



Affiliate Membership Application

LODGE _____ No. _____

TO BE COMPLETED BY APPLICANT (PLEASE PRINT)

1) PERSONAL PARTICULARS

Surname _____

Given Names _____

Preferred Name (eg Bill) _____

Title (Dr/ Sir etc) if applicable _____

Decoration (AM/ AO etc) _____ Academic Qualifications _____

Date and Place of Birth _____

Partner's Name _____

Contacts: Tel Home _____ Business _____

Mobile _____ Email _____

2) OCCUPATION

If retired complete item (a) only (eg Retired Accountant)

a) Trade/ Profession/ Job title _____

b) Current business name and address (not PO Box)

_____ Post Code _____

c) Nature of business _____

3) RESIDENTIAL DETAILS

List your residential addresses during the past three years beginning with your current address.

_____ from _____ continuing

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

4) MASONIC HISTORY

Initiated in Lodge _____ No. _____ Constitution _____

Date of Initiation _____ GL Certificate No. _____

Are you still a member of that Lodge? _____

If not, when did your membership cease? _____

Present Rank eg MM, PM, PDGDC _____

If you have Grand Rank show date(s) of Conferral/ Appointment _____

Details of membership of other Craft Lodges (Attach list if space insufficient)				
Lodge Name	No	Constitution	Date Joined	Date Ceased

5) a) DECLARATION

I declare that the above information is true and complete, that I am not currently excluded from any Lodge, and that I am not in arrears of dues.

I apply to be admitted as an Affiliate Member of the Lodge and I agree to be liable for dues pursuant to Regulation 17.13.1.

Signature _____ Date _____

5) b) PRIVACY DECLARATION

I declare that I have read the contents of the Privacy Statement of the United Grand Lodge of NSW and the ACT as they apply to me and that I understand the contents of this statement.

Signature of Member. _____ Signature of Spouse/Partner _____

6) ENDORSEMENT To Be Completed By Nominators

This application shall be endorsed by at least two members of the Lodge concerned who must be Master Masons and who shall be deemed to be his nominators in the Lodge. The nominators shall not be required to have known and been acquainted with the applicant for any specified period.

We, the nominators of the applicant, recommend his acceptance as an Affiliate Member.

Printed Name of Nominator	Signature	Rank

7) DOCUMENTATION CHECK By Lodge Secretary

Regulation 17.11, Affiliating Members, prescribes the conditions for the admission and processing of applications for Affiliate Membership.

All relevant documentation ie Master Mason's, Installed Master's etc Certificates, current or recent Lodge notice papers, Clearance Certificate etc must be presented to and checked by the receiving Lodge.

CERTIFICATION BY LODGE SECRETARY

I certify that all document checks have been carried out and that there is no administrative/financial impediment to this affiliate application.

Secretary

Lodge Name and No.

Date



Lodge Secretary's Guidelines – Affiliates

These guidelines have been written to cover the majority of affiliate applications, that is, those from current or former members of Lodges in the Australasian Grand Lodges group; Item C2.1, Handbook of Masonic Information and Procedures refers.

Other applications may be processed in accordance with Steps 1 and 2 below, thence dealt with as prescribed in Handbook Items C2.3 b) and c), whichever is appropriate. In these cases further action, Steps 5 and 6, must not be proceeded with until the Grand Secretary has examined the documentation referred to him and responded thereto.

Step 1 Secretary receives application and reads it out in Lodge for the first time.
Receipt of Application

Step 2 Secretary places applicant's particulars on Business Papers as prescribed;
Notification on Business Paper Handbook Item C5.1 refers.

Step 3 Secretary sights and checks all documentation relating to the applicant's membership as follows:
Document Check

- Master Mason's Certificate
- Other Craft Certificates of Rank eg Installed Master, Grand Rank etc
- Current or recent Lodge Business Paper
- Clearance Certificate (or equivalent) if not a subscribing member

If the applicant is a subscribing member of a Lodge under the jurisdiction of an Australasian Grand Lodge, written confirmation that he is in good standing must be obtained by way of a Certificate of Good Standing, in the case of a Lodge in New South Wales or the Australian Capital Territory, or an equivalent statement from Lodges in other Australasian Jurisdictions.

Lodge Secretaries may correspond directly between each other, within the Australasian Jurisdictions, when dealing with applications for membership with ultimate reference to the Grand Secretary's Office if further assistance is required.

Step 4 The requirements for 'residential' inquiries, as prescribed for applicants for initiation, do not apply to
Inquiries affiliating members. Affiliate applicants may be regarded as clear for ballot when they have produced acceptable documentary evidence of satisfactory membership as set out in Step 3 above.

Step 5 The Lodge may resolve that an applicant for affiliation need not be interviewed by the Nominations
Nominations Committee Committee. Whilst a satisfactory document check as set out in Step 3 above would support such a resolution, the Lodge should not overlook the advantages to both the applicant and the Committee of making each others' acquaintance, particularly if the applicant is unattached or not known within the Lodge.

Step 6 Conduct ballot and advise applicant of outcome.
Final Process



Certificate of Good Standing

This Form is to be used to apply for a certificate of Good Standing as required by Regulation 17.11.4 where the affiliating Brother is a member of a registered Lodge under the United Grand Lodge of New South Wales.

To the Secretary, Lodge _____ No. _____

Applicant's Name _____ Bro _____
Surname Given Names

of _____
Home Address

has applied for affiliate membership with this Lodge.

Please advise whether he is in good standing with your Lodge.

From Lodge _____ No. _____
Secretary

Certificate of Good Standing

From the Secretary, Lodge _____ No. _____

_____ Bro _____ is in good standing.

Secretary

NB This form should be returned intact to the inquiring Lodge whose address is shown below. It is not necessary for a copy to be retained by the Lodge providing the Certificate.

RETURN TO: Inquiring Lodge Secretary's Address

Mr _____

Postcode _____



Nominations Committee Questionnaire – Affiliate

To be used only at the Nominations Committee when the applicant is being interviewed.

Regulation 17.11 prescribes the conditions applicable to Affiliating Members.

If the applicant is in good standing the Lodge may resolve not to require him to appear before its Nominations Committee. If the applicant is unattached it is necessary that he be interviewed by the Nominations Committee.

Before commencing the interview the Committee Chairman should ascertain that the Lodge Secretary has completed the required documentation checks and so certified on the back of the application form.

Applicant _____
Surname Given Names

Lodge _____ No. _____

Applicant's Masonic Rank (eg M.M, P.M, etc) _____

- 1) Discuss with the applicant his Masonic background. If he is unattached or has had breaks in membership inquire discreetly about them so that the Committee properly informs itself as to the prospects of the applicant being a regular, well-motivated member if accepted.
- 2) Is your partner agreeable to the application? _____
- 3) Do you enjoy good health? If not what is the nature of your illness or disability? _____

- 4)
 - a) Have you been convicted of a criminal offence? (Yes/No) _____
 - b) Have you been a party in civil litigation in which allegations of dishonesty or fraudulent conduct by you were sustained? (Yes/No) _____
 - c) Have you ever been declared bankrupt? (Yes/No) _____Show details here if any of the above are answered 'Yes'.

- 5) Will you endeavour to be regular in attendance at Lodge meetings? (Yes/No) _____
- 6) Advise the applicant of the financial obligations involved.

CERTIFICATION BY COMMITTEE CHAIRMAN

I certify that the above is a correct interpretation of the answers given by the applicant.

Date

Chairman



Membership Inquiry

This Form is to be used for all inquiries directed to Lodges within New South Wales and the Australian Capital Territory in terms of Regulation 17.5 including those concerning Unattached Brethren applying for affiliate membership.

One copy only of the two part form should be sent. The top part should be retained by the Lodge in which the inquiry is read and may be destroyed after the information has been entered in the Minute Book. The bottom part shall be completed and returned to the inquiring Lodge promptly after reading.

To the Secretary, Lodge _____ No. _____

Mr _____ Bro _____
Surname Given Names

If Unattached Brother show Rank (eg MM, PM, etc) _____

and former Lodges (eg Beecroft No 359, 1981/89) _____

Age _____ Occupation _____

Home Address _____

Business Address _____

Former Address relevant to the inquiry _____

Period residing thereat from Month/Year _____ to Month/Year _____

From Lodge _____ No. _____
Secretary

✂
Return this part of the form to the address below.

From the Secretary, Lodge _____ No. _____

Reply to inquiry re Mr _____ Bro _____

Date inquiry read in Lodge _____ Known (Yes/No) _____ Favourable (Yes/No) _____

If Unfavourable is the Lodge raising an objection under Regulation 17.6? (Yes/No) _____

Secretary

NB A resolution is not required before an unfavourable report is sent. The objector may raise the objection privately with the Master or Secretary after the Lodge is closed but he must be prepared to submit evidence in support of his objection to the Members' Board.

RETURN TO: Inquiring Lodge Secretary's Address

Mr _____

Postcode _____



Membership Application – Phone Interview Details

Applicant _____
Surname Given Names

Lodge _____ No. _____

Name of Referee:	
Address:	
Phone No/s: () ()	Nature of Relationship: Business <input type="checkbox"/> Social <input type="checkbox"/> Personal <input type="checkbox"/> Details:
Length of time known to applicant:	
When was the applicant last in contact?	
Comments:	
Name of Interviewer (<i>in full</i>):	Rank:
Interviewer's Signature:	Date:

Name of Referee:	
Address:	
Phone No/s: () ()	Nature of Relationship: Business <input type="checkbox"/> Social <input type="checkbox"/> Personal <input type="checkbox"/> Details:
Length of time known to applicant:	
When was the applicant last in contact?	
Comments:	
Name of Interviewer (<i>in full</i>):	Rank:
Interviewer's Signature:	Date:

General Instruction:

Nature of Relationship Details: eg Business = Employer, Business Partner, Work Colleague, Business Acquaintance.
 Social = Fellow Club Members, Fellow Community Organisation Members, former school friends, neighbours.
 Personal = relatives (state nature), close family friends.

Comments should be concise.