

**By Laws of the Provincial Grand Senatus  
of  
West Yorkshire**

**1. Membership.**

- a. The members of Provincial Grand Senatus are the Provincial Grand Summus, the Provincial Grand Officers, all Past Provincial Grand Officers so long as they remain subscribing members of a Consistory under the jurisdiction of that Provincial Grand Senatus. .
- b. All other brethren of the Order who are subscribing members of a Consistory of the Order held under the English Constitution may, by the authority of the Provincial Grand Summus, be permitted to attend Provincial Grand Senatus , but may not speak, or vote, on any resolution.

**2. Meetings.**

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

Whenever it shall be deemed expedient to hold a festival in connection with any meeting of Provincial Grand Senatus, no portion of the expenses thereof shall be defrayed out of the funds of the provincial Grand Senatus except by the authority of the Provincial Grand Summus.

**3. Executive Committee**

The Executive Committee shall consist of the Provincial Grand Summus, Deputy Provincial Grand Summus, Assistant Grand Summus, and the following Provincial Officers – Treasurer, Registrar, Recorder, Director of Ceremonies, and Assistant Recorder. In addition the Provincial Grand Summus may appoint two Present, or Past, Provincial Officers to the Committee.

The Executive Committee shall meet at least once every year at a date, time, and place appointed by the Provincial Grand Summus, and consider all matters referred to it by the Provincial Grand Summus, and make recommendations thereon.

**4. Notice of Meetings.**

Notice of every meeting of Provincial Grand Senatus shall be issued to all Consistory Recorders 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 Senatus unless prevented by a reasonable excuse notified to, and accepted by, the Provincial Grand Summus.

## **6. Duties of Provincial Officers.**

The Provincial Grand Treasurer and the Provincial Grand Recorder, in the exercise of their respective offices, shall be governed by the regulations applicable to the similar offices in the Grand Senatus. The Provincial Grand Treasurer shall be nominated for election to that office by two members of the Provincial Grand Senatus. The Provincial Grand Guarder shall be responsible for seeing that every companion, before entering Provincial Grand Senatus, has signed the attendance register, giving his rank, and the name and number of the Consistory to which he belongs, and that he is properly clothed. He may be assisted in these duties by the Provincial Grand Watchman.

## **7. Provincial Grand Senatus Fees & Equipment.**

### **a. Fees of Honour**

Every companion, on his acceptance of appointment to Provincial Grand Rank, Present or Past, shall pay to the Provincial Grand Senatus a Fee of Honour appropriate thereto. Such Fees shall be recommended by Executive Committee and approved by the Provincial Grand Senatus after notice on the summons for the Provincial meeting and be consistent with the Constitutions and Regulations of the Order.

### **b. Annual Fees.**

Each Consistory within the Province shall pay to Provincial Grand Senatus, on 1<sup>st</sup> September 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.

### **c. Assets**

The Books, Papers, Furniture, Robes, Jewels and other property belonging to the Provincial Grand Senatus shall be vested in the Provincial Grand Summus, the Deputy Provincial Grand Summus, and the Assistant Provincial Grand Summus for the time being in trust for the Provincial Grand Senatus.

## **8. Provincial Grand Senatus Funds.**

All monies received by the Provincial Grand Treasurer shall be deposited in the Bank / Building Society account(s) in the name of 'OSC West Yorkshire'. Cheques drawn on these accounts, or withdrawals from other investments, shall be authorised, and signed by TWO of the following Provincial Officers :- Provincial Grand Summus, Provincial Grand Treasurer, Provincial Grand Recorder.

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

## **9. Audit of Accounts.**

### **a. Provincial Grand Senatus Funds.**

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

**b. Consistories**

The President of each Consistory within the Province shall forward TWO copies of the Consistory Statement of Accounts, immediately after they have been approved and adopted by the Consistory members.

**10. Annual Returns.**

The President of each Consistory within the Province shall, immediately after 31<sup>st</sup>. August each year, submit TWO copies of the Annual Return of membership to the Provincial Grand Recorder, together with cheques for the required Annual Dues for Grand Senatus and the Provincial Grand Senatus. The Provincial Grand Recorder shall check the Consistory Returns and forward ONE copy to the Grand Recorder, together with the cheques for Grand Senatus Dues.

**11. Communications to the Provincial Grand Summus.**

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

**12. Amendment to By-laws**

No amendment of these By-Laws shall be made unless notice thereof has been submitted in writing to the Provincial Grand Recorder at least eight weeks before the meeting of the Provincial Grand Senatus. 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 Grand Senatus 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 Summus and the Grand Summus.

**13. General.**

The Recorder of each Consistory within the Province shall send a copy of each Consistory summons to the Provincial Grand Summus, Deputy Provincial Grand Summus, the Assistant Provincial Grand Summus, and the Provincial Grand Recorder.

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

**By-Laws adopted by the Provincial Grand Senatus at the Constitution Meeting held on 8<sup>th</sup> May 2014.**

**Approved by the Grand Summus on .....**