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**Holy Royal Arch Chapter Dharwad**  
**No. 116.**

Dharwad

## **BYE - LAWS**

Ammended upto June 2013

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## Bye - laws of Holy Royal Arch Chapter,

Dharwad No. 116

We the Principals and Companions of Holy Royal arch Chapter, Dharwad No. 116 are Now bringing into force the Bye-laws of this Chapter

**Name of the Chapter** : HOLY ROYAL ARCH CHAPTER DHARWAD No. 116

**Date of Warrant** : 10th May 2006

Date of Consecration : 27th May 2006

**Regular Convocations** : 3rd Sunday of February, June and October.

**Place of Holding Convocation** : Freemasons hall, Michigan Orchard, Dharwad.

## **CONVOCATIONS.:**

The regular Convocations of the Chapter shall be held at Freemasons hall,

Michigan Orchard, Dharwad on 3rd Sunday in the months of February, June and October every year at such hour as may be directed by the Principals.

## **EMERGENT CONVOCATIONS :**

Emergent Convocations may be called by the summons of the First Principa or the other two Principal or the other two Principals with concurrence of the First Principal provided a Dispensation shall first have been granted on good cause shown by M.E. The Grand Superintendent

## **ELECTION AND INSTALLATION OF CONVOCATION :**

The Principals shall be elected annually at the

Regular Convocation of the Chapter in February and shall be installed at the next Regular Convocation in June every year. The Treasurer and Janitor shall be elected and chosen respectively every year at the Regular Convocation of The Chapter in February and invested as such at the Installation Convocation in June every year.

## **PROPOSING CANDIDATES :**

Candidates for Exaltaition and Companions desiorus of being admitted, as members of this Chapter shall submit an application in the form approved by the Supreme Grand Chapter of India and must be duly proposed and seconded at the Regular Convocation. Candidates for exaltation shall conform to R.A. Regulation No. 39. No ballot shall take place unless the full name of the condidate etc. shall have appeared on the

Sommons for the next Convocation.

All applicaton for exaltation and joining shall first be placed before the Permanent Committee for the recommendation and thereafter the same will be included in the summons for the next Regular Convocation.

#### **BALLOTING AND VOTING :**

No candidate shall be exalted or admitted as joining or rejoining member in accordance with and as per rule No. 70 of the Chapter if on the ballot more than ten numbers of black balls specified under the Relevant rules of the Royal Arch Regulations of the Supreme Grand Chapter of India, appears against him. In the event of unfavourable balolot, the candidate shall not be reposed until after the lapse of one year, from the date of rejection.

#### **EXALTATION FEES AND SUBSCRIPTION :**

##### **FEES STRUCTURE :**

Exaltation Fess payable to the Chapter Rs. 600.00. Plus S.G.C.I. and RGC of S.I. fees as applicatble from time to time

Joining fees : Rs. 600.00 Plus S.G.C.I. and RGC of S.I. fees. (Total Rs. 1600/-)

Life membership Fees : Rs. 10,000/- and they are exempted from Regular Chapter subsciption.

Subscription fees : Rs. 1000/- payable to the Chapter every year. Plus annual dues payable to Supreme Grand chapter of India and Regional Grand chpater SI applicable from time to time.

If a Serving companion is elected Janitor, he may be either be exempted by paying his Regular Chapter Subscription or he may be paid such Remuneration per every

convocation he attends as the Permanent Committee may determine from time to time.

#### **MEMBERSHIP :**

Member shall comprise of only three classes viz. : Subscribing members, Life Members and Honorary Members.

#### **EXCLUSION :**

If any Companions allows his subscription to be arrears for two full years. The Treasurer shall advise him of the amount due by Registered Post and if the amount is not paid within 30 days thereof, he shall be liable to be brought under Cessation of Membership by Exclusion under the Regulation 75 of the Book of Royal Arch, Regulations of the Supreme Grand Chapter of India. He may be re-admitted as member again only on full payment of all arrears

due from him and after following procedure of rejoining prescribed in the Regulation 70 of the Book of Royal Arch, Regulations of the Supreme Grand Chapter of India.

#### **RESIGNATION :**

Any Member wishing to resign must do so in open chapter or by letter addressed to Scribe E. On his dues being fully paid up, he shall be furnished with a clearance certificate.

#### **PERMANENT COMMITTEE**

There shall be a Permanent Committee composed of three Principals, IPZ, all PZ's Scribe E and Scribe N, the Treasurer, the Director of Ceremonies and two Companions elected at the Installation Convocation. The duties of the Permanent Committee shall be to consider the applications of duly Qualified Master Masons for

exaltation, Companions for joining and rejoining, check the account of the Chapter, make arrangements for the convocations and 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 the quorum of Permanent Committee.

#### **AUDIT COMMITTEE :**

There shall be one Audit Committee of two companions, who are not members of 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 corrections thereof before circulated to all members prior to the installation meeting.

#### **TREASURER AND ACCOUNTS :**

The treasurer with assistance of Scribe E shall receive all money and settle accounts of the Chapter at the Installation Convocation accounts of the Chapter drawn up to 31st May of every year shall be presented duly audited and certified by the Audit Committee.

All money of the Chapter shall be deposited in scheduled bank in the name of the Chapter. All cheques must be signed by any two of the following. Viz. The first principle, the treasurer and the scribe E. All payments over Rs. 200/- shall be generally made by Cheque and by the authority of the Chapter.

#### **DUTIES OF SCRIBE E :**

The Scribe E shall conduct all the general business and correspondence of the Chapter

and he shall keep record of the proceedings of the regular and emergency convocation of the chapter in the Minutes book and read the same at the regular Convocation for confirmation. He shall maintain a Membership Register and preserve all records, files, documents etc. of the Chapter. He shall file all the returns as prescribed in the general regulations to the Grand and Regional Grand Chapters of India within the time stipulated for such returns.

He shall be entrusted with a sum of Rs. 300/- (repees three Hundred only) for contingent expenses for which he shall render accounts to the Treasurer periodically.

#### **PROPERTY :**

Warrant, Furniture, Collars, Robes, Jewels, Regalia of the Chapter and other properties of

the Chapter Shall be vested in the care of the Three Principals and an inventroy of such property shall be recorded by them in a book kept for that Purpose. Such an inventory will be presented at the installation convocation, signed by the Three Principals. The Principals, if so desire, may entrust properties mentioned above to Scribe E on their behalf for proper care and custody.

#### **BYE- LAWS**

The Bye-Lwas of the Chpter shall be read once in a year in Open chapter. Every companion on becoming Member of the Chapter shall be presented a copy of these bye-laws.

No alterations or additions of these bye-laws may be made unless the same is duly

proposed and seconded in Open chapter at a regular Convocation and Included in the agenda for the next convocation at which the amendment or alteration shall be confirmed and then applied for due approval of the M.E. the grand superintendent and the M.E. The First Grand principal.

Approved by ME the Grand Superintendent

Place : Chennai Sd/-

Date : 09-06-1986 G.K. Selverajan  
Grand Superintendent

Approved by the Grand Registrar

Place : New Delhi Sd/-

Date : 16-06-2006 P. K. Rale  
Grand Superintendent