

CHAPTER
DOLPHIN'S NOSE
No.138 SGCI
VISAKHAPATNAM



BYE LAWS

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No.138
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BYE LAWS

Under the authority granted by the Supreme Grand Chapter of India, a Royal Arch Chapter under the name and style of CHAPTER DOLPHIN'S NOSE No.138 shall be held at the Hamilton Memorial Masonic Temple, Beach Road, Visakhapatnam or such other places as decided by the First Principal.

1. MEMBERSHIP:

The Members shall comprise only of four classes, namely Resident, Non-Resident, Life and Honorary.

Explanation 1 : Resident Members are those who ordinarily reside within the Municipal Limits of the Town of Visakhapatnam.

Explanation 2 : Non-Resident Members are those who ordinarily reside beyond the Municipal limits of the Town of Visakhapatnam and placed on the list of Non-Resident Members as provided for in Bye Law No.3.

Explanation 3 : Life Members are those who choose to become as such by paying a lumpsum amount equal to ten years Annual Subscription as on date

payable to the chapter, provided they have been subscribing Members for 20 years continuously in this Chapter and have also attained the age of 55 years. Also, if such a Member has multiple memberships in many chapters, he could become a Life Member in only one of the Chapters of his choice. In all cases, membership in this category will be in accordance with the guidelines laid down by the Committee of General Purposes from time to time.

Explanation 4 : Honorary Members are those elected as such by the Chapter in accordance with Rule 142 of the Book of Constitution.

2. CONVERSION OF MEMBERSHIP FROM RESIDENT TO NON-RESIDENT STATUS :

Any Resident Member, who ceases to reside within the Municipal limits of the Town of Visakhapatnam may be placed on the list of Non-Resident Members on his application to the Scribe-E with effect from the English Calendar month following the month in which the application is received.

3. CONVERSION OF MEMBERSHIP FROM NON-RESIDENT TO RESIDENT STATUS :

Non- Resident Members residing within the Municipal limits of the Town of Visakhapatnam for not less than three consecutive months shall be transferred to the list of Resident Members with effect from the first month after the month on which the three months' period is completed.

4. CONVERSION OF MEMBERS FROM EITHER RESIDENT OR NON-RESIDENT TO LIFE STATUS :

Both Resident and Non-Resident Members can opt to convert their Membership status to that of Life Member by paying the prescribed Life Membership Fee, as under Bye-Law No.10 (e) and subject to the guidelines laid down by the Committee of General Purposes from time to time.

5. CONVOCATION :

- A) The Regular convocations of the Chapter shall be held at the Hamilton Memorial Masonic Temple, Beach Road, Visakhapatnam on the Third Thursday in the months of February, May, August and November 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 of the 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 Standing Committee may, at its discretion, waive such recovery fee.

The Fees payable to this chapter are as under and shall be payable in advance.

Exaltation Fee for a member Including Grand chapter registry and Certificate-Rs.1,850/- and Apron

Rejoining, joining fee for a companion of the English of any other constitution-Rs.600/-
Subscription per annum for members-Rs. 150/-
(Excluding dues to RGCSI and SGCI)

- b) A candidate for Exaltation Joining or Re-joining at any part of the year shall pay the full annual subscription together with the admission fees for Exaltation Joining or Re-Joining as the case may be.
- c) The above subscription shall be payable in advance each year.
- d) Honorary Members are not liable to pay any subscription fees.
- e) Upon becoming a Life Member, under the guidelines laid down by the Committee of General Purposes from time to time, the Life Member shall pay a one-time Life Membership Fee equal to ten years Annual Subscription payable to the Chapter as on date. In addition to this he shall continue to pay the Annual Dues to the Supreme Grand Chapter of India and to the Regional Grand Chapter of Southern India as imposed by them from time to time. He shall not have to pay

only the Annual Dues to the Chapter thereafter as long as he remains a Life Member of this Chapter.

- f) If a Serving Companion is elected as a Janitor he may either be exempted from paying his regular Chapter Subscription and / or he may be paid such remuneration for every Convocation he attends as the Standing Committee may determine from time to time.

11. 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 re-admitted 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.

12. 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 resignation. Any Companion who has resigned will be permitted to rejoin on payment of Rejoining Fees and any arrears due but shall be subject to fresh ballot.

13. DUTIES OF THE OFFICERS:

a) SCRIBE-E:

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 Standing, Audit and Special Committees. 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 Supreme Grand Chapter of India and the Regional Grand Chapter of Southern India within the time stipulated for such Returns.

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:

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 by any two of the following, viz. the first Principal. The Treasure and the Scribe- E.

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.

At the Installation Convocation, the accounts of the Chapter drawn upto the last date of October shall be presented, duly audited and certified by the Adult 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.

14. STANDING COMMITTEE:

There shall be a Standing Committee comprised 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.

The duties of the Standing Committee shall be to consider the applications for Exaltation of Candidates and of 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 relating to the working of the Chapter and report on matters leading to the improvement of the Chapter. Five Members shall form a quorum.

15. AUDIT COMMITTEE:

There shall also be an Audit Committee of two Companions, who are not members of the Standing Committee elected at the August 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.

16. 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.

17. 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 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.

18. PROPERTY:

Furniture, Regalia, the Chapter 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 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.

19. 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. 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.

20. 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. *These Bye laws were duly adopted at the consecration meeting held on 20th Dec. 2013*

B. Maheswara Rao

Ex. Comp. Dr. B. Maheswara Rao
MEZ

A. R. Naushad

Ex. Comp. A. R. Naushad
'H'

B. Rama Mohana Rao

Ex. Comp. Dr. P. Stany Sundar Raj
'J'

Ex. Comp. B. Rama Mohana Rao
Scribe-E

APPROVED BY M.E. THE GRAND SUPERINTENDENT

[Signature]

M.E. The Grand Superintendent

PLACE: CHENNAI
DATE: 19-01-2014

APPROVED BY M.E. THE FIRST GRAND PRINCIPAL

[Signature]

Grand Scribe E

PLACE: NEW DELHI
DATE: 24.01.2014