

BY-LAWS OF THE PROVINCIAL GRAND CHAPTER
OF WARWICKSHIRE

This Provincial Grand Chapter of Royal Arch Masons hereby acknowledge the authority of the Supreme Grand Chapter of Royal Arch Masons of England and of the Regulations for government of the Order.

	I.
<i>Annual Meeting</i>	The Annual Convocation of the Provincial Grand Chapter shall be held when summoned by the Grand Superintendent.
<i>Other Meetings</i>	Other Convocations may be summoned at such times as the Grand Superintendent may direct.
<i>Members of Provincial Grand Chapter</i>	The Provincial Grand Chapter shall consist of:- The Grand Superintendent, The Deputy Grand Superintendent, The Provincial Grand Officers, The Three Principals of all Chapters in the Province, The Past Provincial Grand Officers whilst they are both members of the Grand Chapter and subscribing members of a Chapter within the Province, The Past First Principals of any Chapters in the Province whilst they are both members of the Grand Chapter and subscribing members of a Chapter within the Province,
	II.
<i>Appointment of Officers. Installation and Investment of Officers. Election of Treasurer</i>	At the Annual Convocation the Officers of Provincial Grand Chapter shall be appointed and invested; the Treasurer shall then be elected and in the event of more than one nomination, the election shall be by ballot.
<i>Nomination of Treasurer</i>	Nominations for the office of Provincial Grand Treasurer must be received by the Provincial Grand Scribe E not less than eight weeks prior to the date of the Annual Convocation.
	III.
<i>Notice of Motion</i>	Notice of any motion to be proposed at an Annual Convocation shall be given in writing to the Provincial Grand Scribe E. Such notice must be signed by the proposer and seconder. If found to be in order after consideration by the General Committee, the motion shall be entered on the Summons.
<i>Resolutions of Provincial Grand Chapter</i>	Resolutions duly passed in Provincial Grand Chapter shall not require confirmation at a subsequent Convocation.
	IV.
<i>Fee of Honour</i>	A Companion on first appointment to present Office or Past Rank shall pay a Registration fee of £25.00 failing which the appointment becomes void.
	V.
<i>Past Provincial Grand Officers</i>	No Companion, unless he be appointed to Past Rank, may take rank as a Past Provincial Grand Officer unless he has held his Office for one year; that is from one Annual Convocation until the next, and paid the Fee of Honour due on his appointment.
	VI.
<i>Treasurer</i>	All Contributions, fees and other monies due to Provincial Chapter shall be paid to the Provincial Grand Treasurer, to be by him accounted for as funds of Provincial Grand Chapter. He shall pay such monies into a Banking Account to the credit of

Payment of Accounts

Financial Year

Audit

Membership of the General Committee

Property in Custody of Scribe E

Jewel

Register of Officers

Provincial Grand Chapter. His receipt only shall be a discharge. No payments (except those for the ordinary working expenses of the Province) shall be made from the Funds, except by direction of the Grand Superintendent, Deputy Grand Superintendent or the Second Provincial Grand Principal or by authority of a resolution passed at convocation of Provincial Grand Chapter.

VII.

The Financial Year shall commence on the 1st day of January, and end on the 31st day of December in each year. The Treasurer's Statement of Receipts and Payments for the year shall be audited by two Royal Arch Masons who shall be elected annually at the Annual Convocation of the Provincial Grand Chapter. The statement, together with the Audit Report, shall be presented to the Annual Convocation for acceptance and approval.

VIII.

There shall be a General Committee of the Province, comprised of:-
The Grand Superintendent
Past Grand Superintendents
Deputy Grand Superintendent
Past Deputy Grand Superintendents
Second and Third Provincial Grand Principals
Provincial Grand Scribe E
Provincial Grand Treasurer
Provincial Grand Director of Ceremonies
Three Companions appointed by the Grand Superintendent
Three Companions to be elected annually by Provincial Grand Chapter.

The Committee shall consider such matters in relation to the affairs of the order in the Province as may be submitted by the Grand Superintendent, or referred to the Committee by resolution of Provincial Grand Chapter or these By-Laws, and report thereon to the Grand Superintendent.

IX.

The property belonging to Provincial Grand Chapter shall be in the custody of the Provincial Grand Scribe E. for the time being who shall keep an inventory of the same.

X.

Every Officer of Provincial Grand Chapter shall for the time being been responsible for the safe custody of the jewel of his Office. He shall return such jewel prior to the Annual Convocation of Provincial Grand Chapter in accordance with the instructions contained in the Summons convening the Convocation.

XI.

The Provincial Grand Scribe E. shall keep a register in which shall be inserted the names of the Present and Past Officers present at each Provincial Grand Chapter, together with the numbers of their Chapters. He shall make minutes of all transactions that may be committed to writing in order that the same may be laid before the Grand Chapter and Provincial Grand Chapter when required, the same to be fairly transcribed in a book to be kept for that purpose.

Duties of Provincial Janitor

Notice of Chapter Convocations

Notice of Installation Meetings

Newly Installed Principals

Installation Return

Annual Return of Members

Dispensations and Registrations

XII.

The Provincial Grand Janitor shall attend each Convocation of Provincial Grand Chapter. He shall see that every Companion is properly clothed and that he records his name in the manner provided for that purpose before entering the Convocation. He shall be responsible for the proper arrangement of the Chapter Room necessary to the proceedings.

XIII.

The Principals of each Chapter shall cause to be forwarded to the Provincial Grand Scribe E. for the purpose of information and record, a copy of the Summons issued for every meeting of their Chapter at the same time as it is forwarded to Members. In the case of Installation Meetings copies of the Summons shall also be sent to The Grand Superintendent and Deputy Grand Superintendent and the Provincial Grand Director of Ceremonies.

XIV.

Every new Installed Principal shall provide himself with the Grand Chapter Royal Arch Regulations and also the By-Laws of the Provincial Grand Chapter, and his Chapter shall present a copy of these By-Laws and those of the Chapter to each candidate on his exaltation; also a copy of the Grand Chapter Royal Arch Regulations, when necessary.

The First Principal is responsible that the Grand Chapter Royal Arch Regulations, the By-Laws of Provincial Grand Chapter and the By-Laws of the Chapter be at all times on the desk of the Scribe E during the time the Chapter is open.

XV.

Immediately after the Installation of the Principals, each Chapter shall make a Return to the Provincial Grand Scribe E., on the form provided, of the names of the Principals and Officers appointed, together with the addresses of the First Principal and the Scribe E.

XVI.

The Principals or Scribes of every Chapter in the Province shall make a return to the Provincial Grand Scribe E. of the Companions belonging thereto as at the end of its subscription year, with the date of exaltation or joining of each Companion and the name and number of his Lodge or Chapter, and shall transmit to the Provincial Grand Treasurer the following dues to Provincial Grand Chapter:-

For every subscribing Companion and on the Exaltation of a Companion £10.00 or such lesser amount as Provincial Grand Chapter shall determine from time to time by resolution at the Annual Convocation after due notice on the Summons.

Every application for a Dispensation or for registration of a new Chapter shall be made in writing to the Grand Superintendent through the Provincial Grand Scribe E., stating clearly the object thereof and accompanied by the fee payable thereon of £15.00 or such lesser amount as Provincial Grand Chapter shall determine from time to time by resolution at the Annual Convocation after due notice on the Summons.

The Provincial Grand Chapter of Warwickshire



By-Laws

June 2012

XVII.

*Failing to make
return*

In case any Chapter shall fail to make the returns and payments to the Provincial Grand Chapter for a period of twelve months, steps shall be taken to bring the matter before the Grand Superintendent, to be dealt with according to the Regulations for the government of the Order in such matters made and provided.

XVIII.

*Distribution of
By-Laws*

A copy of these By-Laws shall be sent to each Chapter in the Province. Every Provincial Grand Officer on his appointment is expected to obtain a copy of these By-Laws, which shall be supplied to Companions by the Provincial Grand Scribe E.

XIX.

*By-Laws of
Chapters*

Every Chapter in the Province shall frame By-Laws so as to be in accordance with the Regulations of the Supreme Grand Chapter of the Royal Arch Masons of England, and of these Provincial By-Laws; when so framed or amended they shall be submitted to the Grand Superintendent for approval, through the Provincial Grand Scribe E. and then by him forwarded for confirmation to the M.E. the First Grand Principal.

XX.

*Alteration of By-
Laws*

These By-Laws shall be binding on all the Chapters and Companions in the Province, and no alteration, amendment, addition to, or repeal of any part thereof shall be valid unless a notice of motion specifying the same shall have been made and inserted in the Summons calling the next regular Convocation of Provincial Grand Chapter, and approved by a majority of the Members then present; then such alteration, amendment or addition when approved by the M.E. Grand Superintendent and the M.E. the First Grand Principal, shall become a By-Law.

These By-Laws were first approved on 6th November 1954, reprinted in August 1978, August 1986, September 1999 and April 2010, to incorporate the several amendments including those of 20th August 1974, 10th June 1985, 3rd June 1986, 2nd June 1992, 1st June 1993, 4th June 1996, 2nd June 2009 and 19th June 2012, which have all been duly authorised by the Provincial Grand Chapter, approved by the M.E. the Grand Superintendent and the M.E. the First Grand Principal as required by By-Law XX and Royal Arch Regulation No.35 (2012 Edition).

JOHN L SAINT
Grand Superintendent.

JOHN F. R. HANDLEY
Provincial Grand Scribe E.
June 2012