

## Province of East Lancashire

### **Transfer of Lodge Venue [Craft]**

*Any Lodge seeking to move from its present venue  
(as recorded in the Lodge By-Laws) must comply with the following procedure:*

1. If a Lodge has considered a change of venue, a letter should be sent to the Assistant Provincial Grand Master (APGM) for the area, outlining the reasons for wishing to relocate.
2. On receipt of such a request, the APGM or the District Chairman for the area (together with any appropriate Officer / Brother), will meet the Brethren of the Lodge to discuss the reasons for the proposed relocation.
3. If, after discussion, the Lodge is still determined to go ahead with the move, the APGM will contact his counterpart in whose area the proposed venue is situated.
4. Once confirmation of support for discussion to take place has been given by the receiving APGM, the Lodge can then approach the Chairman of the Hall Company for outline discussion.
5. Application, via a letter describing the reasons for the request, together with form "Transfer of Venue (Craft)", can then be made by the Lodge to the Provincial Grand Secretary who will, after ensuring that all the necessary procedures have been completed, present the request and supporting documentation to the RW Provincial Grand Master.
6. The RW Provincial Grand Master will make the final decision as to whether the move is approved.
7. The Provincial Grand Secretary will communicate the decision to the Lodge and to the two APGM's.
8. Either on completion of the above stages, or in tandem, once stage 4 has been reached, the Lodge should proceed with the change in Lodge By-Laws procedure.
9. The following, should be included on the Lodge Summons:

To propose that this Lodge, the (Lodge Name & No.) in accordance with Rule 141 of the Book of Constitutions, be removed from its present place of meeting at the (name of hall) to (name of hall) from (date).

Proposed by: .....

Seconded by: .....

And if carried, shall, subject to all necessary approvals, effect the appropriate alteration(s) in the By-Laws of the Lodge.

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10. Seven (7) members should sign the Proposition.
11. A vote should be taken and if 2/3rds majority of members PRESENT & VOTING support the Proposition, then the proposition “is passed”.
12. Both the “Transfer of Venue [Craft] Form” and the “Change of By-Laws Form [Craft]” should be submitted to the Provincial Grand Secretary.
13. If acceptable, the request for a change in the Lodge By-Laws will be approved by Provincial Grand Secretary, on behalf of the Provincial Grand Master.
14. Written confirmation of approval of the change of By-Laws will be sent to the Secretary of the Lodge by the Provincial Grand Secretary.
15. The date of transfer should then be agreed by all parties involved.

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### Notes

1. *Should any Masonic Hall Company be contacted direct by any “outside” Lodge for accommodation, it is important the Hall Company ascertain that:*
  - a) Provincial Policy has been adhered to and
  - b) the authority to relocate has been given by the Provincial Grand Secretary prior to full particulars, or terms of transfer, are agreed / released to the Lodge.
2. *Masonic Hall Directors should make the position clear regarding any transfer / entry fee requirement.*