

**Provincial Grand Conclave of East Midlands
By-Laws and Regulations
(Incorporating Amendments up to 9th August 2014)**

The Province was constituted On 9th June 1979 and under a Patent of Appointment granted on this date by the Grand Supreme Ruler, Most Worthy Brother Lieutenant Colonel John Walter Chitty, M.B.E; Right Worthy Brother Allan Henry Briggs was appointed Provincial Grand Supreme Ruler.

1. Members of Provincial Grand Conclave

The members of Provincial Grand Conclave are the Provincial Grand Supreme Ruler, all Officers and past Officers of the Provincial Grand Conclave, Supreme Rulers and past Supreme Rulers of Conclaves in the Province and all Members of the Order who are subscribing members of a Conclave in the Province. All other Members of the Order who are subscribing members of any Conclave under the English Constitution, may, by the authority of the Provincial Grand Supreme Ruler, be permitted to attend Provincial Grand Conclave, but they cannot vote or speak on any resolution.

2. Meetings of Provincial Grand Conclave

Provincial Grand Conclave shall meet annually on a date and a time and place to be determined by the Provincial Grand Supreme Ruler. Additional meetings of Provincial Grand Conclave may be held at the discretion of the Provincial Grand Supreme Ruler.

Whenever it shall be deemed expedient to hold a festival in connection with any meetings of Provincial Grand Conclave, no portion of the expenses thereof shall be defrayed out of the funds of Provincial Grand Conclave, except by the authority of the Provincial Grand Supreme Ruler.

3. Notice of Provincial Grand Conclave

Notice of every meeting of Provincial Grand Conclave shall be issued by the Provincial Grand Recorder at least twenty one days before the date of the meeting; the said notice shall state the place, date and hour at which the meeting is to be held and a summary of the business to be transacted and of propositions to be made at any such meeting.

4. Attendance at Provincial Grand Conclave

Provincial Grand Officers shall, during their term of office, punctually attend their duties in Provincial Grand Conclave unless prevented by reasonable cause shown to the satisfaction of the Provincial Grand Supreme Ruler.

5. Duties of Officers

The Provincial Grand Treasurer and the Provincial Grand Recorder, in the exercise of their respective offices, shall be governed by the laws applicable to similar offices in Grand Conclave. No Brother shall be eligible for election to the office of Provincial Grand Treasurer unless he has been nominated by two members of Provincial Grand Conclave.

It shall be the duty of the Provincial Grand Visitors to visit Conclaves within the Province and report thereon to the Provincial Grand Guide. The Provincial Grand Guarder shall see that every Brother, before being permitted to enter Provincial Grand Conclave, has signed his name in the Attendance book, giving his rank and the number of the Conclave to which he belongs and that he is properly clothed. The Provincial Grand Sentinel shall assist the Provincial Grand Guarder in the discharge of his duties.

6. Regalia

Each officer shall provide the collarette, jewel and sash appropriate to his rank.

7. Officers of Provincial Grand Conclave and Fees of Honour

Every Brother shall, on his first appointment to Provincial Grand Rank, present and past, or on promotion within Provincial Grand Rank, pay to the funds of Provincial Grand Conclave, a Fee of Honour of such sum as may be determined by the Provincial Executive Committee, comprising of the Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler and the Recorder. Provided that such sums do not exceed 40% of the amounts specified in Rule 110, in the book of Constitutions and Regulations of the Order:

- (i) On promotion to an office or rank for which a higher fee is applicable, he shall pay only the difference between the two fees.
- (ii) On promotion to or being already the holder of an office or rank for which the same or a lower fee is applicable, he shall pay no further fee.
- (iii) The Fee of Honour shall be due and payable on appointment and no Brother shall assume the rank and regalia until such fee is paid.

Fees of Honour, agreed by Provincial Grand Conclave on 9th August 2014 were as follows:-

Deputy Prov. Grand Supreme Ruler	£70.00	Prov. Deputy Grand Director of Ceremonies	£20.00
Prov. Grand Chancellor	£40.00	Prov. Asst. Grand Director of Ceremonies	£20.00
Prov. Grand Counsellor	£30.00	Prov. Grand Sword Bearer	£15.00
Prov. Grand Guide	£30.00	Prov. Grand Standard Bearer	£15.00
Prov Grand Chaplain	Nil	Prov. Grand Bow Bearer	£15.00
Prov. Grand Treasurer	£25.00	Asst. Prov. Grand Recorder	£15.00
Prov. Grand Registrar	£25.00	Prov. Grand Organist	£15.00
Prov. Grand Recorder	£25.00	Prov. Grand Guarder	£15.00
Prov. Grand Director of Ceremonies	£25.00	Prov. Grand Steward	£10.00
Prov. Grand Almoner	£25.00	Prov. Grand Sentinel	£10.00
Prov. Grand Visitor	£20.00		

8. Fees to be paid to Provincial Grand Conclave

Fees to be paid to Provincial Grand Conclave by Conclaves in the Province shall be due on 1st September in each year for the year just ended on 31st August and any alteration in fees shall be subject to the approval of Provincial Grand Conclave after due notice is given. The Fees due after 9th August 2014 shall be:-

For each subscribing member of a Conclave annually on 1 st September for the year just ended	£ 4.00
Registering a new Conclave	£10.00
Registering a Warrant of Confirmation	£10.00
Registering By-Laws	£ 5.00
Granting dispensations	£ 5.00
Copy of Prov. By-Laws	£ 1.00
Registering a new Member of a Conclave	£ Nil

9. Annual Returns

The Supreme Ruler of every Conclave in the Province, shall immediately after 31st August in each year, furnish the Provincial Grand Recorder with two copies of the annual return of membership, dues, etc., together with the appropriate fees, as per Rules 110, 111 & 112 of the Constitutions and Regulations of the Order.

The Provincial Grand Recorder shall, after examination of the returns, duly transmit one copy together with the appropriate fees direct to the Grand Recorder in compliance with the provisions of the Constitutions and Regulations of the Order.

10. Audit of Accounts

The accounts of the Provincial Grand Conclave shall be audited and certified prior to the annual meeting of Provincial Grand Conclave by two auditors who shall be officers of and elected by Provincial Grand Conclave and who shall present their report at the annual meeting.

11. Forming a new Conclave

Brethren desirous of forming a new Conclave in the Province, shall conform to the laws prescribed in the Constitutions and Regulations of the Order. Every petition for a new Conclave must be made on the appropriate forms in duplicate and sent to the Provincial Grand Supreme Ruler, whose approval must be obtained before it is forwarded to the Grand Supreme Ruler.

12. Dispensation

Every application for a dispensation shall be made in writing through the Provincial Grand Recorder to the Provincial Grand Supreme Ruler and shall state the emergency requiring the same, together with the appropriate fee.

13. Communication to the Provincial Grand Supreme Ruler

All communications from Conclaves or others, intended for submission to the Provincial Grand Supreme Ruler or to Provincial Grand Conclave, shall be forwarded to the Provincial Grand Recorder for presentation.

14. Amendments of By-Laws

No addition to, or amendment of, any or part of these By-Laws, or of further adopted By-Laws, shall be made unless notice thereof has been transmitted in writing to the Provincial Grand Recorder before the 31st December, which shall be duly inserted in the notice for the next meeting and no alteration shall be considered approved unless affirmed by a majority of the members present and voting and shall not be effective until approved by the Provincial Grand Supreme Ruler and the Grand Supreme Ruler.

Originally adopted by Provincial Grand Conclave at Derby on 9th August 2014

**Martin R. Collins P.G.Swd.B.
Provincial Grand Recorder**

**Richard S. Moss
Provincial Grand Supreme Ruler**

Approved on behalf of the M.W. Grand Supreme Ruler

**APPROVED ON BEHALF OF THE MOST
WORTHY GRAND SUPREME RULER
LONDON**

14 APR 2015

GRAND RECORDER