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**PROVINCE OF YORKSHIRE, WEST RIDING**

**THE BY-LAWS  
of  
PROVINCIAL GRAND LODGE**

**EFFECTIVE 1 JANUARY 2006**

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# **PROVINCIAL GRAND LODGE OF YORKSHIRE, WEST RIDING**

## **PROVINCIAL BY-LAWS**

**Effective from 1 January 2006**

### **1 MEMBERS OF PROVINCIAL GRAND LODGE**

The Provincial Grand Lodge of Yorkshire, West Riding shall consist of the Provincial Grand Master and those Brethren qualified in accordance with Rule 65, Book of Constitutions.

### **2 PRECEDENCE**

The members of Provincial Grand Lodge take precedence within the Province in accordance with Rules 71 and 72, Book of Constitutions.

### **3 MEETINGS**

The Provincial Grand Lodge shall meet at least once a year at such time and place within the Province as the Provincial Grand Master may determine. This meeting shall be called the Annual Meeting and at such meeting the election of a Provincial Grand Treasurer and the appointment of Provincial Grand Officers will take place. The Provincial Grand Master may also convene such other meetings of Provincial Grand Lodge as he may consider necessary.

### **4 NOTICE OF MEETINGS**

Seven clear days notice of the meetings of Provincial Grand Lodge must be given by the Provincial Grand Secretary, by sending a summons convening the meeting to all members of Provincial Grand Lodge whose names are included in the Annual Returns made by each Lodge.

### **5 NOTICE OF MOTION**

No motion shall be brought under discussion at Provincial Grand Lodge unless notice thereof in writing shall have been sent to the Provincial Grand Secretary forty two days (six weeks) before the meeting. Subject to the approval of the Provincial Grand Master, such notice must form part of the Summons for the next Meeting of Provincial Grand Lodge and may be dealt with thereat. No motion shall be dealt with in Provincial Grand Lodge unless such notice has been given, except by special leave of the Provincial Grand Master or Officer Presiding in Provincial Grand Lodge.

The Provincial Grand Master shall direct that any notice of motion which in his judgement is scandalous, irregular or not within the cognisance of Provincial Grand Lodge, shall be omitted from the paper of business.

The Provincial Grand Master or Officer Presiding in Provincial Grand Lodge may allow to be introduced or discussed at the such meeting, without notice, any business or motion which he shall consider to be urgent.

### **6 ATTENDANCE AT PROVINCIAL GRAND LODGE**

Every Lodge in the Province must be represented at the Annual Meeting of Provincial Grand Lodge either by its Master, a Past Master or Warden.

A Past Master shall, when attending meetings of Provincial Grand Lodge wear the regalia of his rank in the Craft. Masters and Wardens of Lodges in the Province shall wear their Collars of Office when representing their Lodges at such meetings.

Master Masons may attend meetings of Provincial Grand Lodge, but unless Wardens of Lodges within the Province may not vote and may only address Provincial Grand Lodge when invited to do so by the Provincial Grand Master or other Presiding Officer.

## **7 DISQUALIFICATION FROM ATTENDING PROVINCIAL GRAND LODGE**

The Master, Past Masters and Wardens of any Lodge which is in default with its returns and payments to Provincial Grand Lodge shall be disqualified from attending the Annual Meeting and any other meeting of Provincial Grand Lodge.

## **8 PROVINCIAL REGALIA**

The Provincial Grand Secretary shall have charge of the regalia, clothing, insignia and jewels belonging to Provincial Grand Lodge

## **9 PROVINCIAL ADVISORY COUNCIL**

The Provincial Advisory Council shall cover the Provincial Grand Lodge and shall consist of the Provincial Grand Master/Grand Superintendent, the Deputy Provincial Grand Master, the Deputy Grand Superintendent, the Assistant Provincial Grand Masters, the Second and Third Provincial Principals, the Provincial Grand Treasurer and Provincial Grand Secretary/Scribe E. The Provincial Grand Master/Grand Superintendent may co-opt any other Member or Members of the Provincial Grand Lodge/Chapter to serve on the Council for so long as he shall direct. It shall be entrusted with such administrative powers, authorities and duties as may from time to time be delegated to it by the Provincial Grand Master/Grand Superintendent.

The Council shall, subject to any specific directions Provincial Grand Lodge/Chapter may give, control the funds of Provincial Grand Lodge.

## **10 Deleted**

## **11 PROVINCIAL GRAND LODGE FUNDS AND ACCOUNTS**

To comply with Rule 85, Book of Constitutions the Provincial Advisory Council must ensure:

- a) That such records are maintained as may be necessary for the proper recording of the financial transactions of Provincial Grand Lodge
- b) All funds belonging to Provincial Grand Lodge are held in accounts in the name of 'Provincial Grand Lodge of Yorkshire, West Riding'
- c) Deleted
- d) That any funds not immediately required are invested appropriately.

The audited accounts must be presented for adoption at the Annual Meeting of Provincial Grand Lodge. The Accounts must be made up to 31 December annually and presented to the next Annual Meeting of Provincial Grand Lodge after that date, duly audited by a firm of professionally qualified accountants and auditors or Master Masons (in accordance with Rule 85 of the Book of Constitutions), who must have been elected at the previous Annual Meeting.

A copy of the audited accounts must be transmitted to each Lodge in the Province and to every member of the Provincial Grand Lodge with the summons for such meeting.

The Provincial Grand Lodge funds may be applied for charitable purposes and granting Masonic Relief.

## **12 CONTRIBUTIONS AND FEES**

The following dues are payable to the Provincial Grand Lodge fund:

- a) In respect of each of its subscribing members every Lodge in the Province must pay an annual due of £20 or such lesser amount as determined by resolution from time to time by Provincial Grand Lodge.
- b) Deleted
- c) For registering a Brother who has been initiated in a Lodge  
not under the United Grand Lodge of England £12.00
- d) For registering a new Lodge £30.00
- e) Deleted
- f) For every Brother on his first appointment to any Provincial Office  
or to a corresponding Past Rank £30.00

VAT at the full standard rate must be added to these items where applicable.

Any Brother on his first appointment to an Acting or Past Rank in Provincial Grand Lodge, neglecting or refusing to pay the Registration Fee for his office or rank, for one month after appointment and after due notice has been sent to him in writing by the Provincial Grand Secretary, shall, unless good reason be shown to the satisfaction of the Provincial Grand Master, lose his office or rank and privileges as if he had not been appointed.

## **13 LODGE RETURNS**

Every Lodge must:

- a) On or before the 31<sup>st</sup> day of January in each year, transmit to the Provincial Grand Secretary, upon a printed form which he shall provide, a return concerning its members during the year ended on 31 December preceding, together with the contribution and fees due to the Provincial Grand Lodge, in accordance with Rules 147 and 149, Book of Constitutions
- b) Within ten days of the Annual Installation transmit to the Provincial Grand Secretary, upon a printed form he shall provide, information detailed in Rule 151, Book of Constitutions and any other necessary information as may be required from time to time.

## **14 LODGE ACCOUNTS**

Lodge Accounts must be maintained and presented to the Lodge Members in accordance with Rule 153 Book of Constitutions. Each Lodge must certify that this has occurred yearly by

completing the appropriate section on the Lodge Installation return transmitted to the Provincial Grand Secretary as indicated in By Law 13, unless the Provincial Grand Master requests a copy of the Audited Accounts.

## **15 LODGE SUMMONSES**

The Secretary of each Lodge must forward a copy of any notice convening a meeting of the Lodge to the members of the Lodge, to the Provincial Office and to such other persons as may from time to time be directed by the Provincial Grand Master not less than 10 days before the meeting unless otherwise specified in the Book of Constitutions.

On every such notice, the name of each Past Master appearing in the Grand Lodge Installation Return, with his office or rank (if any) in the Grand Lodge, in the Provincial Grand Lodge, the number of the Lodge and the year in which he was installed as Master, together with two means of contact (1) for the Master, the Treasurer, the Secretary, the Almoner, the Charity Steward and the Lodge Liaison Officer and such other information as the Provincial Grand Master may direct be printed or otherwise appear.

(1) Means of contact may include postal address, email address or telephone number and those printed on the summons must be explicitly agreed with the Officer to whom they apply

## **16 BOOK OF CONSTITUTION, PROVINCIAL GRAND LODGE BY-LAWS AND LODGE BY-LAWS, INFORMATION FOR THE GUIDANCE OF MEMBERS OF THE CRAFT**

The Master of each Lodge must cause current copies of the above to be available in the Lodge at every meeting.

Every Brother must be supplied with a current copy of each document when he first becomes a member of a Lodge under the Provincial Grand Lodge and his acceptance thereof shall be deemed to be a declaration of his submission thereto.

## **17 CANDIDATES FOR INITIATION**

Rule 158, Book of Constitutions states the procedure for processing the application of candidates seeking Initiation into a Lodge in a town, place or locality in which he has neither a permanent address nor a regular place of employment. Lodges in the Province must not permit a candidate to be proposed into their membership in such circumstances until the following conditions have been fully complied with: -

- a) He has stated in writing his reasons for so doing and for not seeking admission into a Lodge meeting in the town, place or locality of his permanent residence or regular place of business or employment.
- b) The Lodge has made enquiries as to the candidate's suitability to the Lodge, or Lodges, meeting in the closest proximity to the place of his residence or place of employment and all replies received to such enquiries have been satisfactory.
- c) In the event of a candidate having neither a permanent place of residence nor a regular place of employment within the Province, or there being no Lodge meeting in the town, place or other locality of either situation, enquiry must be made through the Provincial Grand Secretary and a satisfactory reply received.
- d) Each enquiry must be made in the form appended to these By-laws.

Each Lodge receiving such an enquiry must reply promptly in writing and such a reply must be signed by the Master or the Secretary of the Lodge.

If a Lodge should receive an unfavourable reply, a copy of this reply must be sent to the Provincial Grand Secretary and the proposition must not proceed further without his authorisation.

## **18 WEST RIDING MASONIC CHARITIES LIMITED**

West Riding Masonic Charities Limited has been formed as a separate Registered Charity for the purposes inter alia of taking charge of and promoting Masonic benevolence within the Province in connection with Masonic Charities and other charitable activities. It operates in accordance with its own Memorandum and Articles of Association.

## **19 MASONIC CONDUCT, DISCIPLINE AND INVESTIGATIONS**

In the event of any Masonic difference between members of a Lodge, or complaint against any of its members not covered by the Book of Constitutions, it shall be the duty of the Master promptly and fully to enquire into the matter, and exert his good offices towards its accommodation, either privately or in the Lodge. Failing which, the difference or complaint shall be reduced into writing, and delivered to the Provincial Grand Secretary for submission to the Provincial Grand Master.

All matters of a disciplinary nature, or other investigations and proceedings within the Province must be conducted in accordance with Rules 74, 75 and 76, Book of Constitutions; the booklet "Masonic Conduct Guide to Investigations" issued under the authority of the Board of General Purposes of the United Grand Lodge of England; and in accordance with the Disciplinary Procedure Rules of the Province.

## **20 AUTHORITY**

The foregoing By-Laws are made in pursuance of the regulations and powers conferred by the Book of Constitutions and it is hereby declared that, in all particulars not herein specifically provided for, the Provincial Grand Master and the Provincial Grand Lodge and the Officers and Members of Provincial Grand Lodge shall be governed and regulated by the same laws and regulations as the MW The Grand Master and Grand Lodge and its Officers and Members so far as the same are applicable.

**PROVINCIAL GRAND LODGE OF YORKSHIRE, WEST RIDING**  
**Provincial By-law No 17 – Candidates for Initiation**

**ENQUIRY**

(If posted this form should be accompanied by a reply paid envelope)

FROM.....Lodge                      No.....

REPLY TO.....

.....POST CODE.....TELEPHONE.....

TO.....LODGE                      No.....

**DETAILS OF CANDIDATE**

(Please complete in BLOCK CAPITALS)

FULL NAME.....

AGE.....

HOME ADDRESS.....

.....

.....POST CODE.....

OCCUPATION \*.....

BUSINESS ADDRESS \*\*.....

.....POST CODE.....

\* Precise nature of occupation must be stated. General terms such as "Civil Servant" or "Company Director", etc. are not sufficient.

\*\* State the actual Business address from which he actually works **NOT** the HQ or Registered Office.

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**REPLY TO ENQUIRY – TICK BOXES OR DELETE AS APPROPRIATE**

1. Enquiries made but applicant not known to Brethren present.

☐

**OR**

2. We consider him suitable for Initiation.

Yes/No

3. Are there objections to his being admitted. (If yes give details over)

Yes/No

4. Has he made an application to this Lodge.

Yes/No

**AND**

5. We know of no application to any other Lodge.

☐

Signed.....Master/Secretary

Date .....

**PLEASE RETURN THE COMPLETED FORM TO THE ENQUIRING LODGE**

## **CERTIFICATE:**

Approved by the RW Provincial Grand Master on 19 April 2005

J TREVOR BROADLEY (Signed)

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J Trevor Broadley, JP, Provincial Grand Master

19 April 2005

Confirmed by Provincial Grand Lodge at Harrogate on 17 May 2005

Approved by the MW The Grand Master

GRAHAM F REDMAN (Signed)

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Graham F Redman, Assistant Grand Secretary

For Grand Secretary

As of 11 July 2005

## **BY-LAW AMENDMENTS:**

(1) By-Law 18 – deletion of last paragraph

Approved by John K Clayton, Provincial Grand Master on 27 March 2008

Confirmed by Provincial Grand Lodge on 6 May 2008

Approved by the MW The Grand Master

(2) By-Law 4 – addition of ‘electronically or otherwise’ between ‘sending a summons convening the meeting,’ and ‘to all members...’

Approved by David S Pratt, Provincial Grand Master 31 March 2015

Confirmed by Provincial Grand Lodge on 5 May 2015

Approved by the MW The Grand Master

(3) By Law 9 & 11- Change Committee to Council

Approved by David Stephen Pratt, provincial Grand Master on 23 March 2018

Confirmed by Provincial Grand Lodge on 8 May 2018

Approved by MW Grand Master on 1 June 2018

(4) By-Law 14 – amended by law 14

Approved by David Stephen Pratt, Provincial Grand Master on 27 March 2019

Confirmed by Provincial Grand Lodge on 7 May 2019

Approved by the MW The Grand Master

(5) By-Law 15 – amended by law 15

By-Law 10 - deleted

Approved by David Stephen Pratt, Provincial Grand Master on 10 March 2021

Confirmed by Provincial Grand Lodge on 2 September 2021

Approved by the MW The Grand Master 6 December 2021

(6) By Law 9 – amended by law 9

By Law 11 (c) – deleted

By Law 11 last para – amended by law 11

By Law 12 (b) & (e) - deleted

Approved by James H Newman, Provincial Grand Master on 5 Apr 2025

Confirmed by Provincial Grand Lodge on 6 May 2025

Approved by the MW The Grand Master 20 August 2025