



**By-Laws**

**OF THE**

**CHAPTER OF  
ST. THOMAS**

**No. 7940**

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CHAPTER OF ST. THOMAS. NO. 7940.

BY-LAWS.

AMENDED 1979.

Approved in Open Chapter..... 17th September, 1979.

Approved by Provincial Grand Chapter..... 22nd January, 1980.

Approved by Sumpreme Grand Chapter..... 29th January, 1980.

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1. MEETING PLACE AND DATE.

The Chapter shall meet at the Talbot Hotel, Stourbridge, and shall hold Regular Convocations on the third Monday in January, March, September and the second Monday in December, at such hours as the Principals shall direct.

2. ELECTION OF OFFICERS: INSTALLATION OF PRINCIPALS.

The three Principals, two Scribes, Treasurer, Principal Sojourner and two Assistant Sojourners shall be elected by ballot at the regular convocation in March. A 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 September.

(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 paragraph 5 of Rule 48) the Janitor. Such authority cannot be given by By-law).

3. ELECTION OF JANITOR.

Subject to the provisions of Rule 48, Royal Arch Regulations, paragraph 5, the Janitor shall be elected by show of hands at the Regular Convocation in March.

4. CHAPTER COMMITTEE.

The Chapter Committee shall consist of the Principals, Past Principals of, and in, the Chapter, the Officers and two Companions to be

appointed by the Chapter at the Regular Convocation in March each year. Five shall form a quorum. This Committee shall deal with any matter specially referred to it by the Chapter.

#### 5. AUDIT COMMITTEE.

The Audit Committee shall consist of two members of the Chapter who shall be elected annually by the Chapter at the Regular Convocation in December. The Accounts shall be made up to the 31st December in each year and shall be presented to the Chapter, duly audited, at the Regular Convocation in March. A copy of the accounts and of the Audit Committee's certificate that all balances have been checked and that all the accounts have been audited shall be sent to all members with the summons convening the Convocation.

#### 6. FEES.

##### (a) EXALTATION; JOINING; RE-JOINING.

The Exaltation Fee shall be £7.00.

The Joining Fee shall be £5.00.

The Re-Joining Fee shall be £2.50.

Such fees shall be exclusive of the approved current annual membership subscription.

##### (b) ANNUAL MEMBERSHIP.

The annual subscription shall be such amount as the Chapter shall from time to time determine by resolution, after notice on the summons. Subscriptions become payable in advance on the 1st January annually. Candidates commencing membership of the Chapter at the regular January or March Convocations shall be liable for the full year's subscription. If commencing membership at the September or December Convo-

cations, the membership subscription shall be levied at half the full rate for that year. The Scribe E's services shall, if he so desires, be deemed equivalent to payment of subscription.

(c) NON-PAYMENT OF ANNUAL SUBSCRIPTIONS.

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).

7. ADMISSION OF CANDIDATES.

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 one black ball shall exclude.

8. RESIGNATION PROCEDURE.

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 certificates 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.

9. LIMITATION OF UNAUTHORISED PAYMENTS.

Payment of any sum exceeding £25.00, 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 the case of an emergency, when such payment may be

authorised by the First Principal and reported to the Chapter at the next Regular Convocation.

10. BANKING PROCEDURE.

All monies received on behalf of the Chapter shall be paid into the Chapter Bank Account, and all payments on behalf of the Chapter shall be made by cheques being signed by both the Treasurer and Scribe E. in office at the time.

11. BY-LAW AMENDMENT PROCEDURE.

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 be in favour of it, but it shall not be effective until approved by the Grand Superintendent, and by the First Grand Principal.