



**The Masonic Order of Athelstan**  
in England, Wales and its Provinces Overseas

**PROVINCIAL GRAND COURT OF SUSSEX**  
**By-laws**



## By-Laws of the Provincial Grand Court of Sussex

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### 1. Members of Provincial Grand Court.

The members of Provincial Grand Court are the Right Worshipful Provincial Grand Master, all Officers and Past Provincial Officers and all Brethren who are subscribing members of a Court in the Province

All other Brethren of the Order who are subscribing members of any Court under the jurisdiction of the Grand Court for England, Wales and its Provinces Overseas may, by the authority of the Right Worshipful Provincial Grand Master, be permitted to attend Provincial Grand Court but they cannot vote or speak on any resolution.

### 2. Assemblies of Provincial Grand Court.

Provincial Grand Court shall assemble annually on a date and at a time and place to be determined by the Right Worshipful Provincial Grand Master. Additional assemblies of Provincial Grand Court may be held at the discretion of the Right Worshipful Provincial Grand Master or, in his absence, by the Deputy Provincial Grand Master if so appointed.

Whenever it shall be deemed expedient to hold a festival in connection with any assembly of Provincial Grand Courts, no portion of the expenses thereof shall be defrayed out of the funds of Provincial Grand Court except by authority of the Right Worshipful Provincial Grand Master.

### 3. Notice of Assemblies of Provincial Grand Court.

The Provincial Grand Secretary shall issue notice of every assembly of Provincial Grand Court at least twenty-one days before the date of the meeting. The said notice shall state the place, date and hour at which such assembly is to be held, the business to be transacted and the text of written propositions to be made at such assembly.

### 4. Attendance at Provincial Grand Court

Provincial Grand Officers shall, during their term of office, punctually attend their duty in Provincial Grand Court unless prevented by reasonable cause to the satisfaction of the Right Worshipful Provincial Grand Master.

### 5. Duties of Officers

The Statutes applicable to similar offices in Grand Court shall govern the Provincial Grand Treasurer and the Provincial Grand Secretary, in the exercise of the duties of their respective offices. No Brother shall be eligible for election to the Office of Provincial Grand Treasurer unless two members of the Provincial Grand Court have nominated him.

The Provincial Grand Treasurer shall receive and pay all monies due to or from Provincial Grand Court, keep a correct record of the same and produce them for audit at such times as may be required. All moneys shall be deposited in an approved Bank and/or Building Society in the name of the Provincial Grand Court.

The Provincial Guard shall see that every Brother, before being permitted to enter Provincial Grand Court, has signed his name on the appropriate Attendance Roll, giving his rank and the number of his Court to which he belongs, and that he is properly clothed. No Brother shall be eligible for election to the Office of Guard unless two members of Provincial Grand Court have nominated him.

### 6. Regalia

Each Officer shall provide the jewels, collar and apron appropriate to his rank.

### 7. Officers of Provincial Grand Court

The Officers of Provincial Grand Court shall take precedence in the Order prescribed in the Statutes of the Order and every Brother on his appointment to active or past rank shall pay to the funds of Provincial Grand Court a fee of honour, determined by the Right Worshipful Provincial Grand Master, pro rata to the amount payable for the corresponding appointment in Grand Court as permitted by the Statutes of the Order.

The fee of honour shall be due and payable on acceptance of the appointment and no Brother shall assume the regalia of Office until such fee is paid.

### 8. Fees to be paid to Provincial Grand Court

The fees by the Courts shall be:

- a. An annual fee for each subscribing member
- b. A registration fee for each new Brother instructed.
- c. A registration fee for each joining member.
- d. A registration fee for amendment to or revision of Court By-Laws.
- e. A registration fee for each new Court, and
- f. A fee for the granting of a dispensation by the Right Worshipful Provincial Grand Master.

The amounts of such fees will be determined by resolution at Provincial Grand Court.

**9. Annual returns**

The financial year of Provincial Grand Court shall end on the 30th June in each year.

The Secretary of every Court in the Province shall, immediately after the 30th June in each year, furnish the Provincial Grand Secretary with two copies of the Grand Court Annual Return of membership, dues etc., together with the appropriate fees under the appropriate Appendix of the Statutes of the Order. The Provincial Grand Secretary shall, after examination of the returns, duly transmit one copy together with the appropriate fees direct to the Grand Secretary, in compliance with the Statutes of the Order.

The Secretary of every Court in the Province shall, immediately after the 30th June in each year, furnish the Provincial Grand Secretary with two copies of the Provincial Annual Return of dues and membership together with appropriate fees under By-Law 8. The Provincial Grand Secretary shall, after examination of the returns, duly transmit one copy together with the appropriate fees direct to the Provincial Grand Treasurer.

**10. Audit of Accounts**

The accounts of Provincial Grand Court shall be audited and certified prior to the Annual Assembly of Provincial Grand Court by two auditors, who shall be officers of and elected by Provincial Grand Court, and who shall present their report to the Annual Assembly. A copy of the audited accounts, having been duly approved and adopted, shall be transmitted by the Provincial Grand Secretary to the Grand Secretary.

**11. Forming a new Court.**

Brethren desirous of forming a new Court shall conform to the laws prescribed in the Statutes of the Order. Every Petition shall conform to the laws prescribed in the Statutes of the Order. Every Petition for a new Court must be made on the appropriate form and sent to the Right Worshipful Provincial Grand Master whose approval must be obtained before it is sent to the Most Worshipful Grand Master.

**12. Dispensations**

Every application for a dispensation shall be made in writing through the Provincial Grand Secretary to the Right Worshipful Provincial Grand Master and shall state the reasons requiring the same. Where the dispensation requires the approval of the Most Worshipful Grand Master the appropriate fee shall be forwarded with the application: where the dispensation can be approved by the Right Worshipful Provincial Grand Master the appropriate fee shall be forwarded with the Provincial Annual Return in accordance with By-Law 9.

**13. Communications**

All communications from Courts, or others, intended for submission to Grand Court, the Right Worshipful Provincial

Grand Master or to Provincial Grand Court shall be forwarded to the Provincial Grand Secretary for presentation.

**14. Committees**

A Standing Committee, comprising the following members, shall advise the Right Worshipful Provincial Grand Master on matters referred to them:

Provincial Grand Executive Committee

Deputy Provincial Grand Master (if appointed), Assistant Provincial Grand Master, Provincial Grand Treasurer, Provincial Grand Secretary, Provincial Grand Marshal and Deputy Provincial Grand Marshal (if appointed)

**15. Amendments/Revisions to By-Laws**

No addition to, or amendment of, any part of these By-Laws, or of future adopted By-Laws, shall be made unless notice thereof has been transmitted in writing to the Provincial Grand Secretary at least 6 weeks before the Annual Assembly of Provincial Grand Court, which shall be duly inserted in the notice for that assembly, and no such alteration shall be considered approved unless affirmed by a majority of the members present and voting.

**16. General**

The Secretary in each Court in the Province shall send copies of each Court summons to the following: Right Worshipful Provincial Grand Master (1 copy); Deputy Provincial Grand Master (if appointed) (1 copy) Assistant Provincial Grand Master 1 copy) Provincial Grand Secretary (2 copies) Other active Provincial Grand Officers (1 copy)

The Secretary of each Court in the Province shall send promptly to the Provincial Grand Secretary completed copies of such forms and returns as required by the Provincial Grand Secretary for the effective administration of the Province.

In all particulars not herein specially set forth the Right Worshipful Provincial Grand Master and the Officers shall be governed and regulated by the same laws as applicable to Grand Court.

Provincial Grand Master.....  
Date 26th May 2007.

Provincial Grand Secretary.....  
Date 26th May 2007

Approved by the MW Sovereign Grand

Master.....Dated.....