

PROVINCE OF EAST KENT

A LODGE SECRETARY'S HANDBOOK

E-Mail :- office@eastkentfreemasons.org

Web Site: www.eastkentfreemasons.org

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INTRODUCTION

The notes are produced for the information and assistance of Lodge Secretaries. Whilst they will be an aide memoire for the experienced Secretary, it is hoped that the detailed notes will be of particular use to the newly appointed Secretary.

If in doubt regarding any subject telephone the Provincial Office. The office staff may not know all the answers but probably will have dealt with a similar dilemma elsewhere and thus will have gained a wealth of experience on which, between them they can draw.

Should it not be possible to deal with your enquiry by telephone, then an appointment can be arranged for you to visit the Provincial Office where you can always be assured of a warm welcome.

This booklet should not be considered the definitive answer to all your problems. It is derived from the most frequently asked questions by Lodge Secretaries so for this reason, this booklet should be regarded as part of the Lodge records and must be passed to your successor.

We would appreciate receiving any comments or observations you wish to make to us for unless you keep us informed of your concerns we find it difficult to ensure we provide you with the assistance you require.

All Correspondence for the Provincial Grand Master or his Deputy should be sent via the Provincial Office.

By far our predominant difficulty is the lack of response from those - sometimes numerous - Secretaries who appear to show little concern at times for the delays and unnecessary expense they cause the Province due to their reticence.

May we therefore remind you, indeed make our usual impassioned plea that all the information requested as a routine procedure and any communications from us to you are dealt with promptly.

Please remember, that it is only by helping us, that we in turn can assist you.

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GRAND LODGE - INSTALLATION RETURNS – LP & A4.

This Return is sent to you by Grand Lodge and should be completed by the Secretary and signed by the new Master on the night of his Installation. It is important that the completed Return is sent to the Provincial Office at the earliest possible opportunity. They will check the content and afterwards forward it to Grand Lodge on your behalf. The Installation Return provides details of the Master, Wardens and Past Masters Of and In the Lodge who are paid up subscribing members. Honorary Members and Past Masters In the Lodge from other Constitutions should not be included. Until the Return is received by Grand Lodge, Past Masters entitled to attend the Quarterly Communications of Grand Lodge will be refused admission.

PROVINCIAL GRAND LODGE

- a) Provincial Installation Report (PIR) and b) Secretary's Installation Report (SIR)

These returns are sent to the Lodge Secretary prior to the Installation Meeting along with details of the Provincial Grand Masters' Representative. When completed the PIR will provide essential details of the appointed Lodge Officers for the year. It is extremely important that this Installation Return is completed and forwarded to Provincial Office without any delay immediately after the Installation meeting to enable Provincial records to be amended where necessary and thus ensure that future correspondence is correctly directed. This particular Return is also used to revise the Lodge's page in the Provincial Manual.

The SIR should be completed and sent to the Representative at least seven days before the Installation Meeting along with a list of the incoming Officers.

GRAND LODGE & PROVINCIAL GRAND LODGE ANNUAL RETURNS - AR1.

Grand Lodge sends this Return to the Lodge Secretary in good time before the Lodge's financial year-end. It is computer generated in triplicate and contains a list of all the Lodge members at the beginning of the financial year according to Grand Lodge records, plus any Initiates or Joiners etc. It also shows details of member's registration numbers, surname, initials and date of initiation, or joining, in chronological order of admission. There is also a column for any particular "Remarks".

The three parts of the Annual Return are: -

1. Grand Lodge Return. (TOP COPY)

The Return will contain the names of members who have been admitted to membership during the year where Grand Lodge has received the Registration "Form P". The Lodge Secretary whilst being careful not to obscure the original entry must add any omissions from the form and amend any details in ink. Members who have resigned, died, or been made Honorary, Excluded or Ceased membership during the year **MUST BE PAID FOR** with the appropriate information shown in the "Remarks" column beside the name.

If this is not done members will remain on the records and Dues will again be payable for them for the next year. Finally there is a column that requires the date to be shown for Brethren in arrears of subscription, and if so when they were last clear on the Lodge books. At the foot of the form is a computation of the dues payable to Grand Lodge which should be paid forthwith after the Return has been carefully checked for accuracy. If additional names have been added by you the printed computation of dues should be amended to include the new members.

2. Provincial Grand Lodge Return. (SECOND COPY)

The procedure for the completion of this Return is the same as for the Grand Lodge Return (top copy) and as the form is in triplicate NCR format any alterations, if carefully made on the top copy will have already amended the second and third copies. Dues to the Province will not be the same as those to Grand Lodge and will not be shown on the top copy. The Lodge Secretary, based on amounts applicable to the year, must make the computation in question and which will have previously been notified to him. There is a calculator on the Provincial Website under Information & Downloads to assist you with this.

Example: (Figures payable from 1/10/08)

For the year ending (Lodge Financial Year)

100 members @ £12.00 each (including VAT) = 1200.00

Registration fee for (say 2) new Initiates during the year (including VAT) @ £11.75 each = 23.50

Manual Contribution - Per Lodge. = 25.00

Charity Contributions 100 @ £1.00 per member (no VAT) = 100.00

Total = £1,348.50

No Registration Fee is payable for a Joining Member

When completed both Part 1 and Part 2 of the Annual Return (AR1) **MUST BE FORWARDED TO THE PROVINCIAL OFFICE WITHIN ONE MONTH OF THE END OF THE FINANCIAL YEAR** with two separate cheques to cover the total amount due as follows; -

- a. A cheque to be made payable to **“United Grand Lodge of England”** for the amount due following your computation on Part1 of the Annual Return.
- b. A second cheque to be made payable to **“Province of East Kent”** for the amount due following your computation on Part 2 of the Annual Return.

THIS IS IMPORTANT AND MUST BE STRICTLY ADHERED TO. The excuse that the Lodge does not have sufficient funds is not acceptable. It is the duty of every Lodge Treasurer to ensure finances are organised in such a way that commitments can be met on the due date.

3. Annual Return. (FINAL COPY)

The final or third copy is retained by the Lodge Secretary and should be carefully filed for future reference.

All queries regarding Annual Returns should be addressed to the Provincial Office.

GRAND LODGE REGISTRATION FORM ‘P’

This form is to be completed by all Candidates applying for Initiation, Joining or Rejoining membership of a Lodge. It is issued with a blue Guidance Form part A for the Proposer and

Secunder and part B for the Candidate. The correct procedure for the completion of the Registration Form 'P' must be followed as detailed in Rule 159, the Book of Constitution.

- a. For Candidates applying for Initiation living or working in the locality of the meeting place of the Lodge the following steps should be taken: -

When requested the Lodge Secretary will issue a Registration Form 'P' and the Blue Form of Guidance to the Proposer who instructs the Candidate to complete the form as far as his personal details are concerned. It is also the duty of the Proposer to ascertain if the Candidate is prepared to take his obligation on the VSL or requires an alternative equivalent. The Proposer and Secunder then sign the Form 'P' before returning it to the Secretary.

The Candidate is then interviewed by the Lodge Committee, together with his Proposer and Secunder and if recommended for membership the Candidates' Form 'P' is signed by the Worshipful Master and read out in open Lodge. A ballot thereafter must take place at the next Regular Meeting of the Lodge and any subsequent Initiation must take place within one year of the ballot being held otherwise it becomes void. As soon as he has been Initiated the Registration Form 'P' together the relevant fee and the **PROVINCIAL COMPUTER UPDATE FORM MUST BE SENT TO THE PROVINCIAL OFFICE IMMEDIATELY AS IN THE CASE OF CHANGE OF STATUS OF ANY MEMBER.** (See Appendix Page 20)

- b. For Candidates applying for Initiation living and working outside the locality of the meeting place of the Lodge the following steps should be taken: -

In all cases the requirements of Rule 158 of the Book of Constitutions must be observed and necessitates enquiries being made direct to the Provincial Secretary of the Province where the Candidate lives or works, as to his suitability to become a Freemason. Until a favourable reply is received his proposal must not be read in open Lodge. If a candidate lives and works in different Provinces it is only necessary to make one enquiry that being to the Province where he lives.

- c. In the case of a Joining or Rejoining Member his membership does not become effective until after his favourable ballot and he has paid the Joining Fee and received a copy of the Lodge By-laws. Do not forward the Registration Form 'P' until this has been complied with. He has one year in which to take up the offer of membership.

No Provincial or Grand Lodge fee is required for Joining or Rejoining Members. It is the duty of the Lodge Secretary to obtain all of the relevant clearance certificates required prior to the ballot and if successful Registration Forms 'P' must be sent to the Provincial Office together with the appropriate fee. Cheques should be made payable to "**United Grand Lodge of England**".

SIMULTANEOUSLY A COMPUTER INFORMATION UPDATE FORM MUST BE SENT TO PROVINCIAL OFFICE.

RULE 158 – BOOK OF CONSTITUTIONS.

The term "locality" is used deliberately as circumstances vary considerably from case to case. Discretion must be used by Lodge Secretaries to determine whether the Candidate lives too far away for knowledge of his suitability to be available to Lodge Members. For instance in districts where a common newspaper is circulated it might be considered that serious deficiency in character would be common knowledge although neighbouring towns may be involved, separated by several miles. This also applies across Provincial boundaries. In cases of doubt reference should be made to the Provincial Grand Secretary of East Kent. This rule is not designed as a second opinion as to whether it is thought that the person concerned would make a good Freemason, but to bring to light any evidence of bad character which would suggest that he would

not prove suitable. In cases where it is necessary to make enquiries under Rule 158 the prospective Candidates Registration Form 'P' must not be read in open Lodge until receiving a reply from the Province in question.

Enquiries from other Provinces regarding a possible Candidate will be forwarded by the Provincial Grand Secretary of East Kent to an appropriate Lodge who will be asked to make due enquiries locally and post the request on the Lodge notice board for a period of one month. Any relevant comments should then be fed back to the East Kent Provincial Office.

APPLICATION FOR GRAND LODGE CERTIFICATE - FORM P5 - RULE 174.

When the Candidate has taken his third degree, form 'P5' should be completed giving details of the dates of initiation, passing and raising and be forwarded to Grand Lodge. The certificate is usually issued within four weeks but if the certificate is required urgently, perhaps because of a prolonged absence abroad, a separate letter should be enclosed requesting expedition of the issue of the certificate and giving the reasons for the request.

REQUIREMENTS FOR CONSTRUCTION OF A REGULAR LODGE SUMMONS

1. To open the Lodge.
2. To read the Minutes.
3. To perform Ceremony.

Full name of Candidate to be shown.

4. To Ballot for: - a. An Initiate.

Show full name of Candidate
Date of Birth
Occupation
Private Address
Employer and business address
Name of Proposer and Seconder
Date proposed in open Lodge

Before any ballot can take place a proposal must have been made at the previous meeting. Once a ballot has been held the Candidate must be initiated within one year if not the ballot is null and void.

IF THE CANDIDATE WITHDRAWS BEFORE THE BALLOT IS TAKEN OR IS NOT ELECTED PLEASE ADVISE THE PROVINCIAL OFFICE IMMEDIATELY.

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-
- b. A Joining and Rejoining Member.

The same particulars as for Initiates, except of age, are required together with the name & number of the Lodge(s) of which he is, and has been, a Member.

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-
-
-
5. Notices of Motion
6. Collections for Alms (Not Charity Box Collections)

7. Close the Lodge.

BALLOTS.

A ballot must be held in the case of: -

1. Initiates, Joining and Rejoining Members.
2. Election of Honorary Members.
3. Election of Master and Treasurer. (or by Declaration per R105(a) and R112(a) Book of Constitutions)

If the Tyler is a member of the Lodge he is to be appointed by the Master at the Installation Meeting and does not require a ballot. If not a subscribing member of the Lodge he must be elected by a vote, a show of hands, at the meeting preceding the Installation.

In the event of a ballot being required for two or more members on the same evening, the ballot can be taken together and in the result is a clear yes, all Candidates are declared duly elected.

In the event of a negative result or where dissension has been shown by the introduction of one or more black balls below the requisite number for rejection, a further ballot should be taken for all the Candidates individually. The foregoing is compulsory in a negative vote and advisable in all cases.

A Brother may be elected to Honorary Membership unless three or more Black Balls are declared.

HONORARY MEMBERSHIP

The tendency to elect Brethren to Honorary Membership merely because it is thought that it might be difficult for them to pay the Annual Subscription or even Country Membership is deprecated. They should have qualified under the terms of Rule 167 of the Book of Constitutions and the compliment of Honorary Membership should only be granted in recognition of long and distinguished service.

It is not in order to confer Honorary Membership on the Master of the sponsoring Lodge or any other associated Lodge.

There are drawbacks to Honorary Membership, which the Lodge Secretary should bring to the attention of all proposed recipients.

1. He is not allowed to hold office in the Lodge or vote on any resolution. However a Past Master of the Lodge who has been rewarded with Honorary Membership for his past service is allowed to propose or second Candidates.
2. As only an Honorary Member, unless he is a subscribing member of another Lodge, he can only attend another Lodge once. He may however attend any number of different Lodges but again only once.

Honorary Members are not included in the list of Lodge members and no fees are payable for them to Grand Lodge or Provincial Grand Lodge.

INFORMATION REQUIRED BY PROVINCIAL GRAND LODGE.

A Lodge Secretary is required to make such returns to the Provincial Office as from time to time are required under the Book of Constitutions. When such information is requested a prompt reply is encouraged to assist in the smooth running of the Province.

THE RETURN OF THE COMPUTER INFORMATION UPDATE FORM MUST BE USED TO REPORT ALL CHANGES OF MEMBERS WHO ARE INITIATED, THOSE THAT JOIN OR REJOIN, RESIGN, DIE, ARE EXCLUDED, CEASED OR MADE HONORARY MEMBERS. WHERE THERE HAS BEEN A CHANGE OF ADDRESS THIS FORM MUST ALWAYS BE RETURNED PROMPTLY!

MOVING THE LODGE TO ANOTHER VENUE – RULE 141.

If it is thought necessary to move the meeting place of a Lodge to another venue Secretaries are reminded that a strict procedure must be followed under the terms of Rule 141, Book of Constitutions. Before any action is taken Lodges are advised to discuss the proposal with the Provincial Grand Secretary in order that the Provincial Grand Master is fully aware of the facts, and whose approval is required before any contemplated move becomes effective.

DATES OF MEETINGS - RULE 141.

If it is desired to change the days or dates of meetings, Notice of Motion should be given at one meeting and the proposal discussed and balloted for at the next meeting. The proposal, must be passed by a majority of two thirds of the Brethren present and voting. It must then be acted on in accordance with Rule 141 of the Book of Constitutions and approval sought from the Provincial Grand Master, via the Provincial Grand Secretary, for amendment of the Lodge By-Laws.

A meeting cannot be adjourned or cancelled. In the event of bad weather or some similar reason preventing a Lodge meeting from taking place, there not being a quorum the meeting is abandoned. An application for a dispensation to hold a meeting not less than fourteen days after the specified meeting day may be made to the Provincial Grand Master.

If a meeting falls on Christmas Day, Good Friday, Sunday or a Public Holiday then the meeting may be held on such alternative day being not more than seven days before nor more than seven days after the specified day in accordance with Rule 139(b) of the Book of Constitutions. Beware, great caution should be taken to ensure that the time between Degrees, (Rule 172 Book of Constitutions) is not breached i.e. there must be at least four weeks between conferring degrees on candidates.

DISPENSATIONS

A Dispensation to vary the venue or date of a meeting or hold an emergency meeting may be applied for to the Provincial Office. Only then if the Provincial Grand Master considers that the request is justified will a Dispensation be granted. To process candidates or celebrate a milestone in a Brothers career would not be considered an appropriate reason for a Dispensation. When making application for a Dispensation the appropriate fee should be enclosed. The Lodge Secretary must read out the Dispensation as soon as the Lodge is opened.

PERIOD OF TIME BETWEEN DEGREES - RULE 172

The period of time, which must elapse between the conferring of degrees on a candidate, is four weeks (Rule 172, Book of Constitutions).

Where a Lodge has built up a long waiting list of candidates another Lodge may be asked to carry out a ceremony of Passing or Raising; providing a written request has been sent to the Lodge carrying out the Ceremony from the Master or the Secretary of the Lodge in which he was initiated. (Rule 173, Book of Constitutions).

PRESENTATION OF A GRAND LODGE CERTIFICATE

This should take place at the first meeting at which it is opportune after the certificate has been received and the number recorded by the Secretary. It is usual for a Grand or Provincial Grand Officer or other Senior Past Master to perform this duty. Presentation of the certificate should not be delayed and in cases of prolonged absence from the Lodge the certificate should be sent to the Brother by registered post, or recorded delivery.

The Secretary should always ensure the Brother presenting the certificate is in possession of the letter from the Provincial Grand Master and the Provincial explanation booklet pointing out the advantages of Royal Arch Chapter membership. Both these should be handed to the recipient with the certificate, copies of which may be obtained from the Provincial Office.

CLEARANCE CERTIFICATES - RULE 175

A Lodge must grant a clearance certificate to a Brother, free of charge, whenever required by him in each of the following cases: -

1. On request as a member of the Lodge, a certificate is to be issued stating that he is not indebted to the Lodge and the period of time to which he is paid up in the Lodge Books.
2. When requested if a Brother is no longer a member of the Lodge a certificate is issued stating if he ceased to be a member by resignation or exclusion, with specific dates, also indicating if he was at the time he ceased membership indebted to the Lodge, and if so if and when he discharged any such indebtedness.

Any Lodge that admits a joining member without a Clearance certificate will be liable for any Dues owed by him to any other Lodge.

PROVINCIAL GRAND RANK

The Provincial Grand Master is empowered to appoint a given number of Brethren to Active and Past Grand Rank. In addition, the Provincial Grand Master may appoint and promote as many Provincial Officers within the Province as he may deem appropriate. In both cases the number of appointees is laid down in the Book of Constitutions.

Generally each year the Lodge Secretary will receive a form of recommendation for the appointment of a particular Brother to Provincial Grand Rank and often, another form or forms to update the information recorded on certain brethren who may have been Provincial Officers for five years. **THESE NOMINATIONS SHOULD NOT BE DISCUSSED WITH THE BRETHREN CONCERNED.**

When received the forms should be completed giving the fullest details in answer to every question and be returned at the first opportunity. Failure to do so in reasonable time may result in the Brother not being considered for appointment or promotion in that year.

In addition to the Secretary, signatures of the Master and a Senior Past Master are to be sought who may add any further information or comment they deem appropriate. It is the duty of the Secretary and the other signatories to ensure that the report is a true and accurate assessment. The back of the form should be completed by a Grand Officer or Senior Provincial Officer and not the Lodge Secretary.

The Secretary is also charged to bring to the notice of the Provincial Secretary the name of any other Brother who he thinks may be deserving of appointment or promotion, who might otherwise have been overlooked.

The letters offering appointment and promotion will usually be sent by the end of December and the investiture will take place at the Annual Festival Meeting in April. When the Brother has provided written acceptance of the honour, the Secretary of his Lodge(s) should be notified of any, appointment or promotion, by the Brother concerned.

RESIGNATION FROM THE LODGE - RULE 183

Rule 183, Book of Constitutions should be studied carefully so that the various ways in which resignations must be dealt with are properly observed and recorded.

A Brother may resign from a Lodge whilst in arrears with his dues and his resignation must be accepted being documented in the Lodge records as such. Resignation from his only Lodge does not imply a Brother has resigned from Freemasonry.

CESSATION OF MEMBERSHIP - RULE 148

Under Rule 148 Book of Constitutions, a Brother's membership of a Lodge automatically ceases if he is two years in arrears with his subscription. Cessation is mandatory and nothing can be done to prevent it.

EXCLUSION FROM A LODGE - RULE 181

A Brother can only be excluded from a Lodge by ballot for the non payment of subscriptions using the following procedure and then only after a recorded or registered letter has been sent to him: -

1. A Notice of Motion is given at the last meeting prior to the end of the stated time as given in the Lodge By-Laws. **NO NAMES ARE MENTIONED AT THIS NOTICE OF MOTION.**

“The Secretary (or Treasurer) will give a Notice of Motion that those Brethren whose subscription remain unpaid as at the (date) will be liable to be excluded from the Lodge under Rule 181 the Book of Constitutions, and (as appropriate) Lodge By-law No”

2. At the meeting held immediately after the end of the period stated in the By-laws, a Proposition appears on the summons.

“The Secretary (or Treasurer) will propose that those Members whose subscription has remained unpaid be excluded from the Lodge under Rule 181, Book of Constitutions, and (appropriate) Lodge By-law No. ..”

WHEN THE SECRETARY OR TREASURER MAKES THIS PROPOSITION IN OPEN LODGE ONLY THEN DOES HE NAME THE BROTHER OR BRETHREN CONCERNED.

A Ballot is then taken when at least two thirds of the Brethren of the Lodge present must vote in

favour of the Proposition for it to be carried. Any Brother who is excluded must be informed of the vote and it is recorded in the Minutes of the Lodge and the exclusion is effective immediately.

A former member who subsequently pays all of his outstanding dues to the Lodge may resume his membership by re-joining, or indeed join any other Lodge, subject to paying the appropriate fee and being accepted by ballot. In such case his details must be communicated both to Grand Lodge and Provincial Grand Lodge so that the records may be properly amended.

It is not in the power of the Lodge committee or anyone else to exclude a Brother from a Lodge in any other way for non-payment of dues.

A Brother **EXCLUDED** from a Lodge for not paying his dues or for any other reason **IS NOT EXPELLED FROM FREEMASONRY.** Only Grand Lodge is empowered to expel a member.

LODGE BY-LAWS

It is strongly recommended that Lodges adopt the Model By-Laws framed by Grand Lodge. Copies of the Model can be obtained from Provincial Office and should always be requested when the Lodge is considering a major revision or in cases where the existing By-Laws have been in use for a number of years. Adoption of the Model By-Laws is both beneficial to the Lodge as well as Grand Lodge and Provincial Grand Lodge. Secretaries are urged to contact the Provincial Office who will be able to advise the Lodge accordingly. A copy of Model By-Laws appears as Appendix Page 19.

REGISTER OF MEMBERS - RULE 146

All Lodges are required by Rule 146 (ii), Book of Constitutions to keep a register of its members, both present and past together with the dates of initiation, passing, raising and where applicable joining or re-joining. The Secretary should record their date of birth, address, titles and professions or occupations and the dates and reason for their ceasing to be a member. Electronic records are acceptable but ensure they are backed up, as they are a very important part of a Lodge's history.

RESPONSIBILITY FOR FEES FOR INITIATION AND JOINING

The attention of any Proposer and Secunder of candidates should be directed to Rule 171 of the Book of Constitutions.

It stipulates that any member who proposes or seconds a candidate for Initiation or as Joining or Rejoining Members shall be responsible to the Lodge for the fees payable under its by-laws for such candidates.

DEATH, REMOVAL OR INCAPACITY OF THE MASTER

In the above event the Senior Warden calls the meetings of the Lodge or in his absence the Junior Warden or failing both being unable to discharge the duty then the procedure as clearly laid down in Rule 119(a), Book of Constitutions should be followed.

The chair will be occupied by the Immediate Past Master or in his unavailability the next Senior Past Master in the Lodge.

The circumstances of the death of a Master should be communicated to Provincial Office

immediately who will advise you.

IMMEDIATE PAST MASTER

The position of Immediate Past Master is his by right and his investiture has to be done in the Inner Working. If he is not present at the Installation Meeting he cannot be invested with the collar of an Immediate Past Master at a later meeting however, he is entitled to wear a Past Masters Collar. If a Master resigns before he completes his year in Office he is not entitled to wear a Past Master's Collar or be called a Past Master. He is still however to be known as a Worshipful Brother.

POSTPONEMENT OF THE INSTALLATION MEETING

The Master remains in office until such time as a new Master has been installed. See Rule 108(a) Book of Constitutions. Any postponement should be notified to Provincial Office as quickly as possible, who will provide any advice.

LODGES OF INSTRUCTION

A Lodge of Instruction can only operate under the sanction of the Lodge itself. The responsibility for its correct behaviour rests with the Lodge members. The Lodge of Instruction cannot make changes in its constitution and format without agreement by the Lodge. Any change of venue of a Lodge of Instruction must be approved at a Regular Lodge meeting after notification on the summons. All meeting places for Lodges of Instruction have to be approved by the Province.

VACANCY OF A LODGE OFFICER

If a vacancy should occur other than that of Master it shall be immediately filled by appointment by the Worshipful Master or election as appropriate. Rule 121 Book of Constitutions deals clearly with the procedure required for filling for the remainder of the year an office that has become vacant.

SUBSCRIPTIONS

When it is proposed to increase Lodge Subscriptions a Notice of Motion must be printed in full on the Summons for the meeting at which it is to be given and again on the summons for the meeting at which the Ballot is to take place. When there is a need to increase subscriptions it is not in order for the Notice of Motion to be given verbally in Lodge.

DEFINITION OF A LEWIS

A Lewis is the uninitiated son of a Freemason; it matters not whether the son was born before or after his father became a Member. Where a Lewis is one of two candidates being initiated on the same day he would be the senior for the purpose of the ceremony. He cannot claim precedence over candidates proposed or elected previously to him and he must take his place in the usual rotation on any waiting list.

RECEIVING THE REPRESENTATIVE OF PROVINCIAL GRAND MASTER.

You will be notified if the Provincial Grand Master, his Deputy or an Assistant Provincial Grand Master are to make an official visit to your Lodge. In such cases an Escorting Director of Ceremonies from the Province will be appointed. His name will be notified to you as Secretary and he should be contacted by the Lodge DC to provide advice on matters of protocol.

Except at Past Masters Lodges, a Grand or a Provincial Grand Officer will always be present at the Installation Meeting as the Official Representative of the Right Worshipful, Provincial Grand

Master.

The Right Worshipful, Provincial Grand Master requires all visits to a Lodge by a Brother appointed to represent him should normally be of one of encouragement and good will, and never of criticism.

Many old Lodges have customs that may appear unusual to the Official Representative. The Right Worshipful, Provincial Grand Master desires that such established customs continue, and that the Ceremonies should not be interfered with unless they are in direct contradiction with the rules and regulations as laid down by the United Grand Lodge of England.

The Official Representative should be met on his arrival by the Director of Ceremonies and be introduced to the Worshipful Master, Master Elect, and Senior Brethren as time permits.

The Provincial Grand Lodge Secretary will notify the Lodge Secretary well in advance of the Installation Meeting of details of the Official Representative.

All Official Representatives have to make a comprehensive report after his visit. The Lodge Secretary will receive a Secretary's Installation Report from the Provincial Office when being notified of an official visit. This form is to be completed and forwarded to the appointed representative with a letter of welcome. Information required will include: -

- a. A brief history of the working of the Lodge during the past year including the number and type of ceremonies, the ritual, social events, raffles - number reason and proceeds, etc.
- b. Details and a brief CV for both the present Master and Master Designate.
- c. Charities Report - a brief report by the Charity Steward including current accumulated total and Lodge Festival target and detail of other charitable donation both Masonic or non-Masonic.
- d. Almoners Report - a brief report covering the widows, widowers, dependants, seriously ill and elderly brethren and what assistance has been given at Christmas and other times during the year.
- e. Any recommendations for Provincial honours should be given to the Representative at the Installation meeting together with the reason for that recommendation.
- f. As well as any other relevant information about the Lodge.

Ceremonial.

The Official Representative unless at least an Active Assistant Provincial Grand Master in the Province of East Kent is not entitled to demand admission or be escorted into a Lodge with a deputation. The Representative should be escorted into the Lodge by the Director of Ceremonies before the Worshipful Masters entry procession and be seated on the immediate right of the Worshipful Master.

If an Officer of the Provincial Executive or Past Executive Officer of the Provincial Grand Lodge of East Kent, or a visitor of a similar Rank from another Province or District is present, they should also enter the Lodge before the Worshipful Master and be suitably seated.

The Worshipful Master may formally welcome the Official Representative only after the letter of notification of his visit from the Provincial Grand Lodge Secretary is read following the Lodge minutes.

Unless at least an active Assistant Provincial Grand Master in the Province the Official Representative **SHOULD NOT BE OFFERED** the gavel.

If a Very Worshipful Brother or above in Rank in the United Grand Lodge of England or another Grand Lodge, District or Province is present, contact the Provincial Grand Director of Ceremonies who will be pleased to advise on the salutations, protocol and procedures.

The Official Representative is saluted with other Grand or Provincial Grand Officers as appropriate to his Rank. Regardless of the Rank of others present, only he will respond on behalf of Grand Lodge if a Grand Officer, or the Province if a Provincial Grand Officer.

It is customary for the Official Representative to be invited to close the V.S.L. and the Director of Ceremonies should advise him if the words "Fidelity" is to be sung or said.

The Official Representative is to be positioned by the Director of Ceremonies **BEHIND THE LODGE WARDENS** and not to the right of the Worshipful Master when leaving the Lodge.

Festive Board.

It is protocol for only the Official Representative at an Installation meeting to accompany the Worshipful Master, when the Director of Ceremonies leads him to the Festive Board. The Official Representative must always be seated on the immediate right of the Worshipful Master. There will be no response to the toast to Grand Officers, which will be formal.

The Official Representative is authorised to respond to the toast of Provincial Grand Lodge.

The Director of Ceremonies should consult with the Lodge Secretary to ensure the Brother proposing the toast to the Provincial Grand Lodge of East Kent is provided with sufficient information concerning the Official Representatives Masonic career so he may be introduced properly to the Brethren. It is not sufficient to read out the toast to Provincial Grand Officers and conclude with "and coupled with the name of."

At any Festive Board it contravenes protocol to smoke or propose a toast to Absent Brethren, regardless of the time, until after Grace, the Loyal Toast and the Grand Master.

MASONIC DISCIPLINE – RULE 179 & 179A

Rule 179 of the Book of Constitutions clearly states:-

As a citizen every Freemason has a duty not to engage in conduct which is contrary to the law of the land and as a Freemason he also has a duty not to engage in activity which may bring Freemasonry into disrepute.

It is therefore clearly the duty of all Brethren, the Master and Lodge Secretary in particular, to report **PROMPTLY ANY** offence deemed to be offending against the law of the land, or **ANY** action that may bring Freemasonry into disrepute.

-ooOoo-

1. Place and Dates of Meeting

The Lodge shall meet at the _____
_____ and shall hold regular meetings on the _____
_____ at such hour as the Master shall direct.

2. Election and Installation Meetings

The Master and the Treasurer shall be elected by ballot at the regular meeting in _____
The Master Elect shall be installed at the regular _____ meeting in _____

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 _____

4. Lodge Committee.

The Lodge Committee shall consist of the Master, Wardens, Past Masters of (and in) the Lodge, Treasurer, Secretary and _____ other members to be elected annually by the Lodge at the regular meeting in _____
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.
_____ members of the Committee shall form a quorum.

5. Audit Committee and Annual Accounts

The Audit Committee shall consist of _____ members of the Lodge who shall be elected annually by the Lodge at the regular _____ meeting in _____
The accounts shall be made up to _____ in each year and shall be presented to the Lodge, duly audited at the regular meeting in _____ 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.

6. Fees and Annual Subscription.

The Initiation fee shall be _____ the joining fee _____ and the re-joining fee _____ such fees to be exclusive of subscription. In addition to these fees the candidate shall pay to the Lodge such registration fees as are payable to Grand Lodge and, if applicable, Provincial or District Grand Lodge together with any tax thereon and the candidate shall before becoming a member be informed of the total amount due. 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 _____ 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 Secretary's services shall be deemed equivalent to payment of subscription. The visitors fee at dinners shall be "at cost".
The Master shall have the privilege of inviting _____ guest(s) free of the visitor's fee. Any member whose subscription is unpaid for _____ shall be liable to be excluded from the Lodge, after due notice, in accordance with Rule 181, Book of Constitutions.

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 _____ 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.

until approved by the Provincial Grand Master, on behalf of the Grand Master.

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 ____ black ball(s) shall exclude.

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 given above are as they appear in the 2007 Edition.

Approved by the Right Worshipful Provincial Grand Master, this day of 200
Provincial Grand Secretary
.....

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. 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 £ ____ 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.

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

PROVINCIAL GRAND LODGE OF EAST KENT.

Email: office@eastkentfreemasons.org

**Initiate, Joining and Change of Address
Membership Information Details**

Lodge No.

Lodge Name.

Full Name.

Address.

Post Code.

Tel:

Email Address:

Initiate Joining Member Change of Address

(Add cross to appropriate box)

Date of Birth.

(dd/mm/yyyy)

Occupation.

Date of Ballot.

Date of Initiation*.

Date of Joining*. Joining Rank & Province (If not E.K.).

(*Fill in appropriate box)

Membership of other Lodges. (List below).

Changes in Membership.

Date:-

Death

Resignation

Excluded

Honorary Membership

(Add cross to appropriate box)

Remarks. (If any)

Signed.

Secretary.

Tel:

Email Address:

Date:

This form must be returned to the Provincial Office within seven days of the meeting or in the case of resignation or death as soon as it is known.

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