

ORDER OF THE SECRET MONITOR

Provincial Grand Conclave of Surrey

By-Laws

1. MEMBERS OF PROVINCIAL GRAND CONCLAVE

The members of Provincial Grand Conclave of Surrey consist of the Provincial Grand Supreme Ruler, all Officers and Past Officers of Provincial Grand Conclave, Supreme Rulers and Past Supreme Rulers of Conclaves in the Province and all the Princes of the Order who are subscribing members of a Conclave in the Province.

All other Princes 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 at 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 meeting of Provincial Grand Conclave, no portion of the expenses thereof shall be defrayed out of the funds of Provincial Grand Conclave except by authority of the Provincial Grand Supreme Ruler.

3. NOTICE OF MEETING 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 the 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 duty in Provincial Grand Conclave unless prevented by reasonable cause shown to the satisfaction of the Provincial Grand Supreme Ruler. All Conclaves in the Province shall be represented at Annual Meetings.

5. DUTIES OF OFFICERS

The Provincial Grand Treasurer and Provincial Grand Recorder, in the exercise of the duties 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 and Jewel, together with the sash applicable to his rank.

7. OFFICERS OF PROVINCIAL GRAND CONCLAVE & FEES OF HONOUR

The Officers of Provincial Grand Conclave are as provided, and shall take precedence in the order prescribed, in the Constitutions and Regulations of the Order. Every Brother, on his appointment to any office in Provincial Grand Conclave, or to any corresponding Past Rank, shall pay to the funds of Provincial Grand Conclave the Fee of Honour appropriate thereto. The Fees of Honour shall be as determined by Provincial Grand Conclave, after notice on the Summons and shall conform to the requirements of the Constitutions and Regulations of the Order. No Brother shall assume the rank and regalia of Office until such fee is paid and until the day of the Investiture Meeting.

8. FEES TO BE PAID TO PROVINCIAL GRAND CONCLAVE

The fees to be paid to Provincial Grand Conclave by the Conclaves of the Province for: -

- a) *Each member of a Conclave annually*
- b) *Registering a new Conclave*
- c) *Registering By-Laws or amendments thereto*
- d) *Granting a Dispensation*
- e) *Registering new Members on Induction, Joining or Re-Joining*

shall be as determined by Provincial Grand Conclave, after notice on the Summons, and shall conform to the requirements of the Constitutions and Regulations of the Order.

9. ANNUAL RETURNS

The Supreme Ruler of every Conclave in the Province shall by the 30th September in each year, cause to be furnished to the Provincial Grand

Recorder two copies of the Annual Return of Membership Dues, and any other requirement, together with the appropriate fees, in compliance with the Constitutions and Regulations of the Order.

The Provincial Grand Recorder shall, after examination of the Returns, duly transmit both copies together with the appropriate fees direct to the Grand Recorder, in compliance with the provisions of the Constitutions and Regulations of the Order. It shall be the responsibility of the Provincial Grand Recorder to copy the said completed Returns for the purposes of the Provincial Records

10. AUDIT OF ACCOUNTS

The Accounts of Provisional Grand Conclave shall be audited and certified prior to the Annual Meeting of Provincial Grand Conclave by two auditors, who shall be elected by the Provincial Grand Conclave, and who shall present their report at the Annual Meeting. A copy of the audited accounts, having been duly approved and adopted, shall be sent to the Grand Recorder together with the Provincial Officers Return.

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 form and sent through the Provincial Grand Recorder to the Provincial Grand Supreme Ruler whose approval must be obtained before it is forwarded to the Grand Supreme Ruler.

12. DISPENSATIONS

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. COMMUNICATIONS 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. DISTRIBUTION OF CONCLAVE SUMMONS TO PROVINCIAL OFFICERS

The Supreme Ruler of each Conclave shall cause to be sent directly to the Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler, the Provincial Grand Guide and the Provincial Grand Visitor responsible for that Conclave, a copy of the Summons for each meeting at the same time as copies are distributed to the members of the Conclave. In the case of the Installation Meeting, additional copies shall be sent to the Provincial Grand Director of Ceremonies and his Deputy, the Provincial Grand Sword Bearer and the Provincial Grand Standard Bearer.

15. EXECUTIVE COMMITTEE

This shall consist of the Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler, the Provincial Grand Recorder and the Provincial Grand Treasurer, with the power to co-opt.

16. ALTERATIONS AND AMENDMENTS 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 Recorder at least six weeks before the Annual Meeting of Provincial Grand Conclave, which shall be duly inserted in the notice for that Meeting, and no such alteration shall be considered approved unless affirmed by a majority of the members present and voting.

17. REPORTS TO THE PROVINCIAL GRAND RECORDER

The Supreme Ruler of each Conclave shall cause to be sent to the Provincial Grand Recorder, and also to the Assistant Provincial Grand Recorder: -

- (a) *One copy of each Conclave Summons*
- (b) *Details of any change in the status of the Membership of the Conclave*
- (c) *Changes in the addresses of any member of the Conclave*
- (d) *Details of the changes in Officers of the Conclave*
- (e) *A copy of the Annual Accounts once they have been adopted. A copy of the adopted Annual Accounts shall also be sent to the Provincial Grand Treasurer*

18. PRESENTATION OF PROVINCIAL BY-LAWS

A copy of these By-Laws shall be presented to: -

- (a) *A Candidate on his Induction*
- (b) *A Brother joining a Conclave who is not already a member of a Conclave within the Province.*
- (c) *The Supreme Ruler at his Installation*

19. GENERAL

In all particulars not herein specially set forth the Provincial Grand Supreme Ruler, the Provincial Grand Conclave and the Officers shall be governed and regulated by the same laws as those applicable to Grand Conclave.

Adopted by Provincial Grand Conclave Saturday 20th May 2006

Michael Frederick BARNES
Provincial Grand Supreme Ruler

Lionel Broadbent MEE
Provincial Grand Recorder