial Grand Secretary for onward transmission to Grand Lodge.

RESIGNATIONS AND DEATHS

SURNAME	FORENAMES	RANK	R or D	DATE

CESSATIONS AND EXCLUSIONS

SURNAME	FORENAMES	RANK	C or E	RULE 148 or 181	DATE

HONORARY MEMBERSHIP

SURNAME	FORENAMES	RANK	DATE ELECTED

OTHER - PLEASE SPECIFY

SURNAME	FORENAMES	RANK	EVENT	DATE

Appendix Ten Resignation Form
Provincial Grand Lodge of Gloucestershire

The Provincial Grand Master takes a great interest in the reasons that a Brother has decided to resign from the Craft. It would be very much appreciated if you would take a short time to fill in this form so that he can be made aware of those reasons. If the Brother has been excluded or ceases membership for non-payment of subscriptions the same applies where possible. Please attach to 'Green Form'.

(PLEASE COMPLETE IN BLOCK CAPITALS)

LODGE NAME AND NUMBER

SURNAME _____ FIRST NAME(S) _____

DATE OF BIRTH _____

OCCUPATION _____

ADDRESS _____

_____ POSTCODE _____

MARITAL STATUS _____

FAMILY (INCLUDE SEX AND AGE) _____

INITIATED _____ PASSED _____ RAISED _____

—

DATE RESIGNATION - EXCLUSION - CESSATION - RECEIVED OR ACTIVATED AT LODGE LEVEL
(mark as appropriate)

DAY _____ MONTH _____ YEAR _____

REASON GIVEN (ATTACH CORRESPONDENCE, IF ANY)

—

COMMENTS OF LODGE SECRETARY

Appendix Eleven Change of Address

CHANGE OF ADDRESS Lodge No.

SURNAME	
FORENAMES IN FULL	
No AND ROAD NAME	
VILLAGE	
POST TOWN	
COUNTY	
POSTCODE	
RES. TELEPHONE No.	
OFFICE TELEPHONE No.	

✂ -----

CHANGE OF ADDRESS Lodge No.

SURNAME	
FORENAMES IN FULL	
No AND ROAD NAME	
VILLAGE	
POST TOWN	
COUNTY	
POSTCODE	
RES. TELEPHONE No.	
OFFICE TELEPHONE No.	

✂ -----

CHANGE OF ADDRESS Lodge No.

SURNAME	
FORENAMES IN FULL	
No AND ROAD NAME	
VILLAGE	
POST TOWN	
COUNTY	
POSTCODE	
RES. TELEPHONE No.	
OFFICE TELEPHONE No.	

Appendix Twelve LP & A5 Request for GL Certificate

United Grand Lodge of England
FORM OF APPLICATION FOR GRAND LODGE CERTIFICATES

LP&A5
Received via e-mail

from the _____ Lodge No. _____

meeting at _____

This form must be used only for Brethren whose names have already been registered and registration fees paid, and should be used **immediately after** the Brethren concerned have been raised and have received the Traditional History, following which **only** is the ceremony of raising complete.

If you do not receive a Certificate within 28 days of submitting this form, please e-mail: registration@ugle.org.uk

Surname	Christian or Forenames in Full	Date of Initiation	Date of Passing	Date of Raising

Please ensure that the details supplied above have been checked against the Lodge records before being submitted

Remarks _____

Secretary's details

e-mail address

Name of Secretary (BLOCK LETTERS)

Address

Postcode

Date

N.B.: Please state if there is any alteration in

Name and/or address of Secretary

When completed, please send as an e-mail attachment to the Provincial Office who will then forward to UGLE

Lodge No. _____
METROPOLITAN
 N.U.D.
PROVINCIAL
UNATTACHED LODGE
IN ENGLAND AND
WALES

<i>This space is for the use of the Grand Secretary's Office</i>	Certificates		Date of Issue		Entered by	
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(BLOCK LETTERS)