



Chapter Accountants No. 104
CHENNAI

Warranted on the 14th day of December 2001
corresponding to the 23rd day of Agrahayana 1923
Saka Era

BYE LAWS

2002

**CHAPTER ACCOUNTANTS NO. 104
CHENNAI**

*(Warranted on the 14th day of December 2001)
(Corresponding to the 23rd day of Agrahayana 1923, Saka Era)*

Bye Laws

Under the authority granted by the Supreme Grand Chapter of India, a Royal Arch Chapter under the name and style of CHAPTER ACCOUNTANTS NO. 104 shall be held at the Freemasons' Hall, New No:14 (Old No:87) Ethiraj Salai, Egmore, Chennai - 600 008.

1. Membership :

The Members shall comprise only two classes viz., Subscribing Members and Honorary Members. All Chartered Accountants, Cost Accountants, Certified Public Accountants and Masters of Business Administration with specialisation in finance from a recognized University or Institution are eligible to become subscribing members.

2. Convocations :

a) The Regular Convocations of the Chapter shall be held at the Freemasons' Hall, New No : 14 (Old No:87) Ethiraj Salai, Egmore, Chennai 600 008 on the First Thursdays in the months of March, June, September and

December 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 Rule 63 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.
- (c) Summons convening the Regular / Emergency Convocations shall be dispatched 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 March and shall be installed at the next regular Convocation in June.

The Treasurer and the Janitor shall be elected and chosen respectively each year at the regular Convocation of the Chapter in March and invested as such at the Installation Convocation in June.

4. 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 Convocation of the Chapter or by notice in writing transmitted by the proposer to the Scribe E at least 14 days before the Convocation. Such a proposal / 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 Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

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

5. Ballot :

Candidate shall be exalted or admitted as a joining or re-joining member of the Chapter in accordance with and as per Rule No. 70 of the Book of

Constitution. In the event of an unfavourable ballot, the candidate shall not be re-proposed until after the lapse of two years from the date of the first ballot.

6. Voting :

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

7. Fees and Subscription :

(a) The following shall be the scale of admission fees:

I. Fee for exaltation	Rs. 300.00
II. Fee for joining a Chapter under Supreme Grand Chapter of India	Rs. 300.00
III. Fees for joining from a Chapter under other Constitution	Rs. 300.00
IV. Re-joining Fee	Rs. 300.00

In addition to the above fees, prescribed dues payable to Grand Chapter of India and Regional Grand Chapter of Southern India shall be payable by the candidate.

(b) The above fees are payable before Exaltation, Joining or Re-joining

(c) Membership subscription will be as follows :

- I Rs. 400/- payable to the Chapter per year.
PLUS
- II Such annual dues payable to the Grand Chapter of India as may be fixed from time to time.
PLUS
- III Such annual dues payable to the Regional Grand Chapter of Southern India as may be fixed from time to time.

A Candidate for Exaltation, Joining / Re- Joining at any part of the year shall pay the full annual subscription together with the admission fees for Exaltation or Joining / Re-joining as the case may be. Honorary Members are not liable to pay any subscription or fees.

The above subscriptions shall be payable in advance each year.

Honorary Members are not liable to pay any fees.

(d) If a Serving Brother is elected as a Janitor, he may be exempted from paying his regular Chapter subscription and he may be paid such remuneration for every Convocation he attends, as the Permanent Committee may determine from time to time.

8. Exclusion :

If any Companion allow his subscription to be in arrears for a year, the Treasurer 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 and after following the procedure of rejoicing prescribed in Regulation 70 of the Book of Royal Arch Regulations of the Supreme Grand Chapter of India.

9. Readmission :

A member who suffers Exclusion can be readmitted as a member by a regular proposition and ballot according to Regulation 70 of the Book of Constitution.

10. Resignation :

Any companion wishing to resign from a 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 upto the date of resignation. Any member who has resigned will be permitted to rejoin on payment of Re-joining Fees and any arrears, but shall be subject to fresh ballot.

11. Duties of Officers :

a) 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 Convocations of the Chapter in the Minutes Book and read the same at the next regular Convocation for confirmation. He shall maintain a Membership Register and preserve all records, files, documents etc of the Chapter. He shall also 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/- (Rupees Three Hundred Only) for contingent expenses for which he shall render accounts to the Treasurer periodically.

b) Treasurer:

He shall have the charge of and be responsible for the money and account 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 approved by the resolution of the Chapter. The Treasurer and either the 1st Principal or the Secretary will jointly operate such Bank account. All cheques must be signed by any two of the following viz : 1st Principal, Treasurer and Scribe E.

All payments above the sum of Rs. 1000/- (Rupees One Thousand Only) shall be generally made by the authority of the Chapter. He shall have the authority to pay all routine expenses of the Chapter including, such as dues to the Grand Chapter of Southern India, Regional Grand Chapter of Southern India and premises rent 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 30th April 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 visitor, is properly clothed

before entering the Chapter. He shall be in charge of the Warrant, Regalia etc., of the Chapter.

12. Permanent Committee :

There shall be a Standing Committee composed of the three Principals, The Immediate Past Z, the Scribe E, the Scribe N, the Treasurer, Director of Ceremonies and two Companions elected at the Installation Convocation. The duties of the Permanent Committee shall be to consider the applications of Candidates and for Royal Arch Masons for joining or re-joining, check the accounts of the Chapter, make arrangements for the Convocations and the ceremonies thereof, consider all 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. 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 14 days ahead for inclusion in the summons before the Convocation at which the proposition is to be considered.

15. Property :

Furniture, Regalia, the Chapter 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 purposes and such Inventory shall be presented at the Installation Convocation signed by the Three Principals. If they so desire, may entrust the properties mentioned above to the Scribe E on their behalf for proper care and custody.

16. Bye Laws :

(a) 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. 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 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.

17. 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.

CERTIFIED that these Bye Laws have been duly adopted at the CONSECRATION AND CONSTITUTION Convocation of Chapter Accountants No. 104 held on 30th December 2001.

T.S. MURALIDHARAN

First Principal

VIJAY VASUDEVAN

Scribe E

K.GOPAL

Second Principal

B. SELVARAJAN

Third Principal

Approved by M.E. The Grand Superintendent

Place : Chennai

Date : 18.02.2002

DR. B. BISWA KUMAR

Grand Superintendent

Approved by M.E. The First Grand Principal

Place : New Delhi

Date : 02.03.2002

HARISH GUPTA

Grand Scribe E