

# SOVEREIGN CHAPTER BY-LAWS

## By-Laws of the ..... Sovereign Chapter, No ...

### 1. Title

The name of the Chapter is the ..... Sovereign Chapter, No ....., on the register of the Supreme Council of the Thirty-third Degree of the Ancient and Accepted Scottish Rite for Australia.

### 2. Ritual *(insert one only of these clauses as appropriate \*)*

\* The Chapter works the Christian 18° Ritual published by the Supreme Council for Australia, as revised from time to time.

OR

\* The Chapter works the Universal 18° Ritual published by the Supreme Council for Australia, as revised from time to time.

OR

\* The Chapter works the 18° Ritual published by the Supreme Council for England and Wales. *(Restricted to ex-English Chapters which came across in 2004)*

### 3. Time and Place of Meeting

The regular meetings of the Chapter shall be held at the Masonic (Centre, Temple or Hall) ..... (Street), ..... Suburb or Town ....., in the State of ..... on the ..... (day) of ..... (Months) ..... in each year.

### 4. Summons for Meeting

The summons for each meeting of the Chapter shall be sent by the Recorder to be received by the members of the Chapter at least seven clear days before the date of the meeting. Where due notice of any matter is required by the Regulations or these By-Laws it shall be given by insertion in the summons for the meeting.

### 5. Election of Most Wise Sovereign, Treasurer, Outer Guard and Auditor/s

The election of the Most Wise Sovereign, Treasurer, Outer Guard (if not a member of the Chapter), Auditor or Auditors and elected members of the Standing Committee shall take place at the ..... meeting each year and the enthronement of the Most Wise Sovereign and the appointment and investiture of the Officers at the annual meeting held in the month of .....

### 6. Fees and Subscriptions

- a) The Chapter shall, once in each year, determine what fees and subscriptions shall be payable for the ensuing year and those fees and subscriptions shall be included in the minutes of that meeting. The fees and subscriptions so determined shall include the prescribed fees and dues payable to Supreme Council.
- b) The annual subscription shall be due and payable at the ..... meeting. Each new member shall be presented with a schedule of fees and subscriptions when admitted.
- c) A candidate for Perfection and a Joining, Re-joining or Affiliating member shall be liable to pay only a pro-rata Chapter annual subscription in regard to the then current year to be calculated with reference to the number of remaining regular meetings of the year including the meeting of his Perfection or acceptance as a member.

### 7. Financial Year

## SOVEREIGN CHAPTER BY-LAWS

The financial year of the Chapter shall close on the ..... day of ..... in each year and audited accounts shall be presented to the Chapter as soon as practicable thereafter.

### **8. Bank Account** (*insert one of these clauses only, as appropriate* \*)

\* The Treasurer shall collect all moneys to which the Chapter is entitled and shall also make all necessary disbursements therefrom, all of which shall be entered by him in accounts kept for the purpose. He shall administer an account in a bank or recognised financial institution, as determined by the Chapter, in the name of the ..... Sovereign Chapter, No ... into which all moneys received shall be paid. Withdrawals may be made electronically or under the signature of any one of a list, approved by the Standing Committee. Whenever practicable, the Treasurer shall be the signatory.

OR

\* The Treasurer shall collect all moneys to which the Chapter is entitled and shall also make all necessary disbursements therefrom, all of which shall be entered by him in accounts kept for the purpose. He shall administer an account in a bank or recognised financial institution, as determined by the Chapter, in the name of the ..... Sovereign Chapter, No... into which all moneys received shall be paid. Withdrawals shall be made under the signatures of any two of a list, (recommended to be of at least four signatories) approved by the Standing Committee or, if made electronically, on the authority required by the bank or recognised financial institution. Whenever practicable, the Treasurer shall be one of the two signatories for any transaction.

### **9. Extraordinary payments**

No payment other than for ordinary purposes shall be made from the funds of the Chapter without the sanction of the Chapter granted by a resolution for which notice shall be given in the Chapter summons, except in cases of emergency when the Most Wise Sovereign may authorise a payment to an amount not exceeding ..... dollars but he must report the matter to the Chapter at its next regular meeting.

### **10. Arrears of Subscriptions**

Should a member be ..... months/years in arrears with his subscriptions he shall thereupon cease to be a member of the Chapter and can only become a member again by regular proposition and ballot. The Chapter shall require payment of arrears as a condition precedent to his re-acceptance.

### **11. Honorary Membership**

Election to honorary membership, where the member has been proposed in accordance with the Regulations, shall be only by the unanimous vote of the members present at the meeting and voting.

### **12. Ballot**

No person can be Perfected or admitted a member of the Chapter if, on the ballot \* \_ \_ \_ black balls are cast against him. (*\*The Regulations offer the option of two or three*)

### **13. Property of Chapter**

All property of the Chapter is vested in the Most Wise Sovereign, Prelate, and Generals for the time being, in trust for the Chapter and shall be insured against all risks, if appropriate.

### **14. Amendments of By-Laws**

Amendments of these By-Laws can only be made in accordance with the Regulations of Supreme Council.

