

544. Model By-Laws for Chapters

In drafting a model for proposed By-Laws for the subordinate chapters, the ideas has been to simplify them as much as possible by eliminating all matters that are provided for in "Grand Chapter Law" and only include such matters that are left to Chapters to decide for themselves.

Additions to this model can, of course, be made by individual Chapters to suit their own wishes and needs, provided they do not conflict with the laws of Grand Chapter.

BY-LAWS

Of _____ Chapter No. _____
Royal Arch Masons

Located at _____,
_____, Michigan

ARTICLE I.

Name and Number.

This Chapter shall be known by the name of _____
Chapter No. _____, under the jurisdiction of the Grand Chapter of Royal Arch Masons of Michigan.

ARTICLE II.

Convocation of Chapter.

The Stated Convocations of this Chapter shall be held on the _____
of each month at _____ o'clock, (P.M. or A.M.) except when the stated
convocation shall fall on a legal holiday, during Grand Lodge, Grand Chapter,
Grand Council, or Grand Commandery, then it shall be held one week earlier
or later_____.

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Provided, that in case of an emergency causing cancellation of all civic and fraternal meetings, and the curtailment of travel by an agency of the State or Federal Government, that said cancelled stated convocation shall be held at the first opportunity after the lifting of the restrictions imposed by the State or Federal Government agency, and the membership of the Chapter shall have due notice thereof.

Special Convocations may be called at the discretion of the High Priest, for work, trials and charitable purposes and for receiving and balloting on petitions. All other business shall be done at Stated Convocations of the Chapter.

ARTICLE III.

Officers.

A. The officers of this Chapter shall consist of a High Priest, 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, a Sentinel. "The High Priest-elect, prior to his installation, may appoint such other officers as deemed necessary."

- B. The powers and duties of the officers of this Chapter shall conform to ancient usage, the Ceremony of Installation, the Constitution and Edicts of Grand Chapter, and the by-laws of this Chapter. They shall be elected as directed in Section 206 of the Constitution of the Grand Chapter Royal Arch Masons of Michigan, and by a majority of votes, and shall hold their respective offices for one year and until their successors shall have been duly elected and installed.

ARTICLE IV.

Committees.

- A. The committees of the Chapter shall be those defined in the Grand Chapter Bylaws Section 209-D.

ARTICLE V.

Fees.

The fee for the Chapter Degrees shall be \$_____ (per Sec. 227) and must be paid prior to any degree being conferred.

ARTICLE VI.

Dues.

Every member of the Chapter, including plural members (except the Secretary, Honorary Members, Life Members, Pre Paid Members, and those members whose dues shall have been remitted for charitable purpose) shall pay annually to the Secretary _____ Dollars (\$_____) as dues to the Chapter, plus any per capita levied by the Grand Chapter, plus any per-capita levied by the General Grand Chapter, such amounts being due and payable on the first day of the Capitular Year, as established by Grand Chapter, in advance. Those Companions receiving their Life Memberships after July 1, 1997 are no longer responsible for dues to the Chapter, but are still responsible for payment to the chapter their Grand Chapter and General Grand Chapter per-capita assessments. Members exalted, or affiliated, with the first quarter of the year shall be amenable for dues for the entire year, within the second quarter for three-quarter year; within the third quarter for half year; within the fourth quarter for one-quarter year; plus Grand Chapter and General Grand Chapter per capita. The dues of a Companion admitted by certificate of transfer shall begin at the time provided in Section 246 of the Grand Chapter Regulations.

ARTICLE VII.

Order of Procedure.

The Order of Procedure at a Stated Convocation, unless otherwise ordered by the High Priest shall be as follows:

1. Opening Chapter
2. Report on Sickness and Distress.
3. Reading and approval of the minutes of Stated and Special Convocations.
4. Receiving reports of Committees on Petitions.
5. Balloting for Candidates or for admission.
6. Reading and referring of petitions.

7. Reports of Standing and Special Committees.
8. Presentation of bills and accounts.
9. Presentation of Communications.
10. Disposing of such other business as may lawfully come before the chapter.
11. Conferring Degrees.
12. Closing Chapter.

ARTICLE VIII.

Compensation of Officers.

The duties of the Treasurer shall be that as set forth in Section 210 of the Red Book of Capitular Law, for which he shall receive as compensation for the faithful performance of all such duties the sum of \$_____ per annum.

The duties of the Secretary shall be that as set forth in Section 211 of the Red Book of Capitular Law, for which he shall receive as compensation for the faithful performance of all such duties the sum of \$_____ per annum.

The Sentinel shall receive for the faithful performance of the duties of his office, the sum of \$ _____ dollars to be paid _____.

ARTICLE IX.

Amendments:

All proposed amendments to these By-Laws shall be made at a Stated Convocation of the chapter, entered upon the Minutes, and lie over until the next Stated Convocation for adoption. In the meantime, the membership of the Chapter shall have due notice of the contents of the proposed amendment or amendments. For adoption sanction of two-thirds of the members present and the approval of the Grand High Priest is required.