

FORM FOR BY-LAWS – SC SUBORDINATE CHAPTERS

BY-LAWS

CHAPTER NO. _____

Name

Section 1. This Chapter shall be known by the name of _____ Royal Arch Chapter No. _____.

Convocations

Section 2. The Stated Convocations shall be held on the _____ of each month at _____ o'clock p.m. at the _____ . (Name and physical address of meeting place)

Section 3. The last stated Convocation preceding St. John's Day in December of each year shall be the Annual Convocation.

Order of Business

Section 4. The Order of business at stated Convocations shall be as follows:

1. Reading and confirming minutes.
2. Receiving and referring petitions for degrees or membership.
3. Reports of Committees on petitions.
4. Balloting.
5. Unfinished business.
6. New business.
7. Work
8. Reading minutes for correction.

Section 5. Special Convocations may be called at the pleasure of the Excellent High Priest.

Officers

Section 6. The officers of this Chapter shall consist of those persons prescribed by the by-laws of the Grand Chapter.

Section 7. The duties of the officers shall be such as are traditionally appropriate to their several stations and in accordance with the established usages of Capitular Masonry.

Section 8. It shall be the duty of the **Treasurer** to receive all monies from the Secretary, giving his receipt for the same; to pay all orders signed by the High Priest and countersigned by the Secretary;

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annually, at the close of his official term, to make out and submit a full account of the receipts and disbursements of his office, and of the financial standing of the Chapter. For the faithful performance of his duties he shall receive the sum of _____ dollars per annum (he cannot be exempt from the payment of annual dues). He shall be bonded in the amount of _____ for the faithful discharge of his duties. The Chapter shall pay the premium thereon.

Section 9. It shall be the duty of the **Secretary** to keep the records and record all the proceedings of the Chapter proper to be written; to receive all monies in behalf of the Chapter, and pay them over to the Treasurer, taking his receipt for the same; to countersign all orders on the Treasurer, to make out all reports to the Grand Chapter, and at the close of his official term submit a full report in writing of all monies received and orders drawn. He shall keep a Book of Marks for the use of the members. For the faithful performance of his duties he shall receive the sum of _____ dollars per annum (he cannot be exempt from the payment of annual dues). He shall be bonded in the amount of _____ for the faithful discharge of his duties. The Chapter shall pay the premium thereon.

Finance Committee and Audit Committee

Section 10a. A **Finance Committee** of three (3) Companions shall be appointed by the incoming High Priest at every Annual Convocation. They shall study the Finances of the Chapter and make a report to the Chapter and present a proposed budget along with recommendations to the Chapter at the stated Convocation of each year.

Section 10b. At each Annual Convocation the High Priest shall appoint a committee of three (3) Companions as an **Audit Committee** whose duty it shall be to examine and audit the books and accounts of the Secretary and Treasurer. They shall have full power to require the Secretary and Treasurer at any time to give full information in relation to the funds in their hands. They shall give a full report of this Audit at the Stated Convocation in February of each year.

The Sentinel

Section 11. The Sentinel shall have charge, under direction of the 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 convenience of the Chapter. For

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the faithful performance of his duties he shall receive _____.
(He cannot be exempt from the payment of annual dues.)

Petitions

Section 12. All petitions for membership or degrees must be in writing, stating age, occupation and residence of the petitioner; also the Chapter and Lodge of which he is or last was a member, and whether or not he has ever been rejected by another Chapter; must be signed by the applicant and be recommended by two Companions who are members of the Chapter. 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 at the next stated Convocation of the Chapter, at which time a ballot shall be had if the report of the committee is favorable.

Section 13. In all cases where a petition for the degrees or for membership is rejected, the fee accompanying such petition shall immediately be returned to the petitioner, 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 a 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.

Fees and Dues

Section 14.

a. The fees for the degrees in this Chapter shall be _____ dollars, divided as follows:

- Fee accompanying petition \$ _____
- Fee for the Degree of Mark Master \$ _____
- Fee for the Degree of Past Master \$ _____
- Fee for the Degree of Most Excellent Master \$ _____
- Fee for the Degree of Royal Arch \$ _____
- But the total fees to be charged \$ _____

Which sums respectively shall be paid at or before the time of receiving the petition or the conferring of the degree to which the payment is applicable.

b. The fee for affiliation shall be \$ _____, which sum shall accompany the petition.

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c. Each member of this Chapter shall pay (_____) _____ Dollars annually to the Secretary as dues, which said sum shall be paid on or before the Annual Convocation of each year, except those members participating in the Life Membership Fund. Ministers of God shall be exempt from the payment of annual dues while in this Grand Jurisdiction only.

b. Any increase in per capita to the Grand Chapter, Royal Arch Masons of South Carolina rounded off up to the next nearest dollar (\$1.00) shall be automatically added to the amount of dues paid by each dues paying member.

Section 15. Any member who shall have paid dues to this Chapter for _____ years consecutively may be exempt from the payment of all dues thereafter.

Discipline and Trials

Section 16. Any member who is in arrears for one year's dues shall be suspended from membership unless excused by the Chapter.

Section 17. All questions of discipline and trials shall be governed by, and in accordance with, established Masonic usage.

Withdrawals

Section 18. Any Companion desirous of withdrawing from this Chapter shall send his application for a demit in writing, through the Secretary, which shall be read at a regular Convocation, when, if any arrearages are paid, and there are no charges against him, he shall be entitled to a demit from this Chapter, to which may be added a general recommendation to the Craft by the vote of the Chapter.

Amendments

Section 19. These By-Laws may be amended at a stated Convocation by a two-thirds vote of the members present: *Provided*, A resolution to insert, alter or amend shall have been presented at the stated Convocation preceding the one when the vote is to be taken, and the same shall become operative when approved by the Grand High Priest.

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Certificate of Adoption

This is to certify that the foregoing By-Laws were read at a stated Convocation of the Chapter held _____, and adopted by a two-thirds vote of the members present at the stated Convocation held on the _____ day of _____, 20__.

High Priest

(Seal)

Approved

Attest:

Secretary

Date

Grand High Priest

(Seal)

Approved

Attest:

Secretary

Date