

Bye Laws
Hermes Chapter

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1842,

No. 91.

HERMITS & HERMITS,

OF THE

B Y - L A W S

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OFFICERS FOR THE PRESENT YEAR.

T. Tombleson, M. E. Z.

W. R. G. Key, H.

W. Watson, J.

W. Carlin, S. E.

H. Heather, S. W.

J. Lynch, P. S.

W. H. Carlin, 1st Ast S.

W. Beard, 2nd Ast S.

POVEY, PRINTER, 120. FETTER LANE.

BY-LAWS
 OF THE
 UNITED ROYAL ARCH CHAPTER
 HERMES' No. 91.

Meeting under, and subject to the authority of the
 Grand Chapter of England, holden at the Punchon
 Tavern, Gravesend, Kent.

I

That a convocation of this Chapter, be held on
 the second Tuesday in May, June, July and Au-
 gust, at seven o'Clock in the Evening, and that no
 new matter be entered on after ten o'Clock.

2

That the Annual subscription be twelve Shil-
 lings, to be paid in advance, in the Months of May
 and July, any Member being one Year in arrear,
 if he shall neglect to pay in two months after being
 required to do so by the Scribe, shall be liable to
 exclusion; and notice thereof given to the Grand

Chapter, and that no Member shall vote or be eligible to hold any office in the Chapter until his Subscription be paid.

That the Annual Subscription shall be considered, and is hereby declared a debt due from each Companion to the Treasurer for the time being, and shall be recoverable accordingly.

That when any Member proposes a brother to be exalted, if such proposition meet with the concurrence of the Chapter, his name, number of the Lodge, age, profession and residence must be given in writing to the Scribe, and such member shall deposit ten Shillings and six pence, and if the brother then proposed and approved, be Exalted at either of the three next following Convocations from the time of his ballott, such money shall be considered part of the exaltation fee, otherwise it shall become forfeited for the use of the Chapter.

That the Fee for Exaltation shall be Three Pounds Thirteen Shillings and Six pence, inclusive of registry in the Grand Chapter: and if a Chapter of emergency be called for the express purpose of exalting a brother, he shall pay in addition to the usual fee, the sum of one Guinea.

That the visiting Fee shall be five Shillings, unless for Honorary Members, or those who attend by the special invitation of the M. E. Z. who may at his discretion be admitted free of expence to the banquet.

That no Brother be Exalted in this Chapter, unless he produce a Certificate of his being a Master Mason for twelve calendar months, or a dispensation from one of the Grand Principals, and that

he be proposed in open Chapter, his name, number of Lodge, profession and residence, to be inserted in the summonses and delivered six days previous to the ballott taking place for his exaltation, and unless there shall be two negatives he shall be considered duly elected.

That no Companion shall become a Member of this Chapter, unless he produce a recommendation or Certificate from the Chapter he was, or still is a Member, his name with particulars to be inserted in the summonses; and delivered six days previous to the ballott taking place, and if two negatives do not appear he shall be admitted on paying a joining fee of ten Shillings. Honorary Members may re-join by paying the sum of five Shillings.

That any Member having seceded from, and being desirous of re-joining this Chapter, must be regularly proposed and ballotted for in compliance with

the preceeding regulations, and if elected to pay the fee of ten Shillings.

That the Chapter reserves to itself the power of electing or admitting Honorary Members, but that no Companion shall become an Honorary Member unless his place of residence be at too great a distance to admit of his general attendance, or unless he has rendered some essential service to the Chapter, in either of which cases he must be proposed, and if approved, ballotted for at the next Meeting.

That the Principal Officers to be elected annually in July: and Installed in August, such should be preferred who are fully acquainted with our Laws and Constitution; and who from their zeal and abilities are likely to do honour to the Society, provided they are eligible according to the Laws of the supreme Grand Chapter.

12
That the Election to be by ballot, commencing with the M. E. Z. and each Officer respectively, and should the numbers be equal the M- E. Z. to have the casting Vote.

13

That the Stewards shall be appointed by the M. E. Z. not exceeding four, the Principal Sojourner that of appointing his two assistants, that the Stewards shall be careful not to suffer the funds of the Chapter to be infringed on.

14

That a Committee for general purposes of the Chapter, to consist of the Principals, past Principals, Officers and four other Companions, be elected annually. five of whom shall be competent to act.

15

That it shall be the duty of the Committee to take into consideration all matters referred to it

by the Chapter, they shall in the month of August audit the accounts of the Treasurer, and make a report in writing of the exact state of the property and concerns of the Chapter.

That the Regalia &c of the Chapter shall be vested in the Principals for the time being, for the use and benefit of the Chapter.

That immediately after the Chapter is opened the minutes of the preceding Chapter and all intermediate Chapters of emergency shall be read and considered, also a full statement of of the Cash accounts, and balance in the hands of the Treasurer who shall pay over such ballance to the Treasurer elect in the month of August.

That the three Principals may convene a Chapter of emergency when the good of the Chapter in their opinion require it: and they shall also regu-

late the expence not allowing the funds at any time to be infringed on, also the reason for convening such meeting shall be expressed in the summonses. and no other business shall be entered into,

That any Member wishing to withdraw from the Chapter, must give notice of his intention in writing or declare it in open Chapter, and on discharging his dues his resignation may be accepted.

That should it be deemed necessary to change the place of meeting, or alter the By-laws, such alteration must be proposed in writing, presented to the M. E. Z. in open Chapter, and signed by at least three of the Members, such motion shall be taken into consideration at the next meeting, notice thereof being given in the summonses.

That these By-laws shall be inserted in the regular Minute book of the Chapter, and read previous to the election of any Officer, and every Member shall sign them as a pledge of his intention to keep the same, and that each Member be furnished with a copy.

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DUTIES ATTACHED to the OFFICERS of the
UNITED CHAPTER of HERMES'

The three Principals pledge themselves to a strict and regular attendance to the duties of the Chapter, at the house and time appointed in the summonses, and from the Members in general, and more especially from the Officers of the Chapter an attendance equally punctual and regular.

The Sojourners and Scribes shall attend in proper time to guard the interior of the Chapter at its opening, and take care the Candidates are properly prepared previous to their admission for Exaltation.

The Treasurer shall receive and pay all monies, and keep an accurate account thereof in a book (except the Grand Chapter dues,) specifying the names of the Companions from whom he received the same and shall produce his account of receipts and disbursements when called on by the Chapter.

Every member shall be at Liberty to inspect this account book while the Chapter is open.

The Senior Scribe shall accurately arrange the minutes and enter the same in the Chapter books, with an account of all monies received for Exaltations, Subscription Fees &c: with the disbursements, and enter in a separate book the names and residences of the Members and the state of their Subscrip-

tions. He shall also have ready, and forward the summonses seven days at least before each meeting, and give notice to every member in arrear; and in discharge of all monies received give receipts for the amount, and preserve a counterpart of the same, paying the ballance over to the Treasurer at the close of each meeting, also to take care that the names of the newly Exalted members be registered in the supreme and Grand Chapter, within two months after their admission into the order. The Junior Scribe shall be attentive to the regular ceremonies observed in open Chapter, and cause the same at all times to be properly Tiled, and render every assistance to the Senior Scribe consistent with their Offices.

The Principal Sojourner should be punctual to the hour appointed for each meeting.

The assistant Sojourners are expected to be equally attentive to the hour of meeting, and with the assistance of one of the Stewards, attend particularly to the examination of visitors, and report them in due forme, with their names and the Chapter to which they belong, and to further assist the Principal Sojourner during the ceremony of Exaltation or other duties in Chapter, consistent with their important situations.

The Stewards are to assist in the examination of

visitors and in conjunction with the M. E. Z. and the Treasurer shall order all refreshments and attend to the order and accomodation of the Chapter, and procure the house bill, and see it correct when it shall be signed before it is paid by the Treasurer, after which they shall not allow any expence to be placed against the Chapter, and be careful that the funds be not imposed on at any meeting.

The Master of the Ceremonies shall see that every Companion be properly clothed and placed, that the Chapter be conveniently laid out, that every Companion is seated at the banquet according to his station, and to assist the Stewards in seeing the refreshments properly served.

The Janitor is particularly required to admit no person into the Chapter but those he shall positively know to be Companions, shall diligently watch the external and internal parts of the Chapter, preserve and keep its furniture and ornaments neat and clean; and regularly deliver the summonses in proper time, for which duties he shall receive at each meeting five shillings.
