

By-Laws of the Provincial Grand Conclave of the Order of the Secret Monitor of West Yorkshire

1. Date and Place of Meetings.

The Annual Meeting of Provincial Grand Conclave shall be held at such place within the Province, and on such date and at such time, as may be determined by the Provincial Grand Supreme Ruler. At this meeting the election of the Provincial Grand Treasurer and the appointment of other Provincial Grand Officers shall take place and other necessary business be transacted.

Emergency meetings of Provincial Grand Conclave may be called by the Provincial Grand Supreme Ruler or in his absence the Deputy Provincial Grand Supreme Ruler, at such place and time as either shall direct.

Notice of every meeting of Provincial Grand Conclave shall be issued to all Conclave Secretaries at least twenty-one days before the date of such meeting; stating the date, time, and place of such meeting, a summary of the business to be transacted and propositions to be determined.

2. Fees and Dues.

(i) A fee of honour shall be paid by every brother upon first appointment to, or promotion in Provincial Grand Rank. Such fees should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Grand Conclave.

(ii) Each Conclave within the Province shall pay to the fund for general purposes such fees listed below, as should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Grand Conclave;

For each Induction into the Order
For each Joining or Re-Joining member
For every Dispensation (Except those granted by the M. Wy Grand Supreme Ruler)
For Registering a new warrant
For registering new By-Laws
For every alteration of By-Laws

(iii) Annual dues for each Brother who has been a subscribing member during any part of the year, such an amount as shall have been determined by resolution in accordance with these By-Laws at a meeting of Provincial Grand Conclave.

3. Dispensation

Every application for a dispensation shall be made in writing to the Provincial Grand Supreme Ruler, through the Provincial Grand Secretary, accompanied by the fee payable, together with a statement indicating clearly the object and reason for such.

4. Duties of Provincial Grand Officers

(i) The Provincial Grand Treasurer and the Provincial Grand Recorder, in the exercise of their respective offices, shall be governed by the regulations applicable to the similar offices in Grand Conclave.

(ii) The Provincial Grand Treasurer shall be nominated for election to that office by two members of the Provincial Grand Conclave.

All monies received by the Provincial Grand Treasurer shall be deposited as specified in the Constitutions and Regulations of the Order. Cheques drawn on these accounts or withdrawals from other investments, shall be authorised, and signed by two of the following Provincial Grand Offices; the Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler, the Provincial Grand Treasurer, the Provincial Grand Recorder.

No overdraft facilities shall be requested, and any casual overdraft rectified immediately and reported in writing to the Provincial Grand Supreme Ruler, or his deputy.

(iii) The Provincial Grand Guarder shall be responsible for seeing that every brother entering Provincial Grand Conclave, has signed the attendance register, giving his rank, the name and number of the Conclave to which he belongs and that he is properly clothed. He may be assisted in these duties by the Provincial Grand Sentinel.

5. Statement of Accounts

(i) Provincial Grand Conclave Funds

The Provincial Grand Treasurer shall prepare a Statement of Accounts for all Provincial Grand Conclave Funds as at 31st December each year. These accounts shall be examined by two members of Provincial Grand Conclave, nominated and elected at the previous Annual Meeting of Provincial Grand Conclave, and these accounts shall subsequently be submitted to the next Annual Meeting for approval.

(ii) Conclaves

The Secretary of each Conclave within the Province shall forward to the Provincial Grand Recorder two copies by post, or one copy by email, of the Conclave Statement of Accounts (for information only), immediately after they have been approved and adopted by the Conclave members.

6. Regalia.

The regalia proper to his rank shall be provided by each Officer on appointment and each officer shall wear the collarette, jewel and sash, proper to his rank.

7. Furniture and Property.

The Books, Papers Furniture, Jewels and other property belonging to Provincial Grand Conclave shall be vested in the Provincial Grand Supreme Ruler and the Deputy Provincial Grand Supreme Ruler for the time being in trust for Provincial Grand Conclave; and shall be in the care of the Provincial Grand Recorder, who will maintain an inventory of it and will be responsible for its adequate insurance.

8. Committee of General Purposes.

The Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler, the Provincial Grand Treasurer, the Provincial Grand Recorder, the Provincial Grand Director of Ceremonies, together with the Provincial Grand Chancellor and the Trustees of the Provincial Grand Conclave of West Yorkshire Benevolent Fund, shall form the Committee of General Purpose and the Provincial Advisory Committee, to deal with all matters affecting the Order within the Province. They shall also arrange for the annual examination of the accounts of Provincial Grand Conclave.

The Committee shall meet at such time and place as the Provincial Grand Supreme Ruler shall appoint and at least once in each year.

Three members shall form a quorum.

No extraordinary expenses above £100 shall be paid by the Provincial Grand Treasurer unless by order of this Committee or special authority of the Provincial Grand Supreme Ruler.

9. Annual Returns from Conclaves.

The Supreme Ruler and Secretary of every Conclave in the Province shall make, at 31st August in each year, a return of the members thereof with the date of Induction or Joining of each Brother within the calendar year, together with his address and calling and shall transmit at the same time the fees due to Provincial Grand Conclave and to Grand Conclave, to the Provincial Grand Recorder.

Returns as to Induction and Joining of members shall be made to the Provincial Grand Recorder up on the proper forms at the times stated thereon, by whom they will be forwarded to Grand Conclave.

All returns should be made through the Provincial Grand Recorder who shall be responsible that all forms required (Grand Conclave or Provincial Grand Conclave) shall be in the hands of the Secretary of each Conclave.

10. Conclave Summonses.

The Secretary of each Conclave shall send a copy of each Conclave Summons to the Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler and two copies by post, or one copy by email, to the Provincial Grand Recorder, at least fourteen days before the meeting.

11. Correspondence.

All communications from Supreme Rulers of Conclaves or others, intended for submission to the Provincial Grand Supreme Ruler or Provincial Grand Conclave, shall be submitted through the provincial Grand Recorder.

12. Alteration of By-Laws.

These By-Laws shall be binding on all Conclaves in the Province, unless the same be altered at any subsequent Provincial Grand Conclave meeting, due notice of any such intended alteration being given in the Summons convening the meeting at which the alteration may be intended to be brought for consideration.

13. Distribution of By-Laws.

A copy of these By-Laws shall be presented by each Conclave to each Supreme Ruler on his Installation, and to each candidate on his Induction or Joining. A copy shall be in the possession of the Treasurer and Secretary of each Conclave.

Signed:

R. D. Drury Smith
Provincial Grand Recorder

Date 29/02/2020

Approved and Adopted at the meeting of Provincial Grand Conclave, Leeds, 29th February 2020.

Recommended and Approved by:

[Signature]
Provincial Grand Supreme Ruler

Date 29/02/2020

APPROVED ON BEHALF OF THE MOST
WORTHY GRAND SUPREME RULER
LONDON

09 MAR 2020

[Signature]

..... GRAND RECORDER