



Province of Yorkshire West Riding

GUIDANCE NOTES FOR SECRETARIES & SCRIBES E

The Notes of Guidance to Secretaries and Scribes contained in this booklet cover the most asked questions and used sections of the Book of Constitutions and Royal Arch Regulations.

Secretaries and Scribes should make themselves familiar with the Book of Constitutions - especially those Rules that deal with Private Lodges.

<https://www.ugle.org.uk/about-us/book-constitutions>

*[https://issuu.com/freemasonrytoday/docs/book_of_constitutions -
_royal_arch_rules_issuu_?e=3021365/91118909](https://issuu.com/freemasonrytoday/docs/book_of_constitutions_-_royal_arch_rules_issuu_?e=3021365/91118909)*

You should also be familiar with the recommendations of Grand Lodge and Supreme Grand Chapter when adopted, are contained in Information for the Guidance of Members of the Craft and are edicts of Grand Lodge (Rule 229) and Supreme Grand Chapter (Rule 81) and therefore carry the same authority as the Book of Constitutions. This book is on the same link as the UGLE Craft BoC above.

Unless specifically stated, where the word Lodge is used it relates to both Lodges and Chapter. This would also be the same for Provincial Grand Lodge with Provincial Grand Chapter and UGLE and SGC.

It has been created, together with several electronic forms for you to use, when it was announced that this Province would not be moving to Hermes.

However, these notes are subjected to updates, so please check the master version on the Members website and if you are in any doubt whatsoever, please email the Provincial Office on

pgl@wrprovince.com

*The members website link to this document is
<https://www.westriddingfreemasons.info/guidance-notes>*

Malcolm K Whiteley

Provincial Grand Secretary/Scribe E

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1. Registration Form P

This form, which is the most important form of all, is for registering an initiate/exalte or joining member with both UGLE and the Province and should be dispatched to the Provincial office **within a week** of the event. Until it is received, the brother/companion is greatly disadvantaged as he is **NOT REGISTERED AS SUCH** and until he is, he will not be issued, for example, with his Grand Lodge or Chapter Certificate, or appear on your Lodge records as a member.

In the case of an initiate/exalte or a Joining Member from another Jurisdiction (another Grand Lodge), the form should be accompanied by a **BACS payment** to cover the registration fee. These fees change annually, and the current registration fees are on the members website available [here](#)

Form Ps and guidance for their completion are also available from the same website available [here](#)

One important point to note is that the Form P (pages 1 and 2) **should be completed by the candidate themselves** unless prevented by a physical disability and if a joining or a rejoining member then Page 1 must be completed by them.

The reasons for this are as follows:

1. Grand Lodge are experiencing a large number of errors on the Form P in particular, to candidates' full names. Secretaries or proposers who fill in the form on behalf of candidates, often do not know, or do not know how to spell, candidates' full names. (Similar errors occur with addresses).
2. These errors then carry over into the production of the candidate's Grand Lodge Certificate, and experience suggests that candidates can be too embarrassed at the presentation of the certificate to refer to the error in their name(s). As a result, they find themselves with an incorrect certificate. In some cases, this can result in serious complications in their later Masonic careers. For example, such errors have produced problems when one applies to become a Royal Arch Mason. At the very least the certificate must be returned to Grand Lodge to be altered.

So, please;

Secretaries and Scribes E should ensure that candidates' details are completed **BY THE CANDIDATE** as above.

When the Grand Lodge Certificate arrives, **and before it is presented**, the Secretary/Scribe should check with the candidate that his names are correct and in full on the certificate.

When the completed Form P is sent to the Provincial Office, on the rear please remember to write in the amount paid (both to PGL and UGLE) and the date of the BACS transfer. Also a reminder that **the payments to UGLE and Province must be done separately**. If you pay the whole amount to Province we have to refund you and you then have to pay UGLE directly. This is an administrative burden and delays the processing of the Form P.

2. Form LP and A5 – Request for a Grand Lodge Certificate

This form is the only method of obtaining a Grand Lodge certificate and should be attached to the electronic change of membership form available [here](#) **within a week** of the brother being raised to the third degree.

We regularly receive requests for Grand Lodge Certificates in respect of brethren whose Form P we have not yet received. We cannot process them.

Note: The Third degree ceremony is only complete when the Traditional History has been delivered and the LP&A5 form cannot be submitted until that has been done.

Note: Supreme Grand Chapter automatically issue SGC Certificates, but, again, only after receiving Form P, via the Province.

3. Grand Lodge/SGC Return: Form AR [Annual Return]1

The AR1 is sent to you from London and lists the members of your Lodge or Chapter as recorded in their records, who have been members of the Lodge/Chapter in the preceding 12 months. *Any brother or companion for whom we have not received his Form P will not appear, and conversely, any member who has died or resigned, (prior to the period covered by the return) about whom you have not told us, **will** appear. This then has to be disentangled. If you have informed us of his death/resignation this will be on the return.....but he will still have to be paid for.*

For completeness the change of membership form can be found [here](#)

The timing of this form coincides with your **subscription year end** and is essentially an invoice, **which requires prompt settlement**. It is calculated on a *per capita* basis. The amount charged is calculated twelve months in arrears, so any brother who became a member during that year is chargeable and if a member is missing, he should be added manually and the amount payable amended accordingly. *In the majority of cases, missing names are because we have not received his Form P from you.*

It is good practice to send the GL/SGC Annual return into the Office and we will scan it to the Lodge/Chapter record and then forward it on.

4. Provincial Grand Lodge/ Grand Chapter Annual Return

This document is generated by the Province and is sent to all Lodges and Chapters in December each year. Payment is due by the end of January in the following year. Just like the AR1, it lists every member of a Lodge/Chapter on our records, and they are likewise charged on a per capita basis, one year in arrears. As with the AR1, missing names are usually because we have not had the Form P.

*In the case of both Form AR1 and the Provincial Annual Return, Secretaries should make timely arrangements with their Treasurers for the provision of the necessary **BACS payment**.*

5. Grand Lodge/Chapter Installation Return.

This form is sent to you directly from London and good practice is for it to be returned to the Provincial Office for scanning to the Lodge/Chapter record and forwarding to London. It lists various officers which are then recorded on the Adelphi system. It should be returned **within a week** of the meeting.

6. Provincial Grand Lodge/Chapter Installation Return

You will receive an email some 6 to 8 weeks before your Installation and it will inform you who is attending as the Representative of the RW Provincial Grand Master/Grand Superintendent, and if it is a Ruler (who attend in their own right and not as representative) or Warden any guidance for those proceedings.

There will be a link to the current toast list which can also be found [here](#) and a link to the electronic Provincial Installation return.

Once completed by the Secretary/Scribe E you can save it and send it to your WM/MEZ who can sign it and submit it to the Office.

The Craft Provincial Installation return can be found [here](#)

The Royal Arch Provincial Installation return can be found [here](#)

As with the GL/SGC Installation return, it should be returned **within a week** of the meeting.

7. Annual Audit Certificate

The Installation return includes a declaration that the Accounts have been audited and approved by the Lodge. This is signed by the WM/MEZ when he signs the Installation return. Failure to sign that will generate an enquiry into why the Accounts have not been audited and approved.

8. Election of Worshipful Master and Treasurer

The following is an explanation of the alternatives available to a Lodge.

1. A Lodge is free to continue to elect its Master and Treasurer in the traditional manner, as specified in Rule 105a.

2. If a Lodge intends to employ, as an alternative method of election, the permissive regulations, it should proceed as follows.

The Lodge may dispense with a ballot for Master at the 'Election Meeting' specified in its By-Laws if the name of only one qualified Brother has emerged as the candidate, as a result of the following process:

a) If before the summons for the Election Meeting is printed, the Lodge as a whole (not the Lodge Committee) feels it has formed a consensus that there is likely to be only one qualified candidate for Master in the following year who wishes to be considered for Mastership.

b) The Secretary will place upon the summons for the Election Meeting a clear statement that at that meeting the Lodge intends, unless it otherwise decides at that meeting, to declare Bro. [NAME] as Master Elect for the following year, without taking a ballot.

c) At the Election Meeting, the Brother so nominated may then be declared elected without ballot by the Master if (and only if)

i) no other qualified member has, in the meantime, indicated to the Secretary that he wishes to be considered for election, and

ii) if no member present at the meeting calls, before the declaration is made, for a ballot to be held.

d) If either intervention in i) or ii) should occur, a ballot must be taken in the usual manner. If not, then the Master may simply declare the election in favour of the sole nominee.

3. The Lodge may employ a similar method for election of Treasurer without ballot as long as stages a) to d) above are likewise scrupulously observed.

FORM OF WORDS: ELECTION OF MASTER AND TREASURER BY DECLARATION (Rule 105)

Election of Master by declaration.

If your Lodge seeks to dispense with a ballot for the Election of Master and adopt the declaration option for the forthcoming year, the correct wording that must appear on your Lodge summons for the Election Meeting is:

To elect a Master for the ensuing year.

As only one brother has been nominated and no other brother has indicated to the Secretary that he wishes to be considered, the Worshipful Master will declare elected Bro. xxxxx, provided that no brother present shall call for a ballot. (Rule 105a Book of Constitution).

Election of Treasurer by declaration

If your Lodge seeks to dispense with a ballot for the Election of Treasurer and adopt the declaration option for the forthcoming year, the correct wording that must appear on your Lodge summons for the Election Meeting is:

'To elect a Treasurer for the ensuing year.

As only one brother has been nominated and no other brother has indicated to the Secretary that he wishes to be considered, the Worshipful Master will declare elected, (W.) Bro. XXXXX, provided that no brother present shall call for a ballot. (Rule 112a Book of Constitution).

9. Election of Officers – Royal Arch

The principal difference between the Craft and the Royal Arch in this regard is that the primary

situation required by the Book of Regulations is that all officers of a Royal Arch Chapter be elected, unless the Chapter, each year, on the day of the election, resolves that the officers, except for the Principals and Treasurer, shall instead be appointed by the incoming Principals. (Regulation 48).

- a) If your Chapter invokes Regulation 48 in this way, then the following permissive procedures apply only to the election of the Principals and Treasurer.
- b) If, however, your Chapter elects all the officers and your Chapter wishes to adopt the permissive method, then the following procedure applies to all the officers of the Chapter.

A Chapter is absolutely free to continue to elect the three Principals and Treasurer [and the other officers] by ballot in the traditional manner specified in Regulation 48.

If a Chapter intends to employ, as an alternative method of election, the new permissive regulations, it should proceed as follows:

The Chapter may dispense with a ballot for the offices of Principals and Treasurer [and other officers] if the incumbent Principals have formed the opinion, before the printing of the summons for the convocation where the election will take place, that in the case of an officer for the following year who falls to be elected by ballot, there is likely to be only one candidate.

The Principals will accordingly cause this opinion to be printed on the summons to the convocation of the election meeting, specifying in each case the name(s) of the Companion(s) alongside the corresponding office(s). [see below]

At the election meeting, before the election is proceeded with, the First Principal will ask the Companions present whether any member wishes a ballot to take place in respect of any office. If no such demand is made, then the Principals will declare the nominated officers elected without ballot.

If a ballot for any office is demanded by any member present, then it is conducted in the usual manner.

FORM OF WORDS: ELECTION OF OFFICERS BY DECLARATION (Regulation 48)

If your Chapter seeks to dispense with a ballot for the Election of some or all Officers and adopt the declaration option for the forthcoming year, the correct wording that must appear on your Chapter summons for the Election Meeting is:

To elect the Three Principals for the ensuing year.

As only one member has been nominated for each office and no other member who is qualified has indicated to the Scribe E that he wishes to be considered, the MEZ will declare elected: E Comp xxx – MEZ, E Comp xxxxx – H and E Comp xxxxx – J, provided that no member present shall call for a ballot.

To elect a Treasurer for the ensuing year.

As only one member has been nominated and no other member has indicated to the Scribe E that he wishes to be considered, the MEZ will declare (re-) elected E Comp xxxxx, provided that no member present shall call for a ballot.

(Note: If another qualified candidate declares his intention to be considered for an office, or a formal ballot is called for, a formal ballot is to be taken).

10. Election of Tyler and Janitor

There is often misunderstanding with regard to Rule 113 which makes provision for the Tyler of a Lodge.

As with Treasurers, Tylers are strictly controlled by the Book of Constitutions. This is because they have access to the assets and possessions of the Lodge. Hence the safeguards implied in the necessity to **elect** the Tyler and the second clause of Rule 113 which provides for the summary dismissal of an elected Tyler.

The default position, therefore, required by the Book of Constitutions is that a Lodge's By-Laws can only say that a Tyler shall be elected.

Nevertheless, it is sometimes the case that a Lodge decides that it wishes one of its members to be appointed Tyler (and of course the Brother in question cannot then be paid for his services). Rule 113 permits this to happen, and while the summons for the Election Meeting **must say** 'To elect a Tyler', at that meeting a Brother may rise and propose that *on this occasion* the Lodge appoint a Tyler from among the membership rather than elect a Tyler who is not a member.

This must be done every year that a Lodge wishes to appoint rather than elect a Tyler. It cannot permanently replace the default position.

Therefore, the only wording in a Lodge's By-Laws which is acceptable is '**Subject to the provisions of Rule 113 of the Book of Constitutions, the Tyler will be elected by a show of hands at the meeting in** '. This wording provides the opportunity for the Lodge to apply either alternative method of having a Tyler. All the above applies identically in the Royal Arch.

11. Officers of a Lodge.

Rule 104 dictates the Officers a Lodge can appoint. Please note there are limitations to the number of some of the Offices that can be held. An Appendix details this in table format.

- **Royal Arch Representatives**

RA Representatives need to be approved by the Provincial Grand Master through the APGM and RA Ruler for each Area to ensure the right person, with the right experience and enthusiasm for the Royal Arch is appointed.

To be effective, the appointed Representative will need to have certain qualities, knowledge, and a responsible approach to assisting Brethren making this important step in their Masonic journey.

Prior to your Installation you should complete the form here with a proposed Name and, when approved, appoint that Member at the Installation meeting.

The RA Representative must preferably be a long standing member of the Royal Arch, though not necessarily a Past Principal. His purpose is to ensure that the Brethren of the Lodge, who are not Royal Arch Masons, are made aware, and are periodically reminded, of the opportunity to complete their journey as a Master Mason and to further their knowledge of 'pure Antient Masonry' by joining a Royal Arch Chapter.

If the Lodge believes it has no one capable or willing to be appointed to this role, then the Province will provide a suitably qualified Royal Arch Mason, from the Area, to act on behalf of the Lodge.

The RA Representative should be given the opportunity at least once during the year and/or after a Raising ceremony to address the Brethren of the Lodge about the Royal Arch, its history and the benefits of joining.

In addition, as the Royal Arch is now to be considered an integral part of the Craft masonic journey, It is strongly recommended to the Lodge that the Royal Arch Representative becomes a member of the Lodge interviewing Committee for bringing in new members into the Craft, so that the Royal Arch can be fully explained to all new members before they are

even initiated.

12. Officers of a Royal Arch Chapter

Although not as clearly defined as Craft, Regulations 48 and 49 dictate the Regular Offices of a Chapter.

The Three Principals	Regular
Scribe E	Regular
Scribe N	Regular
Treasurer	Regular
Director of Ceremonies	Additional
Almoner	Additional
Principal Sojourner	Regular
Assistant Sojourners	Regular
Assistand DC	Additional
Organist	Additional
Asst Scribe E	Additional
Stewards	Additional
Janitor	Regular

Only 1 regular Office can be held

A Companion holding a regular office may be elected or appointed to one additional office.

All regular Offices must be filled.

13. Lodge/Chapter Summons

Every Lodge and Chapter must submit to the Province a summons **at least 10 days before** each meeting, either electronically or by post. Also to any other location/person as required.

The email address to use for submission to the Province depends on the Area your Lodge/Chapter is in and takes the form

For Lodges

summonsAx@wrprovince.co.uk

Replace 'x' with your area number eg summonsA2@wrprovince.co.uk

For Chapters

RAsummonsAx@wrprovince.co.uk

Replace 'x' with your area number eg RAsummonsA2@wrprovince.co.uk

They are all read carefully to help a Lodge with its administration, and if a potential problem is detected in time, a great deal of difficulty can be avoided later.

The Craft Provincial By Laws which can be found [here](#) lay down certain requirements on the content of the summons.

On every such Summons in Craft, the name of each Past Master appearing in the Grand Lodge Installation Return, with his office or rank (if any) in the Grand Lodge, in the Provincial Grand Lodge, the number of the Lodge and the year in which he was installed as Master, together with two means of contact (1) for the Master, the Treasurer, the Secretary, the Almoner, the Charity Steward and the Lodge Liaison Officer and such other information as the Provincial Grand Master may direct be printed or otherwise appear.

(1) Means of contact may include postal address, email address or telephone number and those printed on the summons must be explicitly agreed with the Officer to whom they apply and an indication of membership of the RA

Similarly, the Royal Arch Provincial By Laws which can be found [here](#) lay down similar requirements;

On every such Summons in Royal Arch, the name of each Past Principal appearing in the Grand Chapter Installation Return, with his office or rank (if any) in the Grand Chapter, in the Provincial Grand Chapter, the number of the Chapter and the year in which he was installed as Principal, together with two means of contact (1) for the three Principals, the Treasurer, the Scribe Ezra, the Almoner and the Chapter Liaison Officer and such other information as the Most Excellent Grand Superintendent may direct be printed or otherwise appear.

(1) Means of contact may include postal address, email address or telephone number and those printed on the summons must be explicitly agreed with the Officer to whom they apply.

The Report from the Almoner and Charity Steward/Representative should be a permanent item on the agenda for every Lodge meeting.

Common faults for summons agendas are failing to put proposer/seconded and date of proposal on the ballot agenda item and similarly failure to put date of the ballot on the initiation agenda item.

A guide to these common faults can be found [here](#)

14. Change of Membership status

This includes notifications of deaths, resignations, Cessations (Rule 148, Regulation 71), exclusions (Rule 181) (see below) as well as passings and raisings. (See note see LP&A5 form at point 2). It also includes any change to address, email address and telephone contact details and if made an honorary member.

To avoid potential embarrassment when sending out communications, especially to widows, all such changes should be notified immediately with the exception of resignations which, when received should be reported to the Liaison Officer and not communicated to Provincial Office until they have been read out in Lodge/Chapter.

The change of membership status form is available [here](#).

To clarify, if a member fails to pay their subscriptions for 2 years, then their membership is automatically ceased under Rule 148. If they fail to pay for the period detailed in your Lodge/Chapter By Laws, then they can be excluded under Rule 181

The process to follow when a member resigns is currently being reviewed and will be added to this document when finalised.

15. Cessation (Rule 148 and Regulation 71) and Exclusion (Rule 181)

This is included to assist Secretaries and others in the matter of a Brother ceasing his membership of the Lodge under Rule 148 or 181.

If a member of a Lodge fails to pay his subscription for two full years, then at the end of the second year (i.e. on the day his third subscription falls due) that Brother **automatically ceases** to be a member of the Lodge under terms of Rule 148 in the Craft and Regulation 71 in the Royal Arch. The Lodge/Chapter does not need to take any votes or act against him in any way, other than to inform him that he has ceased to be a member and report the same in open Lodge/Chapter. The Lodge

Secretary/Chapter Scribe E must also inform Province using the change of membership status form which is available [here](#).

The cessation should also be included on the UGLE/SGC and Provincial Annual return by endorsing it 'Membership ceased under Rule 148(or Reg 71) on date/month/year

Some Lodges and Chapters (but not all) have built into their By-Laws a clause, invoking Rule 181 of the Book of Constitutions, by which they can **exclude** a Brother from membership more quickly than waiting for two full years of indebtedness. Such clauses can be specified from a minimum of three months indebtedness. Lodges are advised that if they set the period as more than, say, ten months, they run the risk of not having enough time to exclude him before incurring Grand and Provincial Dues in respect of that brother for a further year.

No **vote** can be taken against a Brother who is in arrears under this Rule until **after** the period of time specified in the By-Laws. Therefore, if the By-Laws specify twelve months indebtedness then the matter cannot be brought before the Lodge for decision until the **thirteenth** month, at the earliest, after the Brother's indebtedness began.

It is for this reason that Lodges are now realising that if they wish to employ such a clause in their By-Laws under Rule 181, it is better that it be set at nine months indebtedness or shorter. Many Lodges are setting it between three and six months. In this way, should the Lodge wish to exclude the Brother, this can be finalised before the Lodge enters a further Masonic year. In this case the Lodge is not liable for any further dues in respect of the excluded Brother.

The Secretary must be sure that he has given **notice** within the time requirements of Rule 181: that is to say that the Brother has received notice of the intended motion at least 14 days before the meeting (by registered Post) and the Brethren at least ten days notice by means of the Lodge summons. He does *not* need to wait until the expiry of the specified period of indebtedness before giving notice. Failure to adhere to those conditions may result in the exclusion being challenged and void.

Finally, it should be remembered that whereas cessation under Rule 148 is automatic and mandatory, and irrevocable, exclusion under Rule 181 is entirely a matter for a vote in Open Lodge, by **ballot** and requiring a two-thirds majority of those present. Exclusions under Rule 181 are, therefore, not automatic and are sometimes defeated by a Lodge membership. The business agenda should therefore state '*To consider and if approved by ballot to exclude any member who is in arrears with subscriptions under By-Law No. and Rule 181 Book of Constitutions*'.

Exclusions under Rule 181 should be reported to Province **forthwith**, and indicated on returns to Grand Lodge and to Provincial Grand Lodge as "excluded under Rule 181

16. Candidates for joining a Lodge when only an Entered Apprentice or Fellow Craft

When a candidate makes an application to become a joining or re-joining member of a Lodge and cannot satisfy the requirements of Rule 163(c), Book of Constitutions because he has not been passed and/or raised, the procedure below must be followed.

Note: If the Brother concerned is still a subscribing member of his Mother Lodge a First or Second Degree Certificate will not be issued. The provisions of Rule 173, Book of Constitutions should be followed.

First or Second Degree Certificates are only issued in exceptional circumstances and only when:

- The Brother was previously excluded from his Mother Lodge but has since cleared his arrears and wishes to re-join his Mother Lodge or to join another Lodge. A Clearance Certificate must be enclosed with the request.
- The Lodge has been erased.
- The Brother resigned from his Mother Lodge more than fifteen years before.
- The Brother is seeking to re-join his Mother Lodge.

Unattached Brother (Rule 127(iii), Book of Constitution refers)

Under the provisions of this rule, an unattached Brother who has resigned from his Mother Lodge is

subject to significant restrictions on his ability to attend any one Lodge until he becomes a subscribing member of a Lodge. If a Brother falls within the Rule the procedure to be followed is:

Entered Apprentice

The Brother should ask the Secretary of his Mother Lodge to request the Provincial Office to identify two separate Lodges* which are content to confer the second and third degrees under Rule 173. The Mother Lodge will then make a request (signed by the Secretary and Worshipful Master) to each of the Lodges to carry out the ceremony. (Sometimes the Mother Lodge may not need assistance from the Provincial Office in identifying Lodges to confer the degrees.)

Fellow Craft

As above, but only a single Lodge will be required to confer the degree by request.

Once he has been raised the Mother Lodge should request the issue of a Grand Lodge Certificate in the normal way. When the Brother is in possession of his Grand Lodge Certificate, he can apply to become a joining member of a Lodge of his choosing.

Note: **It is not** a requirement of Rule 173(a), Book of Constitutions that a Degree by Request can only be granted to a subscribing member of a Lodge.

Just as with Master Masons, if the candidate is from another Masonic jurisdiction, then before he does anything, the Secretary must apply to Grand Lodge (via the Provincial Office) to ascertain the standing of the jurisdiction and the Lodge from which the candidate comes. This applies equally to Scotland and Ireland, just as to jurisdictions further afield. (Rule 163e).

17. Joining Members and Exaltees from Other Constitutions

Lodges have recently fallen foul of Grand Lodge as a result of a failure to observe Rule 163(e) [and in the Royal Arch, Regulation 67] governing the admission, as joining members, of brethren and companions from other constitutions. In this Province this usually means Scotland and Ireland, but by no means exclusively.

There have been examples of fraudulent applications by means of fake documentation.

The following is the procedure which MUST be observed before a candidate for joining is balloted for, however well-known he may be to those proposing him.

IN THE CRAFT

Before the ballot is proceeded with, the Secretary of the Lodge must ascertain that the documentation of the candidate is authentic by contacting the **PROVINCIAL OFFICE** and providing the Grand Lodge Certificate of the candidate. This will be referred to The Grand Secretary who will indicate whether the Grand Lodge concerned is recognised, and the certificate is in order.

Once everything has been verified and the member joins the Lodge then Rule 163 (f to h) apply. This declaration must be done and recorded in the minutes as UGLE will ask for confirmation before registration.

IN THE ROYAL ARCH

There are two different scenarios:

1. A candidate for **exaltation** who is not a member of a LODGE in our constitution.
2. A candidate for **joining** who is not a member of a CHAPTER in our constitution.

In **BOTH** cases the Grand Lodge or Grand Chapter Certificate of his constitution must be sent to the **PROVINCIAL OFFICE**, who will make the appropriate enquiries in London and report back to the Chapter.

Grand Lodge and Chapter keep a record of such enquiries and therefore can always tell whether a

Lodge or Chapter has complied with these Rules. There has been embarrassment recently for those failing to comply.

In the first instance, Certificates, including clearance certificates should be scanned and attached to the email rather than posting to the office.

18. Lodge and Chapter Accounts

1. **All Lodge accounts** are strictly governed by **Rule 153** of the Book of Constitutions. All those who handle Lodge funds, of whatever nature, should be familiar with this Rule. It sets forth the regulations governing the way in which Lodge funds are to be managed, accounted for and presented for scrutiny.
2. In addition to its **Lodge General Account(s)** employed for the general running of the Lodge (dining, social, administrative and non-Charitable purposes), every Lodge should maintain a **LODGE CHARITY ACCOUNT**.

UNDER NO CIRCUMSTANCES WHATSOEVER MAY THE CHARITY OR ALMONERS ACCOUNT BE USED IN ANY WAY TO SUBSIDISE SUBSCRIPTIONS OR OTHER LODGE PURPOSES.

The Members website has a guide to Accounts compiled by the Provincial Grand Treasurer and the guide can be found [here](#).

The Provincial Grand Charity Steward has also a section on the members website which is worth having a look through and the link is [here](#)

The section 'Treasurer's Duties and Lodge Accounts' in [*Information for the Guidance of Members of the Craft*](#) also gives more detail about the subject.

19. Changing your Bylaws.

In addition to the Book of Constitutions and Regulations, a Lodge or Chapter is governed locally by its by-laws. These control such matters as the days of meeting, election, and installation. They also govern certain financial matters of the Lodge or Chapter and they can also provide for procedures to deal with default of subscriptions, election of candidates, the composition and quorum of the Lodge/ Chapter committee and country membership.

By-Laws, because of their importance, cannot be changed at whim. They always require a majority vote (with notice) in open Lodge/Chapter, and in some cases a two-thirds majority. Even then, changes are not valid until approved by The Province and then by Grand Lodge/Chapter. It is therefore STRONGLY ADVISED that any proposed changes are discussed with the Provincial Office **PRIOR TO THE VOTE** to avoid delay or the need for a second vote.

It is now the *de facto* policy of United Grand Lodge and Supreme Grand Chapter that, should a Lodge or Chapter wish to make any change at all to their By-Laws, they MUST adopt the Model By-Laws, in full, without exception or amendment.

The Model By-Laws cover everything that it is necessary to include for the smooth running of the Lodge or Chapter and are all that is required for it to fully govern its affairs.

The model By laws for both Craft and Royal Arch can be found [here](#)

The amendment form can be found [here](#). It must be signed by the Secretary and WM.

We are in the process of trying to persuade UGLKE to accept an electronic version of this and will advise when that is done.

20. Fees and Subscriptions

Please note that the Book of Constitutions treats fees and subscriptions separately.

In support of the above section regarding ByLaws, it should be noted that Grand Lodge continues to insist that fees (for initiation, joining and re-joining) must be stated as figures. By-Laws will not be approved which attempt to make fees variable according to decisions of the Lodge from time to time. Nor will By-Laws be approved which attempt to set no fee for initiation, joining and re-joining.

Grand Lodge is aware that Lodges would not wish to set a fee level which might be considered a deterrent to candidates but the level of fee ought to be consistent with the dignity of the Craft and the value to a candidate of membership.

Subscriptions, however, (that is to say the annual membership charge levied upon members) can regularly be specified with the phrase "*of such amount as the Lodge shall from time to time decide by resolution after notice on the summons.*" But only subscriptions can be dealt with in this way.

No By-Law will be approved which specifies a date other than the 1st day of a month as the due date for payment of subscriptions. (Setting some other day of the month can create considerable problems when calculating periods of time required by certain of the rules of the Book of Constitutions: for example, Rule 181.

- **Changing Subscriptions**

The procedure to be adopted for changing subscriptions in most cases will be specifically included in the Lodge/Chapter By-Laws.

The procedure set out in the By-Laws must be followed otherwise any changes to levels of subscriptions would not be enforceable on the Lodge members.

Any change approved becomes effective when the annual subscription becomes due: it cannot be made retrospective.

For those Lodges/Chapters where the procedure is not set out in the By-Laws the formula to be followed is:-

- (i) Notice of Motion appears on the Summons which is circulated to all subscribing members stating the amount: it is not discussed at all.
- (ii) At the next Regular Meeting the Motion, together with any amendments notified to the Secretary, appears on the Summons for consideration and decision.
- (iii) The change becomes effective when the next annual subscription becomes due: it cannot be made retrospective.

21. Honorary Membership

Rule 167 Book of Constitutions stipulates certain conditions governing this class of membership. Please also refer to the booklet 'Information for Guidance of Members of the Craft'. A Brother elected to Honorary Membership must be of good standing, i.e., he is not in arrears and he is, or has within the last year been, a subscribing member of a Lodge.

Honorary Membership can involve a certain loss of status and rights, particularly if the Brother **is not a subscribing** member of any other Lodge.

- Honorary Membership of one Lodge does not affect subscribing membership of another; as long therefore as subscribing membership of one Lodge at least is maintained, the right of a member to attend any Lodge is not affected, and he may continue to attend Grand and Provincial Lodge, if qualified.
- However, an Honorary Member of a Lodge who has no subscribing membership of any Lodge

is affected by Rule 127 section (iii) and it should be noted that this part of the Rule does limit his attendance at any particular Lodge (apart from the one of which he is an Honorary Member) to one visit only **ever** unless he is thinking of becoming a subscribing member of that Lodge then he can visit on a maximum of 3 occasions...please refer to Rule 127 for details of that.

- An Honorary Member may attend the Lodge of which he is an Honorary Member but cannot therein make a proposition or vote upon one, except that a Past Master of a Lodge who becomes an Honorary Member of that Lodge may propose and second candidates. His name is not shown on any Returns to Grand or Provincial Lodge, therefore no annual dues are payable in respect of him and he does not have the right to attend Grand or Provincial Lodge. (But see section (e) below)
- No Honorary Member has the right to attend Lodge Committee Meetings even if he was a member of the Lodge Committee before becoming an Honorary Member. If an Honorary Member is invited by the Master to attend, he has no right to speak unless asked to do so, nor in any circumstances to vote.
- If the Honorary Member holds Provincial Rank, then under Provincial By-Law 2(b), if he holds no subscribing membership of any other Lodge, he no longer qualifies as a member of Provincial Grand Lodge and could not vote at Provincial Lodge meetings. He is, however, as a courtesy, allowed to continue to wear his Provincial Regalia and to sit as a Provincial Officer in his Lodge, and in Provincial Grand Lodge. He would not be admitted to Grand Lodge.

Please ensure that the candidate for Honorary Membership is made fully aware of the above before taking the ballot.

A subscribing member of a Lodge who is made an honorary member is entitled to a certificate issued by the Provincial Office for presentation by the Lodge/Chapter. The certificate can be requested when the change of membership form is submitted and this form can be found [here](#)

22. Misconduct and Discipline Procedures

Rule 179 governs this for both Craft and Royal Arch and I have copied the Rule below for clarity.

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

Report of custodial sentence and other conduct likely to bring Freemasonry into disrepute.

179A. (a) It is the duty of any Brother who is sentenced by any civil power (whether it be in the United Kingdom or elsewhere) to a custodial sentence (immediate or suspended), or in respect of whom a Community Order is made by a Court in the United Kingdom, or who is placed on a sex offenders' register in accordance with the Sex Offenders Act 1997, the Sexual Offences Act 2003 or any subsequent re-enactment or extension thereof, or who is convicted of an offence involving dishonesty or violence to report the fact within 28 days to the Master of his Lodge, or (if he be unattached) to the Grand Secretary.

(b) The Master shall within a similar period report any such conviction as is mentioned in paragraph (a) of this Rule relating to any member of his Lodge to the Metropolitan, Provincial or District Grand Secretary or Grand Inspector as appropriate or (if the Lodge be a Lodge administered direct from Freemasons' Hall) to the Grand Secretary.

(c) A Brother who comes under a duty to report his conviction as aforesaid, whether or not he has complied therewith, shall not,

pending the determination of his case by Masonic authority, attend any Lodge or Chapter without the written permission of the Masonic authority having jurisdiction thereover.

(d) It is also the duty of the Master similarly to report promptly all such or other cases which are likely to bring Freemasonry into disrepute.

Action is required by the Brother concerned and by the Worshipful Master.

The Master must within twenty-eight days of hearing of the offence(s) report any such conviction or conduct as is mentioned in paragraph (a) above relating to any member of his Lodge to the Provincial Grand Secretary. (Strictly speaking the brother so convicted has the duty to report his offences to the Master of his Lodge, but, perhaps understandably, this does not always happen.)

The convicted brother, whether or not he has reported his conviction(s), shall not, pending the determination of his case by Masonic authority, attend any Lodge or Chapter without the written permission of the Masonic authority having jurisdiction thereover.

Even if a convicted brother should resign from his Lodge, he remains a Freemason, and would have to resign from the Craft as a whole before he would escape the Masonic discipline procedures. This course of action is available to him via The Provincial Office.

Care should be taken by members of the Lodge when considering or discussing a brother's alleged conduct before a formal conviction or finding is declared, in order to avoid exposing themselves to accusations of rushing to justice, or even defamation of character, should the brother subsequently not be found guilty. Similarly, should the brother Lodge an appeal against a finding, judgement should be suspended until the result of the appeal.

It is the duty of every Brother to comment or provide information in relation to a complaint or allegation of misconduct (whether such complaint or allegation is made against him or another Brother or a Lodge) if so required by The Provincial Grand Master, or the Board of General Purposes.

If a Brother finds himself, as a result of his actions, involved in the process of Masonic Discipline, he has two options.

- a. To proceed with the Masonic Disciplinary Procedure as set forth in the Book of Constitutions and the Provincial Disciplinary Procedure Rules.
- b. To resign voluntarily from the Craft as a whole

These options are made necessary by the fact that even if a Brother resigns or is excluded from his Lodge he remains, of course, a Freemason. He can only avoid the consequences of this situation by choosing option (b) above.

(If a Brother opts to do nothing, then the normal procedures of Masonic Discipline will continue in his absence and without his participation, and he will be informed of the outcome at his last known address.)

Option (a)

This option offers the Brother the opportunity to appear before a Committee of Inquiry, established by command of the Provincial Grand Master, where he will have the right to explain himself, bringing forward any matters or explanations in support of his situation, and to bring Brethren to speak in his support. The committee is conducted formally according to rules established in conformity with the understandings of natural justice and contained within the Provincial Disciplinary Procedure Rules.

The committee can recommend to the Provincial Grand Master that he take no action in the matter; or that he issue a reprimand; or it can recommend a period of suspension from the Craft, or that the Provincial Grand Master should recommend to the Grand Master that the Brother in question be expelled from the Craft.

This process, as it is conducted with scrupulous fairness, can take some considerable time to complete and the Brother in question finally hears of the outcome from the Grand, or Provincial Grand

Secretary.
He can appeal the decision.

Option (b)

If a Brother would prefer to discharge himself immediately from further Masonic responsibility or proceedings, he is at liberty to resign from the Craft by completing Form VR1 (Voluntary Resignation), which is available from the Provincial Office. Having done so, all disciplinary proceedings cease, as he is no longer a Freemason.

The Grand Secretary cannot accept such a resignation without the surrendering of the Grand Lodge (and Grand Chapter) Certificate(s).

IT IS ENTIRELY A MATTER FOR THE BROTHER IN QUESTION WHICH OF THESE OPTIONS HE CHOOSES, but in the absence of any indication from him, option (a) will be proceeded with until the matter is concluded.

If a Brother would like to discuss any of these matters further, he is free to contact the Provincial Grand Secretary, who will offer every assistance.

23. Past Masters from Other Constitutions

The situation of members of English Lodges who are Past Masters from other recognised constitutions, *but who have not gone through the Chair of an English Lodge*, is not simple, and caution should be exercised, particularly if it is proposed that they be installed into the Chair of one of our Lodges.

If their *bona fides* as Installed Masters has been established, they can clothe and conduct themselves in our Lodges as Installed Masters and be generally considered as such, but there are restrictions on what they can do by way of participation in our ceremonies. (*Note: once members of an English Lodge they must wear English regalia, regardless of any seniority in their home constitution; they are entitled to wear levels on their aprons, but not to wear a Past Master's collar.*)

Except as mentioned in the next paragraph, no member of an English Lodge who is a Past Master only of another constitution may preside in an English Lodge (*ie* occupy the Chair). He can undertake, from the floor, elements of an English degree ceremony *but he may not (except, again, as mentioned in the next paragraph) confer a degree.*

However, if **(but only if)** he is an Installed Master under the Grand Lodge of Ireland or Scotland, then by virtue of a mutual concordat between our three Grand Lodges, he is allowed (a) to take part, if requested by the Board of Installed Masters, as Installing Master (for the Inner Working only) in an English Installation ceremony and (b) *if no Installed Master under our Constitution is present*, to confer a degree to the extent that the ceremony cannot be performed by the Warden ruling the Lodge. *Past Masters from any other constitution may do neither*, though they can be present in the Board of Installed Masters.

No Installed Master of any other recognised constitution whatsoever can be elected to the Master's Chair of an English Lodge, whatever his seniority, unless he has or will have served a *full year as Warden* in an English Lodge at the time of his installation, as required by Rule 105 of the Book of Constitutions. It is not possible for a dispensation to be issued to render eligible a Brother who has not served as a Warden in a Lodge under UGLE.

24. Emergency Meetings

An Emergency Meeting of a Lodge or Chapter is any meeting additional to the regular days of meeting specified in the Lodge or Chapter By-Laws.

The use of the word 'Emergency' does not imply necessarily that there is some urgent or unforeseen reason for the meeting.

Emergency Meetings are governed by Rule 140 of the Book of Constitutions and Regulation 59 of the Book of Regulations of the Royal Arch.

A Lodge must petition the Provincial Grand Master for a dispensation to hold any Emergency Meeting and the Provincial Grand Master has to be satisfied that there is 'good cause' for the meeting, before granting the dispensation. A Lodge must include in its petition all the business which it intends to transact at the meeting. That business must then appear on the summons convening the meeting, and no other business may be transacted at that meeting.

The electronic form to apply for a Dispensation is here

A Royal Arch Chapter does not need a dispensation for an Emergency Meeting, as the Principals can call for one to be held but the content of the meeting is still governed by the regulations for emergency meetings, as below.

It is forbidden to transact at an Emergency Meeting any business which the Book of Constitutions/Regulations (and/or the Lodge or Chapter By-Laws) requires to be placed only before a Regular Meeting. For example, a candidate cannot be proposed nor (in the Craft) balloted for. Similarly Lodge accounts cannot be approved nor regular elections take place. (It is possible for a Royal Arch Chapter to install an elected Principal at an Emergency Meeting).

Furthermore, Emergency Meetings are not likely to be granted to Lodges and Chapters for the purpose simply of putting right some omission in their annual cycle of administration.

It follows, therefore, that no minutes are read at an Emergency meeting. Outstanding minutes must be read at the next Regular Meeting together with the minutes of the Emergency Meeting and confirmed together. Similarly there are no risings, as the meeting is not authorised to deal with general Lodge or Chapter business. Such business must all be referred to and reported at the next regular Meeting.

25. Moving the meeting date of a Lodge or Chapter

Rule 139 governs the moving of the day of meeting of a Lodge or Chapter. It gives rise to a great number of unnecessary inquiries to the Provincial Office. It is, in fact, very simple, and the chart below explains how you should proceed.

Dispensations cannot be issued to move a meeting more than 28 days, either way.

This rule only governs the moving of a regular meeting to another date. If that meeting is your Installation, then the Installation Ceremony also moves to the revised date.

However, separate rules come into play in the unfortunate circumstance of the Master Elect, or Principal(s) Elect, not being available for the day of Installation, and the advice of the Province should be sought in such circumstances.

WE ARE DUE TO MEET ON	SHOULD WE MOVE THE MEETING?	HOW SHOULD WE PROCEED?	
A SUNDAY CHRISTMAS DAY, or GOOD FRIDAY	You MUST move the meeting	Move the meeting by up to SEVEN days either way without Dispensation	Move the meeting by more than SEVEN days by requesting a Dispensation

ANY OTHER PUBLIC HOLIDAY	You <u>MAY</u> move the meeting, but you do not have to	Move the meeting IF YOU WISH by up to SEVEN days either way without Dispensation	Move the meeting IF YOU WISH by more than SEVEN days by requesting a Dispensation
A DAY OTHER THAN THE ABOVE WHICH PROVES TO BE INCONVENIENT	You <u>MAY</u> move the meeting for a reason acceptable to the Provincial Grand Master	You <u>MUST</u> apply for a Dispensation IN ALL CASES	

The document to apply for a dispensation can be found [here](#)

Moving the date of the Installation meeting.

A Lodge **must hold all the meetings specified in its By-Laws** for its annual programme. (A meeting cannot be 'cancelled'. It can only be 'abandoned' when it has proved impossible to establish a quorum. Not holding a meeting will jeopardise a Lodge's historical continuity, so it should be 'abandoned')

The By-Laws specify the meeting at which the Installation of Master must take place. The Installation must take place only at that meeting, even though the meeting may be moved by Dispensation under Rule 139 by twenty-eight days either way. ***If that meeting is moved, the Installation must go with it.***

A Lodge cannot move its Installation Meeting by Dispensation or otherwise to any other of its regular meetings. (In the special case of a Master Elect, ready and able to be installed but who cannot attend his Installation, Rule 108 applies, and the Province should be consulted).

Example

The meeting pattern of Lodge X includes the months of October, November and December. The Lodge is due to meet on the 15th November to Install. It can move the November meeting and thus the Installation, by Dispensation, to any day between 18th October and 13th December.

But it must also hold its regular October and December meetings, neither of which can be the Installation.

26. Lodges and Chapters handing in their warrants or Charters

While it is always regrettable when a Lodge or Chapter decides to terminate its existence, it is extremely important for the members and in some circumstances those who depend on them Masonically, that the closure should be conducted in a business-like way and with appropriate Masonic decorum.

When the Lodge or Chapter feels that it is clear that a substantial majority of its members, having explored any alternatives and seeking advice and guidance from your Liaison Officer, Area Ruler and the Provincial Office has reached the point where the surrendering of its Warrant or Charter is

appropriate and inevitable, the following is the process which that Lodge or Chapter should follow.

At least two meetings are required. Should A Lodge or Chapter find themselves in this position then they should seek advice from the Provincial Grand Secretary on how to progress the closure and the wording for the Notices of Motions and Propositions.

In the case of a closing Lodge which has a Chapter sharing its name and number there is no longer any difficulty in that Chapter continuing with that same name and number.

27. Lodges/Chapters seeking to move meeting place.

MOVING TO A RECOGNISED MASONIC MEETING PLACE

The removing of a Lodge or Chapter to a new meeting place is governed by Rule 141 of the Book of Constitutions, which places certain strict requirements upon the Lodge or Chapter. Among the most important are:-

1. At a regular meeting, at least seven subscribing members should give notice of motion of the desire to remove the Lodge.
2. That motion must be placed on the summons for the next Regular Meeting or if necessary for an Emergency Meeting for that specific purpose. That summons must reach the Brethren or Companions at least seven days before the meeting.

(A dispensation will be needed for such an Emergency Meeting in the Craft but not in the Royal Arch.)

3. At this second meeting, a two-thirds majority of those present and voting is necessary for the proposition to be carried.

Rule 141 recognises that it may be necessary, upon the removal of a Lodge or Chapter, also to alter some or all of the regular days of meeting of the Lodge or Chapter. If this is the case, then the changes should be incorporated in the same proposition as that to remove the Lodge.

4. The names of the proposers and the result of the vote must be clearly recorded on the minutes of the meeting and a copy of the relevant part of those minutes must be sent to the Provincial Grand Secretary. The summons for the meeting at which the proposition is to be put should, at the least, indicate that Rule 141 has been complied with. Preferably, the names of all the proposers of the proposition should appear on the summons.
5. The removal or change of meeting formula is a change in the Lodge/ Chapter ByLaws and as such the relevant forms must be completed and submitted to the Provincial Office. (See section on ByLaws).
6. The subsequent approval of the By-Laws, if granted, fulfils the requirements of Rule 141 (iii) and (iv).

MOVING TO A MEETING PLACE NOT YET RECOGNISED AS A MASONIC MEETING PLACE

If a Lodge or Chapter desires to remove to premises which are not already approved as a Masonic meeting place it is first necessary, before any proposition is contemplated, to ask the Province (through the Provincial Grand Secretary) to visit the premises which are the intended meeting place and to inspect them with a view to their suitability for Masonic meetings.

The inspection will require a representative of the Lodge or Chapter to be present and the inspecting party will expect to see the building disposed exactly as it is intended it should be when a Masonic meeting will be taking place in it.

Upon considering the report of the inspecting officers the RW Provincial Grand Master will decide whether the building may be authorised as a Masonic meeting place.

If authorisation is given, the Lodge or Chapter concerned should then proceed as in A above.

28. Conducting Masonic Business when non Masons are present.

Non-masons may not be present at the opening or closing of a Lodge or at any time that a Lodge is open.

The ceremonies of Initiation, Passing, Raising and Installation can only take place validly in an open Lodge. The same validity extends to individual elements of ceremony such as the Charge after Initiation, and the Masonic Lectures associated with the ceremonies.

No Masonic signs or secrets may be shown or imparted outside a regularly open Lodge. Other brief portions of Masonic text may be employed when illustrating Masonic ideals to a non-Masonic audience, but elements of the ceremonies should not be recited at length.

The administrative business of the Lodge can only be conducted in open Lodge.

There is however no compelling need to adopt a mysterious or secretive attitude towards other Masonic activities, such as the laying of a foundation stone, which take place without a Lodge being open or after a Lodge has been called off or closed. The distinction here being that the event is *ceremonial* rather than *ritual*.

Before the planning of any such public event, the Province must be consulted.

Rule 178 prohibits the wearing of regalia when persons other than Masons are present unless a Dispensation has previously been given. It is highly likely that such permission will be granted for the purposes of open days, church services and any other appropriate events. But Dispensation from the Province must be sought in accordance with the Rule.

It is perfectly in order for non-masons to be invited to Masonic after-proceedings and an abridged Masonic Toast List may be employed though no reference to Masonic Ritual (such as in *fire*) must be made.

An extract from the Information for Members booklet states;

There is no objection to drinking Masonic toasts in the presence of non-Masons, provided that Brethren in the course of speeches avoid references to matters of Masonic ritual. For this reason it also recommends that 'fire' and the Tyler's toast, both of which have their origins in the Masonic Lectures, should not be given on such occasions.

Non Masons at After Proceedings and Ladies Nights

There is no objection to drinking Masonic toasts in the presence of non-Masons, provided that Brethren in the course of speeches avoid references to matters of Masonic ritual. Masonic 'fire' and the Tyler's toast, both of which have their origins in the Masonic Lectures, should not be given on such occasions, particularly as the latter might be seen to be divisive by its exclusion of non-Masons from its scope. The number of toasts drunk on these occasions should be kept within reasonable bounds, so that non-Masons are not overwhelmed or confused. It should rarely be necessary for the list to be longer than 'The King and the Craft', 'The MW The Grand Master', 'The Provincial Grand Master', 'The Worshipful Master' and 'The Guests'.

29. Wearing of Ties

With the exception of that handful of Lodges and Chapters who 'from time immemorial' have worn particular ties identifying them with their origins (old boys/university/military etc) or where the Provincial Grand Master has specifically authorised a tie to be worn at (only) their meetings, the following rules apply:

Brethren and Companions may wear, in both Lodges and Chapters,

either A plain black tie, The Grand Lodge Tie or the Grand Chapter Tie

and Brethren and Companions of Yorkshire, West Riding may wear The Provincial Tie.

During the month of November Brethren/Companions may wear the Remembrance Tie within the Province at all meetings.

NOTE REGARDING THE PROVINCIAL TIE

1. It may be worn in public
2. It may **not** be worn outside the Province of Yorkshire, West Riding.
3. It may **not** be worn at Grand Lodge or Supreme Grand Chapter

At the time of completing this (June 2023) there are plans for a new Provincial Tie, a blue one and a red one of the same design. Both can be worn in either Craft or Royal Arch, but the red ones only by Royal Arch Masons.

30. Taking of Photographs

There is no objection to the taking of photographs in a Lodge room in connection with a special meeting; the taking of photographs during a meeting is prohibited.

All those in the photograph should be made aware and agree to it being published on social media and other publications.

31. Unattached Masons

This will apply when a Brother resigns from his Lodge or the Lodge hands in its Warrant and he has no other subscribing memberships and who chooses not to join another Lodge.

Although he remains a Freemason, if he is not a subscribing member of any Lodge, he becomes 'unattached' and must so sign himself in the Tyler's book of any Lodge he visits.

When 'unattached', a Mason remains at liberty to visit Lodges but **on one occasion** only to each Lodge.

He may make a second or third visit to any one (and only one) Lodge he is considering joining at the express invitation of the Worshipful Master who must confirm in writing to the Secretary it is the intention of the unattached Brother to join that Lodge but there must be no longer than 12 months between the first and the third visit.

If a Provincial Officer, he ceases to be a member of the Provincial Grand Lodge and can only attend as a guest and cannot under any circumstances vote.

This situation does not change until he again becomes a subscribing member of a Lodge, except that if he is an Honorary Member of a Lodge then he may continue to attend *that* Lodge on a regular basis, though he cannot take part in the business of that Lodge, except to propose or second a candidate for admission, if he was formerly a subscribing member of that Lodge. **An Unattached Mason seeking once again to become a subscribing member of a Lodge or Chapter MUST SIGN THE DECLARATION on page two of Registration Form 'P'.**

Brethren who find themselves in this situation are welcome to seek advice from the Province.

If a Brother resigns from his Craft Lodge and he is a member of a Royal Arch Chapter then the terms of Regulation 66B apply and he has until the end of the next subscription year from when he resigned to rejoin a Craft Lodge or his RA membership ceases.

Unattached as a result of exclusion (Rule 148 and 181)

Rule 127 makes it clear that a Mason who has become unattached as a result of having been

excluded from a Lodge cannot attend any Lodge or Lodge of Instruction until he has again become a subscribing member of a Lodge. This means that he cannot make the visits to any Lodge mentioned in the paragraph above.

32. Requirements when a Lodge is open

Book of Constitutions

It is the duty of the Worshipful Master to ensure that an up-to-date copy of the Book of Constitutions is on display and that a copy must be supplied to every newly Initiated Brother. (Rule 159). On his Installation a Worshipful Master must be presented with a copy of the Book of Constitutions. (Prov. By-Law 16)

By-Laws

A copy of the Lodge By-Laws must always be available on display when the Lodge is open, and a copy given to a newly made Brother at his Initiation, each joining member, and to a Worshipful Master on his Installation. (Rule 138 & Prov. By-Law 16)

Gavel

The Worshipful Master must offer his Gavel to the Grand Master, the Pro Grand Master, the Deputy and Assistant Grand Masters, the Provincial Grand Master, the Deputy Provincial Grand Master and the Assistant Provincial Grand Masters, but NOT to any other Brother.

Provincial Grand Lodge By-Laws

A copy of the Provincial Grand Lodge By-Laws must always be on open display when the Lodge is open. A copy must always be given to a newly made Brother at his Initiation, a joining member from another Province or Constitution and a Worshipful Master on his Installation. (Prov. By-Law 16)

33. Ceremonies by a Past Master

When a Past Master occupies the Chair, the Worshipful Master should sit on the immediate left of the Master's Chair and should NOT hand over his collar. Similarly, a Past Master occupying the Chair must be clothed according to his rank.

34. Chains of Office - Past Masters Associations

The jewels, collars and chains of office of Past Masters Associations and similar bodies are not Masonic jewels within the terms of Rule 241, consequently no question as to approval for their use in Lodge can arise and it is incorrect to wear them. They can however be worn at the Festive Board. The RA Council Collars and Jewels can be worn at Craft festive boards and vice versa in respect of Installed Masters Associations.

35. Clearance Certificates Issued by Private Lodges

Any Brother who is a member of a Lodge is entitled to a certificate confirming his membership and stating whether he is indebted to the Lodge until a specified date (eg if a certificate is requested in June but the Brother is paid up to the end of the year then the certificate should reflect that). Any Brother who is a former member of a Lodge is entitled to a certificate stating whether membership ceased by resignation or by exclusion; such a certificate should show the date upon which he ceased to be a member, the amount (if any) by which he was indebted to the Lodge at the time, and the date such debt was subsequently paid. Rule 175 specifies that the certificate shall be dated but does not contain any instructions for signature; it follows that the Secretary's signature will normally be sufficient.

36. Collars of Office

The Collars of the Officers of Private Lodges should be worn only in their own Lodges, the only exception being the Master and Wardens when representing their Lodge in Grand Lodge and in Provincial Grand Lodge.

There seems to be a growing practice of Provincial Officers not wearing the collar and jewel of their rank as well as the collar and jewel of their Lodge office.

The 2021 edition of Information for the Guidance of Members of the Craft describes on pages 51 and 52 how collars must be worn, firstly, by a Past Master who is also appointed or elected as an Officer for the year, in which event he should wear the collar and jewel of the office as well as the collar and jewel of his rank.

Further, when an Officer of the year is absent and a Past Master is appointed by the Master (or on his behalf) to take that Office for the evening, he should wear the collar and jewel of that Office as well as the collar and jewel of his rank.

Acting Provincial Officers must not wear their jewel from a Grand rank collar.

37. Hearty Greetings or Hearty Good Wishes

A Brother visiting a Lodge must not give "Hearty Greetings" or "Hearty Good Wishes" on behalf of his Lodge unless he is the Master of his Lodge, or he has been specially authorised by his Worshipful Master to do so.

Similarly, Grand Officers and Provincial Grand Officers may not give greetings on behalf of the Grand Lodge or the Provincial Grand Lodge unless they have the express permission of the Grand Master or the Provincial Grand Master to do so.

38. Jubilee Certificates

Lodges will be notified by Provincial Grand Lodge well before the date of the Jubilee, of the identity of a member who qualifies to receive a Jubilee Certificate.

The current criteria for the issue of Jubilee Certificates by the Province are:

Certificates are issued for 50-, 60-, 70-, 75- and 5-year intervals thereafter

The Brother must have continuous Membership in Freemasonry for the period of the Jubilee either in this Constitution or of a Constitution recognised by the UGLE

The Brother must either be:

Subscribing Member of a Lodge in this Province, or

an Honorary Member of a Lodge in this Province who had in the year previous to his election as an Honorary Member been a subscribing member of that Lodge

50-year certificates will be presented in accordance with the wishes of the recipient. If a Ruler is requested the Provincial Office will make those arrangements. If the recipient requests the presentation be by a member of his Lodge or a personal friend, this request will be accommodated.

Certificates will not be presented before the date of the Jubilee.

39. Salutes

The correct number of salutes, which should be given according to the degree in which the Lodge is working, is:

Grand Master	11
Pro Grand Master	11
Deputy and Assistant Grand Masters	9
Provincial Grand Master and RW Brethren	7
Deputy Provincial Grand Master and VW Brethren	5
Assistant Provincial Grand Masters	5
Past Deputy and Assistant Provincial Grand Masters (if they were in office for 2 years or more)	5
Grand and Provincial Grand Officers (Present & Past)	3

No Brother acting in a higher office may receive a salute other than that to which he is personally entitled. The practice of giving the G and R sign in the first degree is quite wrong.

August 2023 update – Please see letter from ProvGM at the end of this document regarding saluting in Craft Lodges.

40. Wearing of Gloves

The requirements in Information for the Guidance of Members of the Craft are that if gloves are worn they should be worn at all times except by candidates for the three degrees, and the Master Elect when actually taking his Obligations on the V.S.L.

41. Honours Process

The Honours process for both Craft and Royal Arch starts well before the Annual meetings when they are invested. Early in the process the Secretary/Scribe E will be asked to complete a form which asks for the period under review, the number of years the Brother/Companion has held certain offices, the number of meetings and his attendance. This information is not available anywhere else. Accuracy is essential as there are scores allocated for each year in each Office and also for attendance which will affect the total score and subsequently the honour they will be considered for.

With the process being completed electronically the email address of the Brother/Companion is used and so it also gives a chance to check that and inform us if it is incorrect.

There is always a return date on these forms but please don't see that as the date they have to be returned on, if you can complete them quicker then please do so and return them when completed.

42. Hall Stone Jewels

The Hall Stone Jewels, of those Lodges that qualify to wear them, should be worn by the Worshipful Master at each Lodge meeting he attends at any Lodge under the English Constitution, including Provincial Grand Lodges and the Grand Lodge.

The Hall Stone Jewel may also be worn, by the Worshipful Master, at any Lodge Meeting Festive Board within the Province of Yorkshire, West Riding, *this by dispensation of the Provincial Grand Master.*

The Hall Stone Jewel **cannot** be worn at social functions, such as Ladies Evenings.

When visiting Lodges in other Provinces, it would be advisable and respectful to check locally if the Jewel can be worn at their Festive Boards, as every Province will have different rules.

The RW Provincial Grand Master welcomes any Worshipful Master visiting from another Province to wear his Hall Stone Jewel at Festive Boards, if he so wishes.

The Worshipful Master of the Lodge, and therefore the Guardian of the Hall Stone Jewel, should be reminded that the Jewel is the property of the United Grand Lodge of England (UGLE), who have given permission to the Worshipful Master of each qualifying Lodge to wear the Jewel as long as the Lodge remains in existence.

Therefore, should a Lodge close and hand back its Warrant, its Hall Stone must be returned to UGLE, via the Provincial Grand Secretary or his Representative, who will expect to be given it at any Closure Meeting of the Lodge.

Updates are below this.

43. Resignation Process and Protocols

1. When the Lodge Secretary receives a letter of resignation or is informed of a Brother who may be considering resignation, he immediately completes the first section of the Resignation & Retention Pro Forma and forwards it to the Liaison Officer (LO).

NB Wherever possible, this is before the letter has been read in open Lodge and before the *Notification of Change in Membership* form has been sent to the Provincial Office. If there are financial, disciplinary or other issues behind the resignation, the Secretary should inform the LO accordingly.

2. Having satisfied himself regarding financial and/or disciplinary issues the LO arranges to speak personally to the resigning Brother asap to discuss the resignation as an interested third party. Where appropriate the Brother concerned might be persuaded to reconsider his resignation and withdraw his letter.

2.1 If the resignation is due to aging, ill-health etc, the LO will, in conjunction with the Lodge Almoner, explore possible solutions to retain the Brother's subscribing membership or consider eligibility for Honorary membership. If these are not appropriate the LO will express the Province's gratitude for previous service and remind the Brother concerned that he is still eligible to access support from the Province.

2.2 If the reason for resignation is hardship, the LO, in conjunction with the Almoner, will decide whether to refer the case to the Provincial Almoner.

2.3 If the reason for resignation is the Brother's relocation or difficulty in attending the meeting night, the LO should first consider an introduction to more suitable lodges (other LOs or the Area APGM/Area Ruler may be able to assist). If such an introduction is not immediately obvious, the LO will forward the resigning Brother's details to the Provincial Membership Team via the Provincial Grand Registrar in Craft, (or the Deputy Membership Project Manager in Chapter) and procedures will be put in place to assist the Brother to find a different, more appropriate Lodge.

2.4 If the resignation is due to disharmony in the Lodge, the LO will seek to arbitrate and, hopefully, resolve the situation.

i. If this step is necessary, the LO should inform the APGM/Area Ruler

ii. If, however, there has been an irreconcilable difference in the Lodge, but the resigning Brother is still interested in Freemasonry in general, the LO will follow the same steps outlined in 2.3 to provide options of a more appropriate Lodge.

3. Whatever the outcome, the LO completes the Resignation & Retention Pro forma and forwards it to the Provincial Grand Registrar/Deputy Membership Project Manager and the Lodge Secretary.

4. If the resignation stands, the Secretary informs the Lodge of the resignation and informs Province in the usual manner by completing the *Notification of Change in Membership* form and sending it to the Provincial Office.

5. If the resigning Brother is not a member of another Lodge in the Province, or intending to join another Lodge, the Provincial Grand Registrar/Deputy Membership Project Manager will inform the appropriate APGM/Area Ruler that the Brother concerned will be a loss to the Province.

6. The APGM/Area Ruler will write to the Brother expressing regret at the resignation, thanking him for the input to YWR/the Area and offering assistance for re-joining when circumstances change, or an introduction elsewhere to continue enjoyment of Freemasonry.

7. The Provincial Grand Registrar/Deputy Membership Project Manager will use the information from the pro formae to produce statistical reports re resignations for the Province.

The reasons for following this procedure are:

1. Resignations will be followed up within days of receipt.

2. Resignations might be withdrawn before they have been formalised in open Lodge.

3. Every resigning Brother will have a personal exit interview with a representative from Province.

4. LOs will become quickly aware of any disharmony in the Lodge and will be able to intervene, where appropriate, early.

5. Every resigning Brother will receive a personal letter from the APGM/Area Ruler – an acknowledgement that their membership has been noted and appreciated, and providing an open door should he wish to rejoin at a later date.

6. Statistical information re resignations will be collected and used for statistical analysis.

The form is now available electronically and can be found [here](#).

PROTOCOL FOR SALUTES IN CRAFT LODGES IN THE PROVINCE

Dear Ruler, Past Ruler, Grand Officer and PGM Representatives,

Over the years there has been much discussion concerning the salutations given to Rulers, Past Rulers and Grand Officers in Lodges at Installations and other formal occasions as well as in individual regular Lodge meetings.

In order not to embarrass a Lodge or a senior Freemason, the following Protocol should be adopted by all Lodges, especially at Installations or other formal occasions, where Rulers or Representatives of the Province are in attendance.

The Protocol to be adopted are as follows:

Within the Province

1. The highest ranking Provincial Officers are the current Rulers – PGM (including the PGM Representative at Installation meetings), DPGM and APGMs.
2. The preference is that **salutes are only done on formal occasions** (e.g. Installations).
3. The Brethren are **saluting the Office** not the individual's Grand/Provincial rank.
4. The **senior person at every Installation is the Ruler/PGM Representative** attending officially.
5. To minimise the time taken regarding the formalities of introduction, only the **senior Provincial ranking person attending officially is to be saluted** – Ruler/PGM Representative - when **EVERYONE PRESENT*** salutes the Office. *(except the PGM, if in attendance as a private individual).
6. It is hoped that RW, VW Brethren and Past Rulers will support the attending Ruler/PGM Rep and form part of the procession entering the Lodge.
 - a) Should a RW, VW Brother or Past Ruler not be able to, or not wish to form part of the entrance procession, he may be seated in the Lodge for the opening and, if he so wishes and it is in accordance with the practice of the Lodge, be saluted according to his rank. Any such salutes **must** be done **BEFORE the Ruler/PGM Representative enters the Lodge**.
 - b) If this is the case, then that individual **WILL NOT** process in or out with the Ruler/PGM Representative as per recent instructions to all Provincial DCs.
 - c) This **avoids the embarrassing and contradictory situation** of the Rulers/PGM Representative, having just been saluted, to then salute those, who have just saluted him.
7. At regular Lodge meetings, where **Rulers are attending as private individuals and not 'officially', salutes are not necessary**. However, Lodges may have their own customs and wish to salute everyone, although this practice is not encouraged. In such cases, it will be the current Provincial Rulers first (**EVERYONE PRESENT salutes them**), then any RW/VW (who are **NOT** saluted by any Rulers), Grand Officers and finally Provincial Grand Officers/LGR.
8. If a current Ruler or senior Grand Officer present refuses to receive salutations, then none must be given to any other attendees.
9. At all meetings it is up to the **ProvGDC/Lodge DC to decide, who gives Greetings**.
 - a) At Installations it will always be the Ruler/PGM Representative first, followed by RW/VW/Past Rulers/GOs/Provincial Grand Officers.
 - b) In the same way that salutes have been limited to minimise time spent on formalities, care should be taken to minimise the number of individual greetings.

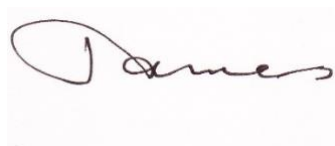
Outside the Province

1. We must ensure **we never offend another Province or its Rulers** and follow their Province's rules and traditions. Clarification of which may be received through the Provincial offices when notification of attendance is submitted.
2. At Installations **we should always salute a Ruler/PGM Representative in another Province**, whilst we are in that Province, even if a YWR Provincial Ruler or whatever Grand rank held.
3. At other meetings, the individual concerned should liaise with the attendant DC and/or the ranking officers of that Province as to whether he salutes a fellow Ruler, RW /VW or someone of a higher Grand rank in line with that Province's rules.

I hope that the above clarifies the situation relating to Salutations once and for all and I would be grateful if all Lodges and members of the Province adhere to this Protocol.

Sincerely and fraternally

Kind regards



RW Bro and E Comp. James H Newman OBE
Provincial Grand Master and ME Grand Superintendent

Officers of a Lodge

A Lodge requires a minimum of NINE individual office-holders to function regularly. The table below illustrates the permitted combinations of office. and the order of precedence of the officers - the Membership Office comes after the Charity Steward and before the Mentor.

	Regular Offices	Additional Offices	
ORDER OF PRECEDENCE	COLUMN 1 MUST BE APPOINTED	COLUMN 2 MUST BE APPOINTED	COLUMN 3 MAY BE APPOINTED
1	Master *		
2	Senior Warden		
3	Junior Warden		
4			Chaplain
5	Treasurer *		
6	Secretary		
7			Director of Ceremonies
8		Almoner	Membership Officer
9		Charity Steward	
10			Mentor
11	Senior Deacon		

12	Junior Deacon		
13			Asst. Director of Ceremonies
14			Organist
15			Assistant Secretary
16	Inner Guard		
17			Steward(s)
18	Tyler *		
* Elected			

RULES FOR HOLDING MORE THAN ONE OFFICE

1. A Brother can hold only ONE office from Column 1.
2. A Brother holding an office from Column 1 may hold one other office from Columns 2 and 3.
3. A Brother not holding an office from Column 1 may hold any number of offices from Columns 2 and 3.

June 2023