

3262/53

By-Laws of the _____ Chapter,

No. _____

1.—The Chapter shall meet at the _____ and shall hold regular convocations on the _____ in _____, at such hour as the Principals shall direct.

2.—The three Principals, two Scribes, Treasurer, Principal Sojourner and two Assistant Sojourners shall be elected by ballot at the regular convocation in _____. A Director of Ceremonies, an Assistant Director of Ceremonies, an Organist, an Assistant Scribe E. and Stewards may also be elected. The Installation of Principals Elect and investiture of Officers shall take place at the regular convocation in _____.

(NOTE.—A Chapter may, by annual resolution under Rule 48, Royal Arch Regulations, give authority to the Principals Elect to appoint the rest of the Officers, with the exception of the Treasurer and (subject to para. 5 of Rule 48) the Janitor. Such authority cannot be given by By-Law.)

3.—Subject to the provisions of Rule 48, Royal Arch Regulations, para 5, the Janitor shall be elected by show of hands at the regular convocation in _____.

4.—The Chapter Committee shall consist of the Principals, Past Principals of [and in*] the Chapter, two Scribes, Treasurer, Principal Sojourner and _____ Companions to be appointed by the Chapter at the regular convocation in _____ each year. _____ shall form a quorum. This Committee shall deal with any matter specially referred to it by the Chapter.

* The words in brackets may be omitted, if desired.

† A small number (say two or three) is strongly recommended.

‡ Not later than the third convocation after the date to which the accounts are made up.

5.—The Audit Committee shall consist of _____ † members of the Chapter who shall be elected annually by the Chapter at the regular convocation in _____. The accounts shall be made up to _____ in each year and shall be presented to the Chapter, duly audited, at the regular convocation in _____. ‡ A copy of the accounts and of the Audit Committee's certificate that all balances have been checked and that the accounts have been audited shall be sent to all members with the summons convening the convocation.

§ It is recommended that subscriptions be made payable on a specific date, e.g. 1st January or 1st February, and not simply "in January" or "in February."

6.—The exaltation fee shall be _____ and the joining fee _____, such fees to be exclusive of subscription. The annual subscription (except for non-dining membership as provided for in By-Law No. 7) shall be _____, payable in advance on _____. The Scribe E.'s services shall be deemed equivalent to payment of subscription. The visitor's fee at dinners shall be such amount as the Chapter shall from time to time determine by resolution after notice on the summons.

Any member whose subscription is unpaid for one year shall be liable to be excluded from the Chapter, after due notice, in accordance with Rule 71, Royal Arch Regulations, and Rule 181, Book of Constitutions (Craft).

|| See marginal note to By-Law No. 6.

7.—Any member who, for reasons acceptable to the Chapter, is unable regularly to attend the convocations, may on written application to the Scribe E. and by resolution of the Chapter, be considered a non-dining member and shall pay a subscription of £_____ annually in advance on _____. || When attending the Chapter and dining such member shall pay the current visitor's fee.

8.—The admission of candidates for exaltation and joining shall be regulated by the provisions of Rules 65 to 69, Royal Arch Regulations. On the ballot for a candidate for exaltation or joining _____ black ball(s) shall exclude.

9.—Any member desirous of terminating his membership of the Chapter shall tender his resignation in writing to the Scribe E. or orally in open Chapter, in accordance with Rule 183, Book of Constitutions (Craft), and he shall be entitled to the certificate mentioned in Rule 70, Royal Arch Regulations, stating the circumstances in which he left the Chapter. Should he at any future time wish to rejoin, he shall be subject to the rules relating to joining members.

10.—Payment of any sum exceeding £_____, if for other than ordinary purposes, may be made only by resolution of the Chapter, of which notice has been given in the summons, except in a case of emergency, when such payment may be authorised by the First Principal and reported to the Chapter at the next regular convocation.

11.—Except as otherwise required by Rule 141, Book of Constitutions (Craft), amendment of these By-Laws or of any of them may be made only in the following manner:—

- (a) Notice of motion in writing stating the precise amendment or amendments proposed shall be given in open Chapter at a regular convocation.
- (b) The Motion shall be set out in the summons for the next regular convocation or for an Emergency convocation summoned for the purpose, and shall at such convocation be put to the Chapter.
- (c) A resolution for amendment, of which notice shall have been given as aforesaid, shall be carried if a majority of the members voting shall vote in favour of it, but it shall not be effective until approved by the [Grand Superintendent and by the**] First Grand Principal.

** The words in brackets apply to Provincial and District Chapters only.