



MT. HOREB CHAPTER # 11

BY-LAWS

By-Laws of Mt. Horeb Chapter # 11
Adopted May 14, 1873

ARTICLE I – Meetings

Section 1. The Companions of Mt. Horeb R.A. Chapter No. 11 shall assemble at the Masonic Hall, in Manchester on the fourth Wednesday in March, May, September, and October at an hour not earlier than six o'clock P.M., to be determined at the previous convocation.

Section 2. The Annual Convocation shall coincide with the stated convocation in March.

Section 3. The High Priest may call special convocations whenever in his judgment the interests of the Chapter require, or upon the request of five members expressed to him in writing.

ARTICLE II – Officers of the Chapter

Section 1. The Officers of this Chapter shall be a High Priest, King, Scribe, Captain of the Host, Treasurer, Secretary, Principal Sojourner, Royal Arch Captain, three Masters of the Veil, two Stewards, a Chaplain, an Organist, and a Sentinel. The first six enumerated officers shall be chosen by ballot at the annual convocation in March, and the High Priest shall appoint all remaining officers, and such other officers as may from time to time be chosen at his will and pleasure. The officers shall hold their offices one year, and until others are chosen in their stead. In case of vacancy occasioned by death or otherwise, such vacancy may be filled by a majority of the members present at a stated convocation if an elective position, and by the High Priest if an appointed position. The offices of Treasurer and Secretary may be held by the same member.

Section 2. The Officers shall be installed at the annual convocation, the next stated convocation, or a special convocation called for that purpose within one month from the time of their election.

Section 3. The High Priest, King, and Scribe shall constitute the Standing Committee during the term of their office.

ARTICLE III – Duties of Officers

Section 1. It shall be the duty of the High Priest, when present, to preside at all convocations of the Chapter, constantly having in view, and acting in accordance with the Constitution and By-Laws of the M.E. Grand Chapter of the State of New Hampshire, and the Chapter and By-Laws of Mt. Horeb Chapter.

Section 2. The King shall preside, in the absence of the High Priest, with all his powers and prerogatives; and the Scribe shall preside in like manner, in the absence of

the High Priest and King, and shall assist the Secretary, if necessary, in the discharge of his duties.

Section 3. It shall be the duty of the Secretary to keep true and exact records of all proceedings of the Chapter, with a list of the members and visitors attending each convocation; also, to collect all moneys which become due to the Chapter, keep a correct account of the same, and, if the Treasurer be present, to pay said money to him at the time, and if not, on or before the next stated convocation, and take his receipt therefore; to make returns according to the Constitution of the Grand Royal Arch Chapter of New Hampshire; to issue summonses for convocations, when directed by the High Priest or presiding officers, and to settle his accounts with the Standing Committee at the annual convocation. He shall receive such compensation for his services as the Chapter may from time to time determine.

Section 4. It shall be the duty of the Treasurer to keep and render just and true accounts of all the funds and property entrusted to his custody; he shall receive from the Secretary all money, and securities belonging to the Chapter, and pay out the same by order of the High Priest, pursuant to a vote of the Chapter. He shall settle his accounts with the Standing Committee before or at each annual convocation, and shall pay over to his successor the balance of money, and other property in his possession, on settlement. The Treasurer shall not be required to give bonds.

Section 5. The Stewards (when appointed) shall assist the Master of the Wardrobe (if appointed) in the discharge of his duty, if necessary, particularly in the work of the Chapter.

Section 6. The Sentinel shall have entrusted to his care all the regalia and other property appertaining to the work of the Chapter; he shall keep the same clean and in good order, and at the time of meeting shall deliver whatever may be wanted in the work, and at the close shall see the same carefully folded and deposited; he shall exhibit an inventory of the same at the annual convocation, previous to the choice of officers; he shall receive such compensation for his services as the Chapter may from time to time determine.

Section 7. The Standing Committee shall examine all bills against the Chapter, and no bills shall be paid without the signature of at least one of the officers; they shall examine the accounts of the Treasurer and Secretary, and make a report of the same at the annual convocation; and shall superintend generally the affairs of the Chapter.

ARTICLE IV – Candidates and Companions

Section 1. In the choice of candidates to receive the degrees, or become members of this Chapter, strict regard shall be had to the character which the applicant sustains in his community. A willful or careless disregard of any of the wholesome restraints which the well-being of society necessarily imposes shall render the applicant unworthy, and the

habit of using vulgar or profane language or the excessive use of intoxicating drink shall prevent his election.

Section 2. All applications for the degrees of membership in the Chapter must be made in writing, signed by the applicant, and recommended by two Royal Arch Masons, and accepted by a unanimous ballot which may be taken the same day the application is received. Any Companion may request a secret ballot be taken.

Section 3. Every candidate at the time of his application shall deposit in the hands of the Secretary a sum that is from time to time determined by vote of the Chapter for its use; but if he is rejected, the deposit shall be refunded.

Section 4. Every Companion exalted in this Chapter shall become a member by signing the By-Laws; and every Companion in good standing in a regular Chapter may affiliate by presenting a petition at a convocation called for that purpose and shall deposit in the hands of the Secretary a sum that is from time to time determined by vote of the Chapter and be unanimously accepted by the members present.

Section 5. Every member shall pay into the funds of this Chapter a sum that is from time to time determined by vote of the Chapter plus any assessments made by the Grand Chapter of New Hampshire or the General Grand Chapter of Royal Arch Masons, International; and every member of this Chapter, who, after being duly notified by the Secretary of his arrears, shall refuse or neglect to pay the same for the space of twelve months, shall be deprived a voice in the discussions and business transactions of the Chapter and cut off from the reception of its pecuniary benefits, or suspended during the time his account shall remain unsettled, as it may be the pleasure of the Chapter to determine. The Chapter allows Life Membership based upon the rules and requirements established by the York Rite Life Membership Foundation.

ARTICLE V – Conduct in the Chapter

Section 1. Every Companion, when he speaks, shall rise and respectfully address the High Priest or presiding officer; and no Companion shall interrupt another while speaking.

Section 2. Conversation, or private communication, or unnecessary noise, shall not be allowed during the ceremony of conferring the degrees, or the opening or closing of the Chapter; and no Companion shall leave the Chapter while in session without permission from the presiding officer.

Section 3. No member, after the rejection of a candidate shall have been declared by the presiding officers, shall make any motion or observation respecting such rejected candidate at that convocation.

ARTICLE VI – Expenses and Funds

Section 1. The expenses of all special convocations which shall be called for the benefit of individuals shall be defrayed by them, unless otherwise determined by a vote of the Chapter at the time.

Section 2. The funds and property of the Chapter shall remain forever undivided, and shall be always considered as the property of the existing members, who shall have the sole management thereof, and may, by vote at any stated convocation, dispose of the same for the benefit of the Chapter, or for the relief of indigent and distressed worthy Royal Arch Masons, or their widows and orphans.

ARTICLE VII – Relief

Section 1. Whenever it shall come to the knowledge of the members of the Standing Committee, that any Companion in good standing is in want of pecuniary assistance from poverty and sickness, said Committee may draw upon on the Treasury a sum not exceeding fifty dollars, and report the case to the Chapter at the earliest opportunity.

ARTICLE VIII – By-Laws

Section 1. These by-laws may be altered or amended at any stated convocation, provided such alterations and amendments shall be put in writing, and made known to the Chapter at least one month before they are established.