

BYE LAWS
OF THE
Mutual Benefit
Order
No. 5 N.C.

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THE MUTUAL
Royal Arch Chapter
OF
CAPE TOWN

No. 5 N.C.

BYE LAWS

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NAME OF CHAPTER

This Chapter attached to the Mutual Lodge No. 160 N.C. shall be called the ROYAL ARCH CHAPTER MUTUAL No. 5 N.C.

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DATE OF FOUNDATION

The Chapter was established in the East of Cape Town in the Province of Good Hope of the Union of South Africa under a Charter granted by the Supreme Grand Chapter of the Netherlands bearing the date 16th April, 1952, prior where to pending the arrival of the Charter from the Supreme Grand Chapter, the petitioners for the Charter acted in certain respects under a Provisional authority granted by the Deputy Grand L. in South Africa.

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MEMBERSHIP

Membership is restricted to Brethren of Lodge Mutual and/or such Master Masons who are eligible to join that lodge.

Amended¹ 13-2-1958

TIME AND PLACE OF MEETINGS

The Chapter shall assemble at the Mutual Building in Pinelands (or elsewhere as may be decided) on the third Thursday in the months of March, May (Installation) August and November.

The First Principal has the power to convene an emergency meeting whenever he may find it expedient.

ELECTION OF PRINCIPALS AND OTHER OFFICERS

The Principals and other Officers shall be annually balloted for at the Convocation in March and be installed in their respective offices at the Convocation in May.

THE TREASURER AND HIS DUTIES

The Treasurer shall receive the moneys of the Chapter and deposit same in such bank as the Chapter may direct. He shall make such payments as shall be vouched for by the First Principal or voted by the Chapter, all

payments to be made by cheque. He shall keep proper books of account in which his receipts and disbursements shall be clearly reflected. The accounts shall be audited once a year previous to the Convocation in May by an auditor duly elected by the Chapter.

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THE SCRIBE E. AND HIS DUTIES

The Scribe E shall issue notices to each Companion at least seven days prior to each Convocation and insert in such Companion's notice the dues, if any, payable by him. He shall keep accurate minutes of all transactions which should be recorded and read them at the next regular convocation for confirmation. He shall summon Chapters of Emergency when required by the First Principal. He shall convene and attend all Committee Meetings and record the minutes thereof.

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THE JANITOR AND HIS DUTIES

The janitor shall be responsible for the preparation of the Chapter, and for the removal and storage of the furniture after the meeting.

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CHAPTER FEES

Fees payable to the Chapter for Exaltation (including registration and copy of the Regulations, D.G. Chapter Bye-Laws, Mutual Chapter Bye-Laws and D.G. Chapter Dues)	£3 3 0	R12-60
Emergency Convocation (for convenience of Candidates), additional	£2 2 0	R4-20
Application	£1 1 0	R2-10
Annual Subscription (payable in advance, due on 1st June of each year)	£2 2 0	R4-20

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PROPERTY OF THE CHAPTER

The Property of the Chapter shall be entrusted to the First Principal and Scribe E.: for the time being. The Scribe E.: shall take an inventory before the Regular Convocation in May and shall compare the same with the previous inventory and report on the same. Such report shall be entered in the minutes after having been approved of by the Standing Committee.

STANDING COMMITTEE

The Principals, Past Principals, Treasurer and Scribe E.: shall form the Standing Committee of the Chapter. They shall meet to consider, as may be necessary, Applications for Exaltations, and any other business brought before them.

THE BALLOT

In case of a ballot for Exaltation, or for a Companion wishing to become a Joining member of this Chapter, two black balls in each case shall be deemed a rejection. Any candidate rejected shall not be eligible for re-submission to ballot for a period of six months.

RESIGNATIONS

All resignations shall be made personally, at a Regular Convocation in open Chapter, or by letter addressed to the First Principal .: or Scribe E.: Any Companion whose resignation has been recorded shall not be re-admitted without a ballot, and if elected he must pay

the Joining Fee provided for in Bye Law No. 9 and Arrear Subscriptions (should any be due).

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ARREARS DUE

Every Companion who shall be twelve months in arrear with his Chapter Dues shall not be allowed either to take part in any proceedings, speak or vote on any subject, or hold Office in the Chapter, and shall be liable to be excluded from the Chapter for non-payment of dues. Any Companion two years in arrears shall, after one month's notice to that effect, be liable to be excluded unless a satisfactory explanation in writing be furnished to the Chapter prior to the expiration of such month's notice.

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NOMINATION OF CANDIDATES

At least fourteen days' notice shall be given to Scribe E. of the nomination of any candidate for exaltation, and not less than seven days' notice shall be given to the Companions of the Chapter of such nominations.

ACCEPTED CANDIDATES TO BE EXALTED WITHIN TWELVE MONTHS

Any candidate failing to present himself for Exaltation within a period of twelve months shall cease to be eligible for Exaltation and shall be re-nominated and re-balloted for in a manner prescribed in Bye Laws Nos. 12 and 15.

ALTERATION OF BYE LAWS

Alterations shall not be made in these Bye Laws without notice being given thereof in open Chapter, so that the same may be inserted in the notices, and be discussed at the next Regular or Special Convocation. All alterations and amendments to these Rules shall become operative after the confirmation of the Minutes of the Meeting in open Chapter, at which the same were adopted, subject to the approval of the M.E. Deputy Grand Z.

Each member shall be supplied with a printed copy of these Bye-Laws and of Supreme Grand Chapter Regulations.