

By-Laws of the
[insert name] Lodge
of Royal Ark Mariners, No. [insert number]

1. **Dates and Places of Meetings**

The Lodge shall meet at the *[insert meeting place]* on the *[insert meeting dates]* at such time as the Commander shall direct.

2. **Election of Officers and Installation**

The Commander and Treasurer shall be elected in accordance with the Rules laid down in the Constitutions and Regulations.

The Commander-elect shall be Installed at the regular meeting on *[insert meeting date]* and will appoint and invest the Officers.

3. **Candidates**

The election of candidates for Elevation, Joining or Re-joining shall be by ballot. *[Insert number]* adverse votes shall exclude.

4. **Annual Subscriptions and Fees**

The amount of the annual subscriptions, payable in advance on the *[insert date payable]*, the fees for Elevation, Joining and Re-joining, shall be such sums as determined by resolution in open Lodge after due notice on the summons. The amounts shall include all fees and dues payable to Grand Lodge, Provincial Grand Lodge and any other payment or financial liability incurred by the Lodge and/or candidate for membership.

5. **Country Membership**

A member of the Lodge may, on his request, and by resolution of the Lodge, be given the status of a country member, in which case his annual subscription shall be reduced at the end of the current financial year. He may resume ordinary membership, at any time, on payment of the full subscription for the current year.

6. **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 *[insert date of meeting]* present an audited balance sheet of the Lodge accounts, made up to *[insert date covered by the balance sheet]*.

7. **Arrears of Subscription**

A member more than *[insert a period 6-23 months]* months in arrears shall not hold Office in the Lodge. If he be *[insert a period 6-23 months]* months in arrears, he shall be liable to exclusion.

8. **Scribe**

The Scribe 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 determined by resolution within the Lodge.

9. **Lodge Committee and Auditors**

The Lodge Committee shall consist of the Commander, Wardens, Treasurer, Scribe, subscribing Past Commanders, and *[insert number of other brethren]* brethren elected at the regular meeting in *[insert date of meeting]*. Two auditors shall be elected annually at the Installation meeting.

10. **Resignation**

A brother wishing to resign from the Lodge may indicate his intention to do so either in open Lodge, by letter to the Scribe or by email. In the case of email, the notification will be ineffective until the Scribe receives written notice bearing an original signature of the brother concerned. The written notice will then be deemed to have been served at the date the initial email was received. On payment of all dues, the brother shall be entitled to a certificate of clearance.

11. **Honorary Members**

A brother who has given distinguished service to the Degree in general, or to the *[insert name of Lodge]* Lodge in particular may be elected an honorary member of the Lodge.

12. **Lodge Effects**

The jewels and furniture of the Lodge are the property of the Commander and Wardens for the time being, in trust for the members. The Warrant of Constitution is the property of the Grand Master, and the Commander shall be responsible for its safe custody, and shall produce it at every meeting of the Lodge.

13. **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 **/Provincial/District Grand Master and/* Grand Master's Royal Ark Council.

14. **Presentation of By-Laws**

A copy shall be presented to each new member of the Lodge, and to the Commander at his Installation.

Adopted in open Lodge on *[insert date adopted]*.

Worshipful Commander

Scribe

Approved on *[insert approval date]*.

Provincial/District Grand Master

Provincial/District Grand Secretary

Space for Approval by
The Grand Master's Royal Ark Council
75mm x 25mm

NB - *Words in square brackets to be omitted in respect of Unattached Lodges