



Provincial Grand Lodge of Mark Master Masons of Middlesex

BY-LAWS

1. This Provincial Grand Lodge shall meet regularly at least once in every year at such time and at such place as the Provincial Grand Master shall appoint.
2. 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 funds of Provincial Grand Lodge except by the special authority of the Provincial Grand Master.
3. The members of Provincial Grand Lodge are the Officers and Past Officers thereof, the Masters, Wardens, Overseers and Past Masters of Mark and Royal Ark Mariner Lodges within the Province and Masters and Past Masters qualified under Rule 5 of the Constitutions and Regulations who are subscribing members of Lodges within the Province. All other Mark Master Masons who are subscribing members of any Lodge under the English Constitutions and Regulations, may, by the authority of the Provincial Grand Master, be permitted to attend Provincial Grand Lodge but they cannot vote or speak on any resolution.
4. The Officers of Provincial Grand Lodge shall take rank in the following order;

Provincial Grand Master
Deputy Provincial Grand Master
Assistant Provincial Grand Master
Warden
Overseer
Chaplain
Treasurer
Registrar
Secretary
Director of Ceremonies
Almoner
Charity Steward
Inspector of Works
Sword Bearer
Deputy Chaplain
Deputy Secretary
Deputy Director of Ceremonies
Deacon
Assistant Chaplain
Assistant Secretary
Assistant Director of Ceremonies
Organist
Standard Bearer
Inner Guard
Steward
Tyler
Provincial Royal Ark Mariner Grand Rank

Each officer shall provide himself with the regalia of his rank. During his year as an active Officer he shall wear the Jewel of his office, which shall be loaned by and remain the property of Provincial Grand Lodge,

5. An Acting Provincial Grand Officer who, having been duly summoned, fails without showing good cause to attend Provincial Grand Lodge shall be liable to be fined £10. Every Lodge not represented at a meeting of Provincial Grand Lodge shall be liable to be fined £25.
6. An Officer, Past Officer, or member of Provincial Grand Lodge who ceases to be a subscribing member of a Lodge in the Province, shall cease to be a member of this Provincial Grand Lodge, but on again becoming a subscribing member of a Lodge within the Province he shall be a member of Provincial Grand Lodge.
7. Every brother, before entering Provincial Grand Lodge, shall be properly clothed and shall sign his name and append his mark in the book provided for that purpose.

8. The Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Masters, Wardens, Treasurer, Registrar and Secretary, together with four brethren who must be subscribing members of a Lodge within the Province and elected annually at the regular meeting of Provincial Grand Lodge, shall form the Committee of General Purposes.
9. The Committee shall meet at such times and places as the provincial Grand Master shall appoint, and at least once in every year. Three shall form a quorum. The Chair shall be taken by the senior member present at the opening of the meeting. In the event of an equality of votes, the Chairman shall give a second or casting vote.
10. The Committee may recommend for the consideration of Provincial Grand Lodge any matter, subject, or question relating to the Order.
11. The Accounts of the Provincial Grand Treasurer shall be audited, previously to the annual Meeting, by two brethren elected by Provincial Grand Lodge.
12. All communications intended for submission to the Provincial Grand Master or Provincial Grand Lodge shall be forwarded to the Provincial Grand Secretary for presentation.
13. Every motion for a new by-law or regulation, or for the repeal of an old one, or any charge or complaint against a Lodge or a member or members thereof, or any other proposition intended to be made at meeting of Provincial Grand Lodge shall be stated in writing, together with the name of the mover or complainant, his rank in the Order. and the name and number of the Lodge of which he is a subscribing member, and transmitted to the Provincial Grand Secretary not less than four weeks before the day of the meeting of Provincial Grand Lodge at which it is intended such motion shall be made: and no motion or matter shall be entertained by Provincial Grand Lodge, or brought into discussion therein, unless the foregoing requirements be complied with or with the express permission of the Provincial Grand Master.
14. Fourteen days' notice of every meeting of Provincial Grand Lodge appointed to be held shall be given by the Provincial Grand Secretary to the Secretary of each Lodge in the Province who will notify every member of his Lodge; but if no return of the Officers of any Lodge has been made, then a notice sent to the Worshipful Master or Secretary of such Lodge at the last known address, shall be deemed sufficient. The said notice shall state the place, day and hour at which the meeting is to be held and a summary of the business to be transacted and of propositions to be made at such meeting.
15.
 - (i) The Secretary of every Lodge in the Province shall, in the month of September in each year, furnish the Provincial Grand Secretary with the Annual Return of Membership supplied by Grand Lodge duly completed, together with the Provincial Annual Return and a full address, telephone and, where available, e-mail address list for all the members of the Lodge, and the annual dues payable to Grand Lodge and to Provincial Grand Lodge.
 - (ii) The Secretary of each Lodge in the Province shall within 10 days of the Installation of the Master, transmit to the Provincial Secretary on the forms supplied by Grand Lodge and Provincial Grand Lodge a list of the officers and Past Masters together with other particulars called for on these forms.
 - (iii) If any Lodge shall neglect for the space of four months to make such returns and payments and then, after due admonition, such returns and payments are still not made, the Lodge so offending shall be reported to Grand Lodge in preparation for action under Rules 130 and 131 (as amended) of the Book of Constitutions.
16. Annual Provincial Dues are not chargeable to Installed Masters and Installed Commanders Lodges.

Fees and dues shall be payable to Province as follows:

 - Annual Dues for each subscribing member of a Mark Lodge;
 - Annual Dues for each subscribing member of a RAM Lodge;
 - The registration of the by-laws of a Lodge;
 - The alteration of the by-laws of a Lodge;
 - Dispensations;
 - Fees of Honour:
 - (i) A Provincial Grand Officer, present and past on first appointment.
 - (ii) On promotion to an Office or rank for which a higher fee is appropriate, the fee payable shall be the difference between the fee for the former rank at the current rate and that due for the higher rank irrespective of the date of appointment.

Such fees and dues shall be determined from time to time by resolution in Provincial Grand Lodge after notice on the Summons and shall be listed in a *Schedule of Provincial Fees and Dues* as an annex to but not as a constituent part of the by-laws.

17. All fees or fines levied shall be paid to the Provincial Grand Secretary.
18. The Secretary of each Lodge shall send one electronic copy of the summons for each meeting to the Provincial Grand Secretary or to recipients as directed by him; as well as copy to each member of the Lodge, to arrive not less than fourteen days prior to the date of the meeting, in whatever format the members of the Lodge resolve.
19. Every application for a dispensation shall be made in writing to the Provincial Grand Master stating clearly the object thereof and transmitted through the Provincial Grand Secretary.
20. Brethren desirous of forming a new Mark or Royal Ark Mariner Lodge in the Province shall conform to the rules prescribed in the Constitutions and Regulations. Every petition for a new Lodge must be made on the prescribed form to the Provincial Grand Master whose approval must be obtained before it shall be forwarded to the Most Worshipful Grand Master,
21. These By-laws shall be binding on all the Lodges in the Province, unless and until the same be altered in a constitutional manner,
22. In all particulars not herein specially set forth, the Provincial Grand Master, Provincial Grand Lodge and its Officers shall be governed and regulated by the same Constitutions & Regulations as those applicable to the Grand Master, and to Grand Lodge and its Officers.
23. No alteration of or addition to these By-laws shall be valid until agreed to by the Provincial Grand Lodge and approved by the General Board.
24. A copy of these By-laws shall be sent to the Secretary of each Lodge in the Province. A copy shall also be presented to the Master or Commander on his Installation, and to every candidate on his Advancement or Elevation and to every joining member.

Approved in Provincial Grand Lodge on 29th October 2014

Schedule of Provincial Fees and Dues

On his appointment to an office present or past (or on his re-appointment after an interval of one year or more), shall pay, towards the funds of Provincial Grand Lodge, the amount of the fee of honour set down opposite the name of his office

Deputy Provincial Grand Master	£100
Assistant Provincial Grand Master	£70
Warden	£55
Overseer	£45
Chaplain (if not a Minister of Religion)	£30
Treasurer	£30
Registrar	No fee
Secretary	No fee
Director of Ceremonies	£30
Almoner	£30
Charity Steward	£30
Inspector of Works	£30
Sword Bearer	£30
Deputy Chaplain (if not a Minister of Religion)	£30
Deputy Secretary	No fee
Deputy Director of Ceremonies	£30
Deacon	£30
Assistant Chaplain (if not a Minister of Religion)	£30
Assistant Secretary	No fee
Assistant Director of Ceremonies	£30
Organist	£30
Standard Bearer	£30
Inner Guard	£30
Steward	£25
Tyler	No fee
Provincial Royal Ark Mariner Grand Rank	£20

The following fees shall be paid to the funds of Provincial Grand Lodge by each Lodge in the Province: -

For each subscribing member of a Mark Lodge, p.a.	£5.00
For each subscribing member of a RAM Lodge, p.a.	£4.50
For registering the by-laws of a Lodge	£0.00
For every alteration of by-laws	£0.00
For registering a new Warrant within the Province, or for the removal of a Warrant into or out of the Province, or from one place to another within the Province	£10.00
For every Dispensation	£0.00