In drafting a model for proposed By-Laws for the subordinate chapters, the ideas have been to simplify them as much as possible by eliminating all matters that are provided for in “Grand Chapter Law” and only include such matters that are left to Chapters to decide for themselves.

Additions to this model can, of course, be made by individual Chapters to suit their own wishes and needs, provided they do not conflict with the laws of Grand Chapter.

BY-LAWS
Of _______________ Chapter No. ________
Royal Arch Masons
Located at _______________________________________________
___________________, Michigan

ARTICLE I.
Name and Number.
This Chapter shall be known by the name of ________________
Chapter No. __________, under the jurisdiction of the Grand Chapter of Royal
Arch Masons of Michigan.

ARTICLE II.
Convocation of Chapter.
The Stated Convocations of this Chapter shall be held on the _________
of each month at __________ o’clock, (P.M. or A.M.) except when the stated
convocation shall fall on a legal holiday, during Grand Lodge, Grand Chapter,
Grand Council, or Grand Commandery, then it shall be held one week ___ earlier
or later) ___.

Or:
The Stated Convocations of this Chapter shall be held on the
___________ of each month at _____ o’clock,(P.M. or A.M.). This
Chapter may, at a Stated or Special Convocation held for the transaction of
business only, consider and transact business jointly with (_______ Council
and/or ________ Commandery) in this Masonic Temple, called Joint Meetings.
Joint Meetings may be opened on a rotating basis by the Chapter (Council and/or
Commandery) in accordance with their ritual. If the Chapter opens the meeting,
it will be in the Royal Arch Degree for the transaction of business and the
presiding Officer of the other organization(s) holding the joint meeting will declare
their meeting is opened for the transaction of business and will assume a chair
next to the presiding Officer of the Chapter.

The presiding Officer who opens the Joint Meeting and his corps of Officers
will run the Stated meeting of the York Rite. When a matter relative to only one
of the York Rite bodies comes to the floor the presiding officer of that body
assumes control of the discussion and calls for the ballot, if necessary, otherwise
all correspondence is read only once.

The joint meeting is closed with the ritual of the opening body.

(Rev., Reprinted 2002)
Or:
The Stated Convocations of this Chapter shall be held on the __________ of each month at ______ o'clock, (P.M. or A.M.). This Chapter may, at a Stated or Special Convocation held for the transaction of business only, consider and transact business jointly with (_______ Council and/or ________ Commandery) in this Masonic Temple, called Joint Meetings. Joint Meetings in this Temple will be opened in the Royal Arch Degree and the presiding Officer of the other organization(s) holding the joint meeting will declare their meeting is opened for the transaction of business and will assume a chair next to the presiding Officer of the Chapter.

The other Organization(s) holding the Joint Meeting will open and close their Organization immediately after the close of the Joint Meeting, on a scheduled basis or rotation.

Provided, that in case of an emergency causing cancellation of all civic and fraternal meetings, and the curtailment of travel by an agency of the State or Federal Government, that said cancelled stated convocation shall be held at the first opportunity after the lifting of the restrictions imposed by the State or Federal Government agency, and the membership of the Chapter shall have due notice thereof.

Special Convocations may be called at the discretion of the High Priest, for work, trials and charitable purposes and for receiving and balloting on petitions. All other business shall be done at Stated Convocations of the Chapter.

(1996, Rev. 2002)

ARTICLE III.

Officers.

A. The officers of this Chapter shall consist of a High Priest, a King, a Scribe, a Treasurer, a Secretary, a Captain of the Host, a Principal Sojourner, A Royal Arch Captain, a Master of the Third Veil, a Master of the Second Veil, a Master of the First Veil, a Sentinel. “The High Priest-elect, prior to his installation, may appoint such other officers as deemed necessary.”

B. The powers and duties of the officers of this Chapter shall conform to ancient usage, the Ceremony of Installation, the Constitution and Edicts of Grand Chapter, and the by-lows of this Chapter. They shall be elected as directed in Section 206 of the Constitution of the Grand Chapter Royal Arch Masons of Michigan, and by a majority of votes, and shall hold their respective offices for one year and until their successors shall have been duly elected and installed.

ARTICLE IV.

Committees.

A. The High Priest, King, and Scribe shall constitute a standing committee on charity and shall have power to draw warrants on the Treasurer for such sum as may be determined by the Chapter for the relief of any one applicant, and such action shall be reported to the Chapter at its next ensuing Stated Convocation.

(Rev., Reprinted 2002)
B. The High Priest-elect at the time of his installation shall appoint the following standing committees who shall hold their offices for one (1) year or until their successors are appointed.

First—A COMMITTEE ON FINANCE, consisting of three members whose duty shall be to examine and audit all accounts presented against the Chapter and to audit the annual account of the Treasurer and Secretary and report thereon to the Chapter.

Second—A COMMITTEE FOR THE VISITATION OF THE SICK, consisting of three members, whose duty it shall be to endeavor to obtain information relative to all sick Companions and to visit them and to render them such care and attention as their cases might require, detailing if necessary, such members of the Caper as to them shall seem proper, to share with them this fraternal duty.

Third—A COMMITTEE ON GRIEVANCES, consisting of three members, to whom shall be referred all complaints against any Companion which it shall be their duty to hear, and if possible, settle all disputes which may unhappily arise between Companions.

Fourth—AN ENTERTAINMENT COMMITTEE, consisting of three members, to provide suitable programs for social gatherings and to do and perform such duties enjoined upon it by the Chapter from time to time for the entertainment of its members.

Fifth—A DELINQUENT DUES COMMITTEE to consist of three members and the Secretary as an ex-officio member to whom shall be referred annually a list of all members who are delinquent in the payment of dues, and whose duty it shall be to investigate each case and report thereon to the Chapter prior to any action to remove a member from the roles for non-payment of dues, but not later than the January stated convocation.

Sixth—A COMMITTEE ON MEMBERSHIP consisting of three members whose duty shall be to further the interests of membership within the area of their Chapter. Be it further provided that, the Secretary of the Chapter shall inform the Grand Secretary of the name and address of the Chairman of this Committee so appointed on forms provided—this action to be effected within 24 hours after appointment.

Seventh—A COMMITTEE ON YORK RITE COOPERATION to consist of three members whose duty it shall be to work with the corresponding committees of other York Rite Bodies to further the interests of York Rite Masonry and to propagate such information as may be forthcoming from the Grand Chapter York Rite Cooperation Committee.

Eighth—AND EDUCATION COMMITTEE consisting of three members, to work directly with the Grand Chapter Education Committee in providing an Educational Program to the Chapter on a monthly basis.

(Rev., Reprinted 2002)
ARTICLE V.

Fees.

The fee for the Chapter Degrees shall be $_________ (per Sec. 227A), and must be paid prior to any degree being conferred. (1996)

ARTICLE VI.

Dues.

Every member of the Chapter, including plural members (except the Secretary, Honorary Members, Life Members, Pre Paid Members, and those members whose dues shall have been remitted for charitable purpose) shall pay annually to the Secretary _____________ Dollars ($.___) as dues to the Chapter, plus any per capita levied by the Grand Chapter, plus any per-capita levied by the General Grand Chapter, such amounts being due and payable on the first day of the Capitular Year, as established by Grand Chapter, in advance. Those Companions receiving their Life Memberships after July 1, 1997 are no longer responsible for dues to the Chapter, but, are still responsible for payment to the chapter their Grand Chapter and General Grand Chapter per-capita assessments. Members exalted, or affiliated, with the first quarter of the year shall be amenable for dues for the entire year, within the second quarter for three-quarter year; within the third quarter for half year; within the fourth quarter for one-quarter year; plus Grand Chapter and General Grand Chapter per capita. The dues of a Companion admitted by certificate of transfer shall begin at the time provided in paragraph “B” of Section 246 of the Grand Chapter Regulations. (1996, Rev 2002)

ARTICLE VII.

Order of Procedure.

The Order of Procedure at a Stated Convocation, unless otherwise ordered by the High Priest shall be as follows:

1. Opening Chapter.
2. Reading and approval of the minutes of Stated and Special Convocations.
3. Receiving reports of Committees on Petitions.
4. Balloting for Candidates or for admission.
5. Reading and referring of petitions.
6. Reports of Standing and Special Committees.
7. Presentation of bills and accounts.
8. Presentation of Communications.
9. Disposing of such other business as may lawfully come before the chapter.
11. Conferring Degrees.
12. Closing Chapter.

ARTICLE VIII.

Compensation of Officers.

The duties of the Treasurer shall be that as set forth in Section 210 of the Red Book of Capitular Law, for which he shall receive as compensation for the faithful performance of all such duties the sum of $____________ per annum.

(Rev., Reprinted 2002)
The Secretary shall be charged with the duty of collecting all dues, fees and other revenues of the chapter, as well as keeping the books and minutes, conducting the correspondence, mailing notices of meetings and such other duties as usually appertain to the office of Secretary of a Chapter. He shall receive as compensation for the faithful performance of all such duties the sum of $_______ per annum.

The Sentinel shall receive for the faithful performance of the duties of his office, the sum of $_____ dollars to be paid __________________.

ARTICLE IX.

Amendments:

All proposed amendments to these By-Laws shall be made at a Stated Convocation of the chapter, entered upon the Minutes, and lie over until the next Stated Convocation for adoption. In the meantime the membership of the Chapter shall have due notice of the contents of the proposed amendment or amendments. For adoption sanction of two-thirds of the members present and the approval of the grand High Priest is required.

(Rev., Reprinted 2002)