

Provincial Grand Chapter of East Lancashire

Royal Arch Provincial Honours 2011

[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 RA Provincial Honours 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.

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 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] in accordance with the following “qualifying period” table.

This date regime will be observed.

If Installed as 1 st Principal on, or prior to, 31 December in the year	Can be appointed on, or prior to, 31 December in the year
2004	2011
2005	2012
2006	2013
2007	2014
2008	2015
2009	2016
2010	2017
2011	2018

A Chapter should return the Application Form, giving details of the nominee, by the notified date [given in the above 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 Honours Panel. However, dates of the above matrix 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 District / 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 in accordance with the “qualifying period” table given below.

This date regime will be observed.

Appointed or Promoted on, or prior to, 31 December in the year	Can have a subsequent Promotion on, or prior to, 31 December in the year
2004	2011
2005	2012
2006	2013
2007	2014
2008	2015
2009	2016
2010	2017
2011	2018

This qualifying period does not apply to Companions who are appointed to one of the following.

- Provincial Grand Steward,
- Provincial Assistant Grand Director of Ceremonies or has
- 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 for whatever reason a Companion, does not continue to make progress **he should not be promoted to a rank higher than PProvAGDC**; *this means that he should not remain PProvGStwd for more than two years.*

Companions of “Representative Chapters” [Section F] 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 Honours 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 Companion to first appointment up to an acting or PProvGSoj

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

District Chairman	to	Past Provincial Grand Sword Bearer
District Deputy Chairman	to	Past Provincial Deputy Grand Registrar
DORA (<i>see note below</i>)	to	Past Provincial Deputy Grand Registrar
Past Provincial Grand Steward	to	Past Provincial Grand Sojourner

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

Ranking System

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 designated 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 the 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.
- If the Companion is already a Provincial Officer, he should be appointed to the rank of PProvGSoj. After one year Promotion is **usually** to PProvDepGRegistrar.

Section F

Representative Chapters Which Do Not Receive Provincial Honours;

East Lancashire Provincial Officers’ Chapter	3747
Aldwyn Chapter	5712
East Lancashire Provincial Grand Stewards’ Chapter	8408

Section G

Honours Procedures / Data Sheets

Data sheets should be used on all occasions.

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 Secretariat) 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 **PProvGStB**.

This is the "norm position / Honour"

- If, for any reason 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**.

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 [i.e. 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 range will normally be for senior officials of the District / Area / Province / ELMC, or 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, forwarded to him by the Provincial Grand Scribe E.
- 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.
- 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 usually 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 subsequent Honour after the second promotion.

H Alan J Garnett,
Provincial Grand SE.
April 2010