

Provincial Grand Lodge
of
Mark Master Masons
of
Hampshire and Isle of Wight



BY-LAWS

In the By-laws the term Committee shall mean the Executive Committee and the expression "Lodge" means a Masonic Mark or Royal Ark Mariner Lodge on the Register of the Provincial Grand Lodge of Mark Master Masons of Hampshire and Isle of Wight.

1. Composition

The Provincial Grand Lodge shall consist of the following:

- The Provincial Grand Master
- The Deputy Provincial Grand Master
- The Assistant Provincial Grand Master
- The Provincial Grand Officers of the Year.
- The Past Provincial Grand Officers who are subscribing members of a Lodge within the Province.
- The Masters, Wardens and Overseers of all Lodges in the Province.
- The Past Masters of any Lodge under the Grand Lodge of Mark Master Masons etc who are subscribing members of a Lodge within the Province

No brother shall hold more than one office in the Provincial Grand Lodge at any one time.

No brother shall rank as a Provincial Grand Officer, or shall assume the right to wear the clothing thereof, until he has paid his fee of honour and if the amount thereof is not paid within twenty-one days of the date of the letter of his appointment, the office shall be considered vacant and another appointment be made at the discretion of the Provincial Grand Master.

2. The Executive Committee

1.

The Executive Committee of the Provincial Grand Lodge (The Committee) shall consist of:

- The Provincial Grand Master
- The Provincial Deputy Grand Master
- The Provincial Assistant Grand Master
- The Provincial Grand Wardens
- The Provincial Grand Treasurer
- The Provincial Grand Secretary
- The Provincial Grand Director of Ceremonies
- The Provincial Deputy Grand Secretary

This committee shall meet twice per annum and at such other times as may from time to time be necessary for the administration, maintenance and dignity of Provincial Grand Lodge. Other Provincial Grand Lodge Officers may be invited to attend as required.

The Committee shall have the power to appoint such sub Committees, either on a permanent or temporary basis or for any special purpose with such powers as from time to time shall appear to the Committee to be advisable.

3. Regulations for the Government of Provincial Grand Lodge

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

Mark Master Masons who are not members of Provincial Grand Lodge may be present by permission of the Provincial Grand Master, but they shall not take part in the proceedings unless by permission of the Provincial Grand Master or his Presiding Deputy and they shall have no vote.

The minutes of the last regular Provincial Grand Lodge meeting and any intervening special Provincial Grand Lodge meeting shall be read and put forward for confirmation.

All motions shall be decided by a majority of votes, each member having one vote and the Provincial Grand Master having a second or casting vote. Provincial Grand Lodge may resolve that any motion shall be determined by the Provincial Grand Master.

Every motion intended to be moved at the meeting of Provincial Grand Lodge (complementary votes of thanks excepted) shall be in writing and annexed thereto shall be the name and Masonic Rank of the mover and the name and number of his Lodge. The motion shall be received by the Provincial Grand Secretary not less than 56 days preceding the meeting of Provincial Grand Lodge. No other motion or other matter shall be brought before Provincial Grand Lodge, unless the Provincial Grand Master shall so permit.

4. Duties of the Provincial Grand Treasurer

The Provincial Grand Treasurer shall be elected yearly at the annual meeting of Provincial Grand Lodge. He shall be responsible for keeping the accounts of provincial Grand Lodge and shall pay or receive such sums as may be due from or to Provincial Grand Lodge. He shall deposit all monies received in the bank approved for the time being by Provincial Grand Lodge in the name of “Provincial Grand Lodge of Mark Master Masons of Hampshire and isle of Wight”. All cheques drawn on this account shall be signed by any two of the following: Provincial Grand Secretary, Provincial Grand Treasurer and a third nominated signatory.

The Provincial Grand Treasurer will produce his books when called upon to do so and shall present the accounts, duly audited, at the annual meeting of the Provincial Grand Lodge.

The Provincial Grand Lodge accounts shall be audited by an auditor duly elected for that purpose at the annual meeting of Provincial Grand Lodge.

The accounts shall be made up to 31st December each year.

The Provincial Grand Treasurer, under the direction of the Committee shall invest such sums of money as seem to them to be surplus, after making provision for probable liabilities, in such securities as may be approved by the Committee.

5. Duties of the Provincial Grand Secretary

The Provincial Grand Secretary shall be appointed annually. He shall fix the seal of Provincial Grand Lodge to all patents, dispensations and other documents. He shall issue summonses for all meetings of Provincial Grand Lodge and attend and take minutes of its proceedings. He shall receive the returns from the several Lodges and enter them in the books of Provincial Grand Lodge. He shall send a copy of the minutes of the annual meeting of Provincial Grand Lodge, together with such papers, etc., as may be ordered by the Provincial Grand Master or Provincial Grand Lodge to each Lodge in the Province and to each Grand Officer. He shall receive all petitions, memorials, motions, etc., and lay them before the Provincial Grand Master. He shall attend upon the Provincial Grand Master, the Deputy Provincial Grand Master and the Assistant Provincial Grand Master and present such information, books, etc., as they may require. He shall be an ex-officio member of every committee of Provincial Grand Lodge. He shall be entitled to reimbursement for all clerical and out-of-pocket expenses incurred by him in the discharge of his duties.

6. Duties of the Provincial Grand Director of Ceremonies

The Provincial Grand Director of Ceremonies shall be appointed annually. He shall be responsible for the ceremonial arrangements and conduct of the meetings of Provincial Grand Lodge and all occasions when the Provincial Grand Master, the Provincial Deputy Grand Master shall be present.

7. Duties of the Provincial Deputy & Assistant Grand Secretaries

The Provincial Deputy and Assistant Grand Secretaries shall assist the Provincial Grand Secretary in the clerical and secretarial work of the Province and shall be responsible for the performance of such duties as may be delegated to them.

8. Duties of the Provincial Grand Tyler

The Provincial Grand Tyler must be a Mark Master Mason. He shall be appointed by the Provincial Grand Master and shall continue in office during his pleasure. He shall attend all meetings of Provincial Grand Lodge and assist in the arrangements for same. He shall be stationed outside Provincial Grand Lodge and see that none be admitted but those who are qualified and having signed the attendance register. He shall see that all members present are clothed with the correct Masonic regalia. He shall be reimbursed for his travelling expenses etc. when attending Provincial Grand Lodge.

9. Provincial Grand Lodge Expenses

The Executive Committee shall have the authority to spend such sums as may be deemed necessary for the holding of Provincial Grand Lodge and for the administration and dignity of the Province.

10. Regalia

All regalia, furniture and other property of Provincial Grand Lodge shall be vested in and be in the care of the Provincial Grand Treasurer. He shall be responsible that such insurance premiums as are payable are paid on the due dates. He shall keep an inventory, which must be checked annually and reported on at the annual meeting of Provincial Grand Lodge. A Provincial Grand Lodge Officer failing to return regalia or jewels loaned to him during his term of office shall be liable, in the case of loss or damage of such regalia or jewel, to pay the full cost of replacement.

No member of Provincial Grand Lodge shall attend therein without his proper jewel and regalia, nor shall any member be permitted to wear in Provincial Grand Lodge any jewel, medal or device that is not recognised by the Grand Lodge of Mark Master Masons as appertaining to the Mark Degree.

11. Provincial Grand Lodge and its Management

For the purpose of maintaining a Provincial Grand Lodge Fund, the following fees are to be paid to Provincial Grand Lodge by the Lodges of the Province: -

For each member on the register at 1st September or who has joined since the 1st September; such sum as may be resolved by Provincial Grand Lodge at its annual meeting, but not exceeding such amount as may be permitted from time to time by GLMMM.

For every Dispensation issued by the PGSec..... £7.50

For every Certificate of Service (e.g.50 years).... £7.50

For Registration of or amendment to By laws..... £5.00

Provincial Grand Officers on appointment whether to Active or Past Rank. (Fee of Honour) to: -

Provincial Deputy or Assistant Grand Master..... £50.00

Wardens, Overseers..... £30.00

Chaplain, Treasurer, Registrar, Secretary, Director of Ceremonies, Inspector of Works, Sword Bearer.... £25.00

Deputy Chaplain, Deputy Director of Ceremonies, Deacons..... £15.00

Assistant Chaplain, Assistant Secretary, Assistant Director of Ceremonies, Organist, Standard Bearer, Inner Guard, Steward..... £10.00

A Brother on promotion shall pay the difference between the fee of the previous appointment and the current fee for the new rank. A Brother re-appointed to an office shall not pay a further fee.

12. Private Lodges

The Master of each Lodge shall ensure the Provincial Grand Secretary is in receipt of the following on or before 30th September in each year.

:

- (a) For onward transmission to Grand Mark Lodge the Annual Return of membership and Grand Lodge dues.
- (b) The Provincial Grand Lodge copy of the Annual Return of membership and Provincial Grand Lodge dues.
- (c) The Supplementary Form to the Annual Return of Membership duly completed with details of those members Advanced and those who have joined during the year, changes of address and the names of members who have died, resigned or been excluded.

The Master of each Lodge shall be responsible that the Lodge Register is completed in chronological order with the names, titles, address, profession and other relevant information of all members advanced in the Lodge and those joining.

This Register, together with the Lodge Minute Book shall be available for the purpose of examination by the Provincial Grand Secretary, or his representative, and in particular on the occasion of an Official Visit.

Should a Lodge neglect to send to the Provincial Grand Secretary its corrected register details, together with the fees due, in each year to the Provincial Grand Lodge by the 30th September, the Wardens and Past Masters of such Lodge shall not be allowed to vote on any matters brought before Provincial Grand Lodge. All cheques for Provincial Grand Lodge shall be made payable to "The Provincial Grand Lodge of Mark Master Masons of Hampshire and Isle of Wight". (Those for Grand Lodge to 'GLMMM')

All communications for the Provincial Grand Master on the business of the Province shall be addressed to him through the Provincial Grand Secretary. Similarly all communications for Grand Lodge with the exception of completed returns (where so directed) shall be submitted through the Provincial Grand Secretary. This is particularly important for completed Membership Application Forms for the upkeep and maintenance of the Provincial Database.

13. Regulations for the Degree of Royal Ark Mariner

Royal Ark Mariner Lodges in the Province are subject to the Regulations of the Grand Master's Royal Ark Council, under the authority of the Provincial Grand Master.

The following fees shall be payable in the General Funds of Provincial Grand Lodge by each Royal Ark Mariner Lodge in the Province: -

For each member on the Register on 1st September or has joined since 1st September, such sum as may be resolved by Provincial Grand Lodge at its annual meeting, but not exceeding such amount as may be permitted from time to time by GLMMM.

For every Dispensation issued by the PG Sec.....	£7.50
For every Certificate of Service (e.g. 50 years).....	£7.50
For registration of, or amendment to By laws	£5.00
For each Brother receiving Provincial Royal Ark Mariner Grand Rank (Fee of Honour).....	£10.00

14 Alterations

The By Laws shall, on approval, be binding on all Lodges in this Province. Each Lodge shall be supplied with a copy. Additional copies can be obtained from the Provincial Grand Secretary at cost, or from the website. Any motion for the alteration of or addition to these By Laws shall be in accordance with Rule 89 Constitutions and Regulations. The motion when proposed, seconded and adopted in Provincial Grand Lodge, shall not require confirmation but shall become effective on receiving the sanction of the Provincial Grand Master and the approval of the General Board.

15. General

Any matter not specifically dealt with in these By Laws shall be governed by the Constitutions and Regulations of the Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges overseas.

The Provincial website address is www.hants-iow-mark.org

Approvals

J HALL-BARLOW Provincial Grand Master

F W BATH Provincial Grand Secretary

9th December 1970

Lt Col M G EDWARDS, Grand Secretary,

London 22nd December 1970

JOHN H PRIZEMAN Provincial Grand Master

PETER K JAMES Provincial Grand Secretary

26th April 2008

J BRACKLEY Grand Secretary

London 12th July 2008

Reprinted August 2008 incorporating amendments approved

15th July 2008