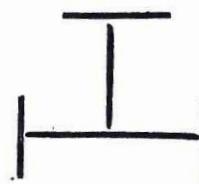


BY-LAWS  
OF

**The Chapter Madras**

No. 13



of the Order of

**Royal Arch Masons  
of India**

amended upto  
**30th September 1992**

BY-LAWS  
OF  
**The Chapter 'Madras' of  
Royal Arch Masons**

**PREAMBLE**

We, the Principals and Companions of Chapter 'Madras' No. 13 with a view to preserve harmony, have thought proper to establish and subscribe to the following Rules and Regulations.

**1. Regular Convocations :-**

The Regular Convocations of the Chapter shall be held on the 2nd Wednesday in the months of January, April, July and October at Freemasons' Hall, Madras, at 6-30 p.m. or at such time as the first Principal or Principal-in-charge of the Chapter may appoint.

**2. Emergency Convocations :-**

Emergent Convocations may be convened by the first Principal, or, in his absence, by the Principal-in-charge of the Chapter.

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Notice of every Emergency Convocation shall be issued at-least seven clear days before such Convocation must be stated on the summons and no other business shall be transacted.

10 Any candidate on whose account an Emergency Convocation is held, may, at the discretion of the first Principal be required to pay all or any expenses incurred for such Convocations.

11 Any candidate or member on whose account a Dispensation is obtained, may, at the discretion of the first Principal be called upon to pay the expenses incurred for such Dispensation.

### 3. Election of Officers :-

The Principals and the Officers shall be elected at the Regular Convocation in July and shall be installed and invested at the Regular Convocation in October.

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### 4. Duties of Scribe E. :-

The Scribe E. shall conduct the general correspondence, issue Summons for all Meetings at least seven clear days before each convocation, record Minutes of the Proceedings and keep the Register of Members. He shall also preserve all records, and keep an account of all moneys passing through his hands.

### 5. Duties of Treasurer :-

The Treasurer will collect all moneys due to the Chapter, make all necessary disbursements when duly passed for payment by the first Principal in charge of the Chapter, and is responsible for the safe custody of the Chapter Funds. He will pay all sums exceeding Rs. 10/- by cheque and pay all moneys received by him into the bank soon thereafter, retaining Rs. 25/- only for emergencies. He will balance the Chapter Accounts and submit them for audit to the Audit Committee. In the absence of the

Treasurer, monies will be collected by the Scribe E. who will pay over the same to the Treurer soon thereafter.

**6. (a) Permanent Committee :-**

There will be a Permanent Committee of the Chapter consisting of 3 Principals, the Treasurer and Scribe E. and 3 Members elected at the Installation Convocation. The first Principal or in his absence the senior Principal shall preside. 4 members shall form a quorum.

**(b) Audit Committee :-**

The Audit Committee shall consist of all the members of the Permanent Committee and 2 members of the Chapter who shall be elected annually by the Chapter at the Regular Convocation in July. The Accounts shall be made up to the end of 30th September in each year and shall be presented to the Chapter duly audited at the Regular Convocation in October. A copy of the audited Accounts shall be sent to all the

members with the Summons convening the Convocation.

**(c) Special Committee**

The First Principal, may, at his discretion appoint a special Committee for the consideration of special subject(s). Such Committee(s) shall consist of at least 3 members besides the 3 Principals, and the Scribe E, of the Chapter. The 1st Principal or in his absence the senior member present shall preside. 3 shall form a quorum.

**7. Candidates for Exaltation or Joining**

A Candidate for admission in this Chapter must be duly proposed, seconded and balloted for, but no one shall be balloted for until he has paid his fees, signed the prescribed form and produced the certificates referred to in Rules 70 and 71 of Royal Arch Regulations. No one shall be admitted if on the ballot there appears more than two black balls against him and any one rejected shall

not be again proposed and balloted for until six months have elapsed from the date of his rejection.

8. The proposition may be made and seconded either at a Regular Convocation or by notice in writing transmitted by the Proposer to the Scribe E. at least fourteen days before the next Regular Convocation but no ballot can take place unless the name of the Brother proposed with his occupation and place of abode, as well as the name of his proposer and seconder and the name and number of the Lodge of which he is or was last a member, or, in the case of a Joining member the name and number of the Chapter of which he is or was last a member, shall have appeared on the Summons to the member of the Chapter, and shall be regulated by the provisions of Regns. 69 to 73 of the Royal Arch Regulation of the G.C.I.

#### 9. Exaltation and Joining fees :-

The following are the fees of the Chapter, strictly payable in advance in all cases :-

Exaltation	Rs. 200/-
Joining from a Chapter under a Foreign Constitution	Rs. 200/-
Joining or Re-joining from a Chapter under the Indian Constitution	Rs 200/-

The Janitor, if a serving member shall be paid such remuneration as may be fixed by the Chapter from time to time.

#### 10. Subscriptions :-

The annual subscription shall be Rs. 100/- plus half-yearly dues payable to the Regional Grand Chapter of Southern India and Annual dues to the Grand Chapter of India on prevailing rates in the respective years and other levies prescribed by the Regional Grand Chapter of Southern and Grand Chapter of India from time to time.

#### 11. (a) Arrears:-

A member, whose subscription remains unpaid for six months, shall not be permitted to vote or submit any proposition to the Chapter or be elected to any Office. Nor will be allowed to propose or second the candidates.

(b) If any member be in arrears of his subscriptions to the Chapter for a year, the Scribe E. shall advise him of the amount due by him by Registered post, and if the full amount be not paid within thirty days from date he shall be excluded in accordance with Rule 75, R. A. Regulations.

### 12. Resignations

Any member wishing to resign, must do so in open Chapter or by letter addressed to the Scribe E. when on his dues being fully paid up he shall be furnished with a clearance certificate.

### 13. Propositions, etc.

No proposition or motion shall be entertained, unless it be duly proposed by one member and seconded by another. Every proposition shall be determined by the majority of votes of the companions present and voting. In cases where the votes are equal, the presiding Z, shall have a casting vote.

14. No Motion shall be brought forward for consideration, of which notice has not been given at the previous Regular Convocation, or in writing to the Scribe E. in time to be circulated with the Summons for the Convocation.

### 15. Property:-

Such Furniture, Regalia, etc. as may be the property of the Chapter, shall be and are hereby vested in the three Principals for the time being in trust for the sole use and benefit of the Companions. An inventory of such property shall be recorded in a book kept for that purpose which after examination, shall be signed by the three Principals at, or as soon as practicable after, the Chapter meeting in October of each year.

### 16. By-Laws :-

No resolution for alteration or addition to these By-laws shall be introduced or discussed in the Chapter until notice of the same shall have been given in writing in open Chapter at a Regular Convocation, and

afterwards circulated with the Summons for the next ensuing Regular Convocation. All such alterations must be passed at one Convocation, be confirmed at the next Regular Convocation and receive the approval of the Grand Superintendent and first Grand Principal.

17. All matters not especially provided for by the Royal Arch Regulations, or these By-laws shall be decided according to the General Constitutional Laws of Craft Masonry.

These By-laws shall be inscribed in the Minute Book and shall be signed by every Companion who now is, or may hereafter, become a member of the Chapter. Moreover they shall be printed and every Companion provided with a copy of the same.

Passed at the Regular Convocation held on 12th July 1967.

Confirmed at the Regular Convocation held on 17th October 1967.