

By Laws of the .....Chapter No. ....

See Note 1 1. Place and Dates of Convocation
The Chapter shall meet at the \_\_\_\_\_ +
\_\_\_\_\_
and shall hold regular convocations on the \_\_\_\_\_
\_\_\_\_\_
at such hour as the Principals shall direct.

See Note 2 2. Election and Installation Convocations
The three Principals, two Scribes, Treasurer, Principal Sojourner and two Assistant Sojourners shall be elected by ballot at the regular convocation in \_\_\_\_\_
The other Officers permitted by Royal Arch Regulation 48 may also be elected. The Installation of Principals elect and investiture of Officers shall take place at the regular convocation in \_\_\_\_\_

See Note 3 3. Election of Janitor
Subject to the provisions of Royal Arch Regulation 48, the Janitor shall be elected by show of hands at the regular convocation in \_\_\_\_\_

See Note 4 4. Chapter Committee
The Chapter Committee shall consist of the Principals, Past Principals of [and in] the Chapter, two Scribes, Treasurer, Principal Sojourner and \_\_\_\_\_ Companions to be appointed by the Chapter at the regular convocation in \_\_\_\_\_ each year. This Committee shall consider and report to the Chapter on all proposals for membership and on any other matters specially referred to it by the Chapter. \_\_\_\_\_ members of the Committee shall form a quorum.

See Note 5 5. Audit Committee and Annual Accounts
The Audit Committee shall consist of \_\_\_\_\_ members of the Chapter who shall be elected annually by the Chapter at the regular convocation in \_\_\_\_\_
See Note 6 The accounts shall be made up to \_\_\_\_\_ in each year and shall be presented to the Chapter, duly audited, at the regular convocation in \_\_\_\_\_.
A copy of the accounts and of the Audit Committee's certificate that all balances have been checked and that the accounts have been audited shall be sent to all members with the summons convening the convocation.

See Note 7 6. Fees and Annual Subscription
The Exaltation fee shall be £ \_\_\_\_\_
the joining fee £ \_\_\_\_\_
and the re-joining fee £ \_\_\_\_\_
such fees to be exclusive of subscription.

See Note 8 [In addition to these fees the candidate shall pay to the Chapter such registration fees as are payable to Grand Chapter and, if applicable, \*Metropolitan / \*Provincial / \*District Grand Chapter, together with any tax thereon, and the candidate shall before becoming a member be informed of the total amount due.]
\* Delete as appropriate

See Note 9 The annual subscription (except for non-dining or country membership as provided for in By-Law No. 7), due and payable in advance on 1st \_\_\_\_\_ shall be of such amount as the Chapter shall from time to time decide by resolution after notice on the summons at the previous regular convocation.

See Note 10 [The Scribe E's services shall be deemed equivalent to payment of subscription.]
[The visitor's fee at dinners shall be such amount as the Chapter shall from time to time determine by resolution after notice on the summons at the previous regular convocation.]

[Any member whose subscription is unpaid for \_\_\_\_\_ months shall be liable to be excluded from the Chapter, after due notice, in accordance with Rule 181, Book of Constitutions.] See Note 11

7. Non-dining or Country Membership
Any member who, for reasons acceptable to the Chapter, is not in a position to enjoy the privileges of the Chapter regularly, may on written application to the Scribe E and by resolution of the Chapter, be considered a non-dining or country member and shall pay a subscription annually in advance on 1st \_\_\_\_\_ of such less amount than that provided for in By-Law No. 6 as the Chapter shall from time to time decide by resolution after notice on the summons at the previous regular convocation. When attending the Chapter and dining such member shall pay the current visitor's fee. See Note 9 See Note 12

8. Admission of Candidates
The admission of candidates for exaltation and joining shall be regulated by the provisions of Royal Arch Regulations 65 to 69. On the ballot for a candidate for exaltation or joining \_\_\_\_\_ black ball(s) shall exclude. See Note 13

9. Termination of Membership
Any member desirous of terminating his membership of the Chapter shall tender his resignation in writing to the Scribe E, or orally in open Chapter, in accordance with Rule 183, Book of Constitutions, and he shall be entitled to the Certificate mentioned in Royal Arch Regulation 70, stating the circumstances in which he left the Chapter. Should he at any future time wish to rejoin, he shall be subject to the rules relating to joining members.

10. Payments from Chapter Funds
Payment of any sum exceeding £ \_\_\_\_\_ if for other than ordinary purposes, may be made only by resolution of the Chapter, of which notice has been given on the summons, except in a case of emergency, when such payment may be authorised by the First Principal and reported to the Chapter at the next regular convocation. See Note 14

11. Amendment of By-Laws
Except as otherwise required by Rule 141, Book of Constitutions, amendment of these By-Laws or of any of them may be made only in the following manner:-
(a) Notice of Motion in writing stating the precise amendment or amendments proposed shall be given in open Chapter at a regular convocation.
(b) The Motion shall be set out on the summons for the next regular convocation or for an Emergency convocation summoned for the purpose, and shall at such convocation be put to the Chapter.
(c) A resolution for amendment, of which notice shall have been given as aforesaid, shall be carried if a majority of the members voting shall vote in favour of it, but it shall not be effective until approved [by the \*Metropolitan / \*Provincial / \*District Grand Superintendent / \*Grand Inspector, and] by the First Grand Principal. See Note 15
\* Delete as appropriate

Should there be any objection to the introduction of a Candidate for Exaltation, or a Companion for Joining, it is recommended that such objection be mentioned privately to the First Principal or Scribe E who may communicate with the proposer and give him the opportunity of withdrawing his Candidate.

N.B. - The numbers of the Royal Arch Regulations and Rules in the Book of Constitutions above are those in the 2016 edition.

## NOTES

A set of By-laws following the wording overleaf (varied in accordance with the notes below, if applicable) will conform to the Model for the purposes of Rule 136, Book of Constitutions, so that the Grand Superintendent will be authorised to approve such By-laws on behalf of the First Grand Principal. In all other cases the By-laws must be submitted for the approval of the First Grand Principal. **No By-law can override an express provision of the Royal Arch Regulations.**

1. A Chapter may have only a single convocation place specified in its Charter and its By-laws.
2. The Election convocation must be the regular convocation immediately preceding the Installation convocation. A Chapter may, by *annual* resolution under Royal Arch Regulation 48, give authority to the Principals elect to appoint the rest of the Officers, with the exception of the Treasurer and (subject to paragraph 5 of Regulation 48) the Janitor. Such authority cannot be embodied as a requirement in its By-Law.
3. A Chapter may, by *annual* resolution, resolve that a subscribing member shall be Janitor without emolument, but this must not be embodied as a requirement in its By-laws.
4. Forming a Committee is a domestic matter and, while the principal officers are obviously necessary, the words 'Past Principals of' or 'Past Principals of and in' the Chapter may be omitted or their number restricted, e.g. two 'of' and one 'in'. Other members should only be included if the Chapter considers them essential. The most effective Committee is often small. The same applies to the quorum and it is advantageous if it is an odd number.
5. It is strongly recommended that the Audit Committee be small, say two or three members.
6. The audited accounts must be presented no later than the third convocation after the date to which the accounts are made up.
7. A fee, unlike a subscription, is a single 'one-off' payment and, again unlike a subscription, must be of an amount specified in the By-laws. Though a relatively nominal amount for a joining or re-joining fee may be appropriate, a nil amount will not be approved.
8. It is strongly recommended that the words contained within the square brackets, though optional, be incorporated into the By-laws, as that will obviate the need for regular increases in fees. See Regulation 68, Royal Arch Regulations. If used, the words must be included in their entirety.
9. The subscription due date should be the first day of a calendar month. If the subscription is exclusive of dining fees the reference to non-dining should be deleted from By-laws 6 and 7. The paragraph should then read:- 'The annual subscription due and payable in advance on 1st \_\_\_\_\_ and exclusive of dining fees, shall be of such amount as the Chapter shall from time to time decide by resolution after notice on the summons at the previous regular convocation. The fees for members and visitors at dinners shall be such amounts as the Chapter shall from time to time decide by resolution after notice on the summons at the previous regular convocation.' As an alternative to the last sentence above, and if appropriate, the wording may be amended to:- 'The fees for members and visitors for dining shall be 'at cost'. The members can be informed of the dining fee by a separate note included with the summons for each convocation.
10. While paragraph 5, Royal Arch Regulation 48, allows for the Scribe E's services to be equivalent to payment of subscription, this is an *option* for the Chapter to adopt.
11. The minimum time period for excluding a member from the Chapter for non-payment of subscription that will receive approval is three months. See Regulation 71, Royal Arch Regulations and Rules 145 and 181, Book of Constitutions. There will be no advantage to the Chapter if the period stated is one calendar year or more.
12. If By-law 6 is amended as shown in Note 9 above the last sentence of By-law 7 should refer to the 'current dining fee'.
13. Not more than three. See Regulation 66, Royal Arch Regulations.
14. It is suggested that the amount be high enough to be realistic, but not so high as to allow undue latitude. A recommended figure would be in the range of £100 to £200
15. The words in square brackets must be omitted in the case (but *only* in the case) of an unattached Chapter.