

Regional Grand Lodge of Western India
Regional Grand Chapter of Western India
Regional Grand Mark Lodge of Western India

Freemasons' Hall, Damodardas Sukhadwala Road, Fort, Mumbai 400001

Telephone : 22071120 / 22074875 E-mail : rglowi@gmail.com / rglowi@hotmail.com

March 19, 2018

TO : SECRETARIES OF ALL CRAFT LODGES IN THE WESTERN REGION
SECRETARIES OF ALL MARK LODGES IN THE WESTERN REGION AND
SCRIBE EZRA OF ALL CHAPTERS IN THE WESTERN REGION,

Dear Sir & R.W.Bro. / V.W.Bro. / W.Bro. / Brother / M.E.Comp. / E. Comp. / Companion,

Fraternal Greetings to you from the Regional Grand Lodge /Chapter /Mark Lodge of Western India.

It has been brought to the notice of the Region that most of the time the Secretary / Scribe 'E' do not send the summons of their regular Lodge Meeting / Chapter Convocation in time.

Although the date of the regular meeting of the Lodge / Chapter is fixed, it is imperative for a brother / Companion to receive from the Secretary of the Lodge / Scribe E of the Chapter, summons along with agenda for the meeting well in advance.

The matter of late-mailing or not sending of summons by the Secretary / Scribe E was discussed at the last Board meeting of the Region and it was decided that the Secretaries of Craft and Mark Lodges / Scribe E of Chapters be informed that the summons for the regular meeting / convocation should be mailed to all subscribing members and to the Officers of the Grand Lodge and the Regional Grand Lodge at least 10 days prior to the date of the meeting / convocation.

Please note that as per the Book of Constitution it is mandatory for the Secretary of each daughter Lodge to send a copy of the summons of their Lodge meeting to all subscribing members, the Grand Lodge Officers and to the Regional Grand Master, the Deputy Regional Grand Master, the Assistant Regional Grand Master-in charge, and two copies to Regional Grand Secretary. Likewise Scribe E of daughter chapter to send a copy of their convocation summons to the 1st Grand Principal and Grand officers and to the Grand Superintendent, 2nd Regional Grand Principal, 3rd Regional Grand Principal and Regional Grand Scribe E of Regional Grand Chapter of Western India. Mark / RAM Lodge Secretaries, in addition to their members and to the Grand Officers, must send their summons to the Regional Grand Mark Master, Deputy Regional Grand Mark Master, Assistant Regional Grand Mark Master, and the Regional Grand Secretary. Details of Regional Officers to whom summons are to be mailed regularly are attached herewith. **Please ensure that the summonses are dispatched to all minimum 10 days before the date of the meeting.**

Secretaries / Scribe Es / are requested to read this letter in the Open Lodge / Chapter and comply with the same.

Yours fraternally,

Mehernosh N. Patel
Regional Grand Secretary
Regional Grand Scribe 'E'

Encl: list of Regional Officers to whom summons have to be mailed.