



Provincial Grand Lodge of Mark Master Masons West Yorkshire

PROVINCIAL BY-LAWS

Approved: May 2018

1. The Province is constituted under the Constitutions and Regulations for the Government of the Order of Mark Master Masons and The Degree of the Ancient and Honourable Fraternity of Royal Ark Mariner, and is bound thereby.
2. The term "Lodge" used in these By-laws means a Lodge of Mark Master Masons or Royal Ark Mariners, the meeting place of which is in the Province.
3. Provincial Grand Lodge will hold an Annual Meeting at such place, date and time as the Provincial Grand Master shall direct. A Special Meeting may be held whenever the Provincial Grand Master desires. At least fourteen days' notice of every meeting will be given to every member of Provincial Grand Lodge and to the Secretary of every Lodge.
4. The Provincial Grand Master, his Deputy, his Assistant and the Provincial Grand Secretary will constitute an Executive Committee and will deal with all matters affecting the Province which are not required to be brought before Provincial Grand Lodge. They will have the power to co-opt additional members.
5. The Auditors of the Provincial Grand Lodge Accounts will be elected at the Annual Meeting of Provincial Grand Lodge.
6. No motion or proposition will be made at a Provincial Grand Lodge meeting unless, not less than four months prior to the date of the meeting, notice thereof in writing shall have been given to the Provincial Grand Secretary, signed by the intended mover and giving his full name and address, also the name and number of the Lodge in this Province of which he is a subscribing member. The Provincial Grand Master, at his discretion, may permit a shorter notice. The motion or proposition will be included in the Agenda for the meeting if the Provincial Grand Master deems it appropriate.
7. All communications for the Provincial Grand Master or the Provincial Grand Lodge will be sent to the Provincial Grand Secretary.
8. Every Lodge will:
 - a. Send a copy of the summons for each of its meetings to the Provincial Grand Secretary, the Provincial Deputy Grand Secretary and every member of the Lodge. Each summons will state the names and addresses of the Treasurer and Secretary. Also, after the Secretary has been notified thereof, the place, date and time of the next Provincial Grand Lodge meeting.
 - b. Comply with the instructions from the Provincial Grand Secretary to confirm the Lodge membership during the twelve-month period ending 31st August each year.
 - c. Immediately after their Installation meeting send to the Provincial Grand Secretary the name, address, telephone number and email address of the Lodge Administration Officers.
9. The dues, fees and contributions payable to Provincial Grand Lodge will be determined from time to time by the Executive Committee.
10. These By-laws will be observed by every Lodge in the Province.

PROVINCIAL CHARITY (The Cleeves and Whitehead Trust)

11. The Province will have a Charity Committee which will elect Trustees to administer the Provincial Charity. It will also arrange for one of the Elected Charity Representatives to attend Mark Lodge Installations and encourage members to support and contribute to the Provincial Charity.
12. The Charity Committee will consist of:
 - a. The Provincial Grand Master, his Deputy and his Assistant who will respectively be the President and Vice Presidents of the Charity Committee.
 - b. The Board of Trustees.
 - c. Past Presidents and Past Vice Presidents who are subscribing members of a Lodge in this Province.
 - d. The Provincial Grand Secretary.
 - e. The Provincial Grand Charity Steward and the Provincial Grand Almoner.

- f. The Charity Representatives elected by the Charity Committee.
- g. The Past Elected Charity Representative of the Charity Committee who are subscribing members of a Lodge in this Province.
- h. The Provincial Charity Secretary and Treasurer.
- i. Two subscribing members of each Lodge in the Province, these being the Charity Steward and the Almoner or their appointed representatives

The foregoing By-laws were adopted at the Annual Meeting of Provincial Grand Lodge held at Bradford on 7th April 2018.

- James Steggles Provincial Grand Master
- Fraser McPherson Provincial Grand Secretary

Approved on behalf of the General Board:

Ryan A Williams, Grand Secretary,
25th May 2018.