



Provincial Grand Chapter of Berkshire

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E Comp Jeremy G Whitmore, PGStB, Deputy Grand Superintendent
E Comp Michael J Warner, PAGDC, Second Provincial Grand Principal
E Comp Rodney L A Bancroft, TD, PAGDC, Third Provincial Grand Principal
E Comp Roger Jones, PGStB, Provincial Grand Scribe E
E Comp Richard J Williams, PAGDC, Provincial Grand Treasurer
E Comp Philip S Howells, PAGDC, Provincial Grand Director of Ceremonies**

GUIDE FOR SCRIBES E

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**PLEASE KEEP THIS GUIDE SAFE AND PASS IT ON TO YOUR
SUCCESSOR**

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and
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(It should be noted that Masonic Titles and Honorifics should not appear on envelopes, when posting.)

What is Provincial Grand Chapter

Each Masonic Province in England and Wales has a Provincial Grand Chapter, presided over by its Most Excellent Grand Superintendent, who is appointed by the First Grand Principal.

The Provincial Grand Chapter of Berkshire has its administrative office at the Berkshire Masonic Centre, Mole Road, Sindlesham, Nr, Wokingham, Berkshire, RG41 5EA and there are 38 Chapters within the Province.

The Provincial Executive of the Province consists of the Most Excellent Grand Superintendent, the Deputy Grand Superintendent, the Second and Third Provincial Grand Principals, the Provincial Grand Scribe Ezra, the Provincial Grand Treasurer and the Provincial Grand Director of Ceremonies. The first four wear a chain of office and are generically referred to as 'the chain gang'.

The correct titles by which to address the Executive are:-

E Comp Ian R G Hopgood, the Most Excellent Grand Superintendent
E Comp Jeremy G Whitmore, Deputy Grand Superintendent
E Comp Michael J Warner, Second Provincial Grand Principal
E Comp Rodney L A Bancroft, Third Provincial Grand Principal
E Comp Roger Jones, Provincial Grand Scribe Ezra
E Comp Richard J Williams, Provincial Grand Treasurer
E Comp Philip S Howells, Provincial Grand Director of Ceremonies.

About the Scribes E Guide

Following a meeting with the Scribes E of the Province in March 2006 the guidelines were updated and expanded to reflect current requirements, for the guidance of those Companions, newly appointed to the important office of Chapter Scribe E.

Taking on board the comments and issues raised we have attempted, in this version, to more fully explain and detail the essential procedures and the requirements of both Supreme Grand Chapter of England and the Province of Berkshire. We also hope that it will prove to be helpful to the more experienced Scribes, when checking a particular method or action and certainly we all need a 'refresher' course from time to time.

It is important to remember that every Scribe E should have, readily available an up to date copy of the Book of Constitutions. Also one of the most useful guides is the Berkshire Masonic Year Book, a copy of which is sent to all Scribes, in the Autumn of each year. We have made reference, where possible, to the Royal Arch Regulations and the relevant Craft Rule where a Royal Arch one does not exist (*see RA Reg. 73*). We have not attempted to include all frequently asked questions.

Further information and useful guidance is also available in the blue booklet "Information for the Guidance of Members of the Craft", which accompanies the Book of Constitutions and contains much information about points of procedure, and decisions of the Board of General Purposes.

When applying a Craft Rule or Royal Arch Regulation, you would undoubtedly find it educational to fully read it in the Book of Constitutions. Should a situation arise that is not covered in the Book of Constitutions, or the Chapter By-Laws, the Provincial Grand Scribe E is there to help you and if you are unsure of the required action please do not hesitate to make contact by telephone, email or by a personal visit. This action could save you much time and wasted effort.

The Chapter Scribe E should always have available on his desk a copy of his Chapter By-Laws and a copy of the Book of Constitutions, should reference need to be made.

Please remember to pass on your copy, of this guide, to your successor.

Lines of Communication

With the introduction by Grand Lodge of the Adelphi Database system which is maintained by the Provincial Office, much of the work of registering new members and changes of circumstances has been devolved to the Provincial Scribe E, and it is no longer appropriate for Chapters to make direct contact with Supreme Grand Chapter, unless specifically directed to do so.

This includes advice and information in respect of the following documents, which were previously dealt with by Supreme Grand Chapter. These should now be returned to the Provincial Grand Scribe E for onward transmission to Supreme Grand Chapter as required.

1. Registration Forms P for newly Exalted Companions, Joiners and Rejoiners, together with the published registration fee, for Exaltees. (N.B. no fee for Joiners or Re-Joiners).
2. The Annual Return Form AR1, duly signed by MEZ and Chapter Scribe, with the relevant Chapter dues.
3. Chapter Installation Form LP & A4
4. Requests for a Dispensation for a Companion to be MEZ of two Chapters at the same time, if the Chapters are not in the same Province. (See RA Reg. 52).

In addition, the following items are required by Provincial Grand Scribe E:

5. The Provincial Registration Form PGC-A for newly Exalted Companions, Joiners and Rejoiners. The Provincial Registration fee will be included on the next Annual Invoice for the Chapter.
6. A copy of the SGC Form AR1.
7. The Provincial Installation Return, immediately after the Installation Convocation.
8. Forms PGC-B – Change of Status Form, which will record resignations/deaths/honorary membership/exclusions/cessations/change of address/honours from other Provinces.
9. The Provincial annual invoice Form PGCAR-C (after advising and adjusting for any additions or subtractions not previously notified), together with cheque for Provincial dues.
10. A copy of the approved Report & Accounts, duly signed by the Chapter Auditors/Examiners.
11. Please note that Provincial By-Law No.7 states ‘All communication to, and official correspondence with, the Grand Superintendent must be made through the Provincial Grand Scribe E’.

Post to: Provincial Grand Scribe E,
Berkshire Masonic Centre
Mole Road,
Sindlesham, Wokingham,
Berks, RG41 5EA

Supreme Grand Chapter Installation Return Form LP & A4

(RA Reg. 60)

The essential purpose of this Return is to advise SGC of the names of the Three Principals and Officers appointed for the ensuing year, commencing on the day of the Installation Convocation. It also records the names of the past MEZs in and of the Chapter. The form must be signed by the Chapter MEZ and Scribe E on the day of the Installation and must be forwarded to the Provincial Grand Scribe E, immediately, after the Installation.

Supreme Grand Chapter Annual Return Form AR1

(RA Regs 61/62)

This form, which is sent directly to the Chapter Scribe E, enables an annual record to be made of the subscribing membership of the Chapter and will not necessarily include recently Exalted Companions or those that have departed the Chapter for whatever reason. Check the Return carefully and if details are missing include them in the appropriate place.

The form will record the dues to be paid, based on the membership, which at the time of issue, is recorded at SGC. If you have included additional, newly Exalted Companions, adjust the dues payable, accordingly. As the dues are payable in arrears any dues for departing Companions must be paid for in the year they ceased to be a subscribing member of the Chapter.

It is the responsibility of the Chapter Scribe E to ensure dues are paid at the correct time – don't just send the return to the Treasurer and forget it. The completed form, and additional copy for Provincial use, should be sent, with the cheque, to the Provincial Grand Scribe E for registration on the Adelphi Database. The Provincial Office will then pass the documents and payment to Supreme Grand Chapter.

Supreme Grand Chapter Registration Form 'P'

(Craft Rule 159 and RA Regs 65-68)

Scribes E are well advised to consult Rule 159 (Craft and RA Reg 68/69), when checking the correct procedure required for completion of Registration form 'P'. This is the form for candidates for Exaltation, Joining and Re-Joining. Ensure that all of the information, in all sections, is completed and that the form has been signed by the Candidate, Proposer, Seconder, Scribe E and MEZ.

When returning the form to the ProVGSE, remember to include the correct, published SGC registration fee, including VAT, for Exaltees. There is no registration fee for Joiners, who are already Companions within the English Constitution, or Rejoiners. At the same time include a Provincial Registration form PGCA. Any registration fees to Provincial Grand Chapter will be contained on your annual Chapter invoice, which you will receive at the end of your financial year.

All these documents must now be sent to the Provincial Grand Scribe E, and not to Supreme Grand Chapter.

It is most important that you use the *current* edition of this form (Issue 6 Reg/01/17). Failure so to do will mean that the registration will be refused and the form returned to you by SGC.

Provincial Grand Chapter – Invoice for Annual Dues

(RA Reg. 63 and PGC By-Law No.6)

One month before the Chapter financial year end you will receive an invoice from the Province for the Annual dues and any registration fees for newly Exalted Companions. The subscribing membership figure will have been adjusted from the previous year-end figure, to take into account any notified, increase or decrease of the membership during that year. In other words it will reflect your membership figure according to Provincial records at the date of the creation of the invoice.

Unfortunately it often happens that a Scribe E has forgotten to notify an addition or decrease of membership. In this event, amend the invoice in the appropriate column and if an Exalte or additional member, adjust the dues payable accordingly. The Provincial Office will require an appropriate form PGCA or PGCB, in order that the Database may be updated. Under Provincial By-Law No.6, the invoice and cheque should be returned within 30 days of your year-end. Ensure payment is made at the correct time. – *see note above regarding payment of Supreme Grand Chapter dues.*

N.B. The Provincial copy of SGC Form AR1, the Chapter Installation Return (where applicable) and the Chapter invoice, with cheque for dues, should be sent to the Provincial Grand Scribe E, together.

Chapter Annual Accounts

(Craft Rule 153)

A copy of the Annual Report and Accounts, duly examined/audited and signed by the Treasurer, Examiners/Auditors, must be sent to every Chapter member, with the Summons for the Convocation at which they will be considered for approval. A copy of the approved accounts should then be sent to the Provincial Office for onward transmission to the Provincial Grand Treasurer.

Chapter Scribes E and Treasurers should co-ordinate their efforts in order that appropriate action can be taken if members fall behind with their subscriptions. Note also that a member can only be excluded if the Chapter By-Laws provide for such an action and then only after notice is given on the Summons. Cessation for non-payment of Subscription is automatically effective after 2 years. (See paragraph entitled Cessation/Exclusion on Page 13).

Chapter 'reserve funds' should never be less than 1 year's running costs of the Chapter.

Please ensure your Chapter complies with amended Rule 153 in respect of the Chapter Accounts and Treasurer's duties, particularly Rule 153 (a) & Rule 153 (b), which requires cheques to be signed by two authorised members, one of whom should be the Treasurer.

Provincial Installation Form

(PGC By-Law No.6)

Immediately after the Installation Convocation complete the supplied form and return one copy to the Provincial Grand Scribe E. If any Officers are absent at the Installation mark 'N.I.' (not invested), alongside his name.

At subsequent Convocations there should be an item 'To invest Officers absent from the Installation.' Advise your DC of the presence of any such Officer (s) and ensure the relevant collar(s) are in the Temple, ready for the investiture. Notify the Provincial Grand Scribe E of late Investitures, so that he can adjust your Installation Return.

Proposals & Elections for Exaltees, Joiners and Re-Joiners

(RA Regs 66/67)

Candidates for admission into a Chapter must be duly proposed and seconded by subscribing members of the Chapter or, if the proposal is by an Honorary member, the Honorary member must have served as First Principal of that Chapter and know the candidate personally.

Since 1st January 2017, all candidates of Exaltation, Joining or Re-Joining must be a subscribing member of a Lodge under the English Constitution, or of a Grand Lodge recognised by the UGLE. *RA Reg 66A*

Under RA Reg. 67 every Candidate for Exaltation or Joining, who is a member of a Lodge or Chapter under the English Constitution, shall before Election, submit his Grand Lodge or Supreme Grand Chapter Certificate to the Chapter Scribe E, for inspection. In the case of a Candidate who is a member of a Lodge or Chapter, not under the English Constitution, the certificate of the Grand Lodge or Grand Chapter concerned shall be submitted to the Grand Scribe E, for inspection. **In no case shall a candidate from any other Constitution be proposed for election until a certificate, that he is eligible, has been issued by the Grand Scribe E,** which certificate must accompany the registration return. – *please read RA Reg. 67, thoroughly.*

Ballots for Candidates for Exaltation, Joining or Re-Joining may be taken together, but if there is a negative vote, then they must then be taken separately. If on a single ballot, 3 black balls appear for a specific Candidate, then under RA Reg. 66, the candidate cannot be admitted. However if specified in your Chapter By-Laws, 1 or 2 black balls may exclude a candidate.

It is strongly recommended that all ballots for Candidates should be taken at the Convocation prior to the Convocation at which they are Exalted, to save any possible embarrassment to the Candidate, should the ballot not prove perfect in his favour. This, however, does not preclude the Election/Exaltation of a Candidate at the same meeting, should circumstances dictate.

Ballots for candidates for Honorary membership should be taken separately from other candidates, as they are governed by a different Rule. (See separate section)

Period Between Proposal & Balloting

(Craft Rule 159 and RA Regs 66/67)

A Supreme Grand Chapter Registration Form 'P', containing the name and details of candidates for Exaltation, Joining and Re-Joining must be deposited with the Chapter Scribe E, for a minimum of 14 days before the Convocation at which it is to be read in 'open Chapter'. Once it has been read out, it is mandatory that the ballot for candidates be taken at the next regular Convocation (Craft Rule 159).

If a candidate for Exaltation is not Exalted, or a Joining or Re-Joining candidate does not take up membership, **within one year** from the date of an approved ballot, such election shall be void and the procedure will need to be re-enacted.

Before conducting a ballot, for a Candidate for Exaltation, it must be verified that he has been 'Raised' for at least 4 weeks.

Honorary Membership

(Craft Rule 167)

It is recommended that Chapter Scribes E speak to Companions, in good standing, who are put forward for this honour, for although it does recognise, in many cases years of loyal service, it brings with it certain restrictions, not readily appreciated by recipients. An Honorary member is not permitted to vote upon a proposition or to hold office in the Chapter. However where the distinction of Honorary Membership has been conferred to a PZ of the Chapter, he is entitled to propose or second a Companion for admission to the Chapter. It should also be noted that the Berkshire Year Book is a record of subscribing membership only, for the Craft, Royal Arch, and Mark, therefore, a Companion's name would be erased from the relevant page of his Chapter, and from the Chapter entry in the main index, and completely from the main index if he is no longer a subscribing member of any of these three Orders.

In the Royal Arch, as Honorary Membership is effective under a different regulation, to Candidates for Exaltation, Joining and Re-Joining, (Craft Rule 167), Candidates for Honorary Membership should be Balloted for separately.

The Chapter Summons

(RA Reg. 66)

Required Detail

According to RA Regulation No. 66 the following information must appear on the Summons for candidates for Exaltation:-

- Full name of Candidate
- Full date of Birth (*not a SGC requirement but it is required by the Province*)
- Profession or Occupation (*full description required, not Company Director or Civil Servant and this also applies to retired Candidates*)
- Full private address
- Name of Proposer and Seconder
- Date when proposed in Chapter.
- Date of Raising and Lodge name and number, together with details of all Lodges of which he is or was a member
- For Joining/Rejoining members as above, without Lodge details, but details of all Chapters of which he is or was a member.

It is the wish of the Provincial Executive that the Three Principals' First names should appear on the Summons and, on the Installation Summons, the list of Officers for the ensuing year.

Ensure that you are fully conversant with the above requirements, for the Chapter Summons. Read these carefully as wrong or incomplete information, could render the subsequent Ballot, void!

Bearing in mind we all live in an era where allergies are more prevalent than they used to be, it is advisable to either print on the summons or a separate booking slip, the chosen menu for each Convocation. Thinking particularly of 'nut allergies, it is important to give as full a description of the menu, as possible. It would be helpful if members notified the Chapter Scribe E of any particular allergy.

The Risings

First Rising – The announcements on this rising are Supreme Grand Chapter matters - those you receive directly from Supreme Grand Chapter, on whatever subject, together with information you receive from the Provincial Grand Scribe Ezra, for example, notification of Appointment or Promotion in Supreme Grand Chapter rank.

Second Rising – On this rising announce information you receive from the Provincial Grand Scribe Ezra regarding matters of a Provincial Grand Chapter nature, for example, personal letters of thanks from a Provincial Executive member, following a visit, notification of changes to the Provincial Team, date of Annual Convocation, other Provincial meetings, Provincial initiatives, Provincial Executive apologies, etc.

Third & Fourth Risings – Announcements of any matter relevant to the running of a Chapter, for example, Chapter dues, Almoner's report, apologies etc.

As an aid to shortening meetings it is acceptable to circulate the Risings received to date, with the Summons, or to print them out for handing to Members at the meeting. This does not prevent you drawing attention to any particular items, on the night.

Election & Qualification of Principals & Election of Treasurers

(RA Regs 48/49/50)

The usual procedure for Election of Principals and Treasurers was to distribute ballot papers, in 'open Chapter' to each member of the Chapter, onto which they would write their choice. On 28 April 2005, at Supreme Grand Chapter the proposal to change Regulation 48, to a more simple method, was ratified and therefore these Officers can now be 'declared'. If declaring is the method to be used, the detail on the summons should read:-

'To Elect the Principals and the Treasurer for the ensuing year. (Note the only Nominations of which the Principals are aware are E Comp (*name*) as First Principal, E Comp (*name*) as Second Principal, E Comp (*name*) as Third Principal and E Comp (*name*) as Treasurer, and subject to the provisions of Royal Arch Regulation 48, it is proposed to declare the ballot in their favour. Any Member may, however, demand a ballot'.

N.B. the words to be spoken by the MEZ at the meeting are 'Companions we now pass to item *x* on the agenda, to elect the Principals and the Treasurer for the ensuing year. Companions, the names of the sole candidates for these offices is as on the Summons, does any Companion present require a ballot to be taken (*pause to acknowledge a negative response*).

Companions, I therefore declare the ballot in favour of E Comp *a* as First Principal, E Comp *b* as Second Principal, E Comp *c* as Third Principal and E Comp *d* as Treasurer.'

Qualifications for the Three Principals Chairs (Amended Regs 48/49/50)

All Principals must be duly elected by the Companions of the Chapter, either by ballot or Declaration under amended RA Regulation 48. To be eligible for election to the Third Principal's chair a Companion must have served as a Sojourner or a Scribe. Under the amended RA Regulation it is no longer a requirement for him to have served as Master of his Lodge.

For a Companion to be eligible for election to the Second Principal's chair he must have served as J and likewise for the First Principal's chair to have served as H.

Election of Officers

(RA Reg. 48)

Regulation No.48 adequately covers the election of the Officers of the Chapter and should be carefully followed. Usually, at the Convocation preceding the Installation Convocation, a proposition is given to the effect that the election of Officers, apart from those elected separately, should be left in the hands of the Three Principals, Elect.

By-Laws

(RA Regs 48/58/68)

By-Laws, are usually created on the formation of a Chapter and submitted to the Most Excellent Grand Superintendent and Supreme Grand Chapter for ratification before being approved at the subsequent Consecration.

A copy of the By-Laws should be presented to each member of the Chapter and to any future Candidates for Exaltation or Joining, after being duly elected. *(Model By-Laws are issued by Supreme Grand Chapter and the Provincial Grand Scribe E can give you advice on this point. The adoption of these Model By-Laws is recommended when making revisions to current By-Laws)*

Amendments Occasionally a Chapter wishes to amend or otherwise re-construct one or more of its By-Laws. It is always advisable to discuss such changes with the Provincial Office, before taking action. It should be noted that the First Grand Principal or the Most Excellent Grand Superintendent are the sole arbiters as to whether changes are permissible or not. If changes are considered necessary, please, in the first instance, apply to the Provincial office for a 'By-Law Amendment Form' and this must be completed by the Chapter Scribe E and returned to the Provincial office, for consideration.

When the changes are ratified by Province you may then begin the path of change in accordance with the Rules of your Chapter By-Laws. These will, or should state that Notice of Motion must be given, in writing (on the Summons) with a precise description of the changes, it is desired to make. It is then usual practice to enter the precise detail on the Summons for the next regular Convocation, when the Ballot will be enacted.

Assuming the Ballot for change was successful, then a signed copy of the approved changes must be sent to the ProvGSE to pass on to Supreme Grand Chapter.

It is important to note that changes to by-Laws cannot be implemented until they are approved by the ME Grand Superintendent, or where appropriate the First Grand Principal..

(The first task of a newly appointed Scribe E should be to read and thoroughly understand the By-Laws of his Chapter and ensure that a copy is to hand at all Convocations).

Minutes of Chapter Convocations

(Craft Rule 144)

Scribes E should carefully study the requirements for Minutes of Chapter Convocations under Craft Rule No.144.

Minutes, whether read or circulated should be proposed and seconded for adoption as 'a true and accurate' record before putting them for approval to the Companions of the Chapter. If the Minutes are circulated a copy should be sent to each and every Executive member with a Summons for the next regular Convocation, as well as to the Provincial office.

Many Chapters in recent years have adopted the practice of circulating Minutes. There are two distinct advantages in doing this, 1) every member of the Chapter, including those who are unable to attend because of illness or infirmity, are informed of proceedings and 2) it saves valuable time at Chapter meetings.

Resignation from the Chapter

(Craft Rule No.183)

Scribes E are recommended to carefully read Rule 183 for the miscellany of ways in which this particular action can be dealt with. They should carefully note the date on which a resignation is received, whether orally or in writing and inform the PGSE with a Change of Status form.

*Please note that resignation by email is not an acceptable form of written notice and cannot be acted upon until received in paper form, **with an original signature.***

Cessation/Exclusion

(Craft Rule No.181 and RA Reg. 71)

There is considerable confusion over the terms, 'Exclusion' and 'Cessation' and hopefully we have adequately explained them below.

Cessation (RA Reg. 71)

The membership of a Companion will cease, immediately, if he has not paid his Chapter subscription for two years. It is incumbent upon the Chapter Scribe E to notify Supreme Grand Chapter and Provincial Grand Chapter, of the name and Chapter of the Companion and the date at which he was last clear in the Chapter books by entering these details on the AR 1 Return. It is also a requirement of Rule 71, that the facts be announced at the next regular Convocation and recorded in the Minutes.

Exclusion (Craft Rule 181)

The rules of Exclusion are normally but not exclusively, enacted when a Companion is in arrears of payment of subscription and there is a suitable rule within the Chapter By-Laws, to permit this procedure to be followed. This rule, if present, permits Exclusion, subject to resolution, for a period less than the two years required for Cessation. Please carefully read Rule 181 before proceeding with any action.

Dispensations

Where you think there is a good cause for the issue of a Dispensation, in the first instance contact the Provincial Office, well in advance of the event. You should, however, understand that this permission to amend the Rules or Regulations of the Book of Constitutions, will require sufficient proof of such a need, before the First Grand Principal or the Most Excellent Grand Superintendent will accede to your request.

The issuance of a Dispensation, covers only certain situations, that may arise and these are detailed below:-

- 1) **(RA Reg. 51)** When a Companion is to occupy the First Principal's Chair, in the same Chapter for more than two consecutive years or the Second or Third Principals to occupy their Chairs for more than two consecutive years.
- 2) **(RA Reg. 52)** When a Companion wishes to occupy the First Principal's Chair, in two Chapters, simultaneously.
- 3) **(RA Reg. 54)** Death of a Principal Elect, – If any Principal Elect shall die, be removed or become permanently incapable of discharging the duties of the office, the Chapter shall, at the next regular Convocation, elect by ballot a Principal to take his place from among the qualified Companions, if any, not already serving in or elected to a regular office, which expression shall include that of Principal. If there is no such Companion a Dispensation may be granted by the First Grand Principal or Grand Superintendent to render eligible a companion already holding or elected to a regular office. If an 'Installed' Principal shall die please refer to RA Reg. 55.
- 4) **(RA Reg. 57)** Protracted Absence of Treasurer, - The First Grand Principal or Grand Superintendent may upon representation of the Principals that the Treasurer by reason of ill health, absence likely to be protracted, or other special circumstances, is unable to discharge his duties to the reasonable convenience of the Chapter, grant a Dispensation to elect a member not serving in or elected to a regular office in the Chapter, which expression shall include that of Principal, to discharge the duties of the Treasurer until the Treasurer is able to resume the normal discharge of his duties, or until the next regular period of election, whichever shall first occur.
- 5) **(RA Reg. 58)** No regular convocation may be cancelled nor may any convocation be held otherwise than at the specified place and on the specified day. But the First Grand Principal or the Grand Superintendent may on good cause being shown grant a Dispensation for the holding of such convocation on an alternative day being not more than 28 days before nor more than 28 days after the specified date.
- 6) **(RA Reg. 65)** No candidate shall be Exalted until he has been a Master Mason for 4 weeks at least. No Chapter shall Exalt more than 2 candidates on the same day unless by Dispensation from the First Grand Principal or Grand Superintendent. The application for such dispensation shall specify the names of the Lodges of the candidates and the special circumstances on which the application is made.

(RA Reg. 59) No Dispensation is required for an 'Emergency ' or 'Special' Convocation if held at the meeting place specified in the Chapter By-Laws.

The current Provincial charge for a dispensation is £5.00.

Visits By the Provincial Executive

In the Royal Arch Province of Berkshire the Provincial Executive (list on page 3), supports the Companions of the Province, by ensuring that at least one member is in attendance, at every Convocation held. To this end the Provincial Grand Scribe E sends a letter to the Scribe E of the Chapter confirming which member of the Executive, or Representative of the MEGS, will be present and whether or not he will be attended by the Provincial Grand Director of Ceremonies, or one of his Deputies or Assistants. It is important that the Scribe E passes this information to the MEZ and DC of the Chapter, well in advance.

Should a Senior Companion from another Province (one who would normally wear a chain of office) be invited to attend your Chapter, it is essential that you advise the Provincial Grand Scribe Ezra, in order that he can advise the Most Excellent Grand Superintendent, accordingly.

The precise procedures for receiving an Executive member are covered in the separate 'Guide for Chapter Directors of Ceremonies', a copy of which has been sent to every Chapter Director of Ceremonies in the Province.

Mentoring Programme

The Mentoring Programme was launched by the ME Grand Superintendent, in September 2006. The aim of the programme is to help newly Exalted Companions to enjoy their membership of the Chapter they have joined, by improving their understanding of Royal Arch Masonry and speeding their integration into the Chapter. By helping the new Companions in this way, it is expected that retention will be improved and we will have a Province of well informed, happy Companions who can enjoy their Royal Arch Masonry.

The term "Chapter Mentor" means the Companion nominated by the Chapter to oversee the programme and "Mentor" means the Companion selected as the personal mentor. Mentors should be experienced Companions capable of explaining the workings and ethos of Royal Arch Masonry.

All Newly Exalted Companions are presented with booklet entitled "A Guide for New Royal Arch Masons", by the Visiting Officer, which contains details of the Exaltation Ceremony, a History of the Royal Arch and extensive information about attendance, regalia, the Officers and pronunciation of difficult words. Further copies can be made available to Chapter Mentors if required.

All Chapters should appoint a Chapter Mentor and it is recommended that his name be printed on the Chapter Summons. Please note that this role is not an Office and should not therefore be listed among the normal list of Officers.

The Chapter Mentor should allocate the candidate a Personal Mentor prior to his Exaltation.

Provincial Grand Rank – Appointments and Promotions **(RA Regs 31(a), (b), 32(a), (b), 33)**

The Province is strictly limited to the number of appointments and promotions it can confer in any one year, under the above RA Regulations, which were modified 13th November 2002. This number is essentially dictated by the number of Royal Arch members within the Province.

A Companion is normally considered for First Appointment to Provincial Grand Rank two years after vacating the First Principal's chair. Appointments are made on merit and consideration of the potential of a Companion for further service, after receiving the honour. Occasionally a Companion who has not been a First Principal and has given sterling service to his Chapter, over a number of years, may receive Provincial honours.

Promotion to a higher rank is considered after six to eight years and this will, depend upon the service that Companion has given to his Chapter and the Province.

The Most Excellent Grand Superintendent, under Supreme Grand Chapter Reg 31 (a), will annually appoint, the permitted number of Companions, to the Active offices. He also has the authority to appoint a strict number of Appointments to Past Rank in recognition of the work carried out by Companions, in their own Chapters and also their contribution to Provincial Grand Chapter.

The Provincial Grand Scribe Ezra, sends out to all Scribes E, in August of each year, for return by the end of September, Appointment and Promotion Returns, inviting recommendations for both categories of Provincial Grand Rank. This information is received in strict confidence and Scribes E should not discuss this matter with the recommended Companions, to avoid disappointment.

It is absolutely essential that a full report is given in the reply, to enable the Most Excellent Grand Superintendent and the other Provincial Executive members, to make suitable judgements. It is not sufficient to just put 'good ritualist' or 'regular attendee'. Any opinions which might be expressed as to worthiness, or otherwise, must be supported by evidence.

Finally it must be fully appreciated that it should not be considered a right to receive Appointment or Promotion to Provincial Grand Chapter rank – it largely depends, in any particular year, on the number of Appointments/Promotions requested and the number available under Supreme Grand Chapter regulations.

Provincial Rank – Abbreviations

ME Grand Superintendent	– MEGS
Past Grand Superintendent	– PGSupt
Deputy Grand Superintendent	– DepGSupt
Second Provincial Grand Principal	– ProvGH
Third Provincial Grand Principal	– ProvGJ
Provincial Grand Scribe Ezra	– ProvGSE
Provincial Grand Scribe Nehemiah	– ProvGSN
Provincial Grand Treasurer	– ProvGTreas
Provincial Grand Registrar	– ProvGReg
Provincial Grand Director of Ceremonies	– ProvGDC
Provincial Grand Sword Bearer	– ProvGSwdB
Provincial Deputy Grand Director of Ceremonies	– ProvDepGDC
Provincial Grand Almoner	– ProvGAlm
Provincial Grand Charity Steward	– ProvGChStwd
Provincial Grand Sojourner	– ProvGSoj
Provincial First Assistant Grand Sojourner	– Prov1st AsstGSoj
Provincial Second Assistant Grand Sojourner	– Prov2ndAsstGSoj
Provincial Assistant Grand Scribe Ezra	– ProvAGSE
Provincial Grand Standard Bearer	– ProvGStB
Provincial Grand Organist	– ProvGOrg
Provincial Assistant Grand Director of Ceremonies	– ProvAGDC
Provincial Grand Steward	– ProvGStwd
Provincial Grand Janitor	– ProvGJan

For past ranks delete 'Prov' and insert 'PP', and change '1st' and '2nd' Grand Sojourner just to 'AGSoj' – so it becomes 'PPAGSoj'

A common mistake is to abbreviate Excellent Companion to 'Ex Comp' – this is not correct and it should be 'E Comp', without a full stop.

Toast List

Supreme Grand Chapter ruling is that the styles and titles of the Grand Principals must be printed, but they need not be read out when proposing toasts. It is sufficient therefore, if the portions underlined are read out, omitting the titles.

TOAST LIST

The Queen and Royal Arch Masonry

* * *

The Most Excellent The First Grand Principal
His Royal Highness The Duke of Kent, KG, GCMG, GCVO, ADC

* * *

The Most Excellent Pro First Grand Principal,
Peter Geoffery Lowndes

The Most Excellent Second Grand Principal,
Russel John Race, DL

The Most Excellent Third Grand Principal,
Gareth Jones, OBE

and the rest of the Grand Officers, Present and Past.

* * *

The Most Excellent Grand Superintendent in and over the Province of Berkshire

Ian Richard Given Hopgood

* * *

The Deputy Grand Superintendent

Excellent Companion Jeremy Gordon Whitmore, PGStB

The Second Provincial Grand Principal,
Excellent Companion Michael John Warner, PAGDC

The Third Provincial Grand Principal,
Excellent Companion Rodney Leonard Albert Bancroft, TD, PAGDC

and the rest of the Provincial and District Grand Officers, Present and Past, of this
or any other Province or District, and the Holders of London Grand Chapter Rank.

* * *

The Principals of The Chapter.

* * *

The Newly Exalted Companion.

* * *

The Visitors

* * *

The Past Principals and Officers of The Chapter. (If desired)

* * *

The Janitor's Toast

(With effect from 7th June 2018)

Provincial By-Laws (as at 7th June 2018)

By-Laws of the Provincial Grand Chapter of Berkshire

Members of Provincial Grand Chapter

1. The Provincial Grand Chapter shall consist of the Present and Past Provincial Grand Officers thereof, and the Principals and Past First Principals of the subordinate Chapters within the Province, and the Past First Principals of any Chapter under the English Constitution, who are also Members of a Chapter in the Province, so long as they respectively continue subscribing Members of their respective Chapters.

Meetings of Provincial Grand Chapter

2. The Annual Meeting of the Provincial Grand Chapter shall be held on such a day and at such a place as the Grand Superintendent shall appoint, and six weeks' notice of the day so appointed shall (if possible) be sent by the Provincial GSE to each Chapter in the Province. Companions who are not Members of the Provincial Grand Chapter may be present by permission of the Provincial Grand Principals, but they cannot take part in the proceedings unless requested to do so by the Provincial Grand Principals, and under no circumstances can they vote.

Registration Fees

3. A Registration Fee of £20.00 shall be paid by every Companion on first appointment to Provincial Grand Chapter.

Motions

4. No motion or proposition of any kind, except such as may be brought before the Provincial Grand Chapter by one of the Provincial Grand Principals, shall be allowed to be brought forward, unless such motion or proposition shall have been delivered in writing to the Provincial Grand Scribe E one month before the day of meeting of Provincial Grand Chapter.

Fees Payable by Chapters

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

For every Candidate Exalted £5.00)

For each Companion who has been on the register of the *Chapter* during any part of the year in respect of which the Return of Members is made annually, £12.00 or such lesser sum as shall be decided at the Annual Convocation of Provincial Grand Chapter.

Note the per capita fee from 1 April 2018 has been fixed at£ 9.00

For every Dispensation£ 5.00

For Registering a New Chapter.....£25.00

Chapter Returns and Dues

6. The Scribe E of each Chapter in the Province shall, from time to time in each year, send to the Provincial GSE the proper returns, as may be required by the Provincial Grand Principals, together with the Fees required by By-Law 5.

Correspondence

7. All applications to, and official correspondence with, the Grand Superintendent must be made through the Provincial Grand Scribe E.

Chapter Summons

8. The Scribe E of each Chapter in the Province shall, either, send printed copies of every Summons issued for a meeting of his Chapter, as directed below, or one copy as an attachment to an email to:

The Grand Superintendent,
The Deputy Grand Superintendent,
The Second and Third Provincial Grand Principals,
Two copies to the Provincial GSE, and
One copy to the Provincial Grand Director of Ceremonies.

(It is helpful if, in relation to an Installation Convocation, a further copy is sent to the attending DC, if he is not the ProvGDC. Copies sent electronically to the above officers are acceptable and will be deemed to have met this requirement.)

Provincial Grand Treasurer and Examiner

9. The Provincial Grand Treasurer shall be elected at the Annual Meeting and he shall keep a regular account of all receipts and disbursements. The Treasurer's Accounts shall be examined by two Companions elected by Provincial Grand Chapter, and shall be submitted for approval to the Provincial Grand Chapter at its Annual Meeting.

Grants of Money

10. The Provincial Grand Chapter shall have the power of making, at its Annual Meeting grants of money, for such purposes as the majority of the Members present at such Meeting shall determine.
11. No alterations or additions to these By-Laws shall be valid unless made at a Meeting of Provincial Grand Chapter (due notice of such amendments having been previously given as provided for in By-Law 4.), and approved and confirmed by the ME First Grand Principal.

A GUIDE TO THE PRONOUNCIATION OF UNFAMILIAR WORDS

Prepared by E Comp. Bernard Greenwold, JP, PGStB, Deputy Grand Superintendent

August 2009

The following is a guide for DC's and is intended to convey the Anglicised pronunciation of some of the unfamiliar words, names and phrases that appear in the Royal Arch Ritual. Where stress should be voiced the appropriate syllable is in ***bold italics***. Where **Ch** is shown, it is pronounced with a guttural inclination as in the composer, **Bach**.

Aaron	Air -on
Abidan	Ab-ee-dan
Abinadab	Ab- bin -a-dab
Ahiezer	Ah-ease-err
Ahirs	Ah-hear-ah
Aholiab	Ay- ho -lee-ab
Ammi Ruhamah	Oo -mee Roo- ch -amar
Aperture	A -per-chur
Araunah	A -raw-nah
Bendicat	Ben-ee-dee-cat
Benedicatur	Ben-ee-dee-cartour
Benedicto	Ben-ee-dick-tow
Benedictus	Ben-ee-dick-tuss
Berith	B-rit
Bethlemite	Beth -le- <i>hem</i> -ite
Bezaleel	Bet -za-leel
Conflagration	<i>Con</i> -flag-ray-shun
El Shadai	El -shad-eye
Enunciation	Ee -nun- see -ay- <i>shun</i>
Ezekiel	Ez-ee- key -el
Eliab	Elli -ab
Eliasaph	Ell-ee-a-saph
El Elohe Israel	El Elow -hay Yisra -el
Elishama	Ell-ee-shama
Eli	E -lie
Elizur	Eee-lie-zur
Gamaliel	Gam-a-leel
Gradation	Grad-a-shun
Haggai	Hag -eye
Horeb	Hor -reb
Heifer	Heff -er
Issachar	Iss-a- ch -ar
Jebusite	Jeb -you-site
Jehoiachin	Je- ho -a- chin
Jesse	Je -see
Josedech	Jo -ze-deck
Joshua	Josh-you-a
Kodesh L'Adoni	Kodesh-la'ad-owe-nigh
Lucis	Lu -cis

Manasseh	Man-ass-er
Moriah	Mor- iy -yah
Mount Seir	Mount-say-eer
Nadir	Na-deer
Nashone	Nash-own-ee
Naphtali	Naf-tar-lee
Nebuchadnezzar	Neb-u-kad -nazar
Nebuzaradan	Neb-u-zara -dan
Nehemiah	Ne-hem-yar
Propitiation	Pro- pish -she-ay-shun
Patriarchs	Pay -tree-arcs
Prince Pagiel	Prince Pag-ee-el
Rabbins	Rab-ins
Ramah	Ra -mah
Sacerdotal	Sas -ser- doe -tal
Sanhedrin	San- head -rin
Shaddai	Shad -eye
Shammah	Sham -ar
Shealtiel	She -al-teel
Shelumial	Shell-oom-eeal
Shiloh	She-low
Sinai	Sign -eye
Sojourner	Soj -urner
Supplicatory	Sup -li- kate -orey
Tau	Taw
Thummin	Thoom -min
Urim	Oo -rim
Zerubbabel	Zer- rub -ab-bell

Annex to Notes for the Guidance of Chapter Scribes E

Please ensure that these instructions are seen and understood by all Officers involved in the Chapter ceremonial work.

- The Sojourners, including the candidate, should not wear WM's aprons when they come into the Chapter as Master Masons during the ceremony of Exaltation. They should always wear Master Mason's Aprons.
- Also, the Sojourners should not wear RA jewels or gloves when they come into the Chapter as Master Masons.
- Companions being installed as Third Principal of a Chapter ought to have their regalia changed in advance, including the jewel ribbon. Also, to avoid any possible embarrassment, they should be reminded, prior to the day of their Installation, that they will be required to remove their shoes during the ceremony.
- The scripture readings should be rehearsed.
- If a Principal has difficulty in retaining the words of the prayers, it is preferable that, like the Scripture Readings, these should also be read.
- Companions should wear either Grand Chapter, or plain black ties, or preferably the Royal Arch tie at all times in Chapter. The Berkshire Masonic tie, and ties with other motifs on them, should not be worn.
- The ME Grand Superintendent is not the *Provincial* Grand Superintendent - he is "The Most Excellent Grand Superintendent".
- Similarly, the Deputy Grand Superintendent is not the Deputy *Provincial* Grand Superintendent, he is the "Deputy Grand Superintendent".
- When the Deputy Grand Superintendent, the Second or the Third Provincial Grand Principals are in attendance as the 'Official Visitor', they attend in their own right by virtue of their appointment and not as the "Representative of the ME Grand Superintendent". Other Official visitors such as myself, the Provincial Grand Scribe N, or the Provincial Grand Director of Ceremonies, represent the ME Grand Superintendent.
- When re-robing the Sojourners (if done inside the Chapter) the SE and SN should each robe one of the Sojourners, and the DC should robe and stay with the candidate until he is ready to 'advance'. The candidate should never be left on his own.
- It is suggested that the DC checks the fit of the apron on the candidate before the start of the convocation.
- The Chapter Scribe E, should always have an up to date copy of the Book of Constitutions containing Supreme Grand Chapter Regulations, and the Chapter By-Laws, for reference if need be during every Chapter Convocation, It is also recommended that the Book of Constitutions should be presented to every newly installed Chapter First Principal.