

(ii) Installation Returns

Immediately after every Installation Meeting the Lodge Secretary or Scribe shall complete the Keystone Online Installation Return.

At the same time the Lodge Treasurer shall submit to the Provincial Grand Secretary either the fee payable to Provincial Grand Lodge for Annual Dues or the receipt for an internet banking payment.

(iii) Newly Advanced and Elevated Brothers, Joining and Re-joining Members

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 and accompanied by the fee payable or the receipt for an internet banking payment.

At the same time the Lodge Secretary or Scribe shall enter the details of the new Member onto Keystone Online.

11 : Lodge Summonses

The Secretary or Scribe of each Mark or RAM Lodge shall send an Email copy of each Lodge Summons to the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Master and to the Provincial Grand Secretary, at least fourteen days before the meeting.

12 : Correspondence

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

13 : Alteration of By-Laws

These By-Laws shall be binding on all Mark and 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.

Any matters not specially dealt with in the foregoing regulations shall be governed by the Constitutions and Regulations of the Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodge Overseas

14 : Distribution of By-Laws

A copy of these By-Laws shall be presented by each Mark and RAM Lodge to each Master and Commander on his Installation, and in a Mark Lodge to every Overseer on his first appointment. A copy shall be in the possession of the Treasurer and Secretary or Scribe of each Lodge.

Signed by :
Adrian Carl Hutt, Provincial Grand Secretary – 12th June 2021

Recommended and Approved by:
Eric John Rymer, Provincial Grand Master – 12th June 2021

Approved on behalf of the General Board by :
Ryan Andrew Williams, Grand Secretary – 11th August 2021

**By-Laws of the Provincial Grand Lodge of
Mark Master Masons of Worcestershire
(including the Ancient and Honourable
Fraternity of Royal Ark Mariner)**



*Any matters 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 Lodge Overseas*

1 : 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.

There shall likewise be called an Annual Provincial Grand Assembly of the Ancient and Honourable Fraternity of Royal Ark Mariner at which the business to be transacted shall include conferment of the rank of Prov.R.A.M.G.R. on those duly appointed.

Emergency meetings of Provincial Grand Lodge may be called by the Provincial Grand Master or in his absence by the Deputy Provincial Grand Master, or in his absence by the Assistant Provincial Grand Master at such place and time as they shall direct.

Notice of every meeting of Provincial Grand Lodge and the Provincial Grand Assembly shall be issued to Members of the Province at least twenty-one days before the date of such meetings; stating the dates, times, and places of such meetings, a summary of the business to be transacted and propositions to be determined.

The Master of the Lodge under whose banner the Provincial Grand Lodge may meet is required to provide Stewards to assist the Provincial Grand Secretary in making arrangements necessary for such meeting

2 : 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 appointment to ProvRAMGR. Such fees should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Grand Lodge. Such fees shall be paid on accepting the appointment but the rank or clothing of the Office shall not be assumed until the meeting of Provincial Grand Lodge at which he is to be invested and until such fee has been paid.

(ii) For every Newly Advanced or Elevated Brother and Joining or Re-joining member each Lodge within the Province shall pay to the fund for general purposes such relevant fees as should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Grand Lodge.

(iii) Each Lodge within the Province shall pay Annual Dues for every 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.

3 : Dispensation

Dispensation application forms should be downloaded from Keystone Online and when completed, submitted to the Provincial Grand Master, through the Provincial Grand Secretary together with a statement clearly indicating the object and reason for such. The application should be accompanied either by the fee payable or the receipt for an internet banking payment.

4 : 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 in writing to the Provincial Grand Secretary at least 30 days before the Annual Meeting of Provincial Grand Lodge. Should there be two or more nominations the election shall be by Ballot. In the absence of a nomination the Presiding Officer may nominate.

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, the Assistant Provincial Grand Master, the Provincial Grand Treasurer, 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 or the Provincial Grand Assembly 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

5 : 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 31st March each year. These accounts shall be examined 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 of each Mark Lodge and Scribe of each RAM Lodge within the Province 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.

6 : 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 Jewel will be supplied by Provincial Grand Lodge and signed for in the book held for that purpose by the Provincial Grand

Secretary. The Jewel will remain the property of Provincial Grand Lodge and in the event of loss the Officer whose signature appears in the book will bear the cost of replacement.

7 : 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 Master for the time being in trust for Provincial Grand Lodge; and shall be in the care of the Provincial Grand Secretary, who will maintain an inventory of it and will be responsible for its adequate insurance.

8 : Committee of General Purposes

The following shall form the Committee of General Purposes to deal with all matters affecting the Order within the Province :-

- The Provincial Grand Master and Past Provincial Grand Masters
- The Deputy Provincial Grand Master and Past Deputy Provincial Grand Masters
- The Assistant Provincial Grand Master and Past Assistant Provincial Grand Masters
- The Provincial Grand Wardens
- The Provincial Grand Treasurer, the Provincial Grand Registrar, the Provincial Grand Secretary, the Provincial Grand Director of Ceremonies, the Provincial Grand Almoner and the Provincial Grand Charity Steward
- The Deputy and Assistant Provincial Grand Secretaries
- The Worshipful Master or Commander, Treasurer, Secretary or Scribe, Almoner, Charity Steward and Past Masters of each Lodge in the Province

The Committee shall meet at least once in each year at such time and place as the Provincial Grand Master shall appoint and three members shall form a quorum.

They shall also arrange for the annual examination of the Provincial Grand Lodge accounts.

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.

9 : Fund of Benevolence

The Fund of Benevolence shall be supported by Annual Donations from the General Funds of Provincial Grand Lodge, supplemented by voluntary contributions from Private Lodges and Individual Brethren. (Charity Constitution By-Laws refer)

10 : Returns from Lodges

All returns should be made through Keystone Online where possible and through the Provincial Grand Secretary otherwise or as specifically provided for below, by whom they will be forwarded to Grand Lodge. All forms necessary are downloadable from Keystone Online or available from the Provincial Grand Secretary otherwise.

(i) Annual Returns

The Master and Secretary of each Mark Lodge and the Scribe and Commander of every RAM Lodge shall make at 31st August in each year a return of the members thereof by certifying and submitting the Keystone Online Annual Return Invoice to confirm that the Keystone Online Annual Return of Members record is up to date and accurate.

At the same time the Lodge Treasurer shall submit to the Provincial Grand Secretary either the fee due to Grand Lodge or the receipt for an internet banking payment.