

PROTOCOL GUIDE

for Royal Arch Masons of BC and Yukon

Approved by resolution of the Grand Chapter on September 18, 2009 as drafted by the Standing Committee on Procedures and Protocol chaired by Most Excellent Companion George W. Eaton, Past Grand Z.

- 1 **PREFACE** We love this Order because of its excellence, always preserving that bond of union and fraternal love that has given permanence and stability to our masonic structure. This is a guide for all Companions. It is based on the Book of Constitution, rituals, customs, protocol and traditions of Royal Arch Masonry in British Columbia and Yukon. Some parts of this may not be strictly compulsory, but conformity ensures dignity and uniformity in our business, rites and ceremonies. Columbia Chapter No. 1 is entitled to preserve the Scottish ritual from the time of their inception in August 1867 as Columba No. 120 on the Registry of the Supreme Grand Chapter of Scotland. **Abbreviations, Definitions, Acknowledgements** and a **Table of Contents** are at the back of this document.
- 2 **OFFICER SELECTION** The standing and accomplishments of a Chapter are dependent upon the officers it selects to govern. The selection of all Officers, whether by election or by appointment, should be based upon high character, enthusiasm for Royal Arch Masonry and a willingness to serve combined with the ability to perform. A conscientious discharge of duties, regular and prompt attendance, as well as ability and seniority, ought to be the qualifications for promotion.
- 3 **OFFICER DUTIES** The duties of each office are set forth in the Constitution of Grand Chapter, the book of Ceremonies and this Protocol Guide. Each Officer must be proficient in the ritual and versed in the duties of his office and the efficient functioning of the Chapter. If an Officer finds that he will be unable to attend a convocation, he should immediately advise the Z so a substitute can be arranged. It is good practice for the absent Officer to arrange his own substitute. Chapters with well informed and dedicated Officers, tend to have better attendance, strength and success. An Officer is more comfortable in his Office when he knows what is expected of him. As he progresses through the chairs he should improve his ability to meet people, observe the protocol and present good ritual work as well as develop skills to lead the Chapter in all its ventures.
 - 3.1 **First Principal** - You have a great deal of authority and responsibility. From your decision there can be no appeal, except through Grand Chapter. Although you are the leader of the three Principals, you should seek to reach a mutual agreement with

them and preside with dignity, decorum and harmony. Be fair and impartial in your judgement. Before the meetings you should try to greet all the visitors and make them feel welcome. Open your Chapter on time. Consult with your Scribe Ezra as to the outline of your business meeting. Use your Gavel to conduct all the business of the Chapter. Use your Sceptre only for the opening and closing knocks. Realize the importance of practices. Through practice your Officers gain self confidence, which makes any ritual work move in a dignified and efficient manner. Keep your meetings moving. The more the Companions of your Chapter are involved, the healthier it will become. The Z presides over the HRA degree and administers the obligation in each degree. He presents the Honorary Jewel to the new RA companions. A designated Past Z delivers the Mystical Lecture.

3.2 Second Principal - In most Chapters you are the WM in the MEM Degree. This is the year you should be observing the duties of the Z, attending all meetings with your GSD. "What you see praiseworthy you are to carefully imitate and what in others appears to you to be defective, you will in yourself amend". Assist your Z in welcoming the visitors and carry out any duty asked of you by the Z. The H presents the Apron and Sash to the new RA companions and delivers the Symbolical Lecture in the HRA degree. He often presides over the MEM degree.

3.3 Third Principal - In most Chapters you are the WM in the MMM Degree. You should observe the duties of the H and attend all of the meetings of the GSD. Looking after the Companions at the hour of refreshment, generally becomes one of the duties of the J. If you are the Toastmaster, see that you notify the repliers of toasts as to give them enough time to prepare a reply. Commit to memory the prayers in opening and closing and upon the reception of the candidate in the HRA Degree. You present the Staff of Judah to the new RA companions. The J often presides over the MMM degree and delivers the Historical Lecture in the HRA degree.

3.4 IPZ - You should help the Officers in doing various charges in the Degrees and assist Z where you can. It will be your duty to take over the duties of Z in his absence. You should therefore be one of the signing Officers of the Chapter.

3.5 Treasurer - You must be one of the signing Officers of the Chapter. Encourage your Chapter to invest wisely, prepare a yearly budget and make sure that your cash book is up to date at all times and available for examination by the financial reviewers and your the GSD.

3.6 Scribe Ezra - Your general duties are listed in the Constitution. Some of your more important duties are now listed in more detail.

3.6.1 Many forms in the back of the Book of Constitution may be reformatted locally and printed as required.

3.6.2 Annual Return - Printed forms are distributed to all Chapters in November. They can be supplied earlier if requested. Follow carefully the directions on the outside cover of the form.

3.6.3 Synopsis - First count the names you have listed as active Members. If this number does not agree with the total at the foot of the synopsis, the Return cannot be correct. Check for duplicate names, especially names of Officers that may have been included also in the general List, or casualties not deleted. Remember that all new names of Affiliations, Exaltations and Restorations should be transferred to appropriate place, under Officers, Past Z's or RA Masons.

3.6.4 Per Capita fees for every member on the roll, except residents of a permanent care facility, should accompany the Return. Each new Affiliated member listed in the Synopsis is subject to a Fee for registry.

3.6.5 Grand Chapter is the only issuing authority for certificates except that of the Past Master Degree conferred by Columbia Chapter No. 1.

3.6.6 Royal Arch Mason Certificates should be presented in open Chapter. The Certificate shall be signed by the recipient in the presence of the Scribe Ezra of the Chapter. Scribe Ezra may hand the Certificate to a Companion outside of the Chapter room and, if the Companion has left the District, may forward the Certificate to another Chapter for delivery.

3.6.7 A PZ is entitled to a certificate for each year of service since elections and installations must be held annually.

3.6.8 MMMs and MEMs do not normally get a certificate. If a visiting RA Mason from another grand jurisdictions does not already have the degree, the chapter may confer the degree without fee and notify the GSE so the conferral can be recorded and a special certificate issued. Such visitors may sit in Chapter but not in the corresponding lodge except as a Candidate.

3.7 Scribe Nehemiah - You are to assist Scribe Ezra and in his absence you are to perform his duties. You should be regular in attendance. You receive all candidates for exaltation and your ritual duties are significant. In the MMM you may be the JW and

in the MEM the SW. Observe and learn the duties of the Scribe Ezra. Learn some of the charges in the first two Degrees.

3.8 Principal Sojourner - This is one of the most important Chairs in the Chapter. You report all alarms to the First Principal. You prepare and conduct all Candidates through the Ceremony of their Exaltation. Your ability to memorize the perambulation of the three Degrees as well as speaking parts will be put to the test. Ensure that the Senior Sojourner and Junior Sojourner are familiar with their duties.

3.9 Senior Sojourner - You are to report all alarms to the PS and obey his instruction to open the door for entrances and withdrawals. You may act as the Senior Deacon in the MEM Degree. Commit to memory your parts in the opening and closing of the Chapter.

3.10 Junior Sojourner - You are to see that the Chapter is properly guarded and may act as the Senior Deacon in the MMM Degree. Commit to memory your parts in the opening and closing of the Chapter.

3.11 Masters of the Veils - You have duties only in the HRA Degree (In the EM degree in Columbia No. 1). Commit to memory the speech of your Veil and present it with some inflection. Yours is the first voice the Candidates hear. You may be an Overseer in the MMM. If done well your ritual will certainly impress the Candidates.

3.11.1 Fourth Veil - White - Signet of Truth.

3.11.2 Third Veil - Scarlet - Pouring water on the dry land.

3.11.3 Second Veil - Purple - The leprous hand.

3.11.4 First Veil - Blue - Casting the rod upon the ground.

3.12 Director of Ceremonies - This Office should be filled by a Past Z. Your duties are to see that everything is done properly and in order.

3.12.1 See that the Chapter room is properly prepared and afterward that all equipment is returned to the locker.

3.12.2 See that the degree work is properly done. Use the current ritual.

3.12.3 See that Grand Chapter Officers present are received and accommodated properly.

3.12.4 Instruct the Companions on the proper way to ballot.

3.12.5 Make sure the Principal Officers know how to receive Grand Chapter Officers.

3.12.6 Assist the Toastmaster in setting up the head table at refreshment.

3.13 Tyler - You should make sure that every Companion signs the Porch Book and gives to the Scribe Ezra, at the close of the Convocation, a count of the number of Officers, members and visitors who were present. You should make the Candidates comfortable while awaiting their Degree. Commit to memory the proper method of introducing Official Visitors such as the GZ or the GSD.

3.14 Historian - You should keep records of notable events in your chapter and report them annually to the GSE for the Grand Historian. If your Chapter already has a history, keep it up to date. If not, prepare one with the input from knowledgeable Companions.

3.15 Education Officer - You can assist the Z in preparing short talks for presentation in meetings. Involve the companions in discussion. Speeches that are too long, especially those that are read, may have a negative impact on attendance. Do not do all the talking yourself. Invite others to speak. Have some guest speakers.

3.16 Other Officers - Some chapters have Stewards. Columbia No. 1 has a First, Second and Third Sojourner and an Inner Guard. Their duties are defined in the ceremony of investiture and by local custom.

4 TITLES - The general rule regarding titles of address is that every member of the HRA who has not held any office in the Order is addressed as Companion. On being installed as Z, H and J, the adjective "Excellent" is prefixed to the rank, i.e. "Excellent Companion" (EC) On being appointed to any office of Grand Chapter, he is referred to as "Very Excellent Companion" (VEC) and on being appointed a GSD or elected to any office of Grand Chapter, he is referred to as "Right Excellent Companion" (REC). If he attains the office of GZ he is referred to as "Most Excellent Companion" (MEC). When a Companion ceases to hold an elective office which carries the title of MEC or REC he retains the title permanently. It is at the discretion of the Grand Chapter upon the recommendation of the GZ whether an appointed officer will retain the title of REC, in the case of GSDs or VEC in the case of other appointed Grand Chapter Officers.

5 JEWELS AND REGALIA - Past GSDs may wear a Past GSD's Jewel and Past Zs may wear a Past Z's jewel. A Companion may wear the Jewel (with white ribbon) which he received at Exaltation. Past Zs may wear this jewel with a red ribbon. It is recommended that the

Companion's Jewel be worn in the Craft Lodge (see Grand Lodge Book of Constitutions). With the exception of the GZ, Grand Chapter does not provide Past Grand Officers' regalia. If a Companion so elevated to Grand Officer rank, e.g. GSD etc. wishes to purchase his own Collarette or Apron he is fully entitled to wear it. Chapters or Districts may wish to purchase or share in the costs of obtaining a Sash, Apron and Jewel for their outgoing GSD. VECs may wish to purchase and wear the appropriate collarette and jewel of their former office.

6 VISIT OF GZ - The GZ and his suite should not be kept waiting long in the ante room but brought into the Chapter without undue delay, preferably before the commencement of business. Prior to the entry, the Z of the Chapter should appoint two Past GSDs, or Past Zs to present the GZ and his suite after entry. Prior to the entrance of the GZ, the host Chapter will select a Companion, preferably the oldest present, to carry in the Book of Constitution. Escorted by the Grand Sword Bearer and Grand Standard Bearer he will place the Book of Constitution before the Z's station then return. If either or both of these Grand Officers are absent, the Grand Director of Ceremonies will obtain Substitutes for the escort.

6.1 When the GZ is ready to enter, the Tyler, giving no knocks, opens the door and announces in a clear voice - "THE MOST EXCELLENT GRAND FIRST PRINCIPAL OF THE GRAND CHAPTER OF ROYAL ARCH MASONS OF B. C. AND YUKON IS ABOUT TO ENTER THE CHAPTER."

7 RECEPTION OF GRAND OFFICERS

7.1 The GZ may enter a Chapter without a suite.

7.2 The GZ and Grand Council, accompanied by other Grand Chapter Officers form in procession, outside the Chapter Room. The procession is lead by the Grand Sword Bearer, Grand Constitution Bearer and Grand Standard Bearer, the presenters, ECs, VECs, RECs, Ecs, Special Guests of the GZ, MECs, Grand Council. The sequence in the Grand Council depends on the configuration of the Chapter room so that, in the West, GH is on the Right of GZ and GJ on their left.

7.3 Only Grand Chapter Officers and MECs are normally included in the GZ's suite. He may wish to include visiting Zs, recipients of the Order of Merit or other Companions.

7.4 Optionally, at the wish of the GZ, prior to the entry of the GZ, the Grand Sword Bearer, Grand Constitution Bearer and Grand Standard Bearer enter the Chapter, proceed to the Altar, nod, and thence advance to the East. They place the Constitution on Dais, and the Banner in its stand and then return to Anti - room.

- 7.5 Z of the host Chapter, in consultation with the GZ or his Grand DoC, will select a worthy companion to carry in the Book of Constitution. The Z of the Host chapter will delegate two senior companions to retire and present the GZ. The usual suite is lead by the Grand Sword Bearer, followed by the Book of Constitution and the Standard of the GZ. When the GZ is ready to enter the Chapter the Tyler, without knocks, will open the door, step inside, and clearly make the following announcement, "MOST EXCELLENT COMPANION _____, GRAND FIRST PRINCIPAL OF THE GRAND CHAPTER OF ROYAL ARCH MASONS OF BRITISH COLUMBIA and YUKON, IS ABOUT TO ENTER THE CHAPTER."
- 7.6 As the suite is entering, the first three proceed by the North to the East, the remainder form columns along the North and South sides with the Grand Council remaining aligned several paces West of the altar, GH in the South and GJ in the North. If only one of GH or GJ is absent then GZ may invite one Past GZ to take his place as a substitute member of the Grand Council.
- 7.7 The Book of Constitution is placed on the council desk, the Standard is placed on a stand in front of the Council and the three take up a station near the East of the South Column.
- 7.8 The GZ may change the sequence of entry, but normally it is as follows:
- 7.8.1 Sword Bearer
 - 7.8.2 Constitution Bearer
 - 7.8.3 Standard Bearer
 - 7.8.4 Presenters
 - 7.8.5 Invited Companions
 - 7.8.6 Holders of the Order of Merit
 - 7.8.7 Visiting Zs
 - 7.8.8 VEC Grand Officers (and Past, if any, East of them)
 - 7.8.9 REC GSDs (and Past, if any, East of them)
 - 7.8.10 REC Elected Grand Officers, except Grand Council
 - 7.8.11 Grand Council West of the altar with GH on the left of GZ and GJ on their right
- 7.9 On entering the Chapter room, the suite will form single lines on the South and North sides of the room with the Grand Council in the West facing East several paces West of the Altar. The GZ stands between the GH and GJ with the GJ on the left and the GH on the right.
- 7.10 All salute with RS, taking their cue from the GZ or Grand DoC.

- 7.11 The designated presenter delivers an appropriate presentation of the GZ.
- 7.12 The Z will call upon his DoC to conduct Grand Honours.
- 7.13 Upon completion of Grand Honours, the Z will proceed by the South to the West, H and J will 'cross - over' behind him in the East and proceed by South and North to face GH and GJ. The Z will welcome GZ West of the altar, tender his sceptre and invite GZ to take his chair in the East. H and J will tender their sceptres, taking their time from Z, and follow the Grand officers to their chairs. This is like the paths of Z, H and J in opening the chapter. The Grand Council do not salute when ascending the throne.
- 7.14 Grand Council forms a triangle with their Sceptres. GZ asks those not in the suite to be seated and presents his suite. GZ thanks Z and asks him to carry on with the business to be transacted. Grand Council returns the Sceptres to the Chapter officers.

7.15 Seating in the East (From North to South)

- 7.15.1 The Grand Council after assuming the sceptres - GH, GZ, GJ.
- 7.15.2 After Grand Council has returned the sceptres to the Chapter Council - Elected Grand Officers, GH, GSD, GZ, H, Z, J, IPZ, GJ, IPGZ, Appointed Grand Officers.
- 7.15.3 During a District Meeting - GH, Z, GZ, H, GSD, J, GJ, IPZ, IPGZ
- 7.15.4 During a GSD's visit - Z, H, GSD, J, IPZ, IPGZ.

8 GRAND HONOURS

- 8.1 In Lodge or Chapter** Grand Honours are essentially formal applause. They may be given in a Lodge of MMM or MEM or Chapter of the HRA and the methods are the same. In Lodges, Z in the following instructions may be read as WM.
- 8.2 Z Gavels three times** All rise, Principals form a triangle with their sceptres, all others stand with hands at the sides. Z says, "Companions, salute your GZ (GSD, etc.) with Grand Honours, taking your time from the DoC".
- 8.3 DC says,** "Companions, Grand Honours, taking your time from me." Grand Honours are given as follows - EC 3 times, VEC 5 times, REC 7 times and MEC 9 times. The GZ takes a short pace forward and assumes the SoF. Those in the suite stand at attention and do not give Grand Honours. Only he to whom the Grand Honours are addressed adopts the SoF. If a group is being honoured, as on a fraternal visit, then all members of that group assume the SoF. If not in the suite, present and past Grand Principals stand at the SoF.

8.4 Receiving Grand Honours The Chapter Council forms the triangle with their sceptres. Present and Past Grand Principals (GZ, GH, GJ) do not give grand honours, but if not in the suite they assume the SoF.

8.5 Method

8.5.1 Strike the thighs firmly with open palms

8.5.2 Cross arms over breast, left over right and firmly strike the arms between the elbows and the shoulders

8.5.3 Raise the hands in front of the face and clap them once loudly. Return arms to sides striking the thighs firmly. On the last move the hands with palms upward are returned to the sides slowly and without striking the thighs. When Officers of different rank enter together and the group is recognized then the number of Grand Honours is for the highest rank in the group.

8.5.4 Grand Honours may be given to any Companion or Brother a Chapter may wish to recognize for a special reason.

8.5.5 At the discretion of the presiding officer, Grand Honours may be given to visitors who are not Royal Arch Masons, such as a guest speaker, but the Chapter (or Lodge) must first be put at refreshment according to the proper ritual before that visitor is admitted.

8.5.6 Chapters should recognize all elected and appointed Grand Chapter officers on their first visit after their Installation.

8.6 GZ When the GZ visits a Chapter alone or accompanied by Grand Chapter Officers, it is an Official Visit and requires proper recognition and respect. A room or some designated area should be set aside as a dressing area for the GZ and his Grand Chapter Officers.

8.7 District Meetings The reception of a GZ in a district meeting is identical to that in a chapter except that the GSD is received by the chapter first and then the GSD receives the GZ. The Z, not the GSD, receives the GZ when a chapter is host. At this time the Superintendent should be in the suite with the other Grand Officers.

9 VISIT OF GSD

9.1 Rank of GSD The GSD of a District ranks below all the elected Grand Chapter Officers including Grand Scribe E., Grand Treasurer and the three Grand Sojourners. However, the GSD in his District represents the GZ and is 'deemed' to be the senior officer present and will hence be the last one to enter the Chapter room. Otherwise, the order of entrance is similar to that of the GZ. If he so pleases it is appropriate for the GSD to include in his

suite such visiting companions who are not members of the Host Chapter. On entering the Chapter room, the suite will form single lines on the South and North sides of the room with the GSD alone West of the altar facing East.

9.2 Suite of GSD

- 9.2.1 Whenever the GSD of a District visits, alone or accompanied by others, it is an official visit, whether previously scheduled or not.
- 9.2.2 The GSD may decide to enter a Chapter without a suite. He may also elect to enter as and with the other companions.
- 9.2.3 In any case, the GSD requires proper recognition of his office.
- 9.2.4 One or two Past GSDs or Past Zs are appointed by the Z to present the GSD.
- 9.2.5 When the suite is ready, the Tyler throws open the door and announces - "RIGHT EXCELLENT COMPANION _____, GRAND SUPERINTENDENT OF DISTRICT NO. _____, OF THE GRAND CHAPTER OF ROYAL ARCH MASONS OF BRITISH COLUMBIA and YUKON, IS ABOUT TO ENTER THE CHAPTER." The Suite enters, the more junior leading, and form parallel lines on North and South of the Altar. The GSD stands West of the Altar. All salute with the RS, lead by the GSD.
- 9.2.6 After presentation, the Z of the Chapter directs the DoC to accord Grand Honours. Then Z proceeds West of the Altar, greets and receives the GSD, tenders the Sceptre and asks GSD to precede him to the East and take charge of the meeting. After presenting his suite, and brief remarks the GSD thanks the Z and asks him to carry on with the meeting and returns the Sceptre.
- 9.2.7 The Z gavels once and all are seated.
- 9.2.8 The Z of a Chapter surrenders his Sceptre only to the GZ or the GSD.
- 9.2.9 On those rare occasions when Z asks another EC to preside, as for a report by the Z, he may surrender his gavel but not his sceptre.

10 CHAPTER VISITS A Chapter wishing to invite a Chapter or Grand Chapter from a foreign Grand Jurisdiction must first request and receive permission from the GZ, visitations of individual Companions or Honorary members of a foreign jurisdiction, are given every fraternal courtesy and do not fall into the same category as visiting delegations, thus no dispensation from the GZ is required. Presiding Grand Officers of concordant Grand bodies should be recognized. A visiting Companion of this jurisdiction may not bring official greetings of the GZ to another jurisdiction unless he has prior permission to do so from the GZ.

11 VISITING BY FIRST PRINCIPALS - First Principals should visit other chapters when possible. Visitation forges links of companionship and mutual support.

11.1 Collar - Z should always wear his collar of office when visiting another chapter.

11.2 Seating - Z, unless in the suite of a GSD or Grand Z and unless invited to sit in the East, should take a seat among the companions.

11.3 Invitation to the East - The Z of the chapter as a matter of courtesy should invite the visiting Z to join him in the East. Normally, a visitor who is invited to the East should not decline; he represents his Chapter. Sitting in the East is more a sign of respect and support for the Chapter and its presiding officer and less an honour to the visitor himself. The visiting Z should stand, salute with RS, and graciously accept the invitation.

11.4 Station of Visiting Z - The visitor's station is in the East on the South of the Council.

12 RECEPTION OF VISITORS

A companion with the duty of presenting distinguished visitors should always use proper titles and the correct name and initials of his guests. Unless he is thoroughly familiar with their names and titles, he should write them down and, if necessary, read them. All visitors should be received in a courteous manner. If a first time visitor cannot be vouched for, he should be examined for eligibility but not proficiency. If he is a Z of a Chapter, or a Grand Chapter Officer he should be invited to sit in the East.

12.1 Another Chapter The Chapter should be opened, after which two distinguished Companions should retire and escort the visiting Chapter into the Chapter Room and introduce them. If more than one Chapter is visiting, they should be received in order of seniority. In all cases, Grand Honours are given and the Z(s) invited to sit in the East.

12.2 Other Grand Chapter Officers

12.3 Grand Lodge Officers

12.4 Officers of Other Concordant Bodies

12.5 Officers of Other Chapters

12.6 Visiting Companions

12.7 Visitor Seating in the East

12.7.1 Grand Council after assuming sceptres - GH, GZ, GJ.

12.7.2 Grand Council after returning sceptres to the Chapter Council
- GH, GSD, GH, GZ, H, Z, J, IPZ, GJ, IPGZ.

12.7.3 During a GSD's visit - Z, H, GSD, J, IPZ and IPGZ.

13 BANQUET

13.1 Head Table (GZ present) The Host Z assumes the centre seat with the GZ on his right, the GSD on the right of the GZ and the GH on the right of the GSD. The Toastmaster (host J) will be at the left of his Z, the GJ left of J and the Grand Chaplain (if present) on the left of the GJ.

13.2 Head Table (Ladies Present) Space permitting the seating should be (from left to right, looking from the table to the assembly) - Z, Z's Lady, GSD, GSD's Lady, GJ, GJ's Lady, Toast Master (usually J), Toastmaster's Lady, GZ, GZ's Lady, GH's Lady, GH, Grand Chaplain's Lady, Grand Chaplain. This seating arrangement may be modified to accommodate visiting ruling dignitaries but a secondary head table should be provided to accommodate other visiting dignitaries. At Grand Chapter Convocations, the head table arrangements are at the discretion of the GZ.

13.3 Head Table (Other) The seating arrangement may be modified to accommodate other situations. At Grand Chapter Convocations, the head table arrangements are at the discretion of the GZ.

13.4 Toastmaster At the banquet table the J normally acts as the Toastmaster. Z may be Toastmaster at his installation banquet. The Z assumes the centre position with the H on his right and the J on their left. When the GSD pays a scheduled visit, he sits at the right of the Z and the H sits at their right.

13.5 Prayers & Music - As Royal Arch Masonry is open to all monotheistic Brethren, those Companions offering prayers and presenting music should avoid demonstrating personal religious preference in their words or music. The Grace is a prayer, not a toast.

13.6 Grace - by the Grand Chaplain, if present or a delegated Companion. The ecumenical nature of the order must be respected and specific denominational references avoided.

13.7 Toasts - Toasts should always be given when visitors are present.

13.7.1 Salutations - Companions proposing Toasts should address a) the Toastmaster, then b) the most senior Companion visiting, and finally c) the 'Companions'. Not 'Companions all'. Thus if the GZ is present, it might be - "Right Excellent Companion Toastmaster, Most Excellent Companion GZ, and Companions".

13.8 Our Order of Toasts is -

- 13.8.1 The Queen - by the Toastmaster or a delegated Companion.
- 13.8.2 The President of the United States of America, if any USA Companions are present (not the "Office..." - by the Toastmaster or a delegated Companion.
- 13.8.3 The Head of State of visitors from other countries. - by the Toastmaster or a delegated Companion.
- 13.8.4 The new officers - (at the installation) response by newly installed Z
- 13.8.5 The Visitors - by the Second Principal or a delegated Companion, response by a visitor from afar or an infrequent visitor.
- 13.8.6 The Ladies (when present), response by a Lady (selected prior to dinner).
- 13.8.7 No toast - If the Toastmaster wishes to give other Chapters a chance to advertise, this should be done PRIOR to the Toast to Grand Chapter.
- 13.8.8 Grand Chapter - response by the Senior Grand Chapter Officer present. If no Grand Chapter Officer is present the toast may still be made and any member of Grand Chapter asked to reply.
- 13.8.9 Tyler's Toast (by the Tyler or by a companion selected prior to the dinner)

14 DIVINE SERVICE A Dispensation is required from the GZ to hold a Divine Service. Divine Services are usually arranged by the GSD or by a host Chapter and such arrangements should be discussed with the Clergy of the Church as early as possible. Notice of the Divine Service should be well advertised to all Chapters, with personal invitations sent to the Past and Present Chapter Officers in the district and adjacent districts. The Companions will line up as per the following order of entrance with any necessary modifications depending on whether the GZ is present or the GSD is acting for him and occupy a front pew. The Companions should be in a dark suit and in full Chapter regalia. If the Service is being shared with the congregation during the regular Church service, it is unlikely that ushers or almoners will be required. However, should it be a private RA service, then enough Companions should be appointed for these duties.

14.1 Order of Entrance The order of entrance for a divine service is as follows -

- 14.1.1 Grand First Principal

- 14.1.2 Grand Second Principal
- 14.1.3 Grand Third Principal
- 14.1.4 Past Grand First Principals
- 14.1.5 Grand Treasurer
- 14.1.6 Grand Scribe Ezra
- 14.1.7 Grand Officers (REC)
- 14.1.8 Past Officers (REC)
- 14.1.9 Grand Officers (VEC)
- 14.1.10 Past Chapter Officers (VEC)
- 14.1.11 Presiding First Principals
- 14.1.12 Past First Principals
- 14.1.13 Companions

15 LODGES OF MMM AND MEM

- 15.1 Business** All the regular business of a Chapter may be conducted in a lodge, except the installation or investiture of Chapter Officers. Normally the Z of the Chapter will preside over the business. Most of the business should be conducted after the conferral of the degree.
- 15.2 Grand Honours** and reception of visitors, including Grand Officers, are regular business.
- 15.3 Only Royal Arch Companions** may vote and they only if members.
- 15.4 Visiting Royal Arch Companions** without the MMM or MEM degree may receive it. The GSE must be notified of such conferrals.
- 15.5 Dress** for a MMM or MEM in a lodge and of a candidate for either degree is as a Fellowcraft (two rosettes). If the FC apron is not available then that of a Master Mason may be substituted but with the flap folded down inside the belt. A candidate for the HRA wears his Master Mason apron.
- 15.6 Titles** and Forms of Address are essentially the same as in the chapter. In the ritual, the Master in the chair is addressed as "Worshipful Master" and all other officers as "Brother". It is not appropriate to make up titles or forms of address which might suggest any Past or Present Grand Lodge Office.

16 CUSTOMS

- 16.1 On Time** It is important that convocations (meetings) be opened on time. The Z should not delay a meeting awaiting an officer who is late if a competent Companion can fill the absent officer's

station. Informality should be avoided during the convocation. While stuffiness should be avoided at all times, it is most desirable to maintain a dignified but friendly atmosphere at convocations. Courtesy requires that we should avoid using first names, preferring to address the Companions by their full names and titles, i.e. "Companion William Smith" or "Right Excellent Companion John Brown" as the case may be. Officers should be addressed by their office, i.e. "Companion Scribe E. " or "Companion Principal Sojourner."

- 16.2 Mode of Dress** At Chapter meetings, it is recommended that all Officers wear the conventional form of dress. Before 18h00, a dark business suit; after 18h00, a tuxedo. If accompanying the GZ, the mode of dress is the same as at a Chapter meeting.
- 16.3 Triangle of Lights** A companion may enter the triangle of lights only as provided in the ritual, e.g. when examining the word, covering or uncovering the pedestal, dispersing the word in the closing or when delivering the Mystical lecture in the HRA degree. It is bad form at other times.
- 16.4 Rank, Style, and Precedence of Grand Chapter Officers -** According to the Constitution all elected Grand Chapter officers, no matter how junior, are senior to all appointed officers no matter how senior. For example a Grand Junior Sojourner is senior in rank to a GSD of a district. That said, it is likely the GSD of the district will be the only representative of the GZ on duty in a chapter meeting.
- 16.5 Proper Expressions** The proper names for the three Degrees are as follows - Mark Master Mason Degree - not Mark Master Masons Degree, Most Excellent Master Degree - not Most Excellent Masters Degree, Holy Royal Arch Degree - not Royal Arch Degree.
- 16.6 Obligations** The presiding Principal should say - "You will say 'I', your name in full and repeat after me"..
- 16.7 Debate** The presiding officer generally should remain impartial on all issues under debate. He should not vote on motions put to the assembly. In case of a tie he may vote to break the tie. In such a case he should declare the motion lost for want of the required majority.
- 16.8 Crossing the Room** It is good practice in a lodge or chapter to avoid passing between the WM and the altar or between Z and the pedestal.
- 17 CHAPTER CONVOCATIONS** (meetings) should be opened on time. The Z should not delay a meeting awaiting an officer who is late if a competent Companion can fill the absent officer's station. Informality should be avoided during the convocation. Stuffiness

should be avoided and a friendly but dignified atmosphere maintained at all times. Courtesy requires that we avoid using first names during formal meetings. An Officer should be addressed by the name of his office without using his personal rank, e.g. "Companion Scribe Ezra." or "Companion Principal Sojourner." When a Companion is addressed by name rather than by office, it is proper to use his personal title, e.g. " VEC John Doe" or " REC Richard Roe." Chapter business should be conducted as expeditiously as possible. Any contentious business should be dealt with at a prior executive meeting prior so such matters may be disposed of without excessive debate or delay when brought before the Chapter. A Companion wishing to speak in a Chapter should rise, salute the Z and say, "Ex. Sir", and when acknowledged by the Z address his comments to the Chair. The GSD signs the Register ('Porch Book') at the upper left hand corner of the page. If the GZ. is also present, he will sign above the signature of the GSD.

18 OPENING AND CLOSING The opening and closing of Chapters and the conferral of all Rites (Degrees) and Ceremonies are required to be conducted in full form.

19 CALLING OFF OR ON This ceremony is defined in the ritual book. It must be followed when any person who is not a Royal Arch Companion is to be admitted to a Chapter. The visitor must be excused before labour is resumed in the chapter. At refreshment the pedestal is veiled, the VOSL closed and the pedestal and altar lights extinguished. There is no need to remove any of the furnishings from the room. The equivalent procedure is permitted in a lodge of Mark or Most Excellent Masters.

20 RAISING, LOWERING, AT EASE No such procedures exist in Capitular masonry. The Officers and furnishings of a Lodge are different from those of a Chapter. Installations and investitures can only take place in a RA Chapter, never in MMM or MEM Lodges. A chapter consists of a single degree. There is no correspondence with craft lodges which can work in any degree. This is also why installations and investitures can not be done in MMM or MEM lodges.

21 RULES OF ORDER

21.1 **Quorum** - A chapter or lodge cannot open without a quorum of NINE, of whom SEVEN must be members of the Chapter and one of the SEVEN must be a Principal Officer.

21.2 No further Motion shall be received by the Chapter unless duly moved and seconded, nor can it be discussed until stated to the Chapter by the Z.

- 21.3 All Motions shall be decided by majority vote unless otherwise provided.
- 21.4 The Z may allow or prevent discussion of any item of business, even though it may be covered by a Notice of Motion. It may be wise at times to defer discussion until the companions have further opportunity for study before the motion is put to the chapter.
- 21.5 No Companion shall speak twice on the same Motion without permission of the Z unless by the mover in reply or unless in explanation.
- 21.6 No Amendment is in order while an Amendment to an Amendment is before the assembly.
- 21.7 A Motion that has been declared lost cannot be renewed at the same Convocation, unless by way of a Motion to reconsider or rescind.
- 21.8 On elections, there should be three scrutineers from other Chapters present to count any ballot. This is not an absolute requirement.
- 21.9 If there is a single nomination for any elected office the Z may declare that office filled by acclamation without any ballot being taken.
- 21.10 It is improper to cast a 'single' or 'unanimous' ballot.
- 21.11 A Notice of Motion shall be read out at one Convocation and voted on at the next Convocation after it appears in the Chapter notice.
- 21.12 Installations and investitures of officers cannot be conducted in lodges of MMM or MEM although other business including elections and balloting may be done.
- 21.13 Only Royal Arch Companions are entitled to vote or ballot on any issue.
- 21.14 If a debate becomes antagonistic, be aware that you can call the Chapter to refreshment, but be careful to do this with a smile in your voice, and never take sides.

22 MOTIONS

- 22.1 The Z should say, "Companions, you have heard the Motion which has been duly seconded, are you ready for the question?"
 - 22.1.1 Silence is assent. A Companion may say "question", although that is not appropriate and certainly not required. The Z should say, "All in favour will signify in the usual Masonic manner. Down hands, those opposed?"

22.1.2 Depending on the show of hands, Z declares the motion carried or defeated, followed by one rap of his Gavel.

23 BALLOTING

23.1 Collective balloting is permissible if the chapter gives unanimous consent.

23.2 Affiliates should be balloted prior to and separate from candidates for degrees.

23.3 Negative Ballot. Should a collective ballot appear negative the Z will order the ballot destroyed and a separate ballot taken without comment and without querying the Principals. If there is a negative report Z also will order a new ballot.

23.4 Preparation of the Ballot

23.4.1 The PS (Senior Deacon) will see that the ballot box has enough black cubes and white balls. The test of whether there are enough is that some of each remain upon conclusion of balloting. That is why the Principal Officers must examine both sides of the box after balloting as well as before. Only thus can the presiding officer be in possession of all the necessary information should a problem arise in balloting.

23.4.2 The Z (WM) should have the application(s) for membership in front of him so that he may read the details prior to balloting.

23.4.3 If a visitor is present, Z may ask him to relieve the Tyler so that the latter may enter the room for the balloting. If no visitor is available then after the companions in the room have balloted Z may admit the Tyler and direct a companion to take his place. The petition is read to the Tyler and he is instructed on the number of white balls/black cubes etc. and he ballots.

23.4.4 Delegate the Companion who is to prepare and carry the Ballot Box, normally the PS (Senior Deacon)

23.5 Method of Balloting

23.5.1 The Z addresses PS (Senior Deacon) and says, "..., Prepare the Ballot"

23.5.2 The Ballot Box is then inspected, more junior first, by the J, H and Z (JW, SW, WM)

23.5.3 The Z asks each principal officer, "..., How do you find the Ballot Box?" Their answer should be "I find (do not find) the Ballot Box properly prepared, Excellent Sir (WM)." (Salutes)

23.5.4 When all is in order, Z or WM says "Companions (Brethren), you are about to ballot on the application of Brother / Companion ___ for ___(exaltation /affiliation)

- 23.5.5 Z or WM reads the particulars from the application(s). Then says "White balls elect, two or more black cubes reject. Be careful how you ballot. Ballot for the good of the Order. I declare the ballot open." (gavel once)
- 23.5.6 If as in some Chapters a unanimous ballot is required - then it should be 'one or more' black cubes.
- 23.5.7 The three Principals ballot in Z, H, J (WM, SW, JW) order, then the First Principal (WM) says "The Companions (Brethren) of _____ Chapter (Lodge) will stand and ballot under the direction of the Director of Ceremonies".
- 23.5.8 The DoC says "The proper way to ballot in this Chapter is to come to the SoF, ballot with your right hand, salute the First Principal (WM) with the Reverential Sign (in a Chapter) (Penal Sign in a Lodge) and be seated." The Companions (Brethren) then ballot clockwise.
- 23.5.9 The Ballot Box should be held in such a manner that the bearer is unable to see how the balloter is balloting.
- 23.5.10 When every Companion has balloted, the First Principal (WM) declares the ballot closed. The bearer of the Ballot Box places the Box on the dais of the Presiding Officer. (Or takes it to the Jr and Sr Wardens). The three Principal Officers inspect both sides, closing the lid(s) each time.
- 23.5.11 Z asks J and H (Junior and Senior Wardens) in turn "How do you find the ballot?" They reply "**Favourable to** the Candidate(s)", or "**Not in favour of** the Candidate(s)." The wording is distinctly different for the two possible outcomes so as to avoid possible misunderstanding of a report. The terms 'fair', 'clear', 'bright', 'dark' or 'cloudy' used in some lodges are not used.
- 23.5.12 The Presiding Officer, (Z or WM), says "Companions (Brethren), by your ballot you have elected Brother _____ to become a member by (exaltation/affiliation) Companion (Brother) _____, destroy the ballot." (It is not required to damage the ballot box.)
- 23.5.13 If the ballot is not favourable, the Z (WM) shall immediately order the ballot destroyed and another ballot taken. If it is still unfavourable, he shall direct Scribe Ezra (Secretary) to read that section of the Constitution which refers to secrecy of the ballot.

24 DISPENSATIONS

24.1 Allowed - Dispensations may be granted only as provided in the Book of Constitution. Typically they are permits to temporarily

deviate from certain provisions of the Book of Constitution. Dispensations can only be granted where specific reason for doing so exists and satisfactory grounds are given in the application. Only the Grand 1st Principal, or one entitled to act in his stead, may grant a dispensation. Dispensations may be granted in the following instances.

- 24.1.1 For constituting Chapters of RAMs and lodges of MMMs and MEMs.
- 24.1.2 No elected GC OFFICER is elected to any office in a Chapter, except that of Tyler or Auditor.
- 24.1.3 During his term of office in GC, a GSD neither holds nor serves in any office in any Chapter, except that of Organist, Tyler or Auditor
- 24.1.4 Royal Arch Regalia may not be worn at any public procession, or festival.
- 24.1.5 A companion cannot hold two elected offices in the same Chapter.
- 24.1.6 A companion can not be a First Principal of more than one chapter at the same time.
- 24.1.7 The regular place, day and hour of meeting of a Chapter are specified in its bylaws. Any variation requires a dispensation from the GZ.
- 24.1.8 No member is eligible for the Z 's Chair until he has served in the 2nd Principal's Chair for twelve months, nor for the 2nd P ' s chair until he has served in the 3rd P ' s Chair for twelve months.
- 24.1.9 A candidate receives the MMM degree only after two weeks have elapsed since his being balloted on. A MEM is received or a RAM exalted only after two weeks have elapsed since the conferral of the preceding degree.
- 24.1.10 For a Companion to not serve as Third or Second Principal
- 24.1.11 For changing the date of a Regular Convocation.
- 24.1.12 For wearing Royal Arch Regalia at a public procession or a church parade.

24.2 Not Required

- 24.2.1 For changing times of a Regular Convocation to 19h00 or 19h30.
- 24.2.2 For changing time of a Regular Convocation to conform to the Official Visit of the GZ.

24.2.3 For changing the date of a Regular Convocation when the Regular Convocation falls during the same week as that of the Annual Grand Convocation.

24.2.4 To hold an emergent communication, given proper notice.

24.3 Not Allowed It is forbidden in all circumstances to wear Royal Arch regalia at a Masonic Funeral and no GZ can allow it.

25 SPECIAL DIRECTIONS

25.1 When either an Officer or member addresses the WM or Z it should be with the step and sign of the Degree. The step of a MMM, MEM, and RAM is made by bringing the heels together, the feet forming a square.

25.2 Aprons and sashes shall be worn by all Companions outside of their clothing except during Installation Ceremony or the RA Degree, when it is permitted for the Officers wearing robes or capes to wear them under the robes and capes.

26 DISPERSING THE WORD

26.1 PZ assumes and holds the SoF and advances from N to pedestal by 7 steps, halts and salutes it with RS at 3rd, 5th, and 7th step, disarranges Word with Left Hand while still holding the SoF and then says, "Companions, as we are about to quit this sacred retreat dedicated to friendship and brotherly love, nothing remains but, according to ancient custom, to lock up our secrets. in the safe and sacred repository of our faithful hearts, uniting with me in F, F, F, F, and may the Great Jehovah be ever with us." Companions repeat F, F, F, F, at same time making and holding SoF, which is at the left breast. PZ retreats one step only. The pedestal lights are extinguished according to chapter equipment.

27 TYLER'S OATH

27.1 An examining committee may administer this oath to a visitor for whom no known companion can vouch.

27.2 I, ..., do solemnly swear on my honour as a Mason, that I am a Royal Arch Mason, in good standing in my Craft Lodge, and in my Chapter, having regularly received the Degrees of MMM, MEM, and the Supreme Degree of the HRA in Chapter No., in the Grand Chapter of, and I know of no reason why I should not hold Masonic communication with the Companions of this Chapter. So help me the Most High.

27.3 The foregoing should be administered upon the VOSL.

27.4 In the event of the visitor not having taken one or more of the Degrees, the appropriate words should be omitted, and the

matter reported to the First Principal when the visitor is introduced.

28 NOTICE

The notice is an important form of communication from a First Principal to members of his own Chapter and other Chapters. The notice should not contain any material which does not relate to the business or activity of the Chapter in particular or Grand Chapter in general. It is an impropriety to use a Chapter notice to promote the name of a Companion standing for office in Grand Chapter. Rank or abbreviations of rank or any appellations relating to Masonic or civil honours, other than those granted by Grand Chapter, should not be identified or affixed to the names of Companions in a Chapter notice. It is improper to show the rank or title of a Companion on the outside of a mailing envelope. The return address of the Chapter should always be shown on the upper left corner of the mailing envelope.

29 OTHER MATTERS

29.1 Business of the Chapter should be conducted as expeditiously as possible. All contentious business should be dealt with at an executive meeting prior to the convocation so that such matters may be disposed of without excessive debate and undue delay when brought before the general membership.

29.2 Visitor - A visitor should only speak with permission of the Presiding Officer.

29.3 Companion - A visitor with the rank of EC or Grand Rank occupying an office of a Chapter, whether a line officer or just filling in only for that particular convocation, is always addressed according to the office he occupies, e.g. "Comp. Scribe E.", "Comp. Jr. Sojourner" etc., regardless of his personal title or rank. However, when addressed by name rather than by office, it is proper to use his personal title, e.g. "V. Ex. Comp. John Brown". It is good practice for a Companion wishing to speak in a Chapter to rise, salute the Z and say, "Ex. Sir", and when acknowledged by the Z, the Companion may then make his comment.

29.4 Register of a Chapter - The GSD signs at the upper left hand corner of the page. If the GZ is also present, the GSD signs below the signature of the GZ.

29.5 Brethren and candidates sign the register as members but using the rank of MM, MMM or MEM.

29.6 Visiting First Principals should be invited by the Presiding Officer to sit on the left of the Council and normally should neither sit there without invitation nor decline the invitation.

- 29.7 Signs** should be given as defined in the ritual and both hands returned to the sides upon completion without extra gestures. The sign should not be held while speaking. An extra but quite wrong sign is sometimes seen after completion of the sign in the MEM. The SoF is not a universal sign of salutation. It is given only when called for in the ritual, during prayer or reading of scripture, when the name of Deity is invoked and when a candidate is being obligated. Approaching and leaving the pedestal should be as defined in the Mystical Lecture.
- 29.8 Official requests** of the GZ may only be made through the Office of the GSE.
- 29.9 Deaths** of Grand Chapter Officers must be promptly reported to the GSE. If the deceased is a Grand Chapter Representative of a sister Grand Chapter, it should be stated.
- 29.10 Cheques** should have two signatures, including that of the Treasurer and the First Principal. In case one of these should be absent for any reason, the Chapter could also have all three Principals as signing Officers.
- 29.11 Chapter Notices.** Chapter notices should announce names for a ballot or degree with the following particulars -
- 29.11.1 For Ballot** - Full name, date of birth, occupation, residence and name and number of the Lodge to which he Belongs.
- 29.11.2 For Any Degree** - Full name.
- 29.12 Mail a Chapter Notice** - to each elected Grand Chapter officer at his home address, unless he directs otherwise, and to the Editor of the Keystone as a courtesy. Electronic mail is allowed.

30 STUDY QUESTIONS

- 30.1 Is any visit by a GSD or GZ unofficial?** No. Any visit by a GZ or GSD is an official visit but he may or may not have a suite with him. The visit may be scheduled or not but it should never be a surprise to the host chapter. A GSD has no official duties outside his district.
- 30.2 Whom does the GSD represent?** He is the representative of the GZ, but only in the absence of the latter and then only in his own district.
- 30.3 When does the GZ receive Grand Honours?** He should always be received and afforded Grand Honours.
- 30.4 Does the GZ or GSD need permission to enter the chapter?** No. All chapters are under supervision of the GZ and therefore they are his chapters. The same applies to his representative.

- 30.5 When does the GZ or the GSD have a suite with him?** It is at the discretion of the GZ or the GSD to have a suite.
- 30.6 When does the GSD rather than Z receive the GZ?** Yes, when the meeting is a District meeting rather than a Chapter meeting.
- 30.7 Who should carry in the Grand chapter banner and the Book of Constitution?** The banner should be carried by a companion preferably the newest member of the chapter and the book of constitution by the oldest companion of the chapter.
- 30.8 Where should the banner bearer and constitution bearer and Sword bearer be placed in the suite?** In the suite line on the South side immediately on the left of the South side presenter.
- 30.9 In what order does the suite stand in the room?** From East to West, first the presenters, then the Excellent's, then the Very's, then the Right's, and finally the Most's. The most senior of each category are in the most westerly part of it.
- 30.10 When does the suite show their respect to the chapter?** The suite waits until the GZ salutes and the suite copies him.
- 30.11 Who in the chapter do not give Grand Honours, a) When receiving the GZ or the GSD, b) When receiving any dignitary in a chapter meeting?** GZs, GHs, GJs, both past and present.
- 30.12 When turning over the sceptres of authority what else should the principals do?** Receive the password of their station.
- 30.13 On returning the sceptre to each officer of the chapter what should the grand officers do?** Receive the password of their station.
- 30.14 Where should the Grand Officers sit, and where should visiting Zs sit?** Grand Chapter officers sit North of the Council and visiting Zs sit South of the council and IPZ.
- 30.15 Who decides who is to disarrange the word and what criteria is to be used to make the decision?** It is the decision of the Z. However he is guided by the courtesy that the honour should be given to the most senior member in the room in other words the GZ. If the GZ wishes to delegate that courtesy then he should ask the Z.
- 30.16 Who is in charge of the repast and is the MC at the festive board or banquet?** The J is responsible for organizing the repast and to act as the master of ceremonies. Some Zs prefer to MC their own installation banquet.

- 30.17 Should there be any time that toasts are not made?** No, the traditional toasts should be done at all refreshments whether casual or formal and whether or not a Grand Chapter Officer is present. There is always a member of Grand Chapter present who can respond to the toast to Grand Chapter.
- 30.18 When should white gloves be worn and by whom?** White gloves are worn in the evening at the discretion of the GZ.
- 30.19 When should the SoF be used?** The SoF is adopted when a passage of the VOSL is read, when a candidate is kneeling at the altar, and when the name of the Deity is invoked, or if it is called for in the ritual. Prayers are accompanied by the RS in Chapter and the SoF in lodges. The SoF is not a universal sign of salutation or respect.
- 30.20 During an installation who should receive the sign of salutation?** The Installing Z. The new Z is saluted only after accepting the gavel at his installation.

31 ABBREVIATIONS

- 31.1 Comp - Companion, Royal Arch Mason
- 31.2 EC - Excellent Companion
- 31.3 EM - Excellent Master
- 31.4 GZ - Grand Z, Grand Zerubbabel, Grand First Principal
- 31.5 GH - Grand H, Grand Haggai, Grand Second Principal
- 31.6 GJ - Grand J, Grand Joshua, Grand Third Principal
- 31.7 GSD - Grand Superintendent of a District, Grand Superintendent (Not District Grand Superintendent)
- 31.8 GSE - Grand Scribe Ezra
- 31.9 H - Haggai, Second Principal
- 31.10 HRA - Holy Royal Arch
- 31.11 IPGZ - Immediate Past Grand First Principal
- 31.12 IPZ - Immediate Past First Principal
- 31.13 J - Joshua, Third Principal
- 31.14 MEC - Most Excellent Companion
- 31.15 MMM - Mark Master Mason
- 31.16 MEM - Most Excellent Master
- 31.17 PS - Principal Sojourner
- 31.18 RA - Royal Arch
- 31.19 RAM - Royal Ark Mariner (Not used here for RA Mason)
- 31.20 REC - Right Excellent Companion

- 31.21 RS - Reverential Sign
- 31.22 SoF - Sign of Fidelity
- 31.23 VEC - Very Excellent Companion
- 31.24 WM - Worshipful Master
- 31.25 Z - First Principal

32 DEFINITIONS

- 32.1 Brother** - A Royal Arch Companion in a lodge of Mark or Most Excellent Masters.
- 32.2 Companion** - In this manual the term 'Companion' includes all Royal Arch Masons regardless of rank.
- 32.3 First Principal** - The presiding officer of a Chapter.
- 32.4 Gentleman** - This is polite but 'brother' or 'companion' is more appropriate.
- 32.5 Official Visit** - All visits of a GZ in his capacity as GZ in his own jurisdiction or by a GSD in his own district if the GZ is absent, are official whether scheduled or not.
- 32.6 Worshipful Master** The Presiding Officer of a Lodge.

33 ACKNOWLEDGMENTS

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