

No	Agenda Item	Comments, Frequent Omissions or Rule Guidance
1	Summons to Provincial Office	<p>The Secretary of each Lodge must forward a copy of any notice convening a meeting of the Lodge to the members of the Lodge, to the Provincial Office and to such other persons as may from time to time be directed by the Provincial Grand Master not less than 10 days before the meeting unless otherwise specified in the Book of Constitutions.</p> <p>Using the email address summonsA*@wrprovince.co.uk (where * is your Area) is sufficient for the Provincial office and other such persons.</p>
2	Details to be included on a summons.	<p>On every such notice, the name of each Past Master appearing in the Grand Lodge Installation Return, with his office or rank (if any) in the Grand Lodge, in the Provincial Grand Lodge, the number of the Lodge and the year in which he was installed as Master, together with two means of contact (1) for the Master, the Treasurer, the Secretary, the Almoner, the Charity Steward and the Lodge Liaison Officer and such other information as the Provincial Grand Master may direct be printed or otherwise appear.</p> <p>(1) Means of contact may include postal address, email address or telephone number and</p>
3	Dispensations - To read or to be reported	<p>Dispensations that should be reported upon rather than read</p> <p>Rule 139- Alteration of date of meeting.</p> <p>Rule 140- Emergency Meeting.</p> <p>Rule 142 - Removal of a Lodge for a single meeting.</p> <p>all other dispensations should be read in full at the appropriate time.</p>
4	Ballot for Initiation	<p>The following details should appear on the summons for the ballot</p> <p><u>Full Name, Age, Residential Address, Profession or Occupation, Bussiness Address, The name of the Proposer and Seconder</u> and the <u>date of Proposal</u>. Rule 164 b</p>

5	Ballot for Initiation	This must be at the next Regular Meeting after the proposal Rule 159
6	Initiation within 12 months of Ballot	The initiation of a candidate must take place within 12 months of the Ballot or the election becomes null and void and the procedure must start again - Rule 159
7	Not initiated on day of election	If the Candidate is not Initiated on the day of election, the day of election must be shown on the summons for the meeting he is - Rule 159
8	Ballot for Joining or Re-joining members	The following details should appear on the summons for the ballot <u>Full Name, Residential Address, Profession or Occupation, Business Address, The name of the Proposer and Seconder and the date of Proposal, the name of any Lodge to which the candidate is or has been a member.</u> Rule 164 b
9	Ballot for Joining or Re-joining members	This must be at the next Regular Meeting after the proposal Rule 163 a
10	Joining or Rejoining within 12 months of Ballot	A joining or re-joining member must take up his membership within 12 months of the Ballot or the election becomes null and void and the procedure must start again - Rule 163 a
11	Proposal and Ballot for Candidate	This can only be at a Regular Lodge meeting - Rule 159 Rule 160 allows an exception in cases of emergency. If you are considering this please speak with the Provincial Grand Secretary before any summons is issued.

12	The election of WM	<p>When there is only one nomination that has been received, the rule allows for the Master to declare the nomination in favour of the nominated Brother, provided that the notice of the intention to do so and the identity of the sole Brother nominated, shall have been included on the summons convening the meeting at which the election is to take place - Rule 105a</p> <p>If this is not followed then a ballot must take place</p>
13	Election of Treasurer	<p>When there is only one nomination that has been received, the rule allows for the Master to declare the nomination in favour of the nominated Brother, provided that the notice of the intention to do so and the identity of the sole Brother nominated, shall have been included on the summons convening the meeting at which the election is to take place - Rule 112a</p> <p>If this is not followed a ballot must take place</p>
14	Lodge Subscription	<p>Notice of Motion Appears on the summons - Circulated to the Lodge brethren but it is not discussed at that meeting.</p> <p>At the next regular meeting the Motion together with any amendments appears on the summons for consideration and descision.</p> <p>The change becomes effective when the next annual subscription becomes due. Rule 145</p> <p>There are certain Lodges whos By Laws alter this slightly so if there has been a problem they should be</p>
15	Honorary Members	<p>A Lodge may elect by ballot after a notice appearing on the summons to Honorary Membership, any Brother who is in good standing who is or has been in the previous 12 months a subscribing member of the Lodge. Rule 167</p> <p>The lodge may also elect in the same manner a brother who was not a subscribing brother but who has given good service to the Lodge, i.e. Retiring Liaison Officer</p>

16	Lodge By Laws	<p>Notice of Motion Appears of the summons - Circulated to the Lodge brethren but it is not discussed at that meeting. At the next regular meeting the Motion together with any amendments appears on the summons for consideration and descision. The change becomes effective when the change has been approved by Grand Lodge/Provincial Grand Lodge. Rule 136</p> <p>Three copies of the 'Amendment to By Laws forms' must be sent after the By Law change has been approved by the Lodge for final approval.</p>
17	Exclusion of Brethren for non payment of Subscriptions	<p>Notice of Motion Appears on the summons - Circulated to the Lodge brethren. At the next regular meeting the Motion is balloted on by the Brethren present at the meeting. Rule 181</p> <p>Ball Ballot- Two thirds of members present to carry the proposition. Brother concerned not to be named on summons but MUST be named before the ballot, the Lodge By Laws direct what time period that this</p>
18	Cessation of Membership	<p>The is governed by Rule 148 and is two years in arrears when this occurs the his membership of the Lodge ceases, this fact should be reported to the Lodge at the next meeting.</p> <p>This is not voted upon by the Lodge, it is an automatic cessation, as well as reporting to the Lodge it is good practice to inform the Brother concerned, as it is assumed that every effort had been made to collect the subscription.</p>
19	Interval between degrees	<p>No Lodge shall confer a degree on any Brother unless an interval of 4 weeks has occurred since the last degree - Rule 172</p>
20	Number of candidates on same day	<p>No Lodge shall initiate or confer one degree on more than two candidates on the same day unless by dispensation - Rule 168</p> <p>If the Lodge wishes to conduct a ceremony on more than two persons, a dispensation must be obtained (and shown on the summons)</p>
21	Degrees by request	<p>No Lodge of which he is not a member shall pass or raise a Brother who has been initiated in another Lodge except at the written request of the Master and the Secretary of the Lodge into which he was initiated - Rule 173 a</p> <p>It should be shown on the summons to make it clear, To raise Brother xxxxx at the request ofLodge</p>

22	Visit by Brother from Foreign Grand Lodge	<p>a) If the Brother has been invited to visit by one of your members: The inviting brother will usually know that the Grand Lodge of his visitor is regular, but if he is at all unsure, then he should check those details with the Provincial office. Again, all of the Grand Lodges that we recognise are shown on the UGLE website. As the Brother is being invited, there should be ample opportunity for him to send through images of his Masonic travel documentation to his host who can pass them to the Provincial Office for checking. Please note that whilst under UGLE rules visitors will only need to have their Grand Lodge Certificate and a Letter of Good Standing/Clearance Certificate from their Lodge, official documentation varies for Foreign Grand Lodges. North American Grand Lodges use the 'dues card' system; Brazilian Grand Lodges use a Masonic 'passport' but in all cases, they clearly show the name of the Grand Lodge, the name of the individual Lodge and its number and the name of the visiting Brother and his rank.</p> <p>b) If the visiting Brother has no invitation as such, but rings up or just arrives on the day please contact the Provincial Office. The WM can be reminded of Rule 125b</p>
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