

COMMEMORATIVE ORDER of ST. THOMAS of ACON, USA

Southeast Grand Preceptor's Council By-Laws

1. GOVERNING BODY

The Province of the Southeast of St. Thomas of Acon, USA is constituted according to the Constitutions for the Government of the Commemorative Order of St. Thomas of Acon, USA, and is bound by the general Laws and Regulations therein contained.

2. GRAND PRECEPTOR'S COUNCIL

The Grand Preceptor's Council shall be composed of the Grand Preceptor, the present and past Provincial Grand Officers, and the Masters and Priors (present and past) of each Chapel who are subscribing members of a Chapel within the Province. All other knights who are subscribing members of a Chapel under the Constitutions and Regulations, may, by the Authority of the Grand Preceptor, attend the Grand Preceptor's Council, but they cannot vote or speak on any resolution.

3. ANNUAL MEETING

The Grand Preceptor's Council shall meet regularly, at least once, in every year, at such time and such place within his Province as the Grand Preceptor shall appoint. A Special Meeting may be held whenever the Grand Preceptor desires, either Meeting shall be convened by notice **21** days prior to the date of the Meeting. This same **21** day notice by the Provincial Grand Secretary, shall be given to all Provincial Grand Officers both present and past, and also to the Secretary of each Chapel in the Province who will notify every member of his Chapel immediately; but if not return of the Officers of any Chapel has been made, then a notice sent to the Master, Prior and Secretary of the Chapel in question, at the last known address, shall be deemed sufficient. The said notice shall state the place, day, and hour at which the Meeting is to be held and a summary of the business to be transacted and of propositions to be made. An Officer, Past Officer, or member of a Chapel in this Province shall automatically cease to be a member of this Grand Preceptor's Council, but on again becoming a subscribing member of a Chapel in this Province he shall be a member of this Grand Preceptor's Council.

4. EXECUTIVE COMMITTEE

The Grand Preceptor, Past Grand Preceptors, Provincial Grand Prior, Provincial Grand Marshal, Provincial Grand Treasurer, Provincial Grand Registrar and Provincial Grand Secretary shall comprise the Executive Committee. The Executive Committee shall meet annually, on a date and at a venue to be decided by the Grand Preceptor. A copy of the minutes of such Meetings and any recommendations, shall be submitted, by the Provincial Grand Secretary, to the Grand Preceptor, for his consideration, and shall not be effective until so approved.

5. TREASURER

Nominations for the Office of Treasurer shall be submitted not less than **21** days prior to the Annual Meeting. The Accounts of the Provincial Grand Treasurer shall be examined, previous to the Annual Meeting, by two Examiners of Accounts, who are elected at the Annual Meeting. The financial year for all fees, dues and other payments shall be 31st August annually.

6. COMMUNICATIONS

All communications intended for submission to the Grand Preceptor or the Grand Preceptor's Council, shall be forwarded to the Provincial Grand Secretary.

7. MOTIONS AND PROPOSITIONS

Every motion for a new By-Law or regulation, or the repeal of an old one, or any charge or complaint against a Chapel or member thereof, or any other proposition intended to be made at a Meeting of the Grand Preceptor's Council shall be submitted in **writing**, together with the name of the mover or complainant, his rank in the Province and the Order, and the name and number of the Chapel(s) of which he is a subscribing member, and transmitted to the Provincial Grand Secretary **not less than four weeks** before the day of the Meeting of the Grand Preceptor's Council at which it is intended such a motion shall be made; and no motion or matter shall be entertained by Grand Preceptor's Council, or brought into discussion therein, unless the foregoing be complied with or with the express permission of the Grand Preceptor.

8. RECORDS, FEES AND DUES

The Secretary of each Chapel in the Province shall, in relation to the year ending 31st August, furnish during the month of September in each year, a regular return of its members (the Annual Return). He shall provide a copy of all candidate registration forms for the use of the Provincial Grand Secretary and the Provincial Grand Registrar. He shall provide an Installation Return for every installation of a Master, such return to be immediate upon the Installation of the Master. The Provincial Grand Secretary will become responsible for ensuring that all relevant funds receivable are transmitted to the Grand Secretary upon receipt. The Fees to the Grand Preceptor's Council shall be paid on 31st August, annually and shall be sent to the Provincial Grand Secretary, with all cheques made out to the "**Province of the Southeast**".

If any Chapel shall neglect, for a space of four months, to make such returns and payments, the Chapel may be liable to a fine of **\$100.00**. If, after due admonition, such returns and payments are not made, the Chapel so offending shall be reported to the Grand Master's Council.

9. SUMMONS

The Secretary of each Chapel shall send copies of each Summons to the Grand Secretary **(2)**, the Provincial Grand Secretary **(2)**, and the Provincial Grand Registrar. The Secretary of each Chapel shall send a Summons, for each Meeting, to the Honorary Members of his Chapel.

10. DISPENSATIONS

Every application for a Dispensation shall be made in writing to the Grand Preceptor, transmitted through the Provincial Grand Secretary, stating clearly the object thereof.

11. BY-LAWS

These By-Laws shall be binding on all Chapels in the Province, unless and until the same or any of them be legally repealed, altered, or a new By-Law be introduced; and no By-Law of this Province shall be repealed, altered or introduced until after due notice be given thereof in writing, in order that the particulars of any repeal, alteration, or addition may be inserted in the Agenda of Business for consideration and adoption in the Grand Preceptor's Council; but no By-Laws so repealed, altered, or newly introduced and adopted at any Annual or Special Meeting shall come into operation until approved by the Most Worthy Grand Master.

12. DISTRIBUTION OF THE BY-LAWS

A copy of these By-Laws shall be sent to the Secretary of each Chapel in the Province upon Constitution of the Province and annually thereafter. A copy shall be presented to the Master of each Chapel on his Installation and to every candidate, and to every joining and re-joining member.

Adopted in Open Council on the 29TH day of April, 2017.

Nomen Sir Allen of Randolph Grand Preceptor

(Mundane name) _____

Nomen Sir Robert of Sparta Provincial Grand Secretary

(Mundane name) _____

Approved on the _____, 20__

Approved on behalf of the M W Grand Master, _____.

Nomen _____ Grand Secretary

(Mundane name) _____

Dated _____, 20__.