

PROVINCIAL GRAND LODGE OF WEST WALES
THE PROVINCIAL GRAND CHARITY
(Registered Charity No. 513942)
RULES FOR ADMINISTRATION.
(revised and adopted 2nd July 2009)

Name

- 1) The Charity shall be entitled "THE WEST WALES GRAND CHARITY".

Objects

- 2) The objects of the Charity shall be to receive financial donations from individual Masons, Masonic Lodges and Chapters, and other Masonic bodies, and to distribute such sums to such other charities or charitable objects or causes, Masonic or otherwise, as the Trustees of the Charity may from time to time decide.

Officers

- 3) The Officers of the Charity shall be:
- a) President -*The R.W. Provincial Grand Master*
 - b) Deputy President -*The Deputy Provincial Grand Master*
 - c) Secretary-*The Provincial Grand Secretary*
 - d) Treasurer-*The Provincial Grand Treasurer*
 - e) The President may also, if in his discretion the need arises, appoint an Assistant to the Secretary.

The President, Deputy President and Secretary of the Charity shall hold the equivalent positions on the Provincial Grand Charity Appeals Committee

Trustees

- 4) There shall be no more than six persons appointed to act as Trustees and as Holding Trustees for the purpose of holding any monies, investments or property belonging to the Charity and to any Special Funds of the Charity.
- a) Those persons shall be the holders of the following offices in the Provincial Grand Lodge of West Wales:
 - i) The Provincial Grand Master
 - ii) The Deputy Provincial Grand Master
 - iii) The Assistant Provincial Grand Master
 - iv) The Provincial Grand Treasurer
 - v) The Provincial Grand Secretary
 - vi) The Secretary & Treasurer to the Masonic Charities Association
 - b) For the avoidance of any doubt, any Trustee ceasing to be a Trustee of the David and Elonwy Evans Masonic Trust Fund for whatever reason shall automatically and simultaneously cease to be a Trustee of the Charity.
 - c) For the further avoidance of any doubt, any person becoming a Trustee of the David and Elonwy Evans Masonic Trust Fund shall be proposed for appointment as a Trustee of the Charity at the next meeting of the Trustees of the Charity.
 - d) With the exception of any period awaiting appointment referred to in c) above, the Trustees of the Charity and the Trustees of the David and Elonwy Evans Masonic Trust shall at all times be the same people.

Administration

- 5) The Trustees of the Charity shall make all determinations of grants to be made in respect of:
- a) applications received directly from:
 - i) Individuals
 - ii) Registered Charities
 - iii) Other organisations; and
 - b) Recommendations received from the Provincial Grand Charity Appeals Committee.
- 6) The Provincial Grand Charity Appeals Committee shall consist of the:
- a) Trustees of the Charity,
 - b) Provincial Grand Charity Steward,
 - c) Provincial Grand Almoner,
 - d) Provincial Assistant Grand Charity Stewards, and
 - e) Charity Steward of each Lodge in the Province.

7) Miscellaneous Provisions

- a) If at any time the Provincial Grand Charity Appeals Committee, for good reason, consider it necessary or desirable, they shall have power to co-opt not more than three Brethren as additional Members, of whom one may be nominated by the President.
- b) If any member included by virtue of rule 6(e) above (*Charity Steward of each Lodge in the Province*) is unable to attend a meeting of the Provincial Grand Charity Appeals Committee, that lodge may, subject to the conditions expressed below, send another representative in his place and that representative shall be entitled to vote at the meeting as if he were a member of the committee. The conditions referred to are:
 - i) The representative shall be a subscribing member of that lodge; and
 - ii) Notice of the substitution shall be communicated to the Secretary of the committee not less than 24 hours before the meeting, such notice to include-
 - (1) The name and number of the lodge
 - (2) The name of the Charity Steward not attending
 - (3) The name of the Brother attending in substitution

Financial

- 8) The Trustees of the Charity shall:
- a) maintain such invested reserves as the Trustees may consider necessary and appropriate to ensure adequate income to meet the expected demands and commitments of the Charity, and
 - b) receive, invest and administer the funds forming "The David and Elonwy Evans Masonic Trust Fund" in accordance with the terms agreed with the Charity Commission for England and Wales.

- 9) Every Freemason, Lodge, Chapter, or other Masonic body within the Province shall be entitled to subscribe to the Charity such sums, and in such manner, as he or they may from time to time decide. All monies so subscribed shall become the property of the Charity and shall be paid into an account in the name of the Charity opened for that purpose at such Bank as shall be nominated by the Trustees.
- 10) The Trustees shall be entitled to pay from that account any administrative and insurance expenses or professional fees necessarily incurred in carrying out the work of the Charity.
- 11) Any funds accumulated in the Charity's bank account and considered to be surplus to its short term needs shall be invested in such deposit account or other investment or security in the name of the Charity as the Trustees may, from time to time, decide. Such investment or security shall be consistent with any current legislation applicable to Trust Funds and with any requirements of the Charity Commissioners.
- 12) The Financial year shall terminate on the 31st of March annually.

Meetings, Records & Accounts

- 13) The Annual General Meeting of the Trustees shall be held not later than the 31st of May in each year or such other day as the President shall appoint. Immediately before that meeting there shall be a meeting of the Provincial Grand Charity Appeals Committee. The Secretary shall give not less than 14 days notice of both meetings. The President, or an Officer appointed by him, shall preside at both meetings.
- 14) There shall be held such other Meetings as may be deemed necessary by the President for the efficient administration of the Charity.
- 15) The Secretary shall, within seven days of being requested to do so in writing by at least five members of the Provincial Grand Charity Appeals Committee call meetings of the Provincial Grand Charity Appeals Committee and of the Trustees giving at least fourteen days notice of the meetings.
- 16) A Quorum for any meeting of the Trustees shall be three Trustees, and of the Provincial Grand Charity Appeals Committee shall be five members.
- 17) The Trustees shall ensure that Minutes of all meetings and proper Accounting Records are maintained by the Secretary and Treasurer respectively. The Treasurer shall present the Annual Accounts to the Annual General Meeting of the Charity and to the Provincial Grand Lodge, and shall be responsible for presenting the appropriate returns to the Charity Commissioners.
- 18) The financial accounts shall be duly audited, in advance of their presentation to the Annual General Meeting and Provincial Grand Lodge, either by two Auditors appointed for that purpose at the preceding Provincial Grand Lodge, or by certified auditors if so required by any current legislation applicable to Trust Funds and with any requirements of the Charity Commissioners.

Alteration of Rules & Dissolution

- 19) These Rules shall not be altered except by a resolution of the Provincial Grand Lodge following a Notice of Motion given for that purpose in writing to the Secretary at least eight weeks prior to the date of the Meeting at which the Motion is to be moved, and signed by at least two Trustees. Any such alteration shall take due account of any current legislation applicable to Trust Funds and with any requirements of the Charity Commissioners. No alteration shall be made which shall cause the West Wales Grand Charity to cease to be a charity at law
- 20) In the event of the dissolution of the West Wales Grand Charity, any property remaining after the satisfaction of all proper debts and liabilities shall not be distributed among the Trustees or the members of the Provincial Grand Charity Appeals Committee but shall be given to such charitable institution or institutions as the Trustees, subject to the approval of the Charity Commissioners for England and Wales, shall decide.