

Notes On Forms (Revised October 2011)

Dear Bro. Secretary. These notes have been prepared and recently revised in order to assist all secretaries with dealing with the various forms that they are required to submit to the Province and Grand Lodge and to detail the updated registration fees for new initiates payable to Grand Lodge. Additional information for secretaries can be found on pages 76 to 86 in the Year Book. **Please keep us informed of all changes of address etc. as they occur as we again have had a large number of the Devon Mason Magazines returned. These addresses are now used by Grand Lodge for the despatch of Freemasonry Today.**

As a general reminder I would point out that it is not permissible to ballot for and initiate a candidate on the same night.

REGISTRATION FORMS

Potential Candidates who cannot answer question 5 of the form P application should not be balloted for before checking with the Provincial Office. **“Any”** conviction or offence however minor or major should be brought to the attention of the Province for the Grand Secretary to authorise or not before proceeding.

All Registration Form P's for every Initiate, Joiner and Re-joiner **must be forwarded to the Provincial Office** for registration purposes **IMMEDIATELY** after the Initiation or election. **The form for the new Initiates must have a cheque for the Grand Lodge Registration Fee made payable to the United Grand Lodge of England.** After registration the Provincial Office will forward the form and any cheque to Grand Lodge. **“DO NOT SEND FORM P's TO UGLE DIRECT”**

For those forms received at Grand Lodge after **1st January 2012 the Vat fees from that date will be £50.00 plus VAT at 20% £10.00 making a total of £60.00** irrespective of when the initiation took place. No fee is payable to Provincial Grand Lodge at this stage for Joiners or Rejoiners. Joiners from foreign constitutions are treated the same as initiates as far as registration fees are concerned. However, enquiries to the Provincial Office should be made before the ballot is considered in order that UGLE can confirm in writing that they recognise the foreign constitution. Please check the Grand Lodge fee for them as it may be different. Secretaries should ensure that the form has been completed correctly by the candidate, the proposer and seconder and signed by the Master before the ballot is taken. **Please note that for Initiates under the age of 25 only half fees are payable.**

The Certificate of the Secretary and the Amount Due sections must also be completed on the last page. On a number of occasions we have had to return forms because some sections of the form are incomplete.

Please do not send these forms direct to Grand Lodge. They should be forwarded to the Provincial Office **immediately** after the ceremony of initiation or the ballot has been taken for admission of a joining or rejoining member. **Prompt submission of the forms is necessary as The Provincial Grand Master writes a personal letter of welcome to every new Initiate.**

Application Form for a Grand Lodge Certificate LP & A5

This form should be completed after the candidate's Raising and **sent direct to Grand Lodge** immediately after the ceremony. This form may now be sent to Grand Lodge by email. **Request an electronic form from registration@ugle.org.uk** A revised form was issued to Lodge Secretaries in October 2011. **Please ensure that this new form is used as the old forms will not be accepted. The Province does not require a copy.**

Annual Returns

Grand Lodge have now changed the system due to the fact that they are now unable to issue the 3 part form which was sent to the Secretary in the past. A new form, one copy only, will be sent to Lodge Secretaries just before the end of the lodge financial year. **The form should be checked very carefully to ensure that all members are shown.** The entry of those members who have died, resigned or been excluded during the year should be annotated with the reason **and the date.** **Fees are payable for them as they were members at the beginning of the financial year.** On occasions the last few candidates for initiation and joining may be missing from the end of the return. These should be written in at the end and the fee amended accordingly. This is because either Grand Lodge has prepared the return before the form reached them or it has not been sent. If the latter is the case then the form should be sent to the Provincial Office immediately. **The new form and a cheque for the Grand Lodge dues, made payable to the United Grand Lodge of England, should then be sent to Grand Lodge via the Provincial Grand Secretary.**

The major change is that there is no longer a second copy for the Province or a third to be kept by the lodge secretary. For the foreseeable future and until Grand Lodge revise their current system the Provincial Office will issue a much clearer return for Provincial dues. There will be enough space to write in changes, particularly to addresses and telephone numbers. At this time we are only interested in email addresses for the Secretary, Charity Steward, Almoner, GP Rep and the Lodge Mentor as email addresses change so often it is difficult to keep up with them.

At the end of the document there will be an invoice page detailing the amount payable to the Province. **This should be signed, dated & sent to Provincial Grand Lodge with a cheque made payable to the Provincial Grand Lodge of Devonshire. The fee payable currently is £8.50 per member from 1st July 2010. It will remain that figure until at least June 2012.** Half fees only are payable for people under 25. In addition a registration fee of £1 is payable at this time for every initiate and joiner and re-joiner during the year in addition to the £8.50. These will be already included in the invoice unless new members are missing as in the Grand Lodge Return. The same action should be taken when writing them in. The lodge secretary should make a copy for his own records. We do hope to be able to send the return out electronically in the coming months, but it must be printed off to be completed and returned as original signatures are required.

Please note that the actual date for those who have died, resigned or have been excluded is required in full. Also note that Cessation is the term used by Grand Lodge when a member is 2 years in arrear as per rule 148. Excluded is Rule 181.

Installation Returns

These are two completely different forms. One for Grand Lodge and another for Provincial Grand Lodge. The Grand Lodge return should be completed and sent direct to Grand Lodge immediately after the meeting. This is essential as the Master and Wardens will be refused entry to a meeting of Grand Lodge if it has not been sent and actioned. These details are checked at the entry doors of Grand Lodge prior to the meeting.

The pre-printed **Provincial form** should be checked and completed and also **sent immediately** to the Provincial Office. On the first page please include the forenames of the Master and Wardens with telephone numbers where possible. The entries for the Secretary, GP Representative, Charity Steward, Mentor and Almoner are shown at the bottom. Please write in the changes where appropriate if there is a change of officer or address. **Only include one Mentor as we only need a Lead Mentor.** The names and addresses of Past Masters of and in the lodge are shown on the reverse. Please change where necessary. **Please note that it is not necessary to include the Province in which a person received his Provincial Rank or the year in which he was Master of another lodge. This detail is already held and is not shown due to lack of space.** Also please include the actual date for those omitted for the first time and the reason. (death, resignation, exclusion or cessation). Cessation is the term used by Grand Lodge when a member is 2 years in arrear as per rule 148.

Past Masters Attendance Return

A new Attendance Form has been designed and will be sent by email. It will list the Past Masters of and in the lodge in alphabetical order. It is in Word format and only requires the number of actual attendances to be inserted. Remarks should be brief and confined to those who are absent for a period through illness or working or living away. The form should then be returned to the sender.

Assessment Forms

These are sent out by the Provincial Office each June for those due for consideration for appointment or promotion to Provincial Office. Full instructions are included with them as well as a blank form. Do not use the previous year's form as the form is always subject to review and change.

Year Book

A proforma is received each year requesting updates for the Devonshire Freemasons Year book. This should be completed and amended where appropriate and returned to the person who is editing the book as soon as possible. Note that all Past Masters **of and in** the Lodge should be included.

Other

So that the office records can be kept up to date would the Secretary please inform Records at the Provincial Office of all changes of address, death, resignations or exclusions with the relevant dates which the events occurred, **FOR ALL MEMBERS** at the earliest possible opportunity. **This can be done by letter or email to records@pgldevonshire.org.uk.** Please only use this address for these types of amendments and not the Provincial Secretary or Office email addresses. Also please inform us if a Brother becomes Master of a lodge in another Province so we can update his rank to W. Bro. Similarly, if he receives a Provincial rank in another Province.

Lodge Summonses

Please forward electronic copies to the Provincial Office or records@pgldevonshire.org.uk prior to meetings. A hard copy should be sent to the PGM with electronic copies sent to the remainder of the executive. The Provincial Secretary is happy for the office to receive the one copy only at the records address.

If Secretary's have any queries or questions regarding their role, administration or their responsibilities please ask for further guidance or clarification from the Provincial Office. We are here to help.