



Wiltshire Freemasons

Plan | Attract | Engage | Retrieve

The Lodge Secretary

General notes on the duties

2024



The role of a Secretary, whether it is in public, private or Masonic life is a major contributor to the smooth running of any organisation. It is recognised that their attention to detail and forward planning is of paramount importance.

W Bro Rob Evans
Provincial Grand Secretary



Integrity



Friendship



Respect



Service

Wiltshire Freemasons

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Instructions, Hints, Tips, Notes, and Guidance

Brother Secretary,

This set of notes sets out to assist **you**, as well as your Lodge, in outlining the duties of a Secretary. It does not cover everything. Your Lodge will have some items that make it unique (see BoC rule 155). There are many things that the United Grand Lodge of England (UGLE) Book of Constitutions (BoC) or the Provincial Grand Lodge of Wiltshire (PGLW) insists you **MUST** do. These items are highlighted in **yellow**.

If you spot an error please let us know and we will correct them. If you feel there are items that should be included in this booklet we would be happy to consider them for inclusion. As this is an online publication, amendments and additions are quite easy to do.

Being the Lodge Secretary means that you will be at the heart of every decision, and every trial and tribulation that your Lodge may experience. Our Province is small, but the senior officers are always happy to assist. Therefore, if you are ever in any doubt, ASK.

WBro John Badger, Provincial Grand Registrar

Paperwork

One of the key points about being a Secretary is the dreaded Paperwork or more simply, Stuff. If you can use e-mail then do so as much as possible. **Some information MUST be kept by the Lodge in a paper format: Summons, Minutes, Signing in Book, Warrant, Clearance Certificates.** Anything else can be undertaken using e-mail. You may have proper ring binders to file stuff but if you can save it to your PC then you will save space at home AND it may be easier to find it later (create digital folders in the same way as if they were real). It will also make it easy to pass on to the next Secretary. There is a section that discusses this subject in more detail towards the end.

In these notes it will say send *something* to *someone*. You do not need to send it to any other UGLE or Provincial officers unless specifically asked to do so. The person you are asked to send it in here will then send it onward, if necessary.

1 General Communication

There is no issue with sending e-mails to Brethren. However, all such communications sent to a group of people must be sent using the **blind copy line**, which is **Bcc** to all the recipients. For added security, it is recommended that they be sent as a Portable Document Format (PDF). This will allow them to view/open but not necessarily change them. If you need them to enter data then use RTF as more programs will open this. If possible, avoid sending documents written with WORD or EXCEL as only users with those programmes will be able to open them.

ANY communication convening a meeting requires that Brethren MUST be told about it at least 10 days beforehand.

Most communication to Brethren within the Lodge is done through the Lodge Secretary, while some Lodges get the Treasurer to contact Brethren for non-payment of dues whilst the Almoner and Charity Steward may also contact Brethren direct. It is important for the Lodge officers to communicate with each other.

Communication to other Wiltshire Lodges is usually via that Lodge Secretary.

Communication from the Lodge to the Province should be via the [Provincial Grand Secretary](#) (unless the communication lists otherwise). Occasionally other Provincial Officers may contact YOU or your members, in particular the Provincial Communications Officer, and the Membership Officer.

Most **communication TO Grand Lodge** is through the [Provincial Grand Secretary](#). Exceptions to this are with [Grand Lodge Returns](#) (sent December for most Lodges), [[Item 3.2](#)]

[Grand Lodge Installation Return LP&A4](#) (sent immediately after Installation). This is NOT the Provincial Installation Return, that does go to the [Provincial Grand Secretary](#) [[Item 3.1b](#)].

[Grand Lodge Certificate Applications](#) (sent just after a Brother is raised). [[Item 2.6b](#)]

Main Communication channels to use:

- a) **Lodge Brethren** – e-mail, post, or phone.
- b) **Other Lodges** – the Lodge Secretary for that Lodge.
- c) **Other Provinces** - through the [Provincial Grand Secretary](#)
- d) **Provincial Grand Master** – through the [Provincial Grand Secretary](#)
- e) **Provincial matters** – [Provincial Grand Secretary](#)
- f) **Initiate/Foreign Joiners Form P** – [Provincial Grand Secretary](#)
(with cheque for UGLE)
- g) **Joiners from UK Constitution Form P** – [Provincial Grand Secretary](#) [Item 2.3](#)
(no cheque required)
- h) **Questions about administration** - [Provincial Grand Secretary](#)
- i) **Change of Details/Status of Brethren** (address, died, Honorary, resigned etc) – [Item 2.2](#)
[Provincial Grand Registrar](#), Divisional Officer (D.O.) and [Year Book Editor](#)
(e-mail “Change of Details.xlsx”)
- j) **Provincial Grand Lodge Returns** – [Provincial Grand Registrar](#) [Item 3.3](#)
(with cheque for “Provincial Grand Lodge of Wiltshire”)
- k) **Charity Accounts** – [Provincial Grand Charity Steward](#)
- l) **Grand Lodge Certificate** – [Registrations Dept at UGLE](#) [Item 2.6](#)
(e-mail *LP and A5 Form electronic version 111011.doc*)
- m) **Grand Lodge Returns** – [Registrations Dept at UGLE](#) [Item 3.2](#)
(with cheque for “United Grand Lodge of England”)
- n) **Installation Return** – [Provincial Grand Secretary](#) “[Installation Paperwork](#)” [Item 3.1](#)
- o) **General Public/Social Media** – [Provincial Communications Officer](#) [Item 4.1](#)

As with all communications, there are occasions when others may be ‘in the loop.’ These are covered in further detail within that section.

2 For_ALL Regular Meetings

- 2.1** At least **10 days before** the meeting you **MUST** issue a summons/agenda. This is to be sent to your Lodge Brethren and the **Provincial Assistant Grand Secretary**. E-mail can be used.

It is also recommended that when you send the summons to Brethren you include.

- a) **Minutes of last meeting** – glue a copy in the minute book prior to meeting.
- b) **Dining Slip** – confirm the price with the Dining Steward.
- c) If a committee meeting is coming up an Agenda for that.
- d) Any documents sent by “other Lodges,” “Provincial Grand Lodge” or “Grand Lodge” itself.

On the night take with you, at least:

- a) Signing in Register
- b) Minute Book
- c) Ritual Book
- d) Book of Constitutions
- e) Lodge By-Laws
- f) Toast List
- g) Main folder of work

Your main folder of work will have paperwork received from outside the Lodge that you may wish to refer to. There is a section on making this easier towards the back of this booklet. Each meeting will have some additional demands. Requirements on each ceremony are explained in detail later [[Item 2.4 - 2.7](#)].

It is often worth confirming with your Director of Ceremonies who is undertaking the:

- a) Working Tools
- b) Lecture (Traditional History or Tracing Board)
- c) Toast to WM
- d) Toast to Initiate (if an Initiation)
- e) Toast to Visitors
- f) If Brethren (EAs and/or FCs) have to leave for the ceremony, as they are unable to remain for a higher degree, who will accompany them.

During the meeting

While the meeting is being held make notes as necessary so that you can recall everything said and decided when you later prepare the minutes. If those giving a report can let you have a copy it will help you.

The Summons and Minutes MUST be stored as a paper copy. When your Lodge is due for a one hundred year Certificate Grand Lodge will examine the books. If they cannot find the minutes of even one meeting it could harm the application.

If a meeting is abandoned (due to adverse weather or other emergencies) contact the Provincial Grand Secretary immediately. he will be able to offer advice. This abandonment **must** be recorded in the minutes. For the purposes of continuity, it is not possible to adjourn or cancel a meeting in advance (**BoC Rule 137**). Quorum - the minimum number required for a meeting of a Lodge is five not including the Tyler and the Candidate, two of the five must be members of the Lodge and one must be an Installed Master. If the required quorum cannot be formed, the Lodge cannot be opened and the meeting must be abandoned. The meeting is then lost forever, it cannot at this stage be moved to a different time and/or place. Further information is available under **BoC Rule 119c**.

Committee Meetings

These are a lot less formal. However, Brethren of your Lodge still need to be informed **at least 10 days beforehand.** There should be an Agenda issued to all members.

These meetings are usually chaired by the Worshipful Master. Who is entitled to attend will only be limited by your by-laws. Some Lodges now admit ALL Brethren, rather than just Past Masters. The committee meeting minutes can be stored in a digital format.

2.2 Change of Status/Details

If a Brother changes address/e-mail/telephone number, dies, resigns, is excluded, joins, is made Honorary or is initiated then *someone* needs to know. The sooner the “*someone*” knows means they can prevent embarrassment by making sure that Across the Plain, In Touch > In Line, Freemasonry Today and other documents get sent to the correct address. Initial delays for Initiates/Joining members can cause problems at a later date. Change of Details should be advised within seven days of the Lodge Secretary being made aware.

Initiates and Joiners require **Application Form P** sent to the **Provincial Grand Secretary**.

For ALL changes, including Initiates and Joiners, there is a **Change of Details** form to be sent to the **Provincial Grand Registrar**, your Reporting Officer (R.O.) and the **Year Book Editor**. Using the standard form for ANY change of a Brothers details will make life easier later. Complete the details and put **X** above the reason. For **Resignations**, **Exclusions** and **Cessations** complete as much the form as you can.

- a) This can be e-mailed once complete.
- b) Update your Lodge membership list.
- c) Update your hardcopy if you have one.

The **Change of Details Form** is available from the **Provincial Grand Secretary** if required.

2.3 Joining Members (BoC 163)

Joining Brethren must:

- a) Produce a **clearance certificate** for each Lodge of which they have been or are currently a member. A plain e-mail is not acceptable as anyone can create this.
- b) A **Letter** from their Mother Lodge Secretary confirming dates of Initiation, Passing and Raising.
- c) Provide a completed **Application Form P**
- d) If a **Foreign Joiner i.e. NOT English Constitution**, will need to pay a fee to UGLE and make a declaration (BoC Rule 162). A check **MUST** also be made, via the **Provincial Grand Secretary**, confirming that the **Foreign Grand Lodge is recognised by UGLE (BoC 163e)**.

There is a standard process to follow.

1. A completed Application Form P must be given to the Lodge Secretary before **any proposal** is made in open Lodge.
2. Check Application Form P is correctly filled in. If incorrect UGLE will return it.
3. A Proposer can inform Brethren at a Regular meeting that he is proposing a *Joining Member* for Lodge membership.
4. Alternatively, the details of the *Joining Brother*, his proposer and seconder can be notified to the Secretary and included on the summons of the next meeting for them to Propose and Second. It must also appear in the minutes.
5. Remember, a correctly completed Application Form P must be given to the Secretary before any proposal is made in open Lodge.
6. Add the details of the *Joining Brother*, proposer, and seconder to the summons for the next Regular meeting for Ballot.
7. Prior to the meeting send a summons to the *Joining Brother*.

Take on the night By-Laws, Application, and information on fees.

Once the Ballot has proved in favour of the candidate:

- a) Add to your Members list information.
- b) Post the completed Application Form P to the **Provincial Grand Secretary**, with a brief letter of explanation. If he is a Foreign Joiner you will also need to include a fee payable to UGLE. To be done within two weeks of him joining.
- c) E-mail **Provincial Grand Registrar** and **Year Book Editor** informing them of details. The Change of Details form can be used. To be done within two weeks of him joining.
- d) Send letter congratulating Brother on being a member with dates for the year etc.

2.4 Initiation

If the gentleman does not live within the Province of Wiltshire it will be necessary to make a check in accordance with BoC Rule 158. If you need to contact a Lodge within Wiltshire then contact that Lodge Secretary directly. If the gentleman's address, or work place, is outside Wiltshire then you MUST contact the [Provincial Assistant Grand Secretary](#) who will enquire for you.

Send a letter to initiate informing them of the procedure, costs etc.

NOTHING further is to be done until BoC Rule 158 has been cleared.

Arrange a date for interview with Brethren – it does not HAVE to be Past Masters. If all is OK then send a confirmation letter or e-mail.

Meeting **One** – *Subject to Secretary having received a completed Application Form P*

- a) Proposer to stand up and announce name of candidate and details, also giving name of Secunder.
- b) This information is to appear in the minutes.

Or (and this is the preferred process:

- a) Proposal to appear on the summons with details of candidate, Proposer and Secunder.
- b) Secretary to have received a completed Application Form P.
- c) Send letter or e-mail to initiate confirming dates he is available.

Meeting **Two**

- a) Make sure the candidate's full details are on the summons. occupation, address, age etc as well as the names of the Proposer and Secunder [BoC 164 (b)].
- b) Ballot for Candidate [BoC 164]. The Ballot MUST take place at the meeting after the proposition otherwise the proposition is deemed lapsed [BoC 159].
- c) If the ballot is in favour it is possible to conduct the initiation that evening. However, it is usual to wait until the next meeting.
- d) If the Initiation does not take place within a year of the Ballot then the ballot is void [BoC 159].

When Date of Initiation has been confirmed:

- a) Note the Candidates details on the summons, including Proposer/Secunder and date of Ballot.
- b) Send confirmation letter to Initiate, also explain need to respond to the Toast to Initiate, dress code, gloves etc.
- c) Purchase a Book of Constitutions.

Prior to Initiation Evening

- a) Confirm candidate is able to attend, suggest Proposer/Secunder to bring him.
- b) Make sure a BoC and Information For The Guidance Of members Of the Craft has been purchased.
- c) On the night take BoC, Information For The Guidance Of Members Of The Craft, Lodge By-Laws, Mentoring Details and make sure these are on the pedestal for the WM.
- d) Also, separate letter regarding Lol and the next step (2nd Degree etc).

After the meeting

- a) Issue him with:
 - 1 Provincial booklets, Now You Are A Wiltshire Freemason, and The Entered Apprentice. Remember to provide a copy of the **words for Second Degree**.
 - 2 First degree ceremony plus Open/Closing in 1st Degree - could be Mentoring Officer.
- b) **Within seven days of Initiation**,
 - 1 post Application Form P to **Provincial Grand Secretary** with a cheque for Grand Lodge Fees (Treasurer should write a cheque payable to **UGLE and signed by TWO Brethren**).
 - 2 e-mail the **Provincial Grand Registrar**, Reporting Officer (**R.O.**) and **Year Book Editor** informing them of details. The Change of Details form can be used.

2.5 Second Degree

- a) Make sure the candidate is ready for this next step. It may also be worth discussing it with his Proposer.
- b) Confirm answers to questions have been learnt.
- c) Note item on summons with date of Initiation.
- d) Afterwards issue him with:
 - 1 Letter of explanation (need to purchase Apron for 3rd) and **words for Third Degree**.
 - 2 Second degree ceremony plus Open/Closing in 2nd Degree – could be Mentoring Officer.
- e) Purchase Ritual Book in readiness for Third Degree.
- f) Inform the **Provincial Grand Registrar** that the Brother has been passed. This can be a basic email with his name and date of Passing.

2.6 Third Degree

- a) Make sure candidate is ready and confirm answers to questions have been learnt.
- b) With summons to the candidate send a letter stating need to purchase MM apron etc.
- c) Obtain MM apron - if necessary. Some proposers may buy one or a Lodge may have a pre-used one to hand down.
- d) Record name of candidate, dates of Initiation, Passing and Raising in blue Ritual Book.
- e) Blue Ritual Book to be presented by WM on the night.
- f) After ceremony issue candidate with the **letter from the Provincial Grand Master and Grand Superintendent** introducing the Royal Arch.

Once a candidate has undergone his third degree complete electronic form LP&A and e-mail it to registration@ugle.org.uk (NOT the Provincial Grand Registrar). UGLE will then process it and send a Grand Lodge Certificate to you, provided the Form P was punctually submitted to the **Provincial Grand Secretary and the candidate registered by UGLE. It is not necessary to inform **Provincial Grand Registrar** but doing so helps him keep his records in order. It can also assist you if UGLE delays sending the Grand Lodge Certificate.**

On receipt of the Grand Lodge Certificate inform the Brother and include on the agenda for presentation at the next meeting. If you have a Grand Officer or senior Provincial Officer they may wish to present the certificate. When the Grand Lodge Certificate is presented the Royal Arch Representative should be invited to present the Joint PrGM/GSupt's letter introducing the Royal Arch.

2.7 Installation

If it is the practice of your Lodge to invite the Master of local Lodges to your Installation meeting it is courteous to give them time to consider and respond to your invitation. Two months before the meeting send the Secretary of invited Masters of Lodges a letter (can be e-mailed). Your letter should include the details of the person that deals with dining as it can ease the work for the next item.

Closer to the meeting date:

- a) Consult with Master Elect
 1. What is required for menus.
 2. What special meetings he needs to attend, i.e. HIS workload.
 3. Importance of replying to all invitations: whether he can attend or not.
 4. Names and pronunciation of the Toast List e.g. *Pro Grand Master* (*Pro* is correct and is not an abbreviation) for the toast to Officers of Grand Lodge and *Provincial* not *Provisional* for the PrGM and the next toast.
 5. Are drinks purchased for guests (sherry or similar) and who pays?
 6. Potential liability for costs attributed to the Ladies Night.
- b) Sort Past Master's Jewel – and who is to present it. Jewel to be engraved showing year/date as Past Master (One year in the chair, unless he is to complete two years)

Arrange those who are – (note usually all are Past Masters)

Presenting Master Elect (ME)

SW, If PrSGW he must be informed beforehand.

JW, If PrJGW he must be informed beforehand.

IG,

Working Tools 1st

2nd

3rd

Presenting Past Master Jewel or Bar to a jewel (Must be a Past Master or Provincial Officer)

Organise the following:

- a) Menus
- b) Toasts
- c) Seating plan in Lodge Room (consult with PrGDC or his representative) – the PrGM (or his representative) will sit to the right of the WM on this occasion. Usually the PrGM, PrSGW, PrJGW and the PrGDC (or representative) do not pay for their meal, unless they offer.
- d) Check seating plan with dining steward.
- e) Make sure organist has music for:
 - 1 PrGM procession
 - 2 As Master Elect moves from West to East in 2nd Degree
 - 3 Masters Song at Festive board

Once the meeting is over there is some paperwork to complete.

- a) Provincial Installation Return – for the [Provincial Grand Secretary](#) (**MUST** be sent within two weeks)
- b) Form LP&A4 – for the [Registrations Dept at UGLE](#)

3.1 Paperwork Required immediately after the Installation Meeting

a) **Provincial Installation Return**

PROVINCIAL GRAND LODGE OF WILTSHIRE Installation Return		
Lodge Lodge of Supreme Calm	No 1234	Date of Installation 10th Apr 2014
Worshipful Master W. Bro. Joe Bloggs PPrSGD		
Immediate Past Master W. Bro. Tom Cobbley		
Senior Warden Bro. Peter F. Cahill		
Junior Warden Bro. Geoff White		
Chaplain W. Bro. Lyndon B. Johnson PPrJGD		
Treasurer W. Bro. Frederick Flintstone PPrJGW		
Secretary W. Bro. Michael Mouse PPrSGW		
Director of Ceremonies W. Bro. Andrew N. Expert PPrAGDC		

This template will have been sent to you by the **Provincial Grand Secretary** by e-mail. This lists all the officers invested (or to be invested) plus further details of the Secretary, Treasurer, Charity Steward, and Almoner. **It MUST be back with the Provincial Grand Secretary within 2 weeks of the Installation meeting! If the Master, Senior or Junior Wardens are not present the Provincial Grand Secretary must be informed.**

b) **Form LP&A4**

LP&A4	<h2 style="margin: 0;">United Grand Lodge of England</h2> <h3 style="margin: 0;">INSTALLATION RETURN</h3> <p style="margin: 0;">of Master, and Return of Wardens and of Past Masters of Lodges under the English Constitution, being Subscribing Members</p> <p style="margin: 0;">of the _____ Lodge No. _____</p> <p style="margin: 0;">meeting at _____</p> <p style="margin: 0;">who claim a right to sit and vote in the United Grand Lodge, pursuant to Rules 9 and 151, of the Book of Constitutions.</p> <p style="margin: 0;">TO BE MADE IMMEDIATELY AFTER THE INSTALLATION OF MASTER, AND FORWARDED TO THE GRAND SECRETARY, FREEMASONS' HALL, 60 GREAT QUEEN STREET, LONDON, WC2B 5AZ.</p> <p style="margin: 0;">IN THE ABSENCE OF THIS RETURN, BRETHREN QUALIFIED TO ATTEND GRAND LODGE CANNOT BE ADMITTED.</p> <p style="margin: 0;">DETAILS OF MASTER'S QUALIFICATION MUST BE GIVEN:-</p> <p style="margin: 0;">either Served as Master of Lodge No. _____ in the year _____</p> <p style="margin: 0;">or as Warden for FULL Year in Lodge No. _____ in the year _____</p> <p style="margin: 0;">or date of Dispensation issued under Rule 109, Book of Constitutions _____</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Surname</th> <th style="width: 35%;">Christian or Forenames (in Full)</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">W.M.</td> <td></td> <td></td> <td style="text-align: right;">Date of Master's Installation:- DD MM 200</td> </tr> <tr> <td style="text-align: center;">S.W.</td> <td></td> <td></td> <td style="text-align: right;">Date of Investiture of Wardens:- DD MM 200</td> </tr> <tr> <td style="text-align: center;">J.W.</td> <td></td> <td></td> <td style="text-align: right;">DD MM 200</td> </tr> </tbody> </table>		Surname	Christian or Forenames (in Full)		W.M.			Date of Master's Installation:- DD MM 200	S.W.			Date of Investiture of Wardens:- DD MM 200	J.W.			DD MM 200
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W.M.			Date of Master's Installation:- DD MM 200														
S.W.			Date of Investiture of Wardens:- DD MM 200														
J.W.			DD MM 200														

This will have been posted to you by UGLE, usually along with some new copies of Application Form P. It is completed by hand and **posted back to UGLE as soon as possible after the Installation.** This lists the names of the Master, Wardens, and Past Masters. The reverse asks for further details of the Almoner, Charity Steward, Master, and Secretary. **The Master MUST sign it.** This form does not require any payment and does not list EA, FC, or MM, unless they are in an office listed earlier.

ANNUAL / End of Year Paperwork

Provincial Yearbook

In early Autumn, the [yearbook editor](#) will send you a request for how many books you will require (most Lodges get 1 ring-bound and 14 normal but additional copies are available for purchase). You will also get a draft of your Lodge entry. If you have kept the yearbook editor updated during the year this should be correct.

Check the draft and advise of any **changes**. **You do not need to retype the entire entry, just a list of changes is sufficient.** Some may print the copy, write over the sheet then scan it. Others may send an email with just the changes. If you sent the [Installation Return](#) to the [Provincial Grand Secretary](#) then the Installation details should already be shown in the book.

Later you will get a final proof and a request for payment. The books are usually sent directly to you. Some Lodges meet after the deadline to send the detail to the printers. This is always a problem and is understood. The main thing is to keep the yearbook editor informed asap. He is not just dealing with your Lodge but also the Chapters, Mark, RAM, OSM and other contributors to the book. Speed during this time is appreciated.

Returns

Once a year the Annual Returns need to be sorted and paid. There are two Annual Returns: **UGLE** and **Provincial**.

For most Lodges in Wiltshire, UGLE will send a request for the Annual Return in early December. The exceptions are:

February	1295 Gooch		
June	8547 Broade Forde,	9587 Innocence and Morality	
September	5137 Sarum,	6114 Stonehenge,	8788 George Duke of Kent
October	4451 Radnor		

The Provincial Return is usually sent during December or the beginning of January.

You can save yourself a lot of time if you keep the [Provincial Grand Registrar](#) updated with changes as they occur. This will ensure that when you receive the Returns reports they should be correct.

3.2 Form AR1 - UGLE

This is the annual returns to [Grand Lodge](#). It is sent in the post by UGLE – It **MUST be sent back to Grand Lodge NOT the Province, (contrary to the instruction in the accompanying letter)**. This lists the Brethren of your Lodge that Grand Lodge is aware of, with surname, initials, DoB, date of joined/initiated and their address. It also needs added, by hand, the dates of when any Brother who is now in arrears had paid up to, as well as dates of resignation, death, exclusion etc. **This needs to be signed by the WM** then given to the Treasurer for checking. He should then write a cheque (payable to *UGLE and signed by TWO Brethren*).

United Grand Lodge of England		Freemasons' Hall, Great Queen Street, London, WC2B 5AZ		L	
List of Members for			Provincial Grand Lodge of Wiltshire		year ending 31 December 2012 due by 31 January 2013
Meeting at Masonic Hall, [redacted] Wiltshire,					
Lodge Subscription Full Membership £			Country / Non Dining £		Lodge Subscriptions due on 1st January
GL Ref	Name	Date of Birth	Init/Join	If in arrears give date up to which the Brother is clear in the Lodge Books	REMARKS : To Show dates of Death, Resignation, Address Cessation (R148), Exclusion (R181) and election to Honorary Membership
Grand Lodge Reference Number	Name	Date of Birth	Initiate/Joined	Resigned 13Nov12 181 - Exclusion 13Nov12	Address
				Write here if the detail is incorrect for the brother	

If you give the Treasurer an SAE to **Registrations, Freemasons Hall, 60 Great Queens Street, London, WC2B 5AZ**. This just saves time for later.

Do not send it to any of the Provincial Officers, it is for Grand Lodge only.

3.3 Provincial Annual Return

The [Provincial Grand Registrar](#) will send a separate e-mail with explanation of the process. These details are the basic process. **The completed return, with a cheque, MUST be back with the [PrGTreas](#) by the end of January in accordance with Provincial By-Law 8!** Payment by BACS is possible.

- a) Suggest you Print it out.
- b) Check the details are correct. The area in red below is where the date and reason for leaving should be shown. If no information is shown in this area then the Brother is a member of your Lodge for "next year" and liable for dues for the year.
- c) Email the [Provincial Grand Registrar](#) with any changes.
- d) Pass the return to your Lodge Treasurer for checking, who should:
 - 1 raise a cheque (payable to *Provincial Grand Lodge of Wiltshire*).
 - 2 post it to the [Provincial Grand Treasurer](#).
 - 3 If paying by BACS he should inform the [Provincial Grand Treasurer](#) when that is done.

Provincial Grand Lodge of Wiltshire Annual Return
 [redacted] for the year ending 31 December [redacted]

Meeting at Masonic Hall, [redacted] Wiltshire [redacted] Meeting dates:
 This Return and payments must be received in the Provincial Office on or before 31 January [redacted]
 Installation Month: [redacted]

Secretary: [redacted]

Annual Return Member Count [redacted]

Number of Subscribing Members as at 31 December [redacted] [redacted]

GL Ref / Prov ref	Member Name	DOB	Init/Join	Date Left/Reason
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Tel: [redacted] Email: [redacted]

If you give the Treasurer an SAE with the name and address of to the [Provincial Grand Treasurer](#) this could save time for later. The Provincial Return may say it should go back to the Provincial Office or Provincial Grand Secretary. This is incorrect and is a quirk of the UGLE database.

This form is emailed to the [Provincial Grand Registrar](#) and the payment is for the [Provincial Grand Treasurer](#) only. Do NOT send anything to the PrGSec or Grand Lodge.

3.4 Exclusion (BoC 181) /Cease (BoC 148)

Brethren are occasionally excluded due to non-payment of funds or other misdemeanours. If a Brother has not paid his fees after 2 years the Lodge **must** write him off. BoC Rule 148. The Lodge has had to pay his dues at its expense for those two years. Your Lodge by-laws may have a shorter period when exclusion is possible before a year has expired under BoC Rule 181. This means that the Lodge has only paid for one year. Whichever method is used, the Lodge is owed the dues and the date he is paid up to must be recorded on the [Annual Return \(AR1\)](#). When complete you will also need to E-mail a copy of the **Change of Details** form to the [Provincial Grand Registrar](#), your Reporting Officer (R.O.) and the [Year Book Editor](#).

The BoC has VERY specific rules about exclusion (BoC Rule 181) and it is essential that they are followed. In many Lodges some of the items below will be undertaken by the Treasurer (a-e below). Often the Treasurer will send periodic reminders to Brethren due to the confidential nature of fees. The full wording is in the Book of Constitutions but to simplify it:

- a) A letter MUST have been sent to the Brother by **registered post** at **least 14 days before** the meeting that may exclude him.
- b) The letter MUST have the **date, time, and location** of the meeting.
- c) The letter MUST explain that he can attend or reply in writing.
- d) The envelope MUST be marked **Private and Confidential** on the outside.
- e) It is acceptable to use the last known address even if you think he has moved.
- f) At least 10 days' notice of the resolution must be given to Lodge Brethren.
- g) **The name of the Brother CANNOT appear in the summons but MUST be made known to Brethren at the meeting and recorded in the minutes.**
- h) A **ballot must be taken** and approved by two-thirds of the Brethren present. A simple majority is not acceptable or allowed for..
- i) If the Brother is excluded notice must be sent to the [Registrations Dept at UGLE](#), and [Provincial Grand Secretary](#). This is done by informing the [Provincial Grand Registrar](#) using the Change of Details form.
- j) IF the Brother later pays his dues then the [Registrations Dept at UGLE](#) and [Provincial Grand Secretary](#) must be advised. This is done by informing the [Provincial Grand Registrar](#).

N.B. the term expelled is used only where a Brother is removed from the Craft by the Grand Lodge.

3.5 Resignation – BoC 183, 175.

Grand Lodge does **not** accept resignations by e-mail. **Brethren must do so either by attending a regular Lodge meeting and stating it in open Lodge or sending a letter to the Secretary.**

- a) If the resignation is by letter then the **Secretary MUST mention it at the next meeting.**
- b) The resignation **takes effect from when it was received by the Secretary, or a later date that the Brother concerned specifies.**
- c) You do not have to send any acknowledgement to the resigning Brother. However, once the resignation is communicated to the Lodge it is irrevocable.
- d) Within two weeks of receiving the resignation, and before it is mentioned in open Lodge, **e-mail a completed copy of the Change of Details form to the Provincial Grand Registrar, your Reporting Officer (R.O.) and the Year Book Editor.** The Divisional Officer may be able to assist in preventing the loss to the Craft of this Brother.
- e) If a Brother is to be excluded under BoC Rule 181 but resigns beforehand then BoC Rule 181 can still be voted on and can apply.
- f) **If the Brother is in good standing then he is entitled to a Clearance Certificate stating this** (BoC 175). This document is the property of the Brother to whom it refers and should only be sent to him when requested, and then after you have checked with the Treasurer that nothing is owed.....
- g) If he resigns but is not in good standing, i.e. he owes funds, then the relevant exclusion rule (BoC 148 or 181) must be reported in any communication if he requests a certificate.
- h) If he is not a member of any Lodge (Unattached) he can visit every Lodge ONCE only. He may not attend a second time unless he is seriously intending to join the Lodge or is being balloted for as a joining member. In the case of the latter, he must then wait outside until successful completion (BoC 127iii).

3.6 Honorary Membership (BoC 167)

There are occasions when a Brother has achieved great deeds and a Lodge may wish to make him an Honorary member. **Honorary Membership is not an entitlement.** Honorary members pay no annual subscription to the Lodge. They do pay for their meal if dining. However, they are entitled to receive a Lodge Summons and other paperwork as if they were a fee paying Brother. They no longer appear on UGLE or Provincial Returns (Annual or Installation versions). When making a member of your own Lodge Honorary. Make sure the person being made Honorary knows the situation in points c, e, f, g below.

Some Lodges have been known to make a Brother an Honorary members because he can no longer afford to pay their dues. This dilutes the honour and should be studiously avoided.

- a) Any Brother can nominate a Brother in good standing. He does not have to be a member of that Lodge but the **proposal must appear on the summons for ballot.**
- b) The proposal will be carried unless the Ballot contains three or more black balls against it.
- c) Once made Honorary he cannot vote in that Lodge. If a Past Master of the Lodge he can propose/second a candidate.
- d) Within two weeks of the Ballot **e-mail the [Provincial Grand Registrar](#) and [Year Book Editor](#) with the **Change of Details** form. No other paperwork is required.**
- e) As his name is not shown on Returns to UGLE he **cannot attend Grand Lodge under the guise of THAT Lodge.** He can attend if he is a subscribing member of another Lodge or holds Grand Rank, whether attached or not.
- f) If making a Brother Honorary means he is not a subscribing member of any Lodge, he can only attend Lodges of which he is an Honorary member. All other Lodges he can only attend once.
- g) He cannot attend a committee meeting unless invited by the WM and has *no right to vote or speak unless asked.*
- h) A Brother can resign or become a subscribing member (subject to ballot) if they so wish.

3.7 Death of a Brother

When a Brother passes to the Grand Lodge above it is right that due respect is paid to them. All too often a Brother has been unable to attend and many Brethren may not know him. The [Provincial Grand Registrar](#) will provide information for Craft and Chapter that may assist in preparing a eulogy if required.

- a) **Contact the [Provincial Grand Registrar](#) and [Year Book Editor](#) with the Change of details form.**
- b) Contact all Lodge Brethren and other possible interested parties. The PrGReg will inform Provincial Officers.
- c) Inform your Lodge Chaplain.
- d) Find out if anyone wishes to give a eulogy, if you have an organist he also should be made aware.
- e) Remove deceased Brother's name from summons, mailing list or e-mail send list.
- f) Update record in individual member's file.
- g) For the next summons to be issued add an **In Memoriam** item. N.B. Not In Memorium.
- h) At the next meeting Brethren will stand to order. This is to appear in the minutes and **In Memoriam** details of the deceased Brother to be included. **In Memoriam** occurs after the Lodge is opened and before the Minutes.

4.1 Diary Dates

There are not that many dates in the Provincial Masonic year that are cast in stone. Some dates may change but the Provincial AGM at Trowbridge does not.

January	Sort out Provincial Returns, UGLE Returns (see Annual Paperwork).
May or June	Secretary and DC meeting.
September	Provincial Committee Meeting.
October	Provincial AGM - Always the First Thursday.
December	Church Service.

4.2 Useful Contacts

Note that when writing to ANY Brother the Masonic prefix or his rank, should not be shown on the envelope.

Provincial Grand Master	RWBro John C Reid	
Deputy Provincial Grand Master	VWBro Simon R Leighfield, PGSwdB	
Assistant Provincial Grand Master	WBro Phil J Still, PSGD	
Provincial Grand Chaplain	RWBro Rev. John Railton PJGW	
Provincial Grand Treasurer	WBro Christopher J Robbins, PAGDC treasurer@wiltshirefreemasons.org.uk	3 Heronslade, Warminster, BA12 9HR 07734 025196
Provincial Grand Registrar	WBro John Badger, PAGDC registrar@wiltshirefreemasons.org.uk prgregwilts@gmail.com	1107 Harvey Avenue, Greensburg PA, USA. 15601 +1 412 251 6408
Provincial Grand Secretary	WBro Robert J Evans secretary@wiltshirefreemasons.org.uk	1 The Grove, Portway Warminster BA12 8QL 01985 214874 07967 048277
Provincial Grand Almoner	WBro Gary Dolphin, PAGDC almoner@wiltshirefreemasons.org.uk	30 Lomond Close, Sparcells Swindon SN5 5FE 01793 876975
Provincial Grand Charity Steward	WBro Clive L Emerson PAGDC charity@wiltshirefreemasons.org.uk	9 Westwick, Downton, SP5 3FH 07867 900887
Provincial Grand Membership Officer	W Bro Colin CC Cheshire OBE PJGD membership@wiltshirefreemasons.org.uk	1 Westcroft House, Conigre Mews, Trowbridge, BA14 8RF 07867 640675
Provincial Year Book Editor	WBro John Badger, PAGDC registrar@wiltshirefreemasons.org.uk prgregwilts@gmail.com	1107 Harvey Avenue, Greensburg PA, USA, 15601 +1 412 251 6408
Provincial Grand Mentor	WBro David Little, PAGStB mentor@wiltshirefreemasons.org.uk	14 Elmfield Close Woodfalls Salisbury SP5 2BF 01725 513953
Provincial Learning @ Development	W Bro Steve Lee PPrSGW, PrLDOOff education@wiltshirefreemasons.org.uk	
Provincial Assistant Grand Secretary	WBro John H Deane PPrJGW, PrAGSec asstsec@wiltshirefreemasons.org.uk	10 West Park Road Corsham SN13 9LN 01249 715812
Provincial Communications Officer	WBro Des Morgan, PAGDC comms@wiltshirefreemasons.org.uk	22 Caraway Drive Swindon SN2 2RR 07774 196977
United Grand Lodge of England (UGLE)	Registrations Secretary registrations@ugle.org.uk Grand Secretary	Freemasons Hall 60 Great Queen Street, London WC2B 5AZ

Reporting Officer **North**: VWBro Simon Leighfield: s.leighfield@wiltshirefreemasons.org.uk
Lodges 355, 1295, 1533, 2888, 4037, 4687, 7525, 8204, 8388, 8435, 8692, 8788, , 9009,

Reporting Officer **Central**: WBro Colin Cheshire membership@wiltshirefreemasons.org.uk
Lodges 626, 632, 663, 1271, 2644, 4714, 5908, 6616, 8432, 8547, 8747, 8977, 9090, 9548, 9773,

Reporting Officer **South**: WBro Phil Still: p.still@wiltshirefreemasons.org.uk
Lodges 586, 1478, 2227, 3129, 4451, 5137, 5955, 6114, 8620, 8718, 9035, 9064, 9540, 9587

4.3 United Grand Lodge Officers – in order of rank

Ranks of Officers of Grand Lodge are shown in **Bold** type. A **Past Grand Rank** is prefixed **P** e.g. **PAGDC**. Once a Brother has a Grand Rank any Past Provincial Rank is no longer indicated. If he has an ACTIVE Provincial Rank this is appended e.g. **PAGDC**, PrGDC.

Further information on Grand Ranks and applicable salutes can be found in BoC rules 5 & 6. Only the main ones shown.

Abbreviation	Full Rank	↶ Previous Column	
GM	Grand Master	Abbreviation	Full Rank
ProGM	Pro Grand Master	GTreas	Grand Treasurer
DepGM	Deputy Grand Master	DepGChap	Deputy Grand Chaplain
AGM	Assistant Grand Master	DepGSwdB	Deputy Grand Sword Bearer
PrGM	Provincial Grand Master	SGD	Senior Grand Deacon
SGW	Senior Grand Warden	JGD	Junior Grand Deacon
JGW	Junior Grand Warden	AGChap	Assistant Grand Chaplain
GChap	Grand Chaplain	AGDC	Assistant Grand Director of Ceremonies
GReg	Grand Registrar	GOrg	Grand Organist
GSec	Grand Secretary	GStB	Grand Standard Bearer
GChan	Grand Chancellor	GPurs	Grand Pursuivant
GDC	Grand Director of Ceremonies	AGPurs	Assistant Grand Pursuivant
GSwdB	Grand Sword Bearer	GStwd	Grand Steward
GSuptWks	Grand Superintendent of Works	GTyler	Grand Tyler
↷ Next Column			

4.4 Provincial Officers – in order of rank

A Provincial Grand Rank conferred is indicated by the abbreviation Pr (*Prov* is an older format). Past Provincial Ranks have the prefix P: e.g. PPrSGD. Only the most senior Provincial Rank is indicated unless a Brother has an Active rank AND a higher Past Rank e.g. PPrJGW, PrGOrg (senior Rank first). Full stops between the letters should not be used.

Abbreviation	Full Rank	Possible Prefix	Usual Salutes
PrGM	Provincial Grand Master	RWBro	7
DepPrGM	Deputy Provincial Grand Master	VWBro	5
APrGM	Assistant Provincial Grand Master	WBro	5
PrSGW	Provincial Senior Grand Warden	WBro	3
PrJGW	Provincial Junior Grand Warden	WBro	3
PrGChap	Provincial Grand Chaplain		3
PrGTreas	Provincial Grand Treasurer		3
PrGReg	Provincial Grand Registrar		3
PrGSec	Provincial Grand Secretary		3
PrGDC	Provincial Grand Director of Ceremonies		3
PrGSwdB	Provincial Grand Sword Bearer		3
PrGSuptWks	Provincial Grand Superintendent of Works		3
PrDepGDC	Provincial Deputy Grand Director of Ceremonies		3
PrGAlm	Provincial Grand Almoner		3
PrGChStwd	Provincial Grand Charity Steward		3
PrGMemb	Provincial Grand Membership Officer		3
PrGComm	Provincial Grand Communications Officer		3
PrGLearn	Provincial Grand Learning and Development Officer		3
PrGMentor	Provincial Grand Mentor		3
PrSGD	Provincial Senior Grand Deacon		3
PrJGD	Provincial Junior Grand Deacon		3
PrAGSec	Provincial Assistant Grand Secretary		3
PrAGDC	Provincial Assistant Grand Director of Ceremonies		3
PrGOrg	Provincial Grand Organist		3
PrGStB	Provincial Grand Standard Bearer		3
PrGPurs	Provincial Grand Pursuivant		3
PrGStwd	Provincial Grand Steward		3
PrGTyler	Provincial Grand Tyler		3

The abbreviations shown above are those recognised by Grand Lodge and do not use spaces or full stops.

4.5 Lodge Officers – in order of rank

Position	Full Title	Position	Full Title
1	Worshipful Master	10	Membership Officer
2	Senior Warden	11	Mentoring Officer
3	Junior Warden	12	Senior Deacon
4	Chaplain	13	Junior Deacon
5	Treasurer	14	Assistant Director of Ceremonies
6	Secretary	15	Organist
7	Director of Ceremonies	16	Assistant Secretary
8	Almoner	17	Inner Guard
9	Charity Steward	18	Steward
		19	Tyler

4.6 Masonic Suppliers

Please note that the Province of Wiltshire has no financial interest of affiliation with any supplier of masonic regalia. Lodge members are advised to enquire through the Internet, and Masonic Publications.

Wiltshire Regalia 01793 840073 orders@wiltsregalia.co.uk

4.7 Websites

Province of Wiltshire <http://www.pglwilts.org.uk/>
 Masonic Charitable Foundation <http://www.mcf.org.uk>
 UGLE <http://www.ugle.org.uk/>

4.8 Other Societies and Orders

UGLE has never published a list of organisations that are, or are not, compatible with membership of the Craft. The following list may be of use. If in doubt contact the [Provincial Grand Secretary](#).

Incompatible

Any organisation where men and women sit together in “Masonic Lodges.” Such as:
 Order of the Eastern Star, International Order of Co-Masonry.

Others include:

- Ancient Mystical Order Rosac Crucis (this is NOT the *Societas Rosicrucian in Anglia*)
- Atheneurn Grand Lodge
- Association de Juristes European Macons
- Groupement Interprofessionel du Tourisme European (“GITE”)
- Hiram Grand Lodge
- Independent United Order of Mechanics
- Job’s Daughters (Associated junior organisation of the *Eastern Star*)
- King Solomon Grand Lodge
- Order of De Molay for Boys (Equivalent of *Job’s Daughters* and *Order of Rainbow for Girls*)
- Order of Rainbow for Girls (Associated junior organisation of the *Eastern Star*)
- Royal Knights of Justice
- Universal League of Freemasons (“LIGA”)

Compatible

Royal Antediluvian Order of Buffaloes	Oddfellows
B’nai Brith	Orangemen
Druids	Rechabites
Fellowship of the Services	Rotary
Foresters	Round Table
High Twelve Club	The Most Venerable Order of the Hospital of St John of Jerusalem
Lions Club	Societas Rosicrucian in Anglia
National Sojourners	Sons of England

4.9 A Final word on the dreaded paperwork.

To make life easier filing stuff, it is suggested that you adopt a structure of folders on your PC. These can be further subdivided into smaller folders. Each folder name needs to make sense of what it contains AND if you do the same for files within them then life should become much easier over time.

A folder that contains the Minutes of meetings could just be called **Minutes**. The files within it would also have the word **minutes** associated with them.

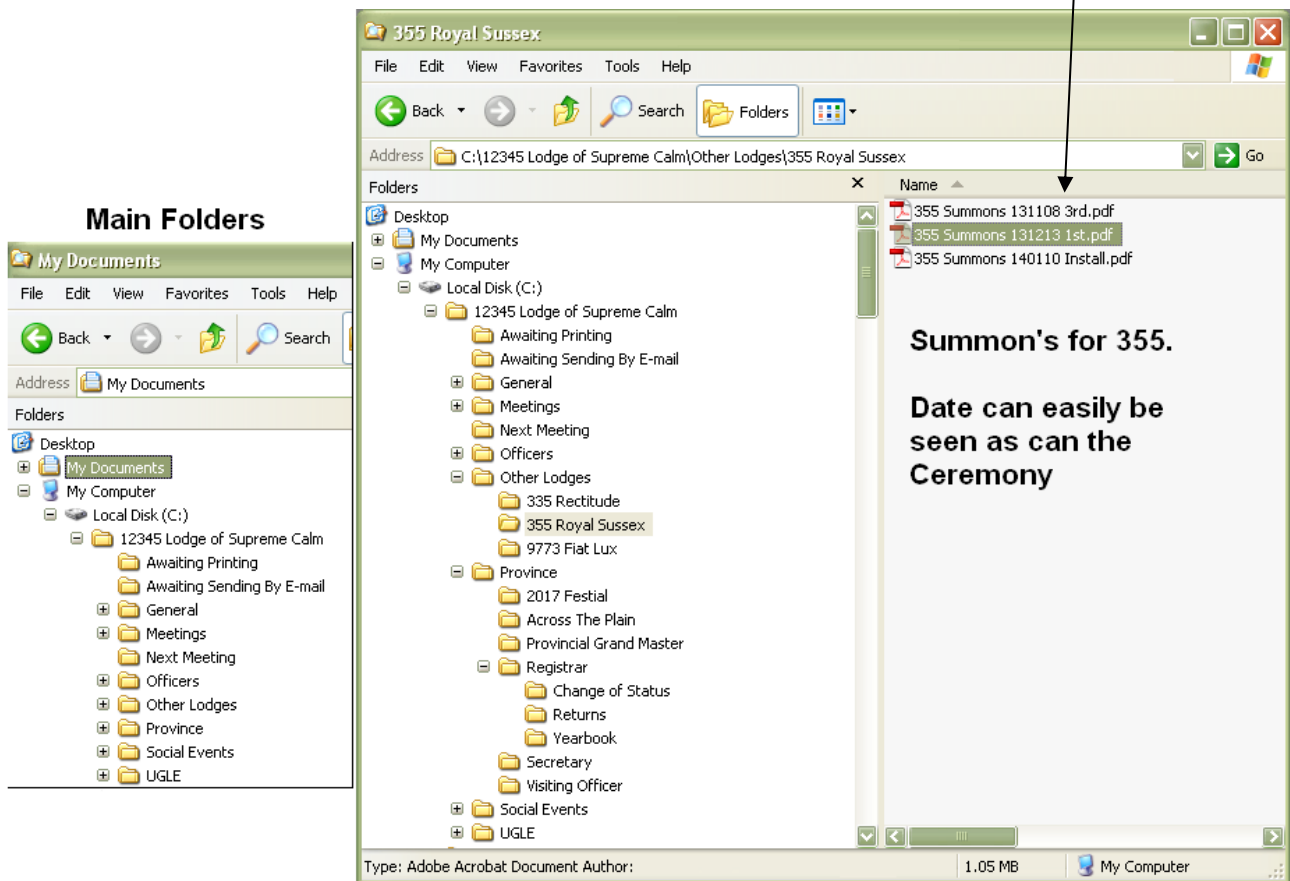
A brief word of caution here. Since you will have lots of different Minutes it makes sense to include the date of the meeting. You may find that using the date of the meeting or a letter makes life easy. Using the date in reverse (*YearMonthDate*) can make it simple to find the file at a later date, e.g. 25th April 2013 would be 130425. By prefixing it with the Lodge number then it is clear it is from YOUR Lodge to you, your members and anyone else you send it to.

Therefore, the meeting held by **Lodge 12345** on **25th April 2013** could be saved as:

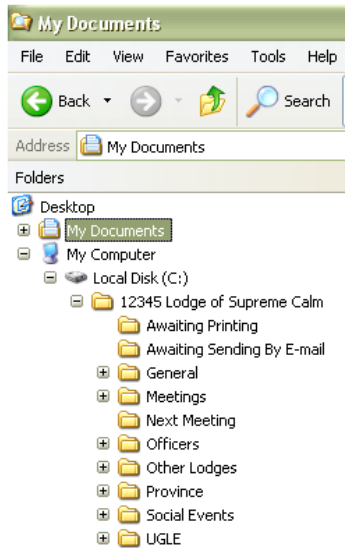
12345 Minutes 130425 3rd. You could even identify the ceremony with "1st" "2nd" "3rd" or "Install".

At first this might sound complicated. However, if all your files are in one folder then you can just sort them by name and they will ALL appear in date sequence. The *Date Modified* field will change if you save it, the filename will not.

A suggestion of various folders is shown below:



Main Folders



The folders shown are suggestions only but they have the following uses:

Awaiting E-Mail / Printing	Anything ready for E-mail/printing but not yet processed. Once sorted just move it to the appropriate folder (usually "Next Meeting").
Meetings	This could have a number of sub-folders: "Summons," "Minutes," "Committee" etc
Next Meeting	This is for the "stuff" that will be used at the next Lodge meeting. Once the meeting is over it will be moved to its correct folder: "Meetings," "Other Lodges," "Province" etc.
Other Lodges	Communication to or from other Lodges. Recommend a sub-folder is made for each Lodge.
Province	Communication to or from Provincial Grand Lodge officers. The image above has a number of the Provincial Officers and shows an example of further folders.
UGLE	Communication to or from the United Grand Lodge of England. Recommend a sub-folder is made as you receive information. This could consist of "Certificates Requests," "Charities," "Registration Form P," "Returns" etc

For the new Lodge Secretary, it can be a daunting process of *Where do I start?* There are many suggestions but these may work for you.

4.10 The Summons

- a) Open the Summons for the previous meeting and "SaveAs" using the date of the *next* meeting.
- b) Scroll through the file and check/adjust any dates mentioned to be correct for the *next* meeting.
- c) Remove items that will not be covered and insert new items you know of.
- d) Once all the items are complete, "Save" the file.
- e) Move the file to the "Awaiting Printing" or "Awaiting Send by E-mail" folder.
- f) Once the summons has been printed or e-mailed move it to the "Next Meeting" folder or you could put it to the relevant permanent folder immediately.

4.11 The Minutes

- a) Open the minutes of the previous meeting and "SaveAs" using the date of the *next* meeting.
- b) Now **highlight** the complete set of minutes – why will soon become clear. *Usually, Ctrl+A will select all text.*
- c) Scroll through the file and for each section:
 - 1 If the item is going to happen clear the highlighting.
 - 2 Check any dates that will apply for the next meeting and adjust them if necessary, again clearing the highlighting.
 - 3 Delete any sections that will not occur at the next meeting, e.g. a Proposal. Anything left highlighted is text from the last meeting.
 - 4 Insert any new items that are indicated in the Summons. *Often the words from a previous ceremony can be used as an example BUT check/adjust names and dates.*
 - 5 As information is received from UGLE/Province/Others insert the item, as necessary.
 - 6 Save the file in the "Minutes" folder.
- d) At the last minute print the file. It can now be used as your notes for the next meeting. This will save flipping through many letters and/or plastic wallets. You only really need to read the whole original if it specifically says so.
- e) During the meeting write on your notes. Often Ancient Minutes and Lodge Officers' reports mean writing quickly. If the officer presenting the item can give you a copy of their notes it will help you later.
- f) Once the meeting is over, edit your notes and save the file.
- g) Move the file to the Awaiting Printing or Awaiting Send by e-mail folder.
- h) Once the minutes have been printed or e-mailed move them to the Next Meeting folder or put it in the relevant permanent folder immediately.

Other regular documents can use a similar process to that described above.

4.12 Use of E-mail/Digital Media

There are many times that **MAY** is used in this section. These are recommendations as digital technology can be the Secretaries friend as well as the bane of his life. You should always ask permission from a Brother and confirm they are prepared to receive information by e-mail. If the member is prepared to receive information digitally it will reduce your paperwork, costs, and speed up communication.

Do not send HUGE attachments (files or images). It can take a while for a large file to be received by the recipient's computer. There are free to use software programmes that will enable you to compress a file. Many Brethren do not view their email 24 hours a day so the recipient may take a while to see it. If something requires a swift response mention this in the e-mail, but you will still have to accept they can only react once they see the e-mail.

By setting up separate Contact Lists for "Worshipful Brethren" and "Brethren" you can easily send messages out to all. By splitting "WBro" and "Bro". It also means you can send information only to Past Masters if necessary. Do not forget to change the SW when he finally gets to the highest position the Lodge can confer. By combining the two you can send to all Brethren in one go.

When sending e-mails to Lodge members it is required that you send them as a Blind Carbon Copy (BCC). In this way e-mail addresses will not be seen and some privacy is achieved. It is also the case that hackers cannot see or copy BCC email addresses. The first time you send a BCC you may wish to ask the recipient to confirm they have received it or use the Request a Delivery Receipt facility. This makes sure that their spam filter has not blocked your message.

Some e-mail clients insist on the **To** field to be a valid email address to reduce SPAM. If you use/include your own email address it will confirm the message went out as you will receive the message.

Each Wiltshire Lodge Secretary has been issued with a Lodge specific email address and consists of the letter **L** followed by the Lodge number and @wiltshirefreemasons.org Therefore Lodge of Rectitude No.335 is L335@wiltshirefreemasons.org.uk The address allocated to your Lodge is the address members should use to contact you.

Do not forget to back up your work.

The advantage of keeping things Digital is that it takes up very little space. If your computer fails then the data may be lost. One solution is to copy your Lodge files onto a USB Memory Chip or an external Hard Drive. **WARNING** Memory Chips fail and do so at the worst time. They have a limited number of times they can be written to. When they fail the data is usually irrecoverable. Keep the master documents/files on your PC hard-disc and periodically copy the entire file system to a USB Memory Chip or even a second one. If you use a USB Memory Chip this can then be easily given to your successor.

There are many methods of protecting yourself from data loss and the Internet is a useful source of assistance and advice. The same is true for anti-virus software.

4.13 Open Days

Open days are an effective way of informing the public of who we are and what we do. If you intend to have an open day then it is recommended that you contact the [Provincial Communications Officer](#) and co-ordinate a date with him. He has a team of Brethren who can assist with stands, advertising and be present on the day. They are skilled at dealing with the public and media and their advice is strongly recommended. Certainly, before publicising an event through the press, by way of a release or an advertisement, the content needs to be verified for regularity by the Provincial Communications Officer.

4.14 Social Media/Website

The importance of digital and social media has long been recognised by the Province and it is committed to a policy of open, transparent, and honest communication, whereby Freemasons and members of the public can be assured that questions and enquiries will be responded to without undue delay and in as open a manner as is practicable and within terms which do not breach data protection legislation.

Media enquiries are always welcome, and the Province will provide spokespersons, comment, and press briefings to answer journalists' enquiries. Lodges and individual members must not offer any comment relating to any Masonic matter to enquiries from any media outlet and should exercise the greatest of care when offering a view on any topical issue that might lead the questioner to presume the view is that of Wiltshire Freemasonry.

A Social Media Policy has been published by UGLE and the Province of Wiltshire. This covers a number of methods where Social Media might be used by Brethren as well as Lodges. It is recommended that the policy is given to all Entered Apprentices and a reminder issued once a year to all Brethren within the Lodge with the first summons after Installation or the New Year. If you do not have a copy of the policy contact the [Provincial Communications Officer](#) or visit the Provincial Website and download a copy.

The Province's policy covering the use of X (formerly Twitter) and Facebook is available upon request. All Lodge members are expected to conform to the policy.

The use of WhatsApp as a means for members to communicate with each other and in specific groups is actively encouraged. The rules and protocols for the proper use of all media is covered in the Provinces' policy document.

In 2001 the Province launched the first website designed exclusively to promote Wiltshire Freemasonry, and in the intervening period it has been modified and now provides an even better user experience.

The Province has an active twitter site @wiltspgl which is accessible for reading and 'tweeting' from the website front page.

You can also follow the Province on Facebook @pglwiltshire

Please remember that UGLE and the Province have strict guidelines as to what can and what cannot be contained in a Lodge web site, to avoid any disruption to any plans you might have for developing a Lodge web site please contact the Provincial Web Master before undertaking any work or entering into any contract or agreement to develop and build a web site. All Lodge websites must be approved for content by the Provincial Communications Officer who will certify their use by issuing an accreditation mark which must be inserted on the front page of a Lodge website.

Please note that a web site for a **Lodge** or Chapter may not be set up by an individual without the formal agreement of the Lodge or Chapter concerned; and a Lodge website cannot be published without the approval of the Provincial Communication Officer.

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Amendments

Date	Amendment	Issued to
11 th March 2019	1 No longer necessary to send accounts to PrGTreas. 2.1 f) added comment for mentor of less qualified Brethren. Rule 137 clarified for possible abandonment of meetings. 2.2 Link for Divisional Officer added. Added how to get forms, if required. 2.5d Remove refence to 1 st Degree. 2.6 Reference to Royal Arch expanded. 2.7a4 Added "Pro Grand Master" and expanded explanation. 3.5e Reference to PrGMentor removed, moved Retention form comment. 3.5h & i Reworded Clearance Certificate text. 3.5j Reworded. 4.1 Removed "February Grand Officer and Provincial Grand Officers Dinner"	PrGSec / Lodges
31 st July 2019	4.2 Contacts – many changes made to reflect changes at AGM Oct 2019. 4.8 "Other Societies" added – sections after renumbered.	
7 th October 2021	2.2, 3.4 & 3.5 Change of Status. Retention form removed. Change of Status form now sent to PrGReg, D.O. & Yearbook Editor. 3.3 Provincial Returns payments now sent to PrGTreas, or paid by BACS. Information emailed to PrGReg. 4.2 Useful Contacts changed. DPrGM, APrGM, PrGReg (Address), PrGSec, Yearbook Editor (Address), PrAsstGSec and D.O. for North & Central. 4.3 Provincial Grand Master inserted in the list of United Grand Lodge Officers.	PrGSec / Lodges
7 th October 2022	Various "Change of Status" form changed to "Change of Details". 2.5 Second Degree – let PrGReg know when he is Passed. 2.6 Third Degree – optional to inform the PrGReg when Raised. 4.2 Useful Contacts changed. PrGM, APrGM, PrGTreas (Address), PrGChStwd, PrGMemb and PrAsstGSec(Email). 4.4/4.5 Ranks updated.	

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