

**BY-LAWS**  
***Palmyra Chapter No. 2***  
***An Historical and Research Chapter***

Introductory statement:

**ARTICLE I**  
***Name/Location***

Section 1. This Chapter shall be known as Palmyra Chapter No. 2, an Historical and Research Chapter. Its physical location shall be the Office of the Grand Secretary of the Grand Chapter of Royal Arch Masons of the State of Missouri.

**ARTICLE II**  
***Officers***

Section 1. The officers of this Chapter shall be all Past Grand High Priests or a sitting Grand High Priest of the Grand Chapter of Royal Arch Masons of the State of Missouri except that no sitting Grand High Priest of the Grand Chapter of Royal Arch Masons of the State of Missouri may fill the stations of High Priest, King, or Scribe.

Section 2. The titles of the officers are: High Priest, King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, Master of the 3<sup>rd</sup> Veil, Master of the 2<sup>nd</sup> Veil, Master of the 1<sup>st</sup> Veil, Chaplain, and Sentinel.

Section 3. The honorary title for all officers is Most Excellent Companion. The exceptions are the Treasurer and Secretary who may not necessarily hold the honorary title of Most Excellent Companion in the Grand Chapter of Royal Arch Masons of the State of Missouri.

Section 4. The Treasurer and Secretary of this Chapter shall be the Grand Treasurer and Grand Secretary of the Grand Chapter of Royal Arch Masons of the State of Missouri, respectively.

Section 5. While all Past Grand High Priests are, by virtue of their title, members of the Grand Chapter with all privileges thereof, only the High Priest, King, Scribe, and Secretary shall be representatives of this Chapter to the Grand Chapter for attendance purposes.

Section 6. There is established a Board of Trustees consisting of the High Priest, King, Scribe, Treasurer, and Secretary who are empowered by these by-laws to conduct the business of this Chapter when not in session.

- a. Any and all transactions occurring by the Board of Trustees while this Chapter is not in session shall be specifically documented in detail and presented to the membership at the next convocation.

### **ARTICLE III** *Meetings*

- Section 1.
- a. An annual convocation is required.
  - b. The annual convocation may be held in conjunction with the annual convocation of the Grand Chapter of Royal Arch Masons of the State of Missouri.
  - c. The High Priest may select another date for the annual convocation if deemed necessary.
- Section 2.
- a. The High Priest may call additional convocations of the entire membership if he deems it necessary for the benefit of the Craft.
  - b. The membership will be notified 30 days in advance of any called convocation by the Secretary. Such notification to be made by United States Postal Service to the last known address of the member. Electronic mail or fax may be used for those members acceptable to these forms of communication.
  - c. There are no special convocations. While advisable, it is not necessary that a purpose be stated for a convocation called in addition to the annual convocation.
- Section 3.
- The agenda for the meetings shall be as determined by the High Priest with the exception of ARTICLE II Section 6.a. and ARTICLE VII Section 5; ARTICLE VIII Section 5; ARTICLE IX Section 2.a.; ARTICLE IX Sections 2.b. and 3.b.; and ARTICLE XII Section 5.

### **ARTICLE IV** *Membership*

- Section 1.
- a. All Past Grand High Priests of the Grand Chapter of Royal Arch Masons of the State of Missouri, and the sitting Grand High Priest of the Grand Chapter of Royal Arch Masons of the State of Missouri.
  - b. Any Royal Arch Mason who was a member of Palmyra Chapter No. 2 prior to the adoption of the Standing Resolution of May 14, 2004, by the Grand Chapter of Royal Arch Masons of the State of Missouri.
  - c. Any Royal Arch Mason that was a dual member of Palmyra Chapter No. 2 prior to the adoption of the Standing Resolution of May 14, 2004, by the Grand Chapter.

d. Any Royal Arch Mason who is a member in good standing of a Missouri Chapter of Royal Arch Masons may petition for and hold Honorary Membership without privileges.

e. Any Royal Arch Mason who is a member in good standing of any other jurisdiction, which is in fraternal relationship with the Grand Chapter of Royal Arch Masons of the State of Missouri and who does not prohibit dual/plural membership, may petition for and hold Honorary Membership without privileges.

Section 2. This Chapter shall not communicate the degrees of Mark Master, Past Master, Most Excellent Master, or Royal Arch Mason.

## **ARTICLE V** ***Finances***

Section 1. The Grand Chapter of Royal Arch Masons of the State of Missouri is mandated by the Standing Resolution adopted May 14, 2004, to transfer to this Chapter the sum of \$500.00 (five hundred and no/100 dollars) for each living Past Grand High Priest on its rolls as of May 14, 2004.

Section 2. The Grand Chapter of Royal Arch Masons of the State of Missouri is mandated by the Standing Resolution adopted May 14, 2004, to transfer to this Chapter the sum of \$500.00 (five hundred and no/100 dollars) for each Companion elected and installed Grand High Priest of the Grand Chapter of Royal Arch Masons of the State of Missouri. This should be accomplished as soon after his installation as possible.

Section 3. The Grand Chapter of Royal Arch Masons of the State of Missouri is mandated by the Standing Resolution adopted May 14, 2004, to transfer to this Chapter the sum of \$500.00 (five hundred and no/100 dollars) for each Companion elevated by it to the title of Honorary Past Grand High Priest of the Grand Chapter of Royal Arch Masons of the State of Missouri. This should be accomplished as soon as possible following such Companion's elevation to the title.

Section 4. All other members of this Chapter, including dual members, are grand- fathered into this Chapter at the dues structure that existed on May 14, 2004.

Section 5. Petitions for Honorary Membership shall be accompanied by the sum of \$50.00 (fifty and no/100 dollars) at such time as the petition is presented to the Secretary.

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- Section 6. All Past Grand High Priests of the Grand Chapter of Royal Arch Masons of the State of Missouri, and the sitting Grand High Priest of the Grand Chapter of Royal Arch Masons of the State of Missouri are Educational Endowment Fund Members by virtue of the Standing Resolution of May 14, 2004. They shall be exempt from payment of dues to Palmyra Chapter No. 2 and per capita to the Grand Chapter of Royal Arch Masons of the State of Missouri; however, the Chapter is still responsible for payment of the per capita to the Grand Chapter of Royal Arch Masons of the State of Missouri for all members. The per capita to the General Grand Chapter is already included in the per capita paid to the Grand Chapter of Royal Arch Masons of the State of Missouri.
- Section 7. Earnings of this Chapter shall consist of all funds transferred from the Grand Chapter of Royal Arch Masons of the State of Missouri, dues from the membership that existed at May 14, 2004 (including dual members), contributions, bequeaths, donations of any sort and from any source, and any interest earned on any account held in any investment scheme by this Chapter.
- Section 8. It is not necessary that the funds of this Chapter be specifically held only in checking or savings accounts or certificates of deposit so long as an amount not less than one-half is invested in obligations of the United States, or in the securities or accounts fully insured or guaranteed by the United States or an agency of the United States, except for those received by gift or bequest which may be retained in kind. The remainder may be invested in common stock or equal securities in nationally known corporations traded on the New York Stock Exchange, and rated "A" or better by Standard and Poore's or Moody's or by some equally well recognized investment rating service. *(Amended May 17, 2007)*

**ARTICLE VI**  
***Election of Officers***

- Section 1. All officer stations shall be filled by election at the annual convocation.
- Section 2. Stations will be filled by succession beginning with the most senior Past Grand High Priest. Thus, it may not hold that a Companion elected to a specific office for one year will necessarily ascend to the next highest office the following year. There is no automatic ascension to the next higher station and no motion will be entertained to advance the line at any annual convocation.
- Section 3. All officers commence the duties of their station immediately following the annual election. An installation is not mandatory.
- Section 4. As soon as practicable following the annual election, the Secretary will poll the Past Grand High Priests in writing to ascertain which of them will be willing to serve the following year. From this pole, the Secretary will prepare a list of those willing to serve beginning with the most senior as High Priest, the next most senior as King, the next most senior as Scribe and so forth until all stations are filled.
- Section 5. Should a Past Grand High Priest decline to serve during any one year, his name will be placed at the bottom of the list only to appear again at the top after all other Past Grand High Priests have had the opportunity to accept or decline.

- Section 6. In no case shall a sitting Grand High Priest be elected to a station so long as there is a Past Grand High Priest available and willing to serve.
- Section 7. The Treasurer and Secretary may not be elected to the office of High Priest, King, or Scribe.
- Section 8. The Secretary will prepare a ballot for the election. Nominations are prohibited.

**ARTICLE VII**  
***Duties of the Secretary***

- Section 1. As previously or subsequently included.
- Section 2. Prepares and distributes all communications of the Chapter. In some cases this may require approval of the High Priest or the membership in general.
- Section 3. Receives all funds of the Chapter, turns them over to the Treasurer after properly documenting their receipt and takes his receipt therefor.
- Section 4. Prepares all warrants for distribution of funds from the accounts of the Chapter for the signature of the High Priest. The warrants shall be successively numbered and their issuance documented in a log maintained for that purpose.
- Section 5. Maintains an accurate record of all proceedings of a convocation and presents same to the membership at the next called convocation.
- Section 6. Is the custodian of the Chapter seal and charter.
- Section 7. Prepares and submits all reports due the Grand Chapter of Royal Arch Masons of the State of Missouri in the manner prescribed and within the timeframe established by the Grand Chapter of Royal Arch Masons of the State of Missouri along with any per capita assessed on the membership.
- Section 8. Serves as ex-officio member of the Audit/Finance committee.
- Section 9. Shall procure and maintain a surety bond in the amount of \$10,000.00 (ten thousand and no/100 dollars) and report on the status of same at the annual convocation. The cost for procurement will be borne by the Chapter.
- Section 10. Is the keeper of all Chapter property necessary to the day-to-day business with the exception of financial records maintained by the Treasurer.

**ARTICLE VIII**  
***Duties of the Treasurer***

- Section 1. As previously or subsequently included.

- Section 2. Serves as ex-officio member of the Audit/Finance committee.
- Section 3. Is the chief officer responsible for the investment of the Chapter funds with the advice of the Audit/Finance Committee and the approval of the Chapter membership.
- Section 4. Shall procure and maintain a surety bond in the amount of \$10,000.00 (ten thousand and no/100 dollars) and report on the status of same at the annual convocation. The cost for procurement will be borne by the Chapter.
- Section 5. Maintains an accurate record of the financial transactions of the Chapter and reports on same by way of a financial report at each called convocation.
- Section 6. Receives all monies from the Secretary and issues a receipt therefor.

**ARTICLE IX**  
Audit/Finance Committee

- Section 1. Serves as oversight committee for the transactions of the Treasurer and Secretary.
- Section 2. a. Annually prepares a proposed budget for the operation of the Chapter.  
b. The proposed budget shall be presented to the membership for approval at the annual convocation.
- Section 3. a. Annually audits the financial records of the Chapter.  
b. Prepares and submits an audit report for approval of the membership at the annual convocation.
- Section 4. Investigates and determines the scheme(s) best suited to insure a maximum return on the investments of the Chapter.
- Section 5. Annually appointed by the High Priest.

**ARTICLE X**  
*Vacancies/Deaths in Office*

- Section 1. The High Priest may declare any station vacant when the holder, without sufficient justification or reason communicated in advance to the High Priest, absents himself from two successive convocations of this Chapter.
- Section 2. It is the discretion of the High Priest to appoint or call an election to fill the vacated station once declared vacant.

- Section 3. The High Priest may call for the election or appoint to fill any vacancy at the second convocation from which the elected officer has absented himself without justification or due reason. No matter which direction the High Priest chooses, he shall fill the station prior to the end of the second convocation from which the elected officer has absented himself.
- Section 4. The High Priest may, at his discretion, simply advance the line to fill the vacated station to complete the year, then fill the Sentinel's station by appointment or called election.
- Section 5. In the event of the death of the High Priest, the line will automatically advance to the next station without further fanfare or election.
- Section 6. See Section 4 to fill the station of the Sentinel after an automatic advancement of the line.

**ARTICLE XI**  
***Archive/Research Committee***

- Section 1. The membership serves as a committee of the whole.
- Section 2. The committee has oversight of and serves as the single repository for all forms of media deemed to have historical and archival significance to Royal Arch Masonry in Missouri except for those records and documents in use by the Treasurer and Secretary. While under the physical control of the committee, the Grand Chapter of Royal Arch Masons of the State of Missouri retains all proprietary rights to and legal ownership of all forms of media.
- Section 3. The committee shall investigate and select a suitable facility for storage of such materials, the expenses for which shall be borne by the Chapter.
- Section 4. The committee shall investigate and determine which methods and types of storage will best preserve the integrity of the media to insure its availability for research and for the use of future generations.
- Section 5. The committee shall establish a reference library and catalogue its contents to insure accessibility for patrons desiring to utilize the contents of the reference library for research purposes.
- Section 6. The committee shall develop and maintain a means by which to record the removal and return of reference materials and shall establish control parameters for the use of such materials.
- Section 7. The committee may, at its discretion, appoint one of its own, or if finances permit, hire a librarian to oversee the day-to-day operation of the library.

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- a. The committee may establish a rate of pay for a librarian.
- b. Such librarian need not necessarily be a member of the Craft.
- c. If hired, no benefits will accrue to the holder of the position and no guarantee shall be given for longevity of service. Should a nonmember be hired, such individual will be under the direct supervision of the committee and all decisions regarding employment, or continued employment rest solely upon the consensus of the opinion of the members.

Section 8. The committee may establish hours of operation of the library.

Section 9. The committee shall establish fees for use of the library and its materials, such as for the cost of mailing of materials and late return fees.

**ARTICLE XII**  
***Amendment, Addition, Repeal***

Section 1. Any part of these by-laws may be amended at any convocation upon written notification of a proposal to amend received by the Secretary no later than 30 days prior to the convocation at which it is to be presented.

Section 2. Sections may be added to these by-laws at any convocation upon written notification of a proposal to amend received by the Secretary no later than 30 days prior to the convocation at which it is to be presented.

Section 3. Any part of these By-laws may be repealed at any convocation upon written notification of a proposal to amend received by the Secretary no later than 30 days prior to the convocation at which it is to be presented.

Section 4. The Secretary will, on receipt of notification under Sections 1, 2, or 3 above, mail a copy of such proposal to each member by United States Postal Service to the last known address of the member. Electronic mail or fax may be used for those members acceptable to these forms of communication.

Section 5. The member(s) authoring such amendment, addition, or repeal shall read the proposal, and upon the receipt of a second, the High Priest will offer a period of discussion.

- a. Following any discussion, the High Priest will put the proposal to vote.
- b. A simple majority is required for passage.



