

STANDARD BY-LAWS

_____ CHAPTER NO _____

PREAMBLE.

The members of _____ Chapter, Royal Arch Masons, No. _____ established under the authority of the Grand Chapter Royal Arch Masons of Georgia, do adopt the following as the By-Laws and Rules of said Chapter:

ARTICLE I.

Officers, Election of Officers, and the Time of Meeting.

Section 1. The Officers shall be a High Priest, King, Scribe, Captain of the Host, Principal Sojourner, Royal Arch Captain, three Masters of Veils, a Treasurer, Secretary, Sentinel and Chaplain. **The Office of Secretary and Treasurer may be filled by the same person, if the Chapter so desires.**

Section 2. The regular Convocation of this Chapter shall be on the _____ in each month, **with the following exceptions if any: _____**. **The time of the meeting shall be _____**

Section 3. The annual election of officers shall be at the last regular Convocation preceding the end of the calendar year, and shall be by ballot; and a majority of the votes cast shall be necessary for an election. The officers elected may be installed at that meeting, or as early as convenient thereafter, as may be ordered by the High Priest or Chapter. They shall hold their offices, unless suspended or expelled, until their successors are elected and installed. If an election should fail to be held at the stated time, it may take place at a regular meeting as early as practicable thereafter, **of which due notice must be given, and as authorized by dispensation from Grand Chapter.**

ARTICLE II

Application for the Degrees-Balloting, Etc.

Section 1. Application for the degrees conferred in this Chapter must be made in writing, and the candidate vouched for by two members. He must be of the degree of a Master Mason, and in good standing with his symbolic Lodge. After the petition is read, it shall be referred to a committee of three members, who shall rigidly inquire into the character, worth and standing of the applicant, and report at a subsequent meeting. This report shall be read at a regular Convocation and noted on the minutes before ballot is had. The votes must be unanimous for admission. In balloting, should there be one black ball, the petition may again be balloted on immediately, and if a black ball again appears, the candidate shall be declared rejected. When a candidate is rejected by the Chapter, his petition cannot again be received under twelve months. Any candidate elected for, and not appearing within six months to receive the degrees, **without acceptable excuse to the Chapter, shall be ineligible to take them**, unless upon a new petition and balloting.

Section. 2. The members of the Chapter shall consist of Royal Arch Masons. Any Royal Arch Masons wishing to unite with this Chapter must apply by a written petition signed by two Companions who are members, and give satisfactory evidence of his good standing with any Chapter of which he has been a member. The petition must be referred to a committee of three and lie over until next regular Convocation, when it shall be again read and balloted upon; as in the case of applying for degrees, he must receive a unanimous vote. (If the Chapter desires to make a charge for affiliation, **amount should be entered here \$ _____**.)

Section 3. Any member desirous of demitting must signify it by a written petition, which shall be granted on it appearing that he is in good standing, and has paid all dues required of him to the Chapter, **The vote then to be taken by a show of hands.**

Section 4. A **Finance** Committee shall be appointed by the presiding officer to examine the books of the Secretary and Treasurer, and report at the Convocation set apart for the annual election of officers. Previous to the election, unless otherwise ordered by the Chapter, said report shall be read and entered on the minutes.

Section 5. The Chapter shall be opened and closed in due form at each Convocation.

ARTICLE III.

Government and Fiscal Concerns.

Section 1. The High Priest, King, Scribe and Secretary, or any two of them, shall constitute a Committee of Charity in the recess between the regular Convocations, and have power to appropriate and draw on the Treasurer for any sums not exceeding \$ _____ for that purpose.

Section 2. The fees for the degrees in this Chapter shall be \$._____ and must be paid in full before the Chapter degrees can be conferred.

Section 3. The Treasurer may be exempted from dues if the Chapter so votes. All other members, except such as are exempt under Grand Chapter Law, shall pay into the funds of the Chapter the sum of \$ _____ per year as dues, payable on January 1 of each year, in advance. Should any member fail to pay his dues for two years, he may be suspended after due notice, without trial

Section 4. The Sentinel may receive such amount as the Chapter may from time to time determine for his attendance at each Convocation of the Chapter. It shall be his duty to prepare the hall for the meetings, and at the close of the Convocation, to place all the furniture, jewels, etc., of a movable character, in such private place as the Chapter may provide therefore.

Section 5. The Secretary shall collect all moneys due the Chapter, keep proper entries of the same, pay them over to the Treasurer, and at all times have his books and vouchers ready for the inspection of the Chapter, for which he shall receive the sum of \$..... per annum, or such commission as the Chapter may name, as his compensation. It shall be his duty to keep a book for visitors, to record their names, etc.; he shall conduct such correspondence as may be ordered by the Chapter, have charge of its seal, and give timely notice of all in arrears for dues of its members. He shall, whenever required by the High Priest or Senior Officer of the Chapter, issue summons for Convocations, which shall be served by the Sentinel on the members, personally, or left at their places of residence or business, or mailed to the last known address, by certified or registered letter.

~~Section 6. The High Priest shall appoint a Finance Committee for the Chapter.~~

ARTICLE IV.

Masonic Conduct, and Offenses.

Section 1. The Grand Royal Arch Chapter of Georgia and its subordinate Chapters will accept the discipline inflicted on Royal Arch Masons of this Jurisdiction by the Grand Lodge of Georgia under the provisions of its Penal Code as they now or hereafter read.

ARTICLE V.

Amendments

Section 1. Any amendment or alteration to these By-Laws shall be proposed in writing, at a regular Convocation, and read and noted on the minutes. It shall then lie over until the next regular Convocation, when the concurrence of two-thirds of the members present and voting shall be required for its adoption.

Date of First Reading of these By-Laws: _____

Date of Second Reading and Adoption of these By-Laws: _____

ATTEST: _____, Secretary