

GRAND CHAPTER OF MINNESOTA

UNIFORM CODE OF BY-LAWS FOR SUBORDINATE CHAPTERS.

BY-LAWS OF

_____ Chapter No. _____ , R. A. M.,
_____ , Minnesota

ARTICLE I. - NAME - LOCATION - JURISDICTION - COMPOSITION.

Section 1. The name of this chapter is _____ Chapter No. _____ of Royal Arch Masons, at _____ , Minnesota.

Section 2. The warrant of this chapter, is a charter granted it on the _____ day of _____ A. D., _____ by the Grand Chapter of Royal Arch Masons of the State of Minnesota, to whose Constitution, Regulations, laws, rules and edicts, the most implicit respect and obedience shall ever be paid by this chapter and its members.

Section 3. The jurisdiction of this chapter is that given it by its charter and the laws of the Grand Chapter governing the matter.

ARTICLE II. - MEETINGS.

Section 1. The meetings of this chapter are styled Convocations, and are either Stated or Special.

Section 2. The Stated Convocations of this chapter shall be held upon the _____ of each calendar month, at _____ P. M., and the Stated Convocation for the month of _____ shall be the Annual Meeting for the election of officers and annual reports.

Section 3. Special Convocations shall be held at any time, at the will and pleasure of the High Priest: provided, that no meetings shall be held on the Sabbath or first day of the week except for funerals or Memorial services.

ARTICLE III. - MEMBERSHIPS - PETITIONS.

Section 1. The members of this chapter, are its charter members as defined by the General Regulations of the Grand Chapter, and all others who have received, or may hereafter upon its election receive, the Royal Arch degree herein or in another chapter by its request, and all non-affiliates who may have been, or may be, admitted to membership herein, - and whose membership has not been, or may not hereafter be, ended in a legal manner.

Section 2. All petitions for degrees, affiliation, reinstatement, or restoration must be in the form, and as required by the General Regulations and laws of the Grand Chapter in relation thereto. Every such petition must be presented at a Stated Convocation, referred to a committee for investigation, and reported upon at a future Stated Convocation, - when the petition shall be disposed of as prescribed by the Constitution and Regulations of the Grand Chapter.

Section 3. The vote upon all such petitions shall be by secret white ball and black cube ballots, and must be unanimously white to elect the petitioner.

Section 4. A dimit shall be granted to any member of the chapter in good standing, whose dues are paid to the end of the calendar month, following the annual election, and who is clear of other charges, except to the High Priest, King or Scribe, - upon application therefor, in accordance with Article III of General Regulations of the Grand Chapter.

Section 5. Any member of this chapter in good standing, except the High Priest, King and Scribe, whose dues are paid to the end of the calendar month following the annual election, and who is clear of other charges, may withdraw from membership, by filing written notice, as provided in Article III of General Regulations of the Grand Chapter.

Section 6. Any member who is in arrears for dues for more than one year, may be stricken from the rolls in the manner provided by the General Regulations of the Grand Chapter, and then becomes an "Unaffiliate."

Section 7. A member stricken from the rolls for non-payment of dues may be reinstated, or become a "Non-affiliate," as provided by the General Regulations of the Grand Chapter.

ARTICLE IV. - OF OFFICERS.

Section 1. The officers of this chapter shall be a High Priest (whose title for address shall be "Excellent"), a King, a Scribe, a Treasurer, a Secretary, a Captain of the Host, a Principal Sojourner, a Royal Arch Captain, a Master of the Third Veil, a Master of the Second Veil, a Master of the First Veil and a Sentinel.

Section 2. The first five officers above named, shall be elected by ballot and majority vote at the _____ Stated Convocation of the chapter in _____ each year, and shall hold their offices until their respective successors are elected and installed. The other officers shall be appointed by the High Priest, immediately after his installation.

Section 3. The installation of officers shall take place as early as practicable after the election. If any officer is absent at the time appointed for regular installation, he may be installed later by the High Priest.

Section 4. In the absence of the High Priest, or his inability to act, the King and Scribe in order of their rank, will assume the office as Acting High Priest.

Section 5. The Treasurer shall give bond for the faithful performance of the duties of his office, in such amount and with such sureties as the chapter may from time to time require, before actively entering upon those duties, - failing which the office may be declared vacant by order of the High Priest.

It shall be the duty of the Treasurer to receive all moneys of the chapter from the Secretary, and receipt for and keep correct account of same, and to pay them out only upon order of the High Priest and consent of the chapter, attested by the Secretary. He shall have custody of all evidences of title, or of other property owned by the chapter, as are not specifically placed in other hands. If the chapter so directs, he shall deposit all moneys placed in his hands, in such bank or other financial institution, as it may designate, in the charter name of the chapter, and all withdrawals therefrom shall be by a combined order-check signed by the High Priest, Secretary and himself. Upon the last day of the calendar month preceding the Annual Election of officers, he shall close his books, and prepare and submit to the chapter an annual report, showing in detail

the receipts and disbursements of moneys of the chapter, and other information concerning the financial affairs and property thereof, and upon the installation of his successor turn over to him all moneys, books, papers and documents of the chapter, in his possession or under his control.

Section 6. The Secretary shall give bond for the faithful performance of the duties of his office, in such amount and with such sureties, as the chapter may from time to time require, before actively entering upon those duties - failing which the office may be declared vacant by order of the High Priest.

It shall be the duty of the Secretary to keep and make a record of all the proceedings of the chapter, proper to be written; to receive all moneys of the chapter and pay them promptly to the Treasurer, taking his receipt therefor; to attest all orders of the High Priest upon the Treasurer by consent of the chapter or as authorized by law; to prepare all reports and returns required by the Grand Chapter and promptly forward the same to the Grand Secretary as provided by law; to conduct the correspondence of his office, and of the chapter under the direction of the High Priest; to prepare and submit to the chapter immediately after the close of the calendar month preceding that in which the Annual Election is held, an annual report in detail of the membership and financial status of the chapter, including the source of all moneys received, and of all orders drawn, and immediately upon the installation of his successor turn over to him all books, records and papers of the chapter in his hands or under his control.

Section 7. The duties of the other officers of the chapter shall be such as traditionally belong to their respective offices, or as may be specifically prescribed by law.

Section 8. It shall be the duty of the Sentinel to take care of and have ready for use at all Convocations, the jewels, clothing and furniture of the chapter, and to see that the Hall and rooms are properly heated and lighted, under the direction of the High Priest.

ARTICLE V. - FEES AND DUES.

Section 1. The fees for the capitular degrees shall be _____ dollars, payable in cash in advance, as follows:

- 1. With the petition, \$_____
- 2. For the degree of Mark Master, \$_____
- 3. For the degree of Past Master, \$_____
- 4. For the degree of Most Excellent Master, \$_____

5. For the degree of Royal Arch Mason, \$_____.

Section 2. The annual dues for all members shall be _____ dollars, payable in advance, upon the first day of the calendar month following the Annual Election. Members joining by affiliation during the year shall pay fifty cents dues for the balance of the year. Those reinstated shall pay proportionate dues for the unexpired part of the year, but not less than fifty cents in any event. There shall be no dues charged to newly exalted members for the current caputular year of their exaltion.

ARTICLE VI. - OF COMMITTEES.

Section 1. The High Priest, King and Scribe shall be a standing Committee on Charity, - whose duty shall be to examine into the necessities of members of the chapter, their widows and orphan children, and the High Priest is authorized to draw upon the Treasurer between Stated Convocations for not exceeding _____ dollars for charitable purposes in a given case, or for such larger limit as the chapter may have authorized for such case.

Section 2. Immediately after his installation, the High Priest shall appoint a committee on Finance to consist of three members, whose duty it shall be to audit all bills against the chapter before the same are ordered paid, and to audit and report upon the annual reports of the Treasurer and Secretary before the Annual Election of officers.

ARTICLE VII. - RULES OF ORDER AND ORDER OF BUSINESS.

Section 1. The order of business at a Stated Convocation, after the same is opened, shall be as follows, subject to the will and pleasure of the High Priest:

1. Reading and approval of the minutes of last Stated and intervening Special Convocations.
2. Reading and reference of petitions.
3. Reports of Committees on Petitions.
4. Balloting on petitions.
5. Unfinished business.
6. New business.
7. Work.
8. Closing ceremony.

It shall be the duty of the High Priest to affix his signature to the minutes

of each convocation after they have been read and approved.

Section 2. The Rules of Order at all Convocations shall be the Constitution, General Regulations and laws, rules and edicts of the Grand Chapter, and all ancient Masonic Usage.

Section 3. No business, except the conferring of capitular degrees and ceremonial rites, shall be transacted at any Special Convocation.

ARTICLE VIII. - AMENDMENTS, ETC.

The foregoing By-Laws may be amended or added to, as to any matter which does not conflict with the Uniform Code of By-Laws of the Grand Chapter by a proposal therefor made in writing at one Stated Convocation of this Chapter. If a majority of those present favor the change the proposal shall be held until a later Convocation.

At least five days before some subsequent Convocation when action is to be taken on the proposal, notice by individual mail or in an official Chapter publication which is sent to all members shall be given with a sufficient summary of the change to enable him to understand the proposed action.

At the Stated Convocation when action is to be taken, the proposed change is to be read a second time, and upon receiving a two thirds vote in favor, by those present, the change will be declared adopted, **SUBJECT TO THE FINAL APPROVAL BY THE GRAND HIGH PRIEST.**

Three copies of all amendments when adopted by this chapter as provided in this article, shall be furnished to the Grand High Priest for approval, accompanied by a certificate specified in Art. VIII, Sec. 11 page 18, signed by the High Priest and Secretary, under the seal of the chapter in substantially the following form:

We hereby certify that the foregoing amendments to the By-Laws of _____ Chapter No. _____ were presented in writing and read at a Stated Convocation of their chapter held on _____ and were laid over until a Stated Convocation held on _____.

That the Secretary gave the prescribed notice in advance of the Convocation at which action was taken, and that said amendments were adopted by a vote of at least two-thirds of all of the members of the chapter present at said convocation.

When approved by the Grand High Priest, one copy shall be forwarded to the Grand Secretary, one to the Chapter and one retained by the Grand High Priest for his files.