

**BY-LAWS OF CLEARWATER CHAPTER NUMBER 45
ROYAL ARCH MASONS**

ARTICLE I NAME

The name of this Chapter shall be Clearwater Chapter Number 45 Royal Arch Masons. It exist by virtue of a Charter dated December, 1921 from the Most Excellent Grand Chapter of Royal Arch Masons of Florida and is located at **Tarpon Springs**, Florida. Revised 2017

ARTICLE II CONVOCATION

The regular convocation of this Chapter shall be held the first Wednesday of each month at 7:30 P.M., in the months of January, March, May, July, September and November and at 8:30 P.M. in the months of February, April, June, August, October and December in **Tarpon Lodge No. 112, 28 Ring Ave., Tarpon Springs, FL.**, except for the months of July and August which may be dark by the vote of the Chapter. Revised 2017

Section 1. All general business, including the reception of petitions and balloting for candidate(s) shall be transacted at regular Convocations; Provided that special or Called convocations may be held at any time upon the call of the High Priest. If business of a general nature is to be considered at such special or called Convocation such convocation is set at a Regular Convocation of the Chapter and the business to be considered be stated, such business may be considered without further notice to the members of the Chapter, unless there be objection, at such Regular convocation. Should there be any such objection, all members of the Chapter shall have written notice at least ten days prior to such called Convocation, said notice to state fully the nature of the business to be considered; provided further that this Chapter may hold regular or special convocations in any lodge room within its territorial jurisdiction for the purpose of creating interest in Capitular Masonry, and at such Convocation may transact such business as is prescribed by its bylaws, or by the Constitution and Regulations of the Grand Chapter.

ARTICLE III OFFICERS

Section 1. The officers of this Chapter shall consist of a High Priest, King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, Chaplain, Master of the Third Veil, Master of the Second Veil, Master of the First Veil, Sentinel, and (optional) Organist, ~~and (optional) three Trustees.~~ Revised 2017

Section 2 . The style (title) of the High Priest shall be “Excellent”, and of the other officers is “Companion”. Revised 2006

ARTICLE IV ELECTION AND INSTALLATION OF OFFICERS

Section 1. THE ANNUAL ELECTION OF OFFICERS SHALL TAKE PLACE AT THE FIRST REGULAR Convocation in December of each year, or during November if the Chapter qualifies under ART. XIV, Section 2, or as soon thereafter as practicable, when the first five above named Officers of the Chapter shall be elected by written ballot, by a majority of votes cast (provided that by unanimous consent the Chapter can order one written ballot to be cast for any elected officer or officers by the Chapter and) the remaining officers shall be appointed by the incoming High Priest.

Section 2. The Annual Installation of Officers shall take place on the Festival of St. John the Evangelist (December 27th.) Or as soon thereafter as expedient. Revised 2006

ARTICLE V SEAL

The Seal of the Chapter
shall be in the custody of the secretary .
(See imprint of Seal for description)

ARTICLE VI COMMITTEES

Section 1. The High Priest, King, and Scribe shall be a standing committee of Charity, shall have the power to draw warrants on the treasurer for any sum not exceeding one hundred dollars for the relief of any one applicant, and such action shall be reported to the Chapter at its next ensuing Stated Convocation. In addition to the Charity provided above, at each Convocation a Charity box shall (may) be passed before the Chapter closes, and the funds collected and turned over to the committee to disburse at its discretion. No restraint shall be placed on the discretion and recommendation of the committee and when a contribution is made to an individual, he shall not be informed from whence the charity comes. Revised 2006

Section 2. The High Priest, immediately after his installation, shall appoint the following standing committees, who shall hold office until their successors are appointed.

a. A Finance Committee, consisting of three members, whose duty it shall be to examine and audit all accounts presented against the Chapter. The King shall chair such committee.

b. 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 tender them such care and attention as their case may require; detailing; if necessary, such members of the Chapter as to them shall seem proper, to share with them in this fraternal duty.

c. An Entertainment Committee , consisting of five members to provide suitable programs for social gatherings and to perform such duties enjoined upon it by the Chapter from

time to time, for the entertainment of its members.

d. A Vigilance Committee consisting of three members to assure the integrity of the Masonic Fraternity is maintained.

e. A Committee on Delinquency, consisting of five members, of which the High Priest and Secretary shall be two. It shall be the duty of this committee to inquire into, consider and report to the Chapter its recommendation in reference to members of the Chapter who are subject to suspension for non-payment of dues. (The five committee men shall make an attempt to call or speak with the delinquent member(s) personally and report to the Chapter their findings. The process of suspension shall be undertaken only after the foregoing preliminary requirements have been met, whereupon the High Priest shall see that the Secretary sends either a certified or registered letter to the delinquent member at his last known address, giving official notice of intention to suspend the member, including the date and hour when the suspension proceeding shall take place.)

SECTION 3. The High Priest shall, at the time of the annual election of officers, appoint an Auditing Committee, consisting of three members, whose duty it shall be to audit the books and accounts of the Treasurer and Secretary at the close of the capitular year and report conditions found at the time of installation, or(as expedient). The King shall chair this committee.

Revised 2006

ARTICLE VII HIGH PRIEST

It shall be the duty of the High Priest to Preside at each Convocation and see that the Constitution, Laws, and Regulations of the Most Excellent Grand Chapter of Royal Arch Masons of Florida, and the customs of Royal Arch Masonry, are duly observed and enforced.

ARTICLE VIII SECRETARY

It shall be the duty of the Secretary to keep a regular list of the members, and record the transactions of the Chapter, which are proper to be converted to writing. He shall receive all moneys (monies) paid into the Chapter and shall promptly pay the same over to the Treasurer. He shall give due notice, when directed, by advertising or otherwise, of the time of holding each Convocation. He shall make an annual report to the chapter, at the Regular Annual Convocation of the state of the funds of the Chapter, embracing an account of the receipts and expenditures, for the preceding year up to and including the regular Convocation, preceding the 27th of December and(more often) if required. He shall perform such other duties as may be required of him by the Constitution, Laws, and Edicts of the Grand Chapter.

ARTICLE IX TREASURER

The Treasurer shall receive from the Secretary all moneys (monies) collected by him on account

of the Chapter. He shall keep a correct amount of the same and duly pay all orders drawn on him by authority of the Chapter. He shall make regular entries both of receipts and disbursements, and have his books and vouchers always ready for examination, when called upon for that purpose. He shall also report to the Chapter the state of the funds yearly and (more often) if required

Revised 2006

ARTICLE X PETITIONS

The Degrees of the Chapter shall not be conferred for a sum less than **\$100 (One Hundred Dollars)**, which must be paid with the petition, and then only upon Master Masons who are members in good standing of Regular Lodges; whose petitions have been duly presented in writing at a Regular or Special Convocation and reported upon by a committee of no less than three Companions. At the discretion of the Chapter, Petitions may be acted upon at the time of the report.

Revised 2017

ARTICLE XI DUES

The annual dues of this chapter shall be **\$ 17.00**, plus the annual per capita of the Grand Chapter, plus such additional sums as the Grand Chapter shall from time to time prescribe, payable in advance at the beginning of each Chapter Year, to wit: December 28th of each year. **Revised 2017**

ARTICLE XII FAILURE TO APPEAR FOR DEGREES

When the ballot has been passed on the application of any Brother for the Degrees conferred in this chapter, and said brother shall fail to present himself within one year from the date of the ballot, he shall be deprived of the benefit of said ballot and said application shall be null and void, provided that said Brother shall have been duly notified of his election by this Chapter. Provided, however, that for satisfactory reasons shown, the Chapter may in such case retain the fee accompanying the petition; provided that said Brother may again make application and upon his election, will be given credit for the fee previously paid. If the applicant is rejected, upon a re-petition the fee paid to him shall be returned.

ARTICLE XIII SUSPENSION FOR NON-PAYMENT OF DUES

Whenever any member shall be six months or more in arrears for dues, the Secretary shall notify such delinquent, by written notice by Certified first class mail to his last known address, stating therein the amount owing for said dues, and that unless the same shall be paid within sixty days after such notification or satisfactory reasons given, such delinquent may be suspended at the discretion of the Chapter.. Thirty days after such notice has been given, said dues remaining

unpaid, the Secretary shall issues a summons or notice to the delinquent to be present at a Regular Convocation of the Chapter to answer to the charge of delinquency or neglect, and show cause why he should not be suspended, such notice to be served at least ten days before the Convocation appointed before the hearing. If the delinquent Companion does not appear after service of the notice, a default shall be entered against him, the secretary=s account being a sufficient charge, and he (may) be suspended by action of the chapter. If a member so suspended pays all delinquent dues together with dues for the current year within one year after he has been suspended, he shall stand reinstated INSTANTER. If the delinquent fails to [pay the delinquent dues within one year, he shall be required to file an application for reinstatement accompanied by current and delinquent dues. The said applicant may be considered at any regular convocation and shall require a two thirds vote of the membership present for his reinstatement.

ARTICLE XIV MARKS

Each candidate shall select and have his Mark recorded in the Books of Marks before Exaltation or immediately upon affiliation.

ARTICLE XV DEMITS

A Demit may be granted to a Companion upon his making application in writing, at a regular Convocation of the Chapter, without vote, provided the said Companion is not in arrears for dues or under charges. The Demit shall date from the time it is applied for.

ARTICLE XVI MEMBERSHIP

Section 1.

- a. By Necessity. This Chapter may, by two thirds vote at a Regular Convocation create as an Emeritus member such Companion as from age, infirmity or misfortune have been incapacitated and unable to pay dues, thereby exempting such members from annual dues to the Chapter and Grand Chapter. The secretary shall file with the Grand Secretary each year a certificate setting forth the full name and address of the member and a complete statement of the reasons for creating such Emeritus membership.
- b. For Merit. The Honorary title Emeritus Member may be conferred by two-thirds vote at a regular Convocation on a deserving member for long membership and for distinguished service to the Capitular Rite. This Chapter shall pay to the Grand Chapter all annual dues, taxes, and assessments of such member.
- c. Removal from list. The Chapter may, by a majority vote, take any such member listed pursuant to subsection a, above off the Emeritus list when he is able to pay his dues. Special notice shall be given immediately to the Grand Chapter (Secretary) of such action.

Section 2.

Perpetual Membership. This Chapter may only create Perpetual Members, who remain in

affiliation in Lodge, in accordance with the Laws, Rules and Regulations of the Most Excellent Grand Chapter of Royal Arch Masons of Florida. This chapter elects to participate in the plan set forth.

Section 3.

Past Rank and Honors. At the discretion of the Presiding officer, this Chapter shall extend such honors and privileges to Past Grand Officers, Distinguished Companions, and Sir Knights of this, and other Grand Jurisdiction as customs and circumstances may require or permit.

Section 4.

Dual Membership: any member of a Constituent Chapter in another Grand Jurisdiction recognized by the Grand Chapter of Florida which permits Dual Membership may apply for, and be elected to, membership in this Chapter.

Section 5.

Plural Membership: Any member of a Constituent Chapter in this Grand Jurisdiction may apply for, and be elected to, membership in this Chapter. Provided, however that such member may not hold office in more than one Chapter at the same time.

Section 6 . Termination Involuntary termination of a Dual or Plural member's membership in any constituent Chapter will automatically terminate his membership in this Chapter.

ARTICLE XVII VACANCIES IN OFFICE

Vacancies in elective offices can occur only by death, resignation, Demit, removal after Installation beyond this jurisdiction of the Grand Chapter, promotion at an election to fill vacancies, or by Suspension or Expulsion. The first three elective officers cannot be vacated by resignation except for reasons of infirmities of health acceptable to the Most Excellent Grand High Priest.

ARTICLE XVIII VACANCIES, HOW FILLED

This Chapter may fill vacancies in any of the elective Offices except that of High Priest, by written ballot at any regular Convocation but, in case of a vacancy in the office of High Priest, an election may be held only at a regular Convocation, the members being duly summoned for that purpose, and by virtue of authority from the Grand High Priest, which must be applied for by the King and Scribe, with vote of two thirds of the members present at a regular Convocation, to be certified by the Secretary, under the Seal of the Chapter . Vacancies in appointed offices shall be filled by the High Priest. After such vacancy is filed the Secretary shall certify the name and address to the Grand Secretary.

ARTICLE XIX NO APPEAL

There can be no appeal to the Chapter from the decision of the High Priest, however, three or more members of the Chapter may appeal to the Grand Chapter, or to the Grand High Priest from a decision of the High Priest.

ARTICLE XX FUNDS

The funds of this Chapter shall be deposited by the Treasurer in a bank **or investment account** that will be designated by the Chapter. The accounts must always stand in the name of Clearwater Chapter Number 45 Royal Arch Masons, and not in the name of the Treasurer, either officially or individually. ~~Provided that, by mutual agreement between the Chapter, Council, and Commandery, funds may be deposited in a joint fund in the name of the York Rite Bodies of Clearwater.~~ **In the case of an investment account, the same shall be handled as follows: the Chapter, along with the other two bodies of the York Rite, existing as the Clearwater York Rite Bodies, shall appoint a trustee to serve as a Board of Trustees for the designation, determination, and reporting of the Council's investments. This individual shall be elected for a three year term at the time of the Annual Election of Officers, when their term is due. The trustee shall be, with the Recorder and Treasurer, the official signatory of the Council's investment accounts, as managed by the Board of Trustees. The Board of Trustees shall be empowered by the Council, and the other York Rite Bodies to direct the Investment Policy Statement and the investments themselves, with approval of the Council and the other bodies. The Recorder and Treasurer shall also serve as ex-officio members of the Clearwater York Rite Board of Trustees. The Board is to meet as frequently as necessary, but not less than twice a year.** Revised 2017

ARTICLE XXI ANNUAL RETURNS

The Secretary shall make annual returns to the Grand Secretary, upon blanks furnished by the Grand Secretary. Such returns shall be signed by the newly installed High Priest, and shall be forwarded to the Grand Secretary on or before the 15th day of February each year; together with the full amount of per capita tax and fees due to the Grand Chapter.

ARTICLE XXII AMENDMENTS

Section 1. By Chapter. No alteration or amendment to these by-laws shall be made unless the same be proposed in writing at a regular Convocation, when such proposed amendment shall be entered in the minutes and lay over until the next regular Convocation, when if approved by two-thirds majority of the members present, the amendment shall be submitted for inspection and approval to Grand Chapter, or to the Grand High Priest, whereupon, if approved, it shall be in force.

Section 2. Amendment to the Uniform Code. Amendments to these bylaws because of changes

made in the Uniform Code of By-Laws by the Grand Chapter shall become effective after Notice to the members, entry in the minutes of the Chapter, and entry in the written By-Laws of the Chapter; no vote shall be required. The Secretary shall notify the Grand Secretary of such amendment.

ARTICLE XXIII BOOKS

This Chapter shall adopt and keep a Code of By-Laws, a Records Book of the Proceedings of the Chapter, a ledger of the payments of its members, and a Book of Marks.

ARTICLE XXIV GIFTS

The Chapter may present the outgoing High Priest with a Past High Priest apron. **The cost to the Chapter for said apron shall not exceed \$125.00. The outgoing High Priest may not receive cash in lieu of the apron. However, the outgoing High Priest may select a more costly apron and pay the Chapter the difference, prior to order.** Revised 2017

ARTICLE XXV DEGREES

For any Brother in good standing in a recognized Lodge joining Clearwater Chapter Number 45 Royal Arch Masons in the months of September through December the fees shall include the **current and** upcoming years Dues. Revised 2017

Given first reading and approved September 6, 2017.

Given second reading and approved by two thirds, or more majority of member present at stated Convocation October 4, 2017.

ATTEST

Sig. _____
Rt. Exc. L. Edward Villaume III,
Grand Secretary

Sig. _____
Ex. Comp. Charles Jordan

High Priest,
Cleawater Chapter No.45

SEAL

Sig. _____
Exc.Comp. Bruce Moir
Secretary,
Cleawater Chapter No.45

Approved this day of 2017

Signed _____
Most Exc. Ronald C. Newton
Grand High Priest