



**Bishop Sara Chapter
No. 1082**

BY-LAWS

Bishop Sara Chapter Rose Croix

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1. MEETINGS

The Regular Meetings of the Chapter shall be held on the THIRD MONDAY in the Months of FEBRUARY and JUNE, and the SECOND MONDAY in the Month of SEPTEMBER, at the MASONIC HALL, KYKLE STREET, HEREFORD, at such time as the Sovereign shall direct.

2. ELECTION OF OFFICERS

The election of Sovereign, Treasurer, and two Auditors shall take place at the June Meeting and the Enthronement of the Sovereign and appointment of Officers shall take place at the September Meeting.

3. FEES

The Fees payable for Perfection, Joining, Re-Joining, Affiliation from another Jurisdiction, and

the annual subscription, which shall become due and payable in advance on 1st JULY, shall be such Sums as shall be from time to time determined by resolution in open Chapter, after due notice shall have been given on the summons convening the meeting at which the resolution is to be considered. The Dining Fee shall be such Sum as shall be determined by the Treasurer, prior to each meeting, and shall be shown upon the summons. The Recorder's services shall be deemed equivalent to the payment of Subscription.

4. PERFECTION JOINING AND RE-JOINING

Prospective Candidates are not to be approached until such time as their recommendation for membership shall have been APPROVED by the Standing Committee. On ballot for membership TWO Black Balls shall exclude, and a Candidate cannot again be considered for membership until a period of TWELVE MONTHS shall have elapsed.

5. RESIGNATION

Any member desirous of resigning his membership may do so in writing to the Recorder, or verbally in open Chapter. If he does not do so prior to the 1st July he shall be liable for the succeeding year's subscription.

6. EXCLUSION

Any member whose subscription is more than SIX MONTHS in arrears may be LIABLE TO EXCLUSION by resolution of the Chapter after due notice has been served on him not less than SEVEN days before the meeting at which the resolution is to be considered, and notice of which is given in the summons for that meeting.

7. TREASURER

(a) The Treasurer shall collect all monies due to the Chapter, and shall also make the necessary disbursements therefrom. Every item of receipt and expenditure shall be entered in a cash book kept by him for that sole purpose. He shall maintain an account at a bank or other financial institution approved by the Chapter. The account shall be in the name of the Chapter and into it all monies, cheques, etc., received shall be promptly paid, and from it withdrawals may be made under such signature or signatures as the Chapter may decide. He shall produce his accounts annually to the Chapter at the Enthronement Meeting and before the Sovereign is enthroned, prior to which he shall have produced them, with all vouchers, to the auditors elected by the Chapter. He shall hand over to his successor when elected and invested the

balance, together with all books, cheque books, bank statements, papers, vouchers and instructions relating to the Chapter, and sign all authorities and papers.

(b) All vouchers, papers, books, etc., relating to the financial affairs of a Chapter are the property of the Chapter, which has the power to require their production and to retain them at any time.

(c) The auditors shall audit the accounts promptly when submitted to them by the Treasurer and sign them prior to their production to the Chapter.

(d) A copy of the annual accounts with the certificate of the auditors shall be sent to every subscribing member of the Chapter and to the Inspector General with the summons for the Enthronement Meeting.

(e) Where accounts are not presented as required by these By-laws The Sovereign shall forthwith inform the Inspector General of the position and require them to be produced at the next regular meeting of the Chapter.

8. SPECIAL PAYMENTS

No payment for other than ordinary purposes shall be made from Chapter funds without sanction of the Chapter by resolution, notice of which shall be

given in the Chapter summons, EXCEPT in cases of emergency, when the Sovereign may authorise expenditure of an amount NOT EXCEEDING £50.00 (FIFTY POUNDS), but shall report the matter to the Chapter at the NEXT MEETING.

9. STANDING COMMITTEE

The Sovereign, Past Sovereigns of and in the Chapter, Prelate, Generals, Treasurer, Recorder, Almoner and Founders shall constitute the Standing Committee. It shall meet by direction of the Sovereign, and report on any matter referred to it by the Chapter. FIVE shall form a Quorum.

10. INVENTORY AND INSURANCE

An inventory of the property of the Chapter shall be made annually by the Recorder and Treasurer. The Chapter shall make such contributions to the Hereford Masonic Hall Company as may be required to provide Insurance cover for all Brethren whilst in the building.

II. ACCEPTANCE OF BY-LAWS

Every Candidate shall receive a copy of these By-Laws at his Perfection, also every Candidate for Joining or Re-joining shall receive a copy of these By-Laws, and by their acceptance thereof

shall be deemed agreement to them. A copy shall also be presented to the Sovereign on his Enthronement.

12. ALTERATIONS TO BY-LAWS

No alterations or additions shall be made to these By-Laws, unless notice thereof has been inserted in the summons convening the meeting at which such alterations or additions are to be discussed and NOT LESS THAN TWO THIRDS of the Members PRESENT VOTE in favour thereof. No alterations or additions shall become effective until approved by the Supreme Council.

Adopted at the Consecration Meeting of the Chapter held on Monday, 3rd July, 1995.

..... Sovereign

Recommended and Forwarded by

.....33°, Inspector General

District of Gloucestershire and Herefordshire