

# Provincial Grand Lodge of Essex



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## **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 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 Provincial Grand Secretary who will seek the guidance of 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.

### **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 Essex 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 London Management if the Candidate resides and works in London. The application for



membership CANNOT proceed until a clearance has been received from the 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. L e. It is not sufficient to state 'Company Director'*) Business Address

Home Address (*A full address should be given including postal code, 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) Secretaries are advised to avoid, as far as possible, arranging for the Initiation of a Candidate to take place on the day of his election.

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.

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.

## 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.



## ADVICE TO LODGE SECRETARIES

### **Wording on a Craft Summons concerning the Royal Arch**

The attention of all Master Masons is drawn to the preliminary declaration in the Book of Constitutions that "pure Antient Masonry consists of three degrees and no more, namely those of the Entered Apprentice, Fellow Craft and the Master Mason including the Supreme Order of the Holy Royal Arch". Master Masons of four weeks and upwards are recommended to join the Holy Royal Arch , which is an extension to, but neither a superior nor a subordinate part of, the Degrees which precede it. Bro ABC will be pleased to give fuller details and particularly in relation to the XYZ Chapter, with whom this Lodge is associated. "

### **Rules 105 and 112**

It is suggested that Essex Lodges be encouraged to use this wording to appear on the summons of the election meeting. Royal Arch can use a similar wording.

#### Election of a Master in accordance with Rule 105(a) Book of Constitutions

WBro ..... being the only nomination the WM will declare him so elected.

#### Election of Treasurer

WBro ..... being the only nomination the WM will declare him so elected.

### **Circulation of Minutes etc**

It is suggested that the minutes of the previous meeting and the current Reports of the Almoner and Charity Steward be circulated to all brethren before the meeting.

### **Investiture of Officers at Installation meetings in Private Lodges**

Officers to be invested for the first time in a particular office, receive the full ceremony appropriate to that office.

Officers to be invested into an office they have previously held are appointed to that office and invested with the collar. No further ceremony is necessary.

Officers re-appointed to office stand when their name is called, give a court bow then sit.

## **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 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



## **DISPENSATIONS**

### **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 Essex 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 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 (**£17.63 payable to the Provincial Grand Lodge of Essex**) must accompany the application.

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.

### **EMERGENCY MEETINGS.**

A Dispensation is necessary from the Provincial Grand Master before any summons is issued to members. The summons must make clear that it is an Emergency Lodge Meeting and the first heading on the business agenda must be "To read the Dispensation". The Dispensation must be read in full and recorded in the Minutes.

The Minutes of the previous regular meeting are not read and confirmed. The minutes for that meeting and the emergency meeting are read and confirmed at the next regular meeting.

No business can be transacted at an emergency meeting which the Rules require to be transacted only at a regular Lodge meeting.

No business not included on the summons can be transacted.

No ballots can be taken.

There are no Risings

No other business can be transacted.

### **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 London Management or from the Provincial Grand Lodge concerned.

### **MULTIPLE CEREMONIES.**

A Dispensation from Provincial Grand Lodge is necessary if a Lodge wants to initiate or confer any one degree on more than two candidates on the same day. The application for the Dispensation must specify the name of the candidate, the degree to be conferred and the



special circumstances which justify the application. It will only be granted in circumstances so exceptional as almost to justify the term 'never'.

## ROLE OF THE SECRETARY IN CONFERRING THE DEGREES

### **AFTER INITIATION:**

After Initiation, the Secretary will complete and send the Form 'P' together with the appropriate fee payable to United Grand Lodge **to the Provincial Grand Secretary**.

### **TIME BETWEEN DEGREES:**

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

### **AFTER RAISING:**

After the Raising of a candidate application should be made to the Grand Secretary on Form "LP & AR5" (available from United Grand Lodge) for a Grand Lodge Certificate. *Effective immediately this form should be sent to the Provincial Grand Secretary for onward transmission to Grand Lodge.*

### **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 registered post 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.

### **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 Grand Secretary, the Provincial Grand Secretary and the Secretary of the Lodge to which the candidate belongs.

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

### **NUMBER OF CANDIDATES:**

It is desirable 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.

## **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.)

## **CONTINUANCE OF MASTER**

**The following ceremonial should be used when the Master of the Lodge is to continue in office for a second year**

Very occasionally the circumstances require that a Master continue in office for a second year. This often presents the inexperienced Director of Ceremonies with a real problem usually because such a situation has never occurred in his lodge previously. The answer to this situation is indeed very simple as will be quickly appreciated.

When the appropriate item is reached on the agenda the Director of Ceremonies should rise from his seat and standing in the South East make the following statement:

Brethren W.Bro... having been elected for a second year in office I now proclaim him Worshipful Master of the... (state name and number) lodge and I now call upon you to salute him as EA Freemasons' with three taking the time with me.

When this has been completed and the Brethren are told to be seated the Director of Ceremonies then moves to the investiture of Officers without further instruction and says '*Worshipful Master whom do you appoint as Senior Warden of the Lodge*'. He then moves through the list of Officers and completes the meeting in the usual way.

It is quite unnecessary for the address to the Master to be given on this Occasion. This also applies to the Wardens if they also are to continue in office for a second year. The address to the Brethren should always be given.

The Director of Ceremonies should remember that this procedure will result in a very short meeting since none of the usual perambulations, salutations, or opening in any degree other than the first will take place. The Secretary and Director of Ceremonies will require to plan the timing of such a meeting very carefully for the ceremonial described above will take only twenty to twenty five minutes at most.

## **LP & AR5 REQUEST FOR A GRAND LODGE CERTIFICATE.**

After the Raising of a candidate application should be made to the Grand Secretary on Form "LP & AR5" (available from United Grand Lodge) for a Grand Lodge Certificate.

*Effective immediately this form should be sent to the Provincial Grand Secretary for onward transmission to Grand Lodge.*



## ESSEX RANK TITLES & ABBREVIATIONS

The following table shows the Rank and correct abbreviation as used in the Province of Essex.

Rank	Abbreviation
Provincial Grand Master	PGM
Deputy Provincial Grand Master	DepPGM
Assistant Provincial Grand Master	APGM
Provincial Senior Grand Warden	ProvSGW
Provincial Junior Grand Warden	ProvJGW
Provincial Grand Chaplain	ProvGChap
Provincial Grand Registrar	ProvGReg
Provincial Grand Secretary	ProvGSec
Provincial Grand Director of Ceremonies	ProvGDC
Provincial Grand Sword Bearer	ProvGSwdB
Provincial Grand Superintendent of Works	ProvGSuptWks
Provincial Deputy Grand Chaplain	ProvDepGChap
Provincial Deputy Grand Registrar	ProvDepGReg
Provincial Deputy Grand Secretary	ProvDepGSec
Provincial Deputy Grand Director of Ceremonies	ProvDepGDC
Provincial Deputy Grand Sword Bearer	ProvDepGSwdB
Provincial Deputy Grand Superintendent of Works	ProvDepGSuptWks
Provincial Grand Almoner	ProvGAlm
Provincial Grand Charity Steward	ProvGChStwd
Provincial Senior Grand Deacon	ProvSGD
Provincial Junior Grand Deacon	ProvJGD
Provincial Grand Treasurer	ProvGTreas
Provincial Assistant Grand Chaplain	ProvAGChap
Provincial Assistant Grand Registrar	ProvAGReg
Provincial Assistant Grand Secretary	ProvAGSec
Provincial Assistant Grand Director of Ceremonies	ProvAGDC
Provincial Assistant Grand Sword Bearer	ProvAGSwdB
Provincial Assistant Grand Superintendent of Works	ProvAGSuptWks
Provincial Grand Organist	ProvGOrg
Provincial Grand Standard Bearer	ProvGStB
Provincial Assistant Grand Standard Bearer	ProvAGStB
Provincial Deputy Grand Organist	ProvDepGOrg
Provincial Grand Pursuivant	ProvGPurs
Provincial Assistant Grand Pursuivant	ProvAGPurs
Provincial Grand Steward	ProvGStwd
Provincial Grand Tyler	ProvGTyler
Past Provincial Grand Master	PPGM
Past Deputy Provincial Grand Master	PDepPGM
Past Assistant Provincial Grand Master	PAPGM
Past Provincial Senior Grand Warden	PPSGW
Past Provincial Junior Grand Warden	PPJGW
Past Provincial Grand Chaplain	PPGChap
Past Provincial Grand Registrar	PPGReg
Past Provincial Grand Secretary	PPGSec
Past Provincial Grand Director of Ceremonies	PPGDC



Past Provincial Grand Sword Bearer	PPGSwdB
Past Provincial Grand Superintendent of Works	PPGSuptWks
Past Provincial Deputy Grand Chaplain	PPDepGChap
Past Provincial Deputy Grand Registrar	PPDepGReg
Past Provincial Deputy Grand Secretary	PPDepGSec
Past Provincial Deputy Grand Director of Ceremonies	PPDepGDC
Past Provincial Deputy Grand Sword Bearer	PPDepGSwdB
Past Provincial Deputy Grand Superintendent of Works	PPDepGSupWks
Past Provincial Grand Almoner	PPGAlm
Past Provincial Grand Charity Steward	PPGCharStwd
Past Provincial Senior Grand Deacon	PPSGD
Past Provincial Junior Grand Deacon	PPJGD
Past Provincial Grand Treasurer	PPGTreas
Past Provincial Assistant Grand Chaplain	PPAGChap
Past Provincial Assistant Grand Registrar	PPAGReg
Past Provincial Assistant Grand Secretary	PPAGSec
Past Provincial Assistant Grand Director of Ceremonies	PPAGDC
Past Provincial Assistant Grand Sword Bearer	PPAGSwdB
Past Provincial Assistant Grand Superintendent of Works	PPAGSuptWks
Past Provincial Grand Organist	PPGOrg
Past Provincial Grand Standard Bearer	PPGStB
Past Provincial Assistant Grand Standard Bearer	PPAGStB
Past Provincial Deputy Grand Organist	PPDepGOrg
Past Provincial Grand Pursuivant	PPGPurs
Past Provincial Assistant Grand Pursuivant	PPAGPurs
Past Provincial Grand Steward	PPGStwd
Past Provincial Grand Tyler	PPGTyler

