

The Provincial Grand Guide shall assign to each Provincial Grand Visitor a proportion of the Conclaves within the Province for which they shall be responsible during their term of office.

The Provincial Grand Visitors shall visit each Conclave so assigned and submit a written report thereafter to the Provincial Grand Guide.

The Provincial Grand Guide shall compile a report from the returns of the Provincial Grand Visitors, and from other sources, which shall be presented at the Annual Meeting of Provincial Grand Conclave, and submitted in writing to the Grand Guide, and the Provincial Grand Recorder.

The Provincial Grand Guarder shall ensure that every brother, entering Provincial Grand Conclave, has registered his name, and the Conclave number of which he is a member, in the Attendance Book, and is clothed with the correct regalia of the Order. The Provincial Grand Sentinel shall assist in this duty.

All other Provincial Officers shall assist the Provincial Grand Director of Ceremonies and Provincial Grand Recorder, as required, at any meeting of Provincial Grand Conclave. Provincial Officers shall take precedence in the order prescribed in the Constitutions and Regulations of the Order.

7 Provincial Grand Conclave Fees.

Every brother, on his acceptance of appointment to Provincial Grand Rank, Present or Past, shall pay to the Provincial Grand Conclave a Fee of Honour appropriate thereto. Such Fees shall be as the Provincial Executive Committee shall determine from time to time, consistent with the Constitutions and Regulations of the Order.

Each Conclave within the Province shall pay to Provincial Grand Conclave, immediately after 31st August each year, an Annual Fee for each subscribing member registered in the previous twelve months. The Annual Fee shall be as the Executive Committee shall determine from time to time, consistent with the Constitution and Regulations of the Order.

8 Provincial Regalia Scheme

Every Brother on appointment to Acting Provincial Grand Rank may hire from the Provincial Regalia Scheme a Sash, Jewel and Collarrette of his office.

The Provincial Grand Treasurer shall establish a facility for the purpose of holding members refundable deposits of the scheme and shall report the Regalia Scheme refundable deposits with the Provincial accounts.

9 Provincial Grand Conclave Funds.

All monies received by the Provincial Grand Treasurer shall be deposited in a Bank / Building Society account(s) in the name of 'Provincial Grand Conclave of Cheshire and North Wales'. Cheques drawn on these accounts, or withdrawals from other investments, shall be authorised, and signed by the Provincial Grand Treasurer and ONE of the following Provincial Officers :- Provincial Grand Supreme Ruler, Deputy Provincial Grand Supreme Ruler, Provincial Grand Recorder. In the absence of the Provincial Grand Treasurer Instructions may be given by TWO of the other officers. It is the Provincial Grand Treasurers duty to ensure that the appropriate bank mandate(s) are in existence. TWO authorised signatures are required to change Bank mandates.

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

The Provincial Grand Treasurer is authorised to use Internet Banking for the management of the finances of the Province on such arrangements as the Executive Committee shall from time to time determine.

10 Provincial Grand Conclave Charitable Funds

The Provincial Grand Treasurer shall establish an account with the Provinces Bankers for the purpose of holding and managing the Charitable funds of the Province, and shall report the Provincial Charitable Funds separately in the Provincial accounts.

11 Audit of Accounts.

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

12 Annual Returns.

The Secretary, of each Conclave within the Province shall, immediately after 31st August each year, check their Annual Return of members via the Keystone Online (KoL) system, and submit their annual Grand and Provincial dues by cheque or electronic bank transfer.

Changes to the annual return of members or the invoice can only be made by reference to the Provincial Grand Recorder.

The Secretary of each Conclave within the Province shall forward a copy of the Conclave Statement of Accounts, immediately after they have been approved and adopted by the Conclave members to the Provincial Grand Treasurer.

13 Communications to the Provincial Grand Supreme Ruler.

All communications from Conclaves, or members, regarding matters for submission to the Provincial Grand Supreme Ruler, including applications for Dispensations, shall be submitted to the Provincial Grand Recorder for presentation.

14 Forming a New Conclave.

Brethren desirous of forming a new Conclave within 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 submission to the Grand Supreme Ruler.

Provincial Grand Conclave of Cheshire and North Wales
By-Laws

15 Amendment to Provincial Grand Conclave By-Laws.

No amendment of these By-Laws shall be made unless notice thereof has been submitted in writing to the Provincial Grand Recorder before 31st January. The Provincial Grand Recorder shall submit the proposed amendments to the Executive Committee for endorsement, and thereafter a Notice of the amendments inserted in the business for consideration at the next Provincial Conclave meeting. Any amendment to these By-Laws shall not be effective until affirmed by the vote of a majority of the members present, and approved by the Provincial Grand Supreme Ruler and Grand Supreme Ruler.

16 General.

The Secretary of each Conclave within the Province shall send a copy of each Conclave summons to the Provincial Grand Supreme Ruler, Deputy Provincial Grand Supreme Ruler, Provincial Grand Counsellor, Provincial Grand Guide, Provincial Grand Recorder, Provincial Grand Director of Ceremonies and Provincial Grand Visitors.

All communications both to and from the Province, wherever practical, shall be made by electronic means, however it is acknowledged that there is no absolute guarantee of delivery of such communications. Allowances should therefore be made for non-delivery of all communications electronic or otherwise.

In all particulars, not herein especially set forth in these By-Laws, The Provincial Grand Supreme Ruler, Provincial Officers, and members of the Province, shall be governed, and regulated, by the Constitutions and Regulations of the Order.

Amended By-Laws adopted by the Provincial Grand Conclave at the Annual Meeting held on 17th June 2015

Signed by: - R. Wy. Bro. Iain Sinclair Macfarlane,
Provincial Grand Supreme Ruler

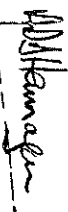


Wy. Bro. Paul Robert Crudge P. G. Swd. B.
Provincial Grand Recorder



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

APPROVED ON BEHALF OF THE MOST
WORTHY GRAND SUPREME RULER
LONDON



28 SEP 2015

GRAND RECORDER

By-Laws

1 Membership.

The members of Provincial Grand Conclave are the Provincial Grand Supreme Ruler, all Officers and Past Officers of Provincial Grand Conclave, Supreme Rulers, Past Supreme Rulers, and Princes of the Order, all of whom are subscribing members of a Conclave within the Province.

All other brethren of the Order who are subscribing members of a Conclave of the Order held under the English Constitution may, by the authority of the Provincial Grand Supreme Ruler, are permitted to attend Provincial Grand Conclave, but may not speak, or vote, on any resolution.

2 Meetings.

The Provincial Grand Conclave shall meet annually on a date, time, and place to be determined by the Executive Committee. Additional meetings for special purposes may be held at the discretion of the Provincial Grand Supreme Ruler.

3 Executive Committee

The Executive Committee shall consist of the Provincial Grand Supreme Ruler, the Deputy Provincial Grand Supreme Ruler and the following Provincial Officers - Chancellor, Counsellor, Guide, Chaplain, Treasurer, Registrar, Recorder, Director of Ceremonies, and Almoner, with power to co-opt.

The Executive Committee shall meet once every year, emergencies accepted, on a date, time, and place appointed by the Provincial Grand Supreme Ruler, and consider all matters referred to it by the Provincial Grand Supreme Ruler, and make recommendations.

4 Notice of Meetings.

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 date, time, and place of such meeting, and a summary of the business to be transacted, and propositions to be determined.

5 Attendance of Provincial Officers.

During their term of Office it is the duty of Provincial Grand Officers to punctually attend each meeting of Provincial Grand Conclave unless prevented by a reasonable excuse notified to, and accepted by the Provincial Grand Supreme Ruler.

6 Duties of Provincial Officers.

The laws applicable to similar offices in Grand Conclave shall govern the Provincial Grand Treasurer and Provincial Grand Recorder, in the exercise of the duties of their respective offices. The Provincial Grand Treasurer must have been nominated by at least two members of Provincial Grand Conclave, and duly elected at the Annual meeting of Provincial Grand Conclave.