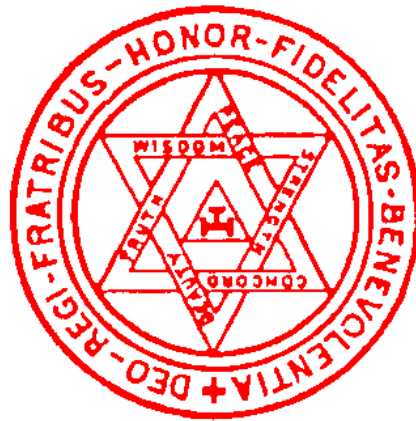


**THE MOST ANCIENT AND HONOURABLE
FRATERNITY OF FREE AND ACCEPTED MASONS
OF ENGLAND AND WALES**



Province of Durham

**BY-LAWS
of
Provincial Grand Chapter**

OFFICES OF PROVINCIAL GRAND CHAPTER:

8 THE ESPLANADE, SUNDERLAND, SR2 7BH

www.durhamfreemasons.org

BY - LAWS

For the Government Of The

Provincial Grand Chapter of Durham

Effective from 27th May 2015

1 MEMBERS OF PROVINCIAL GRAND CHAPTER

The Provincial Grand Chapter of Durham shall consist of:-

The Grand Superintendent

The Deputy Grand Superintendent

The Second Provincial Grand Principal

The Third Provincial Grand Principal

The Assistants to the Provincial Grand Principals

Present and Past Provincial Grand Officers

The Three Principals of every Chapter within the Province

The Present and Past Provincial Grand Chapter Officers of other Provinces

Past First Principals of any Chapter under the English Constitution

So long as they are in every case Members of Supreme Grand Chapter and Subscribing Members of a Chapter within the Province.

2 PRECEDENCE

The members of Provincial Grand Chapter shall take precedence within the Province in accordance with Rule 34, Royal Arch Regulations of the Book of Constitutions.

3 MEETINGS

a) The Provincial Grand Chapter of Durham shall meet at least once in every year at such time and place as the Grand Superintendent or the Deputy Grand Superintendent shall appoint. Notice of such Meeting to be sent to the First Principal of each Chapter at least 28 days before the Meeting.

No business involving discussion shall be brought forward unless 21 day's Notice in writing has been given to the Provincial Grand Scribe E.

b) The Grand Superintendent or the Deputy Grand Superintendent has power to convene an Emergency Meeting of Provincial Grand Chapter whenever needed. The reason for convening such a Meeting shall be stated on the summons, and no other business shall be transacted.

c) No Chapter of Emergency shall be held by any Chapter on the day upon which the Provincial Grand Chapter is appointed to be held.

4 PROVINCIAL GRAND TREASURER

The Provincial Grand Treasurer shall be elected at the Annual Meeting of Provincial Grand Chapter and all nominations for this Office shall be sent to the Provincial Grand Scribe E at least two calendar months before the meeting. No further nominations shall be submitted except by permission of the Grand Superintendent.

If the Office of Treasurer becomes vacant through death or other cause, the Grand Superintendent or his Deputy may invite a Past Provincial Grand Treasurer to perform the duties until the next regular date of election.

5 PROVINCIAL GRAND OFFICERS

a) At the Annual Meeting of Provincial Grand Chapter, the Grand Superintendent will appoint the Provincial Grand Officers who together with the Treasurer shall be duly invested.

b) On first appointment to Acting or Past Rank, a Companion shall pay a Registration Fee. This Registration Fee shall be £35.00 plus any taxes and shall be payable immediately upon acceptance of the Rank.

c) On appointment to Deputy Grand Superintendent, Second or Third Grand Principal, a Companion shall pay a Registration Fee. This Registration Fee shall be the amount

levied by the Supreme Grand Chapter of England for registration of a Deputy Grand Superintendent, Second or Third Grand Principal.

d) Every Acting Provincial Grand Officer shall be responsible for the safe custody of the Jewel of his office and for its safe return to the Provincial Office at least 14 days before the next Annual Meeting.

e) The Grand Superintendent may appoint Companions to fill casual vacancies which occur amongst Acting Provincial Grand Officers, including that of Treasurer.

6 CHAPTER RETURNS

Every Chapter shall:

a) Within one month after the Installation of the Principals each year transmit to the Provincial Grand Scribe E, upon a printed form which he shall provide, a return concerning the Chapter and its members. Such return shall be signed by the First Principal and the Scribe E. It shall be the duty of every Chapter to keep a register and to enter therein all the particulars which are required to be specified on the Return. Every Chapter, when it makes the Return required by this By-Law, shall remit the proper fees and Annual Dues to the Provincial Grand Scribe E.

b) Within seven days after the Annual Installation send to the Provincial Grand Scribe E, on a printed form, the names and addresses of the Principals, of all the Officers then appointed and all Past Principals entitled to attend Provincial Grand Chapter.

c) In the month of March each year send a Report by the First Principal of the Chapter to the Provincial Grand Scribe E referring to the state of his Chapter in such form as the Grand Superintendent may from time to time prescribe.

d) Send all dues and other monies payable to the Provincial Grand Chapter fund or to Provincial Grand Chapter to the Provincial Grand Scribe E, who shall, on behalf of the Provincial Grand Treasurer, pay the same into an account opened and kept at a bank, as specified in By-Law 8.

7 FINANCIAL RESPONSIBILITY

The Grand Superintendent, on the advice of the Provincial Grand Treasurer, the Deputy Grand Superintendent, the Second and Third Provincial Grand Principals and the Provincial Grand Scribe E, shall establish a policy to undertake the financial transactions of the Province, including ordinary and extraordinary payments in the operation of Provincial Grand Chapter and the investment of funds not immediately required. All such transactions shall be reported to Provincial Grand Chapter, by the Provincial Grand Treasurer, at the next Annual Meeting.

8 PROVINCIAL GRAND CHAPTER FUNDS

The Provincial Grand Treasurer shall make recommendations in his Annual Report to Provincial Grand Chapter with regard to the financial affairs of Provincial Grand Chapter, including grants for charitable and other purposes; and with regard to such other matters as the Grand Superintendent or Provincial Grand Chapter may refer to him.

The Title Deeds of all property and certificates, and other securities or documents of all investments shall be kept in the Provincial Grand Lodge vault or a bank nominated by the Grand Superintendent or his Deputy.

9 PROVINCIAL GRAND CHAPTER ACCOUNTS

The Provincial Grand Treasurer shall keep such books of account and records as may be necessary for the proper accounting of the financial transactions of the Provincial Grand Chapter fund. He shall receive from the several Chapters dues and other monies payable to the Provincial Grand Chapter. All monies received shall forthwith be deposited in the name of Provincial Grand Chapter of Durham in such Bank as the Grand Superintendent or his Deputy may from time to time determine.

The audited accounts shall be presented for adoption at the Annual General Meeting of Provincial Grand Chapter.

The Accounts shall be made up to the 31st December of the preceding year and be audited by a firm of professionally qualified accountants and auditors, who shall have been duly elected at the previous Annual Meeting.

The Statement of Accounts, when audited, shall be printed and sent with the summons convening the Annual Meeting of Provincial Grand Chapter.

10 PAYMENTS

All payments from Provincial Grand Chapter Funds, or by Provincial Grand Chapter, shall be made by cheque, such cheques to be signed by the Provincial Grand Treasurer and counter-signed by the Provincial Grand Scribe E, the Deputy Grand Superintendent or a Provincial Principal.

In the absence of the Provincial Grand Treasurer, or in cases of emergency, cheques shall be signed by the Provincial Grand Scribe E and counter-signed by the Deputy Grand Superintendent or a Provincial Principal.

11 DUES - FEES

The following fees shall be payable to the Provincial Grand Chapter Fund by each of the Chapters in the Province.

a) In respect of each subscribing member recorded on the Annual Return of Membership, Annual Dues of £20.00 or

such lesser amount as decided by resolution from time to time by Provincial Grand Chapter.

b) For every person who has been exalted since the last Annual Return of Membership, £1.00p.

c) For every Companion joining from a Chapter under the English, Scottish, Irish or other recognised Constitution, £1.00p.

d) For the registration of a new Chapter, £30.00.

12 CHAPTER SUMMONS

The Scribe E of each Chapter in the Province shall send to the Grand Superintendent, the Deputy Grand Superintendent, the Second and Third Provincial Grand Principals and the Provincial Grand Scribe E, a copy of the summons for every meeting of his Chapter at the same time as they are sent to the members.

13 CHAPTER ACCOUNTS

The Scribe E of every Chapter in the Province shall send annually to the Provincial Grand Scribe E an audited copy of all financial statements and accounts for his Chapter, at the same time as they are sent to the members of the Chapter, as required by the Chapter By-Laws.

14 CHAPTER BY-LAWS

Every Chapter in the Province shall frame By-Laws or revise if necessary its existing By-Laws so as to be in strict accordance with the Book of Constitutions and the By-Laws of Provincial Grand Chapter. No By-Laws, or alteration thereof, shall come into operation until approved in accordance with this By-Law. Chapter By-Laws and every alteration thereof must be submitted to the Provincial Grand Scribe E for approval by the Grand Superintendent and subsequent transmission to the Grand Scribe E for approval by the First Grand Principal, if required. When finally approved, the By-Laws must be printed and a copy thereof sent to the Grand Scribe E and to the Provincial Grand Scribe E.

15 COMMUNICATIONS

All applications or communications to the Grand Superintendent, the Deputy Grand Superintendent, or the Second and Third Provincial Grand Principals shall be made only through the Provincial Grand Scribe E, unless special licence has been given.

16 ALTERATIONS TO BY-LAWS

Except as otherwise required by Rule 83 Book of Constitutions, no motion shall be proposed in Provincial Grand Chapter, or alteration made in any By-Law, unless

notice of such proposed alteration has been sent to the Provincial Grand Scribe E, in time for him to insert the same in the summons convening Provincial Grand Chapter. But in case of any matter of urgency such matter may, with prior permission of the Grand Superintendent, be discussed and determined at Provincial Grand Chapter.

17 PUBLICATION OF BY-LAWS

These By-Laws, when duly approved, shall be binding on all Chapters within the Province, until altered by the Provincial Grand Chapter, upon proper notice in accordance with By-Law No. 16. They shall be printed at the expense of Provincial Grand Chapter and a copy thereof sent to every Chapter in the Province. Additional copies to Chapters or individual Companions will be supplied by the Provincial Grand Scribe E at a cost.

A copy of these By-Laws shall be presented to the First Principal of every Chapter in the Province upon his installation.

**Approved by Provincial Grand Chapter at Rainton
Meadows, 27th May, 2015**

N E HEAVISIDE (Signed)

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**Norman Eric Heaviside, Grand Superintendent
27th May, 2015**

Approved by the First Grand Principal

GRAHAM F REDMAN (Signed)

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**Graham Frederick Redman, Deputy Grand Scribe E for the
Grand Scribe E**