

## Division of Dorset and Wiltshire – By-Laws

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.

### 1. MEETINGS.

The Divisional Grand Conclave shall meet annually at such time and place as the Intendant-General shall appoint. At the Annual Meeting, the appointment of Divisional Officers and the election of the Divisional Treasurer and Account Examiner(s) 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. 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.

### 2. AUTHORITY.

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.

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 from each Conclave in respect of every Knight registered thereto,
- (vii) And, individually by every Knight who shall be appointed, elected or promoted to any Divisional Office Present or Past on acceptance thereof, 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.

In respect of (vi) and (vii) such fees shall be in accordance with the Sixth Schedule of the Statutes of the Order. All other fees and charges shall be determined by resolution of the Divisional Grand Conclave after due notice having been given.

### 4. THE DIVISIONAL TREASURER.

Shall receive and pay all monies due to and from the Divisional Grand Conclave, to 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. All monies received shall be deposited in an approved bank in the name of the Divisional Grand Conclave.

### 5. FURNITURE and PROPERTY.

The Jewels, furniture and other property of the Division shall be held by the Intendant-General, Deputy Intendant-General, Venerable Eusebius and Recorder in trust for the Members of the Division, and an inventory of the same shall be verified each year at the same time of the Annual audit of the Accounts and a certificate to that effect entered on the balance sheet. All such property of the Conclave shall be insured against loss by theft and loss or damage by fire and in the name of the Division for such value as shall be fixed from time to time by the Divisional Executive.

## **6. FINANCIAL YEAR.**

The financial year shall end on July 31st.

## **7. EXAMINERS of ACCOUNTS.**

Two Examiners shall be elected annually at the meetings of the Divisional Grand Conclave. If, however, a Knight is professionally qualified as an Accountant or Auditor, only one such need be elected.

## **8. INTENDANT-GENERAL'S COUNCIL.**

The President of the Council, Divisional Venerable Eusebius, Senior and Junior Generals, Treasurer, Recorder and Marshal, together with the representative Grand Officer of each Conclave in the Division shall form the Intendant-General's Council which will consider and report on any matter referred to them by the Intendant-General. At the discretion of the President of the Council other members of the Division may be co-opted to attend meetings but may not vote.

## **9. 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 subscribing members (Data Subjects) of Conclaves within the Division and will not be held on computer file unless with the written consent of the individual to whom the data relates. A copy of each such entry shall be returned to the Data Subject for his approval and, where necessary, correction. Data held on a computer shall be for the purposes of administering the general business of the Division and shall not be released other than to the Data Subject, an official of the Division or to the Recorder of a Conclave in the Division and to which the Data Subject's membership is registered. Data held will relate only to personal demographic detail and membership of the Order. On cessation of membership, such data will be deleted from the computer record.

## **10. COMPETENCE.**

Any matter concerning the Division that cannot be decided by these By-Laws shall be referred, for decision, to the Intendant-General.

## **11. 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, who are members of Conclaves in the Division and who vote. No such alteration, addition or annulment shall be effective until approved by the Intendant-General and the Grand Sovereign.

## **12. 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.

These By-Laws were approved at Divisional Grand Conclave on 14th April 2014.

*M. R. Burt* †  
Intendant-General  
14th April 2014