

HINTS TO SECRETARIES

PLEASE ATTACH TO A PERMANENT FILE FOR FUTURE REFERENCE

1. LODGE MANUALS

It is recommended that all Secretaries read the Lodge Manual, with specific attention to Section 3, pages 20 to 27, items 16.1 to 16.22, in particular matters relating to:

- a) Propositions and Ballots
- b) Candidates for Initiation
- c) Candidates for Joining and Affiliation

2. SUMMONS TO BE SENT TO THE GRAND SECRETARY

A copy of all summons and other official notices **must** be sent to the Grand Secretary at the same time as they are distributed to the members.

3. MEETINGS NOT HELD ON DUE DATE

In the event of any regular meeting not taking place on the day specified in the By-Laws, the Grand Secretary **must** be informed **in writing** at least 14 days prior to the original meeting date. Note also regulation 39.4 that allow a 7 day variation without dispensation for particular events such as public holidays.

4. CORRESPONDENCE

All official correspondence should be addressed to the "Grand Secretary". If the correspondence then needs to be forwarded to another Officer for action or information, it will be handled by this office.

5. BY-LAWS

If the Lodge is contemplating any alterations or additions to the By-Laws, a set of Model By-Laws is available from this office for your assistance. **Two copies** of amended By-Laws are then required to be sent to the Grand Secretary, signed by **both the Lodge Secretary and the Worshipful Master**. There is a form that needs to be attached to these.

6. DESIGNATION OF SECRETARY

The designation "Honorary Secretary" is irregular and is not to be used. The correct title is "Bro Secretary".

7. BOOKS TO BE KEPT BY THE SECRETARY (REG. 45.3)

- a) **Minute Book**, in which must be entered all business conducted at regular and emergency meetings of the Lodge, ie: degree work, propositions, ballots, resignations recorded, clearances granted, Grand Lodge Certificates presented, resolutions, notices of motions, elections, etc.

Note: The minutes of any meeting, whether regular or emergency, can only be confirmed at the next regular meeting.

- b) **Register of Members**, in which the name in full, age, profession or occupation, place of residence, dates of initiation, passing and raising of an initiate and date of admission of a joining or affiliating Brother are entered in order of seniority of entering the Lodge, with the number on the Lodge register, the number of the Grand Lodge Certificate as soon as issued, and the date of its presentation; also the date and cause of removal from the register. No Brother is to be allocated a register number (Lodge membership number) until he becomes a member of the Lodge, and this register number must not be altered.
- c) **Attendance Register**, for recording the signature of all members and visiting brethren who attend the Lodge meetings. Brethren who are unattached are required to note that fact opposite their signature.

The above books can be obtained from the Masonic Centre, along with the following documentation:

Subscription Registers
Question cards for Second and Third Degrees
Statements for the information of intending candidates
Declaration forms for intending initiates. (49.3)
Declaration forms for intending joining/affiliating members
Clearance Certificates
1st, 2nd and 3 Degree Rituals
Installation Rituals
Constitution, Regulations and Lodge Manuals
Information for the E.A., F.C. & M.M.

8. DISPENSATIONS

Written applications for dispensation are required in many circumstances. The most commonly requested dispensations are:

- | | | |
|----|--|-----------|
| a) | Wearing of Regalia outside Lodge Rooms (one per year allowed) | Reg. 19.3 |
| b) | Worshipful Master vacating Chair/Past Masters nights | Reg. 42.6 |
| c) | Change of date of regular meeting (outside 14 days) | Reg. 39.3 |
| d) | Change of date of regular meeting (outside 7 days- public holiday) | Reg. 39.4 |
| e) | Temporary change of meeting place | Reg. 39.8 |
| f) | Permanent change of meeting place | Reg. 39.6 |
| g) | To be Master or Warden in two Lodges | Reg. 41.6 |
| h) | Proposer/seconders not members of this Jurisdiction | Reg. 49.4 |
| i) | Proposer/seconders not known candidate for 12 months | Reg. 49.4 |
| j) | To permit Passing or Raising in another Lodge | Reg. 51.1 |
| k) | Degree ceremonies for more than 2 candidates | Reg. 51.2 |

9. APPLYING FOR CERTIFICATES/JEWELS/DISPENSATIONS

The applications for certificates, jewels and dispensations are processed once a week by office staff.

- a) **Past Masters Certificates** (*see sample form*)
The relevant form is to be completed and posted to this office **at least one month before** the date of the Installation. This is to allow time for preparation, signature and return postage of the certificate before the required date.
- b) **Grand Lodge Certificates/Affiliation Certificates**
These will be issued on receipt of the completed Monthly Lodge Meeting Report form containing the date of Raising/date of Affiliation (interstate or overseas members only). A separate form is **not** required.
- c) **50 Year Jewels/5 Year Bars** (*see sample form*)
At least one months notice is required to prepare the letter of congratulations from the Grand Master, and to have the Jewel engraved, in order that it can be received by the Lodge Secretary in plenty of time for presentation.
- d) **Dispensations** (*see 8 above*)
A dispensation must be applied for **in writing** at least one month before it is required.

10. MEMBERSHIP

- a) **Grand Lodge Dues**
Shortly after the end of March, June, September and December each year, you will receive a computer printout detailing all members of your Lodge, together with a Membership Statistics sheet and Statement of Account. **Please check thoroughly** the membership information, and inform this office **in writing** of any discrepancies. The information on this sheet ultimately decides the amount of Grand Lodge Dues which are due for payment, **and please note that Grand Lodge Dues are in arrears**, so it is in the Lodges' best interest that the information held on computer is correct.
- b) **Information Reporting**
After each Lodge meeting, you are required to forward to this office a completed Monthly Lodge Meeting Report form (*see sample attached*) detailing any changes, additions, deletions etc. This form is used to update the computerised membership database daily, and also to produce Grand Lodge and Affiliation Certificates.

In the event of a Lodge amalgamating or closing, it is a requirement that the Lodge Secretary forwards to this office a complete listing of members as at the date of amalgamation/closure, **with an explanation for each member** as to whether they have drawn a clearance, resigned, been excluded, or amalgamated into the new Lodge. The Secretary of the new Lodge is then required to produce a similar listing of members containing the new Lodge membership numbers for each member.
- c) **Dual Membership (Reg. 23.1.2)**
Where a Brother is a member of more than one Lodge, only the Lodge of which the Brother has been a member the longest is liable for the payment of the quarterly Grand Lodge Dues, and any other Lodge or Lodges of which he is a member **may apply for in writing**, and shall be granted, exemption.

11. GRAND LODGE DUES AND OTHER PAYMENTS (Reg. 59.3)

You are required to pay Grand Lodge Dues (see 10a above), together with any other invoices or statement of accounts, by the end of April, July, October and January each year. Payments not received by these dates may be subject to an additional charge as decided by the Board of General Purposes. **Payment of Grand Lodge Dues constitutes a first charge on Lodge funds, so must be made promptly each quarter.**

12. REMITTANCES

All remittances to this office should be made payable to **A. F. & A. Masons of S.A. & N.T.**

13. ARREARS OF SUBSCRIPTIONS

If a Lodge member fails to pay his subscriptions for a period of two years, he will cease to be a member of the Lodge (Reg. 20.24.10), and will be excluded. This office is to be notified **in writing** of such an exclusion as soon as possible. Following this procedure the excluded member can only rejoin by paying the amount of dues in arrears, obtaining a Clearance Certificate, and then by regular proposition and ballot according to Regulation 24.24.13.

14. FINANCIAL STATEMENTS

Once a year, you are required to submit to the Grand Secretary, a true copy of an audited Financial Statement of the Lodge, comprising:

- a) an Income and Expenditure Account
- b) a Balance Sheet, and
- c) a Subscriptions Account (Reg. 59.11)

15. CONFERRED RANK

Past Grand Rank can be conferred on Worshipful Brethren who have given significant and sustained service to Craft Masonry over a period of at least ten years. At the discretion of the Grand Master this period of time may be less for especially outstanding service.

This service may be ceremonial, administrative or associated Masonic community activities.

However, regular attendance, performing ritual, acting in office and other such routines are considered to be the normal requirements of a Past Masters' membership of a Lodge and therefore do not qualify for recognition.

Similarly the award of Grand Masters' Order of Service or The Meritorious Service Award can be conferred on Past Masters and Master Masons for similar reasons.

These Awards are the prerogative of the Grand Master with advice as necessary from his Appointments Committee.

It is essential that applications for conferred rank contain the full facts and ample justification so that justice can be done and seen to be done.

Applications must be considered by Lodge Executive, signed by the Worshipful Master and the Lodge Secretary, and forwarded to the District Grand Superintendent by the end of October.

The District Grand Superintendent will collate these applications, ensuring that there is a reasonable level of justification and consistency in the reasons for applying for recognition. He will then forward the applications to the Grand Secretary/Grand Secretary before the end of November.

On the decision of the Grand Master to recognise service, this award will be presented at the April Communication or, if the Brother wishes, in his own Lodge.

It is stressed that merit is the only criteria for recognition – there is no automatic right. Care must be exercised to ensure that no worthy Brother is overlooked.

Brethren who have already been awarded Grand Rank will only be regarded for further promotion on the grounds of continued service. “Passing of time” will **not** be regarded as grounds for further promotion.

The Grand Master will not consider more than one recommendation from any Lodge in any one year.

A form which is to be used (*see sample*) in all recommendations to the Grand Master, is available from this office. Lodges will be advised of the Grand Masters’ decision on their recommendation. Lodges should note that recommendations are not held over. Should they not be approved, a further recommendation needs to be submitted in a subsequent year in order for further consideration to be given.

F:\Information\Craft\Hints to Secretaries

Updated 25 June 2009

DATE:

LODGE: NO:

ALTERATION OF BY-LAWS

At the regular meeting of the above Lodge, held on the day of
20....., the following resolution was duly carried:

That By-Law No/s. be amended to read as follows:

At the regular meeting of the above Lodge held on theday of
20, the above resolution was duly confirmed.

Master Secretary

CERTIFIED Grand Registrar
Date

APPROVED Deputy Grand Master
Date

CONFIDENTIAL: NOT TO BE DISCUSSED OUTSIDE EXECUTIVE COMMITTEE

FORM OF RECOMMENDATION TO THE MOST WORSHIPFUL GRAND MASTER FOR **CONFERMENT OF PAST GRAND RANK** (Reg. 6.4), **THE AWARD OF THE GRAND MASTER'S ORDER OF SERVICE TO MASONRY** (Reg. 6.5), OR A **MERITORIOUS SERVICE AWARD** (Reg. 6.9).

Name in FULL

Lodge in which Initiated Date

Lodge in which Installed as Master Date

Past/Present Grand Rank

Year appointed to Rank or Year Rank Conferred

Offices Held in Present Lodge:

..... Year Year

..... Year Year

Offices Held in Previous Lodge:

..... Year Year

..... Year Year

Details of Craft Masonic Service inside own Lodge:

.....
.....

Details of Craft Masonic Service outside own Lodge:

(Do not include any information regarding other Orders)

.....
.....

OFFICE USE ONLY

..... MASTER &

..... SECRETARY

..... LODGE, NO.....

DISTRICT

DATE

Please Note: Information of Service to other Orders is not to be included.
Only ONE Application will be considered each year from any Lodge.

Applications close with District Grand Superintendents on 30th November each year and are considered in December for Conferred Rank at the April Communication.

THIS STATEMENT DOES NOT CONCUR AN AUTOMATIC RIGHT OF A CONFERMENT OR AWARD

**GRAND LODGE OF ANTIENT, FREE & ACCEPTED MASONS
OF SOUTH AUSTRALIA & THE NORTHERN TERRITORY INC.**

**APPLICATION FOR PAST MASTERS
CERTIFICATE**

TO THE GRAND SECRETARY:

Kindly supply a Past Masters Certificate for W.Bro.

.....
(Name in full, block letters – Given names first)

who was admitted to the rank of Installed Master in

Lodge, No....., on the day of

20....., and has served the office of Master of that Lodge for year/s.

Date of Installation ***this year***

Secretary

Lodge

Date

PLEASE RETURN THIS FORM IN FULL AFTER RECEIPT OF CERTIFICATE

Received from the Grand Secretaries' office, Past Masters Certificate No.

Secretary

Lodge

Date

APPLICATION FOR RECOGNITION AS A FIFTY YEAR VETERAN

All particulars to be type-written or printed in block letters

To be forwarded to the Grand Secretary **two months** prior to which the Brother qualifies for recognition. If he was initiated in a Lodge of a Sister Jurisdiction, copies of his Grand Lodge Certificate and certificate/s attesting his period/s of membership in such jurisdiction **must** be lodged with the Grand Secretary. Affiliated membership of other Jurisdictions must also be attested – see footnote.

NAME IN FULL – (Given names first) _____

DATE OF INITIATION _____

Name, number and Constitution of
Lodge in which Initiated _____

DATE OF CESSATION OF MEMBERSHIP IN MOTHER LODGE _____

Other Craft Lodges of which at present or formerly a member:

Name and Number	Const.	Date Joined	Date Membership Ceased
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State whether a Past Master _____

- If so, state:
1. Name, number & Constitution _____
of Lodge in which Installed
 2. Date of Installation _____

State Grand Lodge rank, if any _____

State the year in which such Grand Lodge rank was received _____

REMARKS: _____

I certify that the above particulars are correct in so far as this Lodge’s Register of Members and other records are concerned.

_____ Secretary
 _____ Lodge Name and Number
 _____ Date

NB: The basic requirement for recognition as a Fifty Year Veteran is an aggregate period of fifty years as a member in good standing of a regular Lodge or Lodges, although such membership may not have been continuous and although portion of such membership may have been served in another Jurisdiction, provided, in the latter event, that the qualification for the award is approved by the Board of General Purposes. Breaks in membership do not count as portion of the qualifying period of fifty years, **nor does the period of Life Membership of a Lodge of a Sister Jurisdiction.**