

BY-LAWS OF THE DISTRICT GRAND ROYAL ARCH CHAPTER OF DOWN

The following are the By-laws of the District Grand Royal Arch Chapter of Down, to take effect from 1st January, 2026

1. Constitution

The District Grand Chapter of Down shall consist of the following Officers:

Most Excellent The District Grand King.

Right Excellent The District Deputy Grand King.

Right Excellent The District Assistant Grand King. (See Relevant S.G.C.Law)

Right Excellent The District Grand High Priest.

Right Excellent The District Grand Chief Scribe.

Right Excellent The District Grand Treasurer.

Right Excellent The District Grand Registrar.

Very Excellent The District Assistant Grand Treasurer

Very Excellent The District Assistant Grand Registrar.

Very Excellent The District Grand Directors of Ceremonies

Very Excellent The District Grand Chaplains.

Very Excellent The District Grand Captain of the Host.

Very Excellent The District Grand Superintendent of the Tabernacle.

Very Excellent The District Grand Royal Arch Captain.

Very Excellent The District Grand Captain of the Scarlet Veil.

Very Excellent The District Grand Captain of the Purple Veil.

Very Excellent The District Grand Captain of the Blue Veil.

Very Excellent The District Grand Stewards. (two to be elected, two to be appointed by The District Grand King.)

Very Excellent The District Grand Medical Steward (Appointed)

Very Excellent The District Grand Almoners.

Very Excellent The District Grand Organists.

Very Excellent The District Grand Sword Bearer. (Appointed)

Very Excellent The District Grand Standard Bearer.

Very Excellent The District Grand King's Standard Bearer. (Appointed)

Very Excellent The District Grand Janitor.

Very Excellent The District Grand Inspectors.

Together with the Three Principal Officers, for the time being, and all registered Past Kings, being subscribing members of Chapters in the District. These shall rank in the foregoing order.

2. Convocations

The Stated Convocations of the District Grand Chapter shall be four in each year, as follows:-

1st Saturday in March; 1st Tuesday in June; 1st Wednesday in September and 1st Saturday in December. The March and December Convocations to held at 2pm and the June and September Convocations at 7.30 p.m. in such a place as is agreed, subject to the power of the District Grand King, or, in his absence, the District Deputy Grand King or the District Assistant Grand King, to vary the place, date or time of meeting.

Notice by Circular of each Stated Convocation shall be sent, to each District Grand Chapter Officer, and four such notices to the Registrar of each Chapter in the District (which it shall be the duty of the Registrar to transmit

forthwith to the Three Principal Officers) at least ten days before the day on which the District Grand Chapter is to meet. Where requested notice of the Convocation will (also) be sent by e-mail.

A Convocation of Emergency may be held at any time the District Grand King, or in his absence, the District Deputy Grand King or the District Assistant Grand King may deem expedient. The Notices for such shall be sent as long prior to the date of the Convocation as practicable.

Duly registered Past District Grand Officers and subscribing Past Kings shall, on payment of the Appropriate Annual Fee in advance, be entitled to receive by Post, individually, from the District Grand Registrar, a copy of the Circular convening each Convocation. The Circular is also available by E-Mail, free of charge.

3. Order of Business

The Presiding Officer, at each Convocation, shall be in accordance with relevant S.G.C.Law. At Stated Convocations the business shall be that stated on the Circular convening the Convocation, and any other relevant business allowed by the Presiding Officer. The business shall be taken in the order as shown on the Circular, or as directed by the Presiding Officer.

At Convocations of Emergency no business shall be entered upon, except that stated on the Circular convening the meeting.

4. Discussions: Order

A Companion wishing to speak shall stand and address the Presiding Officer; he shall not be interrupted except on a point of Order. No Companion may speak more than once on the same subject, except in explanation or unless called upon to do so by the Presiding Officer; always provided that the Proposer of a Resolution shall, after due discussion of the same, have the right to reply, before such resolution or any amendment be submitted to the vote.

5. Postponement of Motions

Should the Proposer of a Motion, of which notice has been previously given, not attend to move such Motion, or should he fail to authorise some other Companion to do so, then, the District Grand Chapter shall consent to a postponement .

6. Motions Decided Upon

No Motion which the District Grand Chapter has already considered and decided upon, shall again be brought forward or otherwise discussed until a lapse of six months from the date of such a decision, except in cases of appeal allowed by Supreme Grand Chapter.

7. Rejection of Motions

Discretionary power shall be vested in the Presiding Officer to reject any notice of motion, if such motion be deemed by him to be improper, or inconsistent with the ancient landmarks of Freemasonry.

8. Discussions: Religious and Political

No discussion on religious or political matters, shall under any pretext whatever, be permitted in District Grand Chapter.

9. Voting

All questions in the District Grand Chapter shall be decided by a majority of votes, each qualified member having one, and the Presiding Officer, in addition, a casting vote. Those qualified to vote are. All present District Officers; Excellent Kings; High Priests and Chief Scribes of Subordinate Chapters in the District (subject to By-law 21); also, all Past District Officers and Past Kings, who are subscribing members of Chapters in the District.

10. Complaints and Memorials

Chapters or Companions must give at least twenty-one clear days' notice in writing to the District Grand Registrar of any complaints, memorials or other business which they wish to bring before District Grand Chapter, giving a full and clear statement of the nature of such business. Any communications from a Chapter must be signed by the Registrar, and have the Seal of the Chapter affixed thereto.

11. Communications to Supreme Grand Chapter

Registrars or Representatives of Subordinate Chapters in this District must immediately send to the District Grand Registrar, copies of all communications sent to Supreme Grand Chapter.

12. Ruling

The presiding Officer shall be the sole judge on all questions of Order, and Companions must submit to his Ruling.

13. Election of Officers for District Grand Chapter.

The District Grand Chapter Officers (other than The District Deputy Grand King, or the District Assistant Grand King and those appointed by the District Grand King) shall be elected in alternate years. (see Appendix A)

Beginning 2026 nominations for District Office will be by way of a rotational system. Regional Inspection Committees will inform Chapters of their eligibility to nominate. Nominations must be in writing, under the Seal of the Chapter, and should be sent to the Registrar of the appropriate Inspection Committee before the 1st April.

A Subordinate Chapter that has received a Fine for non-attendance at District Grand Chapter the previous year shall not be eligible to nominate a Companion for District Office in the next cycle of nominations.

The Inspection Committee shall consider such nominations, and the Registrar shall, at least one month before the Stated Communication in June, notify the District Grand Registrar of the name, address and Chapter of each Companion selected for nomination.

Should a vacancy arise for a District Grand Chaplain, and no Clerical Companion, qualified under this By-Law, is available for this appointment, the District Grand King may, with the approval of District Grand Chapter, appoint a suitable non-Clerical Companion, who is a Past King.

Where the situation arises, The District Grand King may request any member of the District Grand Chapter at a Stated Convocation to propose any other qualified Companion or Companions for any (save the Offices above excepted) of the Offices mentioned in Rule 1. Such proposal or proposals must be seconded by another member of the District Grand Chapter. Such nominations must be, or have been, ratified by the subordinate Chapter.

A Companion shall not be eligible for election or appointment to any Office in the District Grand Chapter, until the expiration of three years from the date of his installation as Excellent King, and he must be a subscribing member of a Chapter in the District, and eligible for re-election to any Office in his Chapter. The Advisory Committee may, on cause being shewn, previous to the first day of September, nominate one or more Companions for any Office. The names of all Companions proposed or nominated for election shall be set forth in

the Circular issued, pursuant to By-law 2, convening the Stated Convocation in September, and from this list the elections shall be made. The Companion proposed, as aforesaid, shall be declared elected, and shall be installed at the Stated Convocation in the December following. (For Rota of Officers, see Appendix A)

14 District Grand Almoners

The District Grand King shall, with the concurrence of District Grand Chapter, appoint at his discretion a maximum of three District Grand Almoners under relevant S.G.C. Law. He shall allocate to each, specified Chapters, requiring them to advise District Grand Chapter of Companions or their families who have suffered bereavement or illness and, where appropriate, to offer comfort and assistance.

15. District Grand Inspectors

The District Grand King shall appoint District Grand Inspectors, under relevant S.G.C. Law; allocate to each specified Chapters; request each to furnish an Annual Report at 1st May, and to undertake any duty assigned to him by District Grand Chapter.

16. Canvassing

Personal canvassing for any District Grand Chapter Office is strictly forbidden, and any Companion proved to have been engaged therein shall thereupon be deemed ineligible for election to any such office.

17. Absence of Officers

Any Officer of District Grand Chapter, who has been absent from more than two of its Stated Convocations during his period of Office, and has not given a suitable written explanation which the District Grand Chapter deems satisfactory, shall be considered to have, ipso facto, vacated his Office, and forfeited his right to the privileges of a Past District Grand Officer.

18. Clothing and Jewels

The Officers of District Grand Chapter shall wear the appropriate clothing and Jewels of Office. The Clothing shall consist of White Shirt and District Royal Arch Tie, full dress apron, gauntlets, sash and white gloves. District Grand Chapter shall provide Jewels but not Clothing, the Jewels remaining the property of District Grand Chapter, and must be surrendered on relinquishing Office.

The Three Principal Officers of subordinate Chapters shall wear the apron, sash, collar and jewel of their respective Offices. A member of District Grand Chapter, or visitor thereto, shall not be permitted to wear any jewel, medal or device, except those pertaining to Royal Arch Freemasonry.

The Representative of a Foreign Grand Chapter may wear the insignia of the Constitution he represents, unless he is a serving District Grand Chapter Officer.

The Jewels of Past District Grand Chapter Officers should be suspended from a gold bar and scarlet ribbon on the left breast.

District Officers when in office in their own Chapter, or taking an office when visiting another Chapter will only wear the collar of that office. (District Apron may be retained but Cuffs and Gloves should be removed.)

19. Representatives to the Board of General Purpose and Grand Royal Arch Chapter of Instruction

District Grand Chapter shall, at the Annual Election of Officers in September, elect the appropriate number of Representatives to the Royal Arch Board of General Purposes of Supreme Grand Chapter. District Grand Chapter shall, at the same time, elect up to three Representatives to The Grand Royal Arch Chapter of Instruction.

20. Fees

Each Chapter in the District shall pay to District Grand Chapter an Annual Fee, such sum as shall from time to time be approved, for each subscribing member on its Roll as per the latest Annual Return made under By-law 20, such payment to be made not later than 31st March in each year. (see schedule of Fees)

21. Fines - Attendance

A Chapter, which has not been represented at three or more Stated Convocations of District Grand Chapter, in any year ending 31st December, by at least one of the members of the Council of that Chapter shall be fined such sum as shall from time to time be approved (see schedule of Fees) and none of the three Principal Officers thereof shall be allowed to speak or vote at any Convocation of District Grand Chapter while such fine remains unpaid.

Where a District Convocation takes place at the same time as a subordinate Chapter, a letter from that Chapter stating the same will be accepted for non attendance.

At each Convocation of the District Grand Chapter, the District Assistant Grand Registrar shall call the Roll of the District Grand Officers and record the Attendances and Apologies.

It shall be the duty of the Three Principal Officers of each subordinate Chapter to attend the Stated Convocations of District Grand Chapter and record their attendance by signing the attendance sheet provided, which will be the only accepted evidence of a Chapter having been represented at District Grand Chapter Convocations. (one written apology per calendar year from a Chapter, [either from the E.K., H.P., or CS,] will be accepted for non attendance).

A Chapter neglecting or failing to pay to District Grand Chapter the appropriate Fees under By-law 20, or to furnish any Return required under By-law 22, shall be fined such sum as shall from time to time be approved for each failure of defect. (see schedule of Fees)

If after receiving notice from the District Grand Registrar of a fine having been imposed, a Chapter does not pay such fine, and pay the Fees and furnish the Return outstanding, within 21 days of receiving notice from the District Grand Registrar to do so, District Grand Chapter may recommend the suspension of the Warrant of the Chapter.

22. Return from Subordinate Chapters – Subject to Annual Request

The Registrar of each Chapter in the District shall within ten days of their September/October Communication, and not later than the 31st October in each year, furnish, to the District Grand Registrar, on the Approved Forms provided for that purpose, a Return showing: The Place, with date and hour, at which the Stated Convocations are to be held, the names and addresses of all Officers for the following year; the name of each Companion added to or deleted from the Roll of subscribing Members of the Chapter and the number of Subscribing Members at the date of furnishing the Return. Such Return shall be accompanied by the appropriate Chapter Fees under District By-law 20. (Returns to Supreme Grand Chapter must be made in accordance with relevant S.G.C.Law.

The Registrar of each Chapter, not later than 31st March each year, shall from the Audited Statement of Receipts and Payments as approved by the Chapter, forward the same to the District Grand Registrar, together with a copy of the Bank Statement as of 31st December. An approved Receipts and Payments form must be used.

23. Dual Offices

Subject to relevant Supreme Grand Chapter Law, the Registrar of a Royal Arch Chapter in Down, shall be a Past King, and shall not hold the Office of Treasurer in the same Chapter at the same time, but the District Grand King, or in his absence, the District Deputy Grand King or the District Assistant Grand King may, on sufficient cause being shown, permit a Companion to hold Dual Offices in any particular year. A Companion shall not be elected Treasurer or Registrar of a Royal Arch Chapter in Down, while holding either of these Offices in another Royal Arch Chapter, save by dispensation from Supreme Grand Chapter.

24. Treasurer

The District Grand Treasurer shall keep a proper account of the receipts and expenditure of the District Grand Chapter and shall, at the stated Convocation in March, submit an Audited Statement of Accounts for the year ended on the previous 31st December, or at any other time if called upon by the District Grand King, his Deputy, or his Assistant.

25. Registrar

The District Grand Registrar shall keep minutes of the proceedings of the District Grand Chapter and shall furnish, at its Stated Convocation in March of each year, a record of the attendance of District Grand Officers and subordinate Chapters and of all fines incurred during the previous year. He shall produce the Minute Book and all other District Grand Chapter Documents in his keeping on request by the District Grand King.

26. Auditors

District Grand Chapter, at its December Convocation each year, shall appoint two qualified members to audit its accounts, and report thereon at the March Convocation following.

Each Chapter in the District shall, at the Annual Election of Officers, appoint two subscribing members to audit the Chapter accounts. The Treasurer shall present to the Chapter, for approval, a statement of the accounts as certified by the auditors. (See By- Law 22 (2))

27. Visitors

All visiting Companions at a Convocation of District Grand Chapter shall be properly vouched to the District Grand Captain of the Host, prior to the opening of District Grand Chapter. A Visitor may speak during the proceedings, only by invitation or permission of the Presiding Officer.

28. Advisory Committee

A Committee called “The District Grand King's Advisory Committee”, consisting of the District Deputy Grand King; or the District Assistant Grand King, District Grand High Priest: District Grand Chief Scribe; District Grand Treasurer, District Grand Registrar and the District Assistant Grand Registrar for the time being, may be summoned by the District Grand King at any time, to confer with and advise him on any matter for the benefit of the District Chapter, which he may deem necessary to bring before it. This Committee, with the approval of the District Grand King, shall have the right to arrange for Representatives to attend Supreme Grand Chapter, or any Board or Committee at which representation is deemed necessary, and if appropriate pay the expenses of such representatives from District Grand Chapter Funds. They shall also have the right to make arrangements for any ceremony or function, which may be held in connection with the District Grand Chapter, and with the approval of the District Grand King, make recommendations to the District Grand Chapter.

29. Board of General Purposes

A Board of General Purposes shall be constituted as follows: All Officers of District Grand Chapter, for the time being, as in By-law No.1, together with the District Grand Chapter Representatives at Grand Chapter Board of General Purposes, and one registered subscribing Past King from each Chapter in the District, to be taken in a Rota System of one Chapter in five.

The Representative of a Chapter shall be appointed at the Annual Election of Officer of the Chapter, and his name and address included in the Return of Officers, under By-law 22.

The District Grand Chapter shall establish a rota whereby each Chapter shall have representation in turn.

A Chapter Representative who is unable to attend a Meeting of the Board, may nominate, in writing, another subscribing Past King of the Chapter to act as Proxy, on that occasion only.

The Board shall meet, by rota, when summoned by the District Grand Registrar. Seven members, one of whom must be a District Grand Officer, shall form a quorum.

The Meetings of the Board shall be presided over by the District Deputy Grand King, or, in his absence, by a District Grand Officer appointed by him.

The duties of the Board shall include the following.

- (a) To examine correspondence, memorials and reports to District Grand Chapter, and when necessary, prepare a digest of the same for District Grand Chapter.
- (b) To investigate complaints of a Masonic nature, which may be forwarded in writing, to the District Grand Registrar, and when possible, to arrange minor differences between Chapters and individual members within the District and recommend the action (if any) District Grand Chapter might take in relation to such matters.
- (c) To transact any special business which may from time to time be referred to it, by or on behalf of District Grand Chapter.
- (d) To report to District Grand Chapter on all matters coming before the Board.
- (e) To consider and report to the District Grand Chapter on any matter referred to it by the District Grand King's Advisory Committee.

30. Committees of Inspection

1. Three regional Committees of Inspection shall be formed to cover the District as follows:
 - a) North – Down Regional Inspection Committee
 - b) Mid – Down Regional Inspection Committee
 - c) South – Down Regional Inspection Committee

Each of the Regional Committees shall elect a Chairman and Vice Chairman annually and shall fix the quorum. In the absence of the elected Chairman, the Vice Chairman will preside as Chairman for that meeting only. A representative from District Grand Royal Arch Chapter of Down will attend the annual election of Regional Committee officers.

Each Regional Committee shall appoint a Registrar and an assistant Registrar, if required annually.

2. The names of all Candidates for exaltation, affiliation from another Constitution or re-joining must be returned on the prescribed Form to the Registrar of the appropriate Regional Committee at least 21 days before the next meeting of the Committee. The Registrar shall prepare a list of the names so returned, a copy of which must be sent to each Members with the Circular convening the Meeting. The Ballot for each Candidate must be unanimous.
3. The names shall be returned by the Registrar of subordinate Chapters after the Ballot; particular care having been taken that the provisions of the relevant S.G.C Law are observed. No Chapter shall advance to the degree of M. M. M., nor admit any member re-joining or on affiliation, if from outside the Island of Ireland, until permission to do so has been received from the Regional Committee. A Candidate not approved by the Regional Committee shall not be reconsidered until a lapse of six

months from the date of the first decision. The eligibility of any Candidate will not be considered unless the Representative of the Chapter concerned, or his proxy (appointed in writing) is present.

4. Additional application of electronic meetings: Where there are less than two candidates for consideration an electronic meeting may be introduced as a means of consistency and allows the continuous assessment and approval of the candidates.
5. A nominal fee of £10.00 will be paid by each individual chapter. This fee will be payable each year in conjunction with the yearly capitation fee. No exaltation fee will be required with an application form for passing a candidate.
6. The name of a Companion affiliating to a Down Chapter from another Chapter in Ireland does not require to be submitted to the Regional Inspection Committees. Confirmation of Good Masonic Standing must still be obtained. See relevant S.G.C Law.
7. The Regulations of Supreme Grand Chapter regarding the admission and affiliation of Candidates must be strictly adhered to.

(For the rules of the Regional Inspection Committees, see Appendix 'B')

31. Collecting Money for Masonic Purposes

With the exception of the usual Chapter collections and subscriptions for the established Masonic Charities, no proceedings of any kind for the raising of money, for any Masonic or other non-Masonic, purpose shall be undertaken by any Subordinate Chapter in the District of Down, or individual member thereof, unless sanction has been obtained from the District Grand King or, in his absence, from his Deputy or Assistant District Grand King.

32. Masonic Processions

All processions of Royal Arch Masons, unless sanctioned previously by the Grand King, his Deputy or his Assistant, are strictly prohibited, under penalty of being reported to Supreme Grand Chapter.

33. By-laws

Each Chapter in the District shall make By-laws for its better government and regulation of its proceedings, but such By-laws shall be in agreement with the Laws and Regulations of Grand Chapter and the By-laws of District Grand Chapter.

After approval by the Chapter, two copies of such By-laws and of any subsequent alteration or addition thereto, shall be forwarded to the District Grand Registrar, who, when the recommendation of District Grand Chapter has been added, shall forward them to the Grand Registrar for approval.

Such By-laws or amendment thereto shall come into operation when the Registrar has received the approval of Grand Chapter.

When printed, a copy of the By-laws or amendment approved shall be sent to the Grand Registrar and two copies to the District Grand Registrar for filing.

Where a subordinate Chapter wishes to open up to an hour earlier than stated in their Bye-Laws to accommodate an Installation Communication they need not seek permission but must inform District and their Inspector

34. Place of Meeting.

Any subordinate Chapter wishing to transfer its Warrant for a special occasion must seek permission from District Grand Chapter. The Warrant must be present at all Convocations.

Any subordinate Chapter wishing to move its Warrant must liaise with District Grand Chapter regarding the move before submitting any such request to the Supreme Grand King's Council for approval. Once the approval to move has been received then approval of new Bye-Laws regarding venue and nights etc will follow.

35. Publication of Proceedings

No information concerning the proceedings at a Convocation of District Grand Chapter, or of a subordinate Chapter in the District, or of any Committee constituted under these By-laws, or other assembly of Royal Arch Masons approved by District Grand Chapter shall be published in any manner whatsoever without the prior approval of the District Grand King or his Deputy or his Assistant.

36. Alteration of By-laws

No Motion for the enactment of a new By-law or for the alteration or repeal of any existing By-law, or for a grant of money from District Grand Chapter Funds (current expenses excepted) shall be made unless a notice thereof, in writing, be given at a Stated Convocation, which notice shall be printed on the Circular for the next Stated Convocation of the District Grand Chapter.

37. Honorary Rank

The District Grand King shall have the power, with the concurrence of the District Grand Chapter, of conferring the Honorary Rank of Past District Grand Chief Scribe or any subordinate rank upon such Past Kings, subscribing members of a subordinate Chapter, as he may consider deserving of the distinction.

38. Circulation of By-Laws

The Registrar of each Chapter in the District shall be furnished with two copies of these By-Laws, and any Member requiring a copy may procure same from the District Grand Registrar on payment of the appropriate amount which shall from time to time be approved.

Confirmed at the Quarterly Convocation of the District Grand Royal Arch Chapter of Down, held in Lisburn Masonic Hall, Belsize Road, Lisburn on the 3rd June 2025. .

R.J.F. Humphries

District Grand King

W. McCoy

District Grand Registrar

Galwally House, Drumkeen Court, Upper Galwally, Belfast, BT8 6TB

Approved by Supreme Grand Chapter

P.J.A. Daley,

Grand Registrar

17 Molesworth Street, Dublin 2

Dated 28th November 2025

SCHEDULE OF FEES AND FINES

(as of 1st January 2026, until further notice)

FEES

District Capitation Fee	£5.00
Annual District Inspection Fee per Chapter	£10.00

FINES :

Non-attendance	£30.00
Late Receipt & Payments return	£20.00
Late Capitation payment	£20.00

PUBLICATIONS Etc.

S.G.C. Laws & Regulations	£4.00
District Chapter By-laws	£3.00
Ritual Books	£3.50
District G.C. Tie	£10.00

District Grand Royal Arch Chapter of Down

Nominations for District Grand Chapter Officers

NOMINATIONS	2022	2024	2026	2028	2030	2032	2034	2036
High Priest	Belfast	Banbridge	North Down	South Down	North Down	Mid Down	South Down	North Down
Chief Scribe	North Down	Belfast	South Down	North Down	South Down	North Down	Mid Down	South Down
Capt. of the Host	Banbridge	North Down	Mid Down	South Down	North Down	South Down	North Down	Mid Down
Supt. of the Tabernacle	Belfast	Banbridge	North Down	Mid Down	South Down	North Down	South Down	North Down
Royal Arch Captain	North Down	Belfast	South Down	North Down	Mid Down	South Down	North Down	South Down
Capt. of the Scarlet Veil	Banbridge	North Down	Mid Down	South Down	North Down	Mid Down	South Down	North Down
Capt. of the Purple Veil	Belfast	Banbridge	South Down	Mid Down	South Down	North Down	Mid Down	South Down
Capt. of the Blue Veil	Downpatrick	Belfast	North Down	South Down	Mid Down	South Down	North Down	Mid Down
Standard Bearer	Newry	Downpatrick	South Down	North Down	South Down	Mid Down	South Down	North Down
Janitor	Belfast	Newry	Mid Down	South Down	North Down	South Down	Mid Down	South Down
Steward	North Down	Belfast	North Down	Mid Down	South Down	North Down	South Down	Mid Down
Steward	Banbridge	North Down	South Down	North Down	Mid Down	South Down	North Down	South Down

Rules for Regional Committees of Inspection

1. Regional Committee to be composed of one representative from each Chapter in the District, elected annually, together with any actual District Grand Officer residing in the area of the Inspection committee. Each Committee to decide their own quorum.
2. The names of the Chairman and Registrar to be submitted to the District Grand Registrar each year after election.
3. Each Committee may decide how often it will meet and its location, but must meet at least once in each quarter, except in any quarter when there are no candidates to be considered.
4. A list of all candidates to be considered at any meeting shall be sent to the members at least ten days before such meeting.
5. A Candidate for Exaltation, residing outside the area covered by a Regional Committee of Inspection to which the Chapter belongs, may not be balloted for until he has been approved by the Regional Committee of Inspection for the area in which he resides.
6. A copy of the list of Candidates must be sent to The District Grand Registrar, and notification of those approved must also be sent to The District Grand Registrar, who will keep a register of all the Brethren being Advanced and Exalted.
7. The registrar of each Regional Committee must keep a proper record of all financial transactions, and request remittance, from The District Grand Royal Arch Chapter of Down, using the appropriate form and supplying detailed information. This form is available on the District Grand Chapter of Down website. District Grand Royal Arch Chapter of Down will ensure that each Regional Committee is financially solvent.



**District Grand
Royal Arch Chapter
of Down**

Galwally House,
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Email: office@dgracdown.org.uk

Website: www.dgracdown.org.uk

BY-LAWS

OF THE

DISTRICT GRAND ROYAL ARCH CHAPTER of DOWN



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