

PROVINCE OF WEST WALES

PROVINCIAL GRAND CHAPTER BY-LAWS

Revised July 2008

NOTE

This document contains the By Laws presented to, and adopted by, the Annual Meeting of Provincial Grand Chapter on 3rd July 2008.

PROVINCIAL GRAND CHAPTER OF WEST WALES BY-LAWS

1. PROVINCIAL GRAND CHAPTER

The Provincial Grand Chapter shall consist of the:

Grand Superintendent

Deputy Grand Superintendent

Provincial Grand Chapter Officers

Past Provincial Grand Chapter Officers

Provincial Grand Chapter Stewards

Principals and Past First Principals of all Chapters within the Province, and

Past First Principals of any Chapter under the English Constitution, if members of Grand Chapter,

all being a subscribing member of a Chapter within this Province.

Any Chapter or Companion failing to make the payments enjoined by these by-laws shall not be entitled to be represented, vote, or sit in the Provincial Grand Chapter.

2. ORDER OF PRECEDENCE OF PROVINCIAL GRAND OFFICERS

This Collective Body shall be styled "The Provincial Grand Chapter of West Wales" and its Members take rank within the Province in the following order:

The Grand Superintendent

Past Grand Superintendents

Deputy Grand Superintendent

Past Deputy Grand Superintendents

Second Provincial Grand Principal

Past Second Provincial Grand Principals

Third Provincial Grand Principal

Past Third Provincial Grand Principals

Provincial Grand Scribe E.

Past Provincial Grand Scribes E.

Provincial Grand Scribe N.

Past Provincial Grand Scribes N.

Provincial Grand Treasurer
Past Provincial Grand Treasurers
Provincial Grand Registrar
Past Provincial Grand Registrars
Provincial Grand Director of Ceremonies
Past Provincial Grand Directors of Ceremonies
Provincial Grand Sword Bearer
Past Provincial Grand Sword Bearers
Provincial Deputy Grand Director of Ceremonies
Past Provincial Deputy Grand Directors of Ceremonies
Provincial Grand Almoner
Past Provincial Grand Almoner
Provincial Grand Charity Steward
Past Provincial Grand Charity Steward
Provincial Principal Grand Sojourner
Past Provincial Principal Grand Sojourners
Provincial First Assistant Grand Sojourner
Past Provincial First Assistant Grand Sojourners
Provincial Second Assistant Grand Sojourner
Past Provincial Second Assistant Grand Sojourners
Provincial Assistant Grand Scribe E.
Past Provincial Assistant Grand Scribes E.
Provincial Grand Standard Bearer
Past Provincial Grand Standard Bearers
Provincial Grand Organist
Past Provincial Grand Organists
Provincial Assistant Grand Director of Ceremonies
Past Provincial Assistant Grand Directors of Ceremonies
Provincial Grand Stewards
Past Provincial Grand Stewards
Provincial Grand Janitor
Past Provincial Grand Janitors
The Three Principals of every Chapter in the Province, according
to the seniority of the Chapter
Past First Principals of or in every Chapter in the Province,
according to the seniority of the Chapter

3. MEETINGS OF PROVINCIAL GRAND CHAPTER

- (a) The Grand Superintendent shall hold a Provincial Grand Chapter in such place within his Province, and at such time as seems to him most convenient, at least once in every year.
- (b) The Grand Superintendent may, in like manner, convene Special or Emergency meetings of Provincial Grand Chapter. The reason for convening such a meeting shall be stated in the summons, and no other business shall be dealt with at that meeting.

4. NOTICES OF MEETINGS

Fourteen days' notice of all Provincial Grand Chapters appointed to be held (except those of emergency, when ten days shall be considered sufficient) shall be given by the Provincial Grand Scribe E. to each Member of Provincial Grand Chapter and to the Scribe E of each Chapter in the Province..

5. CHAPTER NOT BEING REPRESENTED AT MEETINGS OF PROVINCIAL GRAND CHAPTER

Any Chapter not being represented by its First Principal or by one, at least, of its members (being qualified) at Provincial Grand Chapter, shall be subject to such disciplinary action as the M.E. Grand Superintendent deems appropriate.

6. PROPER CLOTHING TO BE WORN

No Companion shall, on any pretence, be admitted into the Provincial Grand Chapter without being properly clothed.

7. UNAUTHORISED JEWELS

No honorary or other jewel, nor emblem, shall be worn in the Provincial Grand Chapter, which shall not appertain to or be consistent with those degrees which are recognised and acknowledged by and under the control of the Supreme Grand Chapter

8. MOTIONS TO BE BROUGHT BEFORE PROVINCIAL GRAND CHAPTER

- (a) Every Motion intended to be made at Provincial Grand Chapter (complimentary thanks to individuals or local authorities and the like excepted) shall be in writing, and appended thereto shall be the name and Masonic rank of the mover, and the name and number of the Chapter.
- (b) Such motion shall be transmitted to the Provincial Grand Scribe E. not later than ten weeks before the annual meeting of Provincial Grand Chapter referred to in By Law 3(a), or as required in accordance with Rule 83, Book of Constitutions.
- (c) Notwithstanding paragraphs (a) and (b), the Grand Superintendent, or in his absence, his Deputy, may bring forward, or permit to be brought forward, any motion he may deem advisable.

9. SPEAKING TO MOTIONS

Everyone who speaks shall rise and remain standing addressing himself to the Grand Superintendent or presiding officer. No Companion shall presume to interrupt the speaker, unless it is to address the Grand Superintendent on a point of order, or if the Grand Superintendent shall think fit to call the speaker to order; but after being set right the speaker may proceed, if he observes due order and decorum. No Companion shall speak twice to the same question unless in explanation, or the mover in reply.

10. VOTING

All matters are to be decided by a majority of votes, each Member having one vote, and the Grand Superintendent or presiding officer a casting vote, unless the Provincial Grand Chapter, for the sake of expedition, think proper to leave any particular subject to the determination of the Grand Superintendent. The votes of the Members are to be signified by a show of hands, which the Provincial Grand Assistant Sojourners are to count, if necessary.

11. MOTIONS ADOPTED

All motions, by-laws and resolutions adopted at the Annual Meeting of the Provincial Grand Chapter shall, if approved by

the Grand Superintendent, (and, where required, by the First Grand Principal), require no further confirmation.

12. MEMBERS TO KEEP THEIR SEATS

All Members are to keep their seats, with the exceptions of any Officer who is required to move about from place to place in the discharge of his duties, or is required to do so by the Grand Superintendent.

13. THE PROVINCIAL GRAND CHAPTER COMMITTEE

(a) Constitution - The

- (i) Grand Superintendent,
- (ii) Deputy Grand Superintendent,
- (iii) Past Grand Superintendents,
- (iv) Past Deputy Grand Superintendents,
- (v) Second and Third Provincial Grand Principals,
- (vi) Provincial Grand Scribe E,
- (vii) Provincial Grand Treasurer,
- (viii) Provincial Grand Director of Ceremonies,
- (ix) Officers of Grand Chapter
- (x) one installed Principal from each Chapter in the Province elected to the Provincial Grand Chapter Committee annually by each Chapter on the day fixed for the installation of its First Principal.

shall constitute a Committee to be called the Provincial Grand Chapter Committee, and hereinafter referred to as “the Committee”.

(b) Meetings - The Committee shall meet at such times and places as the Grand Superintendent may direct; five members to form a quorum. There shall be at least one meeting in every year which shall take place not less than eight weeks before the annual meeting of Provincial Grand Chapter referred to in By Law 3(a). Ten days' notice of meeting shall be given to each member by the Provincial Grand Scribe E. In cases of emergency five days notice shall be considered sufficient.

(c) Chairman - The Chairman shall be the first of the following who are present:

- (i) Grand Superintendent,

- (ii) Deputy Grand Superintendent,
- (iii) Second Provincial Grand Principal,
- (iv) Third Provincial Grand Principal

If none of these are present, the Meeting shall appoint a Chairman.

- (d) **Business** - To consider all matters of a charitable, financial and general character, and make recommendations thereon. Such recommendations, if approved by the Grand Superintendent, are to be included in the agenda for the next meeting of Provincial Grand Chapter.
- (e) **Notice of Motion** - All notices of motion for discussion at Provincial Grand Chapter Committee shall be forwarded to the Provincial Grand Scribe E not later than ten weeks before the annual meeting of Provincial Grand Chapter referred to in By Law 3(a), and shall be signed by the mover, who shall add his Masonic rank and the name and number of his Chapter. This, however, shall not debar the representatives of any Chapter from bringing forward a subsequent matter of importance for discussion if approved by the Grand Superintendent (or, if he is unavailable, by the Deputy Grand Superintendent, by the Second Provincial Grand Principal or by the Third Provincial Grand Principal), provided that the Chairman permits the same to be brought forward.
- (f) **Minutes** - The proceedings of the Committee shall be duly recorded in a minute book to be kept for the purpose.
- (g) The Committee shall have power to subdivide itself into sub-committees for special purposes, if desired and approved by Grand Superintendent.

14. PAST FIRST PRINCIPALS OF CHAPTERS IN ARREARS

A Past First Principal shall not be eligible to be a member of the Provincial Grand Chapter Committee if his Chapter is in arrears with its contributions to the funds of Provincial Grand Chapter. (see By Laws 15 and 18 (d)(ii))

15. CHARITY AND OTHER MASONIC PURPOSES

In order to provide a local fund to be appropriated to Charitable and other Masonic purposes, or in order to defray any expenses

incurred by Provincial Grand Chapter, every Chapter shall pay to the Provincial Grand Chapter such sums as shall be determined from time to time by Provincial Grand Chapter as follows:

Annual Dues per Subscribing Member

For every subscribing member, annually, such a sum as the Provincial Grand Chapter may resolve at its Annual Meeting after due notice on the Summons.

Dispensations

For every dispensation issued by command of the Grand Superintendent under the provisions of the Book of Constitutions, such sum as the Provincial Grand Chapter may resolve at its Annual Meeting after due notice on the Summons.

16. REGISTRATION FEES

- (a) Except as provided for at (b) below, a registration fee shall be payable by every Companion who falls into one of the following categories:
 - (i) Appointment to the office of 2nd Provincial Grand Principal or 3rd Provincial Grand Principal.
 - (ii) First appointment to an office, Acting or Past, of Provincial Grand Chapter.
 - (iii) Promotion to Acting or Past Provincial Office.
(For the sake of clarity, no fee shall be payable by a Companion who continues in the same office from one year to the next)
- (b) No fee shall be payable by a Companion who is promoted to a Past Provincial Office immediately on the cessation of his term as Acting Provincial Grand Steward.
- (c) The amount of the registration fees shall be as determined by the Provincial Grand Chapter from time to time after due notice on the Summons. It shall be permissible for the level of fees to be amended by the Provincial Executive at the Appointments Meeting each year, provided that the revised fees shall be submitted to the next meeting of the Provincial Grand Chapter for ratification.

17. BRETHREN TO PROVIDE THEIR OWN CLOTHING

Every Companion appointed to office in the Provincial Grand Chapter, except that of Steward, shall provide his proper clothing and shall, during his year of office, be responsible for the insurance and safe custody of the Jewel of his office, and shall return it at or before the next Annual Meeting of Provincial Grand Chapter. In default thereof he shall pay to the Provincial Grand Chapter the cost of replacement.

18. ANNUAL RETURNS & RELATED MATTERS

- (a) The Scribe E. of each Chapter must report the death, resignation or exclusion of any member of the Chapter or the election of any member to honorary membership, within 10 days of it becoming known to him.
- (b) The Scribe E., and if necessary the Treasurer, shall cause all Grand Chapter registration forms, together with any appropriate fee, to be sent to the Provincial Grand Scribe E. within 7 days of the admission of a member to the Chapter.
- (c) The Provincial Grand Scribe E. (or, on his behalf, the Provincial Grand Secretary) shall on 1st January each year, or as soon as is practical thereafter, send or transmit to the Scribe E. of each Chapter in the Province, a list showing the names of all Companions who, according to the Provincial records, were subscribing members of the Chapter during the preceding calendar year. That list will be accompanied by an account showing the total amount payable by the Chapter by virtue of the provisions of By Law 15.
- (d) The Scribe E. and Treasurer of each Chapter shall:-
 - (i) if necessary, within 14 days of the issue of the list transmit to the Provincial Grand Scribe E. (or if appropriate the Provincial Grand Secretary) a list of any amendments to be made to the list of members so that a revised list and revised account may be issued.
 - (ii) by no later than 31st January send payment of the amount due to the Provincial Grand Treasurer .
- (e) The First Principal of each Chapter shall cause to be produced a report of the proceedings of his Chapter during

the past year, including the number of Chapters held, exaltations; the names of the newly-appointed Officers, together with any other details bearing upon the past and present condition of the Chapter.

- (f) A copy of the report referred to in (e) together with
 - (i) the Statement of Accounts including the Annual Balance Sheet of the Chapter as audited; and
 - (ii) the Statement of Accounts including the Annual Balance Sheet of all other accounts in the name of the Chapter (such as any Benevolent, Charity or Dining Funds), as detailed in rule 153, Book of Constitutions,shall be forwarded to the Grand Superintendent, Deputy Grand Superintendent, Second Provincial Grand Principal, Third Provincial Grand Principal, Provincial Grand Treasurer and Provincial Grand Scribe E. immediately the same is adopted by the Members of the Chapter.
- (g) The Principals of each Chapter shall, through the Scribe E. of the Chapter, at the same time as they are forwarded to the Members of the Chapter, send or transmit a copy of every summons convening regular and emergency meetings of the Chapter to the following:
 - (i) Grand Superintendent
 - (ii) Deputy Grand Superintendent
 - (iii) Second & Third Provincial Grand Principals
 - (iv) Provincial Grand Scribe E

19. INSTALLATION RETURNS

Each Chapter, immediately after the installation of the Principals, shall forward a return to the Provincial Grand Scribe E. of the names and addresses of the Principals and Officers of the Chapter, together with the names and addresses of the installed First Principal elected to represent it on the Provincial Grand Chapter Committee (See by-law No 13(a)). The return shall be made on a form provided by the Provincial Grand Scribe E.

20. QUALIFICATIONS OF PAST OFFICERS

No Companion shall be allowed to rank as a Past Provincial Grand Officer unless he has served in his office from the regular

meeting at which he shall be appointed until the corresponding regular meeting in the following year, or unless the honour of Past Provincial Grand Rank shall have been conferred upon him in accordance with the provisions of the Book of Constitutions.

21. THE PROVINCIAL GRAND TREASURER

- (a) The Provincial Grand Treasurer shall be elected annually by the Provincial Grand Chapter.
- (b) The Provincial Grand Chapter Banking Accounts shall be in the name of the Provincial Grand Chapter.
- (c) The signatory to such accounts shall be the Provincial Grand Treasurer or in his absence the Provincial Grand Scribe E. or the Deputy Grand Superintendent or any other Companion designated to do so by the Provincial Grand Chapter from time to time after due notice in the summons.
- (d) In the event of the incapacity of the Provincial Grand Treasurer, and upon due notification to the Bank by the Grand Superintendent, the Provincial Grand Scribe E. will act in every way as Provincial Grand Treasurer until a new Treasurer shall have been either duly appointed by the Grand Superintendent under rule 31(f), General Regulations (Royal Arch), or elected and invested at the next regular Annual Meeting of Provincial Grand Chapter.
- (e) The Provincial Grand Treasurer shall:-
 - (i) receive all monies payable to the Provincial Grand Chapter;
 - (ii) keep proper accounting records thereof;
 - (iii) disburse the same in such manner as the Provincial Grand Chapter shall direct, distinguishing the respective uses for which the several sums are expended;
 - (iv) present his Annual Statement, duly audited, to the Provincial Grand Chapter Committee; and
 - (v) ensure that a copy of the Annual Statement referred to in (iv) above is forwarded to each Member of Provincial Grand Chapter who has not previously received the same, with the notice of Annual Meeting.
- (f) The Provincial Grand Treasurer shall be prepared, whenever required by notice in writing from the Grand

Superintendent or his Deputy, to pay over to any Companion whom the Grand Superintendent or his Deputy may nominate, the monies in his possession, and to deliver to such Companion all records and papers being the property of the Provincial Grand Chapter.

- (g) The Provincial Grand Treasurer shall keep a due record of the Jewels belonging to Provincial Grand Chapter.

22. CUSTODY OF PROPERTY

Property being regalia, other than the Jewels of the Provincial Grand Officers, or being required for the purpose of Masonic Ceremony belonging to Provincial Grand Chapter shall be in the care of the Provincial Grand Director of Ceremonies.

23. DIFFERENCES AND COMPLAINTS

Full details of differences and complaints that cannot be resolved privately or in some regular Chapter shall be sent by the Scribe E. of the Chapter to the Provincial Grand Scribe E. who will submit them to the Grand Superintendent. The Scribe E. of the Chapter shall send a copy of those details to the Companion or Companions who are accused or implicated. The Grand Superintendent, when all parties have been summoned to attend before him and the matter investigated, shall make such order, and adjudication as shall be within the laws and regulations of Freemasonry.

24. BREACH OF LAWS

A Companion within the Province offending against any law or regulation of the Royal Arch, to the breach of which no specific penalty is attached by the by-laws of the Provincial Grand Chapter, shall at the discretion of the Grand Superintendent, be subject to admonition or suspension.

25. A CHAPTER OFFENDING AGAINST LAWS, ETC.

A Chapter offending against any law or regulation of the Royal Arch, to the breach of which no specific penalty is attached, shall, at the discretion of the Grand Superintendent, be subject to such disciplinary action as the Grand Superintendent deems appropriate

26. APPLICATIONS FOR DISPENSATIONS

Applications for Dispensations are to be made through the Provincial Grand Scribe E., accompanied by the Fee specified in by-law 15.

27. CORRESPONDENCE

All applications to, and official correspondence with, the Grand Superintendent or the Committee, shall be made through the Provincial Grand Scribe E..

28. BY-LAWS NOT TO BE ALTERED WITHOUT NOTICE

These by-laws of the Provincial Grand Chapter of West Wales shall be binding on all the Chapters of the Province, unless and until the same, or any of them, be legally repealed or altered; and no by-law of this Provincial Grand Chapter shall be repealed or altered, or a new by-law introduced, until after due notice be given thereof, in order that the particulars of any intended repeal, alteration, or addition, may be regularly inserted in the circular or notice convening the Provincial Grand Chapter at which it is proposed to submit the same for consideration.