

**BY-LAWS OF
JERICHO CHAPTER No. 11,
ROYAL ARCH MASONS**

ARTICLE I

Name

The name of this chapter shall be Jericho Chapter No. 11, Royal Arch Masons. It exists by virtue of a charter, dated May 8, 1900, from the Most Excellent Grand Chapter of Royal Arch Masons of Florida, and is located in Miami, Florida.

ARTICLE II

Convocation

The regular convocations of this chapter shall be held on the third Monday of each odd month at 7:30 P. M., at the Oleeta West Dade Lodge building, located at 145 S. Royal Poinciana Boulevard, in Miami Springs, Florida.

Section 1. All general business, including the reception of petitions and balloting for candidate 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 and 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 Convocations 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, and Sentinel.

Section 2. The style of the High Priest shall be "Excellent" and the other officers is "Companion".

ARTICLE IV.

Election and Installation of Officers.

Section 1. The Annual Election of Officers shall take place at the last regular Convocation prior to December 27 of each year, or as soon thereafter as practicable, when first five above mentioned Officers shall be elected by ballot, by a majority of votes cast 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.

ARTICLE V

Seal

The Seal of the Chapter, as here shown, shall be in the custody of the Secretary.

ARTICLE VI

Committees

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

Section 2. The High Priest, immediately after his installation, shall appoint the following standing committees, who shall hold their offices 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 this fraternal duty.
- c. An Entertainment Committee, consisting of three members, to provide suitable programs for social gatherings and to perform such duties enjoined upon it by the Chapter from time to time, for entertainment of its members.
- d. A Vigilance Committee, consisting of three members to assure that 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 recommendations in reference to members of the chapter who are subject to suspension for nonpayment of dues.

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 the Secretary at the close of the Capitular year and report conditions found at the time of Installation or at the following Convocation. The King shall chair this committee.

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 paid into the Chapter and shall promptly pay the same over to the Treasurer, receiving an executed receipt therefor. 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 Grand Chapter.

ARTICLE IX.

Treasurer

The Treasurer shall receive from the Secretary all the moneys collected by him on account of the Chapter, giving an executed receipt therefor. 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.

ARTICLE X.

Petitions

Section 1. The Degrees of the Chapter shall not be conferred for a less sum than Fifty dollars (\$50.00), 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.

Section 2. For membership by demit from another Chapter, a fee of Five (\$5.00) must accompany the demit. If such petition is approved by ballot of the Chapter, a dues card shall be issued the petitioner for the current year.

ARTICLE XI.

Dues

The annual dues of this Chapter shall be twenty-five dollars (\$25.00), plus assessments levied by the Chapter, plus such sums as the Grand Chapter shall from time to time prescribe, plus the per capita sum as the General Grand Chapter may prescribe, payable in advance at the beginning of each Chapter Year, to-wit: December 28th of each year.

Section 1. Jericho Chapter No. 11, Royal Arch Masons, for the purpose of instituting a charitable endeavor, shall

assess each member on record the sum of one dollar (\$1.00) per annum. Such assessments are payable at the time dues are collectable (December 28th). Such funds are to be forwarded to the Royal Arch Research Assistance as outlined by the General Grand Chapter Royal Arch Masons, International.

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 application is rejected upon a repetition, the fee paid by 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 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 thirty days after such notification or satisfactory reason 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 issue a summons or notice to the delinquent to be present at a Regular Convocation of the Chapter to answer 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 for 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 shall 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 instantly. If the member fails to pay the delinquent dues within one year, he shall be required to file an application for reinstatement accompanied by the current and delinquent dues. The said application may be considered at any regular Convocation and shall require a two thirds vote of the members present for reinstatement.

ARTICLE XIV

Marks

Each candidate shall select and have his Mark recorded in the Book 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. Emeritus Members.

- 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 the 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 of 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 Sub Section a, above off the Emeritus List when he is able to pay his dues. Special notice shall be immediately given to Grand Chapter of such action.

Section 2. Life Membership. This Chapter may only create Life Members who remain in affiliation in Lodge, in accordance with Chapter 26 of the Laws, Rules and Regulations of the Most Excellent Grand Chapter.

- a. The fee for Life Membership shall be Three Hundred (\$300.00) dollars. Any member of record of this Chapter may enroll as a Life Member upon payment of the fee of Three Hundred (\$300.00) dollars. Special provision is made to allow members of record to enroll in the Life Membership program for the sum of Two Hundred Fifty (\$250.00) dollars provided they enroll within the first six months after adoption and approval of these Bylaws. New members (candidates) may enroll in

the Life Membership program provided they enroll and pay the full sum of Two Hundred Fifty (\$250.00) dollars within six months after being Exalted a Royal Arch Masons. Dual Members and Plural Members as hereinafter defined may enroll and participate in the Life Member Program.

- b. A Memorial Life Membership may be purchased for a deceased Royal Arch Mason. The minimum fee shall be One Hundred (\$100.00) dollars.
- c. An Honorary Life Membership may be purchased for a Royal Arch Mason, not a member of this Chapter. The minimum fee shall be One Hundred (\$100.00) dollars. This action does not confer upon the Honorary Life Member any of the privileges of this Chapter which are the rights of a regular member.
- d. These funds will be deposited in a financial institution, as voted by the membership, where they will yield the highest interest possible and be secure in accordance with Most Excellent Grand Chapter requirements.
- e. These funds will be maintained in a life membership account and the principle amount will not be disturbed for any other purpose except to generate interest for the general fund.
- f. This membership will be perpetual and is non-transferable.
- g. A member desiring Life Membership shall apply to the Secretary of the Chapter for such membership on forms prescribed by the Chapter and shall tender therewith the fee herein prescribed. A copy of the completed and approved application form shall be placed in the individual's folder and one copy shall be retained in a Master File.
- h. A Life Member shall owe no further dues to the Chapter. A certificate denoting Life Membership thereon shall be issued to the member and the Secretary shall issue an annual dues card and denote Life Membership thereon.

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 and Distinguished Companions of this and other Grand Jurisdictions as custom 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. Perpetual Membership. This Chapter elects to follow the provisions of the Grand Chapter of Royal Arch Masons of Florida regarding Perpetual Membership status.

Section 7. 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 the jurisdiction of the Grand Chapter, promotion at an election to fill vacancies, or by Suspension or Expulsion. The first three offices 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

The Chapter may fill vacancies in any of the elective Offices except that of high Priest, by 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 a 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 filled 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 Grand Chapter or to the Grand High Priest from a decision of the High Priest.

ARTICLE XX

Funds

Section 1. General Funds. The funds of this Chapter shall be deposited, by the Treasurer, in a bank to be designated by the Chapter. The account must always stand in the name of Jericho Chapter No. 11 and not in the name of the Treasurer, either

officially or individually. Provided that upon 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 Miami.

Section 2. Assessed or Donated Funds. Any and all funds collected as an assessment or donation on behalf of Jericho Chapter No. 11, for a given project, or funds donated for a specific purpose or project, shall be placed in a separate bank account. All funds and interest accrued in that bank account shall be used for expenditures of the project so identified, or the fund so established. Provided that upon mutual agreement between the Chapter, Council and Commandery, these funds may be deposited in a joint fund in the name of the York Rite Bodies of Miami, and Provided that the funds are not listed as part of the general fund of the Chapter and that proper accounting procedures be established and followed that will insure the funds are properly and accurately identified and accounted for and that all interest accrued by the assessed or donated funds account shall be properly credited to the special account.

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 27th day of January each year: together with the full amount of per capita tax and fees due Grand Chapter.

ARTICLE XXII

Amendments

Section 1. By Chapter. No alteration or amendment to these Bylaws 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 then be in force.

Section 2. Amendments to Uniform Code. Amendments to these Bylaws because of changes made in the Uniform Code of Bylaws by the Grand Chapter shall become effective after Notice to the members, entry in the Minutes of the Chapter, and entry in the written Bylaws 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 Bylaws, a Record Book of the Proceedings of the Chapter, a Ledger of the payments of its members and a Book of Marks.

APPROVED:

GRAND HIGH PRIEST

DATE