

# District By Laws

## Place and Dates of Meetings

The Annual Meeting of the District Grand Council shall be held on 3rd Saturday in March at such time and place as the District Grand Prefect shall direct. At this meeting the election of the District Grand Treasurer and the appointment of District Grand Officers and Account Examiners shall take place; and all other necessary business transacted.

The District Grand Prefect or, in his absence, the Deputy District Grand Prefect, may call an Emergency Meeting of District Grand Council to be held at such place and time as either shall direct.

Copies of the notice convening each meeting of District Grand Council shall be sent to all members of the District, to be received not less than twenty-one days before the day appointed for the meeting. Except by leave of the District Grand Prefect, or the Deputy District Grand Prefect, no motion or other matter shall be considered at a meeting of District Grand Council unless written notice shall have been received by the District Grand Secretary not less than five weeks prior to the day appointed for the meeting.

## Members of District Grand Council

The members of the District Grand Council are the Officers and Past Officers thereof, the Masters, Wardens of all Allied Masonic Councils within the District of Sussex and Past Masters who are subscribing members of Councils within the District. All other Brethren who are subscribing members of any Council under the Constitutions and Regulations, may, by permission of the District Grand Prefect be permitted to attend District Grand Council, but they cannot vote or speak on any resolution.

The Officers of District Grand Council shall take precedence in rank as laid down in the Constitutions and Regulations of Grand Council of the Order of the Allied Masonic Degrees for England and Wales and its Districts and Councils Overseas. Every Brother, on his appointment to Office and to any corresponding past rank shall pay a Fee of Honour that shall not exceed 40 per cent of the corresponding Grand Rank Fee of Honour, which are stipulated in the Constitutions and Regulations. An Officer, Past Officer, or member of District Grand Council who ceases to be a subscribing member of a Council in the District, shall cease to be a member of this District Grand Council, but on again becoming a subscribing member of a Council within the District he shall be a member of the District Grand Council.

## Fees of Honour

Every Brother shall, on his first appointment to District Grand Rank or to a Past District Grand Rank pay a Fee of Honour to the District. On promotion to an office or rank for which a higher fee is appropriate he shall pay the difference between the fee payable for the former rank and that due for the higher rank. On an appointment to an office or rank for which the same or lower fee is appropriate he shall pay no further fee. 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 District Grand Council.

## Clothing

Every Brother before entering District Grand Council shall be properly clothed and shall sign his name in the book of attendance or sheet provided for that purpose

## Executive Committee

The Executive Committee shall consist of the District Grand Prefect, Deputy District Grand Prefect, District Grand Treasurer, District Grand Secretary, District Grand Director of Ceremonies and any other Brother co-opted by the District Grand Prefect.

**The Executive Committee shall meet at such places and at such times as the District Grand Prefect shall appoint.**

Three shall form a quorum. The senior member present at the opening of the meeting shall take the Chair. In an event of an equality of votes the chairman shall be given a second and casting vote. The Executive Committee may recommend for the consideration of District Grand Council any matter, subject, or question relating to the Order.

## **Financial Matters**

All monies belonging to the District Grand Council shall be deposited in an authorised Bank Account in the name of the Allied Masonic Degrees, District of Sussex.

Either the District Grand Treasurer or the District Grand Secretary shall be authorised to operate the account, and to sign cheques drawn thereon.

The Accounts for the District shall be closed annually on the last day of August. The District Grand Treasurer will prepare a 'Statement of Accounts and Balance Sheet' that the District Account Examiners shall examine. A copy of the examined accounts shall be sent to all Brethren of the District to be received not less than twenty-one days before the day appointed for the next meeting of District Grand Council when they will be presented for approval and adoption. The Jewels, Furniture and other property of the District are the property of the District Grand Prefect, Deputy District Grand Prefect, District Grand Treasurer and District Grand Secretary for the time being, in trust for the members of the District of Sussex, and an inventory of the same shall be verified by the District Examiners each year at the time of the Annual Examination of the Accounts and a certificate to that effect entered on the Balance Sheet. Each Council in the District shall pay a fee not exceeding the corresponding rate payable to Grand Council, and shall be as authorised from time to time by District Grand Council, as follows:-

For each subscribing member of a Council (the qualifying period of which shall be 1<sup>st</sup> September to 31<sup>st</sup> August)

For registering By-Laws of the Council

For alteration of Council By-Laws

For every Dispensation

## **All correspondence**

**All correspondence for Grand Council, other Districts, and the District Grand Prefect and the Deputy District Grand Prefect should be sent via the District Secretary unless of a personal nature.**

## **Secretary of a Council**

The Secretary of each Council in the District shall, not less than fourteen days before any meeting of that Council, send a copy of the summons for that meeting to the District Grand Prefect, Deputy District Grand Prefect and District Grand Secretary. The Secretary of each Council shall cause to be sent to the District Grand Secretary:

Details of any change in the status of the Membership of the Council, change in the addresses of any member of the Council and details of the changes in Officers of the Council.

A copy of the Annual Accounts once they have been adopted. A copy of the adopted Annual Accounts must also be sent to the District Grand Treasurer.

## **Amendment to By-Laws**

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 District Grand Council, and shall only become effective when duly approved by the District Grand Prefect and signed by the Most Worshipful Grand Master.. A copy of these By-Laws shall be given to every subscribing member of the District; a copy shall also be presented to every new member of each Council, and to each Master at his Installation.

**Adopted in District Grand Council on Saturday 21<sup>st</sup> March 2009**