

BY-LAWS

Of



**ROYAL ARCH CHAPTER VICTORIA NO. 96
BELGAUM.**

**Warranted on
*27th September 1994***

**Consecrated on
*24th August 1995***

Chapter Victoria No. 96
(Warranted on the 27th day of September 1994
corresponding to the 5th Day of Ashwini Saka
Era)

BY - LAWS

Under authority granted by the Supreme Grand Chapter of India, a Royal Arch Chapter under the name and style of CHAPTER VICTORIA No. 96 shall be held at the Freemasons Hall, Camp, Belgaum.

1. MEMBERSHIP :

Members shall comprise only two classes, viz. Members and Honoary Members.

2. CONVOCATIONS :

- a) The regular convocations of the Chapter shall be held at the Freemasons Hall, Camp, Belgaum on the second Tuesday of January, April, July and October every year at such time 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 Principlas, 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 to be held.
- c) Summons convening the Regular / Emergency Convocations shall be despatched by the Scribe E

to all members of the Chapter at least seven days before the date of such convocation.

3. ELECTION AND INSTALLATION CONVOCATIONS :

The Principals shall be elected annually at the Regular Convocation of the Chapter in July and shall be installed at the next Regular Convocation in October.

The Treasurer and Janitor shall be elected and appointed respectively every year at the Regular Convocation of the Chapter in July and invested as such at the Installation Convocation in October.

4. ADMISSION OF MEMBERS :

- a) Candidates for exaltation, joining or rejoining the Chapter may be either proposed and seconded at a Regular Convocation of the Chapter or through an application in the prescribed form duly signed by the proposer and seconder which may be sent to the Scribe E. Such a proposal / proposals shall be included in the Summons for the next Regular Convocation, giving full particulars of the Candidate / Candidates in accordance with the provisions of Regulation 70 of Book of Royal Arch Regulations of The Supreme Grand Chapter of India.
- b) Candidates for joining or rejoining 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 Regulations of the Supreme Grand Chapter of India.
- c) Before the ballot for Exaltation / Joining / Rejoining is proceeded with the Scribe E of the Chapter shall

satisfy himself that he has taken care of the provisions of Regulation 71 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

5. BALLOT AND VOTING :

- a) No candidate shall be exalted or admitted as a joining or rejoining member of the Chapter if, on the ballot, more than two black balls appear against him. In the event of an unfavourable ballot, the candidate shall not be repropounded until after the lapse of one year from the date of rejection.
- b) In all cases, where the votes of companions on any proposition are equal, the First Principal shall have a second or casting vote.

6. FEE AND SUBSCRIPTION :

- a) The following shall be the scale of admission fees :
 - i) Fee on Exaltation Rs. 500=--
 - ii) Fee for joining from a Chapter under Supreme Grand Chapter of India Rs. 400=00
 - iii) Fee for joining from a Chapter under other Constitution Rs. 500=00
 - iv) Re-joining Fee Rs. 400=00
- b) Membership Subscription will be as follows :
 - i) Rs. 160/- payable to the Chapter per year.

PLUS

- ii) Such annual fees payable to the Supreme Grand Chapter of India as may be fixed from time to time.

PLUS

- iii) Such Annual fees payable to the Regional Grand Chapter of Southern India as may be fixed from time to time.

A candidate for Exaltation, Joining or Rejoining shall pay the full annual subscription together with the admission fees for Exaltation, Joining or Rejoining as the case may be. Honorary Members are not liable to pay any fees.

- c) If a serving Companion is elected as a Janitor, he may either be excused from paying his regular chapter subscription, or he may be paid such remuneration for every convocation he attends as the Chapter may vote from time to time.

7. 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, he shall be liable to exclusion under Regulation 75 of the Book of Royal Arch Regulations of Supreme Grand Chapter of India. he may be readmitted as a member again only on full payment of all arrears due from him and after following the procedure for rejoining prescribed in Regulation 70 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

8. RESIGNATION :

Any Companion wishing to resign from the Chapter may notify the same verbally in open Chapter or by letter addressed to the Scribe E. Such notice, unless withdrawn, shall take effect from the date on which it is given, subject to full payment of all arrears due from the resigning companion upto the date of

resignation. Any member who has resigned will be permitted to rejoin on payment of rejoining fees and any arrears due, but shall be subjected to fresh ballot.

9. DUTIES OF OFFICERS :

a) Scribe E :

The Scribe E shall conduct all the 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 Minute Book and read the same at the next regular convocation for confirmation. He shall maintain in a separate book a record of the meetings of the Permanent and Audit Committees. He shall maintain a Membership Register and preserve all records, files, documents, etc., of the Chapter. He shall be entrusted with a sum of Rs. 50/- (Rupees Fifty only) for contingent expenses for which he shall render accounts to the Treasurer periodically.

b) TREASURER :

The Treasurer shall have charge of and be responsible for the money and account books of the Chapter. He shall enter details of the money received viz.; subscription 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 a Resolution of the Chapter. Such bank account will be operated by the Treasurer and the First Principal or the Scribe E. All payments above the sum of Rs. 100/- (Rupees One hundred only) shall be generally made by cheque. He shall have authority to pay all routine expenses of the Chapter, such as dues to the Supreme Grand Chapter of India, 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.

At the Installation Convocation accounts of the Chapter drawn upto September shall be presented, duly 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 visitor is properly clothed before entering the Chapter. He shall be incharge of the Warrant, Regalia, etc., of the Chapter.

10. PERMANENT AND AUDIT COMMITTEES :

There shall be a Permanent Committee composed of the three Principals, the Immediate Past First Principal, the Past Principals, the two Scribes, the Treasurer, the Director of Ceremonies and two companions elected at the Installation Convocation. There shall also be an Audit Committee of two companions, who are not members of the Permanent Committee, elected at the Installation Convocation. The duties of the Permanent Committee shall be to consider the applications of Candidates / Royal Arch Masons for Exaltation and joing or rejoining, check the accounts 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. The Audit Committee shall verify and audit the Annual Statements of Accounts of the Chapter and shall certify the correctness thereof before being circulated to all members prior to the Installation Convocation.

11. PROPOSITIONS :

Every proposition for the consideration of the Chapter shall be proposed by one member and seconded by another. No proposition shall be considered at a convocation unless notice of it had been given at the previous convocation or forwarded in writing at least 21 days ahead for inclusion in the summons before the convocation at which the proposition is to be considered.

12. PROPERTY :

Furniture, Regalia, the Charter and other Properties of the Chapter shall be vested in the care of the Three Principals, An Inventory of such property shall be recorded by them in a Book kept for that purpose and such Inventory shall be presented at the Installation Convocation signed by the three Principals. The Principals, if they so desire, may entrust the properties mentioned above to the Scribe E on their behalf for proper care and custody.

13. BY-LAWS :

The By-Laws of the Chapter shall be read once in a year in open chapter. Every companion, on becoming a member of the Chapter, shall be presented with a copy of these By-Laws. No alteration or addition to these By-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 M.E. The Grand Superintendent and M.E. the First Grand Principal.

CERTIFIED that these By-Laws have been duly adopted
at the CONSECRATION AND CONSTITUTION
Convocation held on 24th August 1995.

Sd/-

Dr. B.S. KODKANY

First Principal

Sd/-

Dr. R.Y. KITTUR

Second Principal

Sd/-

N.T. KAPADIA

Scribe E

Sd/-

Dr. V.H. TERGUNDI

Third Principal

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

Sd/-

D. DORAIRAJ

Grand Superintendent

Place : Coimbatore

Date : 28-09-1995

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

Sd/-

N.L. DUGGAL

Grand Scribe E.

New Delhi

22-12-1995