

Rules and Regulations

RULES AND REGULATIONS
For the Government of Subordinate Chapters
(Revised and Adopted as of Grand Chapter 2014)

ARTICLE I

New Chapters
Chapters Under Dispensation

Section 1. Dispensation for forming new Chapters may be issued by the order of the Worthy Grand Patron during the recess of the Grand Chapter. Dispensations so issued shall be in force only until the succeeding annual session of the Grand Chapter, unless continued by vote thereof, and no such Dispensation shall be issued to a smaller number than twenty-five petitioners, nor more than forty petitioners, two of whom must be Master Masons and not less than nine of whom must be ladies who are eligible for the degrees. No Chapter shall receive a number until it receives its charter. (See Bylaws Section 34)

(a) Petitions for Dispensations shall invariably be sent in duplicate, one copy to bear the signatures of the petitioners and the other to be typewritten. Both copies, together with the fee of \$700.00, shall be sent to the Worthy Grand Patron, who forwards all of it to the Grand Secretary.

(b) Supplies for the organization of new Chapters shall be sent only on the order of the Worthy Grand Patron.

All supplies furnished should come from existing inventory except the Bibles (GC 2003). The following supplies to be furnished by the Grand Chapter for institution:

- 1 Set Badges, Ribbons, Emblems, Visitor's Register, Secretary Supplies
- 2 Small Bibles
- 1 Altar Bible
- 1 Gavel
- 1 Signet
- 3 Bylaws

3 Rituals

3 Instruction Books

4 Secret Work (GGC 2003)

1 Proceedings (GC 2003)

1 Baton

1 Ballot Box

(c) The Worthy Grand Patron shall require from each petitioner a signed statement indicating that petitioner has or has not previously sought membership. In the event that the answer is in affirmative, petitioner must also set forth the name, number and location of the

Chapter petitioned and the date of petition. R&R, Section 1 shall prevail for guidance of the Worthy Grand Patron.

Demits and Status of Petitioners for New Chapter

Section 2. (a) All petitioners who are nonaffiliated and who belong to a Chapter of another Grand Jurisdiction, must file demits with the petition for a new Chapter.

(b) A member desiring to become a charter member of a Chapter that is in the making shall have all dues paid, shall obtain a Certificate of Good Standing from the Secretary of the Chapter, with the Chapter seal on it, and no action by the Chapter shall be necessary to authorize the Secretary to issue such a Certificate. The Certificate, together with a signed request for a demit, shall be delivered to the Worthy Grand Patron. When she or he has signed the petition for a new Chapter and on the date of the Institution thereof she or he will be considered a member of the new Chapter and automatically cease to be a member of the old Chapter. Immediately after the Institution, the Worthy Grand Patron shall send the request for demit to the old Chapter and notify the Secretary that the person is now a member of the new Chapter. The Secretary of the old Chapter shall forward the demit to the new Chapter and drop the individual from the roll of membership as of the date of the Institution of the new Chapter, and at the next stated

meeting notify the old Chapter of the action taken.

Officers of New Chapter

Section 3. The Worthy Matron, Worthy Patron, Associate Matron, Associate Patron and all other officers necessary for the work of a Chapter Under Dispensation shall be appointed by the Worthy Grand Patron.

How Set To Work

Section 4. Officers of Chapters Under Dispensation shall be regularly installed and the Chapters set to work by the Worthy Grand Patron in person, or by his proxy duly authorized to perform that duty. The Officers whose names appear on the Dispensation for the formation of a Chapter when legally installed, and after a charter has been granted, constitute the first Board of Officers, and are entitled to be called the first Past Matron and Past Patron.

Powers of U.D. Chapters

Section 5. Chapters Under Dispensation may do all things clearly expressed in the letters of Dispensation creating them, such as conferring degrees, affiliating members by a petition for membership, and forming a Code of Bylaws; provided, always that they act in strict accordance with Bylaws and Rules and Regulations of the Grand Chapter; but it shall not be lawful for U.D. Chapters to elect and install officers.

The U.D. Chapter may vote on a request for a demit, and if the request is granted, copy of the request and current dues card, together with the date the action was taken by the U.D. Chapter, shall be forwarded to the Worthy Grand Patron for his recommendation to be sent to the Grand Secretary, who shall then cause to be issued a Grand Chapter demit for the member involved and forward it to the Secretary of the U.D. Chapter for delivery.

Chapter Name Under Dispensation

Section 6. The name of a Chapter Under Dispensation is a part of the Dispensation and is in force until the Grand Chapter issues the charter.

Time to Send Records to The Grand Chapter

Section 7. On or before May 15 of each year, all Chapters, which have been working six months or more Under Dispensation, shall forward to the Chairman of the Grand Chapter Committee on Charters and Dispensations their books and records, showing everything done by authority of the letters of Dispensation, together with a copy of the Bylaws adopted by them. Other Chapters that have completed six months of work by the time of the annual session will bring their books and records to the Grand Chapter Session.

The Dispensation should be kept by the Chapter until the charter is delivered, the Dispensation to be taken up by the Worthy Grand Matron, or her proxy, upon delivery of the charter. This is done that meetings may not be suspended.

Charter Members Sign Bylaws

Section 8. All charter members must sign the Bylaws of the Chapter at the time of institution. Amendments to Bylaws of a Chapter Under Dispensation must be approved by the Worthy Grand Patron before they shall become effective.

Charters

Section 9. Charters shall be granted by the Grand Chapter only at its annual session. (See Bylaws Section 26)

Time Required Under Dispensation

Section 10. No charter shall be issued to a Chapter Under Dispensation until such Chapter shall have been organized for at least six months.

Dues and Fees of Petitioners

Section 11. (a) Each petitioner at the time a new Chapter is organized shall pay:

(1) The fee for initiation in a Chapter Under Dispensation shall be no less than \$25.00, and this shall be effective for no less than two years after the Dispensation is granted.

(2) The dues for all members of a Chapter Under Dispensation shall be no less than \$15.00 per annum, and this shall not be prorated. This shall be effective for no less than two years after Dispensation is granted.

(3) The fee for affiliation shall be no less than \$15.00 and shall not be prorated. This shall be effective for no less than two years after Dispensation is granted.

(b) Every new Chapter instituted shall subscribe one hundred percent household to the Tar Heel Star News.

ARTICLE II

Chartered Chapters Bylaws

Section 12. Every Chapter chartered by the Grand Chapter shall adopt Bylaws for its government, provided that the same conform to the laws of the Grand Chapter. Each Chapter shall in its Bylaws fix the time of its stated meetings and fees for the several degrees and the annual dues for members, and every chartered Chapter should have sufficient copies of Bylaws for each member.

Amend Bylaws

Section 13. A Chapter has the right to revise, alter or amend its Bylaws in the manner provided in such Bylaws. If no provision is made therein for such alterations or amendment, it may be done by a majority vote, after such proposition to amend has been submitted at a stated meeting and has lain over for a month.

Bylaws to Be Approved

Section 14. Bylaws and local rules of all Chapters must be

submitted to the Worthy Grand Matron for approval, and be by her approved before they shall become effective. Chapters Under Dispensation must get approval of the Worthy Grand Patron instead of the Worthy Grand Matron.

No Suspension of Bylaws

Section 15. No Chapter can suspend its Bylaws or any of them, but see Rules and Regulations Section 25.

Opening Chapter and Quorum

Section 16. Before proceeding to the transaction of business or conferring the degrees, the Chapter must be opened with appropriate ceremonies; and when the business for which the Chapter was opened shall have been performed, it must then be closed with the appropriate ceremonies. No Chapter shall be opened unless there be present seven members of same, including one of the first four officers.

Conduct of Meetings

Section 17. When a Chapter is open and in session, the East shall be occupied at all times by at least one presiding officer.

Duplicate Charters

Section 18. Whenever the charter of a Chapter shall be destroyed by fire, or otherwise, or shall become defaced or illegible, thereby being rendered unfit for use, the Worthy Grand Matron may order a duplicate to be issued, which shall contain the names of the original officers and date of issuance. The names of the Grand Officers at the time the original charter was issued must be appended to the charter, attested by the Grand Secretary under the seal of Grand Chapter. The charter so furnished must show on the margin the reason why issued. No fee shall be charged for issuing such duplicate charter.

Seal

Section 19. Every chartered Chapter must have a seal, and all official papers issued by the Chapter must be attested by an impression of same.

Objection to Visitors

Section 20. No visitor can be admitted into any Chapter if a member of such Chapter makes lawful objection; provided, that no objection shall be valid against the Worthy Grand Matron or Worthy Grand Patron nor against any member visiting in an official capacity, nor against a member in good standing who is acting as counsel for a member on trial. Such objection shall not extend beyond the meeting at which it is made and shall not be recorded.

Presentation of Receipt for Dues in Examination

Section 21. The current receipt for dues (or a demit within one year from date of issue) shall be presented by visitors to the Examining Committee at the beginning of the examination.

Meeting

Section 22. The meetings of a Chapter shall be either stated or special.

Stated Meetings

Section 23. The stated meetings of a Chapter shall be held at the time specified in the Bylaws, which should require at least one meeting each month, at which all regular business of the Chapter may be transacted.

Special Meetings

Section 24. A special meeting of a Chapter shall be held at the usual place of meeting and at such time as the Worthy Matron may direct, upon notice to resident members; provided, that its object shall be stated in the notice, and at such special meeting no