
PROVINCE OF YORKSHIRE, WEST RIDING

**THE BY-LAWS
of
PROVINCIAL GRAND CHAPTER**

EFFECTIVE 1 JANUARY 2006

PROVINCIAL GRAND CHAPTER OF YORKSHIRE, WEST RIDING

PROVINCIAL BY-LAWS

Effective from 1 January 2006

1 MEMBERS OF PROVINCIAL GRAND CHAPTER

The Provincial Grand Chapter of Yorkshire, West Riding shall consist of the Grand Superintendent and those Companions qualified in accordance with RA Regulation 30.

2 PRECEDENCE

The members of Provincial Grand Chapter take precedence within the Province in accordance with RA Regulations 34 and 34A.

3 MEETINGS

The Provincial Grand Chapter shall meet at least once a year at such time and place within the Province as the Grand Superintendent may determine. This meeting shall be called the Annual Meeting and at such meeting the election of a Provincial Grand Treasurer and the appointment of Provincial Grand Officers will take place. The Grand Superintendent may also convene such other meetings of Provincial Grand Chapter as he may consider necessary.

4 NOTICE OF MEETINGS

Seven clear days notice of the meetings of Provincial Grand Chapter must be given by the Provincial Grand Scribe E., by sending a summons convening the meeting to all members of Provincial Grand Chapter whose names are included in the Annual Returns made by each Chapter.

5 NOTICE OF MOTION

No motion shall be brought under discussion at Provincial Grand Chapter unless notice thereof in writing shall have been sent to the Provincial Grand Scribe E. forty two days (six weeks) before the meeting. Subject to the approval of the Grand Superintendent, such notice must form part of the Summons for the next Meeting of Provincial Grand Chapter and may be dealt with thereat. No motion shall be dealt with in Provincial Grand Chapter unless such notice has been given, except by special leave of the Grand Superintendent or Officer Presiding in Provincial Grand Chapter.

The Grand Superintendent shall direct that any notice of motion which in his judgement is scandalous, irregular or not within the cognisance of Provincial Grand Chapter, shall be omitted from the paper of business.

The Grand Superintendent or Officer Presiding in Provincial Grand Chapter may allow to be introduced or discussed at such meeting, without notice, any business or motion which he shall consider to be urgent.

6 ATTENDANCE AT PROVINCIAL GRAND CHAPTER

Every Chapter in the Province must be represented at the Annual Meeting of Provincial Grand Chapter either by its First Principal, Second or Third Principal or a Past Principal.

A Past Principal shall, when attending meetings of Provincial Grand Chapter wear the regalia of his rank in the Royal Arch. Principals of Chapters in the Province shall wear their Collars of Office when representing their Chapters at such meetings.

Companions may attend meetings of Provincial Grand Chapter, but unless a Principal or a Past First Principal of a Chapter within the Province may not vote and may only address Provincial Grand Chapter when invited to do so by the Grand Superintendent or other Presiding Officer.

7 DISQUALIFICATION FROM ATTENDING PROVINCIAL GRAND CHAPTER

The First Principal, Second or Third Principal or a Past Principal of any Chapter which is in default with its returns and payments to Provincial Grand Chapter shall be disqualified from attending the Annual Meeting and any other meeting of Provincial Grand Chapter.

8 PROVINCIAL REGALIA

The Provincial Grand Scribe E. shall have charge of the regalia, clothing, insignia and jewels belonging to Provincial Grand Chapter

9 PROVINCIAL ADVISORY COUNCIL

An Advisory Council of the Provincial Grand Chapter shall be constituted and shall consist of the Grand Superintendent, the Deputy Grand Superintendent, the Second and Third Provincial Principals, the Provincial Grand Treasurer and Provincial Grand Scribe E.. The Grand Superintendent may co-opt any other Member or Members of the Provincial Grand Chapter to serve on the Council for so long as he shall direct. It shall be entrusted with such administrative powers, authorities and duties as may from time to time be delegated to it by the Grand Superintendent.

The Council shall, subject to any specific directions Provincial Grand Chapter may give, control the funds of Provincial Grand Chapter.

10 Deleted

11 PROVINCIAL GRAND CHAPTER FUNDS AND ACCOUNTS

To comply with RA Regulation 39 the Provincial Advisory Council must ensure:

- a) That such records are maintained as may be necessary for the proper recording of the financial transactions of Provincial Grand Chapter
- b) All funds belonging to Provincial Grand Chapter are held in accounts in the name of 'Provincial Grand Chapter of Yorkshire, West Riding'
- c) Cheques drawn on the accounts bear any two signatures of a panel of members from the Provincial Advisory Council.

d) That any funds not immediately required are invested appropriately.

The audited accounts must be presented for adoption at the Annual Meeting of Provincial Grand Chapter. The Accounts must be made up to 31 December annually and presented to the next Annual Meeting of Provincial Grand Chapter after that date, duly audited by a firm of professionally qualified accountants and auditors, who must have been elected at the previous Annual Meeting.

A copy of the audited accounts must be transmitted to each Chapter in the Province and to every member of the Provincial Grand Chapter with the summons for such meeting.

The Provincial Grand Chapter funds may be applied for charitable purposes and granting Masonic Relief.

12 CONTRIBUTIONS AND FEES

The following dues are payable to the Provincial Grand Chapter fund:

- a) In respect of each subscribing member recorded on the Annual Return of a Chapter in the Province, an annual due of £15 or such lesser amount as determined by resolution from time to time by Provincial Grand Chapter
- b) For registering a newly exalted Companion £12.00
- c) For registering a Companion who has been exalted in a Chapter not under the Supreme Grand Chapter of England £12.00
- d) For registering a new Chapter £30.00
- e) For dispensation £10.00
- f) For every Companion on his first appointment to any Provincial Office or to a corresponding Past Rank £30.00

VAT at the full standard rate must be added to these items where applicable.

Any Companion on his first appointment to an Acting or Past Rank in Provincial Grand Chapter, neglecting or refusing to pay the Registration Fee for his office or rank, for one month after appointment and after due notice has been sent to him in writing by the Provincial Grand Scribe E., shall, unless good reason be shown to the satisfaction of the Grand Superintendent, lose his office or rank and privileges as if he had not been appointed.

13 CHAPTER RETURNS

Every Chapter must:

- a) On or before the 31st day of January in each year, transmit to the Provincial Grand Scribe E., upon a printed form which he shall provide, a return concerning its members during the year ended on 31 December preceding, together with the contribution and fees due to the Provincial Grand Chapter, in accordance with RA Regulation 63.

- b) Within ten days of the Annual Installation transmit to the Provincial Grand Scribe E., upon a printed form he shall provide, information detailed in RA Regulation 60, and any other necessary information as may be required from time to time.

14 CHAPTER ACCOUNTS

Chapter Accounts must be maintained and presented to the Chapter Members in accordance with Rule 153 Book of Constitutions. Each Chapter must certify that this has occurred yearly by completing the appropriate section on the Chapter Installation return transmitted to the Provincial Grand Scribe E as indicated in By Lay 13, unless the Grand Superintendent requests a copy of the Audited Accounts.

15 CHAPTER SUMMONSES

The Scribe Ezra of each Chapter must forward a copy of any notice convening a meeting of the Chapter to the members of the Chapter, to the Provincial Office and to such other persons as may from time to time be directed by the Most Excellent Grand Superintendent not less than 10 days before the meeting unless otherwise specified in the Book of Constitutions.

On every such notice, the name of each Past Principal appearing in the Grand Chapter Installation Return, with his office or rank (if any) in the Grand Chapter, in the Provincial Grand Chapter, the number of the Chapter and the year in which he was installed as Principal, together with two means of contact (1) for the three Principals, the Treasurer, the Scribe Ezra, the Almoner and the Chapter Liaison Officer and such other information as the Most Excellent Grand Superintendent may direct be printed or otherwise appear.

(1) Means of contact may include postal address, email address or telephone number and those printed on the summons must be explicitly agreed with the Officer to whom they apply

16 ROYAL ARCH REGULATIONS, PROVINCIAL GRAND CHAPTER BY-LAWS AND CHAPTER BY-LAWS

The Principal of each Chapter must cause current copies of the above to be available in the Chapter at every meeting.

Every Companion must be supplied with a current copy of the Provincial Grand Chapter By-Laws and the Chapter By-Laws when he first becomes a member of a Chapter under the Provincial Grand Chapter and his acceptance thereof shall be deemed to be a declaration of his submission thereto.

17 MASONIC CONDUCT, DISCIPLINE AND INVESTIGATIONS

In the event of any Masonic difference between members of a Chapter, or complaint against any of its members not covered by the Book of Constitutions or Royal Arch Regulations, it shall be the duty of the Principal promptly and fully to enquire into the matter, and exert his good offices towards its accommodation, either privately or in the Chapter. Failing which, the difference or complaint shall be reduced into writing, and delivered to the Provincial Grand Scribe E. for submission to the Grand Superintendent.

All matters of a disciplinary nature, or other investigations and proceedings within the Province must be conducted in accordance with Rules 74, 75 and 76, Book of Constitutions; the booklet "Masonic Conduct Guide to Investigations" issued under the authority of the Board of General Purposes of the United Grand Lodge of England; and in accordance with the Disciplinary Procedure Rules of the Province.

18 AUTHORITY

The foregoing By-Laws are made in pursuance of the regulations and powers conferred by the Book of Constitutions and Royal Arch Regulations and it is hereby declared that, in all particulars not herein specifically provided for, the Grand Superintendent and the Provincial Grand Chapter and the Officers and Members of Provincial Grand Chapter shall be governed and regulated by the same laws and regulations as the ME The First Grand Principal and Grand Chapter and its Officers and Members so far as the same are applicable.

CERTIFICATE:

Approved by the ME Grand Superintendent

J TREVOR BROADLEY (Signed)

.....
J Trevor Broadley, JP, Grand Superintendent
27 October 2005

Confirmed by Provincial Grand Chapter at Bradford on 12 November 2005

Approved by the ME First Grand Principal

GRAHAM F REDMAN (Signed)

.....
Graham F Redman, Assistant Grand Scribe E
For Grand Scribe E
As of 22 November 2005

Amendment to by Laws

By Law 14- Re written

Approved by Grand Superintendent – 20th August 2019
Approved by Provincial Grand Chapter – 16th November 2019
Approved by Supreme Grand Chapter-

Amendment to by Laws

By Law 15- Re written
By Law 10 deleted

Approved by Grand Superintendent – 10th March 2021
Approved by Provincial Grand Chapter – 20th November 2021
Approved by Supreme Grand Chapter-

Amendment to by Laws

By Law 9 and 11 both amended to replace the term Provincial Advisory Committee with
Provincial Advisory Council.

Approved by Grand Superintendent – 15th March 2023
Approved by Provincial Grand Chapter – 18th November 2023
Approved by Supreme Grand Chapter-