



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Secretaries Toolbox



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Secretaries Toolbox Index

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Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR

Provincial Secretariat
Cessation under Rule 148

Produced By
W.Bro. Steve Berry

Cessation under Rule 148

Electronic Submission

This form needs to be completed by the Lodge Secretary/Scribe E.

Note: All correspondence will be directed to the Lodge Secretary/Scribe E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



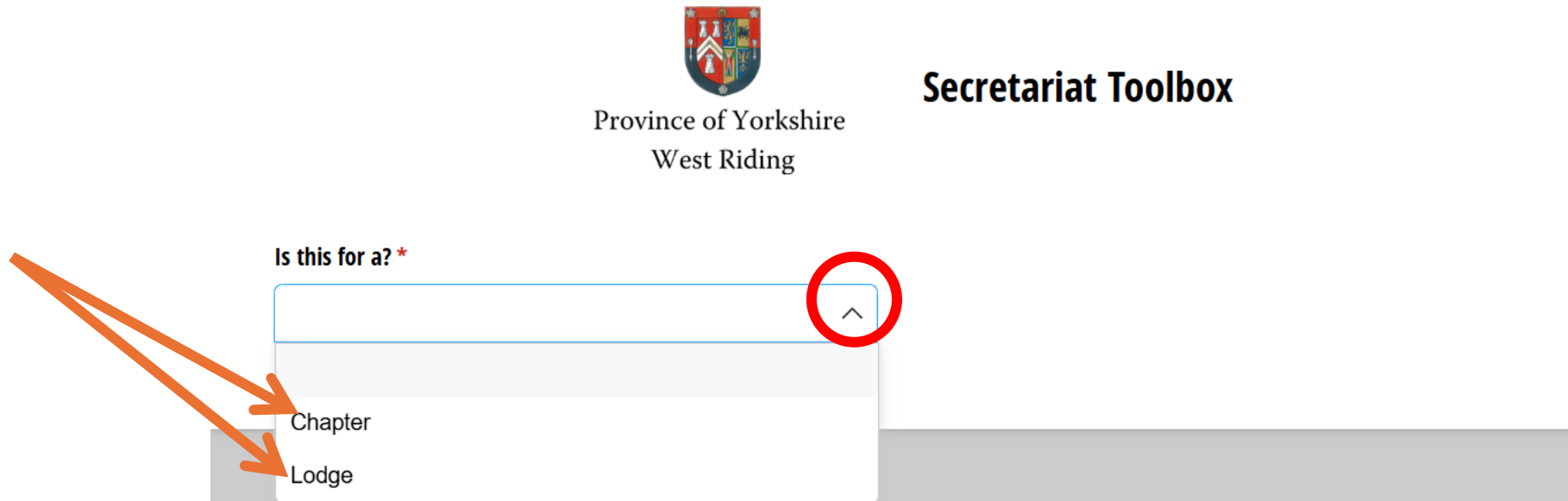
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



The screenshot shows a web form titled "Secretariat Toolbox" with the "Province of Yorkshire West Riding" crest and name. The form has a label "Is this for a? *" above a dropdown menu. The dropdown menu is open, showing "Chapter" and "Lodge" as options. A red circle highlights the upward-pointing arrow in the top right corner of the dropdown menu, indicating where to click. Two orange arrows point from the left towards the "Chapter" and "Lodge" options, indicating the selection process.

Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Chapter

Lodge

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

|

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L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

For security and data protection this form cannot be accessed directly. When you click "Create" a unique link will be sent to the email address we have on file for the Lodge Secretary to complete the form.

If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of cognito@wrprovince.com.

Select a Choice *



Choose Task



Secretariat Toolbox

Select

Cessation under Rule 148

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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- Record Resignation
- Request Dispensation
- Submit Form P
- Change in Contact Details
- Honorary Membership
- Exclusion (Rule 181)
- Cessation (Rule 148)
- Notification of Death
- Payment of Arrears
- Notification of Passing and Raising

ed directly. When you click "Create" a unique link will be sent to complete the form.

lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Cessation under Rule 148, you're ready to submit.



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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Select a Choice *

Cessation (Rule 148)

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



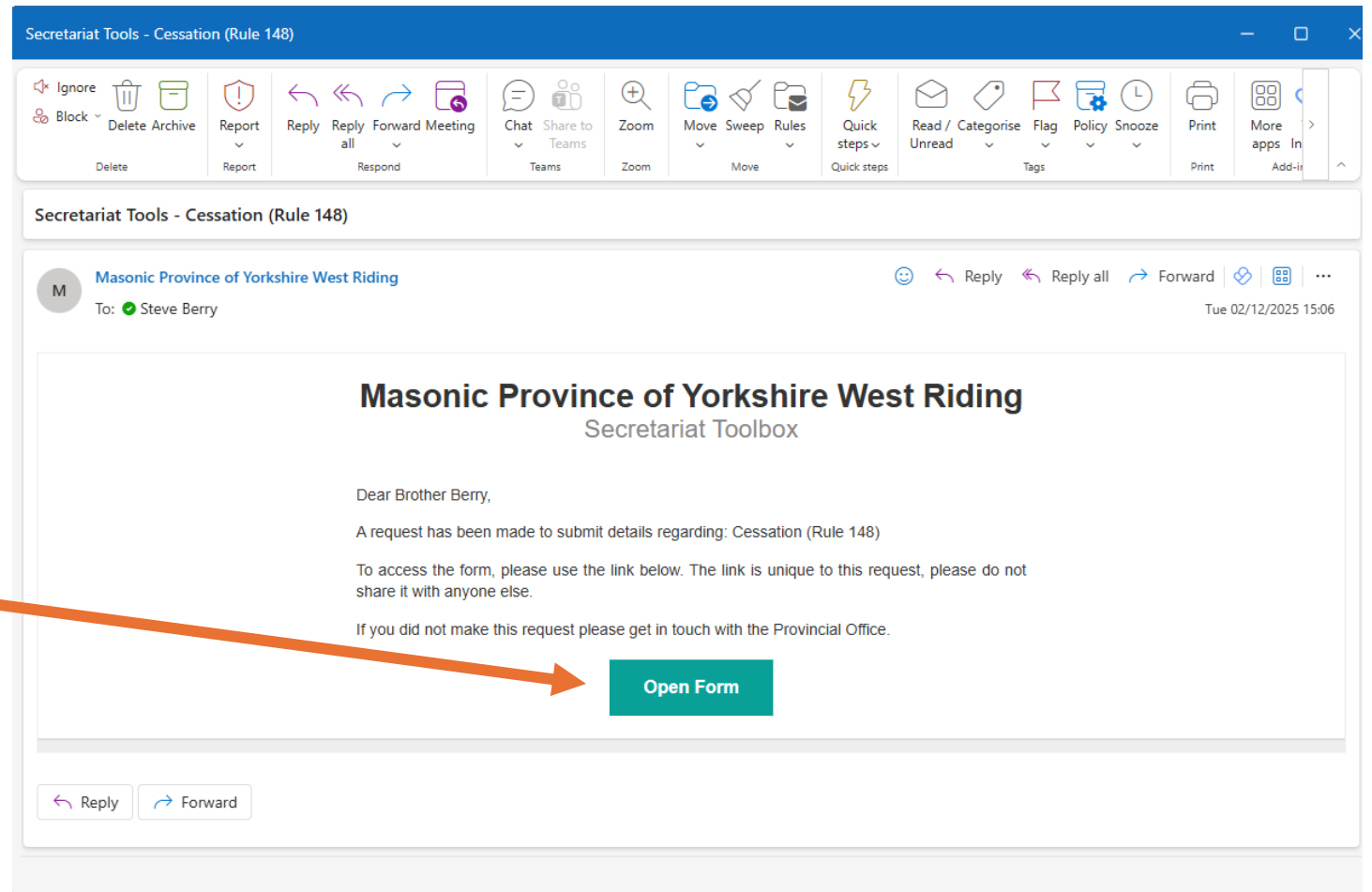
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form



This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Form Submission

Complete The Form



Province of Yorkshire
West Riding

Secretariat Toolbox

Lodge Name & Number

SB Test Lodge No. 97979

Secretary

Steve Berry

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Select a Choice *

Cessation (Rule 148)

This action allows you to notify the Province of an Cessation under Rule 148 Book of Constitutions / Regulation 71 SGC from your Lodge. The form can be used to report the cessation of multiple members, but only those whose membership ceased at the same year end.

Form Submission

Complete The Form

Note: When completing this form, you can cease more than one member at once by clicking on the “Add member” button. Select Submit when completed.

Form Details

Cessation

Cessation of Membership is defined per Rule 148 Book of Constitutions:

"Should the subscription of a member to his Lodge remain unpaid for two full years, at the expiration of that period he shall cease to be a member of the Lodge, which fact shall be reported on to the Lodge at the next regular meeting, and recorded on the minutes"

Please detail below the start and end date of the two years arrears, the total amount owed by each member, as well as the date of the meeting this was reported in Open Lodge.

Member

Member 1

Name *

Mr

Gabriel

Middle

Gormley

Suffix

Please only enter non-Masonic prefixes and honorifics, e.g. "Mr, Dr, Rev, Prof" or "MBE, DL, JP" etc.

Arrears Total *

£400.00

+ Add Member

Arrears Start Date *

01/12/2023

Arrears End Date *

01/12/2025

Date Announced in Open Lodge *

01/12/2025

Any other comments

Comments|

Submit

Change Submitted

- When successfully submitted, you will receive the below web page message.





The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR

Provincial Secretariat

Change Brothers Details

Produced By
W.Bro. Steve Berry

Change Brothers Details Electronic Submission

This form needs to be completed by the Lodge Secretary/Scribe E to
change details.

Note: All correspondence will be directed to the Lodge Secretary/Scribe
E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



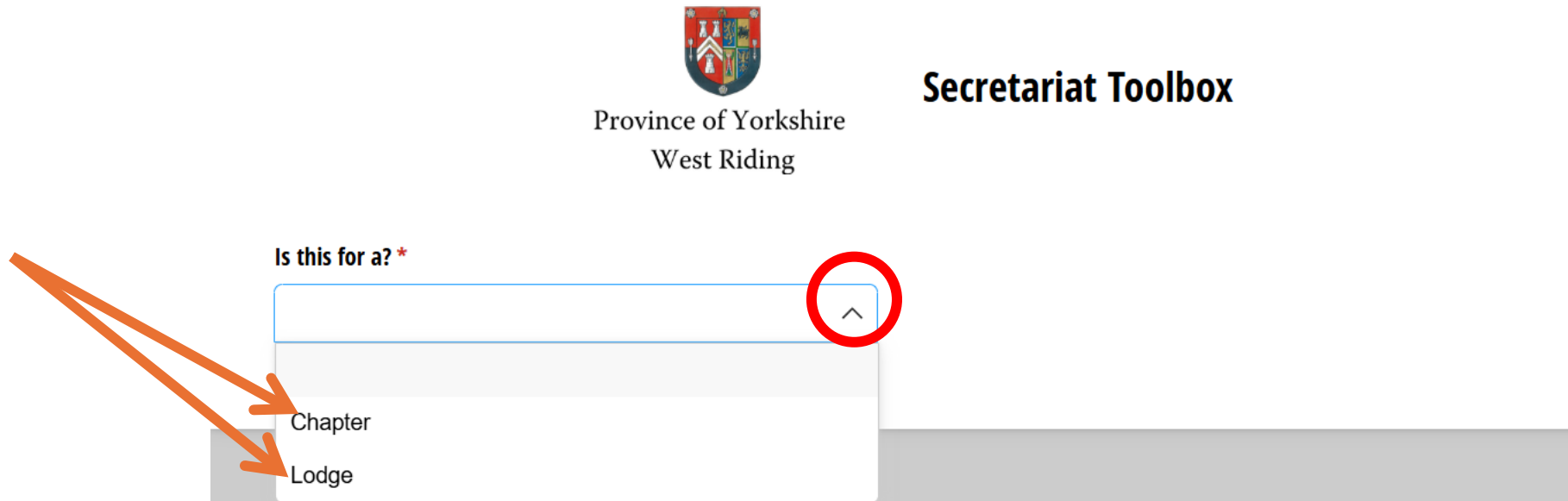
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



The screenshot shows the 'Secretariat Toolbox' interface. At the top center is the crest of the Province of Yorkshire West Riding. To the right of the crest is the title 'Secretariat Toolbox'. Below the crest, the text 'Province of Yorkshire' and 'West Riding' is displayed. The main form area contains a label 'Is this for a? *' above a dropdown menu. The dropdown menu is open, showing two options: 'Chapter' and 'Lodge'. A red circle highlights the dropdown arrow icon in the top right corner of the menu. Two orange arrows point from the left towards the 'Chapter' and 'Lodge' options.

Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Chapter

Lodge

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

|

^

L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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Select a Choice *



Choose Task

- Select Change in Contact Details

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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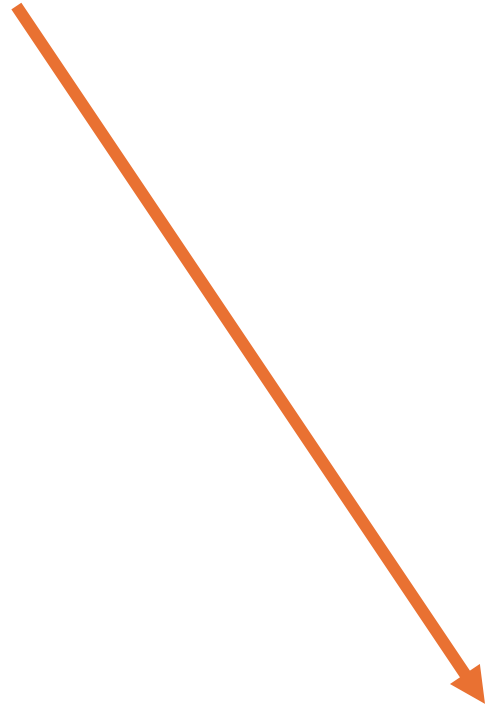
Record Resignation
Request Dispensation
Submit Form P
Change in Contact Details
Honorary Membership
Exclusion (Rule 181)
Cessation (Rule 148)
Notification of Death
Payment of Arrears
Notification of Passing and Raising

ed directly. When you click "Create" a unique link will be sent to complete the form.

lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Change Contact Details, you're ready to submit.



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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Select a Choice *

Change in Contact Details

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



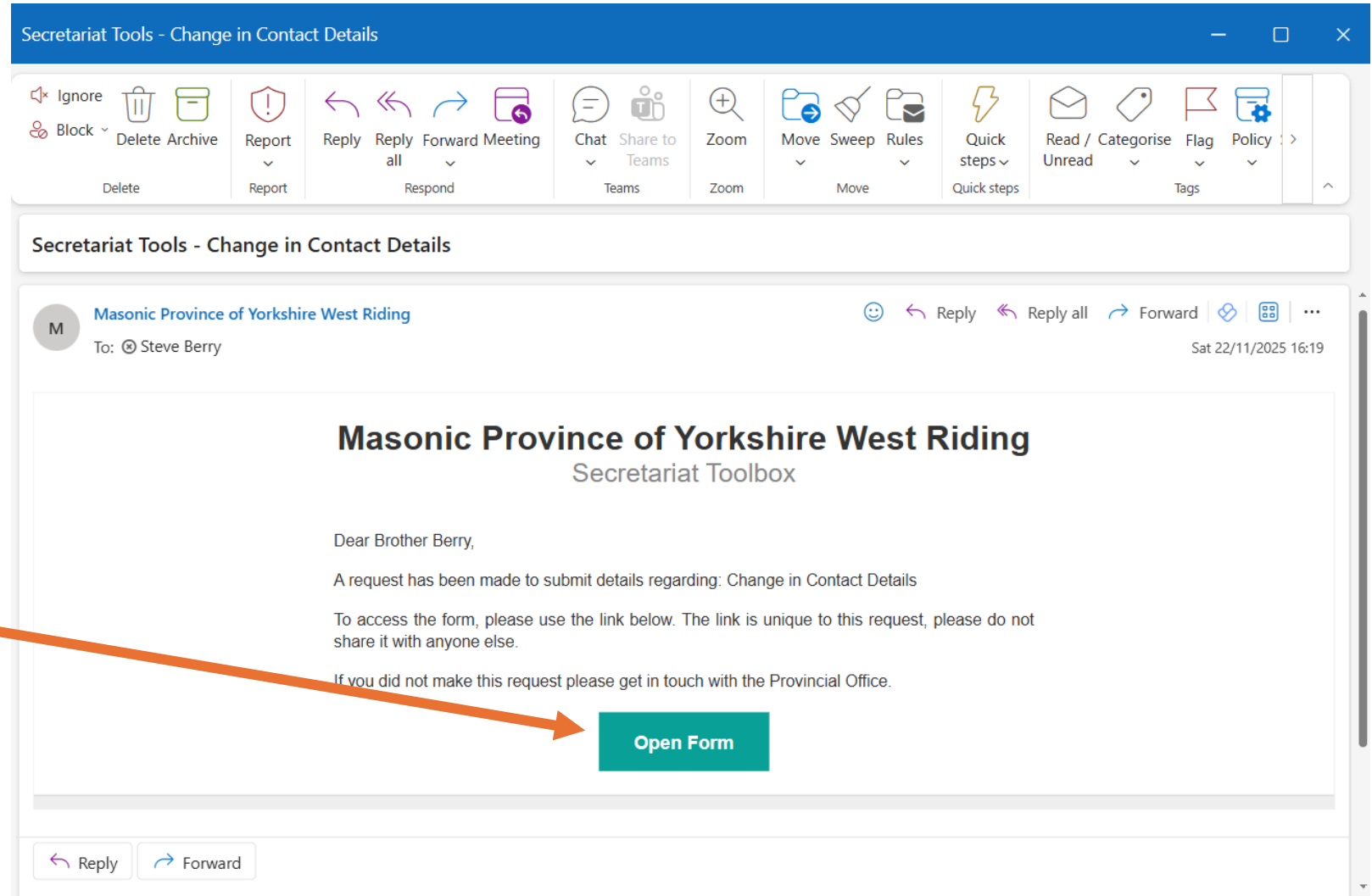
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form



This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Form Submission

Complete The Form



Province of Yorkshire
West Riding

Secretariat Toolbox

Lodge Name & Number

SB Test Lodge No. 97979

Secretary

Steve Berry

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Select a Choice *

Change in Contact Details

This action allows you to notify the Province of a change to member contact details, such as address, phone number, email address. This form can be used to update details in bulk.

Form Details

Changed Details

Item 1

Name *

Title	First	Middle	Preferred Name
Last		Suffix	

Please only enter non-Masonic prefixes and honorifics, e.g. "Mr, Dr, Rev, Prof" or "MBE, DL, JP" etc.

Date of change *

This date may be in the future, e.g. if the Brother is moving house

Address

Address Line 1	
Address Line 2	
City	Postal / Zip Code

Phone Number

Personal Email

Please only enter email addresses used for personal correspondence

+ Add Item

Any other comments

Submit



Submit on completion

Change Submitted

- When successfully submitted, you will receive the below web page message.



Secretariat Toolbox

Thank you for your submission, we will action the request shortly.



The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR

Provincial Secretariat

Death of a Brother

Produced By
W.Bro. Steve Berry

Death of a Brother

Electronic Submission

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Note: All correspondence will be directed to the Lodge Secretary/Scribe E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



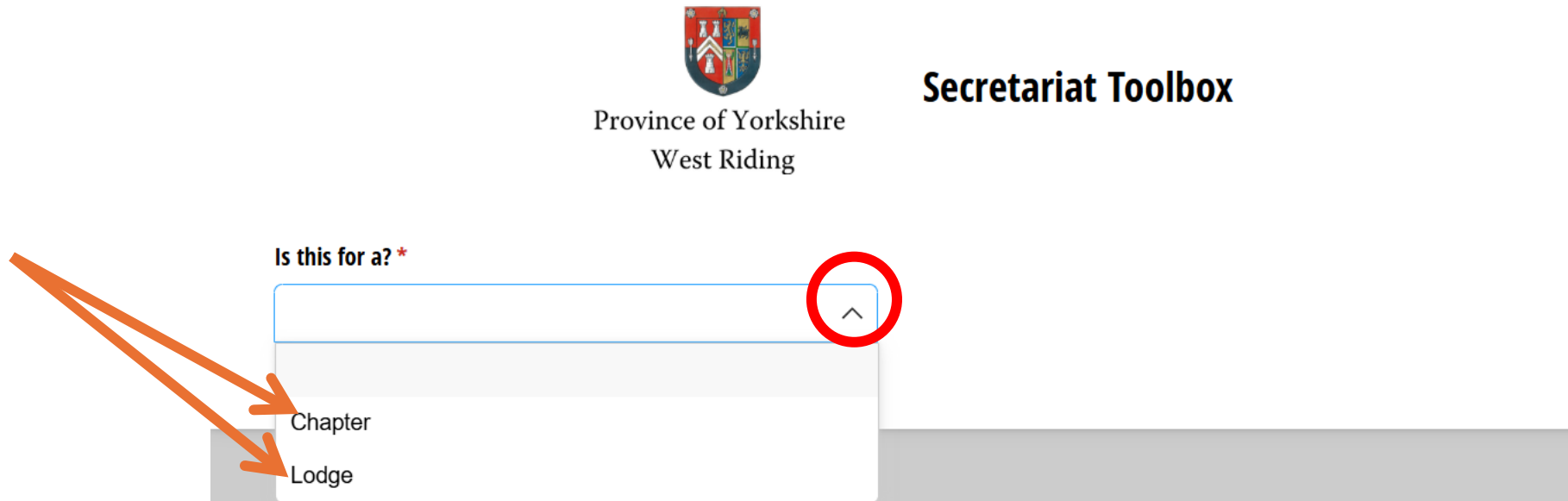
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



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Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

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L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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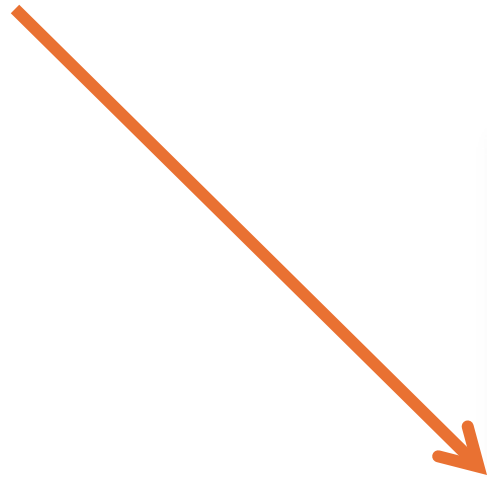
Select a Choice *



Choose Task

Select

Notification of Death



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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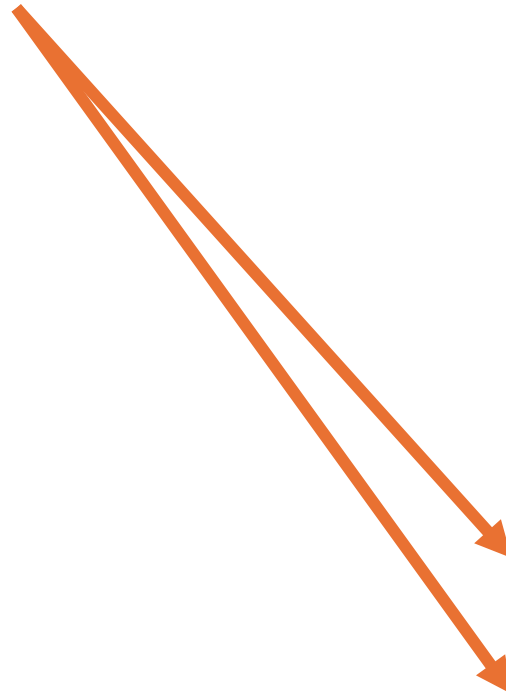
- Record Resignation
- Request Dispensation
- Submit Form P
- Change in Contact Details
- Honorary Membership
- Exclusion (Rule 181)
- Cessation (Rule 148)
- Notification of Death**
- Payment of Arrears
- Notification of Passing and Raising

ed directly. When you click "Create" a unique link will be sent to complete the form.

lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Notification of Death, you're ready to submit.



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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Select a Choice *

Notification of Death

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



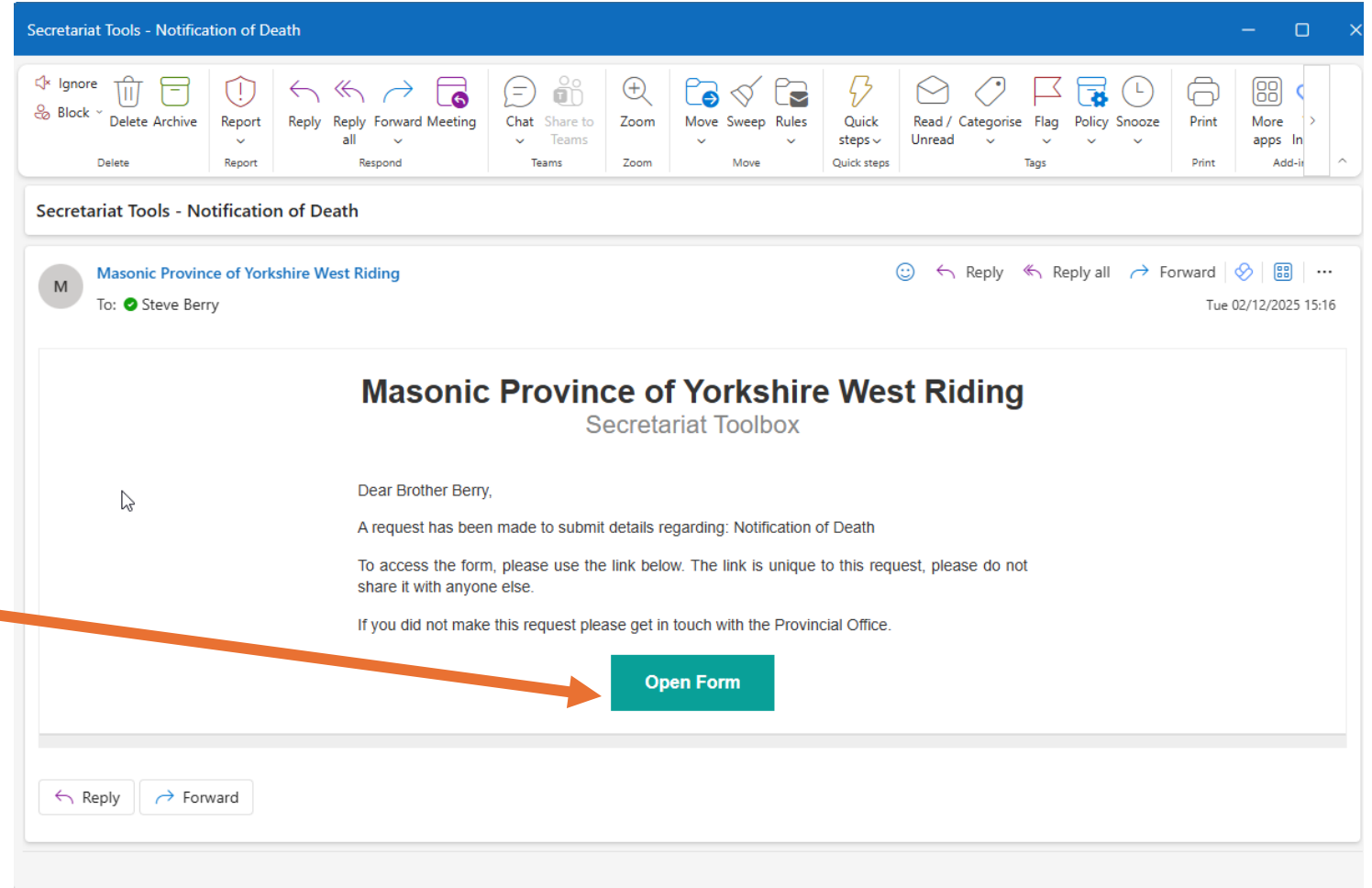
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

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- Click on the Button to open the form



This will open your browser

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Form Submission

Complete The Form



Province of Yorkshire
West Riding

Secretariat Toolbox

Lodge Name & Number

SB Test Lodge No. 97979

Secretary

Steve Berry

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Select a Choice *

Notification of Death

This action allows you to notify the Province of the death of any member of your Lodge. This form may be used to submit multiple reports.

Form Submission

Complete The Form

Note: When completing this form, you can report more than one member passing at once by clicking on the “Add member” button.
Select Submit when completed.

Form Details

Notification of Death

Member

⊗ Member 1

Name *

Please only enter non-Masonic prefixes and honorifics, e.g. "Mr, Dr, Rev, Prof" or "MBE, DL, JP" etc.

Ranks *

Date of Death *



+ Add Member

Any other comments

Funeral arrangements maybe??

Submit

Change Submitted

- When successfully submitted, you will receive the below web page message.





The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Provincial Secretariat
Dispensation Request
Produced By
W.Bro. Steve Berry

Dispensation Request Electronic Submission

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E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



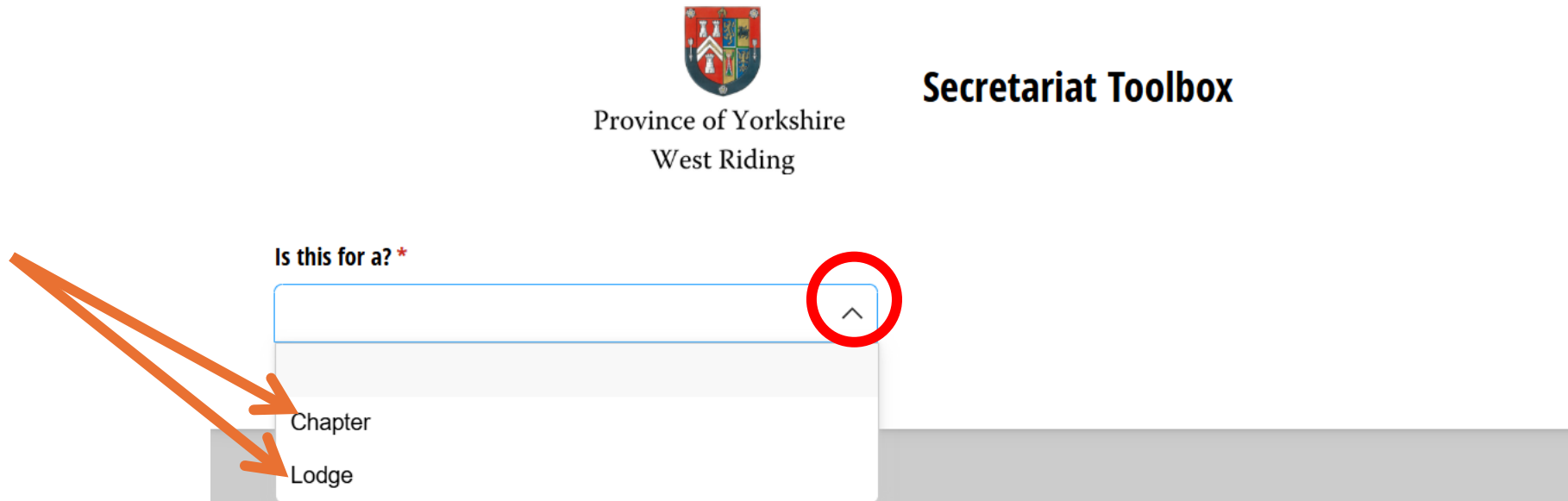
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



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Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Chapter

Lodge

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

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L88888 - AW Test

L89898 - DA Test

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L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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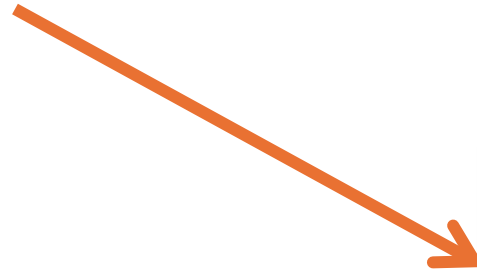
If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of cognito@wrprovince.com.

Select a Choice *



Choose Task

Select Request Dispensation



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

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- Submit Form P
- Change in Contact Details
- Honorary Membership
- Exclusion (Rule 181)
- Cessation (Rule 148)
- Notification of Death
- Payment of Arrears
- Notification of Passing and Raising

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lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Request Dispensation, you're ready to submit.



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West Riding

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Lodge

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Select a Choice *

Request Dispensation

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



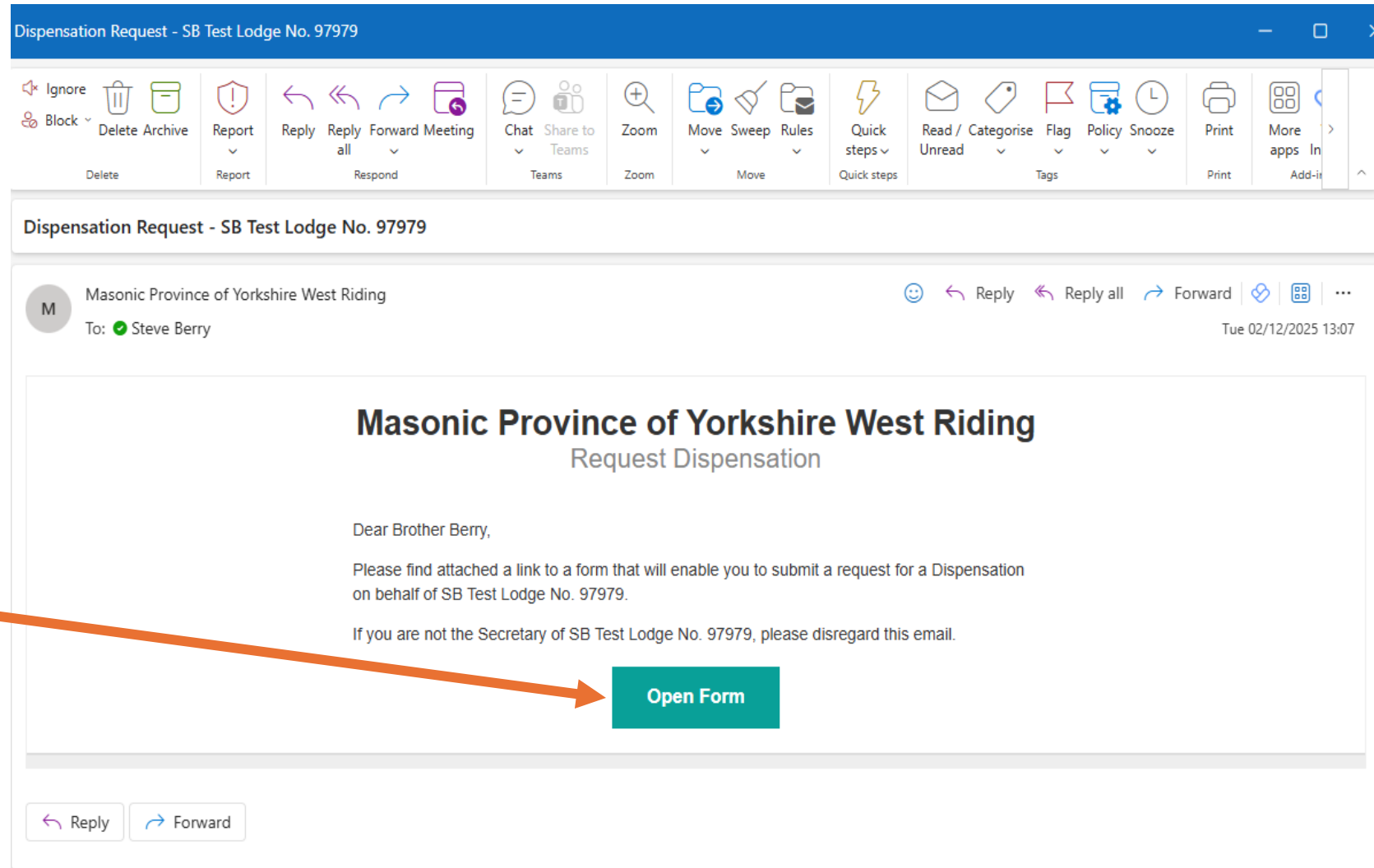
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form



This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Form Submission

Complete The Form



Province of Yorkshire
West Riding

Request Dispensation

Lodge Name & Number

SB Test Lodge No. 97979

Secretary

Steve Berry

Secretary Email

steve.berry@wrprovince.com

This form allows Lodge Secretaries and Chapter Scribe Es to submit dispensation requests on behalf of their Lodge / Chapters.

Requests for any cause not listed below will not be considered and will be rejected.

The common causes for a dispensation are as follows:

- To alter the date or place of a Meeting (Rules 139 & 142, Regulation 58)
- To hold an Emergency Meeting (Rule 140)

A dispensation is not required to move the date of a Regular Meeting by no more than 7 days only if the Meeting would otherwise fall on a Public Holiday or Prohibited Day (Christmas Day, Good Friday, any Sunday) [Rule 139 (a) BoC]. In any other circumstance a dispensation is still required.

Other dispensation requests that can be made using this form include:

- To make eligible an otherwise unqualified member for election as Master or as Principal (Rule 109, Regulations 49 & 50)
- To allow Lodges / Chapters to elect a substitute Treasurer in his long term absence (Rule 112 & Regulation 57)
- To continue as Master or as Principal for more than two years (Rule 115 & Regulation 51)
- To be First Principal of more than one Chapter (Regulation 52)
- To change the place of future Meetings for such time as may be necessary to comply with Rule 141 (Rule 141)

The following dispensations can only be given by the Grand Master:

- To be Master of more than one Lodge (Rule 115)
- To meet on a Sunday (Rule 139)
- To confer degrees at a less interval than 4 weeks (Rule 172) [Not applicable in Royal Arch - Ref: Regulation 65]

Please note that dispensations can only be considered where allowed in the Book of Constitutions and cannot be used as a general waiver of its requirements. This means that dispensations cannot be used in the following circumstances:

- To allow a member to hold more than 1 Regular Office
- To exalt someone into Royal Arch fewer than 4 weeks after their being Raised

For dispensations under Rule 117, Rule 170 (Regulation 68) or Rule 178, please contact the Provincial Office.

Dispensation Cause: *

- ☐ Change the date and / or place of a Regular Meeting
- ☐ Hold an Emergency Meeting
- ☐ Other

Submit

Choices

Form Submission

Complete The Form

Select those that are required and complete before submitting

Dispensation Cause: *

- ☒ Change the date and / or place of a Regular Meeting
- ☐ Hold an Emergency Meeting
- ☐ Other

Change to Regular Meeting (Rules 139, 142 & Regulation 58)

The normal pattern of meetings for your Lodge is: Second Tuesday Feb - Dec, excl. Aug.

Dispensations Requested *

- ☒ Rule 139 - Change date of Meeting
- ☒ Rule 142 - Change place of Meeting

Date of Meeting *

02/12/2025

Day of Meeting

Tuesday

Proposed Date of Meeting *

04/12/2025

Day of Proposed Meeting

Thursday

Meeting Place *

Batley, Blenheim House

☐ Select here if your venue is not listed

Justification for Change of Date / Place *

Need to move

Please provide justification for changing the date / place a Regular meeting.

Supporting Information

Contact Phone Number

07886999999

Email *

steve.berry@wrprovince.com

In case we need to contact you regarding your application

Further details *

Further Details

Please briefly provide any further information to support your application

Submit

Form Submission

Complete The Form

Select those that are required and complete before submitting

Dispensation Cause: *

- ☐ Change the date and / or place of a Regular Meeting
- ☒ Hold an Emergency Meeting
- ☐ Other

Rule 140 - Emergency Meeting

Proposed Date of Meeting *

Meeting Place *

☐ Select here if your venue is not listed

Business for Emergency Meeting

- ☐ Ceremony for Candidate(s)
- ☐ Other

Justification for Emergency Meeting *

Please provide justification for holding an Emergency meeting. If initiating / exalting a candidate, please indicate the date of the successful ballot.

Supporting Information

Contact Phone Number

Email *

In case we need to contact you regarding your application

Further details *

Please briefly provide any further information to support your application

Submit

Form Submission

Complete The Form

Select those that are required and complete before submitting



Province of Yorkshire
West Riding

Request Dispensation

Lodge Name & Number
SB Test Lodge No. 97979

Secretary
Steve Berry

Secretary Email
steve.berry@wrprovince.com

This form allows Lodge Secretaries and Chapter Scribe Es to submit dispensation requests on behalf of their Lodge / Chapters.

Requests for any cause not listed below will not be considered and will be rejected.

The common causes for a dispensation are as follows:

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- To hold an Emergency Meeting (Rule 140)

A dispensation is not required to move the date of a Regular Meeting by no more than 7 days **only if the Meeting would otherwise fall on a Public Holiday or Prohibited Day** (Christmas Day, Good Friday, any Sunday) [Rule 139 (a) BoC]. In any other circumstance a dispensation is still required.

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Please note that dispensations can only be considered where allowed in the Book of Constitutions and cannot be used as a general waiver of its requirements. This means that dispensations cannot be used in the following circumstances:

- To allow a member to hold more than 1 Regular Office
- To exalt someone into Royal Arch fewer than 4 weeks after their being Raised

For dispensations under Rule 117, Rule 170 (Regulation 68) or Rule 178, please contact the Provincial Office.

Dispensation Cause: *

- ☐ Change the date and / or place of a Regular Meeting
- ☐ Hold an Emergency Meeting
- ☒ Other

Other *

Rule 109 - Qualification for Election as Master

Rule 112 - Absent Treasurer

Rule 115 - Master for more than two years

Rule 115 - Master of more than one Lodge

Rule 172 - To confer a degree at a less interval than 4 weeks

Submit

Change Submitted

- When successfully submitted, you will receive the below web page message.



Note: The form you submitted will be downloadable

Confirmation Email

You will receive a confirmation email



Province of Yorkshire West Riding Request Dispensation

Dear Brother Berry,

Your request for a dispensation has been submitted to the Provincial Office for consideration.
You may be contacted if more information is required.

Dispensation Approved Email



Masonic Province of Yorkshire West Riding

To: Steve Berry



Reply



Reply all



Forward



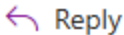
Tue 02/12/2025 14:07

Masonic Province of Yorkshire West Riding

Request Dispensation

Dear Brother Berry,

Your request for a dispensation has been approved and you will be contacted in due course with the printed dispensation.



Reply



Forward



The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR

Provincial Secretariat

Exclusion under Rule 181

Produced By
W.Bro. Steve Berry

Exclusion under Rule 181

Electronic Submission

This form needs to be completed by the Lodge Secretary/Scribe E.

Note: All correspondence will be directed to the Lodge Secretary/Scribe E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



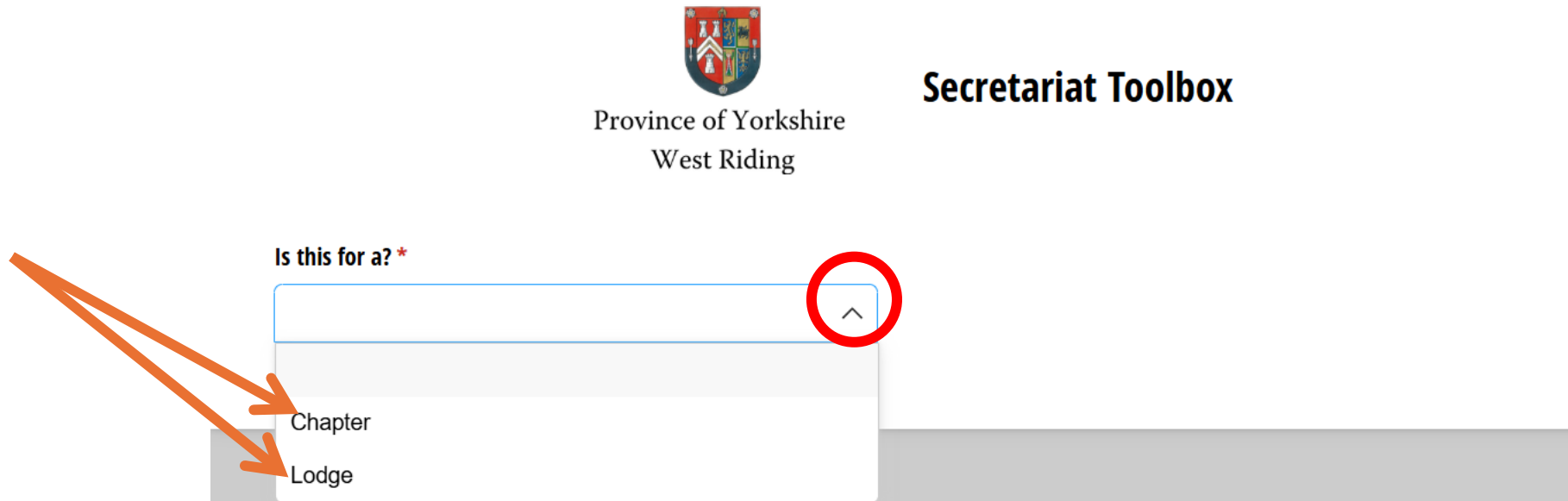
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



The screenshot shows the 'Secretariat Toolbox' interface. At the top center is the crest of the Province of Yorkshire West Riding. Below it, the text 'Province of Yorkshire' and 'West Riding' are displayed. To the right, the title 'Secretariat Toolbox' is shown. The main form area contains a label 'Is this for a? *' above a dropdown menu. The dropdown menu is open, showing two options: 'Chapter' and 'Lodge'. Two orange arrows point to these options. A red circle highlights the dropdown arrow icon in the top right corner of the menu box.

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

|

^

L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

For security and data protection this form cannot be accessed directly. When you click "Create" a unique link will be sent to the email address we have on file for the Lodge Secretary to complete the form.

If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of cognito@wrprovince.com.

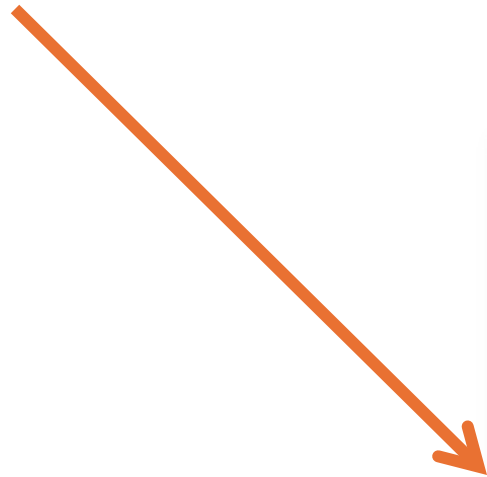
Select a Choice *



Choose Task

Select

Exclusion under Rule 181



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

Record Resignation
Request Dispensation
Submit Form P
Change in Contact Details
Honorary Membership
Exclusion (Rule 181)
Cessation (Rule 148)
Notification of Death
Payment of Arrears
Notification of Passing and Raising

ed directly. When you click "Create" a unique link will be sent to complete the form.

lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Exclusion under Rule 181, you're ready to submit.

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
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- Reporting the Passing & Raising of a Brother

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If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of "cognito@wrprovince.com".

Select a Choice *

Exclusion (Rule 181)

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



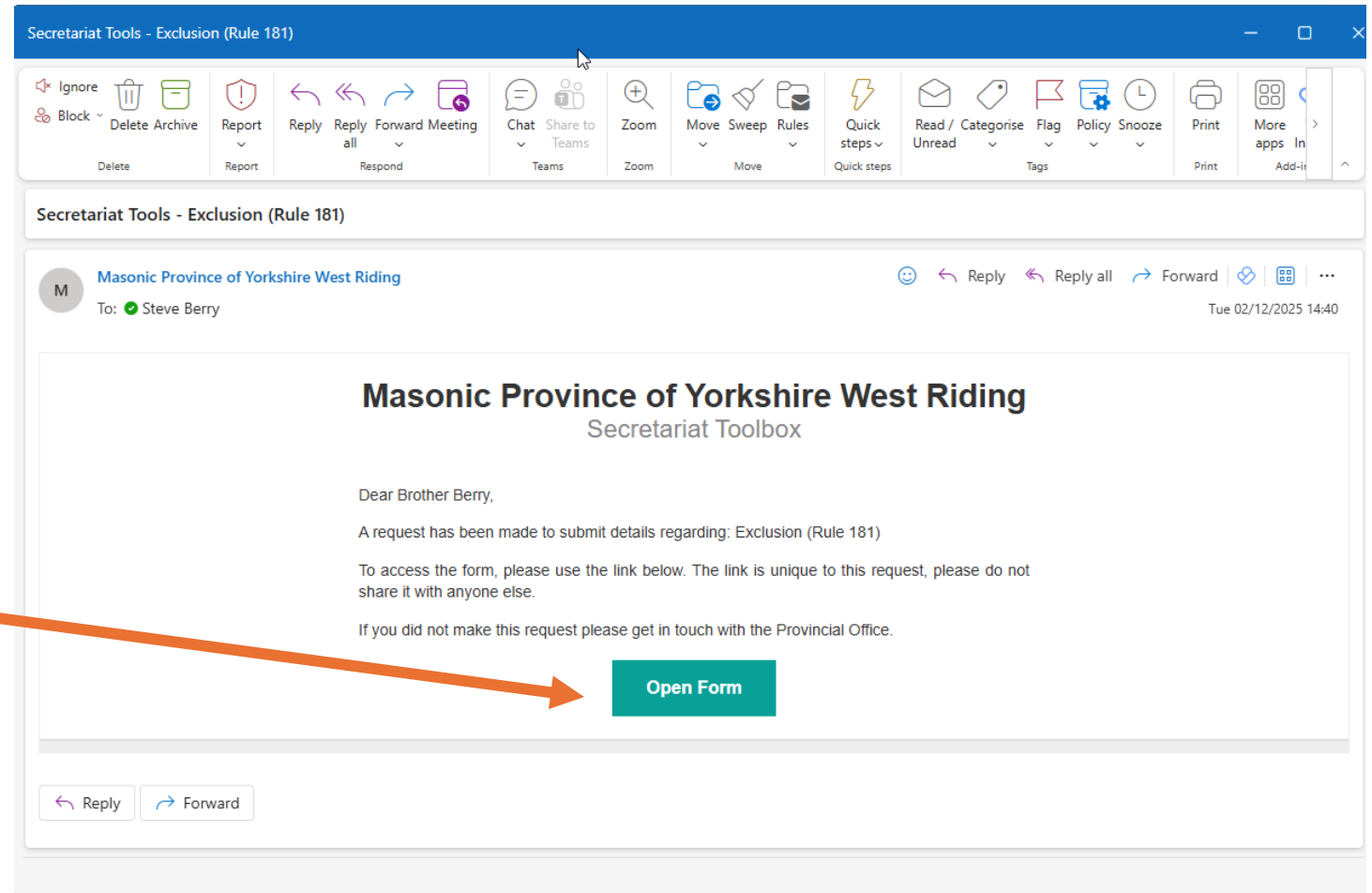
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form



This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Form Submission

Complete The Form



Province of Yorkshire
West Riding

Secretariat Toolbox

Lodge Name & Number

SB Test Lodge No. 97979

Secretary

Steve Berry

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

For security and data protection this form cannot be accessed directly. When you click "Create" a unique link will be sent to the email address we have on file for the Lodge Secretary to complete the form.

If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of "cognito@wyrprovince.com".

Select a Choice *

Exclusion (Rule 181)

This action allows you to notify the Province of an Exclusion under Rule 181 Book of Constitutions from your Lodge. The form can be used to report the exclusion of multiple members, but only those balloted for at the same meeting.

Form Details**Exclusion**

Exclusion is defined per Rule 181 Book of Constitutions:

181. Any Lodge may by resolution exclude any member for sufficient cause, provided that

(i) a notice in writing shall have been served upon him by Registered Post, the envelope being plainly marked on the outside 'Private and Confidential', not less than fourteen days before the meeting at which the complaint is to be considered, together with the particulars of the complaint made against him, stating the time and place appointed for the meeting and that he may attend to answer the complaint in person or make answer in writing if he prefers.

(ii) not less than ten days notice in writing shall also have been served on the members of the Lodge of the intention to propose such a resolution.

(b) The notices shall be considered duly served if sent by post to the last known address of each member.

(c) The name of the Brother concerned shall not appear in the notice served upon members of the Lodge, but must be made known to the Brethren when the resolution is moved at the meeting.

(d) The voting shall be by ballot.

(e) The resolution shall not be carried unless two-thirds of the members present vote in favour of it.

Rule 181 applies equally to both Lodges and Chapters.

As Lodge Secretary you have significant responsibility for ensuring this process is carried out correctly.

Please detail below the names of all members excluded, the date of the meeting at which the ballot was taken, along with the reasons for the exclusion. If they were excluded due to subscription arrears (other than Rule 148 Cessation) then please indicate the amount which is still outstanding.

This form can only be used for members excluded at the same meeting and for the same reason. For any other exclusions please request a new form via the Secretariat Toolbox.

Form Submission

Complete The Form

Note: When completing this form, you can exclude more than one member at once by clicking on the “Add member” button. Select Submit when completed.

Members

Member 1

Name *

Mr

Henry

Middle

Bell

Suffix

In Arrears?

No ☒ Yes

Outstanding Arrears *

£300.00

+ Add Member

Reason for Exclusion *

Reason

Date of ballot *

02/12/2025

I certify that the Lodge has correctly followed the procedure outlined in Rule 181

No ☒ Yes

Any other comments

Other Comments

Submit

Change Submitted

- When successfully submitted, you will receive the below web page message.





The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Provincial Secretariat
Form 'P' Submission
Produced By
W.Bro. Steve Berry

Form 'P'

Electronic Submission

This needs to be completed by the Lodge Secretary/Scribe E after the Initiation/
Joining/Re-joining.

Note: All correspondence will be directed to the Lodge Secretary/Scribe E's registered
email address.

Make sure the Completed Form 'P' has been scanned onto your computer before
starting, you must upload it.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



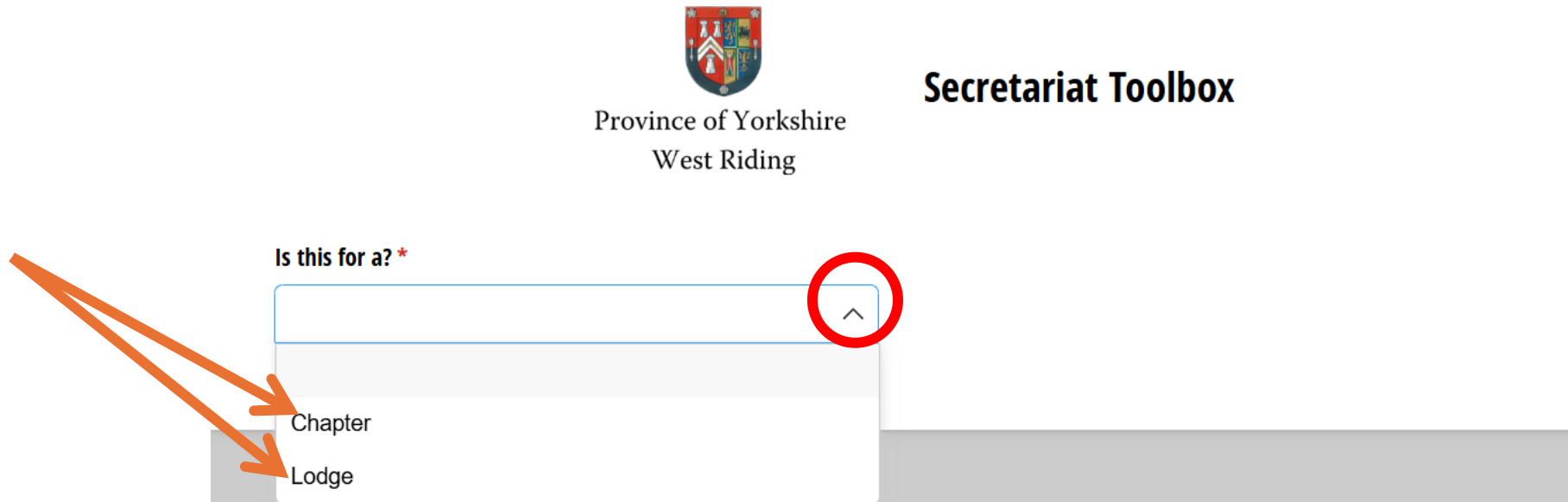
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



The screenshot shows the 'Secretariat Toolbox' interface. At the top center is the crest of the Province of Yorkshire West Riding. To the right of the crest is the title 'Secretariat Toolbox'. Below the crest, the text 'Province of Yorkshire' and 'West Riding' is displayed. The main form area contains a label 'Is this for a? *' above a dropdown menu. The dropdown menu is open, showing two options: 'Chapter' and 'Lodge'. Two orange arrows point from the left towards the 'Chapter' and 'Lodge' options. A red circle highlights the dropdown arrow icon in the top right corner of the menu box.

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge



Lodge

|



L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
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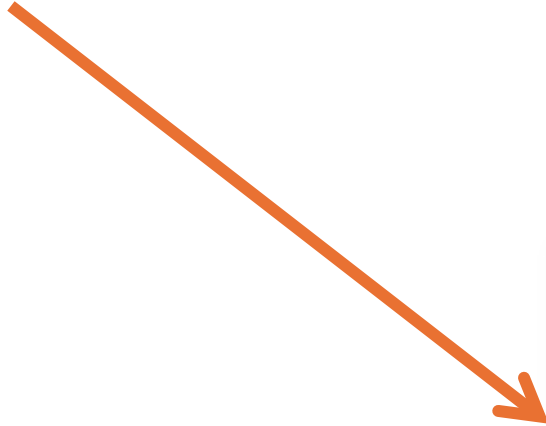
If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of cognito@wrprovince.com.

Select a Choice *



Choose Task

- Select Submit Form P



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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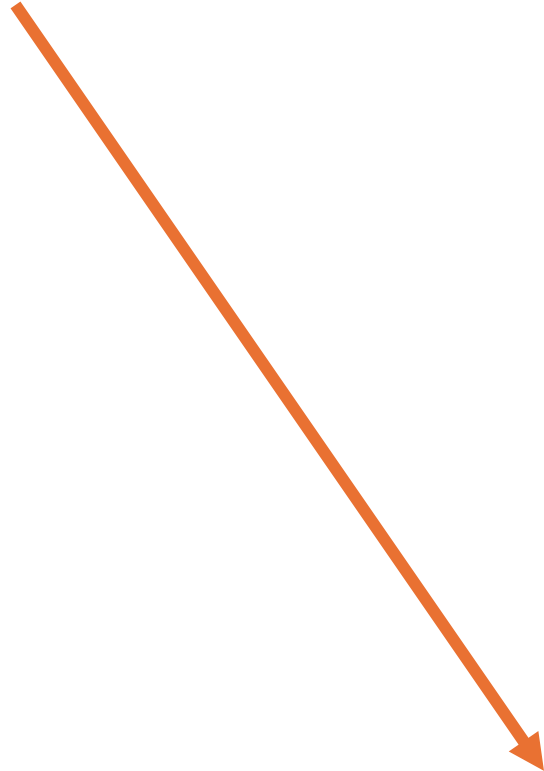
Record Resignation
Request Dispensation
Submit Form P
Change in Contact Details
Honorary Membership
Exclusion (Rule 181)
Cessation (Rule 148)
Notification of Death
Payment of Arrears
Notification of Passing and Raising

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lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Form 'P' you're ready to submit.



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

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If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of "cognito@wrprovince.com".

Select a Choice *

Submit Form P

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



Province of Yorkshire
West Riding

Secretariat Toolbox

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Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form

Form P Submission - SB Test Lodge No. 97979

Ignore Block Delete Archive Report Reply Reply all Forward Meeting Chat Share to Teams Zoom Move Sweep Rules Quick steps Read / Unread Categorise Flag Policy

Form P Submission - SB Test Lodge No. 97979

Masonic Province of Yorkshire West Riding
To: Steve Berry

Thu 20/11/2025 16:38

Masonic Province of Yorkshire West Riding
Form P Submission

Dear Brother Berry,

Please find attached a link to submit a Form P, requested regarding SB Test Lodge No. 97979.

If you did not request this form, please contact the Provincial Office.

[Open Form](#)

Reply Forward

This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Form P Submission

- Complete the form
- Add the Form 'P'

Form P Submission

Lodge Name & Number

SB Test Lodge No. 97979


Kind *

☒ Initiation ☐ Joining ☐ Rejoining

Name on Form P *

Use non-masonic titles only (e.g. Mr, Dr, Rev, etc.)


Date of Birth *



Phone Number *

Email *

Address *




Form P *

or drag files here.

Form P Submission

- Complete the form
- Add the Form 'P'
- Submit


Province of Yorkshire
West Riding

Form P Submission

Lodge Name & Number
SB Test Lodge No. 97979

Kind *
☒ Initiation ☐ Joining ☐ Rejoining

Name on Form P *

Mr	Cedrick	Arnold	Smith	Suffix
----	---------	--------	-------	--------

Use non-masonic titles only (e.g. Mr, Dr, Rev, etc.)

Date of Birth *
12/12/1999




Phone Number *
0795433333

Email *
slicker@moat.com

Address *

1 Any Street	
Anywhere	
City	LM02 9PZ

Form P *

 Craft Registration Form P Digital Pdf.pdf 1.2 MB	 
---	---

Submit

Form 'P' Submitted

- When successfully submitted, you will receive the below web page message.



Province of Yorkshire
West Riding

Form P Submission

Thank you for filling out the form. Your response has been recorded.



The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Provincial Secretariat
New Honorary Member
Produced By
W.Bro. Steve Berry

New Honorary Member Electronic Submission

This form needs to be completed by the Lodge Secretary/Scribe E.

Note: All correspondence will be directed to the Lodge Secretary/Scribe
E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



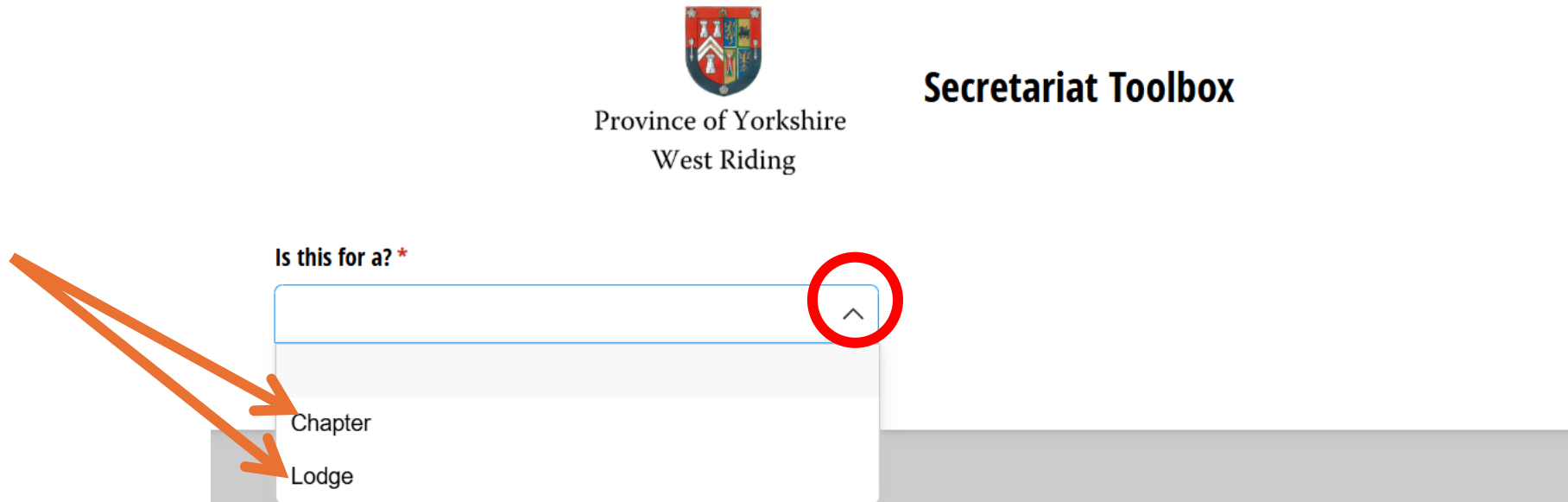
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



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Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Chapter

Lodge

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge



Lodge

|



L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

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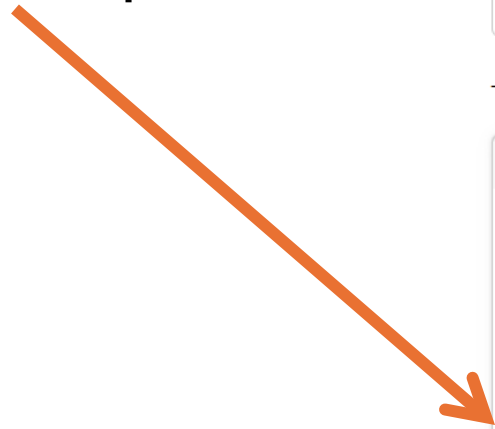
If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of cognito@wrprovince.com.

Select a Choice *



Choose Task

Select Honorary Membership



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

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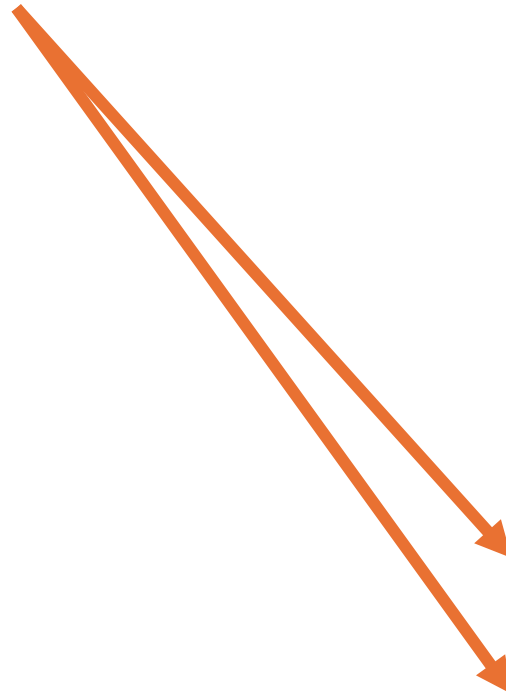
- Record Resignation
- Request Dispensation
- Submit Form P
- Change in Contact Details
- Honorary Membership**
- Exclusion (Rule 181)
- Cessation (Rule 148)
- Notification of Death
- Payment of Arrears
- Notification of Passing and Raising

ed directly. When you click "Create" a unique link will be sent to complete the form.

lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Honorary Membership, you're ready to submit.



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

For security and data protection this form cannot be accessed directly. When you click "Create" a unique link will be sent to the email address we have on file for the Lodge Secretary to complete the form.

If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of "cognito@wrprovince.com".

Select a Choice *

Honorary Membership

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



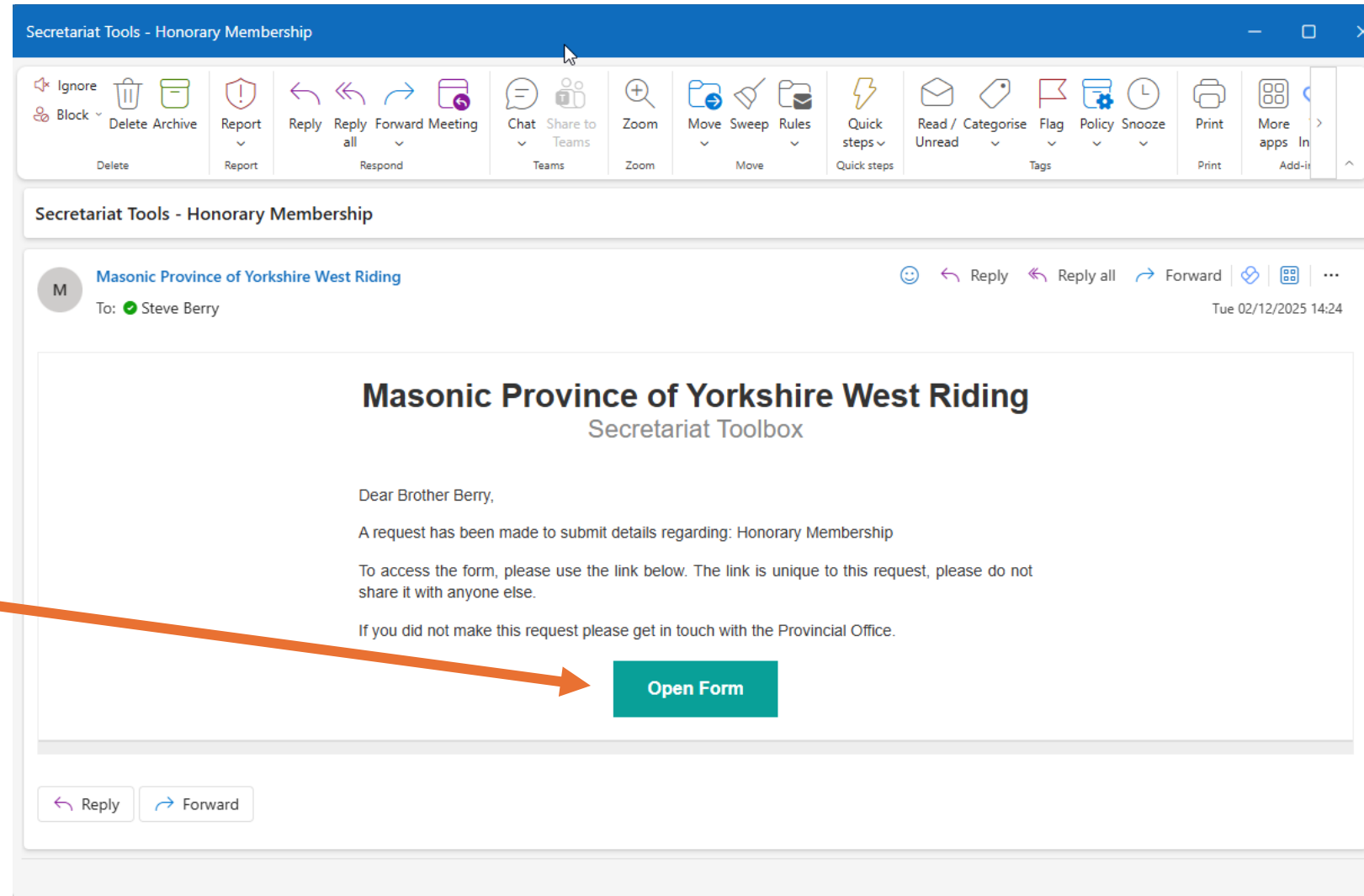
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form



This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Form Submission

Complete The Form



Province of Yorkshire
West Riding

Secretariat Toolbox

Lodge Name & Number

SB Test Lodge No. 97979

Secretary

Steve Berry

Note: If the Brother is still a member of another lodge, you will need the details.

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
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If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of "cognito@wrprovince.com".

Form Submission

Complete The Form

Note: If the Brother is still a member of another lodge, you will need the details.

Select a Choice *

Honorary Membership

This action allows you to notify the Province of a new Honorary member in your Lodge.

Form Details

Honorary Membership

Name *

Mr

George

Henry

Winters

Suffix

Please only enter non-Masonic prefixes and honorifics, e.g. "Mr, Dr, Rev, Prof" or "MBE, DL, JP" etc.

Date of ballot *

01/12/2025

Was he a Lodge Member before being made Honorary? *

☐ Yes ☒ No

Select Yes if the new Honorary Member was formerly a member of your Lodge

Is the Brother a subscribing member of another Lodge? *

☒ Yes
☐ No, he is Unattached

Province *

Provincial Grand Lodge of Yorkshire, West Riding

Lodge *

L96969 - MR Test

Any other comments

Previously our LLO

Submit

Choices

Change Submitted

- When successfully submitted, you will receive the below web page message.





The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Provincial Secretariat
Passing & Raising of a Brother
Produced By
W.Bro. Steve Berry

Passing & Raising of a Brother Electronic Submission

This form needs to be completed by the Lodge Secretary/Scribe E.

Note: All correspondence will be directed to the Lodge Secretary/Scribe
E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



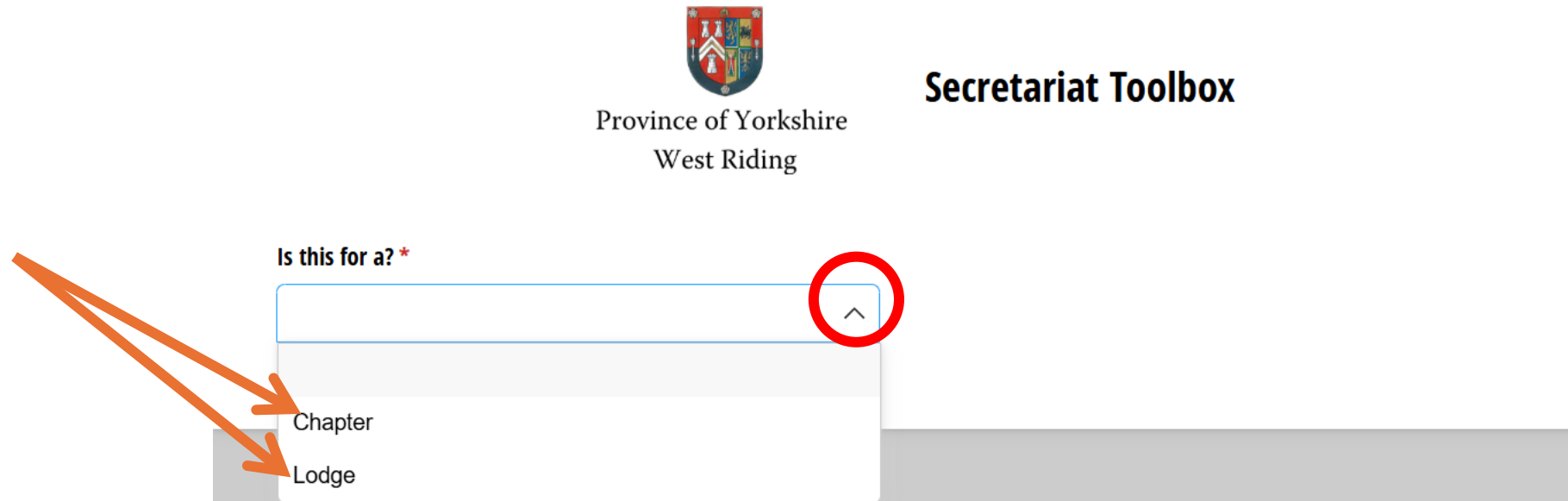
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



The screenshot shows a web form titled "Secretariat Toolbox" with the "Province of Yorkshire West Riding" crest and name. The form has a label "Is this for a? *" above a dropdown menu. The dropdown menu is open, showing "Chapter" and "Lodge" as options. A red circle highlights the upward-pointing arrow in the dropdown menu, and two orange arrows point to the "Chapter" and "Lodge" options.

Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Chapter

Lodge

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

|

^

L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

For security and data protection this form cannot be accessed directly. When you click "Create" a unique link will be sent to the email address we have on file for the Lodge Secretary to complete the form.

If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of cognito@wrprovince.com.

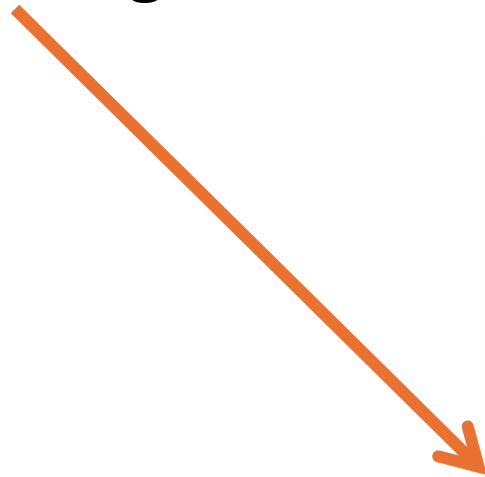
Select a Choice *



Choose Task

Select

Notification of Passing &
Raising



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

Record Resignation
Request Dispensation
Submit Form P
Change in Contact Details
Honorary Membership
Exclusion (Rule 181)
Cessation (Rule 148)
Notification of Death
Payment of Arrears
Notification of Passing and Raising

ed directly. When you click "Create" a unique link will be sent to complete the form.

lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

Once you've selected
Notification of Passing &
Raising.



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

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Select a Choice *

Notification of Passing and Raising

Submit

Web Page Response

On submission the web page will respond as below.

Now check your email account used as Secretary/Scribe E.



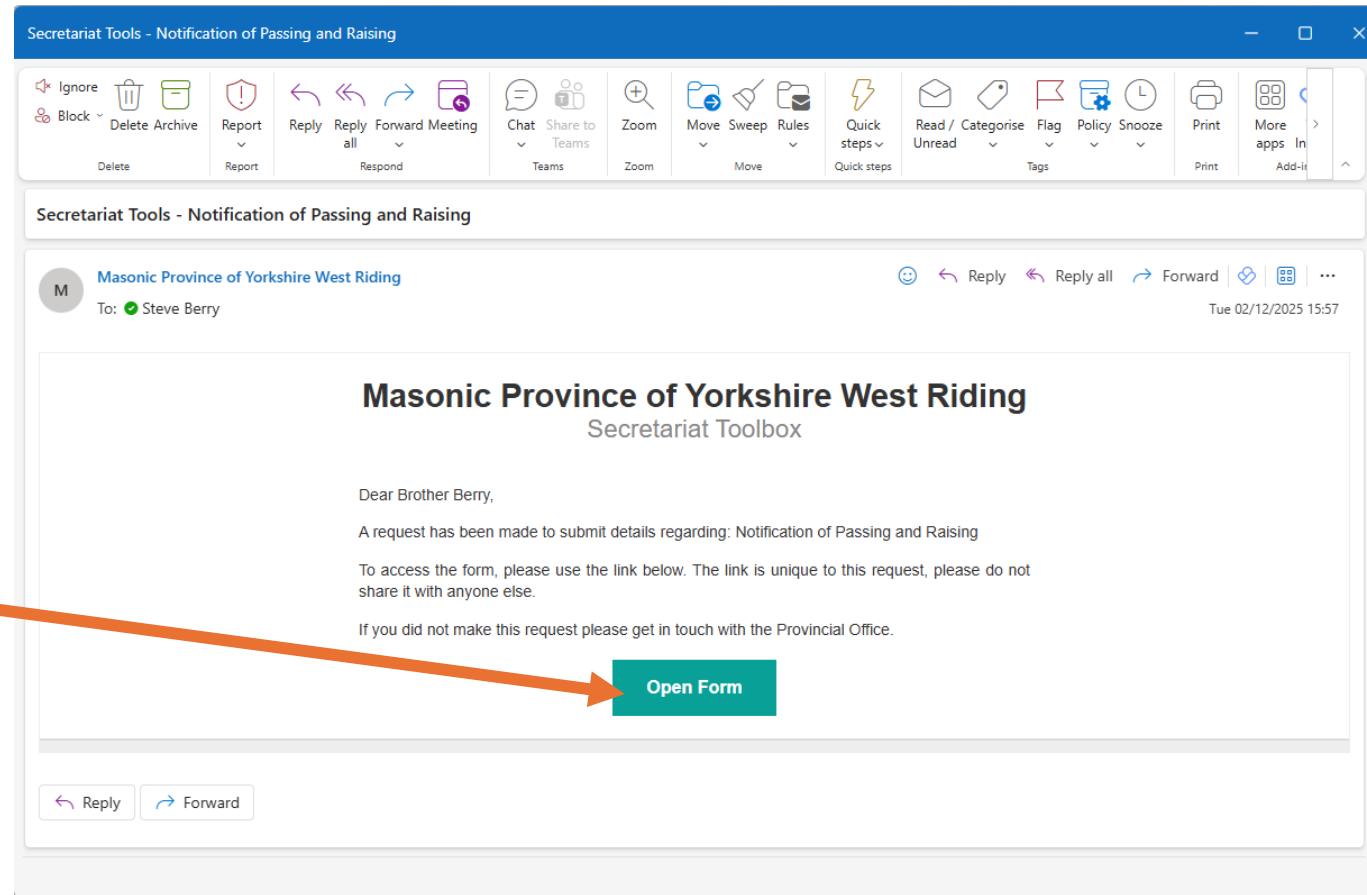
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form



This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Form Submission

Complete The Form



Province of Yorkshire
West Riding

Secretariat Toolbox

Lodge Name & Number

SB Test Lodge No. 97979

Secretary

Steve Berry

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

For security and data protection this form cannot be accessed directly. When you click "Create" a unique link will be sent to the email address we have on file for the Lodge Secretary to complete the form.

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Select a Choice *

Notification of Passing and Raising

This action allows you to notify the Province of the Payment of any Arrears by members who resigned, or were excluded, in poor standing. This form can be used to notify the payment of multiple arrears.

This action allows you to notify the Province of the Passing & Raising of any members of your Lodge. This may be used to notify for multiple members simultaneously, as long as all are recorded on the submitted LP&A5.

Form Submission

Complete The Form

Note: When completing this form, you can report more than one member Passing & Raising at once by clicking on the “Add member” button.
Select Submit when completed.

Form Details

Notification of Passing & Raising

Brothers Passed & Raised

✕ Brother 1

Name *

Mr

Edward

Middle

Finch

Suffix

Please only enter non-Masonic prefixes and honorifics, e.g. "Mr, Dr, Rev, Prof" or "MBE, DL, JP" etc.

Date of Passing *

11/03/2025



Date of Raising

04/12/2025



+ Add Brother

Note: Only PDF Files can be uploaded.

Attach Form LP&A5 *



LP And A 5 Form Electronic Version Provincial Lodges Blank.pdf

0.2 MB



form LP&A5 form also has to be submitted [CLICK HERE](#) to download a copy. Please save as a PDF file before uploading.

Any other comments

Done

Submit

Change Submitted

- When successfully submitted, you will receive the below web page message.





The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Provincial Secretariat
Reporting Resignations
Produced By
W.Bro. Steve Berry

Reporting Resignations Electronic Submission

This needs to be completed by the Lodge Secretary/Scribe E

After the Resignation has been read out in Lodge/Chapter.

Note: All correspondence will be directed to the Lodge Secretary/Scribe E's registered email address.

Secretariat Toolbox

- Open the Secretariat Toolbox Web Page



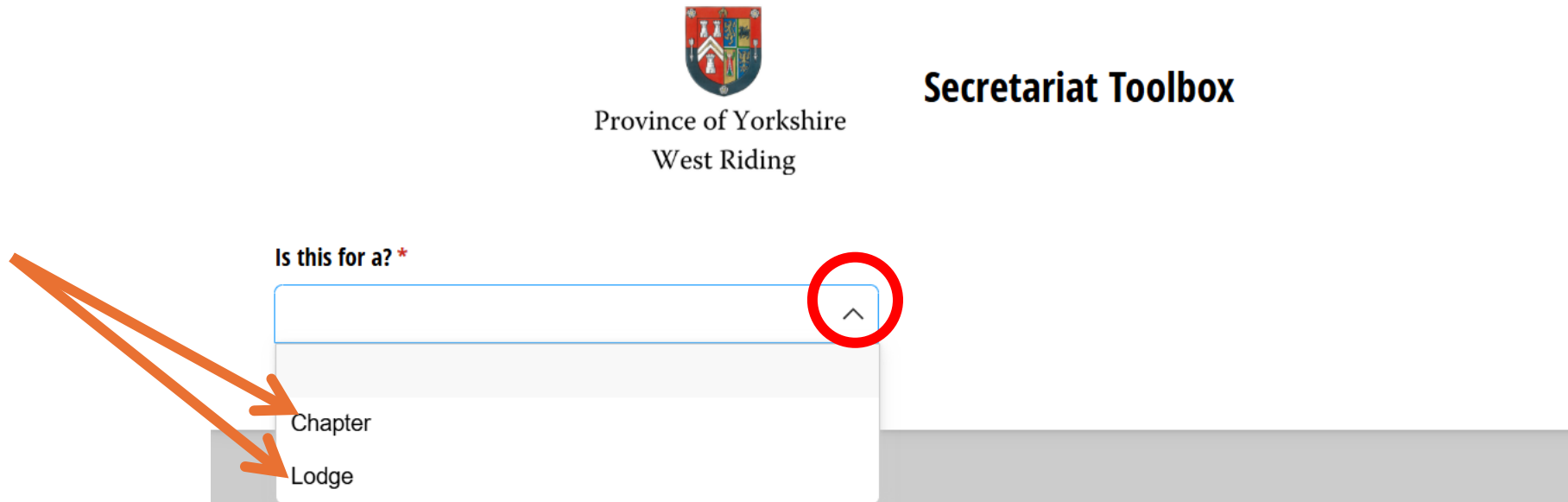
Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Select Chapter or Lodge

- Click on dropdown arrow
- Select 'Chapter' or 'Lodge'



The screenshot shows the 'Secretariat Toolbox' interface. At the top center is the crest of the Province of Yorkshire West Riding. To the right of the crest is the title 'Secretariat Toolbox'. Below the crest, the text 'Province of Yorkshire' and 'West Riding' are displayed. The main form area contains a label 'Is this for a? *' above a dropdown menu. The dropdown menu is open, showing two options: 'Chapter' and 'Lodge'. A red circle highlights the dropdown arrow icon in the top right corner of the menu. Two orange arrows point from the left towards the 'Chapter' and 'Lodge' options.

Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Chapter

Lodge

Select your Chapter or Lodge

- Click on dropdown arrow
- Select Your Chapter or Lodge



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

|

^

L88888 - AW Test

L89898 - DA Test

L96969 - MR Test

L97979 - SB Test

L98989 - DI Test

L99999 - JM Test

Choose Task

- Click on Down Arrow to reveal options



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

- Reporting Resignations
- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
- Reporting an Exclusion under Rule 181
- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

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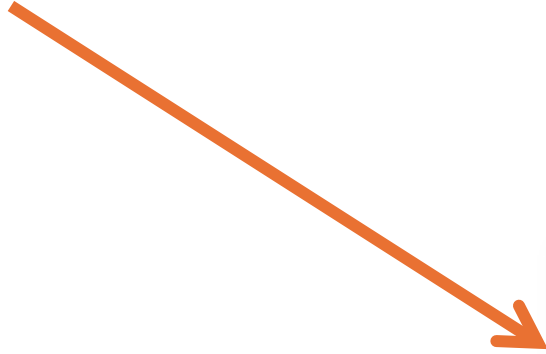
If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of cognito@wrprovince.com.

Select a Choice *



Choose Task

- Select Record Resignation



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

Record Resignation

Request Dispensation

Submit Form P

Change in Contact Details

Honorary Membership

Exclusion (Rule 181)

Cessation (Rule 148)

Notification of Death

Payment of Arrears

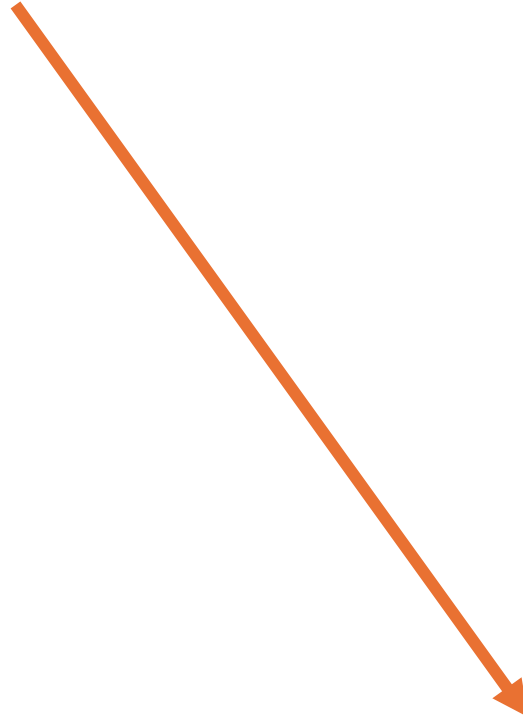
Notification of Passing and Raising

ed directly. When you click "Create" a unique link will be sent to complete the form.

lge has appointed another Brother to act in his stead who needs at as soon as possible courtesy of "cognito@wrprovince.com".

Submit

- Once you've selected Reporting Resignations, you're ready to submit.



Province of Yorkshire
West Riding

Secretariat Toolbox

Is this for a? *

Lodge

Lodge

L97979 - SB Test

This form is for use by Lodge Secretaries to perform the following tasks required by the Provincial Grand Lodge, including:

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- Requesting Dispensations
- Submitting a completed Form P
- Reporting a Change in a Brother's Contact Details
- Reporting a new Honorary Member
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- Reporting a Cessation under Rule 148
- Reporting the Death of a Brother
- Reporting the payment of Subscription Arrears
- Reporting the Passing & Raising of a Brother

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If there is a protracted absence of the Secretary and the Lodge has appointed another Brother to act in his stead who needs to access these forms, please contact the Provincial Secretariat as soon as possible courtesy of "cognito@wrprovince.com".

Select a Choice *

Record Resignation

Submit

Web Page Response

On submission the web page will respond

Check your email account used as Secretary/Scribe E

Your LLO/CLO will be notified automatically



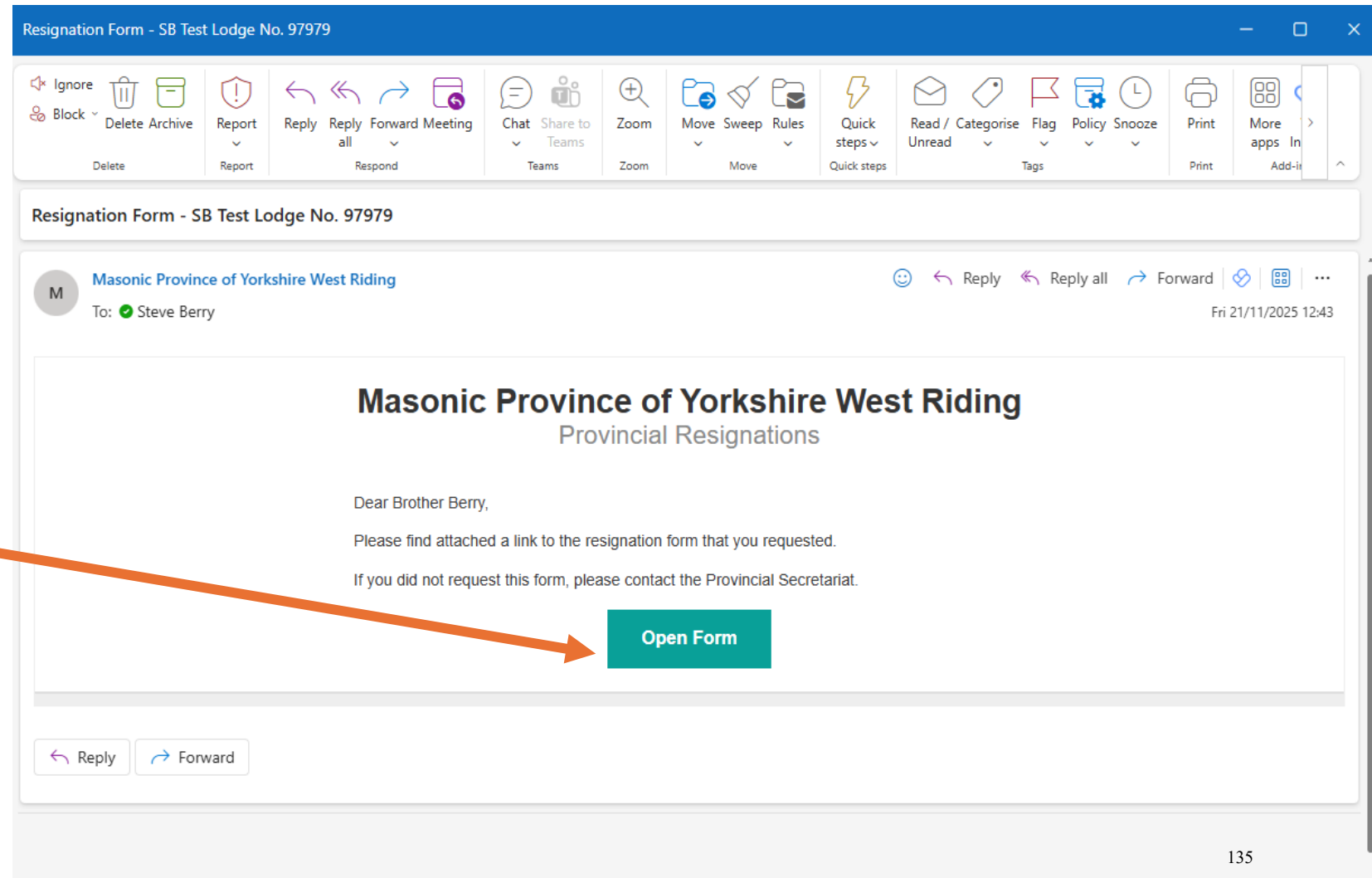
Province of Yorkshire
West Riding

Secretariat Toolbox

Thank you for filling out the form. Your response has been recorded.

Email will be sent to Secretary's/Scribe E's email

- An automated email will be sent to the recorded email address of the Secretary/Scribe E
- Click on the Button to open the form




This will open your browser

On clicking the 'Open Form' button, you will be taken to the Cognito web page to complete the necessary details.

Resignation Submission

- Complete the form (after details have been read out in Lodge/Chapter
- Use the Dropdown Arrows (v)
- Submit button sends to LLO/CLO

 Provincial Resignations

Lodge Details

Lodge Name & Number
SB Test Lodge No. 97979

Area
Area 99

Secretary
Slove Berry

Liaison Officer
Slove Berry

AProvGM Responsible
Test Assistant

If any of these details are incorrect please contact the Provincial Office.

Details of Resigning Brother

Name of Resigning Brother *

Mr Sebastian Middle Connor Suffix

Please only enter non-Masonic titles and honours, e.g. "Mr, Dr, Rev, Prof" or "MBE, DL, JP" etc.

Prefix * Ranks

W Bro. PPSGW

Phone Number * Email *

07876 616276 Sebastian@Connor.com

Resignation Details

Method of Notification *

Written Notice to Secretary / Scribe E

Date of Notification *

17/11/2025

Date of Regular Meeting at which Resignation was Read / Announced *

20/11/2025

Date of Regular Meeting at which the Resignation was read

Specified Effective Date

31/12/2025

Enter only if different to the date the resignation was received or announced in Open Lodge

Resignation Context *

No exclusion notice served (standard resignation)

Is the resigning Brother in subscription arrears?

☐ Yes ☒ No

Was a proposition passed under Rule 183 that the resignation be withdrawn?

☐ Yes ☒ No

Further details *

Lost Interest

Please provide any details you may think are relevant

Submit

Form 'P' Submitted

- When successfully submitted, you will receive the below web page message.



Provincial Resignations

Thank you for filling out the form. Your response has been recorded.



Masonic Province of Yorkshire West Riding

To: Steve Berry

Reply Reply all Forward ...

Fri 21/11/2025 13:08

Confirmation Email

- As the Secretary/Scribe E you will receive a confirmation email
- You can open the form to print off or print to PDF should you need to
- Also, if the resignation is withdrawn in sufficient time, you can withdraw it.



Province of Yorkshire West Riding Provincial Resignations

Dear Brother Berry,

The resignation form regarding has been submitted and a copy has been sent to your Liaison Officer (Steve Berry) and the AProvGM (Test Lassistant).

If the Brother changes his mind then please use the link below to indicate that the resignation has been withdrawn as soon as possible. After the resignation has been processed it can no longer be withdrawn and he must again be proposed and balloted as would any other joining member.

If you have any questions please contact the Provincial Secretariat.

[Open Form](#)

Withdraw Resignation

- Having clicked on the 'Open Form' button, select Withdraw

Lodge Details

Lodge Name & Number
SB Test Lodge No. 97979

Area
Area 99

Secretary
Steve Berry

Liaison Officer
Steve Berry

AProvGM Responsible
Test Lassistant

If any of these details are incorrect please contact the Provincial Office.

Details of Resigning Brother

Name of Resigning Brother *
Mr Sebastian Connor

Prefix * Ranks
W Bro. PSGW

Phone Number *
07876 616276

Email *
Sebastian@Connor.com

Resignation Details

Method of Notification *
Written Notice to Secretary / Scribe E

Date of Notification *
17/11/2025

Date of Regular Meeting at which Resignation was Read / Announced *
20/11/2025

Specified Effective Date
31/12/2025

Resignation Context *
No exclusion notice served (standard resignation)

Is the resigning Brother in subscription arrears?
No

Was a proposition passed under Rule 183 that the resignation be withdrawn?
No

Further details *
Lost Interest

Withdrawn

Web Response

- After clicking Withdraw, you will receive the following web response
- Your LLO/CLO will be notified automatically



Province of Yorkshire
West Riding

Provincial Resignations

Thank you for filling out the form. Your response has been recorded.



The End



Province of Yorkshire West Riding
18/20 Castle Grove Drive, Leeds LS6 4BR
Provincial Secretariat
Resignations LLO Action
Produced By
W.Bro. Steve Berry

Reporting Resignations Electronic Submission

After the Resignation has been read out in Lodge/Chapter.

The LLO/CLO will receive an email at their registered email address.

First Email Received

When the Lodge Secretary or Chapter Scribe E submits the resignation form you will receive this email.

On receipt open the form by clicking here

Note: Hopefully you will have been informed prior.



Province of Yorkshire

West Riding

Provincial Resignations

Dear Brother Berry,

A resignation form has been submitted regarding a resignation from SB Test Lodge No. 97979.

Please contact the resigning member as soon as possible so that the resignation can be processed.

If you have any questions or concerns, please contact the Provincial Secretariat.

[Open Form](#)

Lodge Details

Lodge Name & Number		Area
SB Test Lodge No. 97979		Area 99
Secretary	Liaison Officer	AProvGM Responsible
Steve Barry	Steve Barry	Test Assistant

If any of these details are incorrect please contact the Provincial Office.

Details of Resigning Brother

Name of Resigning Brother	
Mr Claude Smith	
Prefix *	Ranks
W Bro.	PM
Phone Number	Email
+447778050500	claud@smith.com

If you are unable to contact, close the form and save the email. Once contacted, reopen and complete.

Resignation Details

Method of Notification
Written Notice to Secretary / Scribe E
Date of Notification *
17/11/2025
Date of Regular Meeting at which Resignation was Read / Announced *
19/11/2025
Specified Effective Date
31/12/2025
Resignation Context *
No exclusion notice served (standard resignation)
Is the resigning Brother in subscription arrears?
No
Was a proposition passed under Rule 183 that the resignation be withdrawn?
No
Further details *
Too old to attend, in care home aged 102

Resignation Followup

Were you able to contact him? *

☐ Yes ☒ No

Please detail contact attempts *

Resignation Outcome *

Resignation stands

Retention

Retention *

☐ Member of / Joining another Lodge

☐ May Re-join Craft in Future

☐ Lost to the Craft in this Area

Lodge Details

Lodge Name & Number SB Test Lodge No. 97979		Area Area 99
Secretary Steve Berry	Liaison Officer Steve Berry	AProvGM Responsible Test Lassistant

If any of these details are incorrect please contact the Provincial Office.

Details of Resigning Brother

Name of Resigning Brother Mr Claude Smith	
Prefix * W Bro.	Ranks PM
Phone Number +447778050500	Email claud@smith.com

Complete the form
and submit

Resignation Details

Method of Notification
Written Notice to Secretary / Scribe E

Date of Notification *
17/11/2025

Date of Regular Meeting at which Resignation was Read / Announced *
19/11/2025

Specified Effective Date
31/12/2025

Resignation Context *
No exclusion notice served (standard resignation)

Is the resigning Brother in subscription arrears?
No

Was a proposition passed under Rule 183 that the resignation be withdrawn?
No

Further details *
Too old to attend, in care home aged 102

- Once completed
click the submit
button

Resignation Followup

Were you able to contact him? *
☒ Yes ☐ No

What was the outcome of your conversation? *
Claud is suffering from dementia and now in full time care. I have visited him with Mrs Almoner, he is very confused and cannot remember Masonry.

Resignation Outcome *
☐ Resignation Withdrawn
☒ Resignation stands

Reasons for Resigning *

☐ Loss of interest

☐ Leaving the District

☐ Pressure to learn ritual

☒ Age or ill health

☐ Starting time

☐ Meeting day

☐ Lodge closing

☐ Exclusion under Rule 181 BoC

☐ Business pressure

☐ Cost of meal

☐ Cost of subscription

☐ Family commitments

☐ Difficulty with transport

☐ Clash of personalities

☐ Other

Retention

Retention *

☐ Member of / Joining another Lodge

☐ May Re-join Craft in Future

☒ Lost to the Craft in this Area

Submit

Resignation Successfully Submitted

- When successfully submitted, you will receive the below web page message.

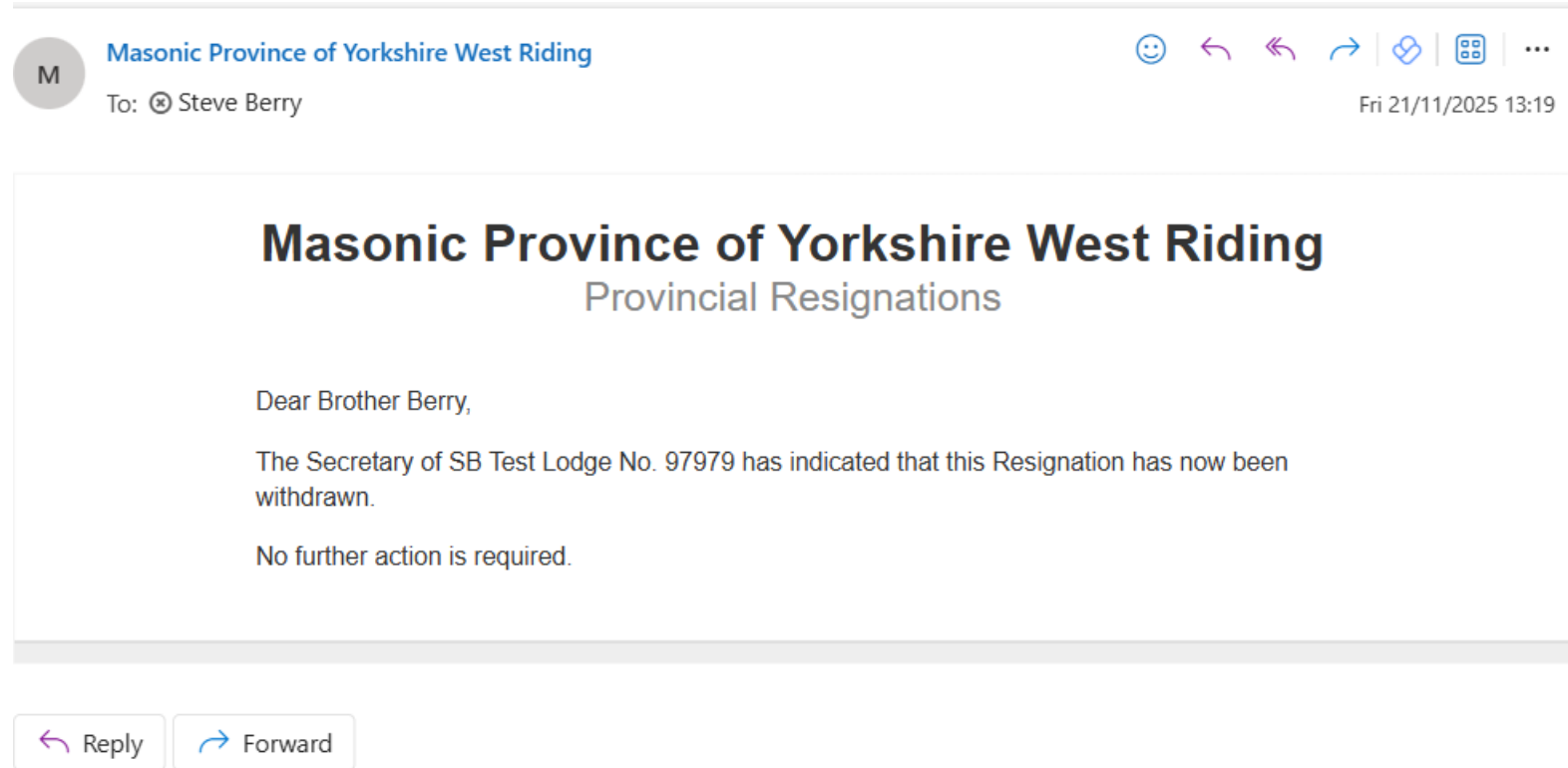


Provincial Resignations

Thank you for filling out the form. Your response has been recorded.

Secretary/Scribe E Withdraws the Resignation

If the Secretary/Scribe E withdraws the resignation within the allowed time, you will receive this email and you will not be able to access the above form.





The End