

By-Laws of the
[insert name] Conclave
of the Red Cross of Constantine, No. [insert number]

1. **Dates and Places of Meetings**

The Conclave shall meet at the *[insert meeting place]* on the *[insert meeting dates]* at such time as the Sovereign shall direct.

2. **Election of Officers and Installation**

The Sovereign, Viceroy and Treasurer shall be elected in accordance with the Rules laid down in the Statutes, and the Sentinel by show of hands at the regular meeting on *[insert date of meeting]*. The Sovereign-elect shall be Installed at the regular meeting on *[insert meeting date]* and will appoint and invest the Officers.

3. **Candidates**

The election of candidates for Installation, Joining or Re-joining shall be by ballot. *[Insert number]* adverse votes shall exclude.

4. **Annual Subscriptions and Fees**

The amount of the annual subscriptions, payable in advance on the *[insert date payable]*, the fees for Installation, Joining and Re-joining, shall be such sums as determined by resolution in open Conclave after due notice on the summons. The amounts shall include all fees and dues payable to Grand Conclave, Divisional Conclave and any other payment or financial liability incurred by the Conclave and/or candidate for membership.

5. **Country Membership**

A member of the Conclave may, on his request, and by resolution of the Conclave, be given the status of a country member, in which case his annual subscription shall be reduced at the end of the current financial year. He may resume ordinary membership, at any time, on payment of the full subscription for the current year.

6. **Treasurer**

The Treasurer shall receive all fees, dues, etc., and shall deposit them in the name of the Conclave, in a bank approved by the Conclave. He shall pay all accounts and shall, at the regular meeting in *[insert date of meeting]* present an audited balance sheet of the Conclave accounts, made up to *[insert date covered by the balance sheet]*.

7. **Arrears of Subscriptions**

A member more than "A" months in arrears shall not hold Office in the Conclave. If he be "B" months in arrears, he shall be liable to exclusion.

"A" must be six months or more.

"B" must be nine months or more and twenty-four months is a maximum.

8. **Recorder**

The Recorder shall keep Minutes of proceedings of the Conclave, and separately of any Conclave committee. He shall issue summonses for all Conclave meetings, at least fourteen days in advance to every member of the Conclave. His services may be deemed equivalent to payment of subscription if determined by resolution within the Conclave.

9. **Conclave Committee and Auditors**

The Conclave Committee shall consist of the Sovereign, Viceroy, Generals, Treasurer, Recorder, subscribing Past Sovereigns, and *[insert number of other knights]* knights elected at the regular meeting in *[insert date of meeting]*. Two auditors shall be elected annually at the Installation meeting.

10. **Resignation**

A Knight wishing to resign from the Conclave may indicate his intention to do so either in open Conclave, by letter to the Recorder or by email. In the case of email, the notification will be ineffective until the Recorder receives written notice bearing an original signature of the Knight concerned. The written notice will then be deemed to have been served at the date the initial email was received. On payment of all dues, the Knight shall be entitled to a certificate of clearance.

11. **Honorary Members**

A Knight who has given distinguished service to the Order in general, or to the *[insert name of Conclave]* Conclave in particular may be elected an honorary member of the Conclave.

12. **Conclave Effects**

The jewels and furniture of the Conclave are the property of the Sovereign, Viceroy and Generals for the time being, in trust for the members. The Warrant of Constitution is the property of the Grand Sovereign, and the Sovereign shall be responsible for its safe custody, and shall produce it at every meeting of the Conclave.

13. **Alteration of By-Laws**

Notice of motion of any alteration of, or addition to, these By-Laws must be given at one meeting. They shall appear on the Summons for the next meeting and if approved the alteration or addition shall be submitted for the approval of the **[Intendant General and]* Grand Sovereign's Council.

14. **Presentation of By-Laws**

A copy shall be presented to each new member of the Conclave, and to the Sovereign at the Installation.

Adopted in open Conclave on *[insert date adopted]*.

Most Puisant Sovereign

Recorder

Approved on *[insert approval date]*.

Intendant General

Divisional Recorder

Space for Approval by
Grand Sovereign's Council
75mm x 25mm

NB - *Words in square brackets to be omitted in respect of Unattached Conclaves