



52, East Parade, Harrogate, North Yorkshire, HG1 5LT

Telephone: 01423 – 502438

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In your Reply Please  
Quote Our Reference

Grand Secretary  
G. Selby R.O.H.

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GLCL/15/06/18/GS

15th June, 2018

**GRAND LODGE CIRCULAR LETTER No.49/2018**

To All P.G. Secretaries (Home and Overseas)  
Minor Lodges Secretaries  
Grand Lodge Direct Lodges  
G L M C

**STRICTLY PRIVATE AND CONFIDENTIAL**

New Form 4

Dear Sir and Brother

Please find attached the new form 4; this will be available on the web site.

Can I take this opportunity to ask all secretaries to return their order forms for the BQJ and the PGL Secretary agreement for the Directories.

Yours fraternally

Grand Secretary



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Grand Secretary  
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## Secretary, Treasurer and Trustee Agreement

To the Provincial Grand Lodge of: \_\_\_\_\_

Lodge: \_\_\_\_\_ No. \_\_\_\_\_

I Brother \_\_\_\_\_ Of \_\_\_\_\_

HEREBY ACKNOWLEDGE that I hold Office of \_\_\_\_\_

With effect from \_\_\_\_\_ In place of Brother \_\_\_\_\_

Subject to the Rules for the time being of the Royal Antediluvian Order of Buffaloes Grand Lodge of England and I undertake to observe and obey the provisions of those Rules and in particular that I will:

- a) Take due care of all monies, securities, regalia, jewellery, property (including land and or buildings) and insignia entrusted to me as the holder of such office.
- b) Ensure that no overdraft of the funds is negotiated with any bank on behalf of the said Lodge.
- c) Duly keep all books of accounts and records that I am required, in accordance with the said office, to maintain correctly entered up to date.
- d) On relinquishing such office forthwith to hand over to the proper officer of the above Lodge:
  - (i) All the property of the Lodge described in paragraph (a) above that was entrusted to me and make good any loss or damage thereto arising from my default or neglect.
  - (ii) All books of accounts and other records maintained by me, pursuant to the said rules appertaining to my office.

Any documents duly signed by me that may be required in connection with any banking account or deposit of securities belonging to the Royal Antediluvian Order of Buffaloes Grand Lodge of England and I hereby authorise the Secretary for the time being of the above Lodge to execute in my name in default of my so doing:

- e) Any document that may be required for the purpose of my relinquishing office or for handing over or transferring any property or other assets on behalf of the Lodge to the proper officer.
- f) Revoking any authority enabling me to execute any document in relation to any banking account or deposit of securities, belonging to the Order and to transfer any such Banking account or securities into the custody of the proper officers entitled thereto upon my relinquishing such office.
- g) To ensure all confidential Data which is held by the Minor Lodge, Provincial Grand Lodge, Knights Chapter, Roll of Honour Assembly or the Grand Lodge Secretary, shall use the Data only for the purpose of carrying out their role as Secretary on behalf of the Minor Lodge, Provincial Grand Lodge or the RAOB GLE.

The proper officer for the purpose aforesaid shall be my successor to the office aforesaid or any person so authorised by a Resolution of the Lodge.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_