

# DIVISIONAL BY-LAWS

(Adopted 23 August 1995 - Revised 21 April 2012)

## 1. Membership:

- a. Membership of the Division shall be confined to subscribing members of Conclaves listed to the Division as promulgated in the Year Book of the Order.
- b. The Division may award 'honorary' membership to those who have given significant service to the Division but no longer subscribe to any Conclave within the division. No prerogatives of full membership shall attach to such honorary membership.

## 2. Meetings:

- a. **Divisional Grand Conclave:** The Divisional Grand Conclave shall meet annually at such time and place as the Intendant General shall appoint.
- b. **Annual Meeting:** At the Annual Meeting, the appointment of Divisional Officers and the election of the Divisional Treasurer and auditors for the ensuing year shall take place; also the ordinary business of the Divisional Grand Conclave shall be transacted together with such other business as may be approved by the Intendant General after due notice having been given.
- c. **Notice of the Annual Meeting:** Notice of the Annual Meeting shall be given to each Conclave at least twenty-eight days before the date of the meeting, such period being considered "due notice" for any other than ordinary business.
- d. **Extra-ordinary or Emergency Meetings:** The Intendant General, or in his absence, his Deputy, may call extra-ordinary or emergency meetings of the Divisional Grand Conclave at such time and place as he may direct. Business at such meetings shall be confined to that included on the summons convening the meeting.

## 3. Fees:

- a. **Items incurring Fees payable by Conclaves:** The Fees for the following shall be payable to the funds of the Divisional Grand Conclave by Conclaves of the Division
  - i. For registering a new Conclave,
  - ii. For registering amendments to Conclave By-Laws,
  - iii. For issuing a Dispensation.
  - iv. For registering a newly Installed or Joining Knight,
  - v. For hire of regalia or furniture belonging to the Division,
  - vi. An annual subscription in respect of every Knight registered thereto,
- b. **Items incurring fees payable by Individuals:**
  - i. A fee of honour payable individually by every Knight who shall be appointed, elected, or promoted to any Divisional Office present or past on acceptance thereof.
- c. **Amounts payable:** The Fees payable shall be such amounts as shall, from time to time, be determined by the Divisional Grand Conclave after due notice being given on the summons for the meeting at which such business shall be considered. Such Fees shall be in accordance with rules laid down in the Sixth and Tenth Schedules of the Statutes of the Order.

## 4. Financial:

### a. The Divisional Treasurer:

- i. **Election:** The Divisional Treasurer shall be elected annually at the regular meeting of Divisional Grand Conclave.

- ii. **Duties:** The Divisional Treasurer shall receive and pay all monies due to and from the Divisional Grand Conclave. and shall keep a correct record of the same and produce them for audit at such times as may be required by the Intendant General or, in his absence, his Deputy.
- iii. **Keeping of Money:** All monies received shall be deposited in an approved bank in the name of the Divisional Grand Conclave.

b. **Financial Year:** The financial year shall end on August 31st.

c. **Audit:**

- i. Two Auditors shall be elected annually at tile regular meeting of the Divisional Grand Conclave. If. However, a Knight is professionally qualified as an Accountant or Auditor, only one such need be elected.
- ii. Audited accounts shall be submitted for approval to the Annual meeting of the Divisional Grand Conclave and a copy afterwards lodged with Grand Imperial Conclave.

d. **Conclave Finances:** The Divisional Treasurer shall examine the adopted accounts of each Conclave annually and supply the Intendant-General with a certificate of receipt and examination as per the Statutes of Grand Imperial Conclave, Section MA. Three copies of adopted accounts shall be supplied to the Divisional Treasurer for this purpose by each Conclave Treasurer via the Divisional Recorder.

5. **Divisional Forum:**

a. **Role of the Forum:** The Divisional Forum will consider and report on any matter referred to them by the Intendant General. The Intendant-General may use the Forum for consultation purposes on any matters concerning the Division and practices within it. The Intendant-General will take into account the recommendations of the Forum when making decisions concerning the running of the Division.

b. **Divisional Officers attendance:** The following Divisional officers are expected to attend meetings of the Forum:

- i. The Intendant General,
- ii. Deputy Intendant General,
- iii. Divisional Viceroy.
- iv. Senior and Junior Generals.
- v. High Prelate
- vi. Treasurer.
- vii. Recorder,
- viii. Marshal.
- ix. Captain of the Guard.

c. **Conclave Officers attendance:** The following officers of all Conclaves in the Division are asked to attend meetings of the Forum:

- i. Sovereign and/or Viceroy.
- ii. Recorder.
- iii, Marshal,
- iv. Treasurer.

6. **Data Protection:** Records may, from time to time, be held on a computer. As an unincorporated members' club in the meaning of the Data Protection Act 1984, such entries shall be confined to the information necessary for the administration of the Division and its Conclaves and for the calculation of statistics associated with that administration. A

copy of each such entry shall be made available on request to the Data Subject for his approval and, where necessary, correction. Data held on a computer shall not be released other than to the Data Subject, an official of the Division or to an official of a Conclave in the Division and to which the Data Subject's membership is registered.

7. **Competence:** Any matter concerning the Division that cannot be decided by these By-Laws shall be referred, for decision, to the Intendant General.
8. **Change:** No alteration, addition or annulment of these By-Laws shall be entertained unless after due notice for and forming part of the regular business on the Summons of the meeting of the Divisional Grand Conclave at which they are to be considered. Adoption shall be by a two thirds majority of those present in Divisional Grand Conclave and who are members of Conclaves in the Division. No such alteration, addition, or annulment shall be effective until approved by the Intendant General and the Grand Sovereign.
9. **Distribution:** A copy of these By-Laws, when approved by the Grand Sovereign, shall be given to every subscribing member within the Division or at the time of his admission to membership and, by his acceptance thereof, shall be held binding upon him.

*Signed: P Cooper KCC (Past Intendant General)*

*Subject to approval by The Most Illustrious Grand Sovereign*