

# Provincial Grand Chapter of Somerset

## INFORMATION FOR SCRIBES EZRA OF CHAPTERS

Provincial website :- <http://www.somersetroyalarch.net>

Published by the Provincial Grand Scribe Ezra under the authority and with the  
approval of  
The M E Grand Superintendent, in and over the Province of Somerset

2019

These notes are for the guidance of Chapter Scribes Ezra but they are by no means exhaustive. They are intended to highlight some of the main duties of the Scribe Ezra and offer advice in the organisation of the Chapter.

They should be kept with other papers referring to the Scribe Ezra's work so that they can be easily transferred to your successor.

It is strongly recommended that Chapter Scribes Ezra should ensure that their Assistant Scribe Ezra is familiar with the work and it is a good idea to prepare a Working Plan particular to the Chapter so that in an emergency, a successor will be able to pick up the work with the minimum of disruption. Page three contains a quick guide to Scribe E's duties (with thanks to E Comp David Wakely Scribe E 814)

The Chap 1, Chap 2 and Chap 5 are now available as web forms links are below.

<http://www.momentai.co.uk/pgcsomerset/chap1.php>

<http://www.momentai.co.uk/pgcsomerset/chap2.php>

<http://www.momentai.co.uk/pgcsomerset/chap5.php>

### **A quick guide to Scribe E's duties.**

#### Prepare the Summons

1. Start by checking past agendas for a given meeting; they're a prompt to what happens for a given month e.g. election of officers, presentation of accounts
2. Check with the Somerset Royal Arch Web Site for a range of information; print off a copy of the Provincial Visitors schedule and note who will be visiting your Chapter for inclusion on the Summons
3. Is there a candidate for ballot? make sure that you include all the details pertaining to the individual on the Agenda
4. Include any propositions

#### Prepare the Minutes

1. Minutes are a record of the proceedings and should be concise but sufficiently detailed to record the proceedings and any resolutions or decisions. The test is to check if there should be a need to refer back to past minutes to ascertain what took place, who were involved etc. that the information is clearly recorded. A good procedure is to prepare within a day or two of the meeting and to electronically circulate them to the Principals and the DC for comment, correction or amendment.

#### After the meeting

1. Within seven days return a **Chap1 form** to the Provincial Registrar and the Provincial Scribe E which records the basic proceedings of the meeting. Nil returns are required and

should no work be under taken, the return must still be forwarded and annotated as such. Please ensure that all details are completed with regards to the Candidate, the date of Initiation AND Raising are important also his UGLE no. Please also ensure that other information, for example change of address, is notified. The Provincial database will be updated from this return.

After the Installation meeting

1. Within seven days return a **Chap 2 form** along with the **LP & A4 form from Supreme Grand Chapter** to the Provincial Registrar and the Provincial Scribe E which records the basic proceedings of the meeting.

The death of a Companion

1. Complete a **Chap 5 form** and send to the Provincial Scribe E

Succession Planning

1. Don't assume anything! Plan with the committee at least 12months in advance (and preferably longer) for the junior offices and several years for the Principals. Make sure, along with the DC that each Officer is acquainted with their role, responsibilities and duties.

Practical suggestions:

For each meeting have:-

1. Small Bible, signing in book, copies of the Book of Constitutions, Bylaws, small torch and Ritual
2. Oil, small bowl (Installation meeting)
3. Alms bowl/ bag
4. Exalte has a Craft Apron
5. DC has the current Toast List (download from the Web)

## **SUPREME GRAND CHAPTER REGULATIONS**

Scribes Ezra should endeavour to make themselves conversant with the Regulations, together with the Book of Constitutions. Most of the duties of a Scribe Ezra's are clearly set out in these Regulations and should be followed at all times. Amendments are issued from time to time and these should be affixed to the Scribes Ezra's copy, which should be kept on the Scribe Ezra's table whenever the Chapter is open.

Scribes Ezra should ensure that they are in possession of an up to date copy at all times, (currently 2019 edition)

## **PROVINCIAL GRAND CHAPTER BY-LAWS.**

A copy of these By-Laws is included in this booklet.

## **CHAPTER BY-LAWS**

These should be kept up to date at all times. A Notice of Motion for amendments should be given in Open Chapter (Regular Convocation) and printed on the summons for the next Convocation at which the Notice of Motion should be moved and seconded before this is put to the Companions.

By-Laws may provide for Annual Subscriptions to be "of such an amount as the Chapter may from time to time decide by resolution after Notice on the Summons". Alteration to Fees, however, must be dealt with specifically each time that a change is proposed.

After amendments are approved in Open Chapter, two copies of the amendments, typed and on official Chapter paper, (Copies of Summonses are not acceptable) signed by the Principals and Scribe Ezra must be sent to The Provincial Grand Scribe Ezra for approval. The consent of Supreme Grand Chapter

is no longer required except in the case of the change of Meeting Place or the change of Convocation date.

Amendments are not effective until Provincial Grand Chapter approves them, and Supreme Grand Chapter, if applicable, and the Minutes of the Convocation at which the Chapter approved the amendments, are approved and confirmed.

The Provincial Grand Chapter will not approve amendments that do not conform to the Model By-Laws as prepared by Supreme Grand Chapter, a copy of which is available from the Provincial Grand Scribe E.

## **CHAPTER SUMMONSES**

Summonses must be sent, preferably by email, to all Companions at least 20 days in advance of a Convocation, with copies to the **M.E Grand Superintendent, The Deputy Grand Superintendent, The 2nd Provincial Grand Principal, The 3rd Provincial Grand Principal, the Provincial Grand Scribe Ezra and the Provincial Grand Director of Ceremonies. When sending the summons please also include a copy of the previous Convocations minutes.** One copy should be interleaved in the Minute Book of the Chapter. To comply with the requirements of the Book of Constitutions summonses can be sent by post to those members who have requested it.

## **CANDIDATES FOR EXALTATION**

In accordance with Regulation 66 the following information is required to be included on the Summons at the time of ballot;

- 1 Full Name
- 2 Profession or Occupation, (please also state if retired). A precise description as defined on the Supreme Grand Chapter Registration Form P is essential, descriptions such as Company Director are not acceptable.
- 3 Full Address including Post Code.
- 4 Name & Number of every Lodge of which he is or has been a member
- 5 Names of the Proposer and Seconder
- 6 Date of Raising
- 7 Date of Proposal in Chapter or if a written Proposal to the Scribe Ezra, the date of such written proposal.

In the case of a candidate for exaltation the Scribe Ezra must inspect his Grand Lodge Certificate.

If the ballot is successful, the Candidate must be exalted within one year or the ballot lapses.

## **CANDIDATES JOINING OR REJOINING**

In the case of Joining or Rejoining Companions the summons must also state the Name & Number of every Chapter of which he has been a member and he must produce a certificate from every Chapter of which he is or has been a member in accordance with Regulation 70.

In the case of a Joining or Rejoining Companion the Scribe Ezra must inspect his Supreme Grand Chapter Certificate as well as his Grand Lodge Certificate.

If the Joining Companion is from a Chapter that is not under our own Constitution then Regulation 67 must be complied with and no action should be taken until the Scribe Ezra has obtained the certificate, issued by the Grand Scribe Ezra, stating that he is eligible for election. He will then be required to sign a Declaration of allegiance to Supreme Grand Chapter.

## **REGISTRATION FORMS FOR EXALTEES AND JOINING COMPANIONS. (Form P)**

These can be downloaded from the Provincial Web site and should be completed in full in accordance with the instructions thereon.

Immediately after Exaltation or admission as a Joining or Rejoining member, the Form should be certified by the Chapter Scribe Ezra and forwarded to the **Provincial Grand Registrar** with a cheque for the appropriate fee made payable to Supreme Grand Chapter.

## **HONORARY MEMBERS**

Rules for election of Honorary Members are the same as in the Craft and Rule 167 clearly states that all Honorary Members must be elected by ballot. An Honorary member cannot hold office in the Chapter. When an Honorary Member acts in an office for instance, Organist in the Chapter, that Office must be shown at the bottom of any Officers List printed on a Summons etc, after the Janitor.

## **GRAND CHAPTER CERTIFICATE**

When the Companions Grand Chapter Certificate is received it should be presented to him in Open Chapter and he should sign it at the Scribe Ezra's table after presentation.

A record of the presentation of a Grand Chapter Certificate must be entered in the Chapter Minutes.

## **COMMUNICATIONS**

Supreme Grand Chapter Communications are sent via email to Scribes Ezra which should be passed to the 1st Principal and reported on in Open Chapter under the First Rising

## **CHAPTER MINUTES**

It is recommended that the minutes of the previous convocation are sent with the summons to all Companions. This has the advantage of keeping all Companions informed of proceedings, particularly those unable to attend regularly.

Scribes Ezra are reminded of Rule 144(ii) regarding the recording in the Chapter Minutes Book of the names of all Visiting Companions together with the names and numbers of their Chapters and their Chapter Rank; reference to the Lodge Attendance Book within the Minutes is not sufficient. However, it is acceptable for a photocopy of the page(s) of the Attendance Book to be affixed to the Minutes Book, each sheet should be initialled by the Scribe Ezra.

All amendments to a Minute in any form should be initialled by the Scribe Ezra.

## **INSTALLATION CONVOCATIONS.**

Chapter Scribes Ezra are notified, usually in July, (details are also included on the Provincial website) who will be attending the Installation Convocation together with which Director of Ceremonies, will be in attendance. Invitations and Summonses should be sent direct to these Companions at the appropriate time.

Please avoid other business, e.g. ballots etc at Installation Convocations unless absolutely necessary.

The list will also contain those Official Visits that will be made by Provincial Grand Chapter during the season at Regular Convocations.

## **RISINGS**

The purpose of the Risings is to acquaint Companions with proceedings and correspondence from Supreme Grand Chapter or from Provincial Grand Chapter. Letters or relevant extracts from letters

should be read as this ensures the Companions are kept aware of the happenings in their own Chapter, both generally and in the Provincial Grand Chapter.

If you do read letters from Supreme Grand Chapter or from Provincial Grand Chapter, you should organise these beforehand and avoid unnecessary lengthy letters as these can easily be shortened and only the relevant points passed onto Companions at the Risings. A great deal of the paperwork that is received by Scribes Ezra is of a secretarial nature the content of which does not need to be passed on. The Rising are not intended for the Chapter Scribe Ezra to make lengthy speeches

## **DISPENSATIONS**

A change in the date, or venue, of a Regular Convocation can normally only take place by Dispensation of The M.E. Grand Superintendent. An application should be made in good time to the Provincial Grand Scribe E.

It is possible for Chapters to hold Emergency Convocations under Regulation 59 but if a Chapter does intend to hold such a Convocations it is essential that the Provincial Grand Scribe Ezra be notified in advance, so that the Provincial Grand Chapter records can be kept up to date and a dispensation issued..

## **RETURNS**

Deaths, Resignations, Exclusions and Cessations are reported to Supreme Grand Chapter on the Annual Return (AR1).

In addition, the Provincial Grand Scribe Ezra should be informed immediately by telephone of the death of a Grand Chapter Officer or Provincial Grand Chapter Officer. Likewise, the death or incapacity of a Principal or Principal Elect should be notified to the Provincial Grand Scribe Ezra immediately. This should be confirmed, as should all other deaths on the Obituary Return (CHAP 5). The Provincial Grand Almoner should be informed of the death of any Companion. It is important that this information is supplied to him quickly so he can organise the necessary course of action. The Obituary Return (CHAP 5) is used to compile the "In Memoriam" for the Annual Convocation of Provincial Grand Chapter and unless this return is received by The Provincial Grand Registrar the name will not be included on this list.

## **PROVINCIAL GRAND CHAPTER ANNUAL RETURN**

Two copies of the end of year return will be sent to Chapter Scribes Ezra in early January. They will be produced from the Provincial Chapter database and will have been completed with all the relevant Chapter details. One will be clearly headed "Chapter Copy" and is for your retention. The other is to be verified, signed and returned, promptly, to the Provincial Grand Scribe Ezra together with the Provincial fee due.

The Provincial database information is regularly updated from the Chap 1 Chap 2 and AR1 returns that have been provided by the Chapter. Any variations will have therefore resulted from inaccurate or non-reporting of information. The Provincial database is continually checked to ensure its accuracy.

## **MODE OF ELECTION OF PRINCIPALS AND TREASURER**

Regulation 48 was amended in March 2005. It allows for the Principals and Treasurer to be declared elected on the regular day of election as prescribed in the by laws, provided that only one Companion is presented as the candidate, that he is named on the summons convening the meeting and that no ballot be demanded for that office.

## **CHAPTER VETERANS.**

The Provincial Grand Scribe Ezra should be notified well in advance, on Return CHAP 1 of Companions achieving 50, 60 or 70 years as a Royal Arch Companion, in order that the appropriate greeting may be prepared.

Please ensure that the Veteran's correct name, Rank and address are up to date and also advise if the Companion will be attending Chapter to be presented with his Certificate. It is the M.E. Grand Superintendent's wish that he would like to present this Certificate personally in Chapter, but this is not always possible. If the M.E. Grand Superintendent cannot be present and the Companion can attend, then a Senior Provincial Officer will attend, and you will be advised who in good time for his name to be included on the summons. If the Companion cannot attend, then it will be left to the Chapter Scribe Ezra to arrange presentation preferably by the 1st Principal at the Companions home. In all cases the Certificate will be sent to the Chapter Scribe Ezra so that he can ensure that it is available at the Convocation.

## **PROVINCIAL GRAND CHAPTER HONOURS.**

The number of appointments which can be made to Provincial Grand Chapter Rank each year is limited by the Regulations of Supreme Grand Chapter (see Regulation 31,32 & 33). These were amended in 2005.

The conferment of Rank is the prerogative of, and entirely at the discretion of, the M.E. Grand Superintendent, whose decision cannot be questioned. Rank is conferred in respect of an individual's merit and not in the respect of his Chapter. Provincial Grand Chapter Rank is not only a reward for past service but is to be regarded as an opportunity and incentive for further service to Masonry.

Appointments to Provincial Grand Chapter rank are considered by the M.E. Grand Superintendent during November from those Companions who are Past Principals. Those so honoured will be advised by post by the Provincial Grand Scribe Ezra. A letter will also be sent shortly afterwards to each Companion's Chapter through the Scribe Ezra so that you are aware of any appointment.

At this time The ME Grand Superintendent will also consider any Promotions within Provincial Grand Chapter.

Provincial Grand Stewards are considered for Promotion the year following their appointment. All other Companions are not considered for 8 years.

With a Province the size of Somerset it is always difficult to know everything that is happening in Private Chapters and Provincial Grand Chapter would be pleased to receive any information regarding a Companion who has performed meritorious service to the Chapter. Any comments should be sent to The Provincial Grand Scribe Ezra and will be treated in the strictest confidence

## **TOAST LIST**

Following the Annual Convocation, a copy of the Toast List for use at all Chapters will be forwarded to all Scribes Ezra. Please ensure that the old copy is destroyed and the new one is used.

## **PUBLICITY**

Do not give interviews or statements to the media on Chapter matters. Always refer any media enquiries to the Provincial Grand Scribe Ezra who will consult with the Grand Superintendent.

## GENERAL

Although the Director of Ceremonies is in charge of the actual Exaltation Ceremonies it is strongly recommended that the Scribe Ezra ensures that the 2nd Principal, before he is elected as 1st Principal Elect, should be aware of the advantages of planning ahead for his year as 1st Principal. On so many occasions somebody is asked at short notice to present a Lecture because he has done it before and many Past Principals and Companions are denied the opportunity to present Lectures due to a lack of forward planning. The best run Chapters are those who do have some sort of forward planning system in place and the Provincial Grand Chapter will be only too pleased to assist any Chapter Scribe Ezra with advice on this point.

The Provincial Grand Chapter also recommends that each Chapter holds at least one Committee Meeting during the year as this provides an ideal forum for future Ceremonies and who will be taking part in them. It is the responsibility of the Scribe Ezra to call such a meeting.

## DATA PROTECTION ACT.

The membership records of The Provincial Grand Chapter of Somerset are kept on a computer. If any Companion requires a copy of the information held on him, he should write to the Provincial Grand Scribe Ezra, enclosing a stamped addressed envelope.

### PHONETIC GUIDE to common pronunciations

The following list does not take into account purist Hebrew pronunciations but it is intended to convey common Anglicized forms of unfamiliar words and names.

Where stress should be noted the appropriate syllable appears in *Italics*

AARON	<i>Air-ron</i>	LUCIS	<i>Lu-kis</i> or <i>Lu-sis</i>
ABINADAB	<i>Ab-bin-a-dab</i>	MORIAH	<i>Mor-ri-yah</i>
AHOLIAB	<i>A-ho-le-ab</i>	NADIR	<i>Nad-ear</i>
AMMI	<i>Ar-mee</i>	NEBUCHADNEZZAR	<i>Neb-bu-kad-<i>nez</i>-zar</i>
ARAUNAH	<i>Ar-<i>rawn</i>-nah</i>	NEHEMIAH	<i>Nay-he-<i>mi</i>-yah</i>
BENEDICAT	<i>Be-ne-<i>dee</i>-cat</i>	PROPITIATION	<i>Pro-<i>pish</i>-she-a-shun</i>
BENEDICATUR	<i>Be-ne-de-<i>car</i>-tour</i>	PATRIARCHS	<i>Pay-<i>tre</i>-arks</i>
BENEDICATO	<i>Ben-ne-<i>dic</i>-tow</i>	RAMAH	<i>Ra-mah</i>
BENEDICTUS	<i>Ben-ne-<i>dic</i>-tus</i>	RUHAMAH	<i>Ru-<i>ar</i>-mah</i>
BERITH	<i>Ber-<i>ith</i></i> or <i>Ber-<i>it</i></i>		
BETHLEHEMITE	<i>Beth-le-<i>hem</i>mite</i>		
BEZALEEL	<i>Bez-<i>ar</i>-leel</i>		
EZEKIEL	<i>Ez-<i>zeek</i>-eel</i>	SACREDOTAL	<i>Sas-ser-<i>doe</i>-tal</i> or <i>Sacker-<i>doc</i>-tal</i>
ELIAB	<i>E-<i>li</i>-ab</i>	SANHDRIM	<i>San-<i>heed</i>-rim</i> or <i>San-<i>hed</i>-rim</i>
ELI	<i>Eli</i>	SHADDAI	<i>Shad-<i>eye</i></i>
ELOHE	<i>El-<i>lo</i>-ee</i> or <i>El-<i>lo</i>-hay</i>	SHAMMAH	<i>Sham-<i>mah</i></i>
HAGGIA	<i>Hag-<i>eye</i></i>	SHEALTIEL	<i>She-<i>al</i>-<i>teal</i></i>
HOREB	<i>Hor-<i>reb</i></i>	SHILOH	<i>She-<i>low</i></i>
HEIFER	<i>Heff-<i>er</i></i>	SINAI	<i>Sign-<i>eye</i></i>
JEBUSITE	<i>Jeb-<i>u</i>-zite</i>	SOJOURNER	<i>Soj-<i>jurn</i>-ner</i>
JEHOIACHIN	<i>Je-<i>ho</i>-a-kin</i>	TAU	<i>Taw</i>
JESHUA	<i>Jesh-<i>u</i>-ar</i>	THUMMIM	<i>Thum-<i>mim</i></i>
JEHOIACHIM	<i>Je-<i>ho</i>-a-kin</i>		
JESHUA	<i>Jesh-<i>u</i>-ar</i>		
JESSE	<i>Jes-<i>see</i></i>	URIM	<i>You-<i>rim</i></i>



JOSEDECH  
JOSHUA

*Jo-ze-deck*  
*Josh-u-ar*

ZERUBBABEL

*Zer-rub-a-bel*

PLEASE NOTE:

IN MEMORIAM  
BRETHREN

## Holy Royal Arch

**Tribes of Israel Banners** (With pronunciations for names used in 'Royal Arch Banner Lecture')

<b>Judah</b>	joo'-da (yehudhah, "praised"):
<b>Issachar</b>	is'-a-kar (yissa (se) khar)
<b>Zebulun</b>	zeb'-u-lun (zebhulun, also written zebuwlun and zebuluv; Zaboulon):
<b>Reuben</b>	roo'-ben, ru'-ben (re'ubhen; Rhouben):
<b>Simeon</b>	sim'-e-on (shim'on; Sumeon);
<b>Gad</b>	gadh, ("fortune"; Gad):
<b>Ephraim</b>	e'-fra-im, e'-fra-im ('ephrayim, "double fruit"):
<b>Manasseh</b>	ma-nas'-e (menashsheh, "causing to forget";
<b>Benjamin</b>	ben-ia-mm (bmnyammn, or bmnyamin; Beniaein, Benjamin
<b>Dan</b>	(dan, "judge"; Dan).
<b>Asher</b>	ash-er ('asher; Aser).
<b>Naphtali</b>	naf'-ta-li (naphtali; Nephthaleim):

### **Other Biblical Names**

<b>Nahshon</b>	na'-shon (nachshon; New Testament
<b>Nethaneel</b>	ne-than'-el, neth'-a-nel (nethan'el, "God has given"; King James Version Nethaneel, ne-than'-e-el):
<b>Eliab</b>	e-li-ab ('eli'abh. "God is father"):
<b>Elizur</b>	e-li'-zur ('elitsur; Elisour,
<b>Shelumiel</b>	she-lu'-mi-el
<b>Levi</b>	le'-vi (Lewi; Leul;
<b>Shechemites</b>	she'-kem-its (hashikhmi; Suchemei)
<b>Eliasaph</b>	e-li'-a-sat ('elyacaph, "God has added")
<b>Elishama</b>	e-lish'-a Celishama', "God has heard")
<b>Gamaliel</b>	ga-ma'-li-el (gamli'e "reward or recompense of God";
<b>Abidan</b>	a-bi'-dan ('abhidhan, "father is judge")
<b>Ahiezer</b>	a-hi-e'-zer ('achi'ezer, "brother is help")
<b>Pagiel</b>	pa'-gi-el, pa'-ji-el, pa-gi'-el (pagh'i'el, "God's intervention"
<b>Ahira</b>	a-hi'-ra ('achira, "brother of evil," or, "my brother is evil"

## **BY - LAWS**

- 1 The Provincial Grand Chapter of Somerset shall consist of the Companions listed in Regulation No 30 of the Regulations of Supreme Grand Chapter.
- 2 A meeting of Provincial Grand Chapter shall be held at least once in every year at such time and place, as the Grand Superintendent shall determine. At the Annual Convocation the appointment of Acting and Past Provincial Grand Officers shall take place including the Provincial Grand Treasurer who shall first be elected at that meeting. Casual appointments may be made and vacancies filled by the Grand Superintendent from time to time.
- 3 Companions who are subscribing members of any Chapter within the Province but who are not members of Provincial Grand Chapter may be present at Provincial Grand Chapter with the permission of the Grand Superintendent, but they shall not vote or take any part in the proceedings.
- 4 Every Companion on first appointment to Provincial Grand Chapter Rank or re-appointment of a Past Provincial Officer to a superior rank shall pay to Provincial Grand Chapter of Somerset a fee to be determined by the Executive Committee at the annual collar meeting in November.
- 5 Any Provincial Grand Officer absent from his duties in Provincial Grand Chapter shall be censured unless good and sufficient reason is given for his absence to the Grand Superintendent.
- 6 Each subordinate Chapter in the Province shall be represented at the meetings of Provincial Grand Chapter by a Principal or Past Principal being both a subscribing member of the Chapter and a member of Provincial Grand Chapter. Any subordinate Chapter unrepresented shall be liable to censure by the Grand Superintendent.
- 7 The First Principal of every Chapter in the Province shall within 5 days after the Installation in that Chapter transmit to the Provincial Grand Scribe E on a form provided by him the names and addresses of the Principals and other particulars specified in the form.
- 8 The First Principal of any Chapter failing to transmit to the Provincial Grand Scribe E the Returns required by this By-law, within one month of the date appointed for the Installation in that Chapter under by-law 7 shall be liable to censure by the Grand Superintendent.
- 9 The Death, Resignation or Exclusion of any member of any Chapter or the election of any member to Honorary Membership shall be notified to the Provincial Grand Scribe E as soon as possible on the prescribed form.
- 10 The following fees shall be payable by all Chapters to Provincial Grand Chapter of Somerset: -
  - a For each subscribing member (irrespective of whether his Chapter subscription has been paid or not) the Annual Sum £20.00 or such lesser sum as may from time to time be determined by Provincial Grand Chapter, after notice on the Summons in accordance with the Regulations of Supreme Grand Chapter.
  - b For every Dispensation £10.00
- 11 Acting Provincial Grand Officers shall return their Jewels of Office to the Provincial Grand Scribe E as and when requested by him and if any Jewel of Office is not so returned the acting Provincial Grand Officer concerned shall pay the full replacement value thereof to Provincial Grand Chapter.

- 12 Provincial Grand Chapter shall annually elect a Treasurer by whom a regular Account of the receipts and disbursements of its fund shall be kept. The Accounts of Provincial Grand Chapter shall be made up to the 31<sup>st</sup> December each year and the Provincial Grand Treasurer shall make a report thereon to the Annual Convocation of Provincial Grand Chapter. Such Accounts shall be audited by a Chartered or other properly qualified Accountant, who shall be a member of the Craft, and shall be annually appointed by Provincial Grand Chapter.
- 13 Copies of such Accounts, duly audited, shall be available to members of Provincial Grand Chapter and presented to the next Annual Meeting of Provincial Grand Chapter.
- 14 The Scribe E of each Chapter shall forward a copy of any notice convening a meeting of the Chapter, a copy of the Chapter accounts and every communication on Chapter business issued to the members of the Chapter to such persons as may be directed by the Grand Superintendent.
- 15 A copy of these By-laws or of any alteration or amendment thereto shall be given to each Chapter in the Province within one month from the date of approval by the First Grand Principal. Any further copies required by Chapters within the Province may be purchased from the office of the Provincial Grand Scribe E.
- 16 These By-laws may be added to or altered by Provincial Grand Chapter after notice of motion in writing specifying the proposed addition(s) or alteration(s) given to the Provincial Grand Scribe E on or before the last day of December in each year. Any such proposed addition(s) or alteration(s) shall be adopted if passed by a two thirds majority of those members present and voting at the next Meeting of Provincial Grand Chapter but shall not be effective unless and until approved by the Grand Superintendent and the First Grand Principal.
- 17 The foregoing By-laws are made in pursuance of the powers and regulations conferred by the Regulations of Supreme Grand Chapter and it is hereby declared that, in all particulars not herein specified provided for, the Grand Superintendent and Provincial Grand Chapter and its Officers and Members shall be governed and regulated by the same laws and regulations as the First Grand Principal and Supreme Grand Chapter and its Officers and Members so far as the same are applicable.

The foregoing By-laws were approved and adopted at a Meeting of the Provincial Grand Chapter of Somerset held at Keynsham on the 25<sup>th</sup> Day of May 2000

These By-laws were submitted and approved by the First Grand Principal in the year 2000.

Approved by the Grand Superintendent of Somerset.....

Approved by the First Grand Principal.....