

CHAPTER NICOPOLIS
No. 109
VIZIANAGARAM



BYE - LAWS

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VIZIANAGARAM**

BYE LAWS

Under the authority granted by the Supreme Grand Chapter of India, a Royal Arch Chapter under the name and style of **CHAPTER NICOPOLIS No. 109** shall be held at the Viziaran IV Memorial Masonic Temple, Near RTC Complex, Vizianagaram 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 Vizianagaram.

Explanation 2 : Non-Resident Members are those who ordinarily reside beyond the Municipal limits of the Town of Vizianagaram 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 the 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 Chapter 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 Constitutions.

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 Vizianagaram, 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 Vizianagaram 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. CONVOCATIONS :

a) The Regular convocations of the Chapter shall be held at the Viziaran IV Memorial Masonic Temple, Near R.T.C. Complex, Vizianagaram on the Second Tuesday 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 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.
- c) Summons convening the Regular / Emergency Convocations shall be despatched by the Scribe E to all the members of the Chapter atleast seven days before the date of such Convocation.

6. ELECTION AND INSTALLATION CONVOCATIONS:

- a) The three Principals shall be elected annually at the Regular Convocation of the Chapter in August and shall be installed at the next Regular Convocation in November.
- b) The Treasurer and the Janitor shall be elected and chosen respectively each year at the Regular Convocation of the Chapter in August and invested

as such at the Installation Convocation in November.

7. 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 atleast 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 or Re-Joining not already registered in the books of the Supreme Grand Chapter of India shall make the Declaration(s) 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 preceded 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.

8. BALLOT :

Candidates shall be exalted or admitted as Joining or Re-Joining 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. 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.

9. 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.

10. FEES AND SUBSCRIPTION :

a) FEE STRUCTURE:

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 or any other constitution - Rs. 600/-

Subscription per annum for members - Rs. 150/- (Excluding dues to RGC and SGC)

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 subscriptions 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 a 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 resigning Companion upto 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.

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 Treasurer and the Scribe E.

All payments above the sum of Rs.1000.00 (Rupee 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 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.

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 In-

stallation Convocation.

The duties of the Standing Committee shall be to consider the applications for Exaltation of Candidate 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 atleast 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 a Convocation unless a notice of it has been given at the previous Convocation or forwarded in writing to the Scribe E atleast 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 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 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 atleast 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.

ERTIFIED that these Bye Laws have been duly adopted at the CONSECRATION AND CONSTITUTION CONVOCATION of Chapter Nicopolis No. 109 held on 19th day of October 2003 at Vizianagaram.

MV Satyanarayana
(Ex COMP. M V SATYANARAYANA)
MEZ

KVS Murthy
(Ex COMP. K V S ANJANEYA MURTHY)
'J'

Azez Mehdhi
(Ex COMP. AZEZ MEHDHI)
'H'

B S Kali Rao
(COMP. B S KALI RAO)
SCRIBE 'E'

APPROVED BY M.E. THE GRAND SUPER INTERNDENT

PLACE : CHENNAI
DATE : 05/11/2004

M. Venkateswara
Grand Superintendent

APPROVED BY M.E. THE GRAND PRINCIPAL

PLACE : NEW DELHI
DATE : 23/11/2004

Hariish Singh
Grand Scribe E