

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

Divisional Conclave of Sussex

BY-LAWS

1. This Divisional Conclave shall meet regularly at least once in every year at such time and at such place as the Intendant-General shall appoint. The meeting shall be convened by notice 21 days prior to the date of the meeting.
2. The members of Divisional Conclave are the Officers and Past Officers thereof, the Sovereigns, Viceroys and Generals of Conclaves within the Division together with Grand Officers, Sovereigns and Past Sovereigns who are subscribing members, and Honorary Members who were subscribing members of Conclaves within the Division. All other Worthy Knights who are subscribing members of any Conclave under the Statutes, may, by the authority of the Intendant-General, be permitted to attend Divisional Conclave, but they cannot vote or speak on any resolution.
3. Every Worthy Knight, on his appointment to an office, shall pay, towards the funds of Divisional Conclave, a fee of honour which shall not exceed 40% of the equivalent rank in Grand Imperial Conclave.
4. The Officers of Divisional Conclave shall take rank in the following order:-

Deputy Intendant-General, Eusebius, Senior General, Junior General, High Prelate, Registrar, Treasurer, Recorder, Almoner, Marshal, Sword Bearer, Deputy Marshal, Chamberlain, Sub-Prelate, Standard Bearer (Constantine), Standard Bearer (Labarum), Warden of Regalia, Assistant Recorder, Organist, Herald, Steward and Sentinel.
5. The fee of honour shall be payable on appointment, and no Worthy Knight shall assume the rank nor wear the regalia of a Divisional Officer until such fee be paid.
6. A Worthy Knight promoted to a superior office shall pay only the difference (if any) between the fee paid for the office which he leaves and that appertaining to the office to which he is promoted.

7. Each Officer is required to provide himself with Divisional regalia and, before entering Divisional Conclave, shall be properly clothed and shall sign his name in the book provided for that purpose.
8. An Officer, Past Officer, or member of Divisional Conclave who ceases to be a subscribing member or an honorary member of a Conclave in the Division, shall cease to be a member of Divisional Conclave, but on again becoming a subscribing member of a Conclave within the Division he shall be a member of Divisional Conclave.
9. The Intendant-General, Deputy Intendant-General, Eusebius, Senior General, Junior General, Treasurer, Divisional Recorder and Divisional Marshal, together with two Worthy Knights who must be subscribing members of a Conclave within the Division and elected annually at the regular meeting of Divisional Conclave, shall form the Intendant-General's Council.
10. The Intendant-General's Council shall meet at such times and places as the Intendant-General shall appoint, and at least once in every year. Three shall form a quorum.
11. The Treasurer shall be elected at the Annual Meeting and nominations must be submitted in writing to the Divisional Recorder at least 30 days prior to the Annual Meeting. All monies shall be paid into an account in the name of the Division as approved by the Intendant-General's Council. The Treasurer will be responsible for arranging suitable insurance cover for the Division's effects and relevant liabilities or ensuring that such arrangements are in force.
12. The Accounts of the Divisional Treasurer shall be submitted at the Annual Meeting for formal approval and adoption, having previously been examined by two Worthy Knights elected by Divisional Conclave. The financial year for all fees, dues, and other payments shall end on the 31st of August.
13. All communications intended for submission to the Intendant-General shall be forwarded to the Divisional Recorder, and if such items are to be considered by Divisional Conclave must be submitted to the Divisional Recorder at least 30 days prior to the Annual Meeting.
14. Notice of every meeting of Divisional Conclave to be held shall be sent to every subscribing member. 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 at such meeting.

15. The Sovereign or Recorder of every Conclave in the Division shall, in the month of September in each year, furnish the Divisional Recorder with a regular return of its numbers, stating the date on which a Worthy Knight was admitted, joined, re-joined, resigned, died, was excluded or became an honorary member, within the previous year, or since the day of the previous return, and also a return of all the Officers of such Conclave. The fees due to Divisional Conclave shall at the same time be paid. If any Conclave shall neglect, for the space of four months to make such returns and payments, its members shall thereby be disqualified from attending Divisional Conclave, or any Committee thereof, until its arrears or returns and payments shall have been made, and if, after due admonition, such returns and payments are not made, the Conclave so offending shall be reported to Imperial Grand Conclave
16. The fees for the following, which shall not exceed 40% of the equivalent payment to Imperial Grand Conclave, shall be paid to the funds of Divisional Conclave by each Conclave in the Division:
 - a) annually for each subscribing member of a Conclave
 - b) registering members admitted, joining or re joining
 - c) for registering the by-laws of a Conclave
 - d) for every alteration of by-laws
 - e) for every Dispensation.
17. All fees levied shall be payable to the Divisional Conclave and remitted to the Divisional Recorder.
18. Every application for a dispensation shall be made in writing to the Intendant-General stating clearly the object thereof, and transmitted through the Divisional Recorder.
19. The Recorder of each Conclave shall send one copy of each summons to the Intendant-General, Deputy Intendant-General, Divisional Marshal, Divisional Deputy Marshal, Captain of the Divisional Sepulchre Guard and two copies to the Divisional Recorder.
20. Worthy Knights desirous of forming a new Conclave in the Division shall conform to the rules prescribed in the Statutes. Every petition for a new Conclave must be made on the prescribed form to the Intendant-General, whose approval must be obtained before it shall be forwarded to the Most Illustrious Grand Sovereign.
21. The Divisional records may be kept on an electronic database for records and mailing purposes. The details so kept will be used for the administration of the Division and may only be disclosed to the

Intendant-General, Deputy Intendant-General or Grand Recorder. Any other disclosures will only be at the request of members and with their permission. Members who do not wish their records to be computerised or who require a printout of the data held, are to inform the Divisional Recorder in writing.

22. These By-laws shall be binding on all the Conclaves in the Division, unless and until the same be altered in a constitutional manner.
23. In all particulars not herein specially set forth, the Intendant-General, Divisional Conclave and its Officers shall be governed and regulated by the Statutes of the Order.
24. No alteration of or addition to these By-laws shall be valid until approved by the Divisional Conclave and by the Most Illustrious Grand Sovereign.
25. A copy of these By-laws shall be sent to the Recorder of each Conclave in the Division. A copy shall be presented to each Sovereign on his Enthronement, to every candidate on his being Installed as a Knight of the Order and to every joining member.

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Approved at Divisional Conclave held on Saturday 12th May 2007

B. J. Prevett

R.III.Kt. Brian Prevett,
Intendant-General

N. J. Dengate

P.Kt. Nigel Dengate,
Divisional Recorder
12th May 2007

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Approved on behalf of the Most Illustrious Grand Sovereign

J. Brackley

R.III.Kt. John Brackley,
Grand Recorder
9th July 2007.