



GRAND CHAPTER ROYAL ARCH MASONS OF ALBERTA

Standard BY-LAWS

By-laws of: Chapter, No. G.R.A

**This page is to be removed prior to a Chapter submitting their
By-laws for review and approval**

These Standard By-laws have been developed as a guideline, which a Chapter may elect to adopt in whole or in part for the governance of their Chapter.
All Chapter By-laws when developed or amended must be submitted through the Grand District Superintendent to Grand Chapter for review and approval prior to being enacted by the Chapter.

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By-laws of: Chapter, No. G.R.A

WHEREAS it is the recognized prerogative of every Chapter of Royal Arch Masons to make By-laws for its own private government, provided they be not incompatible with the General Laws of the Royal Craft or the Constitution and Regulations of the Grand Chapter of Royal Arch Masons of Alberta; and

WHEREAS this Chapter acknowledges the supremacy of the Grand Chapter of Royal Arch Masons of Alberta and is governed by its Constitution, Regulations, rules, and the edicts of the Grand First Principal.

Now, therefore, the Companions of this Chapter enact and adopt the following By-laws:

Section I Chapter

- 1. Name
 - 1.1 This Chapter shall be known as No., G.R.A.
- 2. Warrant
 - 2.1 The warrant of this Chapter is the Charter granted on the day of(month), (year) A.D, (year) A.L. by the Most Excellent Grand First Principal of the Grand Chapter of Alberta, to whose Constitution, Regulations and edicts, the most implicit respect will ever be paid by its members.
- 3. Work
 - 3.1 The ritual practiced is as prescribed, published and from time to time revised by Grand Chapter.
- 4. Definitions
 - 4.1 The definitions as identified in the Constitution and Regulations shall also apply to the By-Laws
- 5. Chapter Seal
 - 5.1 The seal of this Chapter is as represented below
 - 5.2 Insert electronic image of the Chapter Seal
 - 5.3 as approved by Grand Chapter

Section 2 Meeting(s) - Time and Location

- 1. The regular convocation shall be held on the of each month with the exception of any time after the hour ofa.m./ p.m.; the time to be stated in the summons.
 - 1.1 The meeting shall be held in (City/Town), at (Street Address).
 - 1.2 Electronic Meetings;
 - a. In times of emergencies, Regular Convocations may be held electronically as scheduled in the By-Laws, to perform the following;
 - Receive and Vote on Affiliations and proposed candidates for Exaltation
 - Proposed and pass Budgets
 - Financial Review of the Books of the Chapter
 - Authorization of unbudgeted expenses
 - Nominations/vote for Chapter Officers
 - Vote on proposed By-Law amendments
 - Education (suitable to the lowest rank of the attendees)
 - b. Electronic meetings are not to replace in person Convocations.
 - c. If two (2) or more consecutive Convocations are to be held by electronic means, Grand Chapter Dispensation must be obtained prior to the second meeting.
 - d. Chapter Committee Meetings may be held electronically.

Section 3 Officers

- 1. Elected Officers
 - 1.1 The Chapter shall annually elect by written ballot (if more than one candidate) at the regular convocation in(month) the First, Second and Third Principals, Treasurer, Scribes E. (or Scribe E - Treasurer) and N., and by open vote the Tyler, Examining Board of three Past First Principals, and Financial Reviewers. Election shall take place a minimum of one month prior to installation.
 - 1.2 Scribe E. shall, before the vote is taken, read out that part of the Regulations stating which Royal Arch Masons, are eligible for the offices of First and Second Principals.
 - a. Only a Royal Arch Mason, who is a Companion in good standing and a member of the Chapter, is eligible for election to the office of Third Principal, Scribes E and N, Treasurer, Tyler, and Financial Reviewers.

- b. The Examining Board for the 1st Principal, 2nd Principal and 3rd Principal elect shall consist only of three Past First Principals. In the event a Chapter cannot meet this requirement, the Chapter shall proceed as detailed in the Constitution and Regulations.
 - c. The office of any elected officer of a Chapter who has been absent from three consecutive Convocations without having given the Chapter an acceptable reason for his absence may be declared vacant by two-thirds vote of the Companions present, after notice of such proposed action has been given at a Regular Convocation and inserted in the summons for the next Regular Convocation, at which the vote shall be taken. If the necessary majority is obtained the office shall be filled in accordance with the relevant provisions of the Constitution and Regulations.
2. Appointed Officers
- 2.1 The First Principal-elect shall, upon installation, appoint Companions to the Office of Principal, Senior and Junior Sojourner, 1st, 2nd, 3rd, and 4th Veilsmen, Director of Ceremonies, Organist, and Historian.
 - 2.2 Only a Royal Arch Mason who is a Companion in good standing in the Chapter is eligible to be selected by the First Principal or First Principal-elect to an appointed office. However, if required, the positions of organist, piper and webmaster may also be appointed if qualified Companions are available to the Chapter.
 - 2.3 The office of any appointed officer of a Chapter who has been absent from three consecutive Convocations without having given the Chapter an acceptable reason for his absence may be declared vacant by two-thirds vote of the Companions present, after notice of such proposed action has been given at a Regular Convocation and inserted in the summons for the next Regular Convocation, at which the vote shall be taken. If the necessary majority is obtained the office shall be filled in accordance with the relevant provisions of the Constitution and Regulations.
3. Committees
- 3.1 The First Principal, upon the installation and Investiture of his Officers, and prior to the closing of the Chapter, shall read out the Committees he has struck, as per the Regulations and the Companions appointed thereto.

Section 4 Installation and Investiture

- 1. At the next regular Convocation, following such election and after the minutes have been read and approved, the elected and appointed officers shall be duly installed and invested in their respective office in compliance with the Grand Chapter of Alberta "Ceremony for the Installation and Investiture of Officers in a Private Chapter" and these shall hold office until their successors have been regularly elected or appointed and installed or invested in their stead.

Section 5 Duties of Officers:

- 1. The duties of the Officers of the Chapter shall in all respects, conform to the ancient usages and customs of Royal Arch Masonry, as prescribed by the Constitution and Regulations, the Ceremony for the Installation and Investiture of Officers in a Private Chapter, the authorized book of The Work, the edicts of Grand Chapter and the Chapter By-Laws.
 - 1.1 The First Principal;
 - a. The First Principal shall be held responsible for having a summary of the proceedings of the Annual Convocation of Grand Chapter read at the business meeting immediately following receipt from Grand Chapter. He shall ensure that the Scribe E has the Grand Chapter Proceedings available for all Companions at every Chapter Convocation, once issued by Grand Chapter.
 - 1.2 The Treasurer or Scribe E/Treasurer;
 - a. The Treasurer or Scribe E-Treasurer shall deposit all monies within fourteen 14 days of receipt thereof and maintain an accurate accounting of all Chapter financial transactions.

- 1.3 The Scribe E:
 - a. The Scribe E shall collect all monies due the Chapter and pay the same to the Treasurer within fourteen (14) days thereafter, receiving his receipt, therefore. Keep an itemized account of the financial transactions of the Chapter and all accounts between each member and the Chapter.
 - b. The Scribe E shall, by no later than the end of November each year, issue a notice to each member identifying the status of dues payable for the upcoming year and any dues which may be in arrears.
 - c. Shall ensure all summons are issued to the membership a minimum of seven (7) clear days prior to the meeting(s).
- 1.4 . The Financial Reviewers
 - a. The Financial Reviewers shall perform an annual review of the Chapter's financial records. This financial review does not constitute a formal audit. A summary report of the completed financial review shall be presented in open Chapter to the membership annually

Section 6 Committees

- 1. Committees
 - 1.1 A Chapter shall, as a minimum, establish the following Committees or a Representative
 - a. Executive Committee
 - b. General Purposes Committee
 - c. Finance Committee
 - d. Financial Review Committee
 - e. Sick and Visiting
 - f. Youth Endowment
 - g. Education/Research
 - 1.2 The First Principal may, at his discretion, strike a Special Committee(s) as he deems necessary for the governance of the Chapter
 - 1.3 The First Principal is an Ex Officio member of all Chapter Committees
 - 1.4 The duties of the above Committees are as outlined in the Chapter Officer and Committee Duties booklet as approved by the Chapter
- 2. Executive Committee
 - 2.1 The Executive Committee shall consist of Ex. Principals H. (Chairman) and J. (who acts as chairman in the absence of the H), Treasurer, Scribes E. and N.; as well as at least one (1) and a maximum of three (3) Past Principals and RAM members (being at least two) appointed to the committee by the First Principal. A quorum shall consist of members (being at least three) for the transaction of business. It shall be the duty of the Committee to exercise supervision over the financial affairs of the Chapter, Life Membership fund (if applicable) and in general, make recommendations from time to time as it may deem expedient, and any other matters referred to the committee by the Chapter. All proceedings shall be recorded in a proper book and a report submitted at the next regular convocation.
 - a. The Executive Committee shall meet as called in the regular Chapter summonses. A special meeting may be called by the Chairman or by three (3) of its members with seven (7) clear days notice being given to all Committee members. In the case or cases of emergency a meeting may be called, giving all members due notice.
 - b. All non-budgetary business transactions must obtain a 2/3 majority favourable vote of the members present and be submitted to the Chapter for approval. All budgetary business transactions may be approved by the executive committee and such transaction reported to the Chapter at the next regularly scheduled business meeting.

- c. The Chapter shall, by open majority vote, elect four members of the Chapter who in conjunction with the Scribe "E", are granted the authority to sign all Chapter approved Warrants, cheques, or orders for the payment of monies. All Warrants, cheques or orders must be signed by two of the five authorized signing authorities
- 3. General Purpose Committee:
 - 3.1 Consists of all Chapter Officers and any RAM members who chose to attend. The H shall be the chairman of this committee.
 - 3.2 The General-Purpose Committee shall meet as called in the regular Chapter summonses. A special meeting may be called by the Chairman or by three (3) of its members with seven (7) clear days notice being given to all Committee members.
 - 3.3 This Committee is responsible for general operational planning and scheduling for the Chapter.
- 4. Finance Committee:
 - 4.1 Consists of Second and Third Principals, Scribe E/Treasurer and Companions (Minimum of two (2) elected by open vote annually). The Treasurer shall be the Chairman of the Finance Committee.
 - 4.2 Duties:
 - a. Draft an annual budget (commencing(date) to(date)) for presentation by the Finance Committee and ratified by the Chapter in the (month) Regular Convocation.
 - b. Invest any surplus funds in a reasonable and prudent manner.
 - c. Present all financial records for review at the request of the First Principal, Financial Reviewers or Grand Chapter.
- 5. Financial Review Committee:
 - 5.1 Consists of Companions (minimum of two (2)) elected yearly by open vote. All Companions of the Chapter, except members of the Finance Committee, are eligible to be a member of the Financial Review Committee.
 - 5.2 Duties;
 - a. Review the financial documents of the Scribe E and Treasurer and report yearly thereon at the regular convocation in (Month)
- 6. Other Committees:
 - 6.1 Shall include and not be limited to;
 - a. Sick & Visiting;
 - b. Youth Endowment;
 - c. Education and Research;
 - 6.2 These Committees shall each have a minimum of one (1) RAM member.

Section 7 Expenditure of Funds

- 1. Normal Expenditure
 - 1.1 No part of the Chapter's funds shall be expended except for budgeted expenses, unless, on a Notice of Motion given at a regular convocation and inserted in the summons for the next regular convocation, when, if approved by a two-thirds majority of the members present, the expenditure may be made.
- 2. Emergency Expenditure
 - 2.1 In the event of an emergency (benevolence, memorial, building structure (heating system etc.)) and with the verbal approval of members of the Executive Committee (minimum of two (3) members), at least one (1) of which shall be a voting member of the Finance Committee, and such funds may be expended as required to mitigate the immediate emergency.

Section 8 Investment of Funds

- 1.1 The funds of the Chapter in excess of the sum of dollars may be invested by the Chapter in any financial institution insured by the Canada Deposit insurance Corporation, any Treasury Branch or in Provincial or Dominion securities.

Section 9 Balloting

1. Balloting on an application for Affiliation or Exaltation shall be performed in accordance with the Constitution and Regulations and in conjunction with the approved procedures

Section 10 Fees

1. Exaltation Fee;
 - 1.1 The fee for Exaltation and preliminary degrees (Mark Master Mason and Most Excellent Master Degrees) shall be as identified in the yearly Chapter approved budget.
 - a. The fee for Exaltation shall include, as a minimum:
 - apron and sash
 - registration
 - jewel
 - Grand Chapter certificate
 - Penny
 - ritual book and
 - name tag
 - 1.2 A deposit which shall be as identified in the yearly Chapter approved budget shall accompany an application for membership, the balance to be paid on or before the date which the applicant presents himself for the Mark Master's degree. Applicant may elect to pay the full exhalation fee with the submittal of the application. Should an applicant who has been accepted for exaltation not attend for the purpose of taking the Mark Master Mason degree within _____ months (not to exceed twelve months) after the date of his favourable ballot he must again be regularly proposed, and a new ballot taken. His deposit may be forfeited.
2. Affiliation Fee;
 - 2.1 The affiliation fee shall be as identified in the yearly Chapter approved budget. The Affiliation Fee must accompany the application. The dues will be prorated from the date of his acceptance to December 31st of that year and are due upon his acceptance in the Chapter The fee for Affiliation shall include, as a minimum:
 - a. Chapter name tag
 - b. Chapter By-laws
 - c. Registration with Grand Chapter

Section 11 Depositing Mark

1. Every candidate for Exaltation shall, before receiving the Holy Royal Arch Degree, be required to deposit his mark with Scribe E, to be recorded in the Book of Marks, in accordance with the Constitution and the book of the "Work".

Section 12 Dues

1. The dues to be paid by each member shall be as identified in the yearly Chapter approved budget payable prior to the end of the calendar year as per the Constitution and Regulations. Dues accrue from the date of receiving the Mark Master Mason's degree and, for an Affiliating member from the date of his favourable ballot

Section 13 Arrears

1. Scribe E. shall by the end of November each year, serve each member in documented form, as per the Constitution and Regulations, of the amount owing by him to the Chapter. Any member neglecting to pay his dues for one (1) year after the date when same is payable according to the Chapter by-laws, shall be liable to have his name deleted from the roll of membership for non-payment of dues, providing that where his address is known, he shall be given notice by any means which will provide proof of delivery, and providing further, that prior to deletion, his delinquency shall be proclaimed in open Chapter. No Chapter shall permit any member to owe more than ____ year(s) dues [not to exceed two (2) years] without taking definite action thereon.

2. Notwithstanding anything herein to the contrary a Chapter may, on the recommendation of the Executive Committee or a Committee appointed by the First Principal, by a majority vote, by written ballot, at regular Convocation, remit the dues of a Companion for one or more years. Such motion if adopted, shall restore the member in good standing.

Section 14 Reinstatement of Members

1. If within one year from the date of suspension for the non-payment of dues, the delinquent member may, upon payment of past and current years dues, be reinstated as per the Regulations.

Section 15 Life Membership

1. Reference Grand Chapter Regulations
2. The operation of the existing Life Membership Fund, pursuant to this section, shall be the responsibility of the Finance Committee, of the Chapter.

Section 16 Order of Business

1. Receiving Grand Chapter Officers
2. Receiving Visitors
3. Memorial
4. Degree
5. Confirming Minutes
6. Reading of Correspondence
 - 6.1 Accounts
7. Reports of Committees
 - 7.1 The General-Purpose Committee
 - 7.2 The Sick and Visiting Committee
 - 7.3 The Activities Committee
 - 7.4 Reports from other established Committees
 - 7.5 Special Committees as deemed appropriate by the First Principal
8. Petitions.
 - 8.1 Receiving Petitions
 - 8.2 Reports of Committees on Petitions.
9. Balloting on Petitioners
 - 9.1 Petitions for Affiliation
 - 9.2 Petitions for Exaltation
10. Old Business
11. New Business
12. Education
13. Greetings and Regrets
14. Sick and Visiting
15. Festive Board Invitation
16. Good of the Chapter
17. Note: The First Principal, at any convocation, but for that Convocation only, may change this Order of Business.

Section 17 Majority Vote

1. All matters not otherwise provided for in the Constitution and Regulations or these By-laws shall be decided by a majority open vote (2/3 of those present), each Companion having one vote. Provided always that this cannot interfere with or supersede any ruling of the First Principal from whose decision there is no appeal except to higher authority
2. Before or immediately after a vote is cast on any matter a ballot shall be held at the request of five or more members present and the ballot shall be counted forthwith.

Section 18 Chapter Inventory

1. A proper yearly inventory of Chapter property shall be kept under the supervision of the First Principal, who shall cause such property to be properly and adequately insured.

2. All Chapter property shall have replacement value appraisal completed once every ____ year(s) (Minimum of once every 5 years).

Section 19 Notices of Motion

1. A Companion wishing to raise a Motion shall in open Chapter give Notice that he will move or cause to be moved a motion and provide the Scribe "E" with such Notice in writing prior to the close of the Convocation. The Notice of Motion shall be given a Regular Business meeting and at the next Regular business the motion, discussion and vote shall occur.
 - 1.1 Scribe "E" shall insert in the summons for the next regular convocation, the Notice of Motion as submitted in writing. The Motion shall be subject to a two-thirds majority of the Companions present, or as otherwise provided by the Constitution and Regulations.

Section 20 Disclosures and Conduct

1. No members or visiting Companion or Brother shall disclose or make known by any means whatsoever, out of this Chapter any of the proceedings of any of the decisions or business of any kind transacted within the Chapter to anyone not a Royal Arch Mason and no member or visitor shall presume in open Chapter, either at Labour or refreshment, to make use of any profane, irreverent or improper sentiments, or to introduce any conversation or remarks tending to cause a difference of opinion on national, political or religious subjects under penalty, if a member, of severe censure and reprimand or, if a visiting Companion of not again being permitted to visit at this Chapter until a unanimous vote of the Chapter for that purpose. On the initiation of each petitioner and on the joining of each Companion and/or a minimum of once each calendar year the First Principal shall cause this article to be read so that no Companion, ever after, shall plead ignorance.

Section 21 Indemnification of Chapter Officers

1. LIABILITY
 - a. Every Chapter Officer or Grand Chapter Officer, in exercising his powers and discharging his duties, shall act honestly and in good faith with a view to the best interests of the Chapter and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. In accordance with the provisions of The Alberta Royal Arch Masons Act, a member or Officer of the Royal Arch shall not in his individual capacity be or become liable for any debt or liability of the Royal Arch or of any Chapter. In addition to the foregoing, no Chapter or Grand Chapter Officer or other member of Royal Arch shall be liable for the acts, receipts, neglects or defaults of any other Chapter or Grand Chapter Officer or member, or for any loss occasioned by any error of judgement or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto, unless the same are occasioned by his own wilful neglect or default; provided that nothing herein shall relieve any Chapter or Grand Chapter Officer from the duty to act in accordance with the Constitution and Regulations of Grand Chapter and/or the By-Laws of their Chapter.

2. INDEMNITY

- 2.1 In accordance with the provisions of The Alberta Royal Arch Masons Act, a member or Officer of the Royal Arch shall not in his individual capacity be or become liable for any debt or liability of the Royal Arch or of any Chapter. Subject to any limitations contained in the Constitution or Regulations of Grand Chapter, should an individual Officer or member of a Chapter be the subject of any civil, criminal or administrative action or proceeding with respect to his service as an Officer (or as a member) of a Royal Arch Chapter, should the provisions of The Alberta Royal Arch Masons Act not serve to shield such member from personal liability, or should the member incur legal costs to establish any such defense, or otherwise, the Chapter shall indemnify an Officer, a former Officer, or any Chapter member who undertakes or has undertaken any services on behalf of the Chapter as an authorized representative of the Chapter, and his heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been an Officer or authorized representative of the Chapter, if
- a. he acted honestly and in good faith with a view to the best interests of the Chapter; and
 - b. in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful.

3. INSURANCE

- 3.1 Note: The Chapter may purchase and maintain insurance for the benefit of any persons referred to in Section 21.2 Indemnity hereof. Should the Chapter elect to purchase insurance, then the appropriate wording would be inserted under this Section 21.3. Should the Chapter elect not to purchase insurance, then this Section 21.3 would be deleted.

Section 22 – Amending By-laws

- 1.1 No amendment to these By-laws after the adoption thereof shall be made unless one month's notice of such proposed amendment shall be previously given in writing and inserted in the summons for the next regular convocation when it shall be subject to a two-thirds majority vote of Companions present. Such amendments must be submitted for review and recommendation by the Grand District Superintendent, who if in agreement will submit the proposed amendment(s) to the Board of Jurisprudence by way of the Grand Scribe "E" for review and recommendation prior to the review and approval by the Grand First Principal. No amendment shall be valid until submitted and approved. Any ruling or decision of Grand Chapter or edict of the Grand First Principal which may conflict with any part of these By-laws shall have an effect of an amendment without any action on the part of the Chapter.

By-laws of: Chapter, No. G.R.A

REVIEWED AND PASSED in Open Chapter at a regular meeting held this day of 20....., due notice of a proposal to adopt the aforesaid By-laws and as may be amended having been first given to the Companions thereof.

1st Principal Name _____ Ex. First Principal

Scribe E Name _____ Scribe E

GDS Name _____ Grand District Superintendent

Grand 1st Principal _____ Grand First Principal

Grand Scribe E _____ Grand Scribe E

