



Province of Yorkshire, West Riding

The Resignation & Retention Protocol

for Craft & the Royal Arch

In the following Protocol 'Lodge Secretary' & 'Brother' are interchangeable with 'Scribe E' & 'Companion'

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 which can be found at:

<https://www.cognitofirms.com/MasonicProvinceOfYorkshireWestRiding/ResignationRetentionProforma>

He then forwards the pro forma to the Liaison Officer (LO). **NB Wherever possible, this is before the letter has been read in open Lodge and before informing 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 returns it to Lodge Secretary who retains it until the resignation has been formally read in open lodge.
4. When the Lodge has been informed of the resignation the Secretary forwards the pro forma to Provincial Grand Registrar/Deputy Membership Project Manager and the Provincial Office where the resignation is formally recorded. The date of the resignation will be recorded as the date the Secretary first received the letter of resignation or the date on which the resigning brother stated he wished to resign.
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.