



Internet Lodge No. 9659

Province of East Lancashire, United Grand Lodge of England

Summary of steps in Joining process

Please note that the numbers in parentheses refer to the relevant Rules in the United Grand Lodge of England Book of Constitutions.

Please note that UGLE requirements are that you must be proposed at one meeting of the Lodge but cannot be admitted until the following meeting.

- 1 The Candidate applies for joining membership via the Web site form or by e-mail
<http://www.internet.lodge.org.uk/contact/application.php> asstsec@internet.lodge.org.uk
- 2 The Detailed Application Form is completed and submitted via the website or is alternatively e-mailed to the Candidate for completion and returned to the Assistant Secretary.
- 3 If it is used, on its return the Detailed Application Form is inspected. In the event of queries, incorrect or missing data, contact is made with the Candidate by e-mail until the Assistant Secretary is satisfied
- 4 Application Form data is entered into the process tracking database. Note – the database is used solely for processing applications and data is **not** disclosed to any third party other than the relevant Lodge officers and The United Grand Lodge of England (UGLE) (see 5)
- 5 The official UGLE, Registration Form P sent to the Candidate by email for final completion and signing (163b)
- 6 If the Candidate is not a member of a Lodge under UGLE, data is submitted to UGLE for acceptance (163e)
 - in the event of any query from UGLE, it is passed on to the Candidate for resolution
 - in the event of a UGLE rejection, the reasons are conveyed to the Candidate
 - if UGLE are satisfied with the application data they will provide written confirmation.
- 7 If the Candidate is joining from a foreign Constitution it is his responsibility to ensure that his native Constitution places no restrictions on his becoming a member of another Constitution. Certain Grand Lodges have rules about dual and plural memberships.
- 8 If, on his application form, the Candidate nominates a Proposer and/or Secunder who are existing members of the Lodge they will be notified by the Assistant Secretary of the application and asked to confirm that they do wish to act in those roles. Otherwise full details of the application will be sent to two local members of the Lodge who will act as Proposer and Secunder. They will contact the applicant and introduce themselves. Once they have satisfied themselves that they have fully complied with the requirements of Rule 159 of the Book of Constitutions of the United Grand Lodge of England they will act as Proposer and Secunder.
- 9 The Candidate will complete and sign Form P. This will be sent back to the Assistant Secretary complete with Clearance Certificates for **all** Lodges of which the Candidate **is or has been** a member (163c), as well as a copy of his Grand Lodge Certificate (163c), or in the event of the Candidate being a member of a jurisdiction which does not issue Grand Lodge Certificates, a copy of his Dues or Subscriptions Card for the current period. **A recent head and shoulders photograph is also required.** With the exception of the Form P these documents can also be submitted as scanned images by email.
- 10 The Proposer and Secunder will then be asked to complete and sign their sections of Form P, having again been reminded of the requirements of Rule 159 of the Book of Constitutions of the United Grand Lodge of England.
- 11 The Candidate will also send monies to the amount of the Joining Fee (currently 50GBP) and, for Joiners from Foreign Constitutions, a Registration Fee of 50.52GBP. Both these charges are one-off. He can also pay, if he so wishes, the subscription amount for the first year of membership (currently 60GBP). The Annual membership fee will, in any event, be required **prior** to a successful ballot, the date for which you will be notified in advance. (169) In the event of Sterling cheques or Money Orders not being possible, secure credit card facilities are offered via the Lodge Web site: [<http://www.internet.lodge.org.uk/contact/joiningfee.php>]
- 12 Once all items are received by the Assistant Secretary, a final check is carried out and documents are passed to the Lodge Secretary and monies to the Lodge Treasurer.
- 13 The Candidate's application will be read out (proposed for membership) at the next Regular meeting of the Lodge (163a)
- 14 The Candidate will be balloted (voted) for at the Regular meeting following that at which the application is read out (163a) and if the ballot is in his favour he will become a member of the Lodge following a declaration by him agreeing to adhere to the Book of Constitutions of the United Grand Lodge of England (163f,g)
- 15 The new member will be presented with a Book of Constitutions as soon as is convenient (163h)
- 16 The new member will be presented with a Grand Lodge Certificate from UGLE as soon as is convenient (173c)