

# Mark Masonry By-Laws of Provincial Grand Lodge of Devonshire

**1.** The Provincial Grand Lodge of Mark Master Masons for Devonshire shall be composed of the Provincial Grand Master, the Present and Past Provincial Grand Officers, and the Master, Past Masters, Wardens and Overseers of every Lodge in the Province, with such Masters and Past Masters of any Lodge under the English Constitution as are members of a Lodge within the Province. No Brother can be a member of the Provincial Grand Lodge unless he is a subscribing member of a Lodge in the Province.

**2.** The Provincial Grand Lodge shall meet regularly once in every year, at such time and place as the Provincial Grand Master shall appoint, at which meeting the election of the Provincial Grand Treasurer and two Auditors, and the appointment and Investment of the Provincial Grand Officers shall take place. Mark Master Masons, not being members of the Provincial Grand Lodge, may by permission of the Provincial Grand Master, (provided they be subscribing members of a Lodge), be present as visitors at any meeting of the Provincial Grand Lodge, but shall not speak on any question without leave of the Provincial Grand Master, nor be permitted to vote. The Master of each Lodge, or in his absence, the Officer next in rank present who is himself a member of the Provincial Grand Lodge, shall answer for the qualification of any member of his Lodge who may apply to be admitted as visitors to the Provincial Grand Lodge; and the Provincial Grand Inner Guard, in addition to the duties laid down in the Constitutions and Regulations, shall prove the qualifications of every visitor who may not be thus satisfactorily vouched for.

**3.** The Provincial Grand Officers shall, during their year of Office, punctually attend to their duties in the Provincial Grand Lodge unless valid excuse in writing be made to the Provincial Grand Secretary prior to the meeting of the Provincial Grand Lodge.

**4.** All monies belonging to the Provincial Grand Lodge shall be paid to an account, which shall be opened at a Bank (to be approved by the Provincial Grand Lodge) in the name of the Provincial Grand Lodge. All cheques drawn thereon for monies voted by the Provincial Grand Lodge shall be signed by any two of the following: The Provincial Grand Master, the Deputy Provincial Grand Master, the Provincial Grand Treasurer and the Provincial Grand Secretary. The Provincial Grand Treasurer shall see that correct accounts of all receipts and expenditure are maintained in a proper book and prepare an abstract of each year's accounts. That all books of account and other documents shall be entrusted to the care of the Provincial Grand Treasurer or the Provincial Grand Secretary

**5.** The Furniture and other effects of the Provincial Grand Lodge shall be in the care of the Provincial Grand Secretary for the time being. The Cash Book, Minute Books and all other books and documents in the care of the Provincial Grand Treasurer and Provincial Grand Secretary respectively, shall be the property of the Provincial Grand Lodge.

**6.** The Provincial Grand Secretary shall, at least fourteen clear days before the day on which the same is appointed to be held, issue summonses for all meetings of the Provincial Grand Lodge to every member of the Provincial Grand Lodge, and likewise for all meetings of the Committee of General Purposes (hereafter mentioned). He shall attend all meetings and take Minutes of the proceedings; receive Returns from Lodges in the Province and enter them in the books set apart for that purpose; receive fees and contributions payable by Lodges and Brethren, and hand the same over to the Provincial Grand Treasurer; receive all Petitions or Memorials and submit them to the Provincial Grand Master or other proper authority; attend the Provincial Grand Master or his Deputy or Assistant with any books or papers he may require; and generally do all such things as ought to be done by the Provincial Grand Secretary or as he may be directed from time to time by the Provincial Grand Lodge.

**7.** The Provincial Grand Director of Ceremonies shall have the arrangement and direction of all processions and ceremonies of the Provincial Grand Lodge.

**8.** The duties of the other Provincial Grand Officers shall be the same as are laid down in The Constitutions and Regulations for the Grand Officers.

**9.** The Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Master, Provincial Grand Wardens, Provincial Grand Treasurer, Provincial Grand Secretary, Deputy Provincial Grand Secretary and the Provincial Assistant Grand Secretary and a representative from each Lodge in the Province, shall form a Committee of General Purposes. The Committee may originate and recommend to the Provincial Grand Lodge whatever it may deem necessary or advantageous to the welfare of the Province, and generally make arrangements for the Provincial Grand Lodge meeting. A Finance Committee consisting of four Brethren shall

# Mark Masonry By-Laws of Provincial Grand Lodge of Devonshire

be elected at the Annual Provincial Grand Lodge meeting. The Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Master, the Provincial Grand Treasurer, Provincial Grand Secretary, Assistant Provincial Grand Secretary and any Past Provincial Grand Masters shall be as *ex officio* members. They shall meet at least once in every year, manage the finances of the Provincial Grand Lodge, and submit their recommendations to the General Purposes Committee.

**10.** The following Fees of Honour shall be paid by the Brethren on first appointment to Provincial office;

<i>Rank</i>	
Deputy Provincial Grand Master	£65.00
Assistant Provincial Grand Master	£45.00
Provincial Grand Wardens, each	£35.00
Provincial Grand Master Overseer	£28.00
Provincial Grand Senior Overseer	£25.00
Provincial Grand Junior Overseer	£25.00
Provincial Grand Chaplain	£14.00
Provincial Grand Treasurer	£25.00
Provincial Grand Registrar	£25.00
Provincial Grand Secretary	£22.00
Provincial Grand Director of Ceremonies	£22.00
Provincial Grand Inspector of Works	£22.00
Provincial Grand Sword Bearer	£22.00
Deputy Provincial Grand Chaplain	£14.00
Deputy Provincial Grand Secretary	£20.00
Deputy Provincial Grand Director of Ceremonies	£20.00
Provincial Grand Deacons, each	£20.00
Assistant Provincial Grand Chaplain	£14.00
Assistant Provincial Grand Secretary	£17.50
Assistant Provincial Grand Directors of Ceremonies, each	£17.50
Provincial Grand Organist	£15.50
Provincial Grand Standard Bearer	£17.50
Assistant Provincial Grand Standard Bearer	£17.50
Provincial Grand Inner Guard	£17.50
Provincial Grand Stewards, each	£15.00
Provincial Grand Tyler	£15.00
Royal Ark Mariner Provincial Grand Rank	£25.00

A Brother accepting a higher office in Provincial Grand Lodge shall pay the difference (it any) between the Fee payable on the office which he leaves and that to which he is promoted.

The above fees shall be payable immediately on appointment to office and no Brother appointed to an office shall be allowed to assume the rank or clothing of such office until he has paid the Fee of Honour. In the event of such fee not being paid within **two months** the appointment shall be *ipso facto*, cancelled and void, and the Provincial Grand Master may immediately proceed to appoint some other Brother to fill the vacancy.

Any Brother appointed or promoted to the rank of a Past Provincial Grand Officer shall pay, before appointment, the same fee of honour as if he had been appointed to Present Provincial rank.

**11.** The following contributions and Provincial fees shall be payable to the Provincial Grand Secretary who shall forward the same to the Provincial Grand Treasurer;

Registration of a new Lodge or removal of a Warrant	£12.00
Registration of By-Laws or amendment of By-Laws	£5.00
Dispensations (other than dispensations which can only be granted by the Grand Master) (not exceeding £8.00)	£5.00
Dues payable by Lodges on, 31st August in each year in respect of every Brother who has been a member of the Lodge during any part of such year (not exceeding 40% of Grand Lodge Dues)	£4.25

# Mark Masonry By-Laws of Provincial Grand Lodge of Devonshire

**12.** The Master of every Lodge in the Province shall cause a copy of the Summons for each meeting of his Lodge, whether regular or emergency to be sent to the Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Master, Provincial Grand Wardens and Overseers of the year, Provincial Grand Treasurer, Provincial Grand Secretary, Deputy Provincial Grand Secretary, Provincial Grand Director of Ceremonies and Assistant Provincial Grand Secretary. All communications from Masters of Lodges or others intended for submission to the Provincial Grand Master or Provincial Grand Lodge, other than the above mentioned Summons or invitations relating thereto, shall be forwarded to the Provincial Grand Secretary for presentation. Every Lodge Summons shall contain name and address and telephone number of the Master, the Lodge Secretary, Treasurer and Representative on the Committee of General Purposes, Charity Steward and Almoner.

**13.** The Secretary of each Lodge in the Province shall, whenever a member of his Lodge shall resign or shall be excluded, or whenever at a subsequent time he may require it, furnish such member with a Certificate stating the circumstances under which he left the Lodge, and such Certificate, in addition to the Certificate of Advancement required by Article 108 of the Constitutions and Regulations is to be required by and produced to any other Lodge of which he is proposed to be admitted a member, previously to the ballot being taken.

**14.** Each Lodge shall once in every year, namely on or before the **31st day of October** transmit or cause to be transmitted to the Provincial Grand Secretary, the Annual Return signed by the Master and Secretary (made up to the 31st day of August for the previous twelve months) of all contributing members, Brethren who have, been Advanced or Joined the Lodge since the last Return, their Postal Address, Title, Date of Birth, Profession or Occupation should be inserted with the dates of their Advancement or Joining and the name and number of the Lodge from which they joined, together with all monies due or payable to the Provincial Grand Lodge. The Annual Return to Grand Lodge should be completed at the same time and forwarded to the Provincial Grand Secretary for checking and comparison, together with fees payable. Cheques should be made payable to the **Grand Mark Lodge and Provincial Grand Mark Lodge, Devonshire**, respectively.

**15.** Each Lodge shall **Immediately after its Installation** meeting cause a Return to be made to the Provincial Grand Secretary, of the Master, Past Masters, Wardens and Overseers, and all members who claim to be entitled to attend Provincial Grand Lodge as Past Members having served the Office of Master in some other Lodge, specifying the Lodge in which each has served the Office of Master, and a Brother shall not be permitted to vote at the Provincial Grand Lodge unless his name appears in such Return. The Return for Grand Lodge should also be completed at the same time and forwarded to the Provincial Grand Secretary for checking and comparison, all communications to Grand Lodge must be transmitted **via the Provincial Grand Secretary** and not to Grand Lodge direct.

**16.** If any Lodge neglect to make the payments and Returns named in the foregoing By-Laws and be in arrears at the **31st October** annually, the Master, Past Masters, Wardens and Overseers of that Lodge shall not be allowed to appear at such or any other Provincial Grand Lodge, nor have any voice in the recommendation or distribution of the Provincial Grand Lodge fund, until such Returns and payments shall have been duly completed.

**17.** Every motion for a new By-Law or Regulation, or for the repeal or amendment of an existing By-Law, or any other proposition intended to be made at a meeting of the Provincial Grand Lodge shall be stated in writing, together with the names and rank of the proposer and seconder, and transmitted to the Provincial Grand Secretary for insertion in the Summons convening the Provincial Grand Lodge meeting at which such motion is proposed to be made, not less than **eight weeks** before the day of the meeting of the Provincial Grand Lodge, and no motion or matter shall be entertained by the Provincial Grand Lodge, or brought into discussion therein unless the foregoing requirements be complied with or the Provincial Grand Master otherwise determines.

**18.** Every Lodge in the Province shall frame By-Laws or revise its existing By-Laws, so as to be in strict accordance with the Constitutions and Regulations of the Order and with these By-Laws; when so framed or revised, such By-Laws shall be forwarded to the Provincial Grand Secretary who shall submit them to the Provincial Grand Master for approval, and subsequently to the Grand Secretary for the approval of the General Board and when approved, a copy shall be sent to the Provincial Grand Secretary to be placed with the documents of Provincial Grand Lodge.

**19.** Each Lodge shall provide itself and any new members of the Degree with a current copy of the book of

# Mark Masonry By-Laws of Provincial Grand Lodge of Devonshire

Constitutions and Regulations and the Provincial Grand Lodge By-Laws. The Master of each Lodge shall see that both a current copy the book of Constitutions and Regulations and the Lodge By-Laws are placed upon the Pedestal at all times when the Lodge is open. These By-Laws shall be binding on all the Lodges in the Province unless and until the same be altered in a constitutional manner, as herein before provided. They shall be printed and a copy shall be sent to the Master of each Lodge in the Province.

## ROYAL ARK MARINER'S LODGES

**20.** A Register shall be kept of all Royal Ark Mariner's Lodges throughout the Province. Every such Lodge immediately after Consecration, shall send to the Provincial Grand Secretary a Return giving:

- (a) Name of Lodge;
- (b) Name and Number of Mark Lodge to which it is attached;
- (c) Date of Consecration;
- (d) Place, days and hour of meeting;
- (e) Name, Address and Office of Founders and Members.

**21.** Every Lodge of the Royal Ark Mariners, shall not later than the **31st October** of each year, make an Annual Return to the Provincial Grand Secretary, made up to the **31st day of August** for the previous twelve months, of all its members, Including the Brethren who have been Elevated or Joined the Lodge since the last Return, and at the same time transmit the fee for each member so Elevated or Joined. It shall also make a Return of any member who may have resigned, died or been excluded during the year.

The Annual Return to Grand Lodge should also be completed at the same time and forwarded to the Provincial Grand Secretary for checking and comparison, together with fees payable.

Cheques should be made payable to the **Grand Mark Lodge** and **Provincial Grand Mark Lodge**, Devonshire, respectively.

**22.** Schedule of Provincial Fees:

Granting a New Warrant	£12.00
Dues payable by Lodges on 31st August in each year in respect of every Brother who has been a member of the Lodge during any part of such year (not exceeding £3.00)	£2.00
Registration of By-Laws or amendment of By-Laws	£5.00
Dispensations other than those which can only be granted by the Grand Master	£5.00
Fees of Honour - RAM, Provincial Grand Rank	£20.00

**23.** Every Lodge immediately after the Installation of its Commander shall make a Return to the Provincial Grand Secretary of the names and addresses of the Officers appointed for the ensuing year.

**24.** The Commander of every Lodge shall cause a copy of each Lodge Summons to be sent to the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Master, the Provincial Grand Secretary the Deputy Provincial Grand Secretary, Provincial Grand Director of ceremonies and the Assistant Provincial Grand Secretary. The private address and telephone number of the Scribe shall be printed on each Lodge Summons.

## GENERAL

**25.** In all matters not herein specially set forth, the Provincial Grand Master, the Provincial Grand Lodge and its officers shall be governed and regulated by the same Laws as those applicable to the Grand Lodge of Mark Master Masons and its Officers.

Right Worshipful Brother PETER HAWKEN, *M.B.E*  
Provincial Grand Master, Devonshire, *23<sup>rd</sup> September 2006*

Approved on behalf of the General Board, London, *23<sup>rd</sup> September 2006.*  
Right Worshipful Brother JOHN BRACKLEY, *PGJW* Grand Secretary