

**PROVINCIAL GRAND  
LODGE OF  
NOTTINGHAMSHIRE**



**BY-LAWS**

OF THE

**PROVINCIAL GRAND LODGE OF  
NOTTINGHAMSHIRE  
INCLUDING  
THE BY-LAWS OF THE CHARITY  
COMMITTEE**

Revised 2017

**BY-LAWS**  
**of the Provincial Grand Lodge of**  
**Antient, Free and Accepted Masons of Nottinghamshire**

**1. MEMBERS**

- 1.1 The Provincial Grand Lodge shall consist of the following:
- The Provincial Grand Master.
  - The Deputy Provincial Grand Master.
  - The Assistant Provincial Grand Masters.
  - Provincial Grand Officers of the year.
  - Past Provincial Grand Officers qualified in accordance with Rule 65 of the Book of Constitutions.
  - Masters and Wardens of all Lodges in the Province.
  - Past Masters of any Lodge under the United Grand Lodge of England who are subscribing members of a Lodge within the Province.

**2. PRECEDENCE**

- 2.1 The Qualified Members of Provincial Grand Lodge take rank within the Province in the following order and subject to Rule 68 of the Book of Constitutions viz
1. Provincial Grand Master
  2. Deputy Provincial Grand Master
  3. Assistant Provincial Grand Masters
  4. Provincial Senior Grand Warden
  5. Provincial Junior Grand Warden
  6. Provincial Grand Chaplain
  7. Provincial Grand Treasurer
  8. Provincial Grand Registrar
  9. Provincial Grand Secretary
  10. Provincial Grand Director of Ceremonies
  11. Provincial Grand Sword Bearer
  12. Provincial Grand Superintendent of Works
  13. Provincial Deputy Grand Directors of Ceremonies
  14. Provincial Deputy Grand Sword Bearer
  15. Provincial Grand Almoner
  16. Provincial Grand Charity Steward
  17. Provincial Grand Mentor
  18. Provincial Grand Orator
  19. Provincial Senior Grand Deacon
  20. Provincial Junior Grand Deacon
  21. Provincial Assistant Grand Chaplain
  22. Provincial Assistant Grand Registrar
  23. Provincial Assistant Grand Secretary
  24. Provincial Assistant Grand Directors of Ceremonies
  25. Provincial Grand Organist
  26. Provincial Grand Standard Bearers
  27. Provincial Assistant Grand Standard Bearer
  28. Provincial Grand Pursuivant
  29. Provincial Assistant Grand Pursuivant
  30. Provincial Grand Stewards
  31. Provincial Grand Tyler.

- 2.2. Officers of Past Rank shall rank immediately after Officers holding equivalent Acting Rank. Two or more Officers holding or having held identical ranks shall, as between themselves, rank according to the order in which they were appointed to the rank.

### **3. MEETINGS**

- 3.1 Provincial Grand Lodge shall meet at least once in each year at such time and place as the R.W. Provincial Grand Master shall appoint. Notice shall be issued not less than ten days before the date of meetings (except those of emergency when four days shall be considered sufficient).
- 3.2 Master Masons may attend the meetings of Provincial Grand Lodge as visitors but they cannot take part in any of the proceedings. No member of a Lodge in the Province shall be admitted to the meetings of the Provincial Grand Lodge unless he is clear on the Register of the Province.

### **4. NOTICE OF MOTION**

- 4.1 No motion shall be brought forward in Provincial Grand Lodge unless notice in writing has been sent to the Provincial Grand Secretary not later than 10 weeks before the Annual Meeting of Provincial Grand Lodge in any year, provided always that the Provincial Grand Master or Officer presiding may bring forward or permit to be brought forward any business at his discretion.

### **5. PAST MASTERS CEASING TO SUBSCRIBE**

- 5.1 A Past Master who ceases to be a subscribing member of a Lodge in the Province shall cease to be a member of Provincial Grand Lodge. No brother can regain such membership until he again becomes a member of a Lodge in the Province in accordance with Rule 9 Book of Constitutions.

### **6. RETURN OF MEMBERS**

- 6.1 Each Lodge shall on the first day of January annually transmit to the Provincial Grand Secretary:
  - 6.1.1. on a form to be obtained from him a return of the brethren initiated or admitted into that Lodge since its last return together with the dates of their Initiation, Passing, Raising or Joining and the date of resignation, exclusion or death of brethren, together with any changes of address which may have occurred since the last return (which return is to be signed by the Secretary) and

No brother shall be permitted to attend Provincial Grand Lodge unless his name has been so recorded.

- 6.1.2. all moneys due or payable to Provincial Grand Lodge on the 31<sup>st</sup> day of the preceding December on receipt of a statement of the same.

## **7. RETURN OF MASTER, OFFICERS AND PAST MASTERS**

- 7.1. The Secretary of each Lodge shall immediately after the Installation transmit to the Provincial Grand Secretary on the form provided a return containing;
- 7.1.1. the names and places of abode of the Master, Treasurer and Secretary,
  - 7.1.2. the names of all subscribing Past Masters in that Lodge
  - 7.1.3. a list of Officers of the Lodge
  - 7.1.4. the names and places of abode of the Almoner and the Lodge representatives on the Committee of General Purposes and the Charity Committee and
- 7.2. send the top and second copies of the annual return to the Grand Lodge, together with the cheque for the annual dues to the Grand Lodge.

## **8. FEES AND REGISTRATION FEES**

- 8.1. The fees and registration fees payable to Provincial Grand Lodge are as follows:
- 8.1.1. For every subscribing member an amount of not more than £18.00, such sum to be per annum as the Provincial Grand Lodge determined from time to time by resolution at the Annual Meeting after due notice on the Summons.
  - 8.1.2. For each Initiate £ 5.00
  - 8.1.3. For each Joining Member (English Constitution) nil
  - 8.1.4. For each Joining Member (Other Constitutions) 5.00
  - 8.1.5. For each Dispensation 20.00
  - 8.1.6. For each Registration of a new Lodge 20.00
  - 8.1.7. For each Registration of new by-laws or amendments thereto nil
- 8.2. The dues and subscription payable under this By-Law in respect of a Brother initiated in a Lodge who was at any time during the relevant year under the age of 25 years shall be reduced by 50%, and such dues and subscription payable by such a Brother to his Lodge shall be reduced accordingly.

## **9. PENALTY FOR FAILING TO MAKE RETURNS**

- 9.1. If any Lodge neglects for a period of twelve months to make its returns or pay its dues to Provincial Grand Lodge it shall be liable to be dealt with as provided by Rule 179 of the Book of Constitutions.

## **10. DISPENSATIONS**

- 10.1. Every application to the Provincial Grand Master for a dispensation shall be submitted in writing to the Provincial Grand Secretary together with the fee of £20.00 and shall fully state the occasion, the objects and the purposes for which the dispensation is required.

## **11. FEES OF HONOUR – REGISTRATION**

- 11.1. Every brother on his first appointment to office in Provincial Grand Lodge either by way of Acting Office or Past Rank shall pay a registration fee of £25.00. No further fee shall be payable on any subsequent promotion.

## **12. VACANCIES**

- 12.1. If any Office in the Provincial Grand Lodge be rendered vacant at any time the Provincial Grand Master may at once fill such vacancy by the appointment of a brother who shall from the date of his appointment take rank in the same manner as if he had been appointed at the preceding Annual Meeting and the report of such appointment shall be entered in the minutes of the following Provincial Grand Lodge.

## **13. THE PROVINCIAL GRAND TREASURER**

- 13.1. The Provincial Grand Treasurer shall be elected annually by Provincial Grand Lodge. Each Lodge in the Province may nominate in Open Lodge as a candidate for the office, a Past Master who is a subscribing member of the Lodge. Such nomination shall be forwarded in writing to the Provincial Grand Secretary not less than ten weeks prior to the Annual Meeting of Provincial Grand Lodge. The Committee of General Purposes shall decide which candidate it shall recommend to Provincial Grand Lodge for election.
- 13.2. No payments shall be made from the funds of Provincial Grand Lodge excepting those duly sanctioned by the Provincial Grand Master or by the General Purposes Committee or by the Charity Committee from the Fund it administers. All payments shall be made by cheque and signed by one of the following Officers:
1. An Assistant Provincial Grand Master
  2. Provincial Grand Treasurer
  3. Provincial Grand Secretary
  4. Provincial Assistant Grand Secretary.
- 13.3. At the Annual Meeting of Provincial Grand Lodge the Provincial Grand Treasurer shall present an abstract of accounts approved by the Committee of General Purposes and duly audited and a copy shall be sent to each Lodge in the Province.

## **14. THE PROVINCIAL GRAND SECRETARY**

- 14.1. The Provincial Grand Secretary shall:
- 14.1.1. have the custody of and shall affix the Seal of Provincial Grand Lodge to all patents, warrants, certificates and other documents,
  - 14.1.2. issue summons for all meetings of Provincial Grand Lodge and attend and take minutes of its proceedings, receive the returns from the Lodges in the Province and enter them in the records of Provincial Grand Lodge,
  - 14.1.3. present to each Annual Meeting of Provincial Grand Lodge an abstract containing the Provincial Grand Treasurer's accounts for the year, the reports of the General Purposes and Charity Committees and the reports of the Nottinghamshire Masonic Hall Company (1924) Ltd. including any subsidiary of it and the Nottinghamshire Masonic Club,
  - 14.1.4. after the Annual Meeting of Provincial Grand Lodge send to the Secretary of each Lodge abstracts of the proceedings of that meeting,
  - 14.1.5. receive all petitions, memorials, notices of motion and communications to the Provincial Grand Lodge and lay them before the proper authority,

- 14.1.6. attend the Provincial Grand Master when necessary and take or send to him any books or papers he may direct and generally do all such things as are required of the office and have previously been done or ought to have been done by a Provincial Grand Secretary.
- 14.1.7. be Secretary of all Committees and Sub-Committees of Provincial Grand Lodge.
- 14.2. For his service, the Provincial Grand Secretary may be paid such remuneration as the Committee of General Purposes may approve and shall be reimbursed travelling and other expenses incurred by him in the discharge of the duties of the office.
- 14.3 All communications to the Provincial Grand Master shall be made through the Provincial Grand Secretary.

## **15. THE PROVINCIAL ASSISTANT GRAND SECRETARY**

- 15.1. The Provincial Assistant Grand Secretary shall assist the Provincial Grand Secretary in the duties of his office and shall be *ex-officio*, a member of all Committees and Sub-Committees and discharge the duties of the Provincial Grand Secretary in his absence.

## **16. AUDITORS**

- 16.1 Two auditors shall be elected at each Annual Meeting of Provincial Grand Lodge and shall audit the General accounts and the Charity accounts of Provincial Grand Lodge for the twelve months ended 31<sup>st</sup> December each year.

## **17. COMMITTEE OF GENERAL PURPOSES**

- 17.1 The Committee shall consist of:
  - The Provincial Grand Master
  - Deputy Provincial Grand Master
  - Assistant Provincial Grand Masters
  - Provincial Senior Grand Warden
  - Provincial Junior Grand Warden
  - Provincial Grand Treasurer
  - Provincial Grand Registrar
  - Provincial Grand Secretary
  - Provincial Grand Charity Steward
  - Provincial Assistant Grand Secretary
  - Chairman of the Charity Committee
  - One representative to be appointed by the Directors of the Nottinghamshire Masonic Hall Company (1924) Ltd.
  - Curator of the Masonic Museum
  - Librarian of the Provincial Grand Lodge Library
  - One representative from each Lodge in the Province
- 17.2. One representative to be nominated by the Provincial Grand Master at the Annual Meeting of Provincial Grand Lodge being a member of Provincial Grand Lodge.
- 17.3. The Committee shall elect a Chairman at its first meeting held after the Annual Meeting of Provincial Grand Lodge in each year.

- 17.4. All questions shall be decided by a majority of votes. In case of equality the Chairman shall be entitled to a casting vote.
- 17.5. The Committee shall meet at least twice a year and at such other times as deemed expedient by the Chairman. At least seven days' notice shall be given. Twenty members shall form a quorum.
- 17.6. If a Lodge representative is unable to attend any meeting of the Committee he may appoint a substitute who may (with the approval of the Chairman) attend that meeting in his place and act as the Lodge's representative.
- 17.7. The Committee will consider the annual Statement of Accounts presented to it by the Provincial Grand Treasurer at its meeting prior to the Annual Meeting of Provincial Grand Lodge.
- 17.8. The Committee shall deal with any matter which may be referred to it by the Provincial Grand Master and may originate and recommend to the Provincial Grand Master whatever it may deem necessary or advantageous for the welfare of the Province.
- 17.9. The Committee shall have power to delegate the details of its various duties to sub-committees and in the appointment of such sub-committees shall have power to co-opt brethren who in its opinion may be specially qualified to render assistance.
- 17.10. All transactions and regulations of the Committee shall be entered in a minute book to be kept for that purpose by the Provincial Grand Secretary.
- 17.11. The Committee shall annually prepare a report which will be presented to the Annual Meeting of Provincial Grand Lodge.

## **18. GENERAL PURPOSES EXECUTIVE COMMITTEE**

- 18.1 At its first meeting held after the Annual General Meeting of Provincial Grand Lodge, the Committee of General Purposes shall elect not more than ten experienced members as a General Purposes Executive Committee which shall:
  - 18.1.1 formulate proposals for the Committee of General Purposes to consider, and
  - 18.1.2 deal with routine matters and urgent matters which cannot wait until the next meeting of the Committee of General Purposes.
- 18.2 No Brother appointed to the General Purposes Executive Committee shall serve for longer than a continuous period of 4 years.
- 18.3 The Chairman of the Committee of General Purposes shall be Chairman of the General Purposes Executive Committee and the Provincial Grand Treasurer, Provincial Grand Secretary and Provincial Assistant Grand Secretary shall be members *ex-officio* of this Committee.

18.4 The General Purposes Executive Committee shall have power to co-opt members subject to the limit of members previously provided.

18.5 The Provincial Grand Master's nominated representative to the General Purposes Committee shall be an additional member of this Committee.

### **19. CUSTODY OF JEWELS OF OFFICE**

14.3. Every Officer of Provincial Grand Lodge shall during his year of office be responsible for the safe custody of the Collar and Jewel of his Office and shall return them not less than seven days before the next annual meeting of Provincial Grand Lodge.

14.4. Past Provincial Grand Officers should provide themselves with the Jewels peculiar to their rank and wear the same appended to their Collar of Office. (Book of Constitutions, Rule 239).

### **20. CUSTODY OF PROPERTY**

20.1. The property and investments belonging to Provincial Grand Lodge shall be in the care of the Committee of General Purposes who shall make such provision for their safe custody as it may deem desirable.

### **21. DUTY OF MASTERS OF LODGES**

21.1. The Master of every Lodge in the Province shall cause a copy of the summons concerning each meeting of his Lodge to be sent to the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters, the Provincial Grand Registrar, the Provincial Grand Secretary and the Provincial Assistant Grand Secretary at the same time as it is forwarded to the members of the Lodge.

### **22. BY-LAWS TO BE DISTRIBUTED AND SOLD**

22.1. A copy of these by-laws shall be supplied free of cost to every Lodge within the Province. Lodges and brethren shall on request be supplied by the Provincial Grand Secretary with any further copies at such prices as will not be less than cost to Provincial Grand Lodge of producing them.



### **23. ALTERATION OF BY-LAWS**

23.1.No motion for a new by-law or for the alteration or repeal of an existing by-law shall be considered except under the requirements of By-law 4 and the requirements of Rule 80, Book of Constitutions, and where applicable Rule 83.

*Approved by the RW. Provincial Grand Master.  
14<sup>th</sup> March 2017*

R N Grummitt  
Provincial Grand Secretary

## **Provincial Grand Lodge of Nottinghamshire**

### **BY-LAWS of the CHARITY COMMITTEE**

#### **1. OBJECTS**

The Charity Committee is established for the following purposes:

- (a) To assist aged or indigent Freemasons of the Province of Nottinghamshire.
- (b) To assist widows and children of Freemasons of the Province of Nottinghamshire and in special circumstances other dependant relatives.
- (c) To assist in approved cases where applicants are not qualified for help from the Masonic Charitable Foundation, or to supplement such help as may be given by it or by the State.
- (d) To distribute such other Relief, Charitable Grants or Donations, including Donations to non-Masonic Charities, as the Committee may direct.

#### **2. COMPOSITION OF THE FUNDS**

The Charity Fund shall be composed of grants as fixed by Provincial Grand Lodge, donations and voluntary subscriptions. The Committee may, from time to time, appoint brethren to act as Stewards for the ensuing year to secure additional funds.

#### **3. TRUSTEES**

The Trustees for the Charity Fund shall be the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters and the Provincial Grand Secretary for the time being, or such other Trustees as may be appointed at the Annual Meeting of Provincial Grand Lodge.

#### **4. COMMITTEE**

The Charity Fund shall be under the control of a Committee which shall consist of one representative appointed by the Provincial Grand Master, one representative from each Lodge in the Province, one representative each from the Notts. Masonic Golfing, Bowling, Caravan, Music and any other regularly constituted Association and two Provincial Almoners. Twenty shall form a quorum. The Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters, the Provincial Grand Treasurer, the Provincial Grand Registrar, the Provincial Grand Secretary, the Provincial Grand Almoner, the Provincial Grand Charity Steward and the Provincial Assistant Grand Secretary shall be *ex-officio* members of the Committee and of all Sub-Committees.

The Committee shall elect annually at its first meeting held after the Annual Meeting of Provincial Grand Lodge:

- (a) A Chairman
- (b) Seven experienced members to be a Case and Finance Committee

In the absence of the Chairman, the members present shall elect one of their number to preside. Twenty members shall form a quorum.

The Chairman and Secretary and two Provincial Almoners shall be *ex-officio* members of all Sub-Committees. The Chairman, if present, shall preside at all Meetings except that of the Case and Finance Committee, which Committee shall elect its own Chairman.

At all meetings, except those of the Case and Finance Committee and its' sub-committees, the Chairman of the Charity Committee shall be entitled to a second or casting vote.

The Committee may appoint a Sub-Committee for such purposes as it considers desirable and the Minutes of each Sub-Committee shall be presented to the Committee at its next Regular Meeting.

## **5. ELECTION OF REPRESENTATIVES**

Each Lodge shall annually elect or re-elect a representative to serve on the Committee, and shall forthwith return his name and address to the secretary of the Charity Committee.

If a Lodge representative is unable to attend any meeting of the Committee, he may appoint a substitute who may (with the approval of the Chairman) attend that meeting in his place and act as the Lodge's representative.

If a Lodge is not represented at meetings of the Committee for a period of one year, or if the representative nominated by any Lodge does not attend meetings of the Committee for a period of two years, the Provincial Grand Secretary shall write to the Master of that Lodge informing him that the Provincial Grand Master advises that the Lodge should appoint another member to represent it.

## **6. POWERS OF THE COMMITTEE**

The Committee shall consider all petitions for Grants or Relief including those considered by the Case and Finance Committee and may make Grants from the Capital or income of the Committee hereinafter provided.

In order to carry out the objects of the Charity Fund, the Committee is empowered to make Grants to a necessitous Brother or widow of a Brother following consideration of a Petition duly presented by the Charity representative of the Lodge. In cases of emergency, a supplementary Grant may be made with the approval of the Provincial Grand Master (or his Deputy) and the Chairman of the Committee and such Grant shall be reported to the next Regular Meeting of the Committee together with full particulars.

A sum not exceeding £750 may be granted by the Provincial Grand Secretary (or his Assistant) in cases requiring secrecy and despatch, on the recommendation of the Chairman and a Provincial Almoner. Each such grant shall receive the approval of the Provincial Grand Master (or his Deputy) and be reported to the Committee.

#### **7. GRANTS TO BRETHREN**

- a) No Brother who is otherwise in a position to provide for himself shall be eligible for a Grant.
- b) Serving Brethren (or their widows or children) who are, by their Lodge, exempt from payment of subscriptions, shall not be disqualified from obtaining assistance from the Charity Fund.

#### **8. GRANTS TO WIDOWS**

No widow who is otherwise in a position to provide for herself shall be eligible for Grants from the funds of the Committee

#### **9. GRANTS TO OTHER DEPENDENT RELATIVES**

- a) Grants may be made for the benefit of children of a deceased Brother.
- b) Grants may be made to other dependant relatives of a deceased Brother where circumstances warrant such payment.

#### **10. SPECIAL GRANTS OR LOANS**

- a) In exceptional circumstances the Committee may make grants or loans irrespective of the above conditions.
- b) The Committee may set up an emergency fund of £3,000 to react quickly to any disaster within the Province. This fund is to be managed by a Sub-Committee comprising the Chairman of the Charity Committee, the Provincial Grand Secretary, the Provincial Grand Almoner and the Provincial Grand Charity Steward.

#### **11. RENEWAL OF GRANTS**

Payments of Grants shall be made through the Lodge Representative, and his receipt shall be sufficient discharge, but a Renewal Form must be completed for every second or subsequent payment.

#### **12. CASE AND FINANCE COMMITTEE**

The Case and Finance Committee shall:

- a) recommend to the Trustees the investment of any Funds belonging to the Charity Fund and not immediately required for charitable purposes;
- b) be responsible for the payment of all administrative expenses;
- c) appoint an Assistant Secretary or other staff on such terms as it considers reasonable, such appointments to be effective if confirmed at the next Regular Meeting of the Charity Committee;
- d) consider applications for Grants or Renewals and their recommendations shall be presented to the Charity Committee at the next Regular Meeting.

The Provincial Grand Almoners shall submit a report annually to the Case and Finance Committee at its November meeting.

The Committee shall elect a Chairman annually at its first meeting held after the Annual Meeting of Provincial Grand Lodge:

The Chairman shall preside at all meetings. In his absence, the members present shall elect one of their number to preside. Four to form a quorum.

At all meetings the Chairman, if present, shall be entitled to a second or casting vote. The Chairman shall be an ex-officio member of all Sub-Committees.

The Committee may appoint a Sub-Committee for such purposes as it considers desirable and the Minutes of each Sub-Committee shall be presented to the Committee at its next Regular Meeting.

### **13. CHARITY COMMITTEE MEETINGS**

The Committee shall meet on the second Wednesday in April and November. It shall meet at such other times as may be appointed by the Chairman, or at the request of ten members of the Committee.

No less than seven days' notice shall be given of Committee Meetings and the Notices shall specify the business to be transacted.

### **14. PROVINCIAL GRAND SECRETARY'S DUTIES**

The Provincial Grand Secretary shall be the Secretary of the Charity Committee, the Case and Finance Committee and all Sub-Committees. He shall issue summonses to the members of the Committees and Sub-Committee, attend their Meetings and take Minutes of their proceedings. He shall keep a Register of all Petitions for assistance and the cases relieved together with the particulars thereof. He shall keep a Register of all Donations and Subscriptions to the Charity Fund and all Grants and payments made therefrom. All Grants made on behalf of the Committee shall be signed by one of the Officers, detailed in para. 13 of the By-laws of the Provincial Grand Lodge of Nottinghamshire. The Provincial Grand Secretary shall also keep a Register of Investments and such other accounts as the Committee may direct.

### **15. ACCOUNTS**

The Accounts of the Charity Committee shall be made up to the 31<sup>st</sup> December each year and submitted for examination by independent examiners appointed by Provincial Grand Lodge. A Statement of Accounts of the Fund, certified by the examiners, shall be presented at the Annual Meeting of Provincial Grand Lodge.

### **16. ALMONERS**

In addition to the Provincial Grand Almoner, the Provincial Grand Master shall appoint annually two or more Provincial Almoners to afford temporary relief to poor and distressed Masons.

## **17. ALTERATION OF BY-LAWS**

No motion for a new By-law or for the alteration or repeal of an existing By-law shall be considered except under the requirements of By-law No. 4 of the Provincial Grand Lodge of Nottinghamshire, and the requirements of Rule 80, Book of Constitutions and, where applicable, of Rule 83.

Approved by the RW. Provincial Grand Master  
*14<sup>th</sup> March 2017*

R N Grummitt  
Provincial Grand Secretary