

# Province of East Lancashire

## Transfer of Chapter Venue

*Any Chapter seeking to move from its present venue (as recorded in the Chapter By-Laws) must comply with the following procedure:*

1. If a Chapter has considered a change of venue, a letter should be sent to the Assistant to the Provincial Grand Principals (AProvGPrincs) for the area, outlining the reasons for wishing to relocate.
2. On receipt of such a request, the AProvGPrincs or the District Officer, Royal Arch [DORA] for the area (together with any appropriate Officer / Brother), will meet the Companions of the Chapter to discuss the reasons for the proposed relocation.
3. If, after discussion, the Chapter is still determined to go ahead with the move, the AProvGPrincs will contact his counterpart in whose area the proposed venue is situated.
4. Once confirmation of support for discussion to take place has been given by the receiving AProvGPrincs, the Chapter can then approach the Chairman of the Hall Company for outline discussion.
5. Application, via a letter describing the reasons for the request, together with form 'Transfer of Venue (RA)', can then be made by the Chapter to the Provincial Grand Scribe E who will, after ensuring that all the necessary procedures have been completed, present the request and supporting documentation to the ME Grand Superintendent.
6. The ME Grand Superintendent will make the final decision as to whether the move is approved.
7. The Provincial Grand Scribe E will communicate the decision to the Chapter and to the two AProvGPrincs.
8. Either on completion of the above stages, or in tandem once stage 4 has been reached, the Chapter should proceed with the change in Chapter By-Laws procedure.
9. The following, should be included on the Chapter Summons:

To propose that this Chapter, the (Chapter Name & No.) in accordance with Rule 141 of the Book of Constitutions, be removed from its present place of meeting at the (name of hall) to (name of hall) from (date).

Proposed by: .....

Seconded by: .....

And if carried, shall, subject to all necessary approvals, effect the appropriate alteration(s) in the By-Laws of the Chapter.

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10. Seven (7) members should sign the Proposition.
11. A vote should be taken and if 2/3<sup>rds</sup> majority of members PRESENT & VOTING support the Proposition, then the proposition 'is passed'.
12. Both the 'Transfer of Venue [RA] Form' and the 'Change of By-Laws Form [RA]' should be submitted to the Provincial Grand Scribe E.
13. If acceptable, the request for a change in the Chapter By-Laws will be approved by Provincial Grand Scribe E, on behalf of the ME Grand Superintendent.
14. Written confirmation of approval of the change of By-Laws will be sent to the Scribe E of the Chapter by the Provincial Grand Scribe E.
15. The date of transfer should then be agreed by all parties involved.

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### Notes

1. *Should any Masonic Hall Company be contacted direct by any 'outside' Chapter for accommodation, it is important the Hall Company ascertain that:*
  - a) Provincial Policy has been adhered to and
  - b) the authority to relocate has been given by the Provincial Grand Scribe E prior to full particulars, or terms of transfer, are agreed / released to the Chapter.
2. *Masonic Hall Directors should make the position clear regarding any transfer / entry fee requirement.*

