



**The Masonic and Military Order of the Red Cross of Constantine and the
Orders of the Holy Sepulchre and of St. John the Evangelist**

Division of Surrey

BY-LAWS

1. The Annual Meeting of the Divisional Conclave shall be held on the last Saturday in April at such time and place, as the Intendant-General shall direct. At this meeting the election of the Divisional Treasurer and the appointment of Divisional Officers and Account Examiners shall take place; and all other necessary business transacted.
2. The Intendant-General or, in his absence, the Deputy Intendant-General, may call an Emergency Meeting of Divisional Conclave to be held at such place and time as either shall direct.
3. Copies of the notice convening each meeting of Divisional Conclave shall be sent to all Worthy Knights of the Division, to be received not less than twenty-one days before the day appointed for the meeting. Except by leave of the Intendant-General, or the Deputy Intendant-General, no motion or other matter shall be considered at a meeting of Divisional Conclave unless written notice shall have been received by the Divisional Recorder not less than five weeks prior to the day appointed for the meeting.
4. The members of Divisional Conclave shall be such of the following who are subscribing members of a Conclave within the Division:

Present and Past Grand Officers; Present and Past Sovereigns; Viceroys, Generals and High Prelates for the time being.
5. Every Worthy Knight shall, on his first appointment to Divisional Rank or to a Past Divisional Rank pay a Fee of Honour to the Division.

On promotion in Divisional Rank or Past Divisional Rank, every Worthy Knight shall pay an additional Fee of Honour, which shall be the difference between the Fee for the Rank currently held and that due for the higher Rank.

The amount of such Fees shall not exceed 40% of the rate payable for the corresponding Grand Rank, and shall be as authorised from time to time by Divisional Conclave.
6. Each Conclave in the Division shall pay to the General Fund of the Division 'Annual Dues' for each Worthy Knight who has been a member for any period during the year covered by the Annual Return. The amount of such dues, which shall not exceed 40% of the rate of Annual Dues payable to Grand Imperial Conclave, shall be as authorised from time to time by Divisional Conclave, and shall be sent to the Divisional Recorder with a confirmed copy of the Annual Return.
7. All monies belonging to the Divisional Conclave shall be deposited in an authorised Bank Account in

the name of the Red Cross Division of Surrey. Either the Divisional Treasurer or the Divisional Recorder shall be authorised to operate the account, and to sign cheques drawn thereon.

The Accounts for the Division shall be closed annually on the last day of December. The Divisional Treasurer will prepare a 'Statement of Accounts and Balance Sheet' that the Divisional Examiners shall examine. A copy of the examined accounts shall be sent to all Worthy Knights of the Division to be received not less than twenty-one days before the day appointed for the next meeting of Divisional Conclave when they will be presented for approval and adoption.

8. The Jewels, Furniture and other property of the Division are the property of the Intendant-General, Divisional Eusebius, Divisional Treasurer and Divisional Recorder for the time being, in trust for the members of the Division of Surrey, and an inventory of the same shall be verified by the Divisional Examiners each year at the time of the Annual Examination of the Accounts and a certificate to that effect entered on the Balance Sheet.

9. The following Worthy Knights shall form the Divisional Committee;

The Intendant-General; Deputy Intendant-General; Divisional Eusebius; Divisional Treasurer and Divisional Recorder; together with any other Worthy Knight so nominated by the Intendant-General.

10. All correspondence for Grand Imperial Conclave, other Divisions, and the Intendant-General and

Deputy-Intendant-General shall be transmitted via the Divisional Recorder.

11. The Recorder of each Conclave in the Division shall, not less than fourteen days before any meeting of that Conclave, send a copy of the summons for that meeting to the Intendant-General, Deputy Intendant-General, Divisional Eusebius and the Divisional Recorder.

12. The Sovereign of each Conclave shall cause to be sent to the Divisional Recorder:

- a) Details of any change in the status of the Membership of the Conclave.
- b) Change in the addresses of any Member of the Conclave.
- c) Details of the changes in Officers of the Conclave.
- d) A copy of the Annual Accounts once they have been accepted. A copy of the adopted Annual Accounts must also be sent to the Divisional Treasurer.

13. No addition to, or amendment of, any part of these By-Laws shall be considered unless affirmed by a majority of those present and entitled to vote at a meeting of Divisional Conclave, and shall only become effective when duly approved by the Intendant-General and signed by the Most Illustrious Grand Sovereign.

14. A copy of these By-Laws shall be given to every subscribing member of the Division; a copy shall also be presented to every new member of each Conclave, and to each Sovereign at his Enthronement.

Adopted in Divisional Conclave on the (date)

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Roy William LEAVERS
Intendant-General

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Laurence James Young
Divisional Recorder