



**GUIDANCE NOTES
FOR LODGE
SECRETARIES IN
HERTFORDSHIRE**

FOREWORD

These notes have been prepared primarily for the information and guidance of Lodge Secretaries and should be regarded as a summary of the relevant Laws and Regulations prescribed by the Grand Lodge and contained in the Book of Constitutions and the booklet entitled 'Information for Guidance of Members of the Craft'.

Although the Grand Lodge is the supreme superintending authority, delegation is passed to the RW Provincial Grand Master for the administration of the Province of Hertfordshire within the guidelines of Grand Lodge.

For these reasons, whenever in doubt regarding a course of action to be taken, administration problems should be referred to the Provincial Grand Secretary and those relating to ritual or ceremonial to the Provincial Grand Director of Ceremonies and NOT to the Grand Secretary at Freemasons' Hall. Very rarely can a problem arise which has not been previously dealt with.

As a general rule Lodge Secretaries should note that all communications MUST be sent to:

The Provincial Grand Secretary
Fleet House, 10 Parkway
Porters Wood
St. Albans
Herts
AL3 6PA

Telephone enquiries during office hours to 01727 833061.

e-mail to provgsec@pgherts.org

Web : www.pgherts.org

The following forms supplied by the Grand Secretary should be sent to him via the Provincial Office:

The copy of the Grand Lodge Annual Return (with cheque for Annual Dues)
Applications for Grand Lodge Certificates

The Grand Lodge Installation Return should be sent to the Provincial Grand Secretary who will then forward it to the Grand Secretary. The form 'Officers Appointed at Installation' should be completed and returned to the Provincial Grand Secretary. Any other communication to be sent to Grand Lodge should be returned to the Provincial Grand Secretary other than Rule 158 Clearances for Candidates for Initiation living and working in London and enquiries regarding the existence of regular Freemasonry in foreign countries.

In the past, Rule 158, Clearance for Initiates living and working in London have been sent to the Grand Secretary. They should now be sent to the Metropolitan Grand Secretary
office@metgl.com. MetGL, PO Box 29055, London WC2B 5UN

All communications to the Provincial Grand Master or to the Deputy Provincial Grand Master on Masonic matters must be made through the Provincial Grand Secretary.

Secretaries are asked to ensure that the members of their Lodges are aware that on no account should the prefix 'Brother', 'W.Brother', etc. or a masonic rank be included with the name and address on an envelope being sent through the post.

It is important that Lodge records should be kept in a place of safety and in conditions which will ensure that they are still legible in 100 years time. Many Lodges use their own banks but the Province has an arrangement with the Hertfordshire County Records Office for the safe keeping of Lodge records and details are available from the Provincial Grand Secretary. A note of where all records are kept should be placed in the current Minute Book and transferred when a new Minute Book is brought into use.

CONTENTS

<i>Topic</i>		<i>Page</i>
Absent Brethren	Toast	21, 22, 23
After Proceedings	Toasts	19, 21, 22
	Taking Wine	21
Annual Returns	Grand Lodge	26
	Provincial Grand Lodge	26
	Installation	26
Book of Constitutions	Useful rule numbers	4
Books	Reference	5
	Record	5
By-Laws,	Amendment of	28
	General	28
	Model By-Laws	29
	Notes on Model By-Laws	30
Candidates,	Initiates	11
	Joining Members	12
Clearance Certificates	General	27
	Wording of	27
Conferring of Degrees,	Role of Secretary	15
	For other Lodges	15
Data Protection Act	Form of notification	38
Dispensations	General	14
	Emergency Meetings	14
	Change of Venue/Meeting date	14
Election of Master and Treasurer		36
Exclusion under Rule 181	Procedures to be carried out	31,32
Files	To be kept	5
Foreword		2
Forms	Grand Lodge	5
Grand Rank	Procedure	33
Hall Stone Jewel	When it can be worn	18
Honorary Membership	Disabilities, Election, Status	13
Installation Night	Toast	19
Leaflets	Information	5
Lodges of Instruction	Responsibilities, Meeting Place, Etc	39
Master,	Absence of	44
	Continuing in office second year	37
	Suggested Procedure	37
Meetings,	Timings	7
Membership		24, 25
Minutes	Suggested example	40
Official Visits		19
Procedure in Lodge		16, 17, 18
Provincial Grand Rank	Procedure	33
	Recommended abbreviations	34
Provincial and Grand Rank	Honorifics	35
Reference Papers	Grand Lodge	5
Secretary's Check List		6
Special Meetings	Banner Dedication / Anniversaries	20
Summons,	General	8, 9
	Suggested wording of agenda items	9, 10
Toast List	Official in Hertfordshire	22, 23
Video Tapes		5
Web site Code of Practice		45
White Table Procedure		43

RULES - BOOK OF CONSTITUTIONS

The appropriate Rules are quoted throughout these Guidance Notes and are from the 2005 Edition. (With some amendments)

Secretaries are reminded that: “..... you will find that there is scarcely a case of difficulty can occur in the Lodge which that book will not set you right”.

A selection of the most useful Rules are detailed below:

ADMISSION OF VISITORS	- Disqualification to visit	- Rule 125
		- Rule 127
ANNUAL RETURN OF MEMBERS		- Rule 146
AUDITORS	- Election	- Rule 153
BY-LAWS		- Rule 136, 137 & 138
CANDIDATES	- Qualification for Initiation	- Rule 157
	- Enquiries as to candidates from other localities	- Rule 158
	- for Initiation	- Rule 159
	- from Ireland and Scotland	- Rule 161
	- for Joining	- Rule 163
	- Election of	- Rule 164
	- Rejection on Ballot	- Rule 165
	- Responsibility for Fees	- Rule 171
CESSATION OF MEMBERSHIP WHEN TWO YEARS IN ARREARS		- Rule 148
CLEARANCE CERTIFICATE		- Rule 175
CONFERMENT OF DEGREES ON REQUEST		- Rule 173
EXCLUSION	- Permanent	- Rule 181
GRAND LODGE CERTIFICATE		- Rule 174
HONORARY MEMBERS		- Rule 167
LODGE COMMITTEE	- Election	- Rule 154
LODGE OF INSTRUCTION	- Sanction of by Lodge	- Rule 132
LODGE PROPERTY		- Rule 143 & 190
LODGE SUBSCRIPTIONS	-	- Rule 145
MASTER	- Election	- Rule 105(a)
	- Installation	- Rule 105(b)
	- Death or incapacity of Master Elect	- Rule 106
	- Continuation in office of Master	- Rule 107
	- Postponement of Installation of Master	- Rule 108
	- Qualification of Warden for Master’s Chair	- Rule 109
	- Master’s period of office	- Rule 115
	- Master of more than one Lodge at the same	- Rule 115
	tim	- Rule 115
	- Death of Master and other contingencies	- Rule 119
MEETING DATES	- Time and Place	- Rule 137
	- Prohibited Days	- Rule 139(a)(b)
	- Alteration of	- Rule 139(c)(d)
	- Emergency Meeting	- Rule 140
MEMBERS	- Register of	- Rule 146(ii)
MINUTES	- Recording of	- Rule 144
MISBEHAVIOUR IN LODGE		- Rule 180
OFFICERS	- Vacancies in regular Offices	- Rule 121
RESIGNATION		- Rule 183
SUBSCRIPTIONS	- Arrears	- Rule 148 & 181
TREASURER	- Duties of	- Rule 153
	- Election of	- Rule 112
TYLER	- Election of	- Rule 113

BOOKS, FORMS, FILES and LEAFLETS

The following are required by every Secretary
(Those marked * change regularly)

BOOKS FOR RECORDS

Register of Members and Past Members [Rule 146 (ii)]
Attendance Book [Rule 144]
Minute Book [Rule 144]
Declaration Book [Rule 162]

BOOKS OF REFERENCE

Book of Constitutions (Latest Edition) plus Amendments.
Constitutions and Regulations of Grand Charity
Information for Guidance of Members of the Craft (Latest Edition) *
Information on Masonic Charities
Grand Charity's Lodge Relief Chest Handbook
Masonic Year Book from Grand Lodge (Latest Edition)*
Masonic Conduct - Guide to Investigations
Provincial Year Book

FILES FOR

Past Agendas
'Expanded' Agendas
Correspondence

FORMS

Annual Returns - AR1 United Grand Lodge of England
Installation Return LP & A4 - United Grand Lodge of England
Registration Form P - United Grand Lodge of England
Application for Grand Lodge Certificate LP & A5
Provincial Annual Return
Publication Order Form * - United Grand Lodge of England
Officers Appointed at Installation

LEAFLETS

What a Candidate Should Know
What is Freemasonry
Freemasonry and Society
Freemasonry and Religion
Freemasonry's External Relations
Regular Freemasonry and Public Affairs
Freemasons' Hall - The Home and Heritage of the Craft
An Exhibition on the History of English Freemasonry

REFERENCE PAPERS

Grand Lodge Business Papers and Reports of Grand Lodge Proceedings
Current Information
Grand Secretary's Newsletters

STANDING OR ANNUALLY REVISED LETTERS & PAPERS

Subscriptions
Model By-laws
Honorary Members

USEFUL VIDEO TAPES.

The Freemasons
Freemasonry, Today, Tomorrow
The Treasurer

CHECK LIST FOR THE SECRETARY

Before setting out for a meeting check if you need or require to take the following:

- 1 Attendance Register
- 2 Minute Book
- 3 Declaration Book
- 4 Dispensation
- 5 Book of Constitutions (Secretary's copy)
- 6 Book of Constitutions for presentation to Initiate or newly installed Master – latest edition
- 7 Provincial Year Book
- 8 Lodge By-Laws (Official Lodge copy)
- 9 Lodge By-Laws for presentation to Initiate or newly installed Master
- 10 Grand Lodge Certificates for presentation
- 11 Spare Agendas
- 12 Spare Statement of Accounts
- 13 List of Officers
- 14 List of Officers not invested
- 15 Voting Slips (In case a Ballot is called for)
- 16 In Memoria
- 17 Apologies
- 18 Resignations
- 19 Proposals for Membership (Registration Form P)
- 20 Grand Lodge Communications
- 21 Provincial Grand Lodge Communications
- 22 Blank Registration Forms P
- 23 Details of any Official visitors
- 24 Regalia for Candidate
- 25 Record Files
- 26 Ritual Book
- 27 Ritual to be carried out by?
- 28 List of Brethren attending and/or dining
- 29 Toast List
- 30 Wine Taking list

NOTES:

Book of Constitutions

Secretaries are reminded that it is essential for the Book of Constitutions, together with a copy of the By-Laws of the Lodge, to be presented to ALL candidates on their Initiation and Masters at their Installation. The copy presented must be the latest edition and should be accompanied with a copy of the booklet 'Information for Guidance of Members of the Craft'.

MEETING - TIMINGS

These timings are based on Emulation Ritual and, although they take into account fast and slow speakers and fast and slow deacons, in practise the total time taken is usually some 10% more than the sum of the individual parts.

It is a good idea for each Lodge to time its workings and gather together a comprehensive guide so that Secretaries can obtain a fairly accurate idea of how long a meeting is going to take and arrange a starting time which may be more convenient for the members.

	Time	Sub Total
Incoming Procession	4 min.	
Openings (each degree)	4 min.	
Minutes	4 min.	12 min.
Resuming (per degree)	1 min.	
The Risings (average)	7 min.	
Third Closing	6 min.	
Second Closing	4 min.	
Closing	4 min.	
Outgoing Procession	5 min.	
Ballot	5 min.	
Grand Lodge Proceedings	2 min.	
Presentation of Certificate	5 min.	
Presentation of Accounts	4 min.	
Elections of WM/Treasurer/Tyler Old Procedure	10 min.	
Elections of WM/Treasurer/Tyler New Procedure	2 min	10 min.
Dispensation	2 min.	
Initiation	40 min.	
Restore comforts	5 min.	
Charge	7 min.	52 min.
Second Degree Questions	5 min.	
Prepare Candidate / Open 2nd	5 min.	
Passing	40 min.	
Restore comforts	5 min.	
Tracing Board	12 min.	
Closing	4 min.	1 hr. 11 min.
Third Degree Questions	5 min.	
Prepare Candidate / Open 3rd	5 min.	
Raising	45 min.	
Restore comforts	5 min.	
Traditional History	15 min.	
Closing	6 min.	1 hr. 21 min.
Installation	60 min.	
Investiture of Officers	30 min.	
Presentation of PM Jewel	2 min.	1 hr. 32 min.

SUMMONS

1. GENERAL.

One copy of the summons for EVERY Lodge Meeting MUST be sent to Fleet House (summons@pgherts.org) at least FOURTEEN DAYS before the meeting.

In addition one copy of the summons for every Installation Meeting, Centenary or Jubilee Meeting and Banner Dedication must also be sent to each of the following - the RW Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters and the Provincial Grand Director of Ceremonies. Except for that destined for the attention of the PGM, which must be addressed c/o the Provincial Office, **all other summons should be posted directly to their home address.** This is shown in the Hertfordshire Masonic Year Book.

The Summons will not be understood as an invitation, nor require an answer. If the presence of the Provincial Grand Master or a member of the Provincial Executive is desired at any special meeting of the Lodge, a letter of invitation should be sent through the Provincial Grand Secretary.

It should also be noted that by virtue of their office, the Provincial Grand Master, his Deputy and Assistant Provincial Grand Masters, can demand admission into any Lodge in the Province and therefore do not need 'invitations' to attend meetings.

Please note that masonic styles, titles or ranks must never be used when addressing envelopes.

2. VISITS TO LODGES ABROAD.

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

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

This warning should also be given verbally to Master Masons when a Grand Lodge Certificate is presented.

3. ABBREVIATIONS AND TITLES.

The title 'W.Bro.' should not be used in front of the name of the Master or of a Past Master when their names are followed by 'Worshipful Master', 'Master' or the designation 'W.M.' or 'P.M.'.

The proper abbreviation for an acting Provincial Grand Officer is 'Prov', e.g. 'ProvSGW, and for a Past Acting Provincial Grand Officer is 'Prov', e.g. 'PProvSGW' so avoiding confusion with a Grand Rank. Promotions to Past Ranks should be abbreviated as PPSGW. (See Page 32 for all abbreviated Ranks.)

The designations 'Reigning' or 'Ruling' Master should never be used.

4. NAMES OF HONORARY MEMBERS.

Where the names of Honorary Members are printed on the summons they should be listed in the following order:

Provincial Grand Master
Deputy Provincial Grand Master
Assistant Provincial Grand Masters (*in order of seniority*)
Provincial Grand Secretary
Provincial Grand Director of Ceremonies
Grand Officers (*in order of precedence*)
Provincial Grand Officers (*in order of precedence*)
Other Brethren.

The Provincial Office will always be pleased to advise on the order to be followed in any particular instance.

The list must be amended and the order revised whenever an Honorary Member receives a new rank or appointment.

5. PRECEDENCE

The following order of precedence should be observed when listing Officers on the Summons. *It should be noted that the Immediate Past Master (IPM) is not an Officer of the Lodge.*

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

Inner Guard*

Steward(s) †

Tyler *	*Regular Officers	‡ Additional Officers	† Optional Additional Officers
	Must be appointed	‡ Shall be appointed	† May be appointed

6. SUGGESTED WORDING OF AGENDA ITEMS

- OPENING** To open the Lodge.
- DISPENSATION** To read the Dispensation.
- MINUTES** To read and, if approved, confirm the minutes of the regular meeting of the Lodge held on [and the
- the** Emergency meeting held on].
- or*
- To consider and, if approved, confirm the minutes of the regular meeting of the Lodge held on , previously circulated, [and the Emergency meeting held on , previouslycirculated].
- BALLOT** To ballot for as a Joining Member / Re-joining Member.
- [W]Bro. , Residing at A (*profession/occupation*) , Business Address
- [Unattached formerly] A Member [Past Master] of Lodge No.
- Proposed by and seconded by in Open Lodge on
- To ballot for, [and if elected], to Initiate [at a later date].
- Mr , Date of Birth Residing at
- A (*Profession/Occupation*). Business Address
- Proposed by and seconded by in Open Lodge on..... .
- Rule 158, Book of Constitutions, complied with. (*if applicable*)
- RAISING** To Raise Bro. (Passed at the Regular/Special Meeting on ... date ...).
- PASSING** To Pass Bro. (Initiated at the Regular/Special Meeting on ... date ...).
- INITIATION** To Initiate Mr. (Elected at the Regular/Special Meeting on ... date ...).
- CERTIFICATE** To present a Grand Lodge Certificate(s) to Bro(s).
- GRAND LODGE** To report on the Proceedings of Grand Lodge. (Optional)
- ALMS** To collect Alms in aid of
- CLOSING** To close the Lodge.

ELECTIONS (See Page 36 for further detail)

Elections for the ensuing year:

presently Subject to the provisions of Rule 105 (a) and 112 (a) of the BoC, the Brethren named below, being the only members nominated for these offices, it is the intention of the Worshipful Master (unless any member present at the meeting calls for a ballot), to declare the election in favour of:

- a) Bro X as Worshipful Master
- b) W Bro Y as Treasurer.

To elect a Tyler

To elect Brethren to serve as Auditors, in accordance with By-Law No. ..

To elect Brethren to serve on the Lodge Committee, in accordance with By-Law No. ..

ANNUAL ACCOUNTS20....	To receive the Report of the Treasurer and consider the Accounts for the year ended ..st/th.nd/rd
INSTALLATION	To Install Bro. as Master.
PROCLAMATION	To Proclaim W.Bro. as Master.
APPOINTMENT & INVESTITURE	To Invest the Treasurer and Tyler and to Appoint and Invest other Officers of the Lodge.
INSTALLATION RETURN	To sign the Installation Return.
PRESENTATION	To present a Past Master's Collar and Jewel and Past Master's Breast Jewel to W.Bro.
HONORARY MEMBERSHIP	To ballot for as an Honorary Member, W.Bro., in recognition of his past service to the Lodge.
EXCLUSION UNDER RULE 181	To ballot for the exclusion of a Brother (Brethren) No names to be given under Lodge By-Law No. and in accordance with Rule 181 Book of Constitutions. (Name is given in Open Lodge before the Ballot)
NOTICE OF MOTION	Bro. Treasurer will give notice of Motion that at the next meeting he will propose that, the Annual Subscription be increased from £.... to £.... with effect from
PROPOSITIONS	Pursuant to notice given on, to consider a proposition by Bro. Treasurer, seconded by Bro. Secretary, that the Annual Subscription be increased from £.... to £.... with effect from
Jewel	To consider a proposition by Bro. seconded by Bro. that a Past Master's Breast Jewel be presented to W.Bro.
	To consider a proposition that a grant of £ be made to a Brother (widow of a Brother) in distressed circumstances.
CONGRATULATIONS	To congratulate W.Bro. on his having been invested in Grand Lodge / Provincial Grand Lodge with the rank of [and to consider contributing £....towards the cost of his regalia].
LECTURE	To receive a Lecture / Paper entitled by
REPORTS	To receive the Report of the Almoner. To receive the Report of the Charity Steward.
CALL LODGE OFF	To Call the Lodge Off.
CALL LODGE ON	To Call the Lodge On.

CANDIDATES

1. APPLICATION FORM.

The Grand Lodge Registration Form 'P' is the form to be completed when a person applies to join a Lodge whether it be as an Initiate, a Joining member or as a Rejoining member.

It is recommended that Secretaries do not issue Registration Forms to a potential candidate for Initiation, or to his proposer or seconder, until all three have had an opportunity to study the guidance given in the blue form issued with the Registration Form.

The Form "P" now requires the candidate for Initiation to make an unqualified declaration that he has not been convicted of a criminal offence or been the subject of disciplinary proceedings before a professional or similar tribunal. If he cannot make such a declaration, he must now give specific details as to why this is not possible. In such cases the Registration Form should be sent to the Grand Secretary. If it is appropriate for the application to proceed the Grand Secretary will issue a certificate stating that the matters disclosed do not constitute a bar to his Initiation which must be read out in open Lodge at the time he is proposed and seconded and again immediately before the ballot is taken.

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

The Form "P" also requires a declaration of the Candidates Profession/Occupation/Trade/Rank, their employer's name and business address.

Candidates for Joining should have already undertaken their Third Degree. Grand Lodge is unlikely to issue a First or Second Degree Certificate.

2. CANDIDATES FOR INITIATION.

The form must be filled in and signed by the Candidate and the Proposer and Secunder.

Where the Candidate for Initiation lives and works outside the Province of Hertfordshire an enquiry, in accordance with Rule 158 Book of Constitutions, MUST be made by the Lodge Secretary to the Provincial Grand Secretary of the Province in which the Candidate resides, or to the Metropolitan Grand Secretary if the Candidate resides and works in London. The application for membership CANNOT proceed until a clearance has been received from the Metropolitan or Provincial Grand Secretary to whom the enquiry has been directed. It is suggested that Candidates are not interviewed before the clearance has been received and the details of such a Candidate must not be shown on the Lodge summons prior to that time. To avoid queries from the Provincial Office a statement 'Rule 158 complied with' should be included on the summons for the meeting at which the ballot for such a Candidate is to be held.

3. PROPOSAL IN OPEN LODGE.

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

4. BALLOT.

The ballot for the Candidate must be held at the NEXT Regular Lodge Meeting following that at which the proposal was made and seconded in accordance with Rule 159 Book of Constitutions. If this ballot does not take place the proposal shall lapse and the procedure must be started again with another proposal in Open Lodge.

Candidates proposed at a Regular Meeting cannot be balloted for at an Emergency Meeting.

5. DETAILS ON SUMMONS.

Secretaries are reminded of the need to strictly adhere to the requirements of Rule 163 of the Book of Constitutions and ensure that IN ALL CASES the Summons for the meeting at which the ballot is to take place must include the following details on all Candidates for Initiation.

Full Name (*Surname and all Forenames*)

Date of Birth

Profession or Occupation (*A precise definition of occupation, or former occupation if retired, is essential. i.e. It is not sufficient to state 'Company Director' opr 'Retired'*)

Business Address

Home Address (*A full address should be given, not a P.O.Box Number*)

Names of Proposer and Secunder

Date of Proposal in Open Lodge

Rule 158 applied (*If applicable*)

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

6. BALLOT

It is the DUTY of the Secretary to ensure that the statement made and signed by the Master of the Lodge at the bottom of the Form 'P' is read on EVERY occasion prior to a ballot being taken.

Without this statement being read the ballot is void.

There is frequently much misunderstanding on the subject of taking a conjoint ballot, i.e. taking two or three ballots at the same time. The following explanation may assist those who are unsure of the correct procedure:-

Grand Lodge recognise ONLY candidates, not as you might perhaps imagine Candidates for Initiation and Candidates for Joining and Candidates for Honorary Membership. It is therefore quite in order for a ballot covering any variation of the above mentioned groupings to be carried out in one ballot. Should there prove to be a negative vote then it is of course mandatory for individual ballots to be undertaken.

7. INITIATION

When a Candidate is not Initiated on the day of his election, the date of such election must be stated on the summons for the meeting at which the Initiation is to take place. (see Rule 159 Book of Constitutions)

If a Candidate is not Initiated within one year of his election the election shall be void (see Rule 159) and the procedure of proposing in open Lodge and balloting must again take place.

In cases of real urgency, all the requirements of Rule 160 Book of Constitutions must be strictly complied with.

8. CANDIDATES FOR JOINING OR RE-JOINING.

A Candidate for Joining, or Re-Joining, must apply, be proposed, seconded and balloted for in the same way as an Initiate. Before the ballot the Candidate must produce his Grand Lodge Certificate and Clearance Certificates from all Lodges of which he is or *has been* a member. If this is not observed the Lodge becomes liable for any outstanding dues which the Candidate may owe to another Lodge. (Also see Item 1 above)

The same details must be given on the summons for Joining and Re-Joining Members except that the names and numbers of all the Lodges of which he *is* or *has been* a member must be given.

Rule 158 Book of Constitutions does not apply to Joining or Re-Joining Members.

In the case of an E.A. or F.C. applying to become a Joining member advice should be sought from the Provincial Office. (See Item 1 above)

9. JOINING MEMBER FROM ANOTHER CONSTITUTION.

If the brother applying to join the Lodge was initiated in a Lodge under another Constitution (i.e. the Scottish Constitution) action must be taken as set out in Rule 163 (e), (f), (g) and (h) Book of Constitutions.

It is essential that he makes the declaration set out in that rule and is presented with a Book of Constitutions on or before entering the Lodge as a member.

10. REGISTRATION FORM 'P'.

Immediately after the Candidate has been admitted as a member of the Lodge, registration form 'P', together with any fees due to Grand Lodge, should be sent to the Provincial Grand Secretary for Provincial registration and for onward transmission to Grand Lodge. (The appropriate cheque should be made payable to the 'United Grand Lodge of England'. No stamped and addressed envelope is required and do not include Provincial registration fee at this time.)

11. PROPOSERS AND SECONDEES.

Proposers and Seconders should be advised that Rule 171 Book of Constitutions states that any member who proposes or seconds a Candidate for Initiation or Joining is responsible to the Lodge for all fees payable under the By-Laws of the Lodge in respect of that candidate.

12. QUASI-MASONIC AND IMITATIVE MASONRY:

A person who has in any way been connected with any organisation which is quasi-Masonic, imitative of masonry or regarded by the Grand Lodge as irregular or as incompatible with the Craft may not be initiated into the Craft except by leave of the Grand Master or the Provincial Grand Master.

HONORARY MEMBERSHIP

On the 6th March, 1935, the Board of General Purposes reported to Grand Lodge that the practise of electing to Honorary Membership, Brethren who had ceased to be able to pay their Lodge subscriptions must of necessity destroy the value of the privilege; the Board hoped then that the greatest care would be exercised by Lodges to ensure that this privilege continued to be held in the high estimation of the Craft. This report was adopted by Grand Lodge, and is therefore binding on the Craft. (Rule 229, Book of Constitutions).

Enquiries to the Provincial Office reveal that there is some uncertainty about the procedure for electing Honorary Members and their status and rights once elected. For ease of reference, they are set out below.

1. ELECTION.

Under Rule 167, Book of Constitutions, a Lodge may elect (by ballot after notice on the summons) to Honorary Membership any Brother of *good standing* (i.e. he must not be in arrears), who is, or has within the last year, been a subscribing member of a Lodge; he must be worthy of the distinction by reason of his services to the Craft or to the Lodge which is seeking to elect him.

2. STATUS.

An Honorary Member may attend the Lodge of which he is an Honorary Member, but cannot make a proposition or vote upon one, except that a Past Master who becomes an Honorary Member of a Lodge and has been a subscribing member of it may propose and second candidates. His name is not shown on any Returns to Grand Lodge, therefore no annual dues are payable in respect of him, and his former entitlement to attend Grand Lodge by virtue of his membership of the Lodge of which he has become an Honorary Member lapses.

3. RIGHTS.

Honorary Membership of one Lodge does not affect subscribing membership of another, as long as subscribing membership of one Lodge at least is maintained. The right of a member qualified to attend Grand Lodge is not affected.

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

4. DISABILITIES.

a) Attendance at Lodges.

An Honorary Member, who has no subscribing membership of any Lodge, is prevented by Rule 127(ii), Book of Constitutions, from attending a Lodge of which he is not an Honorary Member more than once. This is NOT once each year, it is once ONLY. (This Rule does not limit attendance at Lodges of Instruction).

b) Attendance at Lodge Committee Meetings.

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 or in any circumstances to vote.

5. IMPLICATIONS TO BE OUTLINED BEFORE ELECTION.

Lodges desirous of conferring Honorary Membership upon a Brother should take care that all the implications outlined above are fully understood, not only by the Brethren, but also by the intended recipient, who may even find himself debarred from attendance at Grand Lodge under Rule 9 (unless qualified under Rule 5) and from other privileges, rights and advantages of continued subscribing membership.

6. CESSATION OF HONORARY MEMBERSHIP.

Honorary Membership may be ceased by resignation or by again becoming a subscribing member in accordance with Rules 163 and 164, Book of Constitutions, the provisions of which must be carried out as precisely in such a case as in any other.

7. AUTOMATIC HONORARY MEMBERSHIP.

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

8. Once a Brother is Elected as an Honorary Member, if he is not a subscribing Member to another Lodge, he is removed from Grand Lodge and Provincial Grand Lodge records. He therefore would not receive any regular communications including the

Provincial News. It is hoped, however, that Lodge Secretaries would maintain regular contact with their Honorary Members, including the posting of the Provincial News as appropriate.

DISPENSATIONS

1. GENERAL.

A Dispensation is of course a license of exemption to vary any usual action and therefore is available if the circumstances appertaining are of sufficient importance and are agreed as such by the Provincial Grand Master.

It is usual in the Province of Hertfordshire for Lodges and Chapters whose regular meeting day coincides with the day of the Annual Meetings of either Provincial Grand Lodge or Provincial Grand Chapter to be granted a Dispensation free of charge so that they can vary their day of meeting and thus attend either of the aforementioned Provincial meetings.

Application for a Dispensation should be made to the Provincial Grand Secretary not less than three weeks and not more than three months before the date of the meeting at which they are required. The Dispensation must be issued before the summons is printed for that meeting. The requisite fee must accompany the application. (At present £10 plus VAT @ 20%)

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

2. EMERGENCY MEETINGS.

A Dispensation must first be obtained by application to the Provincial Grand Secretary and must be read as the first item of business on the agenda after the opening.

Only the business set out in the Dispensation may be transacted.

The minutes of previous meetings cannot be confirmed and the minutes of the emergency meeting itself must be confirmed at the next regular meeting.

No candidates may be proposed and a ballot for a candidate may only take place in special circumstances.

The Master does not take the Risings.

3. CHANGE OF VENUE AND/OR DATE OF REGULAR MEETING.

A Dispensation is required in either of these events and must be read as the first item on the agenda. If it is proposed to hold the meeting in London or in another Province a second Dispensation, for which a separate fee is payable, is needed either from Grand Lodge or from the Provincial Grand Lodge concerned.

CONFERRING THE DEGREES

ROLE OF THE SECRETARY

1. **AFTER INITIATION:**

After Initiation, the Secretary will complete and send the Form 'P' together with the appropriate fee to the Provincial Grand Secretary. (See 'Candidates' Page 11 Para 10).

2. **TIME BETWEEN DEGREES:**

The period of time between the conferring of the degrees MUST be at least four weeks. (Rule 172 Book of Constitutions).

3. **AFTER RAISING:**

After the Raising of a candidate, application should be made to the Grand Secretary on Form 'LP & A5' for a Grand Lodge Certificate.

4. **GRAND LODGE CERTIFICATE:**

The Brother is entitled to his Certificate as proof of his having taken the three degrees of Craft Masonry and it should be presented to the brother as soon as possible after the Secretary receives it.

It is desirable that the item 'To present a Grand Lodge Certificate' be included on the summons and Grand Lodge recommends (Rule 174, Book of Constitutions) that the Grand Lodge Certificate should be presented in open Lodge and the fact recorded in the minutes.

Where it is not possible for this to be done the Certificate must be sent by recorded delivery and the fact reported and recorded in the minutes at the next regular meeting.

The Secretary should not retain the Grand Lodge Certificate hoping that the Brother will attend the next or a subsequent meeting of the Lodge.

5. **PASSING AND RAISING CANDIDATES FOR OTHER LODGES:**

Where a Lodge has a large number of candidates and experience a backlog of degree ceremonies to perform, another Lodge may be asked to carry out a degree of Passing or Raising.

A written request must be made by the Master and the Secretary of the Lodge in which the Brother was Initiated.

The Secretary of the Lodge carrying out the ceremony is required to send a letter certifying the Passing or Raising to the Provincial Grand Secretary and the Secretary of the Lodge to which the candidate belongs. A letter should also be sent to the Provincial Secretary of the Province, to which the Brother is a Member, if it is not Hertfordshire.

(Due observance must be paid to ALL the requirements of Rule 173, Book of Constitutions).

6. **NUMBER OF CANDIDATES:**

It is the wish of the Provincial Grand Master that 'double' ceremonies should be kept to a minimum and that only one candidate at a time should be initiated, passed or raised.

Attention is drawn to Rule 168, Book of Constitutions.

PROCEDURE IN LODGE.

1. APPOINTMENT AND INVESTITURE OF OFFICERS:

At the Installation meeting the Master must appoint his officers and invest those who are present. He should name each officer he appoints, whether he is present or not, and should an officer not be present the Master should be asked to 'invest' him (and not to 'appoint and invest' him) at the first subsequent Meeting he attends.

Generally - only a Subscribing Member of a Lodge may be appointed to hold an Office therein except that of Tyler.

2. ATTENDANCE AT GRAND LODGE:

It cannot be too strongly emphasised that all those attending Grand Lodge, including Masters and Wardens of Lodges, must wear their collars of office and a plain black or the Craft tie. Brethren will not be admitted unless they are properly clothed in this respect. At the meeting of Provincial Grand Lodge it is expected that Brethren will wear the Hertfordshire provincial tie.

3. CALLING OFF:

Masonic Ceremonies should be carried through without interruption as far as possible. Nevertheless, the Master is permitted to make a short break at a suitable time during any meeting provided that the Lodge is properly 'called off' and 'called on' again. This should always be done in the degree in which the Lodge is working at the time.

4. CEREMONY BY PAST MASTER:

When a Past Master occupies the Master's Chair he should not be handed the Master's Collar or Gauntlets, but should wear his own Past Master's Collar or that of his Grand or Provincial Grand Rank.

The Master should be seated on the immediate left of the brother presiding.

5. COLLARS:

Past Masters should wear their collars on all Masonic occasions.

Masters and other Lodge Officers may not wear their collars outside their own Lodge. (*Except Masters and Wardens when attending Grand or Provincial Grand Lodge*).

6. GAVEL:

If the Grand Master, Pro Grand Master, Deputy Grand Master, Assistant Grand Master or a Brother holding equivalent Provincial Rank in Hertfordshire visits a Lodge, the Master must offer him the gavel.

It may be offered to no other person. There is some misconception that it should be offered to a representative of the Provincial Grand Master. This is not so.

Whilst a Past Master occupying the Chair may use it, no one else either in the Lodge or at the after proceedings should be allowed to handle it.

7. GRAND LODGE COMMUNICATIONS:

Masters of Lodges must make certain that at the regular Meeting of the Lodge following each Quarterly Communication, the Secretary presents to the Brethren a summary of what Grand Lodge has decided in masonic practise and procedure. Neglect on the part of the Master to carry out this part of his duties may result in the Brethren failing to conform to the edicts of Grand Lodge through ignorance of them whilst the Master himself is in breach of the promise he made before his Installation.

It is not sufficient for secretaries to announce that copies of the Proceedings of Grand Lodge are available on his table for Brethren to read if they so desire. Relevant details should be mentioned and entered on the minutes.

8. JUNIOR WARDEN:

When the Junior Warden is invested, the Master should inform him that by virtue of his office as Warden it is his privilege for the first time to attend and vote at the Quarterly Communications of Grand Lodge and the Meetings of Provincial Grand Lodge so that the Lodge may be properly represented. The wording should be suitably modified should he have already served in an office entitling him to attend Grand Lodge.

9. PRECEDENCE AND SEATING:

If the Worshipful Master invites a Past Master to work a degree, the PM will occupy the Chair and the WM will be seated immediately on his left.

Grand Officers should be seated on the Master’s right in order of precedence. If several are present, only those with special tasks to perform need be seated on the Master’s right, the remainder may be conveniently seated elsewhere in the Lodge.

The Official Representative of the Provincial Grand Master should be seated on the Master’s right and takes precedence over all other Grand Officers present at the meeting, whatever their rank.

The Provincial Grand Wardens, unless acting as official representatives, should be seated immediately after the Grand Officers and this applies even if they are Grand Officers themselves. At the dining table they should be seated in accordance with their highest masonic rank.

The Provincial Assistant Grand Director of Ceremonies, in attendance, should be seated in Lodge immediately after the Provincial Grand Wardens and at the dining table in accordance with his rank.

The Initiate should be seated in Lodge in the North East and at the dining table to the right of the Master, even if an official representative be present.

10 RECESSION:

Those of the following Officers who are present retire from the Lodge in the following order:

- A.D.C.
- Deacons
- Master
- Wardens
- Provincial Grand Master or his official representative
- Deputy Provincial Grand Master
- Assistant Provincial Grand Masters
- Provincial Grand Wardens
- Grand Officers
- Provincial Grand Officers (including the ProvAGDC in attendance)

[All Grand Officers and Provincial Grand Officers in order of precedence - Seniors leading].

11. RISINGS:

‘Any other business’ not specifically mentioned on the Agenda should be taken on the Risings.

FIRST RISING - Grand Lodge communications.

SECOND RISING - Provincial Grand Lodge matters.

THIRD RISING - All other business, including proposals of candidates, the formal delivery of Notices of Motions for future consideration, and so on.

(The Stewards should not be permitted to leave the Lodge until after the Second Rising.)

12. SALUTES:

Those so entitled should be saluted with the sign of the degree in which the Lodge is working and no other.

Grand Master and Pro Grand Master	11
Deputy and Assistant Grand Master	9
Provincial Grand Master and other R.W. Brethren	7
V.W. Brethren, Deputy and Assistant Provincial Grand Masters				5
Past Deputy and Assistant Provincial Grand Masters				
who have held office for at least five years in their own Province				5
Other Grand Officers and Provincial Grand Officers.	3

13. VACANCIES IN LODGE OFFICES:

[a] Officers - If a vacancy should occur in a regular office, other than that of Master, the office shall be filled for the remainder of the year by the election or appointment (according to the normal method of filling the office) of a member not serving a regular office in the Lodge at the time the vacancy occurred. Due notice of an election must appear on the Summons.

[b] Death of Master - Rule 119(a) Book of Constitutions - The Lodge is summoned in the name of the Senior Warden. The Immediate Past Master, or in his absence the Senior Past Master present, occupies the Chair.

[c] Absence of Master - The Immediate Past Master, or in his absence, the senior Past Master of the Lodge, or if none be present the senior Past Master who is a subscribing member of the Lodge shall take the Chair. If none of these be present the Senior Warden or in his absence the Junior Warden shall rule the Lodge but shall not occupy the Master's Chair unless he be an installed Master.

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

[e] Treasurer - In the case of the protracted absence of the Treasurer a dispensation to elect a Brother to carry out his duties may be obtained from the Provincial Grand Secretary.

14. 250TH ANNIVERSARY COMMEMORATIVE JEWEL:

The following address is suggested as being suitable for use at the installation of the new Master and could be delivered by the installing Master, or another senior Member of the Lodge, at his option, immediately after the presentation of the Warrant, Book of Constitutions and By-Laws:

‘Worshipful Master, during the ceremony of installing you in the Chair of this Lodge, I had the honour of investing you with the Collar and Jewel of your Office. In addition to the Square, that Collar is adorned with the Commemorative Jewel indicating that the Members of this Lodge played their part in establishing a Fund which commemorates the preservation of Freemasonry through two and a half centuries. The design of the jewel embodies the central theme of the Arms first granted to the “Hole Crafte Fellowship of Masons” in 1472. As you are aware, the income from this very substantial Fund is placed at the disposal of the Royal College of Surgeons of England to further research into the science of surgery as a real and practical contribution for the betterment of the health and happiness of humanity.

I feel sure, Worshipful Master, the Members will always feel great pride and satisfaction that this adornment to the Master's Collar marks the Lodge's participation in this great enterprise.’

15. VISITORS FROM OTHER PROVINCES:

If a senior Visitor from another Province e.g. a Provincial Grand Master, Deputy Provincial Grand Master or Assistant Provincial Grand Master, is visiting your Lodge, the Provincial Grand Secretary MUST be informed in order that the Provincial Grand Master, should he wish, may send a representative to greet the visitor on his behalf.

Should the Provincial Grand Director of Ceremonies or one of his Deputies not be present, the visitor, who may be wearing his chain, is processed into the Lodge with the members standing, *prior* to the Opening of the Lodge. Should a representative of the Provincial Grand Master be in attendance, such as on an Installation night, he (the representative) will enter in the usual manner *after* the Lodge is opened and Salutations given.

16. HALL STONE JEWEL

It should be transferred by the outgoing to the incoming Master in open Lodge, immediately before the investiture of officers with a few appropriate words. There is no officially recognised form of words. In accordance with Rule 251 it may be worn on any occasion when Craft Masonic regalia is being worn. In no circumstances should it be worn on non-Masonic occasions such as a Lodge Ladies' Night.

OFFICIAL VISITS

1. INSTALLATION MEETING:

The occasion of the Installation meeting of the Lodge will be marked by a visit from one of the Executive Officers of the Province or one of the Provincial Grand Master's team of Grand or Provincial Grand Officers. They will be accompanied by the Provincial Grand Director of Ceremonies, or one of his Deputies or Assistants.

It should be noted that the Deputy Provincial Grand Master and the Assistant Provincial Grand Masters represent themselves by virtue of their Patents of Office and they should never be referred to as the representative of the Provincial Grand Master. The simple way to remember this fact is that anyone wearing a 'chain of office' in a Lodge represents themselves and should be offered the gavel.

The name of the member of the Executive or the Provincial representative will be advised to the Lodge Secretary well in advance of the meeting date and a summons should be sent to him as quickly as possible. A letter of welcome and some facts about the Lodge and the Master Elect are always appreciated by the officer attending. The ProvDC/ ProvDepDC or ProvADC in attendance should also be sent a summons and it is he who will liaise with the Lodge Director of Ceremonies regarding the generally well-known procedure in Lodge and at the Festive Board.

It should be remembered that salutations to Grand Officers, Provincial Grand Officers of Hertfordshire and other Provinces and holders of London Honours MUST be dealt with prior to the entry of the officer attending.

The PGM, Deputy or Assistant or the Provincial representative will expect to give the Address to the Brethren but will be 'happy' if a member of the Lodge presents a Grand Lodge Certificate.

He will respond to the Toast to the Provincial Officers and propose the Toast to the Worshipful Master.

It is suggested that Preceptors of Lodges of Instruction brief the Worshipful Master on the procedure at the Festive Board and, bearing in mind that he may be 'overcome' after the rendering of the Master's Song, include in his brief a reminder to express thanks to the proposer of his toast.

SPECIAL MEETINGS

As these occur infrequently in the life of each Lodge detailed notes on procedure are not included in this booklet but the Provincial Grand Secretary will be willing to give advice at the earliest possible stage.

1. BANNER DEDICATIONS, JUBILEE MEETINGS.

Ample notice - at least six months is desirable - of Banner Dedications and Jubilee Meetings, with possible alternative dates, should be given to the Provincial Grand Secretary and the Provincial Grand Director of Ceremonies.

2. CENTENARY MEETINGS:

Lodges will receive a letter from the Grand Secretary two to three years in advance of the 100th anniversary of their Consecration explaining the procedure to be adopted when applying for a Centenary Warrant. Grand Lodge will require proof of the uninterrupted existence of the Lodge for 100 years (as required by Rule 252, Book of Constitutions). This they may get from the records at Grand Lodge but some additional evidence is occasionally required e.g. it may be necessary for the Lodge to submit its early Minute Books for inspection.

The appropriate time to formally petition the MW The Grand Master is about 12 months before the effective date of the Centenary.

The letter also contains advice on planning, the form that any celebration should take and details of Centenary Jewels.

3. NEW LODGES:

The Provincial Grand Secretary, who should be consulted at an early stage, will be pleased to advise prospective Petitioners.

Petitions for new Lodges must be submitted to the Provincial Grand Secretary for consideration by the Provincial Grand Master.

The Provincial Grand Master will require to be satisfied that any new Lodge will be well supported both immediately and in the foreseeable future and will not be detrimental to any existing Lodge.

A booklet entitled 'Advice to Prospective Petitioners of a New Lodge' is available from the Provincial Grand Secretary.

4. REHEARSALS:

The Provincial Grand Director of Ceremonies will arrange for there to be rehearsals at a suitable time for all the above meetings and it must be emphasised that all those who are to take part must, without exception, be present at that rehearsal.

AFTER PROCEEDINGS

1. TOAST:

The Toast list for use in Craft Lodges in Hertfordshire is printed in the Hertfordshire Year Book towards the back of the book.

The Secretary of each Lodge receives two copies of the current Official Toast List immediately after changes are announced. These are presently on the Provincial Web Site

The Director of Ceremonies should make certain that newly installed Masters have been thoroughly instructed in the right way to propose the toasts, particularly the correct names and titles, and the pronunciation of the names.

The toast of 'the Right Worshipful Provincial Grand Master' will always be given separately in his absence. When he is present he should be consulted as to the procedure he would like to be followed.

2. TAKING WINE:

It is the wish of the Provincial Grand Master that the number of interruptions to the cheerful flow of conversation at the dining table should be kept to the minimum. Generally only some of the following are needed on ordinary occasions and only in exceptional circumstances should the number be exceeded:

All the Brethren (seated)

The Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Master or the official Representative.

The Immediate Past and Installing Master (installation nights only)

Visiting speaker. (If appropriate)

All those that might be on this list receive a toast at a later stage of the proceedings.

3. ABSENT BRETHREN:

The toast should be honoured as near to 9 o'clock as possible, but it may never be proposed before those of 'The Queen and the Craft' and 'The Grand Master' which must always be the first two of the evening.

4. INSTALLATION NIGHT:

On installation nights the toast of 'The Worshipful Master' will be proposed by the RW Provincial Grand Master, his Deputy or one of his Assistants or by the official representative.

TOAST LIST

TOAST LIST FOR CRAFT LODGES IN HERTFORDSHIRE And the form and order in which the toasts should be given at the Festive Board. Meetings held after the 30th April 2014.

The Queen and the Craft

The Most Worshipful The Grand Master
His Royal Highness The Duke of Kent,

The Most Worshipful Pro Grand Master
Peter Geoffrey Lowndes
The Right Worshipful Deputy Grand Master
Jonathan Spence
The Right Worshipful Assistant Grand Master
Sir David Hugh Wootton .
and the Grand Officers, present and past.

The Provincial Grand Master
Right Worshipful Brother Paul Gower

The Deputy Provincial Grand Master
Very Worshipful Brother James Sharpley
The Assistant Provincial Grand Masters
Worshipful Brothers James Young
David Ferris
Tom Hedderson
Keith Gilbert
Richard Knifton
and the Officers, present and past, of the Province of Hertfordshire
and of other Provinces and Districts
and holders of London Honours.

The Worshipful Master

The Immediate Past and Installing Master

The Initiate or Initiates (*if any*)

The Visiting Brethren

* The Past Masters and Officers of the Lodge

Absent Brethren

The Tyler's Toast

*** At the discretion of the WM.**

TOAST LIST

as it should be presented in printed form.

Meetings held after the 30th April 2014.

The Queen and the Craft

The Most Worshipful The Grand Master
*His Royal Highness The Duke of Kent,
KG, GCMG, GCVO, ADC.*

The Most Worshipful Pro Grand Master
Peter Geoffrey Lowndes
The Right Worshipful Deputy Grand Master
Jonathan Spence
The Right Worshipful Assistant Grand Master
Sir David Hugh Wootton
and the Grand Officers, Present and Past.

The Provincial Grand Master
Right Worshipful Brother Paul Gower

The Deputy Provincial Grand Master
Very Worshipful Brother James Sharpley PGSwdB
The Assistant Provincial Grand Masters
Worshipful Brother James Young, PSGD
Worshipful Brother David Ferris PSGD
Worshipful Brother Thomas Hedderson PSGD
Worshipful Brother Keith Gilbert PSGD
Worshipful Brother Richard Knifton PAGSuptWks

and the Officers, present and past, of the Province of Hertfordshire
and of other Provinces and Districts
and holders of London Honours.

* The Worshipful Master

The Immediate Past and Installing Master

The Initiate or Initiates (*if any*)

The Visiting Brethren

The Past Masters and Officers of the Lodge

Absent Brethren

The Tyler's Toast

* At the discretion of the WM.

MEMBERSHIP

1. **REGISTER:** [Rule 146, Book of Constitutions]

The Lodge Secretary is responsible for keeping a register of members of the Lodge, both past and present, together with their dates of initiation, passing and raising, joining or re-joining as the case may be together with their dates of birth, titles, addresses, professions or occupations and the dates and reasons for cessation of membership.

2. **RECORDS:**

The Lodge Secretary should keep appropriate information on all members relating to such matters as attendance, work carried out and Offices held. The Provincial Grand Secretary will on occasion request such information when updating his records, in consideration of appointment to Provincial or Grand Rank.

3. **DATA PROTECTION ACT:**

Where Lodge records are retained on a personal computer every member of the Lodge should be notified of this fact. A suggested form of notification is included in this booklet.

4. **RESIGNATION:** [Rule 183, Book of Constitutions]

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

Subject to the provisions of Rule 183, Book of Constitutions, after notification or communication to the Lodge the resignation is irrevocable. Secretaries are particularly advised to note very carefully the date on which they received either orally or in writing any such resignation from a member for this may well have a very important bearing on any subsequent actions.

A Brother, on resignation, is entitled to a certificate known as a Clearance Certificate. It shows his status at resignation. [*See section on Clearance Certificates*].

5. **CESSATION OF MEMBERSHIP:** [Rule 148, Book of Constitutions]

A brother who is two full years in arrears with his fees, **automatically** ceases to be a member of the Lodge in accordance with Rule 148, Book of Constitutions.

Grand and Provincial Grand Lodge must be notified of the name and period of indebtedness of a Brother who ceases membership under this rule and the fact must be announced at the next meeting of the Lodge and recorded in the minutes.

When a Brother clears his debt after ceasing membership under Rule 148 or after resigning, the Grand Secretary and the Provincial Grand Secretary must be informed in order that such facts can be accurately recorded in their files.

6. **EXCLUSION:** [Rule 181, Book of Constitutions]

The Lodge By-Laws may provide that a brother be excluded if his subscriptions are not paid at the end of a shorter period than that stated in Rule 148 in which case the requirements of Rule 181, Book of Constitutions, must be carried out. Full details of the procedure can be obtained from the Provincial Grand Secretary.

Exclusion relates only to a particular Lodge.

7. **ATTENDANCE AT LODGES** - Rule 127, Book of Constitutions:

In the case of a Brother who has ceased to be a subscribing member of every Lodge of which he has at any time been a member, the following provisions shall have effect:

(i) If he comes within the provisions of this Rule by reasons of his exclusion under Rule 148 or 181, Book of Constitutions, he **shall not be permitted to attend any Lodge or Lodge of Instruction** until he again becomes a subscribing member of a Lodge.

(ii) If he resigned in good standing and is no longer a Member of any Lodge he shall not be permitted to attend any one Lodge **more than once** until he again becomes a subscribing member of a Lodge and upon such one attendance he shall append the word 'unattached' to his signature in the attendance book, stating therein the name and number of the Lodge of which he was last a subscribing member.

8. RESIGNATION OF PAST MASTER - Rule 9, Book of Constitutions.

If, and when, a Past Master who has resigned from a Lodge applies for re-instatement, he takes precedence as the most junior Past Master from the date of rejoining.

If the Past Master has resigned without having paid all his subscriptions, he cannot become a member of Grand Lodge until he has again served the office of Master.

9. EXPULSION:

The term 'expelled' is used only when a brother is removed from the Craft by Grand Lodge.

10. DEATH:

The death of the Master, a Grand Officer or the Secretary should be reported without delay to both the Provincial Grand Secretary and the Grand Secretary.

Lodge Secretaries should inform the Provincial Grand Secretary of the death of any other member as soon as convenient.

11. MEMBERSHIP LISTS:

Once a year the Provincial Grand Secretary will send to Lodge Secretaries, as part of the Provincial Annual return, a printed list of the members of their Lodge as held in the ADelphi Database. To enable the database to be kept up to date would secretaries check and, if necessary, correct any irregularities such as a change of address, showing these changes in red. If a brother is included who has left the Lodge please indicate the reason for his leaving. Similarly if a member is not included, add his name and address and date of entry. An early return of the amended list would assist the smooth running of the office. Any changes during the year should be notified to the Provincial Grand Secretary as soon as possible using the Change of Status form or e-mail if preferred.

1. ANNUAL RETURN - GRAND LODGE

All Secretaries will receive a copy of the Annual Returns from Grand Lodge AR1, , made up to the end of the Lodge's financial year. It is printed on an A4 sheet and contains a list of the members of the Lodge together with the fees payable to Grand Lodge.

On receipt, the list of members should be thoroughly checked and members who have died, been elected as Honorary Members, resigned, ceased membership under Rule 148 or have been excluded under Rule 181, should be indicated together with the appropriate dates.

On completion the form should be returned to the Provincial Grand Secretary together with a cheque for the appropriate amount made payable to UGLE. Dues must be paid for all brethren who were subscribing members of the Lodge for all, *or part*, of the previous year. Before sending the AR1 make a copy of the form which is best kept by the Lodge Treasurer who will be required to produce it, together with all other invoices, for the Lodge Auditors. The Lodge Secretary should also keep a photocopy.

If any member has joined the Lodge after this form was printed, and before the date on the form, please add their details and add the appropriate amount to the total to be paid to UGLE.

Queries on or about this form should be directed to the Registration Dept: United Grand Lodge of England, Freemasons' Hall, Great Queen Street, London, WC2B 5AZ.

2. ANNUAL RETURN - PROVINCIAL GRAND LODGE

All Secretaries will receive via email a copy of the Provincial Annual Return, in the appropriate quarter, from the Provincial Grand Secretary for completion and return so that the Province can record the membership of the Lodge including its growth by virtue of Initiates and Joining Members. Members who have died, been elected to honorary membership, resigned, ceased membership under Rule 148 or have been excluded under Rule 181 should be indicated together with the appropriate date. All changes must be made in red. It is essential that these forms are completed accurately so that Annual Dues payable to Provincial Grand Lodge can be calculated correctly. It should be remembered that Annual dues must be paid for all brethren who were subscribing members of the Lodge *for all, or part, of the previous year*.

Special note should be made of the date to which these returns should be made up to - it will be to one of the quarter ends of 31st March, 30th June, 30th September or 31st December. *Returns must not be made up to any other date than that shown on the form.*

On completion, the form should be returned to the Provincial Grand Secretary's Office, accompanied by a cheque for the appropriate amount of Annual dues, **within one month of the due date**.

3. INSTALLATION RETURN - GRAND LODGE

The purpose of this form is two fold. Firstly it advises Grand Lodge of the names of the Master and Wardens in office during the year commencing on the day of the Installation. Secondly it advises the names of the Past Masters both of and in the Lodge who are current in membership and thereby entitled to attend the Quarterly Communications of Grand Lodge.

It is most important that this form is signed by the newly installed Master on the night of Installation and returned to the Provincial Grand Secretary for onward transmission to Grand Lodge, as quickly as possible after the day of the Installation Meeting. Failure to do so could well mean that anyone named on that form presenting themselves for verification at the Porch of Grand Lodge could well be refused admission. *(Send Installation Return to Provincial Grand Secretary who will forward same to Grand Lodge, after having taken a photocopy).*

It is necessary that an item 'To sign the Installation Return' be included on the summons for each Installation Meeting and the duly completed form signed by the Master in open Lodge.

4. PROVINCIAL INSTALLATION RETURN – Officers Appointed at the Installation Meeting

This form is sent to the Lodge Secretary prior to the Installation meeting and should be completed on the day of the Installation. The column showing whether the Officer was invested must be completed and the form should be returned to the Provincial Office within 7 days.

CLEARANCE CERTIFICATE

GENERAL:

This certificate is usually requested by a brother when resigning from a Lodge or when he is to become a Founder or a Joining member of another Lodge. Rule 175, Book of Constitutions, covers the issue of such certificates very clearly. It is of course very important that Secretaries communicate with Treasurers before issuing such a certificate to ensure that the brother to whom it is being issued is clear of all financial liability to the Lodge.

It is not necessary to have printed forms, a simple statement on Lodge notepaper signed by the Treasurer or Secretary is all that is required.

It is important that the full details are stated on the certificate, particularly the circumstances under which the brother left the Lodge, quoting Rule (148 or 181) if applicable and the full amount of any money owing and for what reason.

DRAFT CERTIFICATE:

FLEET HOUSE LODGE NO. 0000.

Bro. A.N.Other.
1, The Street,
Somewhere,
Hertfordshire
AB1 CD2.

1 January 2000

TO WHOM IT MAY CONCERN

This is to certify that, as at the date of this letter, Bro. X. XXXXXXXX is clear of all dues owing to this Lodge.

or

This is to certify that, Bro. X. XXXXXXXX owes £80.00 unpaid dues to this Lodge.

or

This is to certify that Bro. X. XXXXXXXX resigned his membership on 30th April 1996 owing £30.00 dining fees to the Lodge which he has subsequently paid.

or

This is to certify that, as at the date of this letter, W.Bro. X. XXXXXXXX, who was initiated into this Lodge on 24 August 1975 and became Master for the year 1985-86, ceased membership of this Lodge under Rule 148, Book of Constitutions, on the 30th August 1995 with dues amounting to £120.00 unpaid.

Signed
A.N.Other.
Secretary.

BY-LAWS

1. PROVINCIAL BY-LAWS.

The By-Laws of Provincial Grand Lodge are available from the Provincial Office and are also displayed on the Provincial Web Site.

2. LODGE BY-LAWS.

By-Laws are, of course, usually framed upon formation of a Lodge and at its subsequent Consecration they are approved and a copy sent to the Provincial Grand Secretary who, in turn, ensures that a copy is sent to Grand Lodge. These are filed by both Grand and Provincial Grand Lodge and are constantly checked to see that the proceedings of each Lodge are carried out within the terms of those By-Laws.

3. ALTERATIONS.

It occasionally happens that a Lodge wishes to alter, change, amend or otherwise re-construct one or more of its By-Laws. For the unwary and perhaps inexperienced Lodge Secretary it is always advisable to speak to the Provincial Office first in order to assure yourself that the action you are about to take, and in many cases advise the Lodge to take, is both permissible and correct. When you have obtained certification of your action you should then proceed as advised.

4. PROCEDURE.

The amendment having been approved by the members of the Lodge, following the appropriate Notice of Motion on the summons, the alteration must be sent to the Provincial Grand Secretary to be approved by the Provincial Grand Master on behalf of the MW The Grand Master. The 'Official Lodge Copy' of the By-Laws, must be sent at the same time for the signed amendment to be entered therein.

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

5. PERMANENT CHANGE OF VENUE AND/OR MEETING DATES.

Amendments to By-Laws must be approved, inter alia, in respect of a permanent change of venue and/or dates of meetings and changes of Initiation and Joining fees.

6. MODEL BY-LAWS.

Model By-Laws are issued by Grand Lodge which cover facets usually required by the members and are to be recommended to any new group of brethren considering the formation of a new Lodge. The adoption of these model By-Laws is strongly recommended when making major revisions to existing (and possibly outdated) Lodge By-Laws. Most Lodges would benefit from this course of action.

A model copy of Lodge By-Laws is included. Words and figures in italics should be altered to suit the Lodge and its members.

7. COPY TO BE PRESENTED.

Secretaries are reminded that it is essential for all Initiates, Joining Members and newly installed Masters to be presented with an up to date copy of the Lodge By-Laws.

8. SECRETARY:

A Lodge in its By-Laws may provide that the services of its Secretary be equivalent to the appropriate subscription to the Lodge, but shall remit to Grand Lodge and to Provincial Grand Lodge the requisite dues for his membership.

9. REPRINTING BY-LAWS:

When reprinting the Lodge By-Laws the following text should be included:

“Reprinted incorporating all amendments approved by the RW Provincial
Grand Master on behalf of the MW The Grand Master, up to and including
xx xxx xxxx (date of last approval)”

Following any reprint of the Lodge By-Laws three copies must be forwarded to the Provincial Office for the necessary approval and endorsement. One copy is then returned to the Lodge as the 'Official Lodge Copy', one copy is sent to Grand Lodge and one copy retained in the Provincial Office.

BY-LAWS

BY-LAWS OF FLEET HOUSE LODGE No. 0000.

1. Place and Date of Meeting:

The Lodge shall meet at the *Masonic Hall, Any Road, Some Town, Hertfordshire* and shall hold regular meetings on the *second Monday* in the months of *February, April, June, September, October and December* 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 *December*. The Master elect shall be installed at the regular meeting in *February*.

3. Election of Tyler:

Subject to the provisions of Rule 113, Book of Constitutions, the Tyler shall be elected by a show of hands at the regular meeting in *December*.

4. Lodge Committee:¹

The Lodge Committee shall consist of the Master, Wardens, Past Masters of (and in) the Lodge, Treasurer, Secretary, and *two* Brethren to be appointed by the Lodge at the regular meeting in *December* in each year. 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. *Seven* members of the committee shall form a quorum.

5. Audit Committee and Annual Accounts:

The Audit Committee shall consist of *two*² members of the Lodge who shall be elected annually by the Lodge at the regular meeting in *December*. The accounts shall be made up to 31st December in each year and shall be presented to the Lodge, duly audited, at the regular meeting in *February*³. 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 Subscriptions:

The Initiation Fee shall be *£100*, the Joining fee *£50* and the re-joining fee *£30*, 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 Provincial Grand Lodge, together with any tax payable thereon, and the candidate shall, before becoming a member be informed of the total amount due.

The annual subscription⁴ (except for non-dining or country members as provided for in By-Law 7) due and payable in advance on *1st January*⁵ 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.

Any member whose subscription is unpaid for *three months*⁶ 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 January*⁵ 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 for the previous regular meeting. When attending the Lodge and dining such member shall pay the current visitor's fee⁷.

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 *two* black balls shall exclude.

9. Termination of Membership:

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

10. Payment from Lodge Funds:

Payment of any sum exceeding *£50* 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 cases of emergency, when such payment may be authorised by the Worshipful Master and reported to the Lodge at the next regular meeting.

11. Amendment of By-Laws:

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

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

N.B. The numbers of the Rules in the Book of Constitutions given above are as they appear in the 2003 Edition.

Should there be any objections 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 the Candidate.

Approved in open Lodge on *Wednesday xxst xxx 2006*

Signed
Master

Signed
Secretary

PROVINCIAL GRAND LODGE OF HERTFORDSHIRE

Approved by the Provincial Grand Master on behalf of the M.W. the Grand Master.

Signed
Provincial Grand Secretary

Date

[For Notes to ^{1 2 3 4 5 6} & ⁷ see next page]

NOTES ON MODEL BY-LAWS

Note

1. Forming a Committee is a domestic matter and, while the principal officers are obviously necessary, the inclusion of “Past Master of” or “of and in the Lodge” may be omitted or their number restricted, e.g. two “of” and one “in”. Other members should only be included if the Lodge considers them essential. The most effective Committee is often small.
2. A small number (say two or three) is strongly recommended.
3. This must not be later than the third meeting in the year after the date to which the accounts are made up.
4. If the subscription is exclusive of dining fees the reference to non-dining should be deleted from By-Laws 6 and 7. The paragraph should then read:-

“The annual subscription due and payable in advance on and exclusive of dining fees, shall be such amount as the Lodge shall from time to time decide by resolution, after notice on the summons at the previous regular meeting. The fees for members and visitors at dinners shall be such amount as the Lodge shall from time to time decide by resolution after notice on the summons at the previous meeting.”

As an alternative to the last sentence above, and if appropriate, the wording may be amended to:-

“ The fees for members and visitors for dining ‘shall be at cost’ “.

While Rule 104(c) ,Book of Constitutions, allows for the Secretary’s services to be equivalent to payment of subscription, this is an option for the Lodge to adopt.

5. Subscriptions must be made payable on the first day of a specific month e.g. 1st January not simply “in January”.
6. This may be for a minimum period of three months, maximum period of one year. See Rules 145, 148, and 181, Book of Constitutions.
[It is advisable to consult the Provincial Grand Secretary before setting this period of time.]
7. If By-Law 6 is amended as shown above in Note 4, the last sentence should refer to the “current dining fee”.

RULE 181, BOOK OF CONSTITUTIONS.
PROCEDURES TO BE CARRIED OUT.

The following notes are for the information and guidance of Lodges when proceedings are being taken under Rule 181, Book of Constitutions to exclude a Brother from a Lodge because of arrears in subscriptions.

Attention is drawn to the requirements of the Rule which must be strictly adhered to.

RULE 181(a)(i).

This rule gives details of what the notice sent to the Brother has to contain and the method of service. Recorded Delivery should be a minimum requirement of this service.

Note in particular the requirements that the envelope should be plainly marked 'Private and Confidential' and must be delivered not less than fourteen days before the meeting at which the complaint is to be considered.

The details of the complaint must be stated together with the time and place appointed for the meeting at which it is to be considered.

It should be made clear that he may attend the meeting to answer the complaint in person or make answer in writing if he prefers.

RULE 181(a)(ii)

Not less than ten days notice in writing shall be served on the members of the Lodge of the intention to propose such a resolution.

RULE 181(c)

Please note that the name of the Brother concerned shall not appear in the notice served upon the members of the Lodge, but must be made known when the resolution is moved in Lodge.

All the requirements of Rule 181 Book of Constitutions having been carried out the item on the Agenda should read:

“To ballot for the exclusion of a Brother under Lodge By Law No.xx. and in accordance with Rule 181, Book of Constitutions.”

RULE 181, BOOK OF CONSTITUTIONS

Procedure to be carried out in Lodge for non-payment of Dues under Lodge By Laws

All of the requirements of Rule 181, Book of Constitutions, having been carried out the item on the Agenda should read:

“To ballot for the exclusion of a Brother under Rule 181, Book of Constitutions”

When the meeting arrives at that part of the agenda the following procedure should be adopted:

Worshipful Master after announcing the item will state the following:

“Brethren, the procedure will be that Bro Secretary will read a copy of the notice which has been sent to Brother *name* under Rule 181(a)(i).

When you have heard the statement there will be no comment or discussion within the Lodge.

We shall then proceed to the ballot in the following manner. Each member will receive a voting ball from the Junior Deacon. The Senior Deacon will take the ballot box around the Lodge. Those Brethren who support the motion for exclusion will place their ball in the YES drawer of the ballot box; those who oppose the motion will place their ball in the NAY drawer. The Deacons will vote after they have taken the Ballot box around the Lodge.

According to Rule 181, Book of Constitutions, ‘The resolution shall not be carried unless two thirds of the members present vote in favour of it’. There are members present which will require a YES vote of

The votes will be counted by myself in the presence of Brother *Name* . W Brother *Name (Senior member of the Lodge)* will act as an independant scrutineer.

Brother Secretary, please read the notice.”

The Resolution to exclude must then be moved and seconded.

“Brethren, we shall proceed to the Ballot.”

At the completion, if the vote is in favour of the Motion.

“Brethren, the vote is in favour of the Motion”.

After the announcement of the result the Secretary should be asked to convey the result to the excluded Brother.

Should the vote be against the motion the Master will announce that the motion is not carried and ask the Secretary to inform the Brother of the result.

Note: Should there be similar proceedings against more than one Brother a composite ballot may be taken. If the ballot is not in favour of the motion then a separate ballot for each brother may be taken. This must be explained by the WM before any ballot proceeds. This does not prohibit the Lodge deciding to deal with each brother separately.

GRAND AND PROVINCIAL GRAND RANK

GRAND RANK:

1. **RECOMMENDATIONS:**

Recommendations for Grand Rank are the sole prerogative of the Provincial Grand Master.

2. **PROCEDURE:**

Requests for consideration, with full details of date of birth, occupation and Masonic career, should be sent to the Provincial Grand Secretary for onward transmission to the Provincial Grand Master.

PROVINCIAL GRAND RANK:

1. **PREROGATIVE:**

Appointment to, and promotion in, Provincial Grand Lodge are the sole prerogative of the Provincial Grand Master.

2. **FIRST APPOINTMENTS:**

The Provincial Grand Secretary will send a form annually to the Lodge Secretary together with a letter setting out the criteria for Provincial Grand Rank and the procedure which must be followed. This form will be accompanied by a list of Masters for the year in question, the Lodge's candidate for First Appointment can only be selected from this list.

In order that the necessary information in respect of each candidate for consideration can be collated for submission to the Provincial Grand Master's advisers it is essential that the form is completed IN FULL and returned by the specified date. Failure to do so can result in a brother's appointment being deferred for a year.

Letters of appointment will be despatched to the recipients of honours and acceptance or refusal must be communicated to the Provincial Grand Secretary by the declared date.

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

3. **PROMOTIONS:**

All of the above comments apply to brethren eligible for promotion each year except that the Secretary will not be supplied with a list of names. It is the responsibility of each Lodge to nominate brethren for promotion and should take place within the guidelines set out in the letter which accompanies the forms.

4. **NOTES:**

The number of appointments which can be made to Provincial Grand Rank each year is limited by the Book of Constitutions (see Rules 67-70).

The rank is conferred in respect of an individual's merits and not in respect of the merits of his Lodge.

In assessing the merits of a brother for a First Appointment or Promotion, particular regard is paid to the interest he has shown in his Lodge's affairs and his service to his Lodge during the seven years since he has passed the Chair or the seven years since his last Appointment / Promotion.

The honour conferred on a Brother is that of being appointed one of the Officers, present or past, of the Provincial Grand Master, irrespective of the rank of that Office.

Rank is not only a reward for past services, but is to be regarded as an opportunity and incentive for further service to Masonry.

The following abbreviations should be used when printing Provincial Ranks in summons etc:

PROVINCIAL GRAND MASTER	ProvGM
PAST PROVINCIAL GRAND MASTER	PProvGM
DEPUTY PROVINCIAL GRAND MASTER.....	DepProvGM
PAST DEPUTY PROVINCIAL GRAND MASTER	PDepProvGM
ASSISTANT PROVINCIAL GRAND MASTER.....	AProvGM
PAST ASSISTANT PROVINCIAL GRAND MASTER.....	PAProvGM
PROVINCIAL SENIOR GRAND WARDEN.....	ProvSGW
PAST PROVINCIAL SENIOR GRAND WARDEN (not active)	PPSGW
PROVINCIAL JUNIOR GRAND WARDEN.....	ProvJGW
PAST PROVINCIAL JUNIOR GRAND WARDEN (not active)	PPJGW
PROVINCIAL GRAND CHAPLAIN.....	ProvGChap
PAST PROVINCIAL GRAND CHAPLAIN	PProvGChap
PROVINCIAL GRAND TREASURER.....	ProvGTreas
PAST PROVINCIAL GRAND TREASURER	PProvGTreas
PROVINCIAL GRAND REGISTRAR.....	ProvGReg
PAST PROVINCIAL GRAND REGISTRAR (not active)	PPGReg
PROVINCIAL GRAND SECRETARY.....	ProvGSec
PROVINCIAL GRAND DIRECTOR OF CEREMONIES.....	ProvGDC
PROVINCIAL GRAND SWORD BEARER	ProvGSwdB
PAST PROVINCIAL GRAND SWORD BEARER (not active).....	PPGSwdB
PROVINCIAL GRAND SUPERINTENDENT OF WORKS	ProvGSuptWks
PAST PROVINCIAL GRAND SUPERINTENDENT OF WORKS (not active).....	PPGSuptWks
PROVINCIAL DEPUTY GRAND CHAPLAIN.....	ProvDepGChap
PROVINCIAL DEPUTY GRAND REGISTRAR.....	ProvDepGReg
PAST PROVINCIAL DEPUTY GRAND REGISTRAR (not active)	PPDepGReg
PROVINCIAL DEPUTY GRAND SECRETARY.....	ProvDepGSec
PROVINCIAL DEPUTY GRAND DIRECTOR OF CEREMONIES	ProvDepGDC
PROVINCIAL GRAND ALMONER.....	ProvGAlm
PAST PROVINCIAL GRAND ALMONER.....	PProvGAlm
PROVINCIAL GRAND CHARITY STEWARD.....	ProvGCS
PAST PROVINCIAL GRAND CHARITY STEWARD.....	PProvGCS
PROVINCIAL GRAND MENTOR.....	ProvGMen
PAST PROVINCIAL GRAND MENTOR.....	PProvGMen
PROVINCIAL GRAND ORATOR.....	ProvGORat
PAST PROVINCIAL GRAND ORATOR.....	PProvGORat
PROVINCIAL SENIOR GRAND DEACON	ProvSGD
PAST PROVINCIAL SENIOR GRAND DEACON (not active)	PPSGD
PROVINCIAL JUNIOR GRAND DEACON.....	ProvJGD
PAST PROVINCIAL JUNIOR GRAND DEACON (not active)	PPJGD
PROVINCIAL ASSISTANT GRAND CHAPLAIN	ProvAGChap
PROVINCIAL ASSISTANT GRAND REGISTRAR	ProvAGReg
PAST PROVINCIAL ASSISTANT GRAND REGISTRAR (not active).....	PPAGReg
PROVINCIAL ASSISTANT GRAND DIRECTOR OF CEREMONIES.....	ProvAGDC
PAST PROVINCIAL ASST GRAND DIRECTOR OF CEREMONIES (not active)	PPAGDC
PROVINCIAL ASSISTANT GRAND SWORD BEARER	ProvAsstGSwdB
PROVINCIAL ASSISTANT GRAND SUPERINTENDENT OF WORKS.....	ProvAsstGSuptWks
PROVINCIAL GRAND ORGANIST.....	ProvGOrg
PROVINCIAL GRAND STANDARD BEARER	ProvGStB
PAST PROVINCIAL GRAND STANDARD BEARER (not active).....	PPGStB
PROVINCIAL ASSISTANT GRAND STANDARD BEARER.....	ProvAGStB
PAST PROVINCIAL ASSISTANT GRAND STANDARD BEARER (not active)	PPAGStB
PROVINCIAL GRAND PURSUIVANT.....	ProvGPurs
PAST PROVINCIAL GRAND PURSUIVANT (not active)	PPGPurs
PROVINCIAL GRAND STEWARD	ProvGStwd
PAST PROVINCIAL GRAND STEWARD	PProvGStwd
PROVINCIAL GRAND TYLER.....	ProvGTyler

PROVINCIAL AND GRAND RANK HONORIFICS

From September 2004 it was agreed by the Provincial Executive that “Prov” should replace “P” for those who hold, or have held, Active Provincial Office and that as a basic rule there should be no more than **two** Masonic ranks following the name. Honours such as MBE, OBE, etc may be used as well. (See Page 34 of the Secretary’s handbook showing the accepted abbreviations)

Examples are given below which cover all eventualities.

Grand Officers

As well as a Brother’s latest Grand Rank, Lodge Summonses should show present active rank in the Province **or** the highest past rank in the Province if it was an active one. Following the Masonic Year Book, several Lodges have chosen to put Grand Ranks in bold.

Examples:

W Bro X X XXXXXXXX *MBE* **PSGD** AProvGM

W Bro X X X XXXXXX **PAGDC**, ProvGDC

W Bro X X XXXXXXXX **PJGD**, PProvJGW
rank)

(Active Warden was this Brother’s highest Provincial

W Bro X X XXXXXX **PAGDC**

(No active Provincial rank in Hertfordshire)

Active Provincial Officers

As well as a Brother’s latest Rank, the same model is followed as for Grand Officers, i.e. two ranks shown if the present active one is lower than the latest past one.

Examples:

W Bro X XXXXXXXX ProvDepGSec PProvDepGReg

W Bro X XXXXXXXX ProvJGD

(A first Provincial rank)

Provincial Officers who have never been active

Each one shows only a Brother’s highest rank and another if held in London or elsewhere.

Examples;

W Bro X X XXXXXX PPGSwdB, LGR

W Bro X X XXXX PPSGD

W Bro X X XXXXXX PPGSuptWks (Suffolk) or PProvGSuptWks (Suffolk) if the Brother was active in that Province. Do not use **PPrGSuptWks**

The inclusion of information like PM and ranks in other orders e.g. PZ or LGCR is discouraged although of course this is down to an individual Lodge.

ELECTION OF MASTER , TREASURER AND OTHER ELECTIONS

THE AMENDMENTS TO RULES 105a and 112a BOOK OF CONSTITUTIONS

Clarification of the change to Rules 105a and 112a BoC.

Outlined below is a possible scenario.

Suggested agenda item: -

Elections for the ensuing year: Subject to the provisions of Rule 105 (a) and 112 (a) of the BoC, the Brethren named below, being presently the only members nominated for these offices, it is the intention of the Worshipful Master (unless any member present at the meeting calls for a ballot), to declare the election in favour of:

- a) Bro X as Worshipful Master
- b) W Bro Y as Treasurer

After the Secretary or the Worshipful Master has read out the relevant Item, it is suggested that the following dialogue takes place:

WM - *Bro Secretary, have there been any other nominations for the office of WM or for Treasurer?*

Sec - *No WM* (NB: if any other nominations have been received or if a ballot is requested, a formal ballot must be taken).

WM - *Then Brethren, I declare that Bro X has been duly elected as WM for the ensuing year and Bro Y has been duly elected as Treasurer for the ensuing year.*

Just as a note of warning, be prepared for a ballot to be called for (have slips of paper available).

Election of the Tyler

This needs to be proposed and seconded and put to the membership for confirmation (Show of Hands)

Other Elections

(Committee members and Account examiners) done in a similar way to the election of the Tyler.

MASTER CONTINUING IN OFFICE FOR A SECOND YEAR

1. CONTINUATION IN OFFICE:

Reference should be made to Rule 107, Book of Constitutions.

2. SUGGESTED PROCEDURE IN LODGE:

The following is not official but has been approved for use in the Province and may be of some assistance.

The item on the Agenda should read:

“To Proclaim Worshipful Brother Xxxxx XXXXXXXXXX as Master”.

It is desirable that Past Masters are appointed to act as Senior and Junior Wardens and Inner Guard in order to facilitate the investiture of the Officers and, if necessary, for the Master to thank his outgoing officers.

The Lodge may be opened in the three degrees and the ceremony commence from the point where the Board of Installed Masters would normally be closed. In which case the D.C. or a Past Master announces that the Worshipful Master is to continue in Office and go on to the salutations and suitably worded proclamation.

Alternatively the whole ceremony may be conducted in the First Degree. In which case he will be saluted in that Degree only and the proclamation will be slightly adapted to include the words “... for the first, second and third time ...”.

The working tools are normally presented by a Past Master with suitable wording such as, “There use is already well known to you, so I shall not take up your time or that of the Lodge with a further explanation”.

The Address to the Master is not given.

The Address to the Wardens is given if there is a change in one, or both, of them.

The Address to the Brethren is given.

As the Warrant and Book of Constitutions are already in the possession of the Master these are not re-presented.

A Past Master’s Jewel is not presented. (He will not become a Past Master until he is invested as such after he has installed his successor).

Although the above may be used for the guidance of Lodges further information may be obtained from the appropriate Ritual Association.

DATA PROTECTION ACT NOTICE

A suggested form of notification to Lodge members when records are kept on a personal computer. This is a requirement of the Data Protection Act.

DATA PROTECTION ACT NOTICE

FLEET HOUSE LODGE NO. 0000.

Bro. A.N. Other.
The Street,
Somewhere,
Hertfordshire
AL1 CD2.

1 January 2006

In order to comply with the conditions of exemption from registration as a data user under the Data Protection Act, I hereby give notice that personal data, consisting of the names, dates of birth, addresses and, where disclosed, the telephone numbers, together with masonic details of Offices and ranks - is held and processed by computer on behalf of the Lodge for the purpose of distributing information to members, preparing addresses on envelopes and revising membership lists for the Grand Secretary, the Provincial Grand Secretary and the Brethren of the Lodge. The information held will not be communicated to any third parties, nor will it be subject to any other automatic processing.

If it is inaccurate in any way, or if you have any objections to these data being held on a computer system, please inform me in writing.

Signed
A.N. Other.
Lodge Secretary.

LODGES OF INSTRUCTION

1. SANCTION:

It is frequently not appreciated that a Lodge of Instruction operates under the sanction of the Lodge from which they take their name and number and that the responsibility for the Lodge of Instruction and its correct behaviour rests with the Lodge members.

2. RESPONSIBILITIES:

Frequently cases are noted where a Lodge of Instruction behaves as though it has the power to make changes in its constitution and format. Such however is not the case and reference to Rules 132, 133, 134 and 135 will clearly indicate the true facts relating to every Lodge of Instruction and its responsibilities.

SUGGESTED SPECIMEN MINUTES

INTRODUCTION:

The Minutes of the ... Regular Meeting of the Lodge No , held at the Masonic Hall, Hertfordshire, on Wednesday ... st April 200.. at 4.30 p.m.

PRESENT:

Those present were:

- W Bro Worshipful Master
- W Bro Senior Warden
- Bro Junior Warden
- W Bro Chaplain
- W Bro Treasurer
- W Bro Secretary
- W Bro Director of Ceremonies
- W Bro Almoner
- Bro Charity Steward
- Bro Senior Deacon
- Bro Junior Deacon
- W Bro Assistant Secretary
- W Bro Assistant Director of Ceremonies
- Bro Inner Guard
- Bro Steward
- Bro Steward
- W Bro Tyler

Members:

- W Bros , , ,
- Bros , , ,

Visitors:

- W BroPPJGD. Lodge No , W BroPM. Lodge No
- Bro Lodge No , Bro Lodge No

A total attendance of

Note: The names of all Members and Visitors must be shown in the Minute Book. A reference to the Attendance Register is insufficient [Rule 144 (ii), Book of Constitutions].

LODGE OPENED:

The Lodge was opened in due and ancient form and with solemn prayer at 4.30 p.m.
The Worshipful Master warmly greeted all the Visitors.

MINUTES:

The Minutes of the 175th Regular Meeting held on Wednesday th March 200.. were read, confirmed by the Brethren and signed.

or

The Minutes of the 175th Regular Meeting held on Wednesday ... th March 200.. having been circulated, were confirmed by the Brethren and signed.

INITIATION:

Following a report, Mr, who was properly prepared and had been elected at the meeting held on ... th March 200.., was admitted into the Lodge and initiated into the mysteries and privileges of Freemasonry by the Worshipful Master, who also delivered the Charge after Initiation in a most exemplary manner.

PASSING:

The Worshipful Master requested all those below the rank of a Fellowcraft to retire from the Lodge. Brother, who had been regularly Initiated on, having given proof of his proficiency in the former Degree, was entrusted by the Worshipful Master with the Pass Grip and Password leading from the First to the Second Degree, and retired from the Lodge.

The Lodge was opened in the Second Degree.

Following a report, Brother, properly prepared, was admitted into the Lodge and Passed to the Degree of a Fellowcraft by the Worshipful Master.

The Working Tools of the Second Degree were explained by Brother

Brother then retired from the Lodge in order to restore his personal comforts and, on his return to the Lodge, the Explanation of the Second Degree Tracing Board was given by W Brother The Worshipful Master having congratulated him on taking his second step in Freemasonry, Brother took his seat in the Lodge.

The Lodge was Closed in the Second Degree and E.A's were re-admitted.

RAISING:

The Worshipful Master requested all those below the rank of a Fellowcraft to retire from the Lodge.

The Lodge was opened in the Second Degree and the Worshipful Master requested all those below the rank of a Master Mason to retire from the Lodge.

Brother who had been Passed to the Second Degree on, having given proof of his proficiency in the Second Degree, was entrusted by the Worshipful Master with the Pass Grip and Password leading from the Second to the Third Degree, and retired from the Lodge.

The Lodge was opened in the Third Degree. Following a report, Brother, properly prepared, was admitted into the Lodge and Raised to the Sublime Degree of a Master Mason by the Worshipful Master. Brother then retired from the Lodge in order to restore his personal comforts and on his return to the Lodge, by command of the Worshipful Master, he was invested with the distinguishing badge of a Master Mason.

The Traditional History was given by W Bro who also presented and explained the Working Tools of the Degree. The Worshipful Master having congratulated him, Brother took his seat in the Lodge.

The Lodge was Closed in the Third Degree and F.C's were re-admitted.

The Lodge was Closed in the Second Degree and E.A's were re-admitted.

INSTALLATION:

The Worshipful Master asked the following Past Masters to act as:

Senior Warden	W Bro, PPSGD.
Junior Warden	W Bro
Inner Guard	W Bro

The Officers of the Lodge were then asked to line up in the North to be thanked by the Worshipful Master for their support during the previous year.

The Entered Apprentices were asked to retire and the Lodge was Opened in the Second Degree.

The Master Elect, Bro was presented for Installation by the Director of Ceremonies.

Having signified his acceptance of and adherence to the Antient Charges and Regulations, the Master Elect was Obligated.

The Fellowcrafts were asked to retire and the Lodge was Opened in the Third Degree. All below the rank of Installed Master were asked to retire and a Board of Installed Masters was formed.

The Master Elect, Brother, was Installed in the Chair of King Solomon according to Ancient Custom by W Brother

The Board of Installed Masters was closed. Master Masons were re-admitted and the Worshipful Master was proclaimed and saluted in the Third Degree. The Working Tools of the Third Degree were presented by W Bro

The Lodge was closed in the Third Degree. (Resumed in the Second Degree).

The Fellowcrafts were re-admitted and the Worshipful Master was proclaimed and saluted in the Second Degree. The Working Tools of the Second Degree were presented by W Bro

The Lodge was closed in the Second Degree. (Resumed in the First Degree).

The Entered Apprentices were re-admitted and the Worshipful Master was proclaimed and saluted in the First Degree. The Working Tools of the First Degree were presented by W Bro

The Warrant, Book of Constitutions and By-Laws were presented to the Worshipful Master. The Address to the Master was given by W Bro

APPOINTMENT AND INVESTITURE OF OFFICERS:

The Worshipful Master appointed those Officers not elected by the Lodge and invested the Officers as follows:

Bro Senior Warden
Bro Junior Warden

The Address to the Wardens was given by W Bro

W Bro Chaplain
W Bro Treasurer
W Bro Secretary
W Bro Director of Ceremonies
W Bro Almoner
Bro Charity Steward
Bro Senior Deacon
Bro Junior Deacon
W Bro Assistant Director of Ceremonies
W Bro Assistant Secretary
Bro Inner Guard
Bro Steward
Bro Steward
W Bro Tyler

The Address to the Brethren was given by W Bro

INSTALLATION RETURN:

The Installation Return was signed by the W.Master.

NOTICE OF MOTION:

Pursuant to Notice of Motion given at the meeting held on ...th March 200., W Bro proposed and W Bro seconded that: ".....". The proposition was carried.

PROCEEDINGS OF GRAND LODGE:

The Secretary reported that the extracts of the Proceedings of Grand Lodge had been circulated to all the members.

ALMS:

Alms were collected and amounted to £.....

FIRST RISING:

Brother Secretary gave details of a letter received from the Grand Secretary regarding the Home Affairs Committee.

Bro J K Ell, Almoner, advised the Brethren that he had received a copy of the Annual Report of the RMBI. He also gave details of the Annual General Meeting of the Masonic Trust for Girls and Boys.

SECOND RISING:

Brother Secretary read a letter from the Provincial Grand Master thanking the Brethren for their very kind hospitality at the previous meeting.

The Secretary read extracts from the March Circular received from the Provincial Grand Secretary.

THIRD RISING:

Brother Secretary announced with regret that under Rule 148, Book of Constitutions, the membership of Bro had ceased for non-payment of dues.

Apologies for absence were received from;

W Bros, and;
Bros and

LODGE CLOSED:

There being nothing further offered for the good of Freemasonry in general or this Lodge in particular, the Lodge was closed in due and antient form with solemn prayer at 6.30 p

WHITE TABLE PROCEDURE

The following as been approved for use in the Province where Ladies and other non-Masons are present.

1. A 'White Table' should be avoided at Installation or Initiation meetings.
2. An Official Visit should not preclude the holding of a 'White Table' after-proceedings. In this case the Official Visitor should address the Lodge during the Second rising.
3. Should the Worshipful Master wish to address the members of the Lodge on any masonic subject this should also take place during the meeting and not in his reply to his Toast at the after-proceedings.
4. The Charity collection should be taken during the Lodge meeting and not at the after-proceedings.
5. If the Provincial Grand Master, his Deputy or one of his Assistant Provincial Grand Masters is present, the after-proceedings will be conducted by the escorting Provincial (or Deputy) Grand Director of Ceremonies.
6. At the after-proceedings the Worshipful Master should be referred to as "Worshipful Master" and the IPM as the "Immediate Past Master". When addressing the assembled company the prefix "Ladies, (Gentlemen) and Brethren" should be used.
7. When saying Grace it is preferable to omit all masonic references. The WM should refer to the Brother saying Grace as "The Lodge Chaplain".
8. The following wine-taking *only* should be observed:
 - a. The Worshipful Master will be pleased to take wine with the Provincial (Deputy, Assistant) Grand Master.
 - b. The Worshipful Master will be pleased to take wine with you all and requests that you remain seated.
 - c. The Provincial (Deputy, Assistant) Grand Master will be pleased to take wine with you all and requests that you remain seated.
 - d. The Worshipful Master will be pleased to take wine with the Ladies and requests that they remain seated.
9. Grace at the end of the meal may be sung if desired provided the words are available to everyone present.
10. The following Toasts *only* should be given, *without Fire*.
 - The Queenby the W.M.
 - The Grand Master, HRH The Duke of Kentby the W.M.
 - The Provincial Grand Master, Colin Harris.....by the W.M.
 - The Worshipful Masterby the I.P.M.

UNAVOIDABLE ABSENCE OF MASTER AND/OR LODGE MEMBERS.

During the recent period of disruption to rail and road transport a number of Lodges enquired of the Provincial Office the procedure to be followed if they experienced extremely low attendances and the absence of a large number of the Lodge Officers. The following guidelines should be adhered to when this happens for whatever reason.

To hold a Lodge meeting five brethren must be present (excluding the Tyler and the candidate for the degree to be worked): two must be members of the Lodge and one an Installed Master (see Rule 119, Book of Constitutions).

If, on the occasion appointed for a meeting of a Lodge, no Installed Master is present the meeting must be abandoned and that fact recorded in the Minute Book of the Lodge.

If the Master is not present, the Immediate Past Master, or if he is absent, the senior Past Master of the Lodge present, shall take the Chair.

If no Past Master of the Lodge is present then the senior Installed Master who is a subscribing member of the Lodge shall take the Chair and rule the Lodge, or he may request any other Installed Master who is a subscribing member of the Lodge to do so.

If no Installed Master who is a subscribing member of the Lodge be present, then the Senior Warden, or in his absence the Junior Warden, shall conduct the business of the Lodge from his pedestal but must request an Installed Master to occupy the Chair to open and close the Lodge and to confer degrees.

Rule 119(b) and (c) Book of Constitutions should be consulted.

If the meeting in question is the regular Installation meeting of the Lodge and the Master Elect, though ready and willing to act as such, is prevented from attending, the Installation should be postponed. The Installation must then take place within five weeks either at the next regular meeting, if that is scheduled to take place within that period, or at an emergency meeting specially called for that purpose. The Provincial Office must be informed at once of such an occurrence and, if required, a Dispensation requested for the Emergency meeting.

CODE OF PRACTICE FOR MASONIC WEB SITES:

1. Lodges and individuals under the United Grand Lodge of England, and their equivalents under the Supreme Grand Chapter of England, who wish to establish Masonic web sites should submit their proposed content to the Grand Secretary for approval before they are brought into use.
2. Sites which are already in existence are invited to apply for approval.
3. Pages on a site which have been officially approved will be entitled to carry on each approved page:
 - a) the statement '*This page has been approved by the United Grand Lodge of England*', or
 - b) a small representation of the Arms of Grand Lodge with the statement '*Approved by UGL of E*' (available from the Communications Department of Grand Lodge)
4. As Grand Lodge does not endorse the writings of individuals, pages giving the texts of talks, addresses, orations etc by individuals or extracts from books, pamphlets, journals, newspapers etc will not be entitled to carry any form of Grand Lodge approval.
5. It should be remembered that web sites are available to any member of the public *world wide* and care should be taken that views put forward reflect Grand Lodge policy. Any web site produced by a unit under the United Grand Lodge of England will be seen as a reflection of that body regardless of who has set it up.
6. Names, addresses and personal details of living individuals, or photographs of them, must not be entered on the web site without their written permission.
7. A web site for a Lodge or Chapter may not be set up by an individual without the agreement of the Lodge or Chapter concerned.
8. Lodge or Chapter summonses, which contain personal details, may not be posted on the open pages of the web site, though there would be no objection on a 'news' page to commenting on what in general is to happen at the next meeting e.g. elections, a talk or which ceremony is to be worked (without giving the candidates details). Similarly, Lodge or Chapter minutes may not be posted on open pages.
9. Care should be taken to ensure that the web site is kept up to date.
10. Care should be taken over the inclusion of copyright material. Copyright subsists not only in the printed word (not just books but also newspapers, magazines and pamphlets) but also in 'images' (photography and art works). If such material is to be used the copyright holder's permission *must* be sought. Failure to do so can lead to prosecution.
11. If a web site includes a 'visitors book' or 'comments page' these should be carefully monitored and any items including profanity, religious, political or anti-Masonic comments should be removed as soon as possible.
12. If a web site is to provide links to other Masonic web sites, the bona fides of these web sites should be checked with the Grand Secretary's office.