



**PROVINCE OF ESSEX**  
**ByLaws of the No.**

**1.Place and Dates of Meeting**

The Chapter shall meet at **insert** and shall hold regular convocations on the **insert** at such hours as the Principals shall direct.

**2.Election and Installation Convocations**

The Three Principals, two Scribes, Treasurer, Principal and two Assistant Sojourners shall be elected by ballot at the regular convocation in **insert**.

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

(Note. A Chapter may, by annual resolution under Rule 48, Royal Arch Regulations, give authority to the Principals elect to appoint the rest of the Officers, with the exception of the Treasurer and (subject to para. 5 of Rule 48) the Janitor. Such authority cannot be given by By-Law.)

**3.Election of Janitor**

Subject to the provisions of Rule 48, Royal Arch Regulations, the Janitor shall be elected by show of hands at the regular convocation in **insert**.

**4.Chapter Committee**

The Chapter Committee shall consist of the Principals, Past Principals of and in the Chapter, two Scribes, Treasurer, Principal Sojourner and **two** Companions to be appointed by the Chapter at the regular convocation in **insert** each year.

This Committee shall consider and report to the Chapter on all proposals for membership and on any matters specially referred to it by the Chapter. **insert** members of the Committee shall form a quorum.

**5.Audit Committee and Annual Accounts**

The Audit Committee shall consist of **two** members of the Chapter, who shall be elected annually by the Chapter at the regular convocation in **insert**.

The accounts shall be made up to the **insert** in each year, and shall be presented to the Chapter, duly audited, at the regular convocation in **insert**.

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.

**6.Fees and Annual Subscription**

The exaltation fee shall be **£ insert**

And the joining fee shall be **£ insert**

And the rejoining fee shall be **£ insert**

Such fees to be exclusive of subscription. In addition to these fees, the candidate shall pay to the Chapter such registration fees as are payable to Grand Chapter and, Provincial Grand Chapter, together with any tax thereon, and the candidate shall, before becoming a member, be informed of the total amount due.

The annual subscription, (except for non-dining or country membership as provided for in By Law 7) due and payable in advance on **insert**, 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 Scribe E.'s services shall be deemed equivalent to payment of subscription.

The visitor's fees 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 **insert** months shall be liable to be excluded from the Chapter, after due notice, in accordance with Rule 71, Royal Arch Regulations.

**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 advanced on **insert** 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.

**8.Admission of Candidates**

The admission of candidates for exaltation and joining shall be regulated by the provisions of Rules 65 to 69, Royal Arch Regulations. On the ballot for a candidate for exaltation joining or rejoining, **insert** black balls shall exclude.

**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 Rule 70, Royal Arch Regulations, 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 **£ insert**, 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 Principals and reported to the Chapter at the next regular convocation.

**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 Grand Superintendent, on behalf of the First Grand Principal.

*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 Principals or S.E. who may communicate with the proposer and give him the opportunity of withdrawing his Candidate.*

N.B. The numbers of the Rules in the Royal Arch Regulations and Book of Constitutions given above are as they appear in the 2005 Edition.

Approved by the M.E. Grand Superintendent

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