

By-Law Compilation Guidance

- 1. A declaration of installation meeting date and venue.**
This cannot change and is a requirement to have a fixed point, anchor, or home.
- 2. Further declaration of other regular meeting dates, and venues.**
a peripatetic arrangement is permissible but is not encouraged.
- 3. Declare date by which the annual subscription is due and declare the financial year for the Treasurer.**
Fiscal year advice may be given by the Provincial Executive according to requirements.
- 4. A resolution for dealing with arrears.**
Make allowances for extenuating circumstances, without punishing the brethren financially. This should be tailored according to a Lodges meeting dates and its subscription due date.
- 5. A convention of approval and validation.**
By-Laws will be verified firstly by the Master/Secretary, and then submitted to the Provincial secretariat, before validation can occur by Grand Lodge.
- 6. Installed Masters Units will declare specific status to qualify**
A statement about restriction to membership is required having obtained permission to form this type of arrangement.
- 7. Avoid repetition of the Book of Constitutions & references as Regulation numbers**
Do not include specific references to Regulations number or fees. This will render a document obsolete even before it's been approved.
- 8. Publish fees**
Remind members about Annual Subscription fees, and dining fees through issuing a separate document
- 9. Alterations to be submitted in full and as a complete document.**
Grand Lodge will not accept amendments and any changes will have been incorporated into the whole document.
- 10. Vote on the proposal**
a notice of motion on the Summons or an ad dedendum if the Summons has already gone out. Proposed changes will be adopted further to a show of hands.
- 11. Submit to the Provincial Executive**