



**ROYAL ARCH  
CHAPTER PEACE &  
UNITY No: 142  
BYE LAWS**

## **CHAPTER PEACE & UNITY No. SALEM**

### **BYE LAWS :**

Under the authority granted by the Supreme Grand Chapter of India, a Royal Arch Chapter under the name and style of CHAPTER PEACE & UNITY No. 142 shall be held at the Freemasons' Hall, Suramangalam, Salem, or such Masonic Centres as may be decided by the three Principals.

#### **1) MEMBERSHIP :**

The members of the Lodge shall consist of two classes viz., regular and honorary.

All members shall be deemed to be regular members unless they have been duly elected as Honorary Members by the Chapter in accordance with Rule 142 of the Book of Constitutions (Craft).

#### **2) ADMISSION OF MEMBERS :**

a) Candidates for Exaltation, Joining or Re-Joining the Chapter may be both proposed and seconded by subscribing members of the Chapter. Such propositions may take place at Regular Convocations of the Chapter or by notice in writing transmitted by the proposer to the Scribe E at least fourteen days before the Convocation. Such a proposal or proposals shall be included in the Summons for the Convocation at which the ballot is to

take place giving full particulars of the candidate / candidates, in accordance with the provisions of Regulation 70 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

b) Candidates for Joining not already registered in the books of the Supreme Grand Chapter of India shall make the Declaration as provided in Regulation 71 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

c) Before the ballot for Exaltation / Joining / Re-Joining is proceeded with, the Scribe E of the Chapter shall satisfy himself that he has taken care of the provisions of Regulations 69 to 72 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

### 3) BALLOT:

Candidates shall be exalted or admitted as Joining or Rejoining members of the Chapter in accordance with and as per Regulation 70 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India. If on a ballot, three or more black balls shall appear against the candidate for exaltation / joining / rejoining he shall not be admitted; provided that if less than five members vote when the ballot is taken a single black ball shall exclude. In the event of an unfavourable ballot, the candidate shall not be re-proposed until after the lapse of six months from the date of first ballot.

### 4) CONVOCATIONS:

a) The Regular Convocations of the Chapter shall be held at the Freemasons' Hall, Suramangalam, Salem, third Sundays in the months of January, April, July, and October every year at such hour as may be directed by the Principals for each Convocation.

b) Emergency Convocations of the Chapter may at any time be called by the authority of the First Principal, or by the other two Principals with the concurrence of the First Principal strictly in accordance with Regulation 63 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India. Any fee charged shall be to the account of the person / persons on whose behalf the Emergency Convocation is held. However the Permanent Committee may, at its discretion, waive such recovery fee.

c) Summons convening the Regular / Emergency Convocations shall be dispatched by the Scribe E to all the members of the Chapter at least ten days before the date of such Convocation.

### 5) ELECTION AND INSTALLATION CONVOCATIONS :

a) The three Principals shall be elected annually by ballot at the Regular Convocation of the Chapter in July and shall be installed at the next Regular Convocation in October.

b) The Treasurer and shall be elected by ballot the Janitor by show of hands each year at the Regular Convocation of the Chapter in July and invested as such at the Installation Convocation in October.

#### **6) VOTING :**

In all cases where the votes of Companions for and against any proposition are equal, the First Principal presiding over the Convocation shall have a second or casting vote.

#### **7) 'EXALTATION, JOINING AND RE-JOINING FEES:**

Every candidate for EXALTATION shall, on his exaltation, pay a Exaltation fee of Rs. 5000 Plus Registration fees payable to Supreme Grand Chapter / Regional Grand Chapter of Southern India at the prevailing rate. Similarly Joining / Rejoining members registered with the Supreme Grand Chapter of India shall on joining/rejoining shall pay a Joining Fee of Rs.5000/- Plus Registration fees payable to Supreme Grand Chapter / Regional Grand Chapter of Southern India at the prevailing rate.

Members joining from other recognized Constitutions shall, on joining pay a joining fee of Rs. 6000/- Plus Registration fees payable to Supreme Grand Chapter / Regional Grand Chapter of Southern India at the prevailing rate.

#### **8) SUBSCRIPTION:**

a) Every Regular Member shall pay an annual subscription of Rs. 400/- to the Chapter; in addition he shall also pay the annual dues payable to the Supreme Grand Chapter of India and to the Regional Grand Chapter of Southern India as applicable from time to time.

b) If a Serving Companion is elected as a Janitor he may either be exempted from paying his regular Subscription and / or he may be paid such remuneration for every Meeting he attends, as the Permanent Committee may determine from time to time.

#### **9) EXCLUSION :**

If any Companion allows his subscription to be in arrears for a year, the Scribe E shall advise him of the amount due, by Registered Post, and if the full amount is not paid within thirty days from the date of receipt of such notice, he shall be liable to exclusion under Regulation 75 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India. He may be readmitted as a member again only on full payment of all arrears due from him, followed by regular proposition and ballot as prescribed in Regulation 70 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

## **10) RESIGNATION :**

Any Companion wishing to resign from the Chapter may notify the same verbally in open Chapter, or by letter to the Scribe E. Such Notice shall take effect from the date on which it is given, subject to all arrears due from the resigning Companion up to the date of resignation. Any Companion who has resigned will be permitted to rejoin on payment of Re-joining Fees and any arrears due, but shall be subject to fresh ballot.

## **11) DUTIES OF THE OFFICERS:**

### **a) SCRIBE E:**

i) The Scribe E shall conduct the entire general business and correspondence of the Chapter. He shall keep record of the proceedings of the Regular and Emergency Convocations of the Chapter in the Minutes Book and read the same at the next Regular Convocations of the Chapter for confirmation. He shall maintain a separate book to record the Minutes of the Permanent, Audit and Special Committees. He shall maintain a Membership Register and preserve all records, files, documents, of the Chapter. He shall also file all the Returns as prescribed in the General Regulations to the Supreme Grand Chapter of India and the Regional Grand Chapter of Southern India within the time stipulated for such Returns.

ii) He shall be entrusted with a sum of Rs.1,000.00 (Rupees One Thousand only) for contingent expenses for which he shall render accounts to the treasurer periodically.

### **b) TREASURER:**

i) He shall have charge of and be responsible for the money and accounts books of the Chapter. He shall enter details of the money received, viz., subscriptions and other dues and of all payments made in the appropriate books of account. He shall deposit, without any delay, such sums of money as have been received, in an account standing in the name of the Chapter with a Scheduled Bank duly operated by the resolution of the Chapter. All cheques must be signed the treasurer along with either one of the following, viz. The First Principal, and the Scribe E.

ii) All payments above the sum of Rs. 1000.00 (Rupees One Thousand only) shall generally be made by the authority of the Chapter. He shall have authority to pay all routine expenses of the Chapter, including such as dues to the Supreme Grand Chapter of India, the Regional Grand Chapter of Southern India, premises rent, etc., as and when they fall due. But all other payments shall be made by the authority of the Chapter.

iii) At the Installation Convocation, the accounts of the Chapter drawn upto the last date of September shall be presented, duly audited and certified by the Audit Committee. The Treasurer shall at every Regular Convocation submit and read in open Chapter the Statement of Accounts.

c) **JANITOR:**

The Janitor shall prepare the Chapter for the Convocations and see that every Companion, whether a member or a visitor, is properly clothed before entering the Chapter. He shall be in charge of the Warrant, Regalia, etc. of the Chapter.

**12) PERMANENT COMMITTEE:**

a) There shall be a Permanent Committee composed of the Three Principals, the Immediate Past first Principal (IPZ), the Scribe E, the Scribe N, the Treasurer, the Immediate Past Treasurer, the Director of Ceremonies and two Companions elected at the Installation Convocation.

b) The duties of the Permanent Committee shall be to consider the applications for Exaltation of Candidates and of Royal Arch Masons of the Chapter, make arrangements for the Convocations and the ceremonies thereof, consider all matters relating to the working of the Chapter and report on matters leading to the improvement of the Chapter. Five Members shall form a quorum.

**13) AUDIT COMMITTEE :**

There shall also be an Audit Committee of two Companions, who are not members of the Permanent Committee, elected at the Installation Convocation. The Audit Committee shall verify and audit the Annual Statement of Accounts of the Chapter and shall certify the correctness thereof before being circulated to all the members prior to the Installation Convocation.

**14) SPECIAL COMMITTEE:**

The First Principal may, at his discretion, appoint a Special Committee for the consideration of any special subject or matter. Such a Committee shall consist of at least two members besides the Three Principals and the Scribe E. of the Chapter. Three members shall form a quorum for the meeting of any such Committee.

**15) PROPOSITIONS :**

Every proposition for the consideration of the Chapter shall be proposed by one member and seconded by another. No proposition shall be considered for balloting at a convocation unless a notice of it has been given at the previous Convocation or forwarded in writing to the Scribe E at least fourteen days ahead for inclusion in the Summons before the Convocation at which the proposition is to be considered. Any proposition made by the First Principal will need no seconding.

#### 16) PROPERTY:

Furniture, Regalia, the Charter and other properties of the Chapter shall be vested in the care of the Three Principals. They shall record an inventory of such property, in a Book of Inventory kept for that purpose and such inventory shall be presented at the for installation Convocation signed by the Three Principals. If they so desire, they may entrust the properties mentioned above to the Scribe E for the proper care and custody on their behalf.

#### 17) BYE LAWS

The Bye Laws of the Chapter shall be read at least once in a year in an open Chapter. Every Companion, on becoming a member of the Chapter shall be presented with a copy of these Bye Laws, and his acceptance thereof shall be deemed a submission thereto.

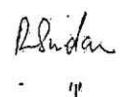
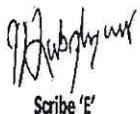
No alteration or addition to these Bye Laws may be made unless the same is duly proposed and seconded in an open Chapter at a Regular Convocation, included in the agenda for the next Convocation at which the amendment or alteration shall be confirmed, and then applied for due approval of M.E. The Grand Superintendent and M.E. The First Grand Principal.

#### 18) MISCELLANEOUS :

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

At every Regular and Emergency Meeting of the Lodge, the Charity Box shall be circulated and honoured by the Brethren.

These Bye Laws were duly approved and adopted at

  
M.E.  
W.  
R. Dandan  
T.  
Scribe E

#### APPROVED BY M.E. THE GRAND SUPERINTENDENT

PLACE: Chennai

DATE: 11/07/14



M.E. The Grand Superintendent

#### APPROVED BY M.E. THE FIRST GRAND PRINCIPAL

PLACE: New Delhi

DATE: 22.07.2014



Grand Scribe E