

Provincial Grand Chapter of East Lancashire

Royal Arch 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 Scribe E will publish a timetable.

Section B Applications

Every year each Chapter will be invited to submit any number of recommendations for either an appointment to or a promotion within Provincial Grand Chapter.

The Provincial Grand Scribe E (under the cover of an appropriate letter) will send the Honours application form to the appropriate Chapters according to the timetable.

A newly consecrated Chapter 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 Chapter.

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

If a Chapter has no qualified candidate, the Chapter should still send a ‘nil return’ to the “patch” District Officer, Royal Arch; this will negate the District Officer from having to ‘chase’ each “patch” Chapter which has not submitted a form.

The Companion nominated must have been first Installed as a First Principal [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 Chapter 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 Chapter cannot apply for a Discretionary Collar.

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 Companion 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 not less than 7 years from the date of the first appointment or 8 years from the last promotion to the qualifying date of 1 January of the year of the award.

This date regime will be observed.

This qualifying period does not apply to Companions who are appointed to either

- Provincial Grand Steward or
- Provincial Assistant Grand Director of Ceremonies
- a discretionary rank / office.

Normally, a Companion holding one of the above Offices will be promoted [usually to PProvGSoj] 2 years after the date of the original appointment to that Office.

The rank of ProvGStwd is prestigious; if a Companion, 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.*

Companions of representative Chapters may be nominated for promotion, but extreme care must be taken to ensure that this does not cause any problem within the Companion’s Mother Chapter (or other Chapters 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 PProvGSoj

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 be promoted to the substantive rank designated to that particular Office, eg:

District Chairman	to	Past Provincial Grand Sword Bearer
District Deputy Chairman	to	Past Provincial Deputy Grand Registrar
DORA (see note below)	to	Past Provincial Deputy Grand Registrar
Provincial AGDC	to	Past Provincial Assistant Grand Sojourner, usually after two years
Past Provincial Grand Steward	to	Past Provincial Grand Sojourner

Others

Past Provincial Deputy G Sword Bearer	to	Past Provincial Grand Sword Bearer
Past Provincial Grand Sojourner	to	Past Provincial Grand Sword Bearer
Past Provincial Assistant Grand Sojourner	to	Past Provincial Deputy Grand Registrar
Past Provincial Grand Standard Bearer	to	Past Provincial Grand Sojourner
Past Provincial Grand ADC	to	Past Provincial Assistant Grand Sojourner

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

Note

1. The philosophy underlying the ranking system for DORAS is:
 - After a period of satisfactory service, *normally* 2 years, in the office, the Companion should be granted the rank of PProvDepGReg unless he already holds a higher rank or his circumstances warrant a higher rank, e.g. if he has been a Provincial Officer for a number of years and is due for further promotion say to PProvGSwdB or PProvSN.
 - If, at time of appointment, the Companion does not hold a Provincial rank he should be granted one at the next annual Convocation. The rank granted will *normally* be ProvGStwd or higher but not exceeding PProvGSoj. The rank to be granted will be dependent on the personal circumstances of the Companion concerned.

2. If an appointment is to be made to a Designated Rank, the Companion needs either to already be a Provincial Officer, or, if a First Appointment, he should be appointed to the rank of PProvGSoj, or lower. After one year Promotion is **usually** to PProvDepGrandRegistrar and a further promotion to the full Designated Rank.

Section F

Chapters Which Do Not Receive Provincial Honours;

East Lancashire Provincial Officers' Chapter	3747
Aldwyn Chapter	5712
Huntroyd Chapter of First Principals	6385
Ashton District of Installed First Principals	8341
East Lancashire Provincial Grand Stewards' Chapter	8408
Rochdale Chapter of First Principals	9211
Euclid Chapter of Installed First Principals	9468

Section G

Honours Procedures / Data Sheets

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

The Honours will be grouped into four categories.

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

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

Section H Banding

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 Companions generally within the various agreed bands, eg

- an "average" Companion 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 **PProvGStdB**.

This is the "norm position / Honour"

- If he falls short of the above criterion, but deserves an honour, he can be awarded **PProvAGDC**.
- If the Companion has been a SE, DC, Treasurer, or other Chapter Official, for an appropriate period of time, then the position of **PProvAGSoj** can be awarded.
- If he is of a very high standard, or a District / Provincial Official progressing, eventually, to a Designated Office then **PProvGSoj**, rising to the Substantive rank.

Promotion

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

This will mean that if a Companion 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 Companion; this practice should cease].

The Deputy range will normally be awarded to those Companions performing at District / Area level or for Companions 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 Companions who have other demonstrable and substantial qualities acceptable to the Panel.

Section I

General notes:

- Each Assistant should nominate Companions 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 Companions who have not received a Provincial appointment should, usually after 7 years from his [first] Installation, be reviewed. The Provincial Grand Scribe E will provide a list of such Companions. For assistance, a list of Companions last honoured over seven years or more, will also be available from the Secretariat.

Please be careful; the list is issued on the basis that it is only an outline guide and should be used only 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 PProvGStB to PProvAGSoj], a one step promotion should be given.

The criterion is that the Companion is given the appropriate rank, in accordance with the guidelines.

- With the lowering of the number of Supreme Grand Chapter Collars being awarded, Scribe N positions, perhaps now being seen as the very senior possible award, will be allocated on a normal basis of only one per Assistant.

Section J

Rosette Collar

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

Section K

District 20:

If any member 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 L

Fees / Dues:

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

A Companion must

- be clear of any encumbrance of dues to any Chapter or Lodge [i.e. he should not be listed as being either Excluded, or having Ceased Membership, for lack of payment of dues to any Chapter or Lodge],
- 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 Companion’s current rank and
- any subsequent Honour after the second promotion.

Provincial Grand SE

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