

By-Laws
Living Arch Chapter No. 21
Royal Arch Masons

Article I
Designations and Convocations

Section 1. This Chapter shall be known by of the name of Living Arch Chapter No. 21, Royal Arch Masons.

Section 2. The Stated Convocation of this Chapter shall be held on the **third Monday** of each month at 7:00 PM, at Clemson Lodge No. 254 located at 372 College Avenue, Clemson, South Carolina. The Chapter may recess during the months of June and July. Special Convocations may be called at the pleasure of the Excellent High Priest. [amended 10-11-2016]

Section 3. The election of officers to serve for the next-ensuing year shall be held at the Stated Convocation in November of each year and the installation of the officers-elect and appointed officers shall be held at the Stated Convocation in December of each year. Officers-elect shall assume their respective offices on December 27, the Festival of St. John The Evangelist Day, and shall serve for one year or longer if their successor has not been elected and installed.

Article II
Order of Business

Section 1. The Order of business at Stated Convocations shall be in accordance with **Rules of Order** (see Appendix) and as follows:

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|--|------------------------|
| 1. Receiving and confirming minutes | 5. Unfinished business |
| 2. Receiving and receiving petitions for degrees or membership | 6. New business |
| 3. Reports of Committees on petitions | 7. Work |
| 4. Balloting | |

Article III
Powers and Duties

Section 1. This Chapter shall have and exercise all the Powers and Duties prescribed and defined by the Constitution of the Grand Chapter of Royal Arch Masons of South Carolina, and such as are usually exercised and developed upon a Subordinate Chapter and not repugnant to the aforesaid Constitution and Statutes.

Section 2. Nine members are required to be present in order to open a Chapter of Royal Arch Masons. Eight members may open and work as a Lodge of Mark Masters, and seven may open and work as a Lodge of Past Masters or Most Excellent Masters.

Section 3. For purposes of work, it is not necessary to open a Chapter of Royal Arch Masons preliminary to opening a Lodge of Mark, Past or Most Excellent Masters.

Article IV
Officers

Section 1. The Officers of this Chapter shall consist of the following:

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|--------------------------|-------------------------------|
| 1. Excellent High Priest | 7. Principal Sojourner |
| 2. King | 8. Royal Arch Captain |
| 3. Scribe | 9. Master of the First Veil |
| 4. Treasurer | 10. Master of the Second Veil |
| 5. Secretary | 11. Master of the Third Veil |
| 6. Captain of the Host | 12. Sentinel |

Newly installed officers will assume their duties on December 27th of each year. The first five officers are elected; the remainder are appointed by the Excellent High Priest.

Section 2. The Duties of the officers shall be such as are traditionally appropriate to their several stations in accordance with the established usages of Capitular Masonry.

Section 3. The Treasurer shall receive receipts (deposits slips/records) for all monies deposited by the Secretary in the bank, and at the close of his official term, submit a full account of the receipts and disbursements of his office and of the financial standing of the Chapter. He shall give bond in some standard Guarantee Company, the amount and style of bond being left to the discretion of the Excellent High Priest, King and Scribe; the Chapter paying the premium thereon. For the faithful performance of his duties he shall receive the sum of \$100.00 per annum.

Section 4. The Secretary shall keep a record of all proceedings of the Chapter proper to be written. He shall receive all monies in behalf of the Chapter, turning over to the Treasurer the deposit slip and take his receipt for the same. He shall keep a Book of Marks for the use of all the members. He shall make out all reports to the Grand Secretary, and at the close of his official term submit a full report in writing of all monies received and orders drawn, and shall perform such other duties as may be required of him. He shall give bond in some standard Guarantee Company, the amount and style of bond being left to the discretion of the Excellent High Priest, King and Scribe; the Chapter paying the premium thereon. For the faithful performance of his duties he shall receive the sum of \$599.00 per annum.

Section 5. The Sentinel shall have charge, under direction of the Excellent High Priest, of the hall, rooms, furniture, paraphernalia, etc. of the Chapter, and shall cause them always to be kept in order for the comfort of the Companions and the conveniences of the Chapter.

Article V **Fees and Dues**

Section1 (a). Effective January 1, 2014, the fees for the Chapter degrees (Mark Master, Past Master, Most Excellent Master and Royal Arch Mason) shall be fifty (\$50.00) dollars, except that the fees for Ministers of God shall be zero (\$0.00) dollars. A minimum of twenty-five dollars (\$25.00) shall accompany the petition for degrees and the remaining balance of twenty-five dollars (\$25.00) shall be paid prior to the conferral of the Mark Master degree.

Provided further that in the event the Grand Chapter fees or per capita tax is increased, the Chapter fees for each member shall be increased accordingly, or in the case of a fractional dollar amount, the fees will be rounded up to the next whole dollar. The increase shall be effective on the first day of the year that the Grand Chapter increase is effective.

Section1 (b). A Companion who shall have demitted from any other Chapter, may be admitted into this Chapter by petition and election. The fee for affiliation with the Chapter shall be fifteen (\$15.00) dollars.

Section1 (c). The fee for reinstatement with the Chapter shall be the sum of the dues for the year in which the member was erased NPD and the dues for the year in which the member's request for reinstatement is approved by the membership.

Section 2. Commencing with dues for 2014, each member of the Chapter shall pay to the Secretary annual dues in the amount of twenty-four (\$24.00) dollars, except that dues shall be zero (\$0.00) dollars for the following:

1. Ministers of God;
2. Members who have purchased life membership through the Grand York Rite;
3. Members who have paid dues for forty (40) years, either consecutively or cumulatively.

Provided further that should the Grand Chapter dues or per capita tax be increased, the Chapter dues will increase by the same amount, or in the case of a fractional dollar amount, the dues will be rounded up to the next whole dollar. The increase shall be effective commencing with dues for the year that the Grand Chapter increase is effective.

Section 3. All Chapter dues shall be payable annually in advance on or before December 31. Any Companion failing to pay said dues on or before the following October 31 shall stand automatically erased from the roll of members. Should any companion so erased pay said dues or should the same be remitted by the Chapter on or before the following December 31, he shall become automatically reinstated as of October 31 preceding.

Section 4. Any member who has been erased for non-payment of dues after the following December 31 shall not be reinstated until he has submitted a petition for reinstatement, paid the reinstatement fee and his petition for reinstatement has been approved by the membership.

Section 5. Any member may become a Life Member upon payment of the prescribed amount for the purchase of Life Membership in effect at the time of payment as determined by the Grand York Rite.

Section 6. The Chapter has the right to levy and collect such pro-rata assessments as may be needed to pay the expenses for the prosperity of the body, but no assessment shall be made without due notice to all members that such action is proposed.

Article VI **Demits**

Section 1. Any Companion desirous of withdrawing from this Chapter shall send to the Secretary his application for a demit in writing, which shall be read at a regular Convocation. If all arrears are paid and there are no charges against him, he shall be entitled to a demit from this Chapter.

Article VII **Petitions**

Section 1. All petitions for the membership or degrees must be complete and in writing, stating the Chapter or Lodge of which he is, or last was, a member. The petition shall be received and referred to a Committee of three, who shall examine into the character and Masonic standing of the applicant and report their findings. During Stated and Called Convocations, petitions may be received, referred and balloted on at the same convocation. A Special Dispensation from the Most Excellent Grand High Priest is required to accomplish this during Called or Special Convocations.

Section 2. In all cases where a petition for the degrees or for membership is rejected, the fee accompanying such petition shall be returned to the petitioner without delay, with information of the rejection, which information shall in no case be communicated by any member of this Chapter or any visitor who may be present to one not Royal Arch Mason, under penalty in the former case of liability to discipline, and in the latter case of not being again permitted to visit the Chapter. The same shall also apply to the improper disclosure of any of the proceedings of this Chapter.

Section 3. Should a candidate neglect to present himself for degrees at the end of six (6) months after being notified of favorable action upon his petition, the money in his petition shall be forfeited to the Chapter and his election annulled, unless the Chapter determines that such failure to present to himself is excusable. A new ballot may be required after an interval of one (1) year.

Article VIII **Committees**

Section 1. At the Annual Communication, the High Priest-Elect shall appoint an Auditing Committee, composed three members, whose duty shall be to examine and audit the books and accounts of the Treasurer and Secretary, and report thereon at a Stated Convocation not later than March of the succeeding year.

Section 2. The High Priest may appoint ad hoc committees (i.e., Nominating Committee) at such time as may be appropriate.

Section 3. The Finance Committee shall consist of the High Priest, the Illustrious Master, the Eminent Commander, the Treasurer, the Secretary, and the understudies to the Treasurer and Secretary. The Finance Committee shall periodically review the financial status of the Chapter, develop a proposed budget for presentation and approval of the members not later than the Stated Convocation in March, direct the investments of the Chapter, and make recommendations to the members regarding by-laws changes including amounts for dues and fees. A majority of the Finance Committee must approve any proposed expenditure from Chapter operating funds that are not included in the current annual budget before a motion to spend non-budgeted operating funds can be brought before the members for a vote.

Article IX **Discipline And Trials**

Section 1. All questions of discipline and trials shall be governed by, and in accordance with, established Masonic usage.

Article X **Amendments**

Section 1. This Chapter may amend its By-Laws at a stated Convocation, by two-thirds vote of the members present: Provided, a resolution to insert, alter or amend shall have been presented in writing at the stated Convocation preceding the one when the vote is to be taken, and the same shall become operative when approved by the Most Excellent Grand High Priest.

Section 2. On all questions in which these By-Laws are silent, reference shall be had to the Constitution of the Grand Chapter of Royal Arch Masons of South Carolina.

Article XI **Honorary Membership**

Section 1. The Chapter may, for good and sufficient reason to be shown on the Minutes, elect Companions of other Chapters to Honorary Membership, such election, however, does not confer the right to vote nor any rank or standing, but is merely complimentary.

Certificate of Adoption

This is to certify that the foregoing By-Laws were read at a Called Convocation of Living Arch Chapter No. 21, held at Clemson Lodge No. 254 on July 9, 2013 and adopted by two-thirds vote of the members present at the Stated Convocation held at Clemson Lodge No. 254 on the 13th day of August, 2013.

Mark C. Goyard 8-13-13
High Priest Date

Attest:

J. Frank Hilliland 8/13/13
Secretary Date

Marcus L. Bardett 8/14/13
Most Excellent Grand High Priest Date

Attest:

Johnnie J. Morris 8/16/2013
Grand Secretary Date

**Petition to Amend By-Laws
Living Arch Chapter No. 21
Royal Arch Masons**

**Article I
Designations and Convocations**

Proposed Amendment

Section 2. The Stated Convocation of this Chapter shall be held on the third Monday of each month at 7:00 PM, at Clemson Lodge No. 254 located at 372 College Avenue, Clemson, South Carolina. The Chapter may recess during the months of June and July. Special Convocations may be called at the pleasure of the Excellent High Priest.

Reason for Proposed Amendment

Currently there is a conflict with a blue lodge in this area on this day whereby if a brother who was a member of that lodge wishes to join the York Rite or if a Companion wished to attend our meetings, he would have to miss his blue lodge meeting. This change would negate his having to make a choice.

Certificate of Adoption

This is to certify that the foregoing amendment was read at the Stated Convocation held on August 9, 2016 and duly adopted by two-thirds vote of the members present at the Stated Convocation held on October 11, 2016.

Signed; <u>Brian J. Wakefield</u>	Attest; <u>Amos Q. Buster</u>
High Priest	Secretary
Date; <u>11/8/16</u>	Date; <u>10/11/2016</u>
Signed; <u>[Signature]</u>	Signed; <u>[Signature]</u>
Grand High Priest	Grand Secretary
Date; <u>11/21/16</u>	Date; <u>11.23.2016</u>

Appendix

Rules of Order

1. When a member desires to speak, he shall arise from his seat and address the Presiding Officer, and not proceed to speak until recognized by that officer.
 2. The Presiding Officer shall decide all questions of order.
 3. There can be no appeal from the decisions of the presiding officer except to the Grand York Rite.
 4. No member shall speak more than twice upon the same question (unless to explain) without permission from the Presiding Officer.
 5. No motion shall be entertained until seconded, and no debate had thereon until it is stated by the Presiding Officer.
 6. When a question is under debate, no motion shall be received but to postpone indefinitely or to a time certain, to refer, or to the amend, which motions shall always be in order, and shall take precedence in the order named.
 7. Any member may call for a division when the vote may appear doubtful.
 8. The usual rules of parliamentary practice, so far as they agree with Masonic usage, and do not conflict with these by-laws, or the laws of the Grand York Rite, shall be the guide in all questions that may come before the York Rite.
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Life Membership Formula **Determined By The Grand York Rite** **(as of March 15, 2011)**

<u>Age</u>	<u>Factor</u>
18-24	25X
25-29	20X
30-34	19X
35-39	18X
40-44	17X
45-49	15X
50-54	13X
55-59	11X
60-64	9X
65 and over	7X

**Example: When dues are \$10.00,
25 X \$10.00 = \$250.00 for Life
Membership**