



## PROVINCE OF WEST LANCASHIRE

### CHANGING YOUR LODGE OR CHAPTER BY-LAWS

In addition to the Book of Constitutions and Regulations, a lodge or chapter is governed locally by its by-laws. These control such matters as the days of meeting, election, and installation. They also govern certain financial matters of the lodge or chapter and they can also provide for procedures to deal with default of subscriptions, election of candidates, the composition and quorum of the lodge/chapter committee and country membership.

By-Laws, because of their importance, cannot be changed at whim. They always require a majority vote (with notice) in open lodge/chapter, and in some cases a two-thirds majority. Even then, changes are not valid until approved by The Province on behalf of Grand Lodge. It is therefore **STRONGLY ADVISED** that any proposed changes are discussed with the Provincial Office **PRIOR TO THE VOTE** to avoid delay or the need for a second vote.

The Province holds the official copy of your by-Laws, in which your amendment will be recorded, unless you are entirely re-writing your by-Laws, in which case your new by-Laws will be substituted for the old ones, once approved.

**It is now the *de facto* policy of United Grand Lodge and Supreme Grand Chapter that, should a lodge or chapter wish to make even one change (the removal or addition of a meeting, subscription year-end, change of meeting place et cetera) to their By-Laws, they **MUST** adopt the Model By-Laws, in full, without exception or amendment. The Model By-Laws cover everything that it is necessary to include for the smooth running of the lodge or chapter and are all that is required for it to fully govern its affairs. Further elaboration upon the Model By-Laws is not necessary, and, as of March 2017, such elaboration will not be approved.**

The Province provides easy-to-use Microsoft Word document versions of the Model By-Laws which may be completed electronically with the relevant details specific to your Lodge or Chapter. You can download These documents here:

[Download Model By-Laws and Forms](#)

When the Brethren/Companions have voted to adopt by-law changes, the By-Laws and form should be returned to: Province of West Lancashire, Provincial Office, Wellington Park, Church Road, Leyland PR25 3AB or to [By-Laws@provinceofwestlancs.org](mailto:By-Laws@provinceofwestlancs.org)