

Resignation Process Flowchart

Step 1 - Preceptory Registrar

Once notified of a Brother Knight's desire to resign, completes a Leaving Form and sends it to the Provincial Vice-Chancellor asap



Step 2 - Provincial Vice-Chancellor

Shares a copy of the Leaving Form with the Provincial Prior who should contact the resigning Brother Knight, in person, as soon as possible and conduct a Leaving Interview.



This is the point at which the real and full reasons for wishing to resign should be established



Step 3a – Resignation Confirmed

Thank the resigning
Brother Knight for his
service to the Order and
confirm this in writing.
Include contact details to
enable him to re-join
should circumstances
change.



<u>Step 3b - Resignation</u> Withdrawn

Ensure the Brother
Knight is accommodated,
and his concerns have
been addressed. At this
point he may decide to
remain in the same
Preceptory or join
another Preceptory
within the Province.



Step 4 – Follow Up

Provide assistance if the decision is to transfer to another Preceptory.
Check back with the Brother Knight to ensure he is settled and enjoying his KT Masonry.



Additional Notes to the Resignation Process Flowchart

Step 1.

Remember that the Provincial Prior can only intervene **before** the resignation is reported in open Preceptory otherwise, if the Brother Knight changes his mind, or can be encouraged to reconsider, he would need to apply to re-join.

Step 2.

In Provinces where a leaving interview is conducted it has proved to be far more successful when it is carried out by the Provincial Prior rather than a member of the Provincial Executive.

Step 3a.

Where possible, it is important to first establish the true reasons behind a Brother Knight's wish to resign. If he cannot be encouraged to change his mind, it is important to understand the reasons for his decision which might help in identifying if it is a common reason for other Knights choosing to leave.

Step 3b.

Prior to conducting the leaving interview, it would be helpful to have details of other suitable Preceptories to hand in case a transfer of membership is identified as being the most appropriate way forward.

Step 4.

If the decision is taken to transfer to another Preceptory, the Province's Relocation Officer can be asked to assist as if relocating a Brother Knight from another Province (outlined in the Relocation Process).

Whatever the Brother Knight decides (remain in the Preceptory or move to another in the same Province), it is important that the Provincial Prior remains in touch with the Brother Knight until he is sure he is settled and enjoying his KT Masonry.