

THE COMMEMORATIVE ORDER OF ST THOMAS OF ACON, USA

CODE OF BY-LAWS



HOLY SEPULCHRE CHAPEL No. 41

1: Place, dates and times of Meeting.

The Chapel shall meet twice each year; the Annual Meeting in June on the 1st Saturday at 10:00 AM at the Air Force One Lodge in Montgomery, AL and the Stated Meeting in December at 1:00 PM following the KTP Meeting at the Birmingham Metro Facility in Birmingham, AL with an ample repast to follow for both, and at such time as the Worthy Master shall direct.

2: Election of Officers and Installation.

The Worthy Master shall be elected by the will of the assembled Knights and installed at the Annual/Installation Meeting. The Treasurer and Sentry shall be elected by proposition at the Stated Meeting prior to the Annual/Installation Meeting. The Master-elect shall be Installed immediately and will appoint and invest the Prior & other Officers and invest the Treasurer & Sentry.

3: Treasurer

The Treasurer shall receive all fees, dues etc., and shall deposit them in the name of the Chapel in a bank, building society or other financial institution approved by the Chapel. He shall pay all accounts, and shall, at the Annual/Installation Meeting occurring in June, present a duly examined balance sheet of the Chapel accounts made up through the end of April of that year together with a statement of income and expenditure for the period ending on that date.

4: Secretary

The Secretary shall keep Minutes of proceedings of the Chapel and separately, of any Chapel Committee. He shall issue summons for all Chapel meetings, at least fourteen days in advance, to every member of the Chapel. The Secretary shall keep record of the Muster Roll.

5: Other Officer Duties

The Worthy Master shall preside over the Chapel. The Eminent Prior shall lead the Chapel in its devotions at the altar and to assist the Worthy Master in the government of the Chapel and in the absence of the Worthy Master shall govern the Chapel. The Marshal shall take charge of and conduct processions of the Chapel, and to assist the Eminent Prior, whenever that officer may require assistance. The Deputy Marshal shall assist the Marshal in all duties thereof. The Almoner shall collect funds to support the poor and needy. The Working Knights shall assist in the installation of a new member by giving lectures and appropriate tests to the candidate. The Herald

shall make proclamations as directed by the Worthy Master. Doorkeeper shall answer all alarms at the outer door and carry messages to the several officers of the Chapel. The Cellarers shall assist the Worthy Master and other officers in performing their respective duties. The Sentry shall guard the outer door against all non-members of the Order.

6: Chapel Committee and election of Examiners of Accounts.

The Chapel Committee shall consist of the Worthy Master, Eminent Prior, Marshal, Treasurer, Secretary, subscribing Past-Worthy Masters of and in the Chapel and two Knights elected at the Annual/Installation Meeting. Two Examiners of Accounts shall be elected annually at this same Meeting.

7. Candidates

All proposed Knights of the Order must be a member in good-standing with the Grand Lodge of Free & Accepted Masons of Alabama, Grand Chapter of Royal Arch Masons of Alabama, and Grand Commandery of Knights Templar of Alabama.

All Knights of the Order shall abide by the Grand Lodge of Alabama Constitution, Resolutions, and Edicts.

The election for Installation, joining, re-joining and honorary membership is not secret and does not employ ballot balls; knights who are in agreement remain silent. In circumstances where there is an objection and the knight concerned does not wish to be identified it is permissible for him to make his objection known by informing BOTH the Worthy Master and Secretary in private before the election meeting (which he must attend if the objection is to be reported) and they indicate the number of objections that have been received, from the knights present, when the election takes place.

8: Fees and Subscriptions.

The Annual subscription of \$60.00 shall be payable in advance before the end of July each year, and the Admission fees of \$450.00 and fees for joining & rejoining of \$90.00 shall be received with the appropriate form; in the event the subscription or any fee is to be updated, a resolution in Open Chapel, after due notice on the Summons, must be made. Those amounts shall include all fees and dues payable to the Grand Master's Council, the Grand Preceptor's Council and any payment or financial liability incurred by the Chapel and / or candidate for membership.

9: Arrears of Subscription.

The fiscal year of the Order begins on September 1st and ends on August 31st of the ensuing year. A member, whose current subscription is more than 12 months in arrears, shall not hold Office in the Chapel. If he be more than 12 months in arrears he will be advised in writing that if his subscription is not paid by the end of July he may be excluded, unless some satisfactory excuse be tendered and accepted in open Chapel.

10: Resignation.

A brother wishing to resign from the Chapel shall give notice, either in Open Chapel, or by letter to the Secretary and, on payment of all dues, shall be entitled to a Clearance Certificate.

11: Payment from Chapel Funds.

Payment of any sum exceeding \$100 if for other than ordinary purposes, may be made, only by resolution of the Chapel, of which notice has been given on the

summons, except in the case of emergency, when such payment may be authorized by the Worthy Master and reported to the Chapel at the next Regular Meeting.

12: Chapel Effects.

The jewel and furniture of the chapel are the property of the Worthy Master and Eminent Prior for the time being, in trust for the members. The Warrant of Constitution is the property of the Most Worthy Grand Master, and the Worthy Master shall be responsible for its safe custody, and shall produce it at every meeting of the Chapel. In the event of the erasure or dissolution of the Chapel, the Warrant, Jewels, Furniture and any other effects shall be surrendered to the Grand Master's Council.

13. Alteration of By-laws.

Notice of motion of any alteration of, or addition to, these by-laws must be given at one meeting. They shall appear, as a proposition, on the Summons for the next Meeting and, if approved, the alterations or additions shall be submitted for countersignature to the Right Worthy Grand Preceptor and to the Most Worthy Grand Master for approval, and shall not be effective until so approved.

Presentation of By-laws.

A copy of these by-laws shall be presented to each new member of the Chapel and to the Worthy Master at his Installation.

Approvals:

Adopted in the Organizational Meeting on the nineteenth day of July, 2023,

Nomen: Sir André of Byron, K.H., P.G.M., P.G.Prec. (USA), Primus Worthy Master

Christian Name: André E. Lovas

Nomen: Sir Brian of Newport, Secretary

Christian Name: Brian P. McDonald

Approved on the thirteenth day of August, 2023,

Approved by the M.:W.: Grand Lodge of F&AM of Alabama,

Signed: Richard C. Beck, Grand Master

Christian Name: Richard C. Beck

Signed: Teddy R. Grogan Jr., PGM, Grand Secretary

Christian Name: Teddy R. Grogan Jr.

Approved on the twentieth day of November, 2023,

Approved on behalf of the M.:W.: Grand Master of the Order of St Thomas of Acon,

Sir Terry of Chattanooga, K.H.

Nomen: Jeremy C. Vaughn, Grand Secretary

Christian Name: Jeremy C. Vaughn