



## **By-Laws of the Provincial Grand Lodge of Mark Master Masons and Royal Ark Mariners of Wiltshire**

### **1. Date and Place of Meetings**

The Annual Meeting of Provincial Grand Lodge shall be held at such place within the Province, and on such date and at such time, as may be determined by the Provincial Grand Master. At this meeting the election of the Provincial Grand Treasurer and the appointment of other Provincial Grand Officers shall take place and other necessary business be transacted.

Emergency meetings of Provincial Grand Lodge may be called by the Provincial Grand Master or in his absence by the Deputy Provincial Grand Master, at such place and time as either shall direct.

Notice of every meeting of Provincial Grand Lodge shall be issued to all Mark Lodge Secretaries and Royal Ark Mariner Lodge Scribes at least twenty-one days before the date of such meeting; stating the date, time, and place of such meeting, a summary of the business to be transacted and propositions to be determined.

The Provincial Grand Secretary shall keep detailed records of all those attending Provincial Grand Lodge and the business transacted.

### **2. Fees and Dues**

(i) A fee of honour shall be paid by every Brother upon first appointment to, or promotion in Provincial Grand Rank or Provincial Royal Ark Mariner Grand Rank. Such fees should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Grand Lodge.

(ii) Each Mark and Royal Ark Mariner Lodge within the Province shall pay to the fund for general purposes such fees listed below, as should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Grand Lodge:

#### **Mark and Royal Ark Mariner**

For each Advancement or Elevation in the Order

For each Joining or Re-Joining member

For every Dispensation (except those granted by the M.W. Grand Master)

For registering a new warrant

For registering new By-Laws

For every alteration of By-Laws

(iii) Each Mark and Royal Ark Mariner Lodge shall pay to the fund for general purposes Annual Dues for each Brother who has been a Subscribing member during any part of a year. Such amount shall have been determined by resolution in accordance with these By-Laws at a meeting of Provincial Grand Lodge.

### **3. Dispensation**

Every application for a Dispensation shall be made in writing to the Provincial Grand Master, through the Provincial Grand Secretary, accompanied by the fee payable, together with a statement indicating clearly the object and reason for such.

#### 4. **Duties of Provincial Grand Officers**

- (i) The Provincial Grand Treasurer and the Provincial Grand Secretary, in the exercise of their respective offices, shall be governed by the regulations applicable to the similar offices in Grand Lodge.
- (ii) The Provincial Grand Treasurer shall be nominated for election to that office by two members of Provincial Grand Lodge.

All monies received by the Provincial Grand Treasurer shall be deposited as specified in the Constitutions and Regulations of the Order. Cheques drawn on these accounts or withdrawals from other investments shall be authorised and signed by TWO of the following Provincial Grand Officers: the Provincial Grand Master, the Deputy Provincial Grand Master, the Provincial Grand Treasurer, the Provincial Grand Secretary.

No overdraft facilities shall be requested and any casual overdraft rectified immediately and reported in writing to the Provincial Grand Master or his Deputy.

- (iii) The Provincial Grand Inner Guard shall be responsible for seeing that every Brother, before entering Provincial Grand Lodge, has signed the attendance register, giving his rank, the name and number of the Lodge to which he belongs and that he is properly clothed. He may be assisted in these duties by the Provincial Grand Tyler.

#### 5. **Statement of Accounts**

- (i) Provincial Grand Lodge Funds

The Provincial Grand Treasurer shall prepare a Statement of Accounts for all Provincial Grand Lodge Funds as at 30 April each year. These accounts shall be examined by TWO members of Provincial Grand Lodge, nominated and elected at the previous Annual Meeting of Provincial Grand Lodge, and these accounts subsequently be submitted to the next Annual Meeting for approval. A summary of the accounts shall be circulated to all Lodges in the Province.

- (i) Provincial Grand Charity Funds

The Provincial Grand Charity Steward shall prepare a Statement of Accounts for all Provincial Grand Charity Funds as at 30 April each year. These accounts shall be examined by TWO members of Provincial Grand Lodge, nominated and elected at the previous Annual Meeting of Provincial Grand Lodge, and these accounts subsequently be submitted to the next Annual Meeting for approval. A summary of the accounts shall be circulated to all Lodges in the Province.

- (ii) Lodges

The Secretary or Scribe of each Mark and Royal Ark Mariner Lodge within the Province shall forward to the Provincial Grand Secretary ONE copy by email of the Lodge Statement of Accounts (for information only), immediately after they have been approved and adopted by the Lodge members.

#### 6. **Regalia**

The regalia proper to his rank shall be provided by each Officer on appointment.

In the case of active Mark Provincial Grand Officers, the Jewel, and when required also a collar, will be supplied by Provincial Grand Lodge and signed for in the book held for that purpose by the Provincial Grand Secretary. The Jewel will remain the property of Provincial Grand Lodge and in the event of loss the Officer whose signature appears in the book will bear the cost of replacement.

7. **Furniture and Property**

The Books, Papers, Furniture, Jewels and other property belonging to Provincial Grand Lodge shall be vested in the Provincial Grand Master and the Deputy Provincial Grand Master for the time being in trust for Provincial Grand Lodge and shall be in the care of the Provincial Grand Secretary, who will maintain an inventory of it and will be responsible for its adequate insurance.

8. **Committee of General Purposes**

The Provincial Grand Master, the Deputy Provincial Grand Master, the Provincial Grand Treasurer, the Provincial Grand Registrar, the Provincial Grand Secretary and the Provincial Grand Director of Ceremonies, the Provincial Grand Almoner, the Provincial Grand Charity Steward and the Provincial Deputy Grand Secretary together with one elected member of each Mark and Royal Ark Mariner Lodge shall form the Committee of General Purposes, to deal with all matters affecting the Order within the Province. They shall also arrange for the annual examination of the accounts of Provincial Grand Lodge.

The Committee shall meet at such time and place as the Provincial Grand Master shall appoint and at least once in each year.

Three members shall form a quorum.

No extraordinary expense above £100 shall be paid by the Provincial Grand Treasurer unless by order of this Committee or special authority of the Provincial Grand Master.

The Provincial Deputy Grand Secretary shall keep detailed records of all those attending the Provincial Committee of General Purposes and the business transacted.

9. **Annual Returns from Lodges**

The Master and Secretary of every Mark Lodge and the Commander and Scribe of every Royal Ark Mariner Lodge in the Province shall make, at 31 August in each year, a return of the members thereof with the date of Advancement or Elevation or Joining of each Brother within the calendar year, together with his mark, address and calling and shall transmit at the same time the fees due to Provincial Grand Lodge and to Grand Lodge, to the Provincial Grand Secretary.

Returns as to Advancement or Elevation and Joining of members shall be made to the Provincial Grand Secretary upon the proper forms at the times stated thereon, by whom they will be forwarded to Grand Lodge.

All returns should be made through the Provincial Grand Secretary who shall be responsible that all forms required (Grand Lodge or Provincial Grand Lodge) shall be in the hands of the Secretary of each Lodge.

10. **Lodge Summonses**

The Secretary of each Mark Lodge and the Scribe of each Royal Ark Mariner Lodge shall send ONE copy of each Lodge Summons to the Provincial Grand Master, the Deputy Provincial Grand Master, the Provincial Director of Ceremonies and the Provincial Grand Secretary by email at least fourteen days before the meeting.

11. **Correspondence**

All communications from Masters or Commanders of Mark and Royal Ark Mariner Lodges or others, intended for submission to the Provincial Grand Master, the Deputy Provincial Grand Master or Provincial Grand Lodge, shall be submitted through the Provincial Grand Secretary.

12. **Alteration of By-Laws**

These By-Laws shall be binding on all Mark and Royal Ark Mariner Lodges in the Province, unless the same be altered at any subsequent Provincial Grand Lodge meeting, due notice of any such intended alteration being given in the Summons convening the meeting at which such an alteration may be intended to be brought for consideration.

13. **Distribution of By-Laws**

A copy of these By-Laws shall be presented by each Mark and Royal Ark Mariner Lodge to each Master or Commander on his Installation, and to each candidate on his Advancement or Elevation or Joining. A copy shall be in the possession of the Treasurer and the Secretary or Scribe of each Lodge.

Adopted in Provincial Grand Lodge on 3 August 2021

Signed:



Date 15/09/2021

W. Bro. R.P. Pipe  
Provincial Deputy Grand Secretary

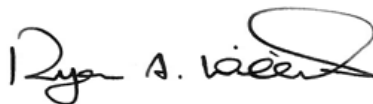
Recommended and approved by:



Date 14/9/2021

R.W. Bro. A.P. Beaumont  
Provincial Grand Master

APPROVED ON BEHALF OF THE  
GENERAL BOARD  
LONDON



..... 15/09/2021 ..... Grand Secretary

Date 15/09/2021