

MODEL BY-LAWS

By Laws of the

Chapter No.

1. The Chapter shall meet at _____ and shall hold regular convocations on the _____ at such hour as the Principals shall direct.
 2. The Three Principals, two Scribes, Treasurer, Principal Sojourner and two assistant Sojourners shall be elected by ballot at the regular Convocation in _____. A Director of Ceremonies, Assistant Director of Ceremonies, an Organist, an Assistant Scribe E. and Stewards, may also be elected. The Installation of the Principals Elect and investiture of Officers shall take place at the regular Convocation in _____.
- [**NOTE**:- A Chapter may by annual resolution under, Royal Arch Regulation 48 give authority to the Principals Elect to appoint the rest of the Officers, with the exception of the Treasurer and (subject to para.5 of Regulation 48) the Janitor. Such authority cannot be given by By-law]
3. Subject to provisions of Royal Arch Regulation 48, the Janitor shall be elected by show of hands at the regular convocation in _____.
 4. The Chapter Committee shall consist of the Principals, Past Principals of (and in) the Chapter, two Scribes, Treasurer, Principal Sojourner, and _____ Companions, to be elected annually by the Chapter at the regular convocation in _____ each year. _____ shall form a quorum. This Committee shall consider and report to the Chapter on all proposals for membership and on any matters specially referred to it by the Chapter.
 5. The Audit Committee shall consist of _____ members of the Chapter who shall be elected annually by the Chapter at the regular convocation in _____. The accounts shall be made up to _____ in each year and shall be presented to the Chapter, duly audited, at the regular convocation in _____.
A copy of the accounts and of the Audit Committee's certificate that all balances have been checked and that the accounts have been audited shall be sent to all members with the summons convening the convocation.
 6. The exaltation fee shall be _____, joining fee _____ and re-joining fee _____, such fees to be exclusive of subscription. In addition to these fees the candidate shall pay to the Chapter such registration fees as are payable to Grand Chapter and if applicable, Provincial Grand Chapter, together with any tax thereon, and the candidate shall before becoming a member be informed of the total amount due. The annual subscription (except for non-dining or country membership as provided for in By Law No.7) due and payable in advance on _____ shall be of such amount as the Chapter shall from time to time decide by resolution after notice on the summons at the previous regular convocation.

The Scribe E's services shall be deemed equivalent to payment of subscription.
The visitor's fee at dinners shall be such an amount that the Chapter shall from time to time decide by resolution after notice on the summons at the previous regular convocation.

Any member whose subscription is unpaid for _____ months shall be liable to be excluded from the Chapter, after due notice, in accordance with Royal Arch Regulation 71, and Rule 181 Book of Constitutions (Craft).
 7. Any member who, for any reasons acceptable to the Chapter, is not in a position to enjoy the privileges of the Chapter regularly, may, on written application to the Scribe E and by resolution of the Chapter, be considered a non-dining or country member and shall pay a subscription annually in advance on 1st _____ of such less amount than that provided for in By Law No.6 as the Chapter shall from time to time decide by resolution after notice on the summons at the previous regular convocation. When attending the Chapter and dining such member shall pay the current visitor's fee.
 8. The admission of candidates for exaltation and joining shall be regulated by the provisions of Royal Arch Regulations 65 to 69. On the ballot for a candidate for exaltation or joining _____ black ball (s) shall exclude.
 9. 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 Certificate mentioned in Royal Arch Regulation 70, 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.
 10. Payment of any sum exceeding _____ if for other than ordinary purposes, may be made only by resolution of the Chapter, of which notice has been given on the summons, except in a case of emergency, when such payment maybe authorised by the First Principal and reported to the Chapter at the next regular convocation.

11. 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 on the summons for the next regular convocation or for an Emergency convocation summoned for the purpose, and shall at such meeting 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 vote in favour of it but it shall not be effective until approved by the Grand Superintendent on behalf of the First Grand Principal.

DATE PASSED IN CHAPTER _____

Signed _____ First Principal

Signed _____ Scribe E.

Approved by the M.E. Grand Superintendent

Signed _____ Provincial Grand Scribe E.

Date _____

Should there be any objection to the introduction of a Candidate for Exaltation, or a Companion for joining, it is recommended that such objections be mentioned privately to the First Principal or Scribe E. who may communicate with the proposer and give him the opportunity of withdrawing his candidate.

N.B. The numbers of the Royal Arch Regulations and the Rules in the Book of Constitutions given above are as they appear in the 2000 edition.