

Order of the Secret Monitor

Provincial Grand Conclave of East Lancashire

By-laws and Regulations

The Provincial Grand Conclave is constituted under a Patent of Appointment granted by the Most Worthy Grand Supreme Ruler, Lt-Col JW Chitty, MBE, to Right Worshipful Brother Dr JE Glover, JP, on 14th October 1983.

i. 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 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 be by the authority of the 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 the authority of the Provincial Grand Supreme Ruler.

3. Notice of Meetings of Provincial Grand Conclave

No motion or matter shall be dealt with in Provincial Grand Conclave unless such notice has been given before 31st July (Except by special leave of the Provincial Grand Supreme Ruler or Officer presiding at Provincial Grand Conclave) so that they may be included in the proper business of such matter.

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 shewn 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 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 in a notice given to Provincial Grand Recorder before 31st July.

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 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 proper to his rank.

7. Officers of Provincial Grand Conclave and Fees of Honour

The officers of Provincial Grand Conclave shall take precedence in the order prescribed in the Constitutions and Regulations of the Order, and every Brother on his appointment to any of the under-mentioned offices or to any corresponding past rank shall pay to the funds of Provincial Grand Conclave the fee of honour appropriate thereto specified in the table below, provided that:

- 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 , and
- ii. on promotion to an office or rank for which the same or lower fee is applicable, he shall pay no further fee.

Provincial Grand Supreme Ruler	£7.00
Deputy Provincial Grand Supreme Ruler	£7:00
Provincial Grand Chancellor.....	£7:00
Provincial Grand Counsellor.....	£7.00
Provincial Grand Guide	£7:00
Provincial Grand Chaplain.....	£7:00
Provincial Grand Treasurer.....	£7:00
Provincial Grand Registrar.....	£7:00
Provincial Grand Recorder.....	£7:00
Provincial Grand Director of Ceremonies	£7:00
Provincial Grand Visitor	£7:00
Provincial Assistant Grand Director of Ceremonies.....	£5:00
Provincial Grand Sword Bearer	£5:00
Provincial Grand Standard Bearer	£5:00
Provincial Grand Bow Bearer	£5:00
Provincial Grand Organist	£5:00
Provincial Grand Guarder	£5:00
Provincial Grand Sentinel	£5:00
Provincial Grand Steward	£4:00

- iii. The fee of honour shall be due and payable on appointment and no Brother shall assume the rank and regalia of office until such a fee is paid.

- iv. The Provincial Grand Supreme Ruler may after due monition, if dissatisfied with the conduct of any of his Provincial Grand Officers, displace such officer and deprive him of his appointment and privileges.

8. Fees to be Paid to Provincial Grand Conclave

The fees to be paid to Provincial Grand Conclave by the Conclaves in the Province shall be:

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| a. New Member on Induction | £1:00 |
| b. Joining or Re-joining member | £1:00 |
| c. A Dispensation..... | £2:00 |
| d. Supreme Ruler on Installation or Re-Installation | £2:00 |
| e. Annual dues per member | £1:00 |
| f. Amendments to Conclave By-Laws | £3:00 |
| g. Copy of Provincial By-Laws | £1:00 |

Provincial Grand Conclave Funds

All monies belonging to Provincial Grand Conclave shall be deposited in a Bank Account or Accounts in the name of PROVINCIAL GRAND CONCLAVE OF EAST LANCASHIRE. Cheques drawn on the Bank Account and withdrawals from any other Investment shall be signed by any TWO of the following:

Provincial Grand Supreme Ruler
Deputy Provincial Grand Supreme Ruler
Provincial Grand Treasurer
Provincial Grand Recorder

No overdraft facilities shall be requested and any casual over draft shall be rectified forthwith and reported in writing IMMEDIATELY to the Provincial Grand Supreme Ruler or his deputy.

9. Annual Returns

The Supreme Ruler of every Conclave in the Province shall immediately after the 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 98, 99, 99A of the Constitutions and Regulations of the Order.

10. Audit Returns

The Accounts of Provincial Grand Conclave shall be made up to the 31st July in each year and shall be Audited as soon as may be there after by the Auditors who shall be elected for that purpose at the Annual Meeting next proceeding such Audit.

A copy of the Accounts when Audited, shall be transmitted to each Conclave in the Province and to every member of the Divisional Conclave with the summons for the Annual Meeting. A copy of the accounts when Audited shall be available for inspection by any member of a Conclave within the Province at the Recorders Table during a period of two hours preceding the time for the commencement of the next Meeting of Provincial Grand Conclave.

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 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. 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 submission.

14. Amendment 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 before 31st July which shall be duly inserted in the notice for that meeting. No such alteration shall be considered approved unless affirmed by a majority of the members present and voting, and shall not be effective until approved on behalf of the MWy Grand Supreme Ruler.

15. General

The Supreme Ruler of each Conclave in the Province shall send a copy of each Conclave Summons to the Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler, the Provincial Grand Recorder and the Provincial Grand Visitors for the Year.

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

Adopted by Provincial Grand Conclave at
Manchester, on 14th October 1983
Dr JE Glover, JP
Provincial Grand Supreme Ruler

Approved on behalf of the MW Grand
Supreme Ruler, WJ Leake, PGCoun.
Grand Recorder,
London 21st October 1983