

PROVINCIAL GRAND LODGE OF STAFFORDSHIRE BY-LAWS

1 MEMBERS

The Provincial Grand Lodge of Staffordshire shall consist of the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters, the Present and Past Provincial Grand Officers provided that they be members of a Lodge in the Province, the Masters, Past Masters and Wardens of all Lodges in the Province and Officers of Grand Lodge who are subscribing members of a Lodge in the Province.

2 PRECEDENCE

The Officers of this Provincial Grand Lodge take precedence in accordance with Rules 68 — 71, Book of Constitutions. Past Provincial Grand Officers shall take precedence after those officers holding active office or similar rank.

3 REGISTRATION FEES

Every Brother, on his first appointment to office in Provincial Grand Lodge, shall pay a Registration Fee of £25.00.

Brethren who receive a Promotion will pay a Promotion Fee of £10.00. A Brother shall not be invested unless the Registration Fee has previously been paid.

4 MEETINGS

The Annual General Meeting and any other meeting of the Provincial Grand Lodge shall be held at such time and at such place as the Provincial Grand Master shall direct.

Twenty one days' notice of all meetings of Provincial Grand Lodge shall be sent by the Provincial Grand Secretary to the Secretary of each Lodge in the Province, who shall, forthwith notify every member of the Lodge duly qualified or permitted to attend.

5 NOTICE OF MOTION

No business shall be transacted in Provincial Grand Lodge unless notice in writing has been sent to the Provincial Grand Secretary at least fourteen days before the meeting. The Provincial Grand Master, or, in his absence, the Presiding Officer may bring forward, or permit to be brought forward, any item of business at his discretion. All motions, resolutions and By Laws shall take immediate effect unless otherwise therein stated, and, in the case of By— Laws, after the Grand Master's approval thereto.

6 NON-REPRESENTATION OF LODGE

Any Lodge in the Province not represented by its Master, a Past Master or by at least one of its Wardens at the Meetings of Provincial Grand Lodge, shall be reported to the Provincial Grand Master, who will deliver such admonition as he deems appropriate to meet the circumstances of the non - representation.

7 ANNUAL DUES

The Master of every Lodge in the Province, shall within one month of his Installation cause to be sent to the Provincial Grand Secretary, Returns on the forms provided, containing the names and addresses of the Master, Wardens and all subscribing Past Masters, a list of the Officers of the Lodge, and a list containing the names and addresses of Members of the Lodge, distinguishing those who have been Initiated or become Joining Members since the date of the previous Return, with the dates of Initiation, Passing, Raising or joining and the date and reason of any cessation of membership of the Lodge during the preceding year. The Annual Membership Return should be accompanied by all dues and fees payable.

8 FEES AND DUES

Every Lodge in the Province shall pay to Provincial Grand Lodge the following fees and dues:-

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| (a) | For each subscribing member, whether his Lodge Fee has been paid or not | £20.00 |
| | *(or such lesser sum as may from time to time be decided by Provincial Grand Lodge after Notice on the summons).
(vide Rule 83, Book Of Constitutions) | |
| (b) | For every Initiate | £ 5.00 |
| (c) | For every Joining Member from a Lodge not under the English Constitution | £ 5.00 |
| (d) | For the Registration of a new Lodge | £20.00 |
| (e) | For the grant of a Dispensation | £ 5.00 |

9 PENALTIES FOR FAILURE TO MAKE RETURNS OR PAY DUES

Any Lodge neglecting to make its Returns or pay the appropriate dues within a period of twelve months from the due date shall be liable to be dealt with in accordance with Rules 75 and 179, Book of Constitutions.

10 DISPENSATIONS

Every application to the Provincial Grand Master for a Dispensation must be made in writing to the Provincial Grand Secretary and shall state the reason for the application.

11 PROVINCIAL GRAND TREASURER

The Provincial Grand Treasurer shall be elected at the Annual General Meeting of Provincial Grand Lodge. In case of a vacancy in the Office of Provincial Grand Treasurer, the Provincial Grand Master shall request a Brother to act as Provincial Grand Treasurer until the day of the next regular election

12 ACCOUNTS

(a) PROVINCIAL GRAND LODGE

All fees, dues and other monies payable to Provincial Grand Lodge shall be forwarded to the Provincial Grand Lodge office. Proper books of accounts shall be maintained to record all receipts and payments and the books shall be available for inspection at any time that the Provincial Grand Master may direct. The accounts shall be made up to the 31st December in each year, audited and presented to the Annual General Meeting of Provincial Grand Lodge. A copy of these accounts shall be sent to every Lodge in the Province. An Auditor, who shall be a member of a Lodge in the Province, shall be elected at each Annual General Meeting of the Provincial Grand Lodge to hold office until the ensuing Annual General Meeting.

(b) LODGES

A copy of the Annual Statements of Account of all funds, of every Lodge in the Province, duly audited, shall be sent to the Provincial Grand Treasurer, at the Provincial Office, by the Lodge Secretary within one calendar month of them being approved by the Lodge.

13 COMMITTEE OF GENERAL PURPOSES

There shall be a Committee of General Purposes which will consist of the following:-

- Provincial Grand Master
- Deputy Provincial Grand Master
- Assistant Provincial Grand Masters Officers of the United Grand Lodge of England who are members of the Provincial Grand Lodge
- Grand Superintendent of Provincial Royal Arch Chapter
- Deputy Grand Superintendent
- Provincial Grand Wardens
- Provincial Grand Treasurer
- Provincial Grand Secretary
- Provincial Grand Director of Ceremonies
- President of the Staffordshire Masonic Charitable Association
- Six members of Provincial Grand Lodge, two to be appointed by the Provincial Grand Master, and four to be elected at the Annual General Meeting of Provincial Grand Lodge

The Committee shall meet at such times as the Provincial Grand Master, or his Deputy, may direct; five members shall form a quorum. The Committee shall receive the audited accounts of Provincial Grand Lodge and may report thereon to Provincial Grand Lodge at the Annual General Meeting.

The Committee shall organise the compilation and publication of the Calendar and Year Book of the Province and deal with any matter which may be referred to it by the Provincial Grand Master and may originate and recommend to Provincial Grand Lodge whatever it may deem necessary or advantageous to the welfare of the Province.

The Committee shall have the power to delegate its duties to sub-committees and in the appointment of such sub-committees shall have power to co-opt members who, in its opinion, may be specially qualified to render assistance.

14 CHARITABLE ASSOCIATION

Monies for Charitable or Benevolent purposes received by Provincial Grand Lodge, shall be administered by the Staffordshire Masonic Charitable Association. The Association shall draw up its own Rules which must have the approval of the Provincial Grand Lodge.

15 NOMINATIONS

All nominations for the office of Provincial Grand Treasurer and for membership of the Committee of General Purposes shall be made in writing, signed by the proposer and seconder and forwarded to the Provincial Grand Secretary not later than twenty-eight days prior to the Annual General Meeting of Provincial Grand Lodge.

16 PROPERTY AND JEWELS OF OFFICE

The furniture, jewels, clothing and other articles belonging to Provincial Grand Lodge shall be under the control of the Provincial Grand Secretary. Every Officer of Provincial Grand Lodge shall, during his term of office, be responsible for the safe custody of the Jewel of his Office, and shall return it to the Provincial Grand Secretary immediately before the next Annual General Meeting of Provincial Grand Lodge.

17 MINUTES

Minutes of all meetings of Provincial Grand Lodge, the Committee of General Purposes and all sub-committees thereof shall be recorded in proper Minute Books (either bound or loose leaf) by the Provincial Grand Secretary, and shall be laid before Provincial Grand Lodge as required.

18 DUTIES OF MASTERS OF LODGES

The Master of every Lodge in the Province shall ensure that a copy of the summons convening every meeting of his Lodge shall be sent to the Provincial Grand Master, the Deputy Provincial Grand Master, the Assistant Provincial Grand Masters, the Provincial Grand Wardens and the Provincial Grand Secretary at the same time as a copy is forwarded to the members of the Lodge.

19 PROVINCIAL GRAND TYLER

The Provincial Grand Tyler may be paid such fees and expenses for attendance at meetings of Provincial Grand Lodge as shall be determined from time to time.

20 BY-LAWS

These By-Laws shall be available at every meeting of Provincial Grand Lodge and a printed copy of them shall be supplied to every Lodge in the Province, to each Master on his Installation and to every Initiate and Joining Member of a Lodge in the Province.

21 ALTERATIONS TO BY-LAWS

These By-Laws may be altered, or any new By-Law added thereto, on due Notice of Motion given to the Provincial Grand Secretary at least two calendar months previous to the meeting of the Provincial Grand Lodge, whether Annual or Emergency when the Motion shall be discussed, and, if carried by a majority of the Brethren present, shall after approval by the Grand Master and Provincial Grand Master, take effect.

At a Special Meeting of the Provincial Grand Lodge of Staffordshire held at Wolverhampton on the 12th day of November 1980, these By-Laws were approved and adopted.

12th November 1980	Stanley Barrington Provincial Grand Master Approved by the MW The Grand Master
19th November 1980	M B S Higham Grand Secretary

At the Annual General Meeting of the Provincial Grand Lodge of Staffordshire held on 14th May 2008, amendments to By Laws 3 and 8 were approved and adopted.

14th May 2008	Thomas D C Lloyd Provincial Grand Master
28th June 2011	Graham F Redman Assistant Grand Secretary For the Grand Secretary Approved on behalf of the Grand Master

At the Annual General Meeting held on 16th May 2012, an amendment to By-Law 12 was approved and adopted.

Alexander I Stewart Provincial Grand Master
Approved by The MW Grand Master