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THE COORG CHAPTER NO. 107. Madikeri.

BYE LAWS

Whereas it is expedient to frame Bye-Laws for the Government of "The Coorg Chapter No .107. established under the Charter of The Supreme Grand Chapter of Royal Arch Masons of India, on the 6th day of September '2002, appended hereto, and accordingly framed as follows :

1. Name :

The name of the Chapter shall be "The Coorg Chapter" No.107. on the register of the Supreme Grand Chapter of the Royal Arch Masons of India.

2. Members :

The subscribing members of the chapter are of two classes: Resident and Non-Resident. Resident members are those who reside within the District of the Kodagu, while Non-Resident are those who reside outside the said limits.

3. Honorary Members :

The Chapter if it chooses to acknowledge the services rendered by a Companion or Companions to Royal Arch Masonry in general or to this Chapter in particular, elect him or them as an Honorary Member of Members provided that the votes of Members present and voting at a regular convocation are unanimous in his or their favour.

A subscribing member or members who continue the members of this Chapter uninterruptedly for thirty years or more may be elected as Honorary Member or Members if he or they so desire.

4. CONOVOCATIONS

(a)Place of Regular Meeting

The Chapter Covocation shall be held in The Free Masons Hall, Madikeri once a quarter.

NOTES

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1. **Name :**
The name of the Chapter shall be "The Coorg Chapter" No.107. on the register of the Supreme Grand Chapter of the Royal Arch Masons of India.
2. **Members :**
The subscribing members of the chapter are of two classes: Resident and Non-Resident. Resident members are those who reside within the District of the Kodagu, while Non-Resident are those who reside outside the said limits.
3. **Honorary Members :**
The Chapter if it chooses to acknowledge the services rendered by a Companion or Companions to Royal Arch Masonry in general or to this Chapter in particular, elect him or them as an Honorary Member of Members provided that the votes of Members present and voting at a regular convocation are unanimous in his or their favour.
A subscribing member or members who continue the members of this Chapter uninterruptedly for thirty years or more may be elected as Honorary Member or Members if he or they so desire.
4. **CONOVOCATIONS**
(a)Place of Regular Meeting
The Chapter Covocation shall be held in The Free Masons Hall, Madikeri once a quarter.

(b) The Convocation of this Chapter shall be held on the Second Tuesday in the months of March, May and September in the afternoon before the Craft Lodge Meeting. In December the installation Convocation shall be held on the First Tuesday in the Evening. (The quarterly meeting instead of June will be held in May because "Lodge Coorg" does not meet in the Monsoon)

(c) **Emergent Convocation :**
A Emergent Convocation may be summoned by the First Principal or other 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 to be held. However, the Permanent Committee may, at its discretion, waive such recovery of fee. The reason for convening such a Convocation shall be stated in the summons and no other business shall be transacted at such emergent Convocation other than mentioned in the summons.

(d) Summons convening the Regular / Emergency Convocation shall be despatched by the Scribe E to all the members of the Chapter at least seven days before the date of such convocation

5. Election of Officers :

The Three Principals, the Treasurer and the Janitor shall be elected at the Regular Convocation in September. The Three Principals and the Treasurer shall be elected by a ballot and the Janitor by a show of hands. The Installation of the Principals shall take place at the Installation Convocation in December.

6. Appointment of Officers :

The Principals shall appoint Scribe E., Scribe N., Director of

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Ceremonies, Principal Sojourner, First and Second Assistant Sojourners, Assistant Director of Ceremonies, Organist, Steward and other Officers, on the day of Installation of the Principals and invest the officers in December.

7. 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 Minutes Book and read the same at the next regular Convocations of the Chapter. 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. 300/- (Rupees Three Hundred only) for contingent expenses for which he shall render accounts to the Treasurer periodically.

b) **Treasurer :** He shall have charge of and the responsibility 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 in the name of the Chapter with the Scheduled Bank duly operated by the Resolution of the Chapter. All cheques must be signed, by any two of the following the 1st Principal, the Treasurer and the Scribe E. All payments above the sum of Rs. 100/- (Rupees One Hundred) shall be generally made by the authority of the Chapter. He shall have authority to pay all routine expenses of the Chapter such as dues to the Supreme Grand Chapter of 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 day of November 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 Statements of Accounts.

c) Janitor : The Janitor shall prepare the Chapter for Convocation 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 Charter, Regalia etc., of the Chapter

8. **Fees and Subscriptions :**

a) The members shall pay their Annual subscriptions in advance at the following rates :

Resident Member Rs. 400/-
Non-Resident Member Rs. 400/-

b) In addition such annual dues payable to the Supreme Grand Chapter of India as may be fixed by time to time.

c) In addition such annual dues payable to the Regional Grand Chapter of the Southern India as may be fixed from time to time.

d) 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.

e) Honorary Members are not liable to pay any subscription or fees.

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

9. **Fees to be Paid for Exaltation and Joining :**
The fee to be paid for Exaltation, Joining / Re-Joining including SGCI and RGC fees and Certificate, and shall be as follows :

Exaltation	Rs.	3,000/-
Joining / Re-joining	Rs.	2,000/-
Joining from		
Recognised constitution	Rs.	3,000/-

10. **Admission :**

a) Candidates for exaltation joining or rejoining the Chapter may be either proposed and seconded at the Regular Convocation of the Chapter or through the 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 The Royal Arch Regulations of The Supreme Grand Chapter of India.

11. Ballot and Voting

- a) No candidate shall be exalted or admitted as a joining or rejoining member of the Chapter if, on ballot two thirds (2/3rd) of the Companions present do not ballot in his favour. In the event of an unfavourable ballot, the candidate shall not be proposed until after the lapse of one year from the date of rejection.
- b) In all cases where the votes of Companions for and against any propositions are equal, the First Principal presiding over the meeting shall have a second or casting vote.

12. Resignation :

Any members desirous of resigning his membership of the Chapter may tender his resignation in writing or personally in open Chapter and he shall be entitled to the certificate mentioned in Rule 74 of the Book of Royal Arch Regulations. 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 due, but shall be subject to fresh ballot.

13. Exclusion :

If any Companion allows 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 of Regulationss 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 rejoining prescribed in Regulation 70 of the Books of Royal Arch Regulations of The Supreme Grand Chapter of India.

14. Permanent Committee :

There shall be a Permanent Committee consisting of the three

Principals, Two Scribes, Treasurer, Director of Ceremonies, Immediate past First Principal and two Companl6ns elected at the Installation Convocation. The duties of the Permanent Committee shall be consider the applications for exaltation 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 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 of Accounts :

A Committee of two members shall also be appointed by the Chapter annually in September to audit the Treasurer's accounts for the previous twelve months and shall present a report thereon to the Chapter at 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 shall form a quorum for the meeting of any such committee.

17. Propositions:

Every propositions 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 21 days ahead for inclusion in the summons before the Convocation at which the proposition is to be conisidered.

18. Property of the Chapter :

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. If they so desire, they may entrust the properties mentioned above to the Scribe E for

the proper care and custody on their behalf. Ultimately, the entire property shall vest in "The Codrg Lodge No. 55" G.L.I.

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 and included in the agenda for the next Convocation at which the amendments 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. **General :**

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.

BYE LAW COMMITTEE

1.E.Comp. B. Duleep Nanjappa, P.Z.

Chairman

2.E. Comp. G. Hirendra Kamath, P.Z.

3.Comp. A.B. Bidapa

APPROVED IN OPEN CHAPTER

AT THE CONSECRATION CONVOCATION

ON

SEPTEMBER 6th, 2002

E. Comp. B. Duleep Nanjappa.
First Principal.

E. Comp. S. Ravindranath Pai.
Second Principal.

E. Comp. G. Hirendra Kamath.
Third Principal.

Comp. A.B. Bidapa.
Scribe - E.

APPROVED BY M.E. THE GRAND SUPERINTENDENT

PLACE : CHENNAI

DATE : 14-11-2002

E. Comp. Dr. B. Biswakumar.
Grand Superintendent

APPROVED BY M.E. THE FIRST GRAND PRINCIPAL

PLACE : NEW DELHI

DATE : 03-12-2002

E. Comp. Dr. Harish Gupta
Grand Scribe-E