

Provincial Grand Lodge of East Lancashire

Provincial Honours

East Lancashire Honours Scheme

These guidelines are not prescriptive but can be extended in appropriate, well recorded and documented cases.

Section A

Timetable

Each year, the Provincial Grand Secretary will publish a timetable.

Section B

Applications

Each year most Lodges will be invited to submit any number of recommendations for either an appointment to or a promotion within Provincial Grand Lodge.

The Provincial Grand Secretary (under the cover of an appropriate letter) will send the Honours application form to the appropriate Lodges, according to the timetable.

A newly consecrated Lodge will not be invited to submit an application until the fourth year (on 1 January of the year of the award) following the Consecration of the Lodge.

Representative Lodges (or 'central Lodges', as listed in Section F, below) will not be invited to submit an application.

If a Lodge has no qualified candidate, the Lodge should still send a 'nil return' to the "patch" District Chairman; this will negate the District Officer from having to 'chase' each "patch" Lodge which has not submitted a form.

The Brother nominated must have been *first Installed* as a Master [in any Province] for at least 7 full years by the qualifying date of 1 January of the year of the award.

This date regime will be observed.

A Lodge should return the application form, giving details of the nominee, by the notified date [given in the timetable for the specific year of the award].

Honours letters will normally be distributed according to the published timetable.

Section C

Discretionary Appointments

There is no qualifying time before such an appointment may be recommended to the appointments panel. However, the 7-year rule should, generally, be observed, except in special cases.

A Lodge cannot apply for a Discretionary Collar.

An Assistant Provincial Grand Master may recommend discretionary appointments to the Honours Panel

An Assistant may recommend discretionary appointments to the Honours Panel:

- In order to alleviate long waiting times.
- For the good of the Province.
- For the good of the area.
- To acknowledge a Brother who is deemed to have special qualities.
- For either Acting or Past Ranks, but usually for Acting Ranks.
- The date regime does not apply [eg District Officials].

This may need to be via the “District 20” or “District 25” procedure.

Section D

Promotions

The normal time for promotion is usually not less than 8 years from the date of the first appointment or last promotion to the qualifying date of 1 January of the year of the award. This requirement will be strictly observed.

This qualifying period does not apply to Brethren who are appointed to

- Provincial Grand Steward
- a low acting rank or
- a discretionary rank / office.

Normally, a Brother holding one of the above Offices will be promoted to PProvJ [or S]GD, 1 or 2 years after the date of the original appointment to that Office.

The rank of ProvGStwd is prestigious; if a Brother, for whatever reason, does not continue to make progress **he should be promoted to a rank not higher than PProvAGDC**; *this means that he should not remain PProvGStwd for more than two years.*

Brethren of representative Lodges should not normally be nominated for promotion, but, if this happens, extreme care must be taken to ensure that this does not cause any problem within the Brother’s Mother Lodge (or other Lodges if still a member).

Section E

Promotions / Designated Ranks

The following acts as a guide to the appointments panel:

District Appointments and Promotions

A designated rank awarded to a District Officer should normally be a promotion rank.

An appointment to a District Office should normally qualify a Brother to first appointment up to an acting or Past ProvSGD..

One year later, [or after a further period of time determined by the Appointments Panel, after considering the progress made by the occupant of the office], he should normally be promoted to PProvDepGRegistrar and, finally, the substantive rank designated to that particular Office, eg:

District Chairman	to	Past Provincial Junior Grand Warden.
District Deputy Chairman	to	Past Provincial Grand Sword Bearer.
District Secretary	to	Past Provincial Grand Supt of Works.
DORA	to	Past Prov Deputy Grand Registrar.
District Charity Steward	to	Past Prov Deputy Grand Registrar.
District Communications Officer	to	Past Prov Deputy Grand Registrar.
District Mentor	to	Past Prov Deputy Grand Registrar.

Others

Provided the Brother merits a promotion [either within a band, or to another band the promotion move should normally be within the following parameters:

After two years

Provincial AGSuptWks or SwdB	to	Past Provincial Senior Grand Deacon [if in the RA, otherwise PProvAGDC]
Provincial Grand Steward	to	Past Provincial Senior Grand Deacon [if in the RA, otherwise PProvAGDC]

After eight years [for example]:

Past Provincial Deputy Grand Sword Bearer	to	Past Provincial Grand Sword Bearer
Past Provincial Senior Grand Deacon	to	Past Provincial Deputy Registrar
Past Provincial Grand Standard Bearer	to	Past Provincial Senior Grand Deacon [if in the RA]
Past Provincial AGDC	to	Past Provincial Senior Grand Deacon [if in the RA].

Nominations for promotion to a higher rank than that shown will be considered.

Section F

Lodges Which Do Not Normally Receive Provincial Honours:

Fortitude Lodge	64
Salford Ionic	3284
East Lancashire Provincial Officers' Lodge	3747
Ashton District of IM	8341
East Lancashire Provincial Grand Stewards' Lodge	8408
Hyndburn Lodge of IM	8766
Pendleside Lodge of IM	9111
Rochdale District Lodge of IM	9211
Pythagorus Lodge of IM	9248
Valley's Lodge of IM	9396
Euclid Lodge of IM	9468
Blakewater Lodge of IM	9574

Section G

Honours Procedures / Data Sheets

Data sheets should be used on all occasions. The secretariat, on request, (via Susan O'Neill or Mike Nicholson) will generate the forms.

The Honours will be grouped into four categories,

- Acting Ranks,
- Past Ranks, (First Appointments)
- Promotions and
- Mid year Promotions.

The appropriate Form (obtained via the Provincial Secretary) must be used.

Section H

Banding

Appointment

The moderation of the levels of Honours' recommendations will ensure that the Honours List is seen to be objective. This means that an initial placement should be made in conformity with the guidelines given above [eg for a DORA, Chairman etc] or for Brethren generally within the various agreed bands, eg

- an "average" Brother who has
 - held a good [80%+] attendance record,
 - been through the Chairs in a conscientious and dignified manner and
 - taken an appropriate number of ceremonies.

will be placed as a **PProvAGDC**.

This is the "norm position / Honour"

- If he falls short of the above criterion, but deserves an honour, he can be awarded any of the lower ranges, depending upon the particular circumstances.
- If the Brother has been a Secretary, DC, Treasurer, or other Lodge Official, for a period of time, (usually 5 years) then the position of **PProvJGD** or, *if in the RA and appropriate and having usually completed 10 years*, **PProvSGD** can be awarded.
- If he is of a very high standard, or a District / Provincial Official progressing to a Designated Office then the **PProvSGD can be recommended**, rising to the Substantive rank.

Promotion

If the criterion for the level at which the first [or subsequent] promotion will place a Brother is achieved, then that position can be recommended, *otherwise a promotion should not be recommended*.

This will mean that if a Brother is already placed at an appropriate level relevant to him, then a Promotion will not be given purely because of the time held within his current post [ie in the past, it would be his turn for promotion, irrespective of the matching of the rank with the Brother; this practice should cease].

The Deputy range will normally be awarded to those Brethren performing at District / Area level or for Brethren having demonstrable and substantial involvement in community activities acceptable to the Panel.

The full rank will normally be for senior officials of the District / Area / Province / ELMC or, rarely, for Brothers who have other demonstrable and substantial qualities acceptable to the Panel.

Section I

General notes:

- Each Assistant should nominate Brethren for Acting Rank according to the schedule in the Provincial Guidelines.
- Additional requests may be made but will not necessarily be accepted.
- Unless there is a good reason, all Brethren who have not received a Provincial appointment should, usually after 7 years from the date of his first installation, be reviewed.

The Provincial Grand Secretary will provide a list of such Brethren.

For assistance, a list of Brethren last honoured over seven years or more, will be available from the Secretariat.

Appendix C

Please be careful; the list is issued on the basis that it is only an outline guide and should be used to supplement your own data.

- Promotions should normally be from “band to band”, *even if the appropriate promotion means the jump from one band to another is by a single step.* However, if the promotion is pertinent to a step within a band [eg PProvAGDC to PProvJGD, or PProvJGD to PProvSGD], a one step promotion should be given. *The criterion is that the Brother is given the appropriate rank to his own particular circumstances, in accordance with the guidelines [if a double jump is not appropriate, it should not be given]*
- With the lowering of the number of United Grand Lodge Collars being awarded, the Past Provincial Senior Grand Warden position is now, perhaps, seen as the very senior possible award, these will be allocated on a normal basis of only one per Assistant.

Section J

Royal Arch

Membership of the Royal Arch is seen as an essential qualification for

- an Acting Officer – The only exception to this is the office of Steward where the holder will be expected to become a RA Mason during, and after, his year in office,
- appointment to the rank of PProvSGD and above. The only exception to this is when a Brother is 80 years old, or above, and the situation taken to the Honours Panel for a decision.

Section K

Rosette Collar

Where a recommendation is made to the Panel for a Brother who has not been through the Chair, the award will be at the level of PProvGStB.

Section L

District 20:

If any of the Honours Panel is of the opinion that discussion is required regarding the recommendation of any candidate, then this should be via the “District 20” facility.

Section M

Fees / Dues:

An Honours fee is charged in accordance with the Provincial By-Laws.

A Brother must

- be clear of any encumbrance of dues to any Lodge or Chapter [i.e. he should not be listed as being either Excluded, or having Ceased Membership, for lack of payment of dues to any Lodge or Chapter],
- pay a fee on
 - first appointment,
 - first promotion and
 - second promotion.

Fees are not due for

- any appointment to an office below the level of a brother’s current rank and
- any subsequent Honour after the second promotion.

Provincial Grand Secretary

May 2009