



## **By-Laws of the Provincial Priory of Hertfordshire**

### **1. Date and Place of Meetings**

The Annual Meeting of Provincial Priory shall be held at such place within the Province, and on such date and at such time, as may be determined by the Provincial Prior. At this meeting the election of the Provincial Treasurer and the appointment of other Provincial Officers shall take place and other necessary business be transacted.

Emergency meetings of Provincial Priory may be called by the Provincial Prior or in his absence by the Provincial Sub-Prior, at such place and time as he shall direct.

Notice of every meeting of Provincial Priory shall be issued to all Preceptory Registrars at least twenty-one days before the date of such meeting; stating the date, time, and place of such meeting, a summary of the business to be transacted and propositions to be determined.

### **2. Fees and Dues**

(i) A fee of honour shall be paid by every Knight upon first appointment to, or promotion in Provincial Rank. Such fees should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Great Priory.

(ii) Each Preceptory within the Province shall pay to the fund for general purposes such fees listed below, as should be decided by resolution from time to time, but not to exceed 40% of those similarly levied by Great Priory:

For each Installation into the Order

For each Joining or Re-Joining member

For every Dispensation (Except those granted by the M.E. & S. Grand Master)

For registering a new warrant

For registering new By-Laws

For every alteration of By-Laws

(iii) Annual Dues shall be paid for each Knight who has been a Subscribing Member during any part of a year, of such an amount as shall have been determined by resolution in accordance with these By-Laws at a meeting of Provincial Priory.

3. **Dispensation**

Every application for a Dispensation shall be made in writing to the Provincial Prior, through the Provincial Vice-Chancellor, accompanied by the fee payable, together with a statement indicating clearly the object and reason for such.

4. **Duties of Provincial Officers**

(i) The Provincial Treasurer and the Provincial Vice-Chancellor, in the exercise of their respective offices, shall be governed by the regulations applicable to the similar offices in Great Priory.

(ii) The Provincial Treasurer shall be nominated for election to that office by two members of Provincial Priory.

All monies received by the Provincial Treasurer shall be deposited as specified in the Statutes of the Order. Cheques drawn on these accounts (General Account, Social Account and Savings Account), or withdrawals from other investments, shall be authorised, and signed by the Provincial Treasurer, except in case of emergency, when any of the Authorised Signatories to the account(s) may sign in his place. In such cases, details of the transaction will be notified to the Treasurer in writing (or by e-mail) forthwith.

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

(iii) The Provincial Captain of the Guard shall be responsible for seeing that every Knight, before entering Provincial Priory, has signed the attendance register, giving his rank, the name and number of the Preceptory to which he belongs and that he is properly clothed. He may be assisted in these duties by the Provincial Guard.

5. **Statement of Accounts**

(i) Provincial Priory Funds

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

(ii) Preceptories

The Registrar of each Preceptory within the Province shall forward to the Provincial Vice-Chancellor TWO copies by post, or ONE copy by email, of the Preceptory Statement of Accounts (for information only), immediately after they have been approved and adopted by the Preceptory members.

6. **Regalia**

The regalia proper to his rank shall be provided by each Officer on appointment.

7. **Furniture and Property**

The Books, Papers, Furniture, Jewels and other property belonging to Provincial Priory shall be vested in the Provincial Prior and the Provincial Sub-Prior, for the time being in trust for Provincial Priory; and shall be in the care of the Provincial Vice-Chancellor, who will maintain an inventory of it and will be responsible for its adequate insurance.

8. **Committee of General Purposes**

The Provincial Prior, the Provincial Sub-Prior, the Provincial Treasurer, the Provincial Registrar, the Provincial Vice-Chancellor and the Provincial Marshal, together with two members elected at the Annual Meeting of Provincial Priory, shall form the Committee of General Purposes, to deal with all matters affecting the Order within the Province. They shall also arrange for the annual examination of the accounts of Provincial Priory.

The Committee shall meet at such time and place as the Provincial Prior shall appoint and at least once in each year.

Three members shall form a quorum.

No extraordinary expense above £100 shall be paid by the Provincial Treasurer unless by order of this Committee or special authority of the Provincial Prior.

9. **Annual Returns fro Preceptories**

The Preceptor and Registrar of every Preceptory in the Province shall make, at 31<sup>st</sup> August in each year, a return of the members thereof with the date of Installation or Joining of each Knight within the calendar year, together with his address and calling and shall transmit at the same time the fees due to Provincial Priory and to Great Priory, to the Provincial Vice-Chancellor.

Returns as to Installation and Joining of members shall be made to the Provincial Vice-Chancellor upon the proper forms at the times stated thereon, by whom they will be forwarded to Great Priory.

All returns should be made through the Provincial Vice-Chancellor who shall be responsible that all forms required (Great Priory or Provincial Priory) shall be in the hands of the Registrar of each Preceptory.

10. **Preceptory Summonses**

The Registrar of each Preceptory shall send a copy of each Preceptory Summons to the Provincial Prior and the Provincial Sub-Prior, and TWO copies by post, or ONE copy by email, to the Provincial Vice-Chancellor, at least fourteen days before the meeting.

11. **Correspondence**

All communications from Preceptors of Preceptories or others, intended for submission to the Provincial Prior, or Provincial Priory, shall be submitted through the Provincial Vice-Chancellor.

12. **Alteration of By-Laws**

These By-Laws shall be binding on all Preceptories in the Province, unless the same be altered at any subsequent Provincial Priory meeting, due notice of any such intended alteration being given in the Summons convening the meeting at which such an alteration may be intended to be brought for consideration.

13. **Distribution of By-Laws**

A copy of these By-Laws shall be presented by each Preceptory to each Preceptor on his Installation, and to each candidate on his Installation or Joining. A copy shall be in the possession of the Treasurer and Registrar of each Preceptory.

Adopted in Provincial Priory on 27<sup>th</sup> June 2019


Signed:



Provincial Vice-Chancellor

Date: 27<sup>th</sup> June 2019

Recommended and Approved by:



Provincial Prior

Date: 27<sup>th</sup> June 2019

APPROVED ON BEHALF OF THE MOST  
EMINENT AND SUPREME GRAND MASTER  
LONDON  
- 5 JUL 2019  
..... GREAT VICE-CHANCELLOR

