

DUTIES & INSTRUCTIONS TO GRAND GOVERNORS

The Grand Governor is a personal representative of the Governor General within the State or Province which he represents. It follows that he is one of the leaders in York Rite Masonry in his State of Province. His purpose is to do everything within his power to advance the objects of York Rite Masonry in general and the York Rite Sovereign College in particular, especially in his State or Province.

It is expected, of course, that everything he and the Colleges in his State or Province do will be in conformity with the basic principles of York Rite Masonry and the York Rite Sovereign College.

It is the duty of the Grand Governor to visit each College in his State or Province, at least once each year and as many more times as is deemed necessary for the interests of the same. He will see that the Charter is properly displayed at the opening of the meeting, that the College is opened in due form and that the meeting is conducted by Masonic Principles. He will examine the books of the Secretary to see that the Minutes are properly kept, examine the financial records of the college and instruct all Officers in their duties. He will see that the By-laws of the College are duly enforced, and that they comply with the Bylaws of the York Rite Sovereign College. [By virtue of these duties, the Grand Governor shall not hold office in a College in his State or Province.]

The Grand Governor is personally responsible for the health of the Colleges in his State or Province. He is to see that each College adopts a program for helping York Rite Masonry. The Grand Body or Bodies involved should be informed that this program is available upon their request. He is to see that the Order of Knight of York is properly conferred by the Colleges.

There is a vast reservoir of talent and experience available among the members of the York Rite Colleges. He is urged to use them to supplement his own efforts when confronted with a task, which is difficult to accomplish.

The Grand Governor will insist that the Colleges be ready and willing to provide assistance for the Lodges, Chapters, Councils and Commanderies or Preceptories where needed and requested. All Lodges, Chapters, Councils and Commanderies or Preceptories, in the area, should be informed that the College and Companion Knights are available to provide assistance if it is requested.

It is suggested that he call the Companion Knights together in an informal meeting at least once a year in order to maintain their interest and set up programs that will be beneficial to all. The Grand Governor must send a report of every visit made to his Colleges to the Governor General, the Secretary General and the Chairman of the Committee for the Study of the York Rite Sovereign College so that they may know what is going on and can use this information in the Crusader.

The Grand Governor will see that all requests for Gold Honour Awards are presented to the College, approved by the College and then approved by him before they are sent to the Sovereign College Office for processing.

The Grand Governor will instruct all members of the Colleges in his State or Province as to the proper procedure to follow in order to nominate a Companion Knight to receive the Order of the Purple Cross. All nominations must first be approved by a unanimous vote of the Associate Regents and Regents present at a stated meeting of that group. All nominations must be accompanied by complete biographical data and justification. They then must be approved by the Grand Governor, complete with his comments, and he must first verify that the College Annual Report and Per Capita has been submitted to the Sovereign College Office. The College will make no Nominations.

When visiting the college, the Grand Governor will see that he is received in due form. He will then address the College on subjects that he deems necessary. The Grand Governor will notify the College in advance of his visitations.

OFFICIAL COLLEGE VISITS

As stated earlier, the Grand Governor is expected to make official visits to every College in his State or Province. His visit should not be hurried and should not simply consist of attending the meeting. It should be of sufficient length to afford him the opportunity to counsel with the Council Officers and especially the Secretary. The purpose of his official visit should be:

- To enable him to secure firsthand knowledge regarding the College in order that he may give it more personalized service and attention.
- To carry to the Colleges, inspiration and helpful suggestions [as revealed to the Grand Governor through his participation at the meeting] and to give them a larger vision of the York Rite of Freemasonry.
- To provide the Governor General with information and recommendation for his guidance.
- To determine that the jewels presented to Past Governors upon completion of their term of office are in conformity with the Constitution and Regulations.

He should schedule his official visit as early as possible. By doing so, he will be have an opportunity to acquaint his Colleges with matters pertaining to the Sovereign College as soon as possible during the term of the incumbent officers. He should let the officers know in advance as to the date. He should let them know the hour of his arrival, which should be early enough to conference with the officers. He might even request the Governor to be prepared in advance to make notes of new points which he will want to discuss with him when he visits the College. Suggest to the Governor that he:

- Announce at the College meeting which is held just prior to the Grand Governor's visit that he is coming and ask that he stress the importance of the meeting.
- Contact personally the Past Governors and all the elected and appointed officers.
- Make mention of his intended visit in the notice of the meeting.
- Be familiar with the proper procedure for receiving the Grand Governor.

In addressing the College, this is an opportunity for its members to get information directly from an Officer of the Sovereign College concerning its problems and progress. This is an opportunity that must be used to the fullest advantage. Make certain that the address is well prepared so that the members of the College will be inspired as well as informed. Draw from experience in Masonic meetings and bring to the College a real message. Endeavour to give to the College an appreciation of the problems confronting the York Rite. The individual Companion Knight should be inspired, should have a comprehensive vision of York Rite Masonry and a greater appreciation for his College Membership. At the same time, make the talk practical. Suggest ways in which the College can be of benefit to fellow Masons in the community. Capitalize on experience. Give practical illustrations of the work being done in other Bodies. Point out definite things in which the College can engage in order to improve themselves in general. Emphasize the opportunity to accomplish something concrete in the field of Masonry by participating in the work of the College. Carry to the College any message from the Governor General or the Sovereign College.

It is essential that he send to the Governor General, the Secretary General and the Chairman of the Committee for the Study of the York Rite Sovereign College, immediately after each visit to a College, the provided "Grand Governor Official Visitation Report" of his visit. Do not hold copies for bulk mailing after completing a number of visits, but send them in from day to day. This report on each College serves as a guide to the Governor General. Prepare the report to reflect as accurately as possible the practices, weaknesses, problems, accomplishments and the specific suggestions that he made to the Officers of the College.

In many cases, you will find it desirable to write to the Governor immediately after a visit:

- To express appreciation for courtesies extended, and to commend the Governor on his leadership.
- To comment regarding certain plans and accomplishments.
- To remind the Governor of certain matters discussed during the visit, which appear to be in need of special attention.
- To express continued interest and desire to be of further service.
- A copy of this follow-up letter should be sent to the Governor General.

The Grand Governor is reminded that he should obtain and use suitable printed letterhead for all his letters dealing with York Rite college affairs. The name *York Rite Sovereign College of North America*, his name and his office should be prominently printed or engraved thereon in order to properly identify the organization and himself as Grand Governor.

While the completion of his official visit relieves him of the heaviest portion of his duties, there is still work to be done. He will find some Colleges will continue to look to him for assistance. Here he can be of the greatest help because of his personal acquaintance with the problems of the College. He has seen

the Officers in action and has visited with the members. The experience he has gained should enable him to suggest solutions to such problems as may arise.

He would do well to review the status of each College to ascertain those who appear to need more or less continued attention. Keep the needs of his College in mind in those instances where occasion seems to require it, write letters of inspiration and challenge to the Officers.

Be sure that the Secretary sends notices to the Governor General and the Secretary General's Office, and see that all reports and requests from the Secretary General's Office are taken care of promptly.

SPECIAL ASSISTANCE TO COLLEGES

Occasionally, a College will be confronted with a special administrative problem related to its membership or the size of the area it serves. Here are some special ways in which he might serve such Colleges:

- Contact the Officers and Secretary in person or by telephone to be certain that they will be present at a meeting to be called.
- Help the Governor make an analysis of the membership of the College so that he may give each member an opportunity to take part in some phase of the College's program in which he is particularly interested.
- Keep in close touch with the College and the effort that is being made to increase the membership.
- Watch membership and attendance fluctuations closely for a sudden drop in either may indicate serious difficulty and the need for a personal visit.
- See that the College has a Membership Committee and that it functions properly to invite those qualified (quality) York Rite Brethren to join the College.

Even a good College may suddenly and unexpectedly find itself in a critical condition due to an abnormal loss of members or to other problems.

Occasionally a College is confronted with problems of poor leadership or some other problem, which causes the College to be in need of special help. In such cases the Grand Governor should advise the Governor General as to what steps are being taken to help the College solve its particular problem.

Whether or not a College is progressive and thriving and an active force in its Masonic Community depends largely upon its leadership. Chosen leadership not only confers an honour, but imposes an obligation as well. It offers a challenge and an opportunity for performance and service. Colleges therefore should be impressed with the importance of electing Officers who are well fitted to assume responsibilities and meet the challenges of leadership.

The Governor should possess the ability to assume leadership of the College and also possess the esteem and confidence of his Companion Knights. He should be prepared to give the time and effort necessary to carry on the work of the College. He should have a working knowledge of the Constitution

and Regulations of the York Rite Sovereign College of North America and the Constitution and By-laws of his College. He should know something of the History of York Rite Masonry. He should attend the York Rite Sovereign College General Assembly whenever possible.

The duties of the Governor include the following:

- Preside at all meetings of the College.
- See that each meeting is carefully planned, opened and adjourned on time.
- Make certain that the various committees of the College, and especially the membership committee, have definite objectives.
- Confer with the Grand Governor on College matters and handle all correspondence promptly.
- Supervise the preparation of a College budget.
- Make use of information and help suggested from the Sovereign College Officers.
- Make certain that important information concerning the activities of the Sovereign College is passed on to the Companion Knights.
- Make certain that the College is properly represented at the York Rite Sovereign College General Assemblies.
- Conduct a panel discussion on the activities of the College's committees, particularly the Membership Committee and the Committee on York Rite Cooperation and Assistance.

In consideration of the above regulations and qualifications of a Governor, experience will show that it is not easy to find men with such qualifications who are willing to perform such duties. It cannot be done merely by the exercise of authority. Discourage, if possible, any custom of a particular College, which requires a man to be appointed at the bottom of the ladder and serve on it upward until he finally, becomes a Governor. If mediocre Governors appoint mediocre to the bottom of the ladder, the College will always have mediocre leadership. There is no constitutional requirement that a Governor must serve in any office lower than that of Deputy Governor or Chancellor and there is no constitutional requirement that a poor Deputy Governor or a poor Chancellor must be advanced to the office of Governor. The welfare of the College comes ahead of the desire of mediocre men for College honours.

With regard to the Governor's duties, there are two schools of thought. The old school insists that the Officers must have conferred or must be able to confer the Order of Knight of York. If the College can find good administrators who are willing to give their time to learn the degree it is a fortunate condition, but if this is not the case, then the College is better off if the Governor and Officers are good administrators and delegate the conferral of the Order of Knight of York to a team of good Ritualists (who may not be good administrators).

In the administrative functioning of the York Rite Sovereign College, it was never intended that the Grand Governor should be an inspector coming into a community to visit the College, to criticize them

and to find fault. Such an impression left with a College would be a most serious mistake, difficult to correct. The Grand Governor is there as a good friend to counsel, advise and guide the College to a higher standing and a greater realization of the part it can play in promoting the ideals of York Rite Masonry. To what end? That the individual York Rite Mason may derive inspiration, broaden his vision and increase his capacity and willingness to serve York Rite Masonry.

The help and lift which a Grand Governor can give to the Colleges of his State or Province can be a very tangible, valuable service. The rewards will be those intangible things that make life so satisfying and so precious. The help he gives and the friends he makes – all those things and countless others will combine to make his term of service as Grand Governor one of the most notable as well as one of the most gratifying of experiences.

APPENDIX 1 CONSTITUTIONAL AUTHORITY AND DUTIES

There are a number of specific references in the Constitution and Regulations of the York Rite Sovereign College to the duties of the Grand Governors:

Constitution, Article IX, “Powers of the Governor General” paragraph (e)

For administrative purposes, the Governor General may appoint Grand Governors and Deputy Grand Governors from the Associate Regents whose duty shall be to supervise the affairs of the York Rite Colleges in the State or Province for which they are appointed. Such appointment shall be made only with the approval of the Board of Directors or of the York Rite Sovereign College of North America.

Regulations, Section 1, “Duties of Officers” subsection E

The appointive officers shall be in charge of whatever duties may be delegated to them by the Governor General or the Board of Directors.

Regulations, Section 6, “Associate Regents” subsection B

The Grand Governor of each State or Province may make one nomination at large per year within his State or Province without regard to the limitations in Subsection A. of Section 6. Such nominations shall be completely justified by the Governor General. All nominations originating with the Associate Regents in the State or Province are subject to the approval or disapproval of the Grand Governor of the State or Province in which is located the York Rite College, of which each nominee is a member, and may be submitted to the York Rite Sovereign College only by the Grand Governor after his approval. All nominations originating with the Grand Governor are subject to the approval or disapproval of the Board of Directors and may be submitted to the York Rite Sovereign College of North America only by the Board of Directors approval.

Regulations, Section 7 “Grand Governors and Deputy Grand Governors”

A. For administrative purposes, the Governor General shall appoint Grand Governors, with the approval of the Board of Directors, whose duty it shall be to supervise the affairs of the York Rite Colleges in the States or Provinces for which they are appointed. Grand Governors shall be Regents Ex-Officio of the York Rite Sovereign College of North America during their continuance in office. Grand Governors at Large and Deputy Grand Governors may be appointed by the Governor General, subject to the approval of the Board of Directors, in such cases as may be deemed expedient.

B. It shall be the duty of each Grand Governor to personally represent the Governor General when visiting the York Rite Colleges within his jurisdiction. Such visitations shall be made at least once a year, prior to May 31st, and he shall inspect the work and ceremonies of each College, including paraphernalia, and give instruction as it may appear necessary. He shall examine the records, minutes, and proceedings of the College and see that they are in proper form. He shall secure such statistical information upon said College as may be needed to complete his report.

C. Each Grand Governor shall make a written report of said visitations to the Governor General and to the York Rite Sovereign College of North America before May 31st. Such report shall include details of the College's floor work, initiative, attendance, and indicate any special functions, which may have been held by any particular College.

D. The Grand Governor shall receive nominations for the Order of the Purple Cross from the Regents and Associate Regents within his jurisdiction and each nomination shall be accompanied by complete biographical data concerning the nominee. He shall receive this information and, if in agreement after very careful scrutiny of the nominee's qualities, transmit this information together with his approval on the proper forms to the York Rite Sovereign College of North America.

E. Deputy Grand Governors shall assist the Grand Governor in the discharge of their duties, especially in helping Colleges to develop and maintain active programs of service to the York Rite of Freemasonry. In States or Provinces having no Colleges, the Deputy Grand Governor is particularly charged with the development and creation of a new York Rite College in that State or Province.

F. Grand Governors and Grand Governors at Large may serve a maximum tenure of two (2) biennial terms. However, an additional two year term may be considered upon the recommendation of the Governor General Elect, supported by the unanimous vote of the Board of directors present and voting, should circumstances render it advisable in the interest of the Sovereign College and/or to ensure continuity.

Section 101, "New Colleges" subsection B

York Rite Colleges, under dispensation, may be established by the granting of a Charter by the York Rite Sovereign College of North America at its General Assembly, after approval of the Grand Governor of that State or Province and the Board of Directors after receiving a petition signed by at least twenty five (25) eligible petitioners, and accompanied by the sum of one hundred fifty dollars (\$150.00)

Section 103, "Consolidation of Constituent Colleges" subsection A

No York Rite College may consolidate with another York Rite College without the consent of the Grand Governor and the Board of Directors of the York Rite Sovereign College of North America.

Section 103, "Consolidation of Constituent Colleges" footnote

The above consolidation actions shall be under the direction of the Grand Governor.

Section 104 "College Officers"

H. In the event that any elected officer of a College shall fail to properly fulfill the duties of his office, the Grand Governor of the State or Province, shall declare the office vacant, following proper notification to the officer. Any officer so displaced shall not enjoy the honors and privileges accorded a Past Officer.

I. No College may elect any Companion Knight to the position of Honorary Past Governor, except that the Governor General may confer this honor upon a deserving companion Knight, upon receiving

such recommendation approved by a majority of the members of the College present and voting at a regular Assembly of the College and the grand Governor of the jurisdiction. The Colleges, Grand Governors and the Governor General are advised that this honor is to be given only under the most exceptional circumstances, and then sparingly.

Section 106 "Bylaws"

A. Each College shall adopt the Uniform Code of Bylaws of the York Rite Sovereign College of North America for its governance in compliance with the provisions of the Constitution. Bylaws must be submitted in triplicate to the office of the Secretary General (with recommendation of the Grand Governor of the State or Province) and must be reviewed by the Jurisprudence Committee with their recommendation for approval thereon to the Governor General for his confirmation before they are effective.

C. In all matters not specified by these Regulations or by the Bylaws of the College, the College shall be governed by common Masonic usage recognized in its respective jurisdiction. All questions of such common Masonic usage shall be referred to the Grand Governor of said State or Province for his decision.

Section 110 "Reports to the York Rite Sovereign College of North America" subsection A.

Every York Rite College shall submit concurrently to the Secretary General of the York Rite Sovereign College of North America and to the College's Grand Governor its Annual Returns, Financial Report, Activities Report, and such other reports as may be required from time to time, in and on the forms specified, to be received in the Sovereign College Office no later than July 1 of each year.

Section 113 "Visitors" subsection A

No visitor can be admitted in to any College if a member of such College, who is present objects, except it be the Grand Governor or Officer of the York Rite Sovereign College of North America visiting in his official capacity. No visitor shall be admitted until found to be a member in good standing by customary Masonic procedure.

Appendix A, Section 3 "Sovereign College Service Award"

B. A nomination for the Sovereign College Service Award shall be made by the Governor, Deputy Governor and Chancellor of a York rite College and submitted to the Grand Governor for his consideration. If no nominations are received by a Grand Governor, he may, if an outstanding Companion Knight has been overlooked, nominate such individual within the appropriate jurisdiction.

C. Each State or Province may receive one nomination for each five-hundred (500) members, not to exceed a maximum of three per jurisdiction. No more than one may be awarded per State or Province with five hundred (500) members or less.

Appendix A, Section 4 "Gold Honor Award" subsection E.

A nomination must be formally proposed by a York Rite College and approved by the Grand Governor of the State or Province. The Governor General may propose and approve nominations from members of the Governor General's College.

APPENDIX 2 REPORTS

There are three specific items dealing with the reports required in the Constitution and Regulations of the York Rite Sovereign College of the Grand Governors and their Colleges:

Regulations, Section 7 “Grand Governors and Deputy Grand Governors”

B. It shall be the duty of each Grand Governor to personally represent the Governor General when visiting the York Rite Colleges within his jurisdiction. Such visitations shall be made at least once a year, prior to May 31st, and he shall inspect the work and ceremonies of each College, including paraphernalia, and give instruction as it may appear necessary. He shall examine the records, minutes, and proceedings of the College and see that they are in proper form. He shall secure such statistical information upon said College as may be needed to complete his report.

C. Each Grand Governor shall make a written report of said visitations to the Governor General and to the York Rite Sovereign College of North America before May 31st. Such report shall include details of the College’s floor work, initiative, attendance, and indicate any special functions, which may have been held by any particular College.

Section 110 “Reports to the York Rite Sovereign College of North America” subsection A.

Every York Rite College shall submit, concurrently to the Secretary General of the York Rite Sovereign College of North America and to the College’s Grand Governor its Annual Returns, Financial Report, Activities Report, and such other reports as may be required from time to time, in and on the forms specified, to be received in the Sovereign College Office no later than July 1 of each year.

B. “GRAND GOVERNOR OFFICIAL VISITATION REPORT”

This report is to be completed, on the current Form available from the Secretary General, and forwarded immediately to the Secretary General's office and to the Chairman of the “Committee on the Study of the Condition of the York Rite Sovereign College.” It confirms your Official Visit, provides important information on the condition of the College and whether or not it is fulfilling the “**Purposes**” of a York Rite College. It enables the “Committee” to analyze this and all the other Colleges in order to make a meaningful and accurate report on the Condition of the York Rite Sovereign College as to its advancing and accomplishing the “**Purposes**”.

C. “GRAND GOVERNOR ANNUAL REPORT”

Your "Annual Report" does not have a form. It is your written report generalizing the conditions in your jurisdiction for the preceding term, making comment on any noteworthy activities or events which have occurred this past year. It is sent to the Secretary General's office and to the Chairman of the “Committee on the Study of the Condition of the York Rite Sovereign College” before May 31st. It is printed in the Proceedings and becomes part of our written history. (see previous years’ Proceedings for examples.)

Section 110

It is your responsibility to insure that your Colleges’ Annual Returns are submitted completely and on time. There are consequences for failure of a College to comply (**see Regulations, Section 6, subsection I**). To avoid embarrassment, some Grand Governors and Jurisdictions require that these Annual Returns are submitted to the Grand Governor, who checks for completeness and then forwards them to the Sovereign College Office. This method insures the Grand Governor that no nomination for the OPC from his jurisdiction will be rejected for a failure to comply with Section 110.

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