

BY-LAWS

For the government of the ESSEX PROVINCIAL GRAND MARK LODGE

1. MEMBERS OF PROVINCIAL GRAND MARK LODGE:

The Provincial Grand Mark Lodge of Mark Master Masons of Essex, hereinafter referred to as "The Provincial Grand Lodge" shall consist of:

- The Provincial Grand Master
- The other present Provincial Grand Officers;
- The Past Provincial Grand Officers who are subscribing members of a Lodge under the Provincial Grand Lodge;
- The Masters, Past Masters, Wardens, and Overseers of all Lodges in the Province, and the Commanders, Past Commanders, and Wardens of all R.A.M. Lodges in the Province.

2. 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 RAM Lodge Scribes at least twenty-one days before the date of such meeting; stating the date, time, and place of such meeting.

3. 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 RAM 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:

- The registration of a new Lodge;
- The registration of By-Laws;
- The registration of amendments to By-Laws;
- The grant of a dispensation;
- For the registration of each Candidate Advanced or Elevated, and each Joining or Re-Joining Member;

(iii) Annual Dues for each Brother who has been a Subscribing Member during any part of a year, such an amount as shall have been determined by resolution in accordance with these By-Laws at a meeting of Provincial Grand Lodge.

4. 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.

5. 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, an Assistant Provincial Grand Master, the Provincial Grand Treasurer, or 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.

6. 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 31 August each year. These accounts shall be audited by TWO members of Provincial Grand Lodge, nominated and elected at the previous Annual Meeting of Provincial Grand Lodge, and these accounts shall subsequently be submitted to the next Annual Meeting for approval.

(ii) Lodges

The Secretary/Scribe of each Mark/RAM Lodge within the Province/District shall forward to the Provincial Grand Secretary TWO copies by post, or 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. In addition a copy of their latest Lodge Accounts & a Statement of Conformity should be submitted to the Provincial Grand Secretary within 14 days following their Installation Meeting.

7. RECEIPTS AND PAYMENTS:

All Fees of Honour and other monies payable to Provincial Grand Lodge shall be received by the Provincial Grand Treasurer, who shall give a receipt if requested and shall pay the amount to the account of the Provincial Grand Lodge at such Bank as shall be selected by the Provincial Committee of General Purposes. No Brother shall be entitled to be invested with and wear the clothing of Provincial Grand Lodge unless his Fee of Honour is paid.

8. 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 collar and Jewel will be supplied by Provincial Grand Lodge and recorded in a document, held for that purpose, by the Provincial Grand Secretary. The collar and jewel will remain the property of Provincial Grand Lodge and in the event of loss the Officer whose name appears in the document as holding that collar and jewel will bear the cost of replacement.

9. FURNITURE AND PROPERTY

The Books, Papers, Furniture, Jewels and other property belonging to Provincial Grand Lodge shall be vested in the Provincial Grand Master, the Deputy Provincial Grand Master, and the Assistant Provincial Grand Masters for the time being in trust for Provincial Grand Lodge; and shall be in the care

of the Provincial Grand Secretary, who will ensure an inventory of it is maintained and will be responsible for its adequate insurance, in conjunction with the Provincial Grand Treasurer.

10. COMMITTEE OF GENERAL PURPOSES

The Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters, the Provincial Grand Wardens, the Provincial Grand Treasurer, the Provincial Grand Secretary or in his absence the Deputy Provincial Grand Secretary, the Provincial Grand Director of Ceremonies or in his absence the Deputy Provincial Grand Director of Ceremonies, together with four other members of Provincial Grand Lodge and one additional co-opted member, if the committee desires, who are to be elected at each annual meeting of Provincial Grand Lodge, the nominations for these shall be sent to the Provincial Grand Secretary on or before the 31st March, 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.

11. RETURNS FROM LODGES AND KEYSTONE ONLINE UPDATES

The Master/Commander and Secretary/Scribe of every Mark/RAM Lodge in the Province shall make, at 31st August in each year, a return of the members thereof with the date of Advancement/Elevation or Joining of each Brother within the calendar year, together with his address and other contact details and shall transmit at the same time the annual fees due to Provincial Grand Lodge and Grand Lodge.

Returns as to Advancement/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.

Each Lodge shall immediately after its Installation Meeting forward to the Provincial Grand Secretary and Provincial Grand Registrar, a list of all Lodge Officers appointed at that meeting on the Installation return form. This information should also be updated on Keystone Online which should at all times show the current Lodge Officers.

Each Lodge shall update Keystone Online on any change of Members details, on a continuous basis throughout the year so that at the 31st August the details held on Lodge Members and Officers of the Lodge are correct.

12. LODGE SUMMONSES

The Secretary/Scribe of each Mark/RAM Lodge shall send a copy of each Lodge Summons to the Provincial Scrutineer (or whomever else from time to time may be included) four weeks prior to the meeting, to allow time for review and any alterations to be made. The Scrutineer will circulate the approved Summons to the Provincial Executive. ~~Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters the Provincial Grand Secretary, the Provincial Director of Ceremonies and the Provincial Communications Office at least fourteen days before the meeting.~~

13. CORRESPONDENCE

All communications from Masters/Commanders of Mark/RAM Lodges or others, intended for submission to the Provincial Grand Master, or Provincial Grand Lodge, shall be submitted through the Provincial Grand Secretary.

14. ALTERATION OF BY-LAWS

These By-Laws shall be binding on all Mark/RAM 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.

15 DISTRIBUTION OF BY-LAWS

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

Signed:

_____ Date _____
Provincial Grand Secretary

Recommended and Approved by:

_____ Date _____
Provincial Grand Master