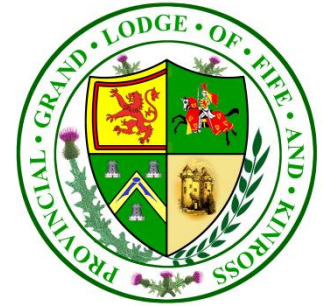




PROVINCIAL GRAND LODGE OF FIFE AND KINROSS

SECRETARY'S AWARENESS

The roll of a secretary..



Annual Book Inspection:

Whilst all of what is required for the book inspection will be included in the invitation letter issued to the Lodges by PGL Secretary, the most common items that are not made available by Lodges on the evening of the book inspection are:

- Copy of latest Lodge Bye Laws.
- Current Insurance policy schedule.
- Bar Licence folder (where appropriate).
- Record of all donations made to non-Masonic organisations.
- Title Deeds (where applicable and know where they are held).

Roll of Secretary (cont'd)



Minutes of Meetings:

At each regular meeting the minutes of the previous Regular Meeting and any subsequent Enquiry Committee and General Committee meetings shall be read in open Lodge.

(it is becoming increasingly acceptable to circulate electronic copies of minutes to members)

After confirmation the minutes will be signed by the Secretary and Master in open Lodge.

Roll of Secretary (cont'd)



Applications - C&L 168:

Only at a Regular Meeting, shall all applications for Initiation and Affiliation be read out and minuted.

The minute should show:

- Applicants full name.
- Occupation.
- Place of birth.
- Nationality.
- Name of Proposer.
- Name of Secunder.

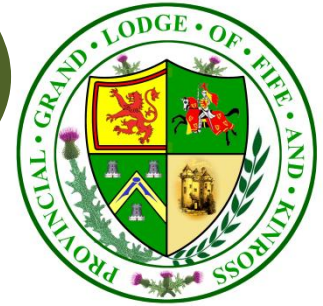
Roll of Secretary (cont'd)



Affiliation - C&L – 168:

An application for Affiliation must produce with his application, the Diploma or Certificate of Membership issued to him by Grand Lodge together with a Demit or Clearance Certificate or a Resignation Certificate.

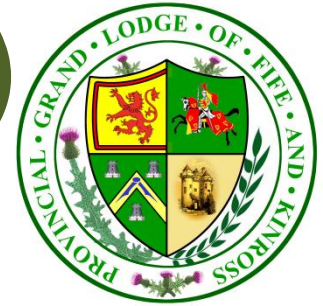
Roll of Secretary (cont'd)



Enquiry Meeting - C&L 152:

- The minute of the Enquiry Meeting must list the names and offices of those present. This is to confirm that a sufficient quorum was present (four).
- Every application for membership / affiliation shall be recorded in the Petition Book and shall be signed by the candidate, proposer and seconder at or before the Committee of Enquiry.
- If an application is then subsequently withdrawn, this must also be recorded in the Petition book.

Roll of Secretary (cont'd)



After the Committee of Enquiry has completed its report, an application can be considered in open Lodge and a Ballot taken.

A ballot can only be taken at a Regular Meeting and not earlier than:

- the 14th day after the reading of the application.
- nor must it be earlier than the day after the Committee of Enquiry has completed its report.

Roll of Secretary (cont'd)



BALLOT:

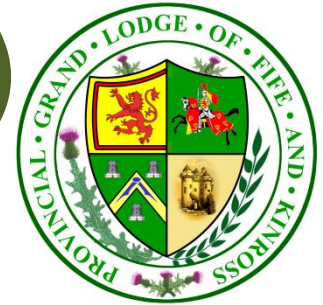
At the Regular Meeting at which a Ballot shall be taken, the report of the Committee of Enquiry shall be read and without discussion, a ballot shall be taken.

Only Qualified Members of the Lodge have the right to vote. Three black balls exclude a candidate.

Advert in local press for Regular meeting shall also have the word "ballot".

Ballots for Initiation and Affiliation cannot be taken together.

Roll of Secretary (cont'd)



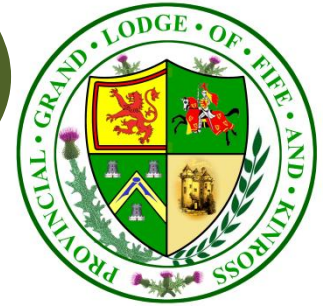
At least fourteen days must elapse between Ballot being held and initiation.

Initiation and Passing and Passing and Raising.

A candidate for Affiliation may be Obligated as an Affiliate Member directly after the ballot has taken place and declared clear.

Neither candidate for Initiation or Affiliation shall be present at the ballot.

Roll of Secretary (cont'd)



Nomination and Elections (C&L 135)

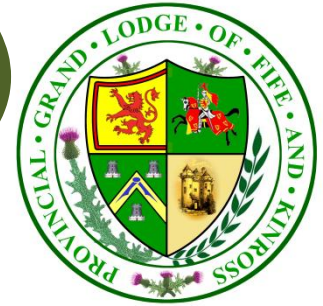
If on a separate evenings, then Nominations must be conducted in the First Degree.

Must be six clear days between Nomination and Election Meetings.

Elections must be:

- conducted in the third degree and
- have a copy of Const and Laws available and this must be intimated by the RWM and minuted.

Roll of Secretary (cont'd)



Committees:

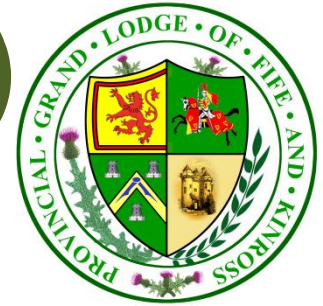
General Committee:

Committee members shall be as per Const' and Laws 149 unless local bye laws state otherwise.

Committee of Enquiry:

Committee members shall be as per Const' and Laws 150 unless local bye laws state otherwise.

Roll of Secretary (cont'd)



Notice of Motion:

This is required for any alteration of Lodge Bye Laws or the disposal of Lodge Funds.

Notice of Motion can only be given and voted on at a Regular Meeting

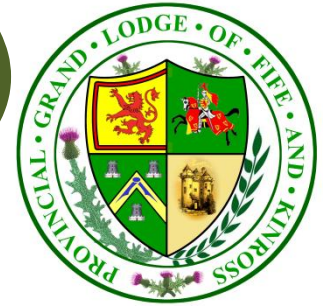
Advert in local paper intimating a Regular meeting must also have the words "Notice of Motion"

Notice of Motion shall be in writing and signed by proposer and seconder.

When notice is first read out there shall be no discussions. Only after 28 days have elapsed shall any discussions (and vote) take place at a Regular meeting.

The outcome of the vote (including abstentions) shall be recorded.

Roll of Secretary (cont'd)



Notice of Motion Cont'd

EXAMPLE OF A NOTICE OF MOTION TO AMEND BYE-LAWS

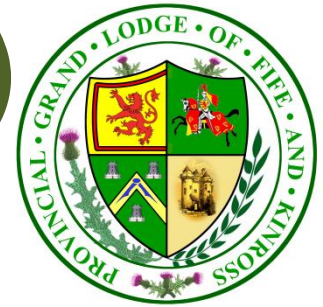
Lodge Fife No 1234

Notice of Motion

We the undersigned propose the following amendments to the Bye-Laws of Lodge Fife No 1234.

Bye-Law No 3. *Delete in total and insert instead "The Regular Meetings, other than the Installation Meeting, shall be held on the second Monday in September and on the third Monday of each month from September to April inclusive, except the third Monday in November when no Meeting shall be held, at seven-thirty o'clock p.m. or at such other hour as the Lodge at a previous Regular Meeting may appoint."*

Roll of Secretary (cont'd)



Notice of Motion (example) cont'd

Bye-Law No 7. Delete in total and insert instead “All meetings of the Lodge shall be

convened by intimation at the previous Regular Meeting”

Bye-Law No 8. Office-bearers. Delete three other stewards.

Bye-law No 13a. Initiation Fee. Delete £130.00 and insert £160.00.

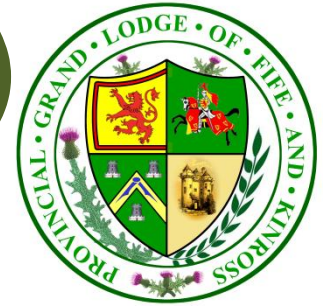
Bye-Law 13c. Mark Fee. Delete £25.00 and insert £50.00.

Proposed by.....

Seconded by.....

Date.....

Roll of Secretary (cont'd)



Dispensations:

Applications for dispensation are in writing and to the PGM; covering Meetings on a Sunday for Divine Service or Services of Remembrance for a deceased brother.

Wearing of Regalia at Divine Service or other occasions outside the Lodge.

Changes of dates of or cancelling meetings and changing place of meeting.

Inviting Lodges or accepting Invitations from Lodges outwith the Province to work degrees.

Permission for a brother to hold offices in different Lodges .

Inviting / accepting Lodges from outside Scotland to work degrees.

Roll of Secretary (cont'd)



Electronically held records:

There are a number of points to be followed if minutes are to be stored electronically; the main points are:

- the Lodge must sanction the use of electronic minutes, only minutes may be recorded electronically (not Petition or Roll books).
- there should be a left hand margin.
- printing should be on 100gsm paper (minimum), commonly used font using black ink.
- each page must be signed by the Secretary and Master.
- the minutes must be bound and should be in intervals of not exceeding five years.

Roll of Secretary (cont'd)

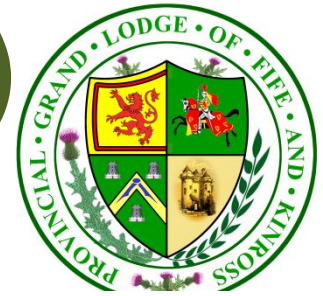


Grand Lodge Database:

The Grand Lodge Database must be kept updated and current. All fees payable are generated through the database:

- Initiation fee will be generated after adding a new member to the database.
- Mark fee will be generated after adding .
- Capitation fees generated from database.
 - Qualified members – test fee paying members who have paid test fees within the last 24 months.
 - Qualified life members – life members who have attended the lodge within the last 24 months.
- Ensure database is up to date to prevent paying more than is necessary.

Roll of Secretary (cont'd)



Grand Lodge Database:

This is in the process of being replaced / renewed

MEMBERS

If you require a member to be removed from the list please contact Grand Lodge at dbmember@grandlodgescotland.org with the member's name, date of birth and reason for removal e.g. deceased, expelled, resigned, duplicate entry etc

Member Status	Forename	Surname	Email Address	DOB	Affiliate	Edit
Qualified	John	Smith		15/12/1952		Edit
Qualified	John	Smith		15/12/1952		Edit
Qualified	George	Smith	george@grandlodgescotland.org	15/12/1952		Edit
Qualified	William	Smith	william@grandlodgescotland.org	15/12/1952		Edit
Qualified	Thomas	Smith	thomas@grandlodgescotland.org	15/12/1952		Edit
Qualified	Andrew	Smith	andrew@grandlodgescotland.org	15/12/1952		Edit
Qualified	John	Smith		15/12/1952		Edit
Qualified	John	Smith	john@grandlodgescotland.org	15/12/1952		Edit
Qualified	Michael	Smith	michael@grandlodgescotland.org	15/12/1952		Edit
Defaulting Member	John	Smith	john@grandlodgescotland.org	15/12/1952		Edit
Defaulting Member	John	Smith		15/12/1952		Edit
Qualified	John	Smith	john@grandlodgescotland.org	15/12/1952		Edit
Qualified	John	Smith		15/12/1952		Edit
Defaulting Member	John	Smith		15/12/1952		Edit
Qualified	John	Smith	john@grandlodgescotland.org	15/12/1952		Edit
Qualified	John	Smith	john@grandlodgescotland.org	15/12/1952	Affiliate	Edit
Qualified	John	Smith	john@grandlodgescotland.org	15/12/1952		Edit
Qualified	John	Smith	john@grandlodgescotland.org	15/12/1952		Edit
Qualified	John	Smith		15/12/1952		Edit
Qualified	John	Smith		15/12/1952		Edit
Qualified	John	Smith		15/12/1952		Edit
Qualified	John	Smith		15/12/1952		Edit
Defaulting Member	John	Smith		15/12/1952		Edit
Qualified	John	Smith	john@grandlodgescotland.org	15/12/1952		Edit

(The database now also shows a unique member reference number)

Roll of Secretary (cont'd)



Grand Lodge Database:

Member Information:

Life Member

Manual Status Change

Member Status

Contact

Forename Surname

Title Before (e.g. Sir, Dr, Captain) Title After (e.g. BSC, CEng, MBE)

Date of Birth DD MM YYYY

House Name/Number and Street

Email Apartment/Unit/Building

Tel Home Town/City

Tel Business County/Region

Mobile Country

Occupation Postcode

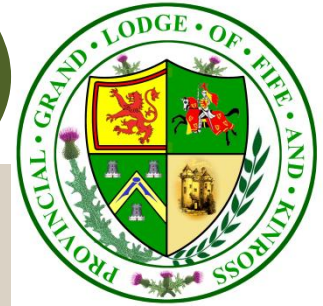
Affiliation

Mother Lodge Number Mother Lodge Name

Mother Lodge Constitution

Date of Affiliation DD MM YYYY

Roll of Secretary (cont'd)



Grand Lodge Database:

Mother Lodge Constitution

Date of Affiliation

Dates

Date of Initiation

Date of Passing

Date of Raising

Date when Marked

Year Last Annual Fee Paid

Mark Fee Already Paid to GL Number in Petition Book

Date of Registration

Office Title

Add an Office Title to Member: George David Baisley
Office Title:

Effective Installation

Mo	Tu	We	Th	Fr	Sa	Su	Title	Acting	Effective Installation	Effective Demit	Edit	Remove
26	27	28	29	30	1	2	Junior Warden	False	12/10/2019	01/12/2021	Edit	Remove
3	4	5	6	7	8	9	Installed Master	False	13/10/2012	11/10/2014	Edit	Remove
10	11	12	13	14	15	16	Senior Warden	False	02/12/2021		Edit	Remove
17	18	19	20	21	22	23						
24	25	26	27	28	29	30						
31	1	2	3	4	5	6						

Acting:

Member Information:

- Life Member
 - Non-Attending Life Member
 - Manual Status Change
- Member Status
Qualified

Roll of Secretary (cont'd)

Grand Lodge Database:



Contact

Forename Surname

Title Before (e.g. Sir, Dr, Captain) Title After (e.g. GDC, CEng, MBE)

Date of Birth: DD MM YYYY

Small House Name, Number and Street

Tel Home Apartment, Unit, Building

Tel Business Town/City

Mobile Country/Region

Occupation Country

Postcode

Affiliation

Mother Lodge Number Mother Lodge Name

Mother Lodge Constitution

Date of Affiliation: DD MM YYYY

Dates

Date of Initiation: DD MM YYYY

Date of Passing

Date of Raising

Date when Married

Year Last Annual Fee Paid

Year Last Attended Lodge

Mark Fee Already Paid to CL Number in Paction Book

Date of Registration: DD MM YYYY

Office Title

Add an Office Title to Member: Henry Storer Anderson

Office Title

Effective Installation

Title	Acting	Effective Installation	Effective Date	Edit	Remove
Installed Master	False	06/10/1977	14/10/1979	GDC	Remove

Adding:

Add Office Title

Delete - Only use if removing member

Delete Reason for Removal

Update

Roll of Secretary (cont'd)

Grand Lodge Database:



Member's Database

Grand Lodge of Scotland

Home Secretary's Page Address and Meeting Times Annual Return Add New Member Fees

FEES

Current Lodge Balance Credit: £ [REDACTED]

[Select All Fees - Deselect All Fees](#)

Pay Selected Fees by Card

Name for Receipt

E-Mail for Receipt

Pay Selected Fees By Lodge Balance

Randolph
776 Fife and Kinross

Log Out

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Provincial Grand Lodge of Fife and Kinross

Address and Meeting Times Annual Return Add New Member

FEES

Current Lodge Balance Credit: £ [REDACTED]

Member Name	Fee Type	Fee Amount	Pay Fee
<i>John smith</i>	Lodge Annual Dues Fee	33.00	<input type="checkbox"/>
<i>Joseph Bloggs</i>	Lodge Annual Dues Fee	33.00	<input type="checkbox"/>

[Select All Fees - Deselect All Fees](#)

Pay Selected Fees by Card

Name for Receipt

E-Mail for Receipt

Pay Selected Fees By Lodge Balance

Roll of Secretary (cont'd)

Grand Lodge Database:





Member's Database

Grand Lodge of Scotland

[Home](#) [Secretary's Page](#) [Address and Meeting Times](#) [Annual Return](#) [Add New Member](#) [Fees](#)

ANNUAL RETURN

No Annual Dues outstanding.

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[Log Out](#)

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