



# {-sample-} Chapter

## By-Laws

Founded: February 14<sup>th</sup>, 2013  
Phoenix, Arizona



# Riders of the Third Degree Masonic Riders Association

{-sample-} Chapter

{{-sample location-}}



By-Laws



Provisions of these Chapter By-Laws shall not be in conflict with the Constitution of the Grand Chapter of the Riders of the Third Degree Masonic Riders Association of the state of Arizona or the Landmarks of the Riders of the Third Degree Masonic Riders Association.

In accordance with being a Masonic organization, the provisions of these Chapter By-Laws shall not conflict with the Constitution of the Most Worshipful {-sample-} Grand Lodge., nor the general rules and regulations of Freemasonry.

These Chapter By-Laws shall be voted on and ratified by the Charter (founding) Members of the {-sample-} Chapter of the Riders of the Third Degree Masonic Riders Association and approved by the {-sample-} Grand Chapter of the Riders of the Third Degree.

A copy of these Chapter By-Laws shall be provided to, and kept on file by, the {-sample-} Grand Chapter of the Riders of the Third Degree Masonic Riders Association.



*There was a young man, who had just begun.  
He was a willing worker and a widow's son.  
He was raised on the level and died on the square.  
Was buried in the hills and only three knew where.*



## **Article I - Name and Purpose**

The name of this Chapter of the Riders of the Third Degree Masonic Riders Association shall be the Third Degree.

Its purpose shall be to promote Masonic Charity and Brotherhood through motorcycle outreach and charity functions. Our primary charitable outreach will be to support the Masonic Charities of the State of Arizona and Masonic Charities world-wide.

## **Article II - Positions and Duties**

### **Section 1 – Chapter Officers**

The Chapter will maintain the following mandatory Officer positions at all times:

- ❖ Chapter President (elected)
- ❖ Chapter Vice President (elected)
- ❖ Chapter Secretary (elected)
- ❖ Chapter Treasurer (elected)
- ❖ Chapter Sergeant at Arms (appointed)

The Chapter will maintain the following optional Officer positions at the will and pleasure of the Chapter President:

- ❖ Senior Road Captain (appointed) (maximum of one)
- ❖ Junior Road Captain (appointed optional) (maximum of four)
- ❖ Chapter Chaplain (appointed optional)

### **Section 2 – Chapter Officer Elections and Appointments**

- ❖ All Chapter Officer elections, for the elected Officers, will take place at the first regular meeting of the year and will only be balloted on by Members of the Chapter. Associates are non-voting persons of the Chapter, and as such have no vote in the Officer elections.

A unanimous ballot may be cast for a candidate if, and only if, there are no competing candidates for a Chapter Officer position. In addition, a unanimous ballot must be voted on and must receive a unanimous vote.

- ❖ All Chapter Officer appointments, for the appointed Officers, will take place at the same regular meeting as the Chapter Officer elections. All appointments are made by, and at the discretion of, the Chapter President. The Chapter President may elect to have the Chapter Vice President make one or more of the Chapter Officer appointments at their discretion.

Chapter Officer appointments may be disputed on a case-by-case basis, but must be disputed in writing to the Chapter President, Chapter Vice President, and Chapter Secretary. The reason for the dispute must be clearly spelled out and will be voted on by this “tribunal”. If the vote is favorable for the candidate, the dispute will be kept in the Chapter records; however, the candidate will take their duly appointed position as a Chapter Officer.

### **Section 3 – Chapter Officer Duties**

The duties of the Chapter Officers are as follows:

- ❖ President – The President shall be the leader of the Chapter and serve a similar function to the Worshipful Master of a Masonic Lodge.
- ❖ Vice President – The Vice President shall be the “second in command” of the Chapter and service a similar function to the Senior Warden of a Masonic Lodge.
- ❖ Secretary – The Secretary shall perform administrative duties of the Chapter under the direction of the President and Vice President.
- ❖ Treasurer – The Treasurer shall perform the financial duties of the Chapter under the direction of the President, Vice President, and Secretary.
- ❖ Sergeant at Arms – The Sergeant at Arms shall be responsible for all Chapter security and perform functions similar to the Marshal and Tyler of a Masonic Lodge.
- ❖ Senior Road Captain – The Senior Road Captain shall organize all events and rides of the Chapter under the direction of the President and Vice President.
- ❖ Junior Road Captain – The Junior Road Captain will assist the Senior Road Captain in organizing all events and ride of the Chapter under the direction of the President and Vice President.
- ❖ Chapter Chaplain – The Chaplain will be responsible for leading all prayers for the Chapter.

### **Section 4 – Chapter Trustees**

The Chapter shall have four trustees consisting of the following:

- ❖ Chapter President
- ❖ Chapter Vice President
- ❖ Chapter Treasurer
- ❖ Elected Trustee (two year term)

The Elected Trustee shall have a two year term of position for “business” continuity purposes.

### **Section 5 – Trustee Duties**

The duties of the trustees are to review the Chapter finances and come up with suggestions on how to increase or disperse Chapter funds. In addition, the Board of Trustees shall manage all Chapter properties, incoming physical donations and gifts of a non-monetary nature and will pass the same along to their successors.

The Trustees shall also have the authority to expend the necessary funds to maintain any physical property owned by the Chapter when such funds do not exceed two hundred dollars (\$200) and will notify the Members when such expenditures have occurred. These expenditures will be duly noted in the Chapter Ledgers and accounted for via normal Chapter accounting procedures.

## **Article III - Contributions, Dues, and Fees**

### **Section 1 - Initiation Fee**

The initiation fee for membership will be a base fee of \$90 plus the cost of the following items:

- ❖ Book of Grand Chapter Landmarks and Constitutions - \$0 (no cost)
- ❖ Book of Chapter By-Laws - \$0 (no cost)
- ❖ Arizona State Patch w/ Square and Compass (Chapter Member) \$xxx
- ❖ Arizona State Patch w/o Square and Compass (Associate Member) \$xxx
- ❖ One Jacket/Vest Back Patch \$xxx

Upon leaving the {-sample-} Chapter, and returning the membership patches in good order, the departing Member or Associate will receive fifty percent (50%) of the monies paid out for them.

Ten percent (10%) of the initiation fee will be donated to the Member's "home" Blue Lodge in their name and ten (10%) of the initiation fee will be donated to their "home" Grand Lodge in their name. These donations will be held in escrow and paid out on an annual basis to the Masonic Charities Fund of each.

The initiation base fee may be raised at any time by a 2/3 majority vote of the Chapter Members and will take effect immediately for all newly initiated Members and Affiliates.

The jacket/vest back patch may fluctuate in price due to the cost to acquire them. The patches will be sold to the Chapter Members at cost and no profit shall be made from them.

### **Section 2 – Annual Membership Dues**

The annual membership dues for the Chapter will be \$50 to be paid in full by the third meeting of the year unless special dispensation is granted by the President or Vice President of the Chapter in writing. A copy of this letter will reside with the Chapter Secretary.

Ten percent (10%) of the membership dues will be donated to their "home" Blue Lodge in their name and ten (10%) of the membership dues will be donated to their "home" Grand Lodge in their name. These donations will be held in escrow and paid out on a quarterly basis to the Masonic Charities Fund of each.

There is a per-capita tax due to the {-sample-} Grand Chapter at the beginning of each year that each member will remit to their Chapter for remittance to the {-sample-} Grand Chapter.

### **Section 3 – Lifetime Membership Dues**

If a Chapter Member would like to pay a “one-time” lifetime membership, the fee will be \$750 to be paid in full by the third meeting of the year unless special dispensation is granted by the President or Vice President of the Chapter in writing. A copy of this letter will reside with the Chapter Secretary.

Twenty-Five percent (25%) of the lifetime membership dues will be donated to their “home” Blue Lodge or Concordant Body Organization in their name and twenty-five (25%) of the lifetime membership dues will be donated to their “home” Grand Lodge in their name.

**Section 4 – Event Fees**

All Chapter Members and Chapter Associates will pay a reduced amount, unless they would like to pay the full amount, to participate in the various fund raising events that the Chapter organizes. That reduced fee will be fifty percent (50%) of the published fee, with all proceeds to go to the Chapter for use by the Chapter.

By necessity, some fund raising events may offer a prize, such as a raffle. This discount will not apply to the cost of the raffle tickets. Part of the proceeds of the fund raising events that offer a prize will go towards re-imbusement of the cost of that prize, unless the prize was donated to the Chapter.

## **Article IV - Meetings**

### **Section 1 – Meeting Schedule**

Scheduled Chapter Meetings will be held on the third Monday of the month at a time and location to be determined by the Chapter Members. A Chapter Meeting may be cancelled at the discretion of the Chapter President (or Chapter Vice President if the Chapter President is unavailable), however, two meetings in a row may not be cancelled.

All Chapter Associates are welcome to the Scheduled Chapter Meetings.

### **Section 2 – Special Meetings**

Special Chapter Meetings may be called at the will and pleasure of the Chapter President, Chapter Vice President, Chapter Secretary, or Sergeant at Arms on an “as needed” basis.

Special Meetings may have a specific agenda that will only need to be discussed by a specific group of Chapter Members, such as the dispensation of a Chapter Member. In these cases, the Chapter Member calling the meeting will dictate who should be in attendance, and those listed should consider this Special Meeting a “mandatory to attend” meeting.

These meetings, unless otherwise stated, are an “optional to attend” meeting by the Chapter Members.

These meetings, unless otherwise stated, are closed to Associate Members and they may not attend.

### **Section 3 – Mandatory Meetings**

The Chapter will have two Mandatory Meetings a year, which may coincide with, but are not limited to the following:

- ❖ The Grand Chapter Mandatory Meeting/Ride
- ❖ The Riders of the Third Degree Masonic Riders Association Mandatory Meeting/Ride
- ❖ Grand Communication

#### **Section 4 – Order of Business**

At the Scheduled Meeting there will be a specific order of business, which is outlined in order below:

- ❖ Open the Meeting
- ❖ Opening Prayer
- ❖ Discuss any Petitions for Membership
- ❖ Discuss any Petitions for Association
- ❖ Discuss any Blue Lodge/Concordant Body Business
- ❖ Discuss any new Chapter Business
- ❖ Discuss any old Chapter Business
- ❖ Discuss Chapter Finances
- ❖ Open Floor
- ❖ Closing Prayer
- ❖ Close the Meeting

There may be additional topics other than the ones listed above, which are optional and at the discretion of the Chapter President and Chapter Vice President.

#### **Section 5 – Chapter Elections and Voting**

Chapter Elections and Chapter membership voting take place in much the same manner. Voting in both cases will be by secret ballot.

In the case of Chapter Elections, all candidate nominations will be made by public nomination even though the voting will be in secret. The only time that a Chapter Election will have a non-secret vote is in the event of a unanimously cast vote (see Article II Section 2).

Chapter voting on Chapter Associates and Chapter Members will be done by secret ballot after their Petition for Membership/Association has been investigated and duly returned to the Chapter Secretary. Just like in the Blue Lodges, one negative vote means that the candidate will not be allowed to join the Chapter. In one calendar year from the date of their negative vote, they may re-petition to join the Chapter.

Chapter voting on budgetary matters will be done in public with a simple majority to carry the vote. Like in Blue Lodge voting, there must be a motion and a second on any budgetary item before it may be voted on.

All other “miscellaneous” voting will be done in public with a simple majority to carry the vote. Like in Blue Lodge voting, there must be a motion and a second on any budgetary item before it may be voted on.

## **Article V – Chapter Membership**

To become a Chapter Member of the {-sample-} Chapter of the Riders of the Third Degree Masonic Riders Association first and foremost the petitioner must be a Recognized Freemason in good standing in the Masonic Jurisdiction in which they reside.

Clandestine Freemasons, to include “Co-Masons”, as they are not recognized as Regular Masons in the state of Arizona, therefore, may not become Chapter Members.

To join the {-sample-} Chapter of the Riders of the Third Degree Masonic Riders Association a Mason must fill out a Petition for Membership and present it to a Chapter Member. The Mason petitioning for Membership must be known by at least one Chapter Member.

When the Petition for Membership is received, it will be read at the next Chapter Meeting and then voted upon. If a favorable ballot is cast, an investigation will begin to determine if the Mason that is Petitioning is a Mason in good standing with his Blue Lodge and Grand Lodge (and any Appendant/Concordant bodies). If the investigation is favorable, the Petition for Membership will be voted on for a second time. If that vote is also favorable, the Mason petitioning for membership will be notified in writing by the Chapter Secretary.

If, at any time, unfavorable information is discovered about the Mason that is Petitioning for membership, or there is an unfavorable vote, the Mason will be notified of their disqualification in writing, with the reasons why, by the Chapter Secretary. The Mason will be eligible to re-Petition one calendar year from the date in which they were disqualified.

## **Article VI - Chapter Associates**

To become a Chapter Associate of the {-sample-} Chapter of the Riders of the Third Degree Masonic Riders Association do not need to be Freemasons in good standing in their Masonic Jurisdiction, however, they cannot be members of a Clandestine Lodge nor be considered an "irregular Mason" by the Most Worshipful {-sample-} Grand Lodge.

To join the {-sample-} Chapter of the Riders of the Third Degree Masonic Riders Association a prospective Associate must fill out a Petition for Association and present it to a Chapter Member. The prospective Associate petitioning for Membership must be well known by at least one Chapter Member.

When the Petition for Association is received, it will be read at the next Chapter Meeting and then voted upon. If a favorable ballot is cast, an investigation will begin to determine if the petitioner is well regarded amongst Associates and Masons alike. If the investigation is favorable, the Petition for Association will be voted on for a second time. If that vote is also favorable, the prospective Associate petitioning for membership will be notified in writing by the Chapter Secretary.

If, at any time, unfavorable information is discovered about the petitioner, or there is an unfavorable vote, the petitioner will be notified of their disqualification in writing, with the reasons why, by the Chapter Secretary. The petitioner will be eligible to re-Petition one calendar year from the date in which they were disqualified.

Chapter Associates are non-voting members of the Chapter. In addition, Chapter Associates cannot wear any patches or emblems that contain a Masonic Square & Compass. If the Chapter Associate is a member of an Appendant or Concordant Body such as, but not limited to: Order of the Eastern Star, Jobs Daughters, or Order of DeMolay, they may wear their Appendant or Concordant Body emblems.

If a Chapter Associate is going through the Degrees of Masonry, but has not yet attained Master Mason, they will be automatically switched from being a Chapter Associate to being a Chapter Member upon completion of their Degrees and receipt of their Dues Card.

## **Article VII - Chapter Donations**

As the Riders of the Third Degree Masonic Riding Association's primary fund raising effort is for Masonic Charities, this will be the primary charity that the {-sample-} Chapter of the Riders of the Third Degree Masonic Riders Association will donate to, whether it be on an individual basis, Blue Lodge basis, or Most Worshipful {-sample-} Grand Lodge. basis.

Other fund raising and/or donation efforts are also welcome.

## **Article VIII - Chapter Finances**

### **Section 1 – Annual Accounting**

Once a year, at the beginning of the calendar year, the President, Vice President, Secretary, Treasurer, and Trustees shall meet and “close the books” on the previous year and prepare for the ensuing calendar year. This will be completed no later than the second Scheduled Meeting of the year.

Once this has been completed, a report will be given to the Chapter Members regarding the annual accounting of the previous year.

### **Section 2 – Chapter Ledgers**

The Chapter Ledgers will be open to any Chapter Member, Grand Chapter Officer, or Grand Lodge Officer at the request, in writing, by the aforementioned. This request will be complied with no later than thirty (30) days after the request has been received in writing and will be accommodated by either the Chapter President, Chapter Secretary, or Chapter Treasurer.

### **Section 3 – Chapter Bank Account(s)**

All Chapter bank accounts will be accessible by the Chapter President, Chapter Vice President, and Chapter Treasurer. Monthly bank statements will be filed by the Chapter Treasurer and are available for review by any Chapter Member or Grand Chapter Officer. The request to view the Chapter bank statements must be made in writing and must be complied with within thirty (30) days of the request.

### **Section 4 – Chapter Disbursements**

There are two types of Chapter Disbursements. They are budgeted and non-budgeted.

Budgeted disbursements do not need to be voted on during Scheduled Meetings as they have already been made known to, and approved by, the Chapter Members.

Non-Budgeted disbursements must be voted on before being paid. This vote will be a simple majority vote by the Chapter Members, with a favorable vote being the sign to pay the disbursement.

The exception to the non-budgeted disbursements is spelled out in Article II Section 5 and shall not exceed two-hundred dollars (\$200).

### **Section 5 – Chapter Investments**

In the event that investment opportunities come along for the Chapter, they will be reviewed and voted upon on a case-by-case basis by the Chapter Members. No one person shall make an investment on behalf of the Chapter. Voting will be done by a simple majority of the Chapter Members.

## **Article IX - Chapter Committees**

### **Section 1 – Fund Raising Committee**

The Fund Raising Committee shall be responsible for planning and organizing the events for the raising of funds for the Chapter outside of Membership Dues.

The purpose of this fund raising shall be to raise money to keep the Chapter as a viable entity and to donate to the charities that the Chapter supports.

### **Section 2 – Donation Committee**

The Donation Committee shall be responsible for planning and organizing the donations to the various charities that the Chapter supports.

First and foremost this will be the Grand Lodge Masonic Charities Fund with other charities as Chapter finances permits.

## **Article X - Lodge and Concordant Body Affiliation**

The Riders of the Third Degree Masonic Riders Association is a Masonic organization. As such, this Chapter fully supports Grand Lodge, Blue Lodge, and Appendant or Concordant body organizations and functions.

The Worshipful Master, Potentate of the Shrine, and the Most Worshipful Grand Master may be made non-Dues paying Chapter Members upon request. These Memberships are honorific in nature and will be non-voting positions. Upon the consent of the Grand Chapter of Arizona a Riders of the Third Degree Masonic Rider Association patch may be presented to either.

## Article XI - Chapter Dress Code

### Section 1 – Required Vest/Jacket Emblems for Chapter Members or Chapter Associates

The following emblems will be required on the vest/jacket of each Chapter Member or Chapter Associates in the identified location:

- ❖ Riders of the Third Degree Masonic Riders Association – Worn on the center-back (*Chapter Members Only*)
- ❖ United States patch – Worn on the left side.
- ❖ Arizona state patch with Square and Compass – Worn on the left side below the United States flag (*Chapter Members Only*)
- ❖ Arizona state patch without Square and Compass – Worn on the left side below the United States flag (*Chapter Associates Only*)
- ❖ Chapter Officer position patch – Worn on the right side (*Chapter Officers Only*)

### Section 2 – Prohibited Vest/Jacket Emblems for Chapter Members or Chapter Associates

The following emblems are prohibited on the vest/jacket of each Chapter Member or Chapter Associate in the identified location:

- ❖ Any emblem supporting a “1%” or “outlaw” motorcycle organization
- ❖ Masonic emblems, unless otherwise noted (*Chapter Associates Only*)
- ❖ Any emblem that violates the {-sample-} Grand Chapter Landmarks and Constitution.
- ❖ Any emblem that violates the Constitution of the {-sample-} Grand Lodge.
- ❖ Any racist emblem.

Additional emblems may be worn on the vest/jacket of each Chapter Member or Chapter Associate at the discretion of the Chapter President.

## **Article XII - Code of Conduct**

The Riders of the Third Degree Masonic Riders Association, being a Masonic organization, the Code of Conduct for the {-sample-} Chapter will be the same as the Code of Conduct for all Masons in the Arizona Jurisdiction with the additional rights and/or restrictions of the {-sample-} Grand Chapter and the Landmarks and Constitution of the Riders of the Third Degree Masonic Riders Association.

## **Article XIII - Chapter Jurisprudence**

### **Section 1 – Due Process for Masonic Issues**

In the event that a Chapter Member is found guilty of a Masonic Offense, or is otherwise prohibited, or separated, from being a Master Mason in good standing, their Chapter Member status shall be revoked upon receipt of notification. The, now, former Member may wish to remain with the Chapter and may do so as a Chapter Associate as long as they are not considered an irregular Mason by the Most Worshipful Grand Lodge of Arizona.

### **Section 2 – Due Process for Chapter Issues**

In the event that a Chapter Member or Chapter Associate is accused of an offense, an investigative panel shall be convened of not less than two (2) Chapter Members, not to include the Chapter President, Chapter Vice President, and Chapter Sergeant at Arms.

Once this investigative panel has concluded its investigation into the matter, a tribunal shall be convened consisting of the Chapter President, Chapter Vice President and Chapter Sergeant at Arms. The investigative panel shall present their findings to the tribunal. After this has been done, the accused will be given an opportunity to speak and call witnesses on their behalf.

Once the Testimony has been completed, the investigative panel and accused will be excused and the tribunal will discuss the evidence in private and come to a consensus as to the outcome. This consensus will be reported to the Chapter Secretary to be, to the accused, and, if negative, to the Grand Chapter of Arizona.

If the offense of the accused rises to the level of a Masonic Offense, in the case of Chapter Members, that offense will be reported to the Secretary and Junior Warden of the accused's Blue Lodge for the appropriate dispensation at the Masonic level.

## **Article XIV - Chapter By-Laws Amendments**

Chapter By-Laws amendments will be made is additional articles called Amendments. These will include the date that they were voted on and accepted. If any of these Amendments supersede an existing Article or Section of an Article, it will be noted in the Amendment. This is done to preserve the history of the By-Laws for the future members of the Chapter.

Once Amendments to the By-Laws have been approved by the Chapter Members, they must be submitted to the {-sample-} Grand Chapter of the Riders of the Third Degree Masonic Riders Association in writing, with a complete copy of the Chapter By-Laws, including the Chapter approved Amendments. The {-sample-} Grand Chapter has thirty (30) days to approve or disapprove the Amendments. This approval or disapproval will be provided in writing. If the Chapter approved Amendments are disapproved, the reasoning will also be provided in writing.



