

# The Marches Lodge No.5 of Scottish Masters of St Andrew

Consecrated 13<sup>th</sup> December 2007



## By-laws



1. **Dates and place of meetings.**

The Lodge shall meet at the Masonic Hall, School Hill, Chepstow on the last working day in March (*Election*) and October (*Installation*) and at other such dates as determined by the Worshipful Deputy Master.

2. **Election of Officers and Installation.**

The Worshipful Deputy Master will be appointed annually by the Regional Grand Prefect.

The Lodge will make a recommendation after a ballot has been held at the March meeting.

The Worthy Deputy Master will appoint and invest office bearers in the Lodge, whose appointment will be for the duration of one year.

The Treasurer shall be elected at the March meeting annually.

3. **Candidates.**

Application for membership shall be on a standardised form and should be submitted to the secretary.

These forms will be signed by the Worshipful Deputy Master and submitted to the Regional Grand Prefect for approval.

Periodically the secretary will produce a confidential list of applications received and a copy of the list will be circulated to every Lodge member, with a cut-off date for objections.

If an objection is received in due time, the Secretary will advise the Lodge Committee, who will collectively determine whether the objection is suitable and sufficient to ask the proposer to withdraw the application. If in the event of an objection not being sustained, the Secretary will confidentially advise the objector.

4. **Annual subscriptions and fees.**

The amount of the annual subscriptions, payable in advance on the 1<sup>st</sup> September each year, the fees for Advancement, Joining and Re-joining, shall be such sums as are determined by resolution in open Lodge after due notice on the summons. The amounts shall include all fees and dues payable to Grand Priory and any other payment or financial liability incurred by the Lodge and/or candidate for membership.

5. **Treasurer.**

The Treasurer shall receive all fees, dues, etc., and shall deposit them in the name of the Lodge, in a bank approved by the Lodge.

He shall pay all accounts, and shall, at the regular meeting in October present an audited balance sheet of the Lodge accounts, made up to 31<sup>st</sup> August each year.

**6. Arrears of subscriptions.**

A member more than six months in arrears shall not hold Office in the Lodge.

If he be ten months in arrears, he shall be excluded.

**7. Secretary.**

The Secretary shall keep minutes of proceedings of the Lodge, and separately of any Lodge committee.

He shall issue summonses for all Lodge meetings, at least fourteen days in advance to every member of the Lodge.

His services may be deemed equivalent to payment of subscription if he so desires.

**8. Lodge committee and auditors.**

The Lodge committee shall consist of the Worshipful Deputy Master, Wardens, Treasurer, Secretary, subscribing Past Worshipful Deputy Masters and two brethren elected at the regular meeting in March.

Two auditors shall be elected annually at the same meeting.

**9. Resignation.**

A brother wishing to resign from the Lodge shall give notice, either in open Lodge or by letter to the Secretary and, on payment of all dues, shall be entitled to a certificate of clearance.

**10. Honorary members.**

A brother who has given distinguished service to the Order in general, or to the Marches Lodge in particular, may be elected an honorary member of the Lodge.

**11. Lodge effects.**

The jewels and furniture of the Lodge are the property of the Master and Wardens for the time being, in trust for the members of the Lodge

The Warrant of Constitution is the property of the Grand Master and the Worshipful Deputy Master shall be responsible for its safe custody and shall produce it at every meeting of the Lodge.

**12. Alteration of By-Laws**

Notice of motion of any alteration of, or addition to, these By-Laws must be given at one meeting. They shall appear on the Summons for the next meeting and if approved the alteration or addition shall be submitted for the approval of the Grand Priory.

**13. Presentation of By-Laws**

A conv shall be presented to each new member of the Lodge.

2020/6.16

Adopted in open Lodge on the 11<sup>th</sup> December, 2008

Amended and adopted in open Lodge on the 31<sup>st</sup> March 2009

Amended and adopted in open Lodge on the 31<sup>st</sup> March 2011

Amendments proposed in open Lodge on 31<sup>st</sup> March 2014  
approved and adopted in open Lodge on the 31<sup>st</sup> October 2014.

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Worshipful Deputy Master

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Secretary

Approved by

.....  
Regional Grand Prefect

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Date

Approved at London

.....  
Grand Chancellor

.....  
Date