



**THE SUPREME ORDER OF  
ROYAL ARCH MASONS OF ENGLAND**

**BY-LAWS  
(Revised 2017)**

**for the government of  
PROVINCIAL GRAND CHAPTER  
of the  
PROVINCE OF WORCESTERSHIRE**

Consecrated 1880. Original By-Laws approved 1882

**PREAMBLE**

The Provincial Grand Chapter shall consist of the following:  
The M E Grand Superintendent  
The Deputy Grand Superintendent  
The Provincial Grand Officers of the year  
The Past Provincial Grand Officers who are both members of the Supreme Grand Chapter and subscribing members of a Chapter within the Province.  
The Principals of all Chapters in the Province and  
The Past Principals of any Chapter under the Grand Chapter who are both members of the Grand Chapter and subscribing members of any Chapter within the Province.

- 1 **CONVOCATIONS.** The Annual Convocation of Provincial Grand Chapter shall be held at a date and time to be fixed by the Grand Superintendent, and at such place as may be appointed by him.

At this Convocation the election of the Provincial Grand Treasurer and the appointment of the Provincial Grand Officers and all other requisite appointments and elections shall take place. A Report on the state of the Royal Arch Masonry in the Province shall be given by the Provincial Grand Scribe E. No other business shall be brought forward unless not less than three months' notice has been given to the Provincial Grand Scribe E of an intention to introduce it and notice thereof has been given in the Summons convening the Provincial Grand Chapter. The Grand Superintendent may call such other Convocations of Provincial Grand Chapter as he shall consider necessary from time to time.

- 2 **VISITORS.** Companions, not being members of Provincial Grand Chapter, providing they be subscribing members to some Chapter, may, by permission of the Grand Superintendent, be present, but they cannot vote and may only take part in the discussion when requested by the Grand Superintendent to do so.

- 3 **FEES** The following fees or dues shall be payable to Provincial Grand Chapter Funds:  
Registration of a new Chapter £50.00 For every Dispensation £ 20.00  
**DUES.** In respect of each of its subscribing members, whether in arrears or not, every Chapter in the Province shall pay to the Provincial Grand Chapter ANNUAL DUES OF £10 or such lesser amount as Provincial Grand Chapter shall, in Annual Convocation, decide by resolution after notice on the Summons

Registration on Exaltation	£ 10.00
Registration on joining or re-joining	£ 10.00

- 4 **FEES** on Provincial Appointment

Every companion, on his First Appointment to an Acting Provincial Office or to Past Provincial Rank shall immediately pay to Provincial Grand Chapter Funds a Registration Fee of £ 25.00  
Every Companion on his promotion to a Past Provincial Grand Rank shall  
Pay a Registration Fee of £ 10.00

**5 PROPERTY OF PROVINCIAL GRAND CHAPTER**

The Regalia, Clothing, Insignia, Jewels, etc. belong to and are the property of the Provincial Grand Chapter, and are in the care of the Provincial Grand Scribe E, who shall sign an Inventory prior to the Annual Convocation of Provincial Grand Chapter for inclusion in the Minutes. Every Provincial Grand Officer for the time being shall be responsible for the safe custody of the Jewel of his Office and shall return it prior to or at the Annual Convocation of Provincial Grand Chapter in accordance with the instructions of the Provincial Grand Scribe E.

**6 PROVINCIAL GRAND TREASURER.** Nominations for the Office of Provincial Grand Treasurer shall be communicated in writing to the Provincial Grand Scribe E not less than six months before the Annual Convocation of Provincial Grand Chapter, when his election shall take place and his duties commence. Should two or more candidates be nominated, the elections shall be by ballot. In the event of equality of votes, the Presiding Officer shall give a casting vote.

Should there be no previous nominations as herein provided, the Presiding Officer shall nominate a Companion for election by Provincial Grand Chapter.

In the event of a vacancy in the Office of Provincial Grand Treasurer by death or otherwise, the Grand Superintendent shall appoint a Companion to act until the next Annual Convocation.

All sums of money belonging to Provincial Grand Chapter shall be deposited in such Bank as shall be agreed in Provincial Grand Chapter. All cheques up to a limit of £ 1000.00 shall be signed by any one of the Grand Superintendent, his Deputy, the Provincial Grand Treasurer, or the Provincial Grand Scribe E, and in the case of an amount in excess of £ 1000, by any TWO of these signatories.

**7 THE ACCOUNTS** shall be audited annually by two members of Provincial Grand Chapter, who shall be appointed at the Annual Convocation. They shall sign the accounts and may report to the Grand Superintendent on any matter connected therewith.

A copy of the audited accounts shall be sent to each member of the Provincial Grand Chapter with the Notice summoning the Annual Convocation, and to the Scribe E of every Chapter in the Province.

The Provincial Grand Treasurer shall present the audited accounts at the Annual Convocation of the Provincial Grand Chapter.

**8 PROVINCIAL GRAND CHAPTER CHARITY FUND** The Provincial Grand Chapter of Worcestershire Charity Fund (The Fund) is a registered charity which is designed to facilitate the charitable activities of the Royal Arch Chapters in the Province. All monies held by The Fund shall be administered by the Trustees who are the Most Excellent Grand Superintendent, the Deputy Grand Superintendent, the Second Provincial Grand Principal, the Third Provincial Grand Principal and the Provincial Grand Treasurer for the time being, in accordance with the terms of the charitable trust deed and in compliance with charity law.

**9 PROVINCIAL GRAND SCRIBE E** The Provincial Grand Scribe E shall issue to the Members of Provincial Grand Chapter not less than four weeks before each Convocation Summones which shall notify the business to be transacted. He shall attend all such convocations and shall make minutes of all transactions, which shall be inscribed in a book to be kept by him for that purpose. He shall send forms of the Annual and other Returns required by Provincial Grand Chapter to the Scribe E of each Chapter in the Province not less than thirty days prior to its Installation Convocation in each year, and shall make an analysis of such returns for the information of the Grand Superintendent.

**10 RETURNS.** The First Principal of every Chapter in the Province, shall upon his Installation, supply to the Provincial Grand Scribe E a copy of the Annual Returns to be supplied to Supreme Grand Chapter. A Provincial Return to be made on the forms provided, together with the dues payable thereon. A copy of the Annual Statement of the Accounts of the Chapter and the Charity accounts showing the details of Charities receiving donations.

11 **NEGLECT TO MAKE RETURNS.** Should any Chapter neglect to make its returns for the space of two calendar months after the same shall have become due, it will be liable for Admonition by the M E Grand Superintendent.

12 **ORDER IN PROVINCIAL GRAND CHAPTER.** All members shall remain in their place except Provincial Grand Scribe E, Provincial Grand Director of Ceremonies, his Deputy and Assistants, and the Provincial Grand Stewards, who are allowed to move about in the discharge of their duties.

Every Companion who speaks shall rise and remain standing, addressing himself to the Grand Superintendent, and he shall not be interrupted, unless by a Companion addressing the Grand Superintendent on a point of order, or unless the Grand Superintendent shall himself think fit to call the speaker to order.

No Companion shall speak twice on the same question, unless in explanation, save for the mover of a resolution who shall have the right to conclude the debate.

13 **PROVINCIAL GRAND CHAPTER FUNDS.** The cost of conducting the affairs of Provincial Grand Chapter shall be a first charge on the Revenue thereof.

14 **PRIVATE CHAPTER SUMMONS.** The First Principal of each Chapter shall cause such number of copies of the Summons of every Convocation of his Chapter as the Provincial Grand Scribe E shall request from time to time to be forwarded to the Provincial Office of the Provincial Grand Chapter immediately on publication for circulation by the Provincial Grand Scribe E to the Grand Superintendent, the Deputy Grand Superintendent, the Second and Third Provincial Grand Principals, the Provincial Grand Director of Ceremonies, and the Provincial Grand Scribe E.

15 **COMMUNICATIONS TO THE GRAND SUPERINTENDENT.** All applications and communications from Private Chapters to the Grand Superintendent shall be made in writing addressed to the provincial Grand Scribe E.

16 **R.A. REGULATIONS, PROVINCIAL GRAND CHAPTER BY-LAWS, AND PRIVATE CHAPTER BY-LAWS.** Every newly installed First Principal shall be presented with the Regulations of The Supreme Grand Chapter (as contained in the Book of Constitutions), together with the By-Laws of Provincial Grand Chapter, and the By-Laws of his Chapter.  
A copy of the Royal Arch Regulations, together with the By-Laws of the Chapter shall be presented to each Candidate on his Exaltation.

17 **ALTERATION OF PROVINCIAL BY-LAWS.** No alteration in, or addition to, these By-Laws shall be made except by Resolution carried at a Convocation of Provincial Grand Chapter by a majority of at least two-thirds of the Members present and voting after due notice has been given to the Provincial Grand Scribe E and inserted in the Summons for the Convocation.

At such Convocation, any Member of Provincial Grand Chapter present may move an amendment of the alteration proposed, in respect of which not less than 14 days written notice shall have been given to the Provincial Grand Scribe E and such amendment shall be first put to the Convocation, and, if carried, shall then be put as a substantive Resolution provided that the Presiding Officer at such Convocation shall have the discretion either to amend or abridge an amendment before putting it to the Convocation as a substantive Resolution, or to adjourn the proposed amended Resolution to a subsequent Convocation. If the proposed alteration or the amendment thereto shall be agreed to and afterwards confirmed and duly approved by the Most Excellent The First Grand Principal, the Provincial Grand Scribe E shall enter the same in the Book of the By-Laws.

By-Laws and Resolutions passed in Provincial Grand Chapter shall require no confirmation, except as provided in the Royal Arch Regulations.

Approved 08<sup>th</sup> April 2017