

## 28. SAVING CLAUSE.

Any matter not specifically dealt with in the foregoing Regulations for the government of the Degree of Royal Ark Mariner shall be governed by the Regulations herein before contained for the government of the Order of Mark Master Masons, as far such Regulations are not inconsistent with Royal Ark Mariner Regulations and so far as they are applicable to the Royal Ark Mariner Degree.

## 29. DISTRIBUTION OF BY-LAWS.

These By-Laws shall be printed and a copy sent to the Master and Secretary or the Commander and Scribe of each Lodge within the Province.

These By-Laws as revised were adopted and approved in Provincial Grand Lodge held at Cardiff on 6th day of June 2007

Stanley William Jeffrey Clarke, Provincial Grand Secretary

Desmond Barnett, J.P., Provincial Grand Master

Approved on behalf of the General Board  
and of the Grand Master's Royal Ark Council.

John Brackley, Grand Secretary. 8th day of October 2007

Please address all correspondence to the Provincial Grand Secretary:

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# THE PROVINCIAL GRAND LODGE OF MARK MASTER MASONS OF SOUTH WALES AND DEGREE OF ROYAL ARK MARINER BY-LAWS AND REGULATIONS

**REPRINT 2017**

**Website: [www.southwalesmarkmastermasons.co.uk](http://www.southwalesmarkmastermasons.co.uk)**

**Email: [provincialoffice@southwalesmarkmastermasons.co.uk](mailto:provincialoffice@southwalesmarkmastermasons.co.uk)**

## BY-LAWS AND REGULATIONS

### 1. MEMBERS OF PROVINCIAL GRAND LODGE.

The Provincial Grand Lodge shall be composed of all Officers and Past Officers thereof, and the Master, Wardens, and Overseers of Private Lodges all of whom must be Subscribing Members of a Lodge within the Province.

### 2. STYLE.

This Collective Body shall be styled "The Provincial Grand Lodge of Mark Master Masons of South Wales". The Officers of the Provincial Grand Lodge of Mark Master Masons of South Wales shall have precedence within the Province in the same order as laid down for the Officers of Grand Lodge with any necessary modifications.

### 3. ANNUAL MEETING OF PROVINCIAL GRAND LODGE.

The Provincial Grand Lodge shall meet annually at a time and place within the Province, to be fixed by the Provincial Grand Master, at which the election of the Provincial Grand Treasurer and the appointment of the Provincial Grand Officers shall take place. The Provincial Grand Lodge may also be summoned at other times by direction of the Provincial Grand Master. Brethren who are not members of Provincial Grand Lodge may be present at these meetings by permission of the Provincial Grand Master, provided they are Mark Master Masons, and Subscribing Members of a Lodge under a recognised Constitution; but they shall not be allowed to vote on any resolution, nor to address Provincial Grand Lodge, without the Provincial Grand Master's permission.

### 4. MOTIONS.

All motions and resolutions which shall be adopted at the Annual Meetings of Provincial Grand Lodge, shall require no further confirmation.

### 5. FESTIVALS.

Whenever it shall be deemed expedient to hold a Festival in connection with any meeting of the Provincial Grand Lodge, no portion of the expenses attending the same shall be defrayed out of the funds of the Provincial Grand Lodge, except by the special authority of the Provincial Grand Master.

### 6. FEES OF HONOUR.

Every Brother on his appointment to office in the Provincial Grand Lodge, shall pay a Fee of Honour to the Provincial Fund for General Purposes. The fees shall be such amounts as shall have been determined by resolution of Provincial Grand Lodge at the Annual Meeting held in June and shall take effect from January the following year.

### 24. RETURNS OF LODGES.

The Commander or Scribe of every Lodge in this Province shall immediately after the Installation Meeting make a return to the Provincial Grand Secretary showing the names and addresses of the Commander, Senior Warden, Junior Warden and the Scribe, installed and invested for the ensuing year, and shall in the month of September in every year, make a Regular Return of the Contributing Members, and of the Brethren who have been Elevated up to the 31st day of August in the previous year, together with the dates of Elevation; also of all Brethren who have joined the Lodge during that period, together with the dates of Joining and the name and number of the Lodge from which they have Joined; and shall at the same time transmit to the Provincial Grand Secretary the fees due to Provincial Grand Lodge.

### 25. FEES PAYABLE TO THE GENERAL FUND.

The fees payable to the General Fund in respect to Registration Fee for a New Lodge or removal of a Warrant. Registration of By-Laws or amendment of By-Laws.

Dispensations

shall have been determined by resolution of Provincial Grand Lodge at the Annual Meeting held in June and shall take effect from 1st September following that meeting.

The Annual Dues and Fees payable by each Lodge for each year ending the 31st August in respect of every Brother who has been a subscribing member of that Lodge during any part of that year are due on the 31st August of that year. They shall be such amounts as shall have been determined by resolution of the Provincial Grand Lodge at the Annual Meeting held in June and shall take effect from the 1st September following that meeting.

### 26. LODGE SUMMONS.

The Master or Scribe of each Lodge shall send ONE copy of each Lodge Summons in either in paper or, preferably, electronic format to the Provincial Office ([provincialoffice@southwalesmarkmastermasons.co.uk](mailto:provincialoffice@southwalesmarkmastermasons.co.uk)). The Provincial Office shall circulate the summons to the Executive Officers.

### 27. LODGE ACCOUNTS.

The Treasurer of every Lodge within the Province shall send ONE copy of the Audit-ed Annual Statement of the Lodge Accounts to the Provincial Office immediately following their presentation and adoption on the date so specified in the Lodge By-Laws. The Lodge accounts may be sent electronically ([provincialoffice@southwalesmarkmastermasons.co.uk](mailto:provincialoffice@southwalesmarkmastermasons.co.uk)) but must be signed by the appropriate Lodge Officers.

#### 18. COMMUNICATIONS.

All communications from Masters of Lodges, or others, intended for submission to the Provincial Grand Master, or to Provincial Grand Lodge, shall be forwarded through the Provincial Grand Secretary 28 clear days before the date fixed for the holding of Provincial Grand Lodge, in order that they may be placed on the agenda.

#### 19. DUE NOTICE.

A Summons, with notice of the time and place of the Meeting of every Provincial Grand Lodge, shall be sent by the Provincial Grand Secretary to each Provincial Grand Officer, Present and Past, and to the Master and Brethren of every Lodge in the Province, fourteen days previous to such Meeting, except in cases of emergency, when notice shall be given as soon as circumstances will admit.

#### 20. DISQUALIFICATIONS.

Any Officer, Past Officer, or member of Provincial Grand Lodge, ceasing to be a Subscribing Member of a Lodge in the Province, shall no longer be a Member of this Provincial Grand Lodge, or take rank in the Province.

#### 21. REMOVAL OF LODGES.

No Lodge shall be removed from one town to another without the consent, in writing of the Provincial Grand Master, and the sanction of the Most Worshipful Grand Master through the General Board.

#### 22. OPERATION OF BY-LAWS.

These By-Laws shall be binding on all Lodges in the Province, until the same be altered in Constitutional manner.

#### 23. GENERAL REGULATION.

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 Master and the Grand Lodge of Mark Master Masons and its Officers.

The Fee of Honour shall be due and payable on appointment, and no Brother shall assume the Rank and Clothing of his Office until such Fee has been paid

#### 7. DIFFERENCE BETWEEN FEES OF HONOUR.

When a Brother who shall have paid one of the higher offices in this Provincial Grand Lodge shall be appointed to a lower, he shall not be called upon to pay the fee attached to the lower; and on the promotion of any Officer from a lower to a higher office in this Provincial Grand Lodge shall pay the difference only (if any) between the fee due on appointment to the lower and that due on appointment to the higher office.

#### 8. REGALIA.

The Clothing proper to his office shall be provided by each Officer presenting himself for investiture. The Jewels to be worn by the Officers of the year shall be supplied by and at all times remain the property of the Provincial Grand Lodge. The Jewel shall be signed for in the Provincial Jewel Book by the receiving Officer and he shall be responsible for its safe-keeping until it is returned to Provincial Grand Lodge.

#### 9. FURNITURE.

The Furniture, and all other property of this Provincial Grand Lodge, shall be in the care of the Provincial Grand Secretary for the time being.

#### 10. COMMITTEE OF GENERAL PURPOSES.

The Provincial Grand Master, Past Provincial Grand Masters, Deputy Provincial Grand Master, Past Deputy Provincial Grand Masters, Assistant Provincial Grand Masters, Past Assistant Provincial Grand Masters, Grand Lodge Officers, Provincial Wardens, Treasurer, Registrar, Secretary, Director of Ceremonies, Almoner and Charity Steward, together with the Master and one Past Master of each Lodge in the Province, shall form the Committee of General Purposes, which shall have the power to order payments of accounts and other disbursements; also to audit the accounts, and to deal with all matters affecting the Order within the Province which may arise between the Meetings of Provincial Grand Lodge.

The Committee shall meet at such times and places as the Provincial Grand Master or, in his absence the Deputy Provincial Grand Master or, in his absence, the Assistant Provincial Grand Master, shall decide, and at least once in every year, three members to form a quorum. The Chair shall be taken by the Member present at the

opening of the Meeting who shall be highest in rank or in case of equality, then in seniority of appointment to office. In the event of an equality of votes the Chairman shall give a second or casting vote.

#### 11. TREASURER.

The Provincial Grand Treasurer shall receive all monies raised for or payable to Provincial Grand Lodge, and shall disburse the same in such manner as the Provincial Grand Lodge, or the Provincial Grand Master or, in his absence, the Deputy Provincial Grand Master or, in his absence the Assistant Provincial Grand Master, shall from time to time direct. The Provincial Grand Treasurer shall produce a Statement of his Accounts and receipts and disbursements, made up to the 31st day of March in every year, and Audited, to the General Purposes Committee not later than the last Saturday in the month of April. This Statement of Accounts to be presented to the Annual Meeting of the Provincial Grand Lodge and a copy thereof transmitted to each Lodge within the Province.

#### 12. FUND OF BENEVOLENCE.

The Provincial Grand Lodge of Mark Master Masons of South Wales Benevolent Fund shall be administered by a Government Instrument, being a Declaration of Trust dated 31st of October, 1967. Charity Commission Registration No.254319.

The Trustees of the Fund shall be the Provincial Grand Master, Deputy and Assistant Provincial Grand Masters, Provincial Grand Treasurer, Provincial Grand Secretary, Provincial Grand Almoner and the Provincial Grand Charity Steward. The Provincial Grand Master shall be the Chairman of the Trustees. The Trustees shall be empowered to appoint a Secretary, Treasurer or other office holder for administration of the fund. The Treasurer shall receive all monies paid on account of the Fund. He shall make no payment thereout without a written order from the Provincial Grand Master or in his absence, by the Deputy Provincial Grand Master, or with the authority of the Provincial Grand Master, such other Trustee as the Provincial Grand Master shall designate.

The Treasurer shall produce his accounts of receipts, disbursements and proper administrative expenses at every Annual Meeting of Provincial Grand Lodge after they have been audited by the Provincial Auditors and a copy thereof transmitted to each Lodge within the Province.

#### 13. RETURNS OF LODGES.

The Master or Secretary of every Lodge in the Province shall immediately after the Installation of the Master make a return to the Provincial Grand Secretary of the names and addresses of the Master newly installed, of the Secretary and Officers appointed for the ensuing year, and shall in the month of September in every year make a Regular Return of the contributing Members and of the Brethren who have been Advanced up to the 31st day of August in the previous year with the dates of

their Advancement; also of all the Brethren who have joined the Lodge during that period, together with dates of Joining and the name and number of the Lodge from which they joined; and shall at the same time transmit to the Provincial Grand Secretary the fees due to Provincial Grand Lodge. In any case of neglect, and after due admonition, any Lodge in default shall be dealt with according to the Constitutions of the Order.

#### 14. FEES PAYABLE TO THE GENERAL FUND.

The fees payable to the General Fund in respect to Registration Fee for a New Lodge or removal of a Warrant.

Registration of By-Laws or amendment of By-Laws.

Dispensations

shall have been determined by resolution of Provincial Grand Lodge at the Annual Meeting held in June and shall take effect from 1st September following that meeting.

#### 14b. ANNUAL DUES.

The Annual Dues and Fees payable by each Lodge for each year ending the 31st August in respect of every Brother who has been a subscribing member of that Lodge during any part of that year are due on the 31st August of that year. They shall be such amounts as shall have been determined by resolution of the Provincial Grand Lodge at the Annual Meeting held in June and shall take effect from the 1st September following that meeting.

#### 15. DISPENSATIONS.

Every application for a Dispensation shall be made in writing to the Provincial Grand Master or in his absence, the Deputy Provincial Grand Master or, in his absence the Assistant Provincial Grand Master, through the Provincial Grand Secretary, stating clearly the object thereof, and accompanied by the fee payable thereon.

#### 16. LODGE SUMMONS.

The Master or Secretary of each Lodge shall send ONE copy of each Lodge Summons in either in paper or, preferably, electronic format to the Provincial Office ([provincialoffice@southwalesmarkmastermasons.co.uk](mailto:provincialoffice@southwalesmarkmastermasons.co.uk)). The Provincial Office shall circulate the summons to the Executive Officers.

#### 17. LODGE ACCOUNTS.

The Treasurer of every Lodge within the Province shall send ONE copy of the Audit-ed Annual Statement of the Lodge Accounts to the Provincial Office immediately following their presentation and adoption on the date so specified in the Lodge By-Laws. The Lodge accounts may be sent electronically ([provincialoffice@southwalesmarkmastermasons.co.uk](mailto:provincialoffice@southwalesmarkmastermasons.co.uk)) but must be signed by the appropriate Lodge Officers.