

The By-laws and Regulations of the  
Provincial Grand Lodge  
of Mark Master Masons of London  
2015

# By-Laws and Regulations of the Provincial Grand Lodge of Mark Master Masons of London

## **Members of Provincial Grand Lodge**

1. The Provincial Grand Lodge shall consist of all Mark Master Masons who are subscribing members of a Lodge on the Provincial Roll.

## **Style**

2. This collective body shall be styled "The Provincial Grand Lodge of Mark Master Masons of London" in these By-Laws referred to as "Provincial Grand Lodge". The Officers of Provincial Grand Lodge shall have precedence within the Province in the same order as laid down for the Officers of Mark Grand Lodge.

## **Annual Meeting of Provincial Grand Lodge**

3.(i) Provincial Grand Lodge shall meet annually at a time and place within the Province, to be fixed by the Provincial Grand Master, at which the election of the Provincial Grand Treasurer and the appointment of Provincial Grand Officers shall take place. Provincial Grand Lodge may also be summoned at other times by the direction of the Provincial Grand Master. Brethren who are not members of the Provincial Grand Lodge may be present at these meetings by permission of the Provincial Grand Master, provided they are Mark Master Masons and subscribing members of a Lodge under a Constitution recognised by Mark Grand Lodge, but they shall not be allowed to vote on any resolution, nor without permission of the Provincial Grand Master to address Provincial Grand Lodge.

(ii) All matters of business to be brought under the consideration of Provincial Grand Lodge by any member shall be made known previously to the Provincial Grand Secretary, in writing, at least sixty clear days prior to the meeting of Provincial Grand Lodge.

(iii) No other matter except as stated on the agenda and (ii) above shall be discussed in Provincial Grand Lodge without the express permission of the Provincial Grand Master or in his absence the Officer presiding over the meeting of Provincial Grand Lodge.

## **Due Notice**

4. A summons with notice of the time and place of any Meeting of Provincial Grand Lodge shall be given by the Provincial Grand Secretary or any Brother nominated for the purpose by the Executive Committee at least thirty days previous to such meeting except in cases of emergency when notice in accordance with By-Laws shall be given as soon as circumstances will permit, to each active Provincial Grand Officer and to the Secretary of every Lodge on the Provincial Roll for notification to each subscribing member and shall be posted on the Provincial Website.

## **Motions**

5. All motions and resolutions adopted at the Annual Meeting of Provincial Grand Lodge, shall require no further confirmation.

## **Festivals**

6. Whenever it shall be deemed expedient to hold a Festival in connection with any meeting of Provincial Grand Lodge no portion of the expenses attending the same shall be defrayed out of the funds of Provincial Grand Lodge except by the special authority of the Executive Committee.

## **Fees of Honour**

7. Every Brother on his appointment or promotion to an Office or Rank in Provincial Grand Lodge shall pay a fee of honour which shall be not more than 40% of the amount payable on appointment or promotion to an equivalent Office or Rank in Grand Lodge. The Fee of Honour shall be due and payable on acceptance of appointment and no Brother shall assume the Rank and clothing of his Office until the day of Investiture. When a Brother who shall have paid the fee of one of the higher Offices in Provincial Grand Lodge shall be appointed to a lower he shall not be called upon to pay the fee attached to the lower; and on promotion of any Officer from a lower to a higher Office or Rank in this Provincial Grand Lodge he shall pay the difference only (if any) between the fee due on appointment to the lower and that due on appointment to the higher Office or Rank.

## **Regalia**

8. The clothing proper to his Office shall be provided by each Officer presenting himself for Investiture. The Jewels to be worn by the Officers of the Year shall be supplied by and shall at all times remain the property of Provincial Grand Lodge. The Jewel shall be signed for in the Provincial Jewel Book by the receiving Officer and he shall be responsible for its safe-keeping until it is returned to Provincial Grand Lodge. In the case of loss or damage he shall indemnify Provincial Grand Lodge for the cost of replacing or repairing the Jewel.

## **Furniture**

9. (i) The Furniture and all other property of this Provincial Grand Lodge, shall be in the care of the Provincial Grand Inspector of Works for the time being, who shall maintain a proper inventory of the same.

(ii) The Furniture and Property of the Provincial Grand Lodge shall be properly insured for the full current replacement value.

## **Executive Committee**

10(i) The Executive Committee shall comprise the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters, the Provincial Grand Treasurer, the Provincial Grand Registrar, the Provincial Grand Secretary and the Provincial Grand Director of Ceremonies. Not more than three



additional members may be co-opted to the Executive Committee from time to time by the Provincial Grand Master to serve during his pleasure.

(ii) Except as otherwise expressly directed by Resolution of Provincial Grand Lodge or by these By-Laws the Executive Committee shall have the control and regulation of all the business of the Province and in particular shall have the direction of everything relating to its property and the control of its finances. It shall report to the Provincial Grand Master and to Provincial Grand Lodge on any matters in which in its opinion shall be communicated to them.

(iii) The Executive Committee may appoint Committees for such purposes it may deem proper but no such Committee shall have any executive powers unless they are expressly given to them by Resolution of the Executive Committee.

### **Advisory Committee**

11. The Provincial Grand Master, Past Provincial Grand Masters, Deputy Provincial Grand Master, Past Deputy Provincial Grand Masters, Assistant Provincial Grand Masters, The five most senior Past Assistant Provincial Grand Masters, Treasurer, Registrar, Secretary, Director of Ceremonies shall form the Advisory Committee which shall advise and consider on all matters affecting the Order within the Province which may be referred to it by the Provincial Grand Master or the Executive Committee. The Committee shall meet at such times and places as the Provincial Grand Master or, in his absence the Deputy Provincial Grand Master, or in his absence the Senior Assistant Provincial Grand Master (if any), shall decide three members to form a quorum. The Chair shall be taken by the Member present who shall be highest in Rank in Provincial Grand Lodge or in case of equality, then in seniority of appointment to office. In the event of an equality of votes the Chairman shall give a second or casting vote. The Provincial Grand Master may co-opt from time to time additional members to the Committee to serve during his pleasure.

### **Auditors**

12. Two Auditors shall be elected by the members of Provincial Grand Lodge at the Annual Meeting of Provincial Grand Lodge.

### **Treasurer**

13. The Provincial Grand Treasurer shall receive all monies raised for, or payable to, Provincial Grand Lodge, and shall disburse the same in accordance with any Resolution of Provincial Grand Lodge or in such manner as the Executive Committee or in the case of emergency the Provincial Grand Master or, in his absence, the Deputy Provincial Grand Master or, in his absence the Senior Assistant Provincial Grand Master (if any) shall from time to time direct. The Provincial Grand Treasurer shall produce a Statement of and receipts and disbursements, made up to the 31st Day of August in every year, and audited, to the Executive Committee no later than the following 31st day of January. This Statement shall be presented to the Annual General Meeting of Provincial Grand Lodge for approval and if approved a copy thereof transmitted to each Lodge within the Province.

### **Benevolent Fund**

**14.** There shall be a Provincial Benevolent Fund in accordance with a Trust Deed dated 8th day of January 1999 or any amendment or successor Deed thereafter and which shall be governed by the terms of such Deed or any Regulations made pursuant to it.

### **Returns of Lodges**

**15.** Every Lodge on the Provincial Roll shall comply with Regulations 127 to 129 inclusive of the Constitutions and Regulations of Mark Grand Lodge and if applicable of Ancient and Honourable Fraternity of Royal Ark Mariner. It shall be the duty of the Master and Secretary (Scribe) of each Lodge to ensure compliance with this By-Law.

### **Fees payable to the General Fund**

**16.** Fees shall be payable to the Funds of the Provincial Grand Lodge by each Lodge within the Province.

- i) For each candidate Advanced;
- ii) For each Joining Member from another Province;
- iii) Registration of By-Laws and amendments thereto;
- iv) Provincial Dispensations;
- v) Provincial Dispensations, Nunc Pro Tunc;
- vi) Annual Dues payable on behalf of every Brother on the 31st August in each year in respect of each Lodge in the Province of which he has been a Member at any time during the year;
- vii) An administration fee shall be payable in respect of any application to the Grand Master for a Dispensation submitted through Provincial Grand Secretary;
- viii) Each Lodge shall pay from time to time such sum as the Executive Committee shall fix as a contribution towards the cost of production and distribution of the Provincial Year Book and Newsletters;

All Fees payable under this By-Law shall be not more than 40% of the amount payable under or permitted by the Constitutions and Regulations of Mark Grand Lodge or such lower sum as Provincial Grand Lodge may from time to time determine. If there be no equivalent fee then such amount as Provincial Grand Lodge may from time to time determine.

### **Dispensations**

**17.** Every application for Dispensation shall be made in writing to the Provincial Grand Master or, in his absence the Deputy Provincial Grand Master or, in his absence the Senior Assistant Provincial Grand Master (if any), through the Provincial Grand Secretary, stating clearly the objects thereof, and accompanied by the fee payable thereon.

### **Lodge Summons**

**18.** The Master or Secretary of each Lodge shall send one copy of each Lodge Summons to the Provincial Grand Secretary.

### **Lodge Accounts**

19. Every Lodge within the Province shall send to all of its members each year a duly audited copy of its Statement of Account in accordance with the Constitutions and Regulations of Mark Grand Lodge and shall send one copy of the audited Annual Statement of the Lodge Accounts to the Provincial Grand Treasurer immediately following their presentation and adoption.

### **Removal of Lodges**

20. Deleted 9<sup>th</sup> July 2015

### **Operation of By-Laws**

21. These By-Laws shall be binding on all Lodges in the Province, until the same be altered in constitutional manner in accordance with the Constitutions and Regulations of Mark Grand Lodge and these By-Laws.

### **Alterations**

22. These By-Laws may be altered at any meeting of Provincial Grand Lodge held in accordance with By-Law 3 hereof. Notice of any resolution to alter the By-Laws shall be given to the Provincial Grand Secretary at least sixty days prior to the date of any such meeting and a Notice containing the resolution shall be circulated by the Provincial Grand Secretary to the Secretary of each Lodge within the Province for forwarding to the members of his Lodge and details shall be posted on the Provincial Website . A simple majority of the members of the Province present and voting at the meeting shall be required to alter these By-Laws.

### **THE DEGREE OF ROYAL ARK MARINERS**

23. The By-Laws and Regulations of the Province shall apply save that reference to Master, Secretary, and Mark Master Mason shall in the case of the Degree of Royal Ark Mariner read the Commander, Scribe, and Royal Ark Mariner.

### **Fees payable to the General Fund**

24. Fees shall be payable to the General Fund of the Provincial Grand Lodge by each Lodge of Royal Ark Mariners within the Province.

- i) For each Candidate Elevated;
- ii) For each Joining Member from another Province;
- iii) Registration of By-Laws or amendments therein;
- iv) Provincial Dispensation;
- v) Provincial Dispensation, Nunc Pro Tunc;
- vi) Annual dues payable on behalf of every Brother on the 31st August in each year in respect of each Lodge in the Province of which he has been a member at any time during the year;



All Fees payable under this By-Law shall be not more than 40% of the amount payable under or permitted by the Constitutions and Regulations of Mark Grand Lodge or such lower sum as Provincial Grand Lodge may from time to time determine. If there be no equivalent fee then such amount as Provincial Grand Lodge may from time to time determine.

### **Saving Clause**

25. Any matter not specifically dealt with in these By-Laws and Regulations for the government of the Province and the Degree of Mark Master Mason or Royal Ark Mariner as the case may be within it, shall be governed by the Constitutions and Regulations of Mark Grand Lodge and insofar as these Bye-Laws and Regulations are not consistent with them the Constitutions and Regulations of Mark Grand Lodge shall prevail.

### **Mark Grand Lodge**

26. Reference in these By-Laws and Regulations to Mark Grand Lodge shall mean the Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas and reference to a Lodge shall mean a Lodge meeting under the jurisdiction of Mark Grand Lodge.

### **Notices**

27. Unless otherwise provided by the Constitution and Regulations of Grand Lodge all Notices may be given by electronic means.

### **Distribution of By-Laws**

28. These By-Laws shall be printed and a copy sent to the Master and Secretary of each Lodge within the Province. These By-Laws were adopted and approved in Provincial Grand Lodge at a meeting held at Freemasons' Hall, Great Queen Street, London WC2 on the 10th day of July 2014 and amended on 9th July 2015.



Provincial Grand Secretary

Date: 27 July 2015



Provincial Grand Master

Date: 27th July 2015

Approved by the Provincial Grand Lodge of Mark Master Masons of London on 10th July 2014. Clauses 7, 16 & 20 amended by the Provincial Grand Lodge of Mark Master Masons of London on 9th July 2015.

APPROVED ON BEHALF OF THE  
GENERAL BOARD  
LONDON

19 SEP 2015



