

These By-Laws, in the printed form below, are *mandatory*, and must be taken as they stand, without alteration or erasure. When adopted, send both copies to Grand High Priest for approval. Any subsequent amendment, to be binding, must also receive the Grand High Priest's approval.

By-Laws of _____ Chapter No. _____ R.A.M.

Indiana

ARTICLE I

CONVOCATIONS

Stated Convocations of this Chapter shall be held on the _____ evening in each month. The hour for the meeting shall be _____ o'clock p.m.

Called convocations for work or special business shall be held upon call of the E. High Priest at such times as the interests of the Chapter may require.

ARTICLE II

ELECTION AND INSTALLATION OF OFFICERS

Section 1. The E. High Priest, King, Scribe, Treasurer, Secretary, Captain of Host, Principal Sojourner and Royal Arch Captain of the Chapter shall be elected by ballot, annually, at the first stated convocation in December. The three Masters of the Veils and Guard shall be appointed by the High Priest-elect at the time of his installation.

Sec. 2. Officers shall be installed on the night of election, or as soon thereafter as practicable, and on or before January 1, but preferably at the time of their election.

ARTICLE III

DUTIES OF OFFICERS

Section 1. It shall be the duty of the High Priest to see the By-Laws and Regulations of this Chapter, and those of the Grand Chapter, enforced and obeyed, and that the several officers perform their respective duties. He shall appoint all committees and see that the ancient landmarks of the Fraternity are not removed.

Sec. 2. It shall be the duty of the King and Scribe to assist the High Priest in the performance of his duties, and, in his absence, to preside in order of seniority.

Sec. 3. The Treasurer shall receive all moneys from the Secretary, and pay them out when directed by the Chapter and certified to him by the Secretary, except that Grand Chapter dues and assessments do not require authorization for payment by the Chapter, and keep a correct account of the receipts and disbursements. His compensation shall be _____

Sec. 4. It shall be the duty of the Secretary to keep a record of all proceedings of the Chapter, proper to be written; to make an annual report to the Grand Chapter covering his year of service, as required; to receive all moneys due the chapter and immediately pay the same to the Treasurer, taking his receipt therefor; and to report to the Chapter at the first stated convocation in April all names of delinquent members, as per Art. VI, with the amount due from each. His compensation shall be _____

Sec. 5. The Treasurer and Secretary shall, at the first stated convocation in December or January, report the receipts and expenditures of the Chapter for the preceding year, specifying the different kinds of receipts and the items of expenditure, with the amount of each, which shall be referred to a committee for examination.

Sec. 6. It shall be the duty of the Guard to tyle the Chapter, serve notices, and summonses, in the absence of a Custodian keep the rooms and furniture in order, and perform other customary, duties. He shall receive for such faithful services _____

ARTICLE IV TRUSTEES

This Chapter shall have three Trustees whose terms of office shall be for three years, they to be elected by a ballot at the regular election, one annually; in case the Chapter does not choose to elect, the three principal officers of the Chapter shall be and act as such Trustees. The duties of such Trustees shall be to manage the business affairs of the Chapter, control and manage any and all property of the Chapter, with full power to rent and keep in repair in such manner and to such extent as, in their judgment will be for the best interests of the Chapter, subject, at all times, to the instructions, orders and authority of the Chapter.

ARTICLE V

COMMITTEES

Section 1. Immediately after his installation the High Priest shall appoint three members of the Chapter as a standing Committee on Finance, whose duty it shall be to examine the books and accounts of the Secretary and Treasurer, and all bills and claims against the Chapter, and no allowance shall be made until such examination, except by unanimous consent of the Chapter.

Sec. 2. Every member on a committee shall attend the call of the chairman, who shall be the first person named on said committee, and in case of his neglect to call the committee together, or in his absence or other cause, the committee shall attend the call of the next person named.

Sec. 3. The report of Committee on Character shall be made verbally, and no record shall be made of the nature of the report.

ARTICLE VI

DUES

Section 1. The dues of this Chapter shall be _____ dollars per year payable in advance on January first

Sec. 2. A member who has not paid his current dues by April first is delinquent and shall be reported as such by the Secretary, to the Chapter at its fast stated convocation in April, whereupon the High Priest may direct the Secretary to serve ten days' notice upon such delinquent, by registered mail at his last known post office address, which shall be considered sufficient notice even though returned undelivered, to pay such arrearages on or before the first stated convocation in June, or give just cause either in person or by writing at that time why he should not be suspended for such non-payment; and any failure to act as indicated shall be sufficient grounds for declaring the delinquent indefinitely suspended, on motion, by a majority vote of the members present. The Secretary shall make an accurate record of all such proceedings in the minutes.

Sec. 3. (a.) Payment of the amount of dues for which suspended, within one year thereafter, shall be reported to the Chapter by the Secretary at a stated convocation, whereupon such suspended member shall be declared restored, as of that date, and the Secretary shall make a record in the minutes accordingly. (b.) Payment of the amount of dues for which suspended, at any time after one year from the date of such suspension, shall be reported to the Chapter by the Secretary at a stated convocation, when a majority vote of the members present shall fully restore the one suspended to membership, as of that date, of which action the Secretary shall make a record in the minutes. (c.) The Chapter may remit the dues of a member for which he was suspended and thereby restore him to his former standing in the Chapter, but any suggestion for such remission must have been received at a previous stated convocation, referred to and reported upon by a committee. (d.) Any such restoration or remission shall date from the action of the Chapter and not from the date of payment of the arrearages to the Secretary..

ARTICLE VII

FEE FOR THE DEGREES

Every candidate for the degrees must deposit with his petition the sum of _____ dollars and, before any degrees are conferred, the further sum of _____ dollars, which shall be in full for the degrees

ARTICLE VIII

MEMBERSHIP FEE

No fee shall be charged a Royal Arch Mason for becoming a member of this Chapter by affiliation; and a demit must accompany such petition for affiliation, together with a copy of the Mark of the applicant.

ARTICLE IX

REJECTION

In case of rejection the money accompanying a petition shall be returned to the petitioner. Should Mark Master degree or Mark and Past Master degrees only be conferred, two-thirds of fee shall be returned. Should Mark, Past and Most Excellent Master degrees be conferred, one-third of the fee shall be returned: but such refund shall only be made in case of the death, or suspension or expulsion for un-Masonic conduct, of the petitioner before receiving the Royal Arch.

ARTICLE X

DEMITTS

Any Companion wishing to demit from this Chapter shall present his request in writing for that purpose, at a stated convocation, accompanied by a receipt in full, or ledger credit, for all dues and demands to such stated convocation. If no charges are pending the demit shall be granted. A demit is final and absolute, and a transfer of membership otherwise is illegal. If dues have been paid beyond date of demit, a pro rata rebate shall be made by the Chapter. No demit shall be issued to any Companion who has not previously selected a Mark, and had the same recorded; a copy of the Mark must be endorsed upon the face of the demit.

ARTICLE XI

ORDER OF BUSINESS AND RULES

Section 1. The order of business shall be:

- (a) Reading and approval of minutes of preceding convocations.
- (b) Presenting and referring petitions.
- (c) Reports of standing committees.
- (d) Reports of select committees.
- (e) Balloting for candidates.
- (f) Unfinished business.
- (g) Miscellaneous business.
- (h) Conferring degrees.

Sec 2. The High Priest of the presiding officer shall be the judge of all questions of order that may arise, and there shall be no appeal to the Chapter from his decision.

Sec. 3. When a motion is made and seconded it shall, before debate, be stated by the High Priest. Every motion shall be made in writing, if requested by any Companion, but a motion may be withdrawn by the Companion making it, with the consent of the second, before amendment or discussion.

Sec. 4. The High Priest shall put all questions distinctly. If a division is called for he shall request those who voted in the affirmative to rise and count them. Then the negative, and declare the result, and in case of a tie he shall give the deciding vote.

Sec. 5. When a question is under debate no motion shall be received except to commit, to amend or to postpone indefinitely, which several motions shall have precedence in the order in which they are here arranged.

Sec. 6. Every member having a right to vote who is present when a question is put shall vote, unless for special reasons given he be excused.

Sec. 7. When a motion has been once acted upon it shall be in order for any member of the majority to move the reconsideration thereof: *Provided*, That no motion for reconsideration shall be in order unless made at the same convocation the question shall have been decided.

ARTICLE XII
SPECIAL

ARTICLE XIII

AMENDMENTS

Section 1. A motion to amend or alter any of these By-Laws shall be submitted in writing at a stated convocation and read. If seconded, may be opened for debate, but a final vote cannot be taken thereon until the next succeeding stated convocation, when, if adopted, same must receive the approval of the Grand High Priest, or Grand Chapter, before becoming valid and binding.

Adopted at a Stated Convocation, on _____ day of _____, 20_____

_____ H.P

Attest: _____ Sec'y.

Approved, including Secs. _____ of Art. XII, in Duplicate, one copy for the Chapter and one copy for the Grand

Secretary's files, this _____ day of _____, 20_____

M. E. Grand High Priest