



PROVINCIAL GRAND LODGE OF WEST WALES REVISED BY-LAWS 2016

1. PROVINCIAL GRAND LODGE

The Provincial Grand Lodge shall consist of the:

Provincial Grand Master
Deputy Provincial Grand Master
Assistant Provincial Grand Master
Past Provincial Grand Masters
Provincial Grand Officers
Past Provincial Grand Officers
Provincial Grand Stewards
Masters and Wardens of all Lodges within the Province, and
Masters and Past Masters of any Lodge under the English Constitution, if Members of Grand Lodge
all being Subscribing Members of a Lodge within the Province.

Any Lodge or Brother failing to make the payments enjoined by these by-laws shall not be entitled to be represented, vote, or sit in the Provincial Grand Lodge.

2. ORDER OF PRECEDENCE OF PROVINCIAL GRAND OFFICERS

This Collective Body shall be styled "The Provincial Grand Lodge of Ancient, Free and Accepted Masons of West Wales" and its Members take rank within the Province in the following order:

The Provincial Grand Master
Past Provincial Grand Masters
Deputy Provincial Grand Master
Past Deputy Provincial Grand Masters
Assistant Provincial Grand Master
Past Assistant Provincial Grand Masters
Provincial Grand Wardens
Past Provincial Grand Wardens
Provincial Grand Chaplain
Past Provincial Grand Chaplains
Provincial Grand Treasurer
Past Provincial Grand Treasurers
Provincial Grand Registrar
Past Provincial Grand Registrars
Provincial Grand Secretary
Past Provincial Grand Secretaries
Provincial Grand Director of Ceremonies
Past Provincial Grand Directors of Ceremonies
Provincial Grand Sword Bearer
Past Provincial Grand Sword Bearers
Provincial Grand Superintendent of Works
Past Provincial Grand Superintendents of Works
Provincial Deputy Grand Director of Ceremonies
Past Provincial Deputy Grand Directors of Ceremonies
Provincial Grand Almoner
Past Provincial Grand Almoners
Provincial Grand Charity Steward
Past Provincial Grand Charity Stewards
Provincial Grand Deacon
Past Provincial Grand Deacons
Provincial Assistant Grand Secretary
Past Provincial Assistant Grand Secretaries
Provincial Grand Organist
Past Provincial Grand Organists

Provincial Grand Standard Bearers
Past Provincial Grand Standard Bearers
Provincial Grand Pursuivant
Past Provincial Grand Pursuivants
Provincial Grand Stewards of the Year
Provincial Grand Tyler
Past Provincial Grand Tylers

The Master, Past Masters and Wardens of the Lodges in the Province are placed according to the seniority of the Lodges.

3. MEETINGS OF PROVINCIAL GRAND LODGE

- (a) The Provincial Grand Master shall hold a Provincial Grand Lodge in such place within his Province, and at such time as seems to him most convenient, at least once in every year.
- (b) The Provincial Grand Master may, in like manner, convene Special or Emergency meetings of Provincial Grand Lodge. The reason for convening such a meeting shall be stated in the summons, and no other business shall be dealt with at that meeting.

4. NOTICES OF MEETINGS

Fourteen days' notice of all Provincial Grand Lodges appointed to be held (except those of emergency, when ten days shall be considered sufficient) shall be given by the Provincial Grand Secretary to each Member of Provincial Grand Lodge and to the Secretary of each Lodge in the Province.

5. LODGE NOT BEING REPRESENTED AT MEETINGS OF PROVINCIAL GRAND LODGE

Any Lodge not being represented by its Master or by one, at least, of its members (being qualified) at Provincial Grand Lodge, shall be subject to such disciplinary action as the Provincial Grand Master deems appropriate.

6. PROPER CLOTHING TO BE WORN

No Brother shall, on any pretence, be admitted into the Provincial Grand Lodge without being properly clothed.

7. UNAUTHORISED JEWELS

No honorary or other jewel, nor emblem, shall be worn in the Provincial Grand Lodge, which shall not appertain to or be consistent with those degrees which are recognised and acknowledged by and under the control of the United Grand Lodge.

8. MOTIONS TO BE BROUGHT BEFORE PROVINCIAL GRAND LODGE

- (a) Every Motion intended to be made at Provincial Grand Lodge (complimentary thanks to individuals or local authorities and the like excepted) shall be in writing, and appended thereto shall be the name and Masonic rank of the mover, and the name and number of the Lodge.
- (b) Such motion shall be transmitted to the Provincial Grand Secretary not later than ten weeks before the annual meeting of Provincial Grand Lodge referred to in By Law 3(a), or as required in accordance with Rule 83, Book of Constitutions.
- (c) Notwithstanding paragraphs (a) and (b), the Provincial Grand Master, or in his absence, his Deputy or his Assistant, may bring forward, or permit to be brought forward, any motion he may deem advisable.

9. SPEAKING TO MOTIONS

Everyone who speaks shall rise and remain standing addressing himself to the Provincial Grand Master or presiding officer. No Brother shall presume to interrupt the speaker, unless it is to address the Provincial Grand Master on a point of order, or if the Provincial Grand Master shall think fit to call the speaker to order; but after being set right the speaker may proceed, if he observes due order and decorum. No Brother shall speak twice to the same question unless in explanation, or the mover in reply.

10. VOTING

All matters are to be decided by a majority of votes, each Member having one vote, and the Provincial Grand Master or presiding officer a casting vote, unless the Provincial Grand Lodge, for the sake of expedition, think proper to leave any particular subject to the determination of the Provincial Grand Master. The votes of the Members are to be signified by a show of hands, which the Provincial Grand Deacons are to count, if necessary.

11. MOTIONS ADOPTED

All motions, by-laws and resolutions adopted at the Annual Meeting of the Provincial Grand Lodge shall, if approved by the Provincial Grand Master, (and, where required, by the Grand Master), require no further confirmation.

12. MEMBERS TO KEEP THEIR SEATS

All Members are to keep their seats, with the exceptions of any Officer who is required to move about from place to place in the discharge of his duties, or is required to do so by the Provincial Grand Master.

13. THE PROVINCIAL GRAND LODGE COMMITTEE

(a) Constitution – The

- (i) Provincial Grand Master,
- (ii) Deputy Provincial Grand Master,
- (iii) Assistant Provincial Grand Master,
- (iv) Grand Officers,
- (v) Provincial Grand Wardens,
- (vi) Provincial Grand Treasurer,
- (vii) Provincial Grand Secretary
- (viii) Provincial Grand Director of Ceremonies
- (ix) Provincial Grand Charity Steward,
- (x) Assistant Provincial Grand Charity Stewards, and
- (xi) Two Past Masters of each Lodge in the Province elected to the Provincial Grand Lodge Committee annually by each Lodge on the day fixed for the installation of its Master

shall constitute a committee for charitable, financial and general purposes, to be called the Provincial Grand Lodge Committee, hereinafter referred to as “the Committee”. Members of the Committee must be subscribing members of a Lodge in the Province.

(b) **Meetings** - The Committee shall meet at such times and places as the Provincial Grand Master may direct; five members to form a quorum. There shall be at least one meeting in every year which shall take place not less than eight weeks before the annual meeting of Provincial Grand Lodge referred to in By Law 3. Ten days' notice of meeting shall be given to each member by the Provincial Grand Secretary. In cases of emergency five days notice shall be considered sufficient.

(c) **Chairman** – The Chairman shall be the first of the following who are present:

- (i) Provincial Grand Master,
- (ii) Deputy Provincial Grand Master,
- (iii) Assistant Provincial Grand Master.

If none of these are present, the Meeting shall appoint a Chairman.

(d) **Business** - To consider all matters of a charitable, financial and general character, and make recommendations thereon. Such recommendations, if approved by the Provincial Grand Master, are to be included in the agenda for the next meeting of Provincial Grand Lodge.

(e) **Notice of Motion** - All notices of motion for discussion at the annual Provincial Grand Lodge Committee referred to in (b) above shall be forwarded to the Provincial Grand Secretary not later than ten weeks before the annual meeting of Provincial Grand Lodge referred to in By Law 3, and shall be signed by the mover, who shall add his Masonic rank and the name and number of his Lodge. This, however, shall not debar the representatives of any Lodge from bringing forward a subsequent matter of importance for discussion if approved by the Provincial Grand Master (or, if he is unavailable, by the Deputy Provincial Grand Master or by the Assistant Provincial Grand Master), provided that the Chairman permits the same to be brought forward.

(f) **Minutes** - The proceedings of the Committee shall be duly recorded in a minute book to be kept for the purpose.

(g) The Committee shall have power to subdivide itself into sub-committees for special purposes, if desired and approved by Provincial Grand Master.

14. MASTERS OF LODGES IN ARREARS

A Past Master shall not be eligible to be a member of the Provincial Grand Lodge Committee if his Lodge is in arrears with its contributions to the funds of Provincial Grand Lodge. (see By Laws 15 and 18 (d)(ii))

15. CHARITY AND OTHER MASONIC PURPOSES

In order to provide a local fund to be appropriated to Charitable and other Masonic purposes, or in order to defray any expenses incurred by Provincial Grand Lodge, every Lodge shall pay to the Provincial Grand Lodge such sums as shall be determined from time to time by Provincial Grand Lodge as follows:

Annual Dues per Subscribing Member

For every subscribing member, annually, such a sum as the Provincial Grand Lodge may resolve at its Annual Meeting after due notice on the Summons.

Dispensations

For every dispensation issued by command of the Provincial Grand Master under the provisions of the Book of Constitutions, such sum as the Provincial Grand Lodge may resolve at its Annual Meeting after due notice on the Summons.

16. REGISTRATION FEES

A registration fee shall be payable by every Brother who has a first appointment, either Acting or Past, in Provincial Grand Lodge. This fee shall be determined by Provincial Grand Lodge from time to time after due resolution on the summons for the meeting. It shall be permissible for the level of fee to be amended by the Provincial Executive at the Appointments Meeting each year, provided that the revised fee shall be submitted to the next meeting of the Provincial Grand Lodge for ratification.

17. BRETHREN TO PROVIDE THEIR OWN CLOTHING

Every Brother appointed to office in the Provincial Grand Lodge, except that of Junior Warden and Steward, shall provide his proper clothing and shall, during his year of office, be responsible for the insurance and safe custody of the Jewel of his office, and shall return it at or before the next Annual Meeting of Provincial Grand Lodge. In default thereof he shall pay to the Provincial Grand Lodge the cost of replacement.

18. ANNUAL RETURNS & RELATED MATTERS

- (a) The Secretary of each Lodge must report the death, resignation or exclusion of any member of the Lodge or the election of any member to honorary membership, within 10 days of it becoming known to him.
- (b) The Secretary, and if necessary the Treasurer, shall cause all Grand Lodge registration forms, together with any appropriate fee, to be sent to the Provincial Grand Secretary within 7 days of the admission of a member to the Lodge.
- (c) The Provincial Grand Secretary shall on 1st January each year, or as soon as is practical thereafter, send or transmit to the Secretary of each Lodge in the Province, a list showing the names of all brethren who, according to the Provincial records, were subscribing members of the Lodge during the preceding calendar year. That list will be accompanied by an account showing the total amount payable by the Lodge by virtue of the provisions of By Law 15.
- (d) The Secretary and Treasurer of each Lodge shall:-
 - (i) if necessary, within 14 days of the issue of the list transmit to the Provincial Grand Secretary a list of any amendments to be made to the list of members so that a revised list and revised account may be issued.
 - (ii) by no later than 31st January send payment of the amount due to the Provincial Grand Treasurer .
- (e) The Master of each Lodge shall cause to be produced a report of the proceedings of his Lodge during the past year, including the number of Lodges held, initiations, passings and raisings; the names of the newly-appointed Officers, together with any other details bearing upon the past and present condition of the Lodge.
- (f) A copy of the report referred to in (e) together with:
 - (i) the Statement of Accounts including the Annual Balance Sheet of the Lodge as audited; and
 - (ii) the Statement of Accounts including the Annual Balance Sheet of all other accounts in the name of the Lodge (such as any Benevolent, Charity or Dining Funds), as detailed in rule 153, Book of Constitutions,shall be forwarded to the Provincial Grand Master, Deputy Provincial Grand Master, Assistant Provincial Grand Master, Provincial Grand Treasurer and Provincial Grand Secretary, immediately the same is adopted by the Members of the Lodge.
- (g) The Master of each Lodge shall through the Secretary of the Lodge, at the same time as they are forwarded to the Members of the Lodge, send or transmit a copy of every summons convening regular and emergency meetings of the Lodge to the following:
 - (i) Provincial Grand Master
 - (ii) Deputy Provincial Grand Master
 - (iii) Assistant Provincial Grand Master
 - (iv) Provincial Grand Secretary

19. INSTALLATION RETURNS

Each Lodge, immediately after the installation of the Master, shall forward a return to the Provincial Grand Secretary of the names and addresses of the Masters, Wardens, and Officers of the Lodge, together with the names and addresses of the two Past Masters elected to represent it on the Provincial Grand Lodge Committee (See by-law No 13(a)). The return shall be made on a form provided by the Provincial Grand Secretary.

20. QUALIFICATIONS OF PAST OFFICERS

No Brother shall be allowed to rank as a Past Provincial Grand Officer unless he has served in his office from the regular meeting at which he shall be appointed until the corresponding regular meeting in the following year, or unless the honour of Past Provincial Grand Rank shall have been conferred upon him in accordance with the provisions of the Book of Constitutions.

21. THE PROVINCIAL GRAND TREASURER

- (a) The Provincial Grand Treasurer shall be elected annually by the Provincial Grand Lodge.
- (b) The Provincial Grand Lodge Banking Accounts shall be in the name of the Provincial Grand Lodge.
- (c) The signatory to such accounts shall be the Provincial Grand Treasurer or in his absence the Provincial Grand Secretary or the Deputy Provincial Grand Master or any other Brother designated to do so by the Provincial Grand Lodge from time to time after due notice in the summons.
- (d) In the event of the incapacity of the Provincial Grand Treasurer, and upon due notification to the Bank by the Provincial Grand Master, the Provincial Grand Secretary will act in every way as Provincial Grand Treasurer until a new Treasurer shall have been either duly appointed by the Provincial Grand Master under rule 68(e), Book of Constitutions, or elected and invested at the next regular Annual Meeting of Provincial Grand Lodge.
- (e) The Provincial Grand Treasurer shall:-
 - (i) receive all monies payable to the Provincial Grand Lodge;
 - (ii) keep proper accounting records thereof;
 - (iii) disburse the same in such manner as the Provincial Grand Lodge shall direct, distinguishing the respective uses for which the several sums are expended;
 - (iv) present his Annual Statement, duly audited, to the Provincial Grand Lodge Committee; and

- (v) ensure that a copy of the Annual Statement referred to in (iv) above is forwarded to each Member of Provincial Grand Lodge who has not previously received the same, with the notice of Annual Meeting.
- (f) The Provincial Grand Treasurer shall be prepared, whenever required by notice in writing from the Provincial Grand Master or his Deputy, to pay over to any Brother whom the Provincial Grand Master or his Deputy may nominate, the monies in his possession, and to deliver to such Brother all records and papers being the property of the Provincial Grand Lodge.
- (g) The Provincial Grand Treasurer shall keep a due record of the Jewels belonging to Provincial Grand Lodge.

22. CUSTODY OF PROPERTY

Property being regalia, other than the Jewels of the Provincial Grand Officers, or being required for the purpose of Masonic Ceremony belonging to Provincial Grand Lodge shall be in the care of the Provincial Grand Director of Ceremonies.

23. DIFFERENCES AND COMPLAINTS

Full details of differences and complaints that cannot be resolved privately or in some regular Lodge shall be sent by the Lodge Secretary to the Provincial Grand Secretary who will submit them to the Provincial Grand Master. The Lodge Secretary shall send a copy of those details to the Brother or Brethren who are accused or implicated. The Provincial Grand Master, when all parties have been summoned to attend before him and the matter investigated, shall make such order, and adjudication as shall be within the laws and regulations of Freemasonry.

24. BREACH OF LAWS

A Mason within the Province offending against any law or regulation of the Craft, to the breach of which no specific penalty is attached by the by-laws of the Provincial Grand Lodge, shall at the discretion of the Provincial Grand Master, be subject to admonition or suspension.

25. A LODGE OFFENDING AGAINST LAWS, ETC.

A Lodge offending against any law or regulation of the Craft, to the breach of which no specific penalty is attached, shall, at the discretion of the Provincial Grand Master, be subject to such disciplinary action as the Provincial Grand Master deems appropriate

26. APPLICATIONS FOR DISPENSATIONS

Applications for Dispensations are to be made through the Provincial Grand Secretary, accompanied by the Fee specified in by-law 15.

27. CORRESPONDENCE

All applications to, and official correspondence with, the Provincial Grand Master or the Committee, shall be made through the Provincial Grand Secretary.

28. BY-LAWS NOT TO BE ALTERED WITHOUT NOTICE

These by-laws of the Provincial Grand Lodge of West Wales shall be binding on all the Lodges of the Province, unless and until the same, or any of them, be legally repealed or altered; and no by-law of this Provincial Grand Lodge shall be repealed or altered, or a new by-law introduced, until after due notice be given thereof, in order that the particulars of any intended repeal, alteration, or addition, may be regularly inserted in the circular or notice convening the Provincial Grand Lodge at which it is proposed to submit the same for consideration.