

**CODE OF BY-LAWS**

Adopted for use of Chapters,

Particularly for Chapters U.D.

Article C-057 (198)

**CODE OF BY-LAWS**

Adopted by the M:E: Grand Royal Arch Chapter of Texas for the use of Chapters under its jurisdiction, 1874. Amended December, 1911, 1936, 1951, 1986, 1987, 1999, and 2000.

These By-Laws are to be used by Chapters until such time as they may adopt others, and have same approved by the Grand Chapter. (See Articles C-012 (158) and C-028e (174e))

By-Laws of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M.

**ARTICLE I**

Name of the Chapter

This Chapter shall be styled " \_\_\_\_\_ Chapter No. \_\_\_\_\_, (or U.D., as the case may be), Royal Arch Masons", under the jurisdiction of the Grand Royal Arch Chapter of Texas.

This Chapter subscribes to and shall be governed by the Constitution, Laws, Resolutions and Edicts of the Grand Royal Arch Chapter of Texas, and the By-Laws as hereinafter set forth.

**ARTICLE II**

Convocations of the Chapter

Section 1. The Stated Convocation shall be held on the \_\_\_\_\_ of every month at \_\_\_\_\_ o'clock P.M. (Or other appropriate description) (Amended 1998)

Section 2. Special Convocations may be called by the High Priest, or in his absence or inability to serve, by the King, or in the absence of both, by the Scribe at such times as they, or either of them, having the right to act, may think important, or to the interest of the Craft.

Section 3. Notice of Special Convocations shall be communicated to as many members as possible, and no business shall be transacted at such Convocations other than that specified in the call and legally authorized to be acted upon at a Special Convocation.

**ARTICLE III**

Officers of the Chapter

The Officers of this Chapter shall be those specified in the Laws of the Grand Royal Arch Chapter of Texas for Subordinate Chapters, and none other. Art. C-080 (220).

## ARTICLE IV

### Elective and Appointive Officers

Section 1. The High Priest, King, Scribe, Treasurer, and Secretary shall be elected by the Chapter; all other officers shall be appointed by the High Priest elect. Art. C-084 (224).

Section 2. In the election of Officers, should only one name be placed in nomination, the vote may be by acclamation; but should more than one name be placed in nomination, the vote shall be by written ballot, which shall be counted at the Secretary's desk; the number of votes received by each Companion shall be reported to the presiding officer, who shall declare the Companion receiving majority of all votes cast duly elected.

Section 3. In the event no Companion has such a majority the ballot will be repeated until such result is attained. Blank ballots shall not be considered in determining the result.

## ARTICLE V

### Duties of Officers

Section 1. High Priest - It shall be the duty of the High Priest to exercise all the powers and perform all the duties prescribed by the Constitution and Laws of the Grand Chapter; to see that the By-Laws of this Chapter are duly observed, and that the officers attend strictly to their duties Art. C-096(236), 237, C-097 (240),C-103 (243) andC-104 (244).

Section 2. Treasurer - In addition to the duties prescribed by the Laws of the Grand Chapter, it shall be the duty of the Treasurer to keep in a safe and secure place all the deeds, certificates of stock, notes, bonds, or other securities or monies belonging to this Chapter, account for the same from time to time, and deliver same to his successor in office; to collect and receive all monies from the hands of the Secretary, passing his receipt for same; and to pay them out upon order of the High Priest and consent of this Chapter Expenditures for charitable purposes may be made as provided by the Laws of the Grand Chapter. Art. C-100 (240).

Section 3. The Treasurer shall keep an accurate account of all receipts and disbursements and make a full report of the financial affairs of the Chapter at the Stated Convocation next succeeding the 24th. day of June each year, and oftener if required by the Chapter or High Priest. Art. C-100 (240).

He shall submit his books and accounts for audit annually and/or when requested and be bonded as prescribed in Art. C-100 (240) of the Constitution and Laws of the Grand Chapter of Texas. The expense of such bond shall be borne by the Chapter.

Section 4. For his services he shall receive an amount as voted by the Chapter from time to time and may be exempt from the payment of dues.

Section 5. Secretary - In addition to the duties prescribed by the Laws of the Grand Chapter, it shall be the duty of the Secretary: Art. C-101 (241).

(a) To observe carefully all the proceedings of the Chapter; to make a correct record of all transactions of an official nature; to collect and receive all monies due the Chapter, and promptly pay them over to the Treasurer, taking his receipt for the same.

(b) To keep securely all books and papers relating to the proceedings of the Chapter.

(c) To authenticate all official papers and documents emanating from the Chapter with the seal of the same.

(d) To issue all summonses, notices and demits as he may be directed.

(e) To make out and transmit to the Grand Secretary the Annual Returns of the Chapter within the time required by the Laws of the Grand Chapter; also to remit to him all dues and fees as prescribed by the Law.

(f) To read aloud before the Chapter all official Communications received and note same in the minutes.

(g) To submit his books and accounts for audit annually or when requested by the Chapter, High Priest, or Audit Committee.

(h) He shall be bonded as prescribed in Art. C-101.8 (241.8) of the Constitution and Laws of the Grand Chapter of Texas. The expense of such bond shall be borne by the Chapter.

Section 6. For his services he shall receive an amount as voted by the Chapter from time to time and may be exempt from the payment of dues. Art. C-101.10 (241.10).

Section 7. Guard - It shall be the duty of the Guard to see that the Chapter room is kept clean and in order; that the various articles of furniture are in their appropriate places; that all members and visitors sign the register before entering the Chapter room; to strictly guard the door during the Convocations; to summons the members to meetings when requested by the High Priest or Secretary; and to be punctual in attendance upon all Stated or Special Convocations of the Chapter. Art. C-103 (243).

Section 8. For the performance of the foregoing and all other duties assigned to him, the Guard shall receive an amount as voted by the Chapter from time to time and may be exempt from the payment of dues.

## ARTICLE VI

### Standing Committees

Section 1. The High Priest, King, and Scribe shall constitute a standing committee on Fraternal assistance, a majority of whom may at all times act. Their duties shall be as follows:

(a) Fraternal Assistance - It is their duty to examine all claimants for assistance and, if necessary, they may draw upon the Treasurer, in each instance, for an amount as set by vote of the Chapter at its next Stated Convocation. Art.C-105 (245.2)

Section 2. The High Priest shall appoint the following Committees, whose duties shall be as follows:

(a) Sickness - It shall be their duty to visit all sick Companions (unless it would be dangerous or imprudent to do so) and ascertain their condition and necessities, and to report such recommendations to the Chapter or to the High Priest as they may deem proper and necessary in regard to both the Companion and his family.

(b) Finance - It shall be the duty of the High Priest, at the first Stated Convocation after the 24th. of June each year, to appoint a Standing Committee of Finance to be composed of three discreet, competent Companions. It shall be the duty of this committee, as soon as it is appointed, to examine

carefully and verify the reports, books, and vouchers of the Secretary and Treasurer, and any other financial matters referred to them; and make a full and accurate report not later than 90 days thereafter. Should any inaccuracies be found, they shall recommend the necessary steps for correction. In the matter of ordinary accounts referred to them, they may report instanter. The reports of the Committee on Finance shall be read in open Chapter and spread upon the minutes, noting the action taken by the Chapter. Art.C-105 (245)

(c) Special Committees - It shall be the duty of any Special Committee appointed by the High Priest to diligently carry out the duties as assigned to it and report promptly to the High Priest its findings, recommendations, or actions.

## **ARTICLE VII**

### **Fees and Dues**

Section 1. The fees for the Capitular Degrees shall be an amount not less than that prescribed in Art.C-123 (261) of the Constitution and Laws of the Grand Chapter of Texas and as set by this Chapter from time to time, and which must be paid in advance.

Section 2. Dues - Each member of the Chapter shall, unless exempted, pay dues at the rate as set by the Chapter from time to time, however, in all cases not less than the amount as prescribed in Art.C-108 (248) of the Constitution and Laws of the Grand Chapter of Texas, which must be paid to the Secretary on or before the 23rd. of June.

Dues to be paid by those initiated or affiliated shall be paid pro rata from the time of such initiation or affiliation for the unexpired time of the current fiscal year.

Section 3. Endowed Membership - Any member of this Chapter may purchase and Endowed Membership in accordance with the provision of Art. C-109 (248A) of the Constitution and Laws of the Grand Chapter of Texas.

Section 4. Demits - A member requesting a demit must pay dues to the time his application is filed with the Secretary, and before issuance of the same. Art. C-111 (250)

## **ARTICLE XIII**

### **Visitors**

Section 1. A visitor shall not be admitted except upon due examination or lawful avouchment. Art. C-193 (342)

Section 2. In the event that the visiting Companion is a stranger or sojourner and hails from a Chapter in another Grand Jurisdiction, it shall be the duty of the Secretary to notify the Chapter of which the visitor is a member that we have had the pleasure of a visit by one of its members, giving the name and date.

## **ARTICLE IX**

### **Order of Business**

Section 1. After the Chapter is opened in due form in the Royal Arch Degree, all business matters have precedence in the following order unless otherwise ordered by a majority vote of the members present:

- (a) Reading and approving of minutes of all Convocations not previously read and approved.
- (b) Receiving and balloting on petitions.
- (c) Reports of Special Committees.
- (d) Reports of Standing Committees.
- (e) Unfinished business.
- (f) Motions, resolutions, and new business.

Art. C-067 (207) (Amended 1987, 1998, 1999)

## ARTICLE X

### Rules of Business

The Rules of conducting the business of this Chapter shall be as nearly as possible the same as those prescribed for the Grand Chapter and Subordinate Chapters in the Constitution and Laws of the Grand Chapter, and in addition the following:

Section 1. When a question is decided, the same matter shall not again be acted on during that meeting unless on motion to reconsider, which can only be made by a member voting in the majority, and at that or the next Stated Convocation when there must be an equal or greater number of members pre-sent than when the action was had.

Section 2. All questions of order shall be decided by the High Priest without appeal or debate; but the High Priest may ask the advice of any member before deciding; and he has the right at any time to declare the Chapter closed or called off for the purpose of stopping angry debate or confusion.

Section 3. Any Companion may appeal from the decision of the High Priest to the Grand High Priest during recess of the Grand Chapter, but such an appeal shall not suspend the decision of the High Priest pending such an appeal.

## ARTICLE XI

### Amendment of By-Laws

Section 1. No amendments of these By-Laws, either by alteration or addition, shall be made unless in the following manner:

Section 2. The proposed amendment must be in writing, signed by the proposer, and presented and read at a Stated Convocation of this Chapter, at which time it may be discussed and amended, if necessary.

Section 3. At the next Stated Convocation of this Chapter, it shall again be considered and voted upon without further amendment; and if approved by two-thirds of the votes of the members present, it shall become a part of the By-Laws upon compliance with the other provisions of this article.

Art. C-058 (199)

Section 4. All amendments of these By-Laws must be submitted to the Grand Chapter for its approval before they take effect, except the following:

(1) Amendments changing the time of Stated Convocations. All such changes shall be promptly reported to the Grand Secretary.

(2) Amendments relating to dues and to fees, provided dues and fees are not made less than the minimum prescribed by the Grand Chapter.

(3) Amendments exempting members from dues. Art. C-059 (200)

## ARTICLE XII

### Certification of By-Laws

This is to certify that \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M., located at \_\_\_\_\_, Texas, has on this the \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_, adopted the above By-Laws; and the same have been approved by the Most Excellent Grand Royal Arch Chapter of Texas on this the \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

(Seal)

Secretary