

2016/31.11.

ORDER OF THE SECRET MONITOR

**Midland Counties**  
**Provincial Grand Conclave**  
**By-Laws & Regulations**

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1973

# ORDER OF THE SECRET MONITOR

## PROVINCIAL CONCLAVE OF THE MIDLAND COUNTIES

### 1. 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 subscribing Past Supreme Rulers of Conclaves in the Province, and all Princes of the Order who are subscribing members of a Conclave within the Province. 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 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

Notice of every meeting of Provincial Grand Conclave shall be issued to all members 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 time of the meeting, the business to be transacted and any propositions to be made at the meeting.

### 4. ATTENDANCE AT PROVINCIAL GRAND CONCLAVE

Provincial Officers shall, during their term of office, punctually attend their respective duty in Provincial Grand Conclave unless prevented by reasonable cause 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. The Provincial Grand Treasurer shall open or continue a banking account with a bank to be approved by Provincial Grand Conclave. All cheques to be signed by the Provincial Grand Treasurer and the Provincial Grand Recorder. 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. The Provincial Grand Guide shall arrange for the Provincial Grand Visitors to visit Conclaves within the Province and report thereon to him. The Provincial Grand Guarder shall ensure that every brother, before being permitted to enter Provincial Grand Conclave, has signed the attendance book, giving his name and the number of the Conclave to which he subscribes, 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 undermentioned offices or to any corresponding past rank shall pay to the funds of Provincial Grand Conclave the fee of honour appropriate thereto specified below, provided that

(1) On promotion to an office or rank for which a higher fee is applicable he shall pay only the difference between the two fees;

(2) On promotion to an office or rank for which a lower or the same fee is applicable, he shall pay no further fee.

Provincial Grand Supreme Ruler	...	...	£5.00
Deputy Provincial Grand Supreme Ruler	...	...	£5.00
Provincial Grand Chancellor	...	...	£5.00
"    "    Counsellor	...	...	£5.00
"    "    Guide	...	...	£5.00
"    "    Chaplain	...	...	£5.00
"    "    Treasurer	...	...	£5.00
"    "    Registrar	...	...	£5.00
"    "    Recorder	...	...	£5.00
"    "    Director of Ceremonies	...	...	£5.00
"    "    Visitor	...	...	£5.00
"    Assistant Grand Director of Ceremonies	...	...	£5.00
"    Grand Sword Bearer	...	...	£3.00
"    "    Standard Bearer	...	...	£3.00
"    "    Bow Bearer	...	...	£3.00
"    "    Organist	...	...	£3.00
"    "    Guard	...	...	£3.00
"    "    Steward	...	...	£2.00

(3) The fee of honour shall be due and payable on appointment and no brother of the Order shall assume the rank and regalia of Office until such fee is paid.

## 8. FEES TO BE PAID TO PROVINCIAL GRAND CONCLAVE

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

(a) for each member of a Conclave annually	...	10p
(b) for registering a new Conclave	...	£2.50
(c) for registering a warrant of confirmation	...	£1.00
(d) for registering by-laws, amendments and/or alterations to by-laws, or for any other registration...	...	25p
(e) for granting a dispensation	...	50p
(f) for a copy of Provincial by-laws	...	15p
(g) for registering a member of a Conclave	...	25p

## 9. ANNUAL RETURNS

The Supreme Ruler of every Conclave within the Province shall immediately after 31st October 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 provided for in Rules 110 and 111 of the Constitutions and Regulations of the Order. The Provincial Grand Recorder shall, after examination of the returns duly transmit one copy, together with the appropriate fees, direct to the Grand Recorder.

## **10. ACCOUNTS OF PROVINCIAL GRAND CONCLAVE**

The financial year of Provincial Grand Conclave shall end on 31st March, and the accounts shall be audited and certified prior to the annual meeting of Provincial Grand Conclave by two auditors, who shall be members of, and elected by Provincial Grand Conclave and who shall present their report at the annual meeting.

## **11. NEW CONCLAVES**

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

## **12. DISPENSATIONS**

Every application for a dispensation shall be made in writing to the Provincial Grand Recorder for submission 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 consideration by the Provincial Grand Supreme Ruler or by Provincial Grand Conclave shall be forwarded to the Provincial Grand Recorder.

## **14. 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 made in writing to the Provincial Grand Recorder before 31st March, which shall be duly inserted in the notice for the annual meeting of Provincial Grand Conclave, and no such alteration shall be effective unless approved by a majority of the members present and voting, and until it has been approved by the Grand Supreme Ruler.

## **15. GENERAL**

The Supreme Ruler of every Conclave within the Province shall send a copy of each Conclave Summons to the Provincial Grand Supreme Ruler, the Provincial Grand Guide, the Provincial Grand Recorder and the Provincial Grand Visitors of the year.

A copy of these by-laws shall be presented to each brother on his induction into the Order and to each Supreme Ruler on his installation.

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

Adopted by

Provincial Grand Conclave at Birmingham  
on 14th July, 1973.

C. W. C. HINITT,  
Provincial Grand Supreme Ruler.

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

M. G. EDWARDES,  
Grand Recorder.

13th August  
London 1973.