

CONSTITUTION

GRAND CHAPTER OF ROYAL ARCH MASONS

OF BRITISH COLUMBIA AND YUKON

2022 Grand Convocation

Revised October 5, 2022

HISTORY OF THE ENACTMENT, AMENDMENT AND REVISION OF THE CONSTITUTION OF THE MOST EXCELLENT GRAND CHAPTER OF ROYAL ARCH MASONS OF BRITISH COLUMBIA and YUKON

In 1919, the Grand Chapter was organized, adopting the Constitution of the Grand Chapter of Alberta. In 1920, 1938, 1949, 1955, 1961, 1971, 1983, 1991, 1998 and 2010, the Grand Chapter adopted and printed new Constitutions with accumulated amendments. Page numbering was discontinued in 2004. There were no changes in 2006 or 2007. Many parts were renumbered in 2010, 2011, and 2012 as a result of deletions and amendments. There were two changes in 2011, six in 2012, two in 2013 and three in 2014, one in 2015, ten in 2017, eleven in 2018, eight in 2019. In 2012 some Standing Committees were deleted. In 2021 technical amendments made to numbering, indexing and inclusion of Form 20. In 2022 there were 7 amendments.

Peter Guichon
Grand Scribe Ezra

CONSTITUTION OF THE
MOST EXCELLENT
GRAND CHAPTER OF ROYAL ARCH MASONS
OF
BRITISH COLUMBIA AND YUKON
AS REVISED AT THE
ANNUAL CONVOCATION
HELD AT ABBOTSFORD, BRITISH COLUMBIA
SEPTEMBER 17, 2022

GRAND CHAPTER OF ROYAL ARCH MASONS OF BRITISH COLUMBIA and YUKON

I, , Grand Scribe Ezra of The Most Excellent Grand Chapter of Royal Arch Masons of British Columbia and Yukon, do hereby certify that the following is a true copy of the Constitution thereof as revised and adopted at the annual convocation of that body held in Abbotsford, British Columbia, on the 17th day of September, 2022. In testimony whereof I have affixed the Seal of Grand Chapter at the City of Abbotsford, this 17th day of September, A.D. 2022; A.I. 2552.

Peter Guichon,
Grand Scribe Ezra

CONSTITUTION

1 DEFINITIONS AND MEANINGS

Except where the context otherwise indicates, the following definitions and meanings apply to words and phrases in this Constitution. Wherever the plural is used, the meaning applies as in the singular.

1.1 "Grand Chapter" is the Most Excellent Grand Chapter of Royal Arch Masons of British Columbia and Yukon.

1.2 "Chapter" is a legally constituted assembly of Royal Arch Masons operating under warrant or dispensation from Grand Chapter.

1.3 "Grand Lodge" is the Most Worshipful Grand Lodge of British Columbia, AF and AM.

1.4 "Lodge" is a Lodge of Mark Master Masons or of Most Excellent Masters operating under a Chapter.

1.5 "Craft Lodge" is a Lodge as defined in the Book of Constitutions of the Grand Lodge or a Lodge in any Jurisdiction recognized by Grand Lodge.

1.6 "Notice" includes a summons.

1.7 "Ballot" is a secret ballot, in writing or by ballot box, unless otherwise provided.

1.8 "A black ball" includes a black cube.

1.9 "Vote" is by a show of hands, unless otherwise provided.

1.10 "Majority" is fifty percent plus one, unless otherwise provided.

1.11 "Members Present" is the number of eligible voters registered.

1.12 "Votes Cast" includes legally submitted votes or ballots including spoiled ballots.

1.13 A "Spoiled Ballot" is one which is marked and legally cast but whose intentions are uncertain. It does not include a blank ballot.

1.14 A "Blank Ballot" is an unmarked ballot.

2 REPEAL

This repeals all Constitutions or parts of Constitutions, edicts, or resolutions, rules of order and forms previously adopted by Grand Chapter.

3 NAME

The name of this Grand Chapter is "The Most Excellent Grand Chapter of Royal Arch Masons of British Columbia and Yukon."

4 SEAL

Grand Chapter adopts the seal shown on the title page as its official seal. It affixes this seal to instruments issued by and under this authority.

5 JURISDICTION

This Grand Chapter is the sole governing body of Royal Arch Masons in British Columbia and Yukon. Its jurisdiction includes members acting under its authority.

6 CONSTITUTION OF GRAND LODGE

In matters not provided for in this Constitution or in the edicts, resolutions, bylaws, rules of order and forms adopted by Grand Chapter, the Book of Constitutions,

Regulations, rules, edicts, practice and forms of the Grand Lodge of Ancient, Free and Accepted Masons of British Columbia are hereby adopted in so far as they are applicable to Capitular Masonry and are consistent with the provisions of this Constitution.

7 AMITY WITH OTHER BODIES

Grand Chapter is in amity with those same bodies, and no others, as the Grand Lodge may from time to time resolve.

8 FRATERNAL RECOGNITION

8.1 Presently Recognized

Fraternal recognition may be extended to another Grand Chapter, when requested, if this Grand Chapter is satisfied that:

8.2 Origin

The applying Grand Chapter has submitted evidence that it had its origin in the grant of a Warrant to some or all of its subordinate Chapters from a recognized Grand Chapter such as England, Scotland or Ireland.

8.3 Presently Recognized

It is presently recognized by one or more of the following Grand Chapters; England, Scotland, Ireland, any Canadian Province, one of the United States of America, a State or Province of Australia, New Zealand or other Commonwealth member, or a Grand Chapter with whom this Grand Chapter maintains fraternal relations and recognition.

8.4 Evidence

The Grand Chapter applying for recognition has supplied satisfactory evidence that it is permanently established in its own territory.

8.4.1 Prince Hall Grand Chapter of Washington

The Grand Chapter of Royal Arch Masons of British Columbia and Yukon extends full recognition to the Prince Hall Grand Chapter Royal Arch Masons of Washington and Jurisdiction. (Rev. 2017)

8.4.2 Prince Hall General Grand Chapter

The Grand Chapter of Royal Arch Masons of British Columbia and Yukon extends the hand of recognition and brotherly love to all Grand Chapters who are members of the General Conference of Grand Chapter Holy Royal Arch Masons of the United States of America, the Bahamas Incorporated Prince Hall Masons.

8.5 Principles

It recognizes the same principles which we recognize and attempt to carry out.

8.6 Sovereign

It is a sovereign body, free of control by Church or State.

8.7 Sole Control

It alone exercises effective control over the Chapters and Degrees within the territory over which it claims jurisdiction.

9 AMENDING PROCEDURE

9.1 Notice of Motion

The constitution of Grand Chapter may be amended or altered at its annual convocation. Written notice, stating distinctly the proposed amendment or alteration, may be given at the preceding annual convocation, but must be in the hands of the Grand Scribe Ezra by March 1st before the convocation at which the motion is to be considered. (Rev. 2017)

9.2 Referral

A notice of motion is referred to the Committee on Constitution and Jurisprudence for review. Then it may be entered on the agenda for debate at the next annual convocation of Grand Chapter.

9.3 Chapter Notified

A copy of any proposed amendment is sent by the Grand Scribe Ezra to each Chapter before March 15th and published in the notice calling the next annual convocation.

9.4 Two-thirds Vote

Amendments to the Constitution of Grand Chapter require approval of two-thirds of the members present.

9.5 Effective Date

All motions and resolutions passed at Grand Chapter will come into effect at the time the same are declared passed by the chairman with the exception of those which specify a date of commencement.

10 GRAND CHAPTER POWERS

10.1 Authority

Grand Chapter is the highest authority in Capitular Masonry in this jurisdiction.

10.2 Law

Grand Chapter has the power to make, alter or repeal laws and regulations for the governance of Grand Chapter, Chapters of Royal Arch Masons, Lodges of Mark Master Masons and Most Excellent Masters and their members.

10.3 Decision

Grand Chapter has power to investigate, regulate and decide matters relating to the Capitular degrees, the Chapters and individual members.

10.4 Grant Dispensations and Warrants

Grand Chapter may grant dispensations or warrants for constituting Chapters of Royal Arch Masons and Lodges of Mark Master Masons and Most Excellent Masters. These will be under its great seal and bear the signatures of the Grand First Principal, attested by the Grand Scribe Ezra.

10.5 Revoke Warrants

Grand Chapter has the power to revoke warrants.

10.6 Decides Questions

Grand Chapter decides questions of Masonic law, usage and custom.

10.7 Deals with Appeals

Grand Chapter deals with appeals by either individual members or Chapters, according to the provisions of this constitution.

10.8 Discipline

Grand Chapter has the power of discipline, admonition, censure or instruction over members and Chapters.

10.9 Expel or Suspend Member

Grand Chapter may, after due notice and trial, expel or suspend an offending member.

10.10 Preserve the Work

Grand Chapter does not allow any deviation from the authorized work, ceremonies or forms of the Order.

10.10.1 Columbia Retains Ritual

Columbia Chapter No. 1 retains the ritual in use in 1920. (Reference proceedings Grand Chapter RAM BC 1920, page 16.) (Rev. 2012)

10.11 Districts

The jurisdiction of Grand Chapter includes districts made up of those Chapters that Grand Chapter may decide by resolution.

11 COMPOSITION

Grand Chapter consists of its members and officers.

11.1 Members

All companions who have valid membership cards of a constituent Chapter of the Grand Chapter of British Columbia and Yukon are voting members of Grand Chapter.

11.2 Honorary Members

At its annual convocation, Grand Chapter may elect one or more Honorary Members by a motion that is duly moved, seconded and carried. It may confer this honour upon a Past or Presiding Grand First Principal, Past or Presiding Grand High Priest, or other distinguished Excellent Companion from a Jurisdiction recognized by Grand Chapter.

11.3 Grand Officers, Style and Precedence

The following indicates the style and precedence of the Grand Chapter Officers.

11.3.1 Elected

11.3.1.1 Grand First Principal

11.3.1.2 Grand Second Principal

11.3.1.3 Grand Third Principal

11.3.1.4 Grand Treasurer

11.3.1.5 Grand Scribe Ezra

11.3.1.6 Grand Principal Sojourner

11.3.2 Appointed

11.3.2.1 Grand Superintendents of Districts

11.3.2.2 Grand Senior Sojourner (Rev. 2014)

11.3.2.3 Grand Junior Sojourner (Rev. 2014)

11.3.2.4 Grand Scribe Nehemiah

11.3.2.5 Grand Historian

11.3.2.6 Grand Sword Bearer (Rev. 2018) will be appointed for ceremonial purposes, ad hoc by the Grand First Principal.

11.3.2.7 Grand Masters of the Veils, four - may be appointed at the will of the Grand First Principal (Rev. 2013)

11.3.2.8 Grand Standard Bearer (Rev. 2018) will be appointed for ceremonial purposes, ad hoc by the Grand First Principal.

11.3.2.9 Grand Director of Ceremonies
11.3.2.10 Grand Marshal
11.3.2.11 Grand Pursuivant
11.3.2.12 Grand Stewards, Three
11.3.2.13 Grand Chaplain
11.3.2.14 Grand Director of Music (Rev 2019)
11.3.2.15 Grand Tyler

11.4 Past Grand Officers, Precedence

Past Grand Officers follow incumbent Grand Officers, of the same rank, in order of seniority.

11.5 Grand Officers, Titles

Present and Past elected Officers of Grand Chapter have the following Titles.

11.5.1 Most Excellent

A Grand or Past Grand First Principal is a "Most Excellent Companion."

11.5.2 Right Excellent (Other elected)

Any other elected Grand or Past Grand Officer is a "Right Excellent Companion."

11.5.3 Right Excellent (Appointed)

Grand Superintendents of Districts have the title of "Right Excellent Companion" during their term of Office.

11.5.4 Very Excellent (Appointed)

Appointed Grand Chapter Officers, who are Past First Principals (except Grand Superintendents of Districts) have the title of "Very Excellent Companion" during their term of Office**.**

11.5.5 Permanent Rank (Appointed).

The rank of Grand Superintendent (Right Excellent) and other appointed Grand Officers (Very Excellent) may be made permanent only by resolution of Grand Chapter, and only if the Grand First Principal certifies to Grand Chapter that the officer has done his duties faithfully and satisfactorily, with effect when his successor has been invested. Permanent rank is only granted to a Past First Principal of a Chapter, or upon his subsequent completion of a term as a First Principal of a Chapter.

11.5.6 Permanent Rank, Other

Any companion who has had a permanent rank conferred upon him in a recognized Jurisdiction is known by the title of that rank.

12 GRAND CONVOCATIONS

12.1 Annual (Rev. 2018)

Grand Chapter holds its annual convocation at the time and place it chooses, three years in advance, from submissions by Host Chapters to the Grand First Principal Sojourner prior to the Annual Convocation. The Grand Third Principal shall then select a venue immediately before the closing of the Annual convocation. (See also 54.2.1)

12.1.1 Informal Opening.

Grand Chapter shall hold its annual informal opening on the Friday evening immediately preceding the third Saturday in September commencing in 2010.

12.1.2 Business and Installation.

Grand Chapter shall conduct its annual business and installation of officers on the third Saturday in September commencing in 2010.

12.2 Emergent

The Grand First Principal, or a Companion entitled to exercise his powers and duties, may convene an emergent convocation of Grand Chapter. He gives seven days written notice to each Chapter, stating the reason for convening the emergent convocation.

12.3 Informal

The Grand First Principal may convene an informal convocation of Grand Chapter at his pleasure for the reception of distinguished visitors and non- members. All present wear the regalia appropriate to their Order and rank.

12.4 Governance

The following are the laws for the governance of Grand Chapter during the time of business.

12.4.1 Attendance

Formal convocations are open only to Royal Arch Companions.

12.4.2 Clothing

Officers, members and visitors must be properly clothed in the regalia of their rank, and, on being called to order, Grand Chapter is opened in proper form.

12.4.3 Late Arrivals

After Grand Chapter is formally opened, companions may be admitted if they are properly clothed, in possession of the password and vouched for.

12.4.4 Quorum and Form

One Grand Principal and one representative of one third of each of the Chapters in this jurisdiction suffice to open any convocation of Grand Chapter. It is opened in Ample Form when the Grand First Principal is present. At other times it is opened in Due Form, but with the same authority.

12.4.5 Agenda

The agenda is as follows but may be varied as circumstances warrant. Grand Chapter deals as it sees fit with the following addresses, communications and reports.

12.4.5.1 Minutes

The minutes of the last annual convocation and any subsequent emergent convocations are read and confirmed.

12.4.5.2 Address

The Grand First Principal delivers his annual address.

12.4.5.3 Principals' Reports

The Grand Second and Third Principals deliver their annual reports.

12.4.5.4 Treasurer & Scribe Ezra

The Grand Treasurer and the Grand Scribe Ezra deliver their annual reports.

12.4.5.5 Grand Superintendents

The Committee on Grand Superintendents delivers its annual report.

12.4.5.6 Standing Committees

The remaining Standing Committees and appointees to the Royal Arch Charities deliver their annual reports.

12.4.6 Rules of Order

12.4.6.1 Seated.

Officers and members remain seated except when required to move in the discharge of their duties.

12.4.6.2 Writing.

The Presiding officer may require that any resolution or amendment be in writing.

12.4.6.3 Speaks Once

A member only speaks once to the same question, unless in explanation, or the mover in reply. Visitors speak to any question only when requested or permitted to do so by the Presiding Officer.

12.4.6.4 Microphone

When a member speaks he rises and proceeds to the microphone, states his name, rank, Chapter, and addresses himself to the Presiding Officer. He is interrupted only on a point of order.

12.4.6.5 Twice Out of Order

If any member is twice called to order by the Presiding officer and likewise offends a third time, the Presiding Officer may command him forthwith to quit the convocation. He is not readmitted to that convocation.

12.4.6.6 Disorderly Behaviour

If any member of Grand Chapter is guilty of disorderly behaviour he is, for the first offense, called to order; for the second, reprimanded by the presiding officer; and for the third, suspended from a seat in Grand Chapter during its pleasure.

12.4.6.7 Precedence

When a motion is under debate, no other motion is entertained except to lie on the table, to indefinitely postpone or to amend. These motions take precedence in the order named**.**

12.4.6.8 Amendment

An amendment that entirely changes the subject of the original motion is not entertained as an amendment or substituted for the motion under debate.

12.4.6.9 Withdrawal

After a motion is stated by the presiding officer it becomes the property of Grand Chapter. It may be withdrawn at any time previous to its amendment unless a member objects.

12.4.6.10 Question

There is no debate upon any question after it has been finally put by the presiding officer.

12.4.6.11 Interruption

When the Grand First Principal or Presiding Officer addresses Grand Chapter, other members do not talk nor does any member pass between a speaker and the chair.

13 VOTING IN GRAND CHAPTER

Each member of Grand Chapter has one vote. A majority vote decides matters except where this constitution specifies a greater proportion. Voting may be by a show of hands, except the election of officers. Five members of Grand Chapter may demand a ballot on any question either before or immediately after an open vote. This ballot is collected at once.

In case of a tie, the presiding officer casts a further vote or ballot.

14 GRAND OFFICERS, CHOOSING

14.1 Convocation

Officers of Grand Chapter are elected by ballot, or appointed, at the annual convocation. They hold office for one year and until their successors are duly elected or appointed, and installed in their stead.

14.1.1 Attendance of Grand Officers:

All incoming and current elected and appointed Grand Officers must be in attendance at Grand Chapter to be installed into their respective offices. Exceptions being by specific dispensation from the Grand First Principal (Rev 2017)

14.1.2 Attendance of Grand Officers:

All current and elected and appointed Grand Officers must be in attendance at Grand Chapter to have permanent Grand Rank conferred on them. Exceptions being by specific dispensation from the Grand First Principal. (Rev. 2017)

14.2 Written Nomination

The elected Grand Chapter officers (Grand First Principal, Grand Second Principal, Grand Third Principal, Grand Treasurer, Grand Scribe Ezra, Grand Principal Sojourner) are elected annually after written nomination. Two members of Grand Chapter sign the nomination. It gives the full name, address and Masonic rank of the nominee and the name and number of his Chapter. The Grand Scribe Ezra receives nominations on or before February 28th . (Rev. 2014)

14.2.1 Term of Grand Treasurer and Grand Scribe Ezra

No Companion shall be nominated or elected to serve the Office of Grand Treasurer or Scribe Ezra for more than 5 consecutive years. (Rev. 2015)

14.3 Consent Needed

No member is elected or appointed to any office without his written consent. This consent is part of the nomination paper.

14.3.1 Resume (Rev. 2018)

A first-time nominee for elected office shall submit a biographical resume

of no more than five hundred (500) words, for inclusion in the Advance Proceedings of Grand Chapter, and a completed form of nomination; and he may be given three minutes to address the Grand Convocation prior to the ballot being opened.

14.4 List

The Grand Scribe Ezra delivers a list of nominations to each Chapter by March 15th. He posts this list in several conspicuous places in the meeting place of Grand Chapter before it opens on the first day of each convocation.

14.5 Limit

A companion neither serves in nor is nominated for more than one elected or appointed Grand office. A candidate may withdraw his consent any time before voting takes place.

14.6 Unable to Stand

If, between March 31st and the opening of Grand Chapter, a nominee for an elected or appointed office for any reason becomes unwilling or unable to stand for office, then the Grand First Principal may suspend temporarily the normal provisions for nominating this officer. Here the Grand First Principal may choose a method of nomination. This method is applicable only to the elections held and appointments made at that annual convocation.

15 GRAND OFFICERS, QUALIFICATIONS

15.1 Past First Principals

Only Past First Principals, who are members of this Grand Chapter, hold Grand Offices. However, any member of a Chapter may fill the office of Grand Director of Music, Grand Chaplain or Grand Tyler. For the position of Grand First Principal, he must have served in two of the following offices, Grand Principal Sojourner, Grand Third Principal or Grand Second Principal. (Revised 2022).

15.2 Member of Chapter

A Grand Officer forfeits his office in Grand Chapter if he ceases to be a member of a Chapter in this jurisdiction.

15.3 Office in Chapter

During his term of office in Grand Chapter, no elected Grand Chapter officer is elected to any office in a Chapter, except that of Tyler or Financial Reviewer, unless by dispensation **(Form 1 - Request for Dispensation).**

16 ELECTIONS

16.1 Acclamation

When only one nomination is received for any office in Grand Chapter, or any Chapter, and the nominee accepts the nomination, that companion is declared elected by acclamation without any ballot being taken. It is not proper to declare the election unanimous.

16.2 Majority

A majority of votes cast is necessary for the election of an officer.

16.3 Balloting Continues

If there are more than two candidates and not one of them has a majority of votes cast, then the name having the least number of votes is dropped. The ballot is taken again.

Balloting continues until one candidate has a majority of the votes cast. This candidate is declared duly elected.

17 GRAND SUPERINTENDENTS

17.1 Rotation

The appointment of a Grand Superintendent rotates among the Chapters of each district.

17.2 Designated Chapter

Before May 31st, the Grand Scribe Ezra notifies the designated Chapter to submit, to the current Grand Superintendent, its recommendation for the office of Grand Superintendent.

17.3 Selection

A committee, consisting of the Past Principals and the Council of the Chapter whose turn it is, makes the selection. The Grand Superintendent of the District chairs the Committee.

17.4 Selection Submitted

The Grand Superintendent then notifies the Grand Scribe Ezra of the selection who submits it to the Grand First Principal elect before June 30th for his approval.

17.5 Forfeiture

If a Chapter does not select a Nominee (See 'Summary of Deadlines'), it forfeits its turn until its place in the next round. The Grand Scribe Ezra asks the next Chapter in line to select its Nominee.

17.6 New Chapter Follows

Any new Chapter being formed in a District will follow other Chapters in rotation.

17.7 Grand First Principal Empowered

If the Grand First Principal Elect rejects any nominee he may appoint another Past First Principal from the same Chapter or order the selection be made from the next Chapter in the rotation.

18 GRAND OFFICERS' INSTALLATION

18.1 Annual Convocation

Elected and appointed officers are installed and invested at the annual convocation.

18.2 Not by Proxy

No Officer is installed by proxy. If any elected or appointed Officer is absent from the annual convocation he is installed and invested as soon as practicable. A Grand Superintendent or other Grand or Past Grand Officer will install and invest the officer under the authority of the Grand First Principal. This may be done in any Chapter.

19 APPLY TO GRAND FIRST PRINCIPAL

No one applies to the Grand First Principal officially concerning any matter connected with Capitular Masonry except through the Grand Scribe Ezra.

However, the Grand Scribe Ezra, the Grand Second or Third Principal, or a Grand Superintendent may speak with him directly.

20 POWERS AND DUTIES OF OFFICERS

20.1 Grand and Chapter Officers

The powers and duties of officers, whether of Grand Chapter or of Chapters, conform to customary ritual, as prescribed by the authorized work, the Constitution of Grand Chapter, and the bylaws of the Chapter.

20.2 Grand First Principal

20.2.1 Death or Disability

If the Grand First Principal dies, moves from the jurisdiction or cannot act, the Grand Second Principal acts in his stead until the next annual convocation of Grand Chapter.

20.2.2 During Recess

The Grand First Principal exercises the executive and judicial functions of Grand Chapter during the recess between annual convocations. At each annual convocation he makes a written report of his official acts during the recess and recommends the further measures he deems expedient.

20.2.3 Dispensation

Only the Grand First Principal, or one entitled to act in his stead, may grant a dispensation.

20.2.4 Appoint Representatives

The Grand First Principal may appoint representatives of this Grand Chapter near other recognized Grand Chapters. The Grand First Principal may receive and accredit representatives of other recognized Grand Chapters near this Grand Chapter. These representatives must be members of Chapters in this Jurisdiction.

20.2.5 Questions of Law

The Grand First Principal decides questions of Masonic law, usage and custom as applied to Capitular Masonry.

20.2.6 Convenes a Chapter

The Grand First Principal may convene any Chapter of Royal Arch Masons within this jurisdiction when and where he chooses. He may preside in person or by proxy. He may inspect the proceedings and work of the Chapter. He will require strict compliance with the laws, rules and regulations of Capitular Masonry within the jurisdiction.

20.2.7 Suspend Warrant

The Grand First Principal may suspend the warrant or the First Principal of a Chapter.

20.2.8 Revoke Appointment

The Grand First Principal may revoke the appointment of any Grand Chapter Officer, or any member of a Standing Committee. He may appoint a member to fill the vacancy until the next annual convocation of Grand Chapter.

20.2.9 Call an Officer

The Grand First Principal may call an officer of Grand Chapter for information, advice or assistance, and for anything else relating to Capitular Masonry.

20.2.10 Summon

The Grand First Principal may summon any Chapter, or Chapter officer, to attend him and produce its warrant, books, papers and documents. If the Chapter or officer does not give attention to the notice it may be repeated. If the second notice does not receive attention, the offending Chapter or officer may be suspended. The suspension is reported to Grand Chapter for further consideration.

20.2.11 Presides at Convocations

The Grand First Principal presides at convocations of Grand Chapter. In his absence or disability the Grand Second Principal, the Grand Third Principal or the junior Past Grand First Principal present presides.

20.2.12 Appoints Officers

The Grand First Principal names the remaining appointed Officers immediately after the investiture of the Grand Superintendents.

20.2.13 Appoints Standing Committees

Before closing the annual convocation, the Grand First Principal names the members of the Standing Committees of Grand Chapter. The first named of each committee is its Chairman.

20.2.14 Emergent Convocation, Grand

The Grand First Principal, or a Companion entitled to exercise his powers and duties, may convene an emergent convocation of Grand Chapter. He gives seven days written notice to each Chapter, stating the reason for convening the emergent convocation.

20.2.15 Emergent Convocation, Chapter

The Grand First Principal, or another Officer entitled to exercise his powers and duties, may convene an emergent convocation of a Chapter. He gives seven days written notice, stating the reason for convening the emergent convocation, to the Scribe Ezra or one of the three Principals of the Chapter. The recipient of this notice must relay this written notice to the companions of his Chapter. Only the stated business is conducted at any emergent convocation.

20.2.16 Expenditures To Be Budgeted

The Grand First Principal at an Annual Convocation shall not accept a motion that would approve any expenditure unless all such amounts are listed in either the Financial Report or Proposed Budget that have been presented and approved at the Grand Convocation.

20.2.17 Convocation Budget

The budget proposed for the conduct of Grand Chapter Convocation shall be submitted by the Planning Committee of the host Chapter to the Grand Chapter Finance Committee for approval four months prior to the Annual Convocation.

20.3 Grand Second Principal

20.3.1 Delegated Functions

The Grand Second Principal exercises the executive or judicial functions delegated to him by the Grand First Principal.

20.3.2 Reports

He makes a written report, of his official acts during the recess of Grand Chapter, to the Grand First Principal and to Grand Chapter. He makes any communication to Grand Chapter that he deems necessary.

20.4 Grand Third Principal

20.4.1 Delegated Functions

The Grand Third Principal exercises the executive or judicial functions delegated to him by the Grand First Principal.

20.4.2 Reports

He makes a written report, of his official acts during the recess of Grand Chapter, to the Grand First Principal and to Grand Chapter. He makes any communication to Grand Chapter that he deems necessary.

20.5 Grand Treasurer

20.5.1 Custody of Securities

The Grand Treasurer, Grand Scribe Ezra and Chairman of the Finance Committee have custody of bonds, stocks and securities possessed by Grand Chapter. These are kept in a safety deposit box to which any two of them have access. He can, with the consent of the Finance Committee, purchase securities and sell, transfer or exchange any securities belonging to Grand Chapter.

20.5.2 Disburse Money

The Grand Treasurer disburses the monies as directed by Grand Chapter, provided that such disbursements shall not exceed the sum provided for in each class of budgeted expenditure as presented and adopted at each Annual Convocation of Grand Chapter for the Calendar Year in question.

Any deviation from the adopted and approved budget must have the approval and unanimous consent of each of the current Signing Officers together with the approval of the Chairman of the Finance Committee.

20.5.3 Receive Money

The Grand Treasurer receives money belonging to Grand Chapter from Grand Scribe Ezra. He in conjunction with Grand Scribe Ezra will keep the books and accounts as approved by the Executive and Finance Committee.

20.5.4 Financial Reporting

The Grand Treasurer reports on the Accounts, together with the approved vouchers and also the Financial position of Grand Chapter at the Annual Convocation or when called upon by the Grand First Principal or Finance Committee to provide such information.

20.5.5 Honorarium

The Grand Treasurer shall receive such Honorarium that Grand Chapter may direct.

20.6 Grand Scribe Ezra

20.6.1 Remuneration

The Grand Scribe Ezra receives the remuneration that Grand Chapter directs.

20.6.2 Accounts

In conjunction with the Grand Treasurer, they will keep the accounts as approved by the Finance Committee, and subsequently approved by the Executive Committee.

20.6.3 Correspondence

He conducts the correspondence of Grand Chapter.

20.6.4 Documents

The Grand Scribe Ezra, hands forthwith any communications or documents to the Chairman of the appropriate standing committee.

20.6.5 Grand Convocations

He chairs the Standing Committee on Grand Convocations.

20.6.6 Finance Committee

Grand Scribe Ezra in conjunction with the Grand Treasurer will provide the Finance Committee with the documents and accounting information that they may require.

20.6.7 Inspection

The Accounts and Books of Grand Chapter are always open for perusal by the Finance Committee, or when requested by the Grand First Principal.

20.6.8 Notifies

He notifies Chapters of suspensions, expulsions and reinstatements of members of the Royal Craft in this jurisdiction.

20.6.9 Proceedings

He sends to Chapters copies of the proceedings of Grand Chapter and of other papers as ordered by the Grand First Principal.

20.6.10 Receives Money

He receives money payable to Grand Chapter and hands it without unnecessary delay to the Grand Treasurer.

20.6.11 Receives Petitions

The Grand Scribe Ezra receives petitions, memorials, and other papers, and places them before the Grand First Principal or other proper authority. The Grand Scribe Ezra takes to him, or them, the books, and papers that he or they may direct.

20.6.12 Receives Returns

The Grand Scribe Ezra receives returns from the several Chapters and enters them in the books of Grand Chapter. He duly reports them to each annual convocation of Grand Chapter.

20.6.13 Reports

If a Chapter does not make the required returns and payments to Grand Chapter, the Grand Scribe Ezra immediately reports this in writing to the Grand First Principal.

20.6.14 Record

The Grand Scribe Ezra records laws, acts and transactions of Grand Chapter. He receives, files, and safely keeps papers, books and documents of Grand Chapter, other than those belonging to the Grand Treasurer.

20.6.15 Seal

The Grand Scribe Ezra has custody of the seal of Grand Chapter. He affixes it to documents issued under authority of Grand Chapter or the Grand First Principal.

20.6.16 Sign Instruments

He signs and certifies instruments issued by Grand Chapter under seal or otherwise.

20.6.17 Signs Orders

Approval of Orders for Payment shall be by either the Grand Scribe Ezra or the Grand Treasurer, together with any one of the remaining Signing Officers as per the Banking Authorization Mandate.

20.6.18 Notices

The Grand Scribe Ezra issues notices for convocations of Grand Chapter, or of any committee, as the Grand First Principal or Grand Chapter directs. He attends and takes minutes of their proceedings.

20.6.19 Suspensions and Expulsions

When he learns that Grand Lodge has suspended or expelled any member of the Royal Craft for unmasonic conduct, the Grand Scribe Ezra informs the Scribe Ezra of each Chapter in the grand jurisdiction.

20.7 Grand Principal Sojourner

The Grand Principal Sojourner sees that the Grand Senior and Junior Sojourners do their duties. He obeys and helps the Grand Principals according to the manner and usages of Capitular Masonry.

20.8 Grand Senior Sojourner

The Grand Senior Sojourner assists the Grand Principal Sojourner in his duties. In the absence of the Grand Principal Sojourner he takes his place and obeys the commands of and assists the Grand Principals according to the manner and usages of Capitular Masonry.

20.9 Grand Junior Sojourner

The Grand Junior Sojourner assists the Grand Principal Sojourner and Grand Senior Sojourner in the performance of their duties. In the absence of the Grand Senior Sojourner he takes his place and obeys the commands of and assists the Grand Principals according to the manner and usages of Capitular Masonry.

20.10 Grand Superintendent

20.10.1 Qualifications

A Grand Superintendent must be a Past First Principal and a member of a Chapter in the district for which he holds office.

20.10.2 Duties

20.10.2.1 Member of Each Chapter in District

The Grand Superintendent is a courtesy member of each Chapter in his district. Courtesy membership confers no right of voting.

20.10.2.2 No Chapter Office

During his term of office in Grand Chapter, a Grand Superintendent neither holds nor serves in any office in any Chapter, except that of Organist, Tyler or Financial Reviewer, unless by dispensation.

20.10.2.3 Chapter U.D.

He ascertains whether a Chapter working under a dispensation in his district has suitable quarters, furniture and regalia.

20.10.2.4 Complaint

The Grand Superintendent reports, to the Grand First Principal with a copy to the Grand Scribe Ezra, any subject of masonic complaint or irregularity respecting Chapters or individual members within his District.

20.10.2.5 Inspection

He sees that every Chapter in his district is working in the authorized manner. He ensures that returns and monies due are forwarded regularly to Grand Chapter.

20.10.2.6 Minutes

He transmits to the Grand First Principal, with a copy to the Grand Scribe Ezra, minutes of any proceedings concerning a complaint or irregularity, stating the offense and the law applicable to it, and his decision.

20.10.2.7 New Chapter, Petition

He examines and reports on petitions for dispensations and warrants for new Chapters in his District and forwards them to the Grand Scribe Ezra with his recommendation or opinion attached.

20.10.2.8 New Chapter, Officers

He satisfies himself that the Principals recommended in the petition for a new Chapter are duly qualified to perform the duties of their respective offices. For that purpose he may summon them to attend for examination.

20.10.2.9 Preside

He may preside and rule in every Chapter in his District when making an official visit to the Chapter, otherwise he ranks in authority according to the usual rules of precedence.

20.10.2.10 Report

For the information of Grand Chapter he transmits to the Grand Scribe Ezra, by June 15th, a written report on the condition of Royal Arch Masonry in his District and a list of Chapters visited.

20.11 Grand Scribe Nehemiah

The Grand Scribe Nehemiah, when called upon, assists the Grand Scribe Ezra in his duties.

20.12 Grand Historian

The Grand Historian collects and records data concerning the formation, history, and progress of Grand Chapter and its Chapters. He reports annually by July 15th to Grand Chapter.

20.13 Grand Sword Bearer

The Grand Sword Bearer carries the sword of Grand Chapter in processions and other ceremonies.

20.14 Grand Masters of Veils

The Grand Masters of the Veils supervise and assist in the ceremonies of the Royal Craft to which their office alludes and see that these ceremonies are carried out in a dignified and impressive manner.

20.15 Grand Standard Bearer

The Grand Standard Bearer carries the Banner of Grand Chapter in processions and other ceremonies.

20.16 Grand Director Of Ceremonies

The Grand Director of Ceremonies assists the Grand Installing Officer at the annual installation of Grand Chapter officers. He proclaims these Officers after their installation and makes any other proclamation the Grand Installing Officer or Grand First Principal directs. He assists in the supervision of ceremonies conducted by Grand Chapter.

20.17 Grand Marshal

The Grand Marshal assists the Grand Director of Ceremonies at the annual installation of Grand Chapter Officers, and in his absence undertakes his duties.

20.18 Grand Pursuivant

The Grand Pursuivant guards the inner door of Grand Chapter, communicates with the Grand Tyler without and reports communications to the Grand First Principal. He announces applicants for admission by their names and Masonic titles. He sees that those who enter wear the jewels and clothing proper to their rank. He allows none to enter or withdraw without the permission of the Grand First Principal.

20.19 Grand Stewards

The Grand Stewards, under the direction of the Grand Chapter Convocation Committee, see that the jewels, clothing, furniture and other arrangements necessary for Grand Chapter Convocations are made and are in readiness. They assist the Grand Council in the functions it determines.

20.20 Grand Chaplain

The Grand Chaplain attends convocations of Grand Chapter and offers up prayer suitable to the occasion. When called upon he addresses any religious service attended by Grand Chapter. (Revised 2022).

20.21 Grand Director of Music

The Grand Director of Music presides at the organ and arranges and conducts the musical ceremonies of Grand Chapter.(Revised 2019).

20.22 Grand Tyler

The Grand Tyler guards the entrance to Grand Chapter. He sees that visitors are vouched for before being reported and that decorum is preserved at the entrance to Grand Chapter.

21 GRAND OFFICERS, OTHER RULES

21.1 Other Duties

All Grand Officers perform other duties pertaining to their respective offices, in conformity with this constitution, as required by Grand Chapter or the Grand First Principal.

21.2 Moves Away

Any Grand Officer who, during the term for which he was chosen either by election or appointment, moves from the jurisdiction or ceases to be a member of a Chapter thereby vacates his office.

21.3 Removal for Cause

A duly elected Grand Officer may be removed or suspended for cause from his office by the Grand First Principal. The Grand First Principal lays before the Grand Convocation a statement of the removal or suspension and his reasons for it at the next annual convocation of Grand Chapter. The suspension or removal is void unless ratified by a majority of the members present.

21.4 Resignation

Any Grand Officer of Grand Chapter except the Grand First Principal may resign his Office in Grand Chapter, either before or after his installation or investiture.

21.5 Vacancy from Other Cause

If a vacancy occurs in any Grand Office by resignation or from any other cause, the Grand First Principal appoints another suitable member to fill the office until the next annual convocation of Grand Chapter.

22 OFFICERS AND MEMBERS OBLIGATED

The Grand Officers and those of every Chapter in this jurisdiction, before they enter their respective offices, and every candidate upon his admission, take an obligation to support and maintain the Constitution and Regulations of Grand Chapter.

23 REGALIA

23.1 Apron

23.1.1 Member

The Royal Arch apron to be worn by members is of white lambskin (or white kidskin). It is fourteen to sixteen inches wide and twelve to fourteen inches deep. It has an indented crimson and purple border two inches wide. The crimson parts of the border point to the centre of the apron. The border of the flap is one inch wide. In the centre of the flap is a triangle of gilt metal or gold-spangled embroidery. Within this triangle is a triple tau. There are two gold tassels under the flap. The lining and string or belt are white.

23.1.2 Principal and Past First Principal

The apron for a Principal or Past First Principal of a Chapter has the lining under the triangle, belt or strings and the ribbons suspending the tassels, of scarlet. The apron may be trimmed with gold fringe or bullion.

23.1.3 Past Grand Superintendent

The apron of a Past First Principal or an apron similar in every respect to that of the Grand First Principal but with an emblem embroidered in gold of a Past Grand Superintendent in the centre of the apron.

23.1.4 Grand First Principal

Each year Grand Chapter presents a Grand First Principal's apron and sash to the newly installed Grand First Principal.

23.1.5 Past Grand First Principal

When the Grand First Principal has completed his term in Office, Grand Chapter gives him a Past Grand First Principal's Chain Collar and Jewel and Regalia Case. He is also given the Grand First Principal's Apron and Sash that he wore during his term in office.

23.1.6 Past Grand Chapter Officers (Most and Right Excellent Companions) (Rev. 2018)

The apron of an elected Past Grand Chapter Officer is of white lambskin (or white kidskin). It is sixteen inches deep and eighteen inches wide. It has an indented crimson and purple border four inches wide. The diamond parts of the border pattern will be crimson. The border of the flap is two inches wide. In the centre of the flap is a triangle of gilt metal or gold- spangled embroidery. Within this triangle is a triple tau. There are two gold tassels under the flap. The lining and string or belt are purple. The apron will be trimmed with gold fringe or bullion. In the centre of the apron is the emblem of his past office embroidered in gold within a wreath.

23.1.7 Past Grand Chapter Officers (Very Excellent Companions) (Rev. 2018)

The apron of an appointed Grand Chapter officer is similar in every respect to that of a First or Past First Principal but with an emblem of his past office within a circle embroidered in gold in the center of the apron.

23.1.8 Past Grand Chapter Officers (Companions) (Rev. 2018)

The apron of an appointed Grand Chapter officer (Chaplain, Tyler, Organist) with the rank of Companions, is similar in every respect to that of a Companion but with an emblem of his past office within a circle embroidered in gold in the centre of the apron.

23.2 Sash

23.2.1 Member and Very Excellent Companion

The Sash of the Order is of four-inch indented crimson and purple ribbon, with silk fringe at the ends. It is worn on the left shoulder. (Rev. 2014)

23.2.2 Principals and Past First Principals

The sash of Principals and Past First Principals of Chapters may have gold fringe or bullion.

23.2.3 Grand Officer

The sash for both past and present Most Excellent, and Right Excellent Companions of Grand Chapter is a tricolour ribbon of purple, crimson and pale blue, four inches wide, with gold fringe or bullion at the ends.

23.3 Jewel

23.3.1 Royal Arch Mason

The Honorary Jewel of a Royal Arch Mason is that jewel presented during the ceremony of his exaltation. *(This is the only jewel referred to in Article 73 and Regulation 158 of the Grand Lodge Book of Constitutions).* This jewel, of gold or metal gilt, is a red double triangle encircled in white above a triple tau. It is suspended from a ribbon on which is placed a keystone. The jewel is worn by members on the left breast, or on the sash,

suspended by a narrow white ribbon. For First Principals and Past First Principals of Chapters the colour of the ribbon may be crimson.

23.3.2 Chapter Officer

The jewel of office worn by the First Principal of a Chapter is suspended by a chain collar of gold, or other metal gilt, or a crimson collar four inches wide. The jewel of other Chapter officers is suspended by a crimson collar four inches wide.

23.3.3 Grand Officer

The jewel of office worn by present and past Grand First Principals may be suspended from a chain collar of gold or other metal gilt. Present Grand Second and Third Principals wear a similar chain collar during their term of office. Other elected Grand Officers and Grand Superintendents of Districts wear the jewel of their office suspended from a collarette of purple, crimson and pale blue, edged with gold fringe. Appointed officers of Grand Chapter wear a similar collar, but with gold braid edging and without the fringe.

23.3.4 Order of High Priesthood

Excellent Companions who are members of the Order of High Priesthood may wear in Chapter and in Grand Chapter the jewel of the order.

23.3.5 Knight York Cross of Honour

Excellent Companions entitled to the jewel of the Knight York Cross of Honour may wear it in Chapter and in Grand Chapter.

23.3.6 Other

An honorary or other jewel or emblem is worn only if it appertains to or is consistent with those degrees, namely Mark Master Mason, (Virtual) Past Master, Most Excellent Master, and Holy Royal Arch, which are recognized and acknowledged by Grand Chapter. The jewel of a Past Master of a Craft Lodge, or the jewels authorized by any concordant body, unless allowed by this Constitution, will not be worn in a Chapter or in Grand Chapter. Grand Representatives may wear the regalia appropriate to their appointment. There is no recognized jewel of a (Virtual) Past Master or of a Most Excellent Master.

23.4 Jewel of Grand Officer

The following Jewels may be worn by the Officers and Past Officers of Grand Chapter.

23.4.1 Grand First Principal

A Crown irradiated between the legs of a pair of compasses, the points resting on a triple triangle.

23.4.2 Grand Second Principal

The All-Seeing Eye irradiated between the legs of a pair of compasses, the points resting on a triple triangle.

23.4.3 Grand Third Principal

The Volume of the Sacred Law irradiated between the legs of a pair of compasses, the points resting on a triple triangle.

23.4.4 Past Grand Principals

The jewel of their respective office in a circle.

23.4.5 Grand Treasurer

The Key within a triangle.

23.4.6 Grand Scribe Ezra

Crossed pens with a tie within a triangle.

23.4.7 Grand Principal Sojourner

A square irradiated within a triangle.

23.4.8 Grand Senior and Junior Sojourners

A square within a triangle, not irradiated.

23.4.9 Grand Superintendents of Districts

A small triangle irradiated in a double triangle, enclosed within a circle on a triangle.

23.4.10 Past Grand Superintendents of Districts The same jewel but omitting the small triangle irradiated.

23.4.11 Grand Scribe Nehemiah The same jewel as Grand Scribe Ezra.

23.4.12 Grand Historian

A scroll on a pen within a triangle.

23.4.13 Grand Sword Bearer

Crossed Swords with a Tie within a triangle.

23.4.14 Grand Masters of Veils Crossed batons with a tie within a triangle.

23.4.15 Grand Standard Bearer

A Standard with a triple tau in the centre within a triangle.

23.4.16 Grand Director of Ceremonies Crossed wands with a wreath within a triangle.

23.4.17 Grand Marshal

Same as Grand Director of Ceremonies.

23.4.18 Grand Pursuivant

Crossed sword and wand with a coat of arms within a triangle.

23.4.19 Grand Stewards

A triangle.

23.4.20 Grand Chaplain

The Volume of the Sacred Law within a triangle.

23.4.21 Grand Director of Music (Rev 2019)

A harp within a triangle.

23.4.22 Grand Tyler

A sword**.**

23.4.23 Past Right Excellent

Past Grand Officers with the rank of Right Excellent Companion, except Past Grand Superintendents of Districts may wear the jewels of their respective office, set in a circle, suspended from a tri-coloured collarette or breast jewel with tri-coloured ribbon.

23.4.24 Past Very Excellent

The jewel of their respective office, set in a circle, suspended from a tri- coloured collarette.

23.5 Jewel of Chapter Officer

The following are the jewels of the officers of Chapters.

23.5.1 First Principal

A crown irradiated within a triangle.

23.5.2 Second Principal

An All-Seeing Eye irradiated within a triangle.

23.5.3 Third Principal

The Volume of the Sacred Law irradiated within a triangle.

23.5.4 Past First Principal

A crown irradiated within a circle.

23.5.5 Other Chapter Officers

The emblems of their offices as in Grand Chapter, within a triangle.

23.6 Robe of Chapter Officer

The following are the robes of Chapters: First Principal, scarlet trimmed with ermine; Second Principal, purple; Third Principal, blue; Scribes and Sojourners, white.

23.7 Lodge Officer

The aprons, sashes, collars and jewels of officers of Lodges of Mark Master Masons and Most Excellent Masters, are those of the Chapter, according to their rank in the Chapter.

24 RULES OF ATTIRE

24.1 Apron and Sash Outside

Aprons and sashes are worn outside a companion's clothing. However, during ceremonies of installation or conferral of the Holy Royal Arch degree the officers wear the sash and apron inside a cape or gown.

24.2 No Public Wearing

24.2.1 Dispensation

Royal Arch Regalia may not be worn at any public procession, or festival without a dispensation from the Grand First Principal. Royal Arch Regalia is not to be worn at a Masonic Funeral. Exception: Royal Arch regalia may be worn at November 11 Remembrance Day ceremonies. (Rev. 2011) Royal Arch regalia may be worn at a nonmasonic or remembrance service with the dispensation of the Grand First Principal (Rev. 2013)

24.2.2 Penalty

The Grand First Principal suspends any Chapter or any member who violates these provisions. The suspension continues until the Grand First Principal or Grand Chapter determines the matter otherwise.

24.3 Appropriate Attire

It is recommended that companions wear business suits and regalia at both Chapter and Grand convocations before six p.m. and that officers wear tuxedos and regalia at convocations after six p.m.

25 BOARD OF GENERAL PURPOSES

25.1 Membership

The Grand Second Principal chairs the Board of General Purposes. All elected and appointed Grand Officers, all members of Standing
Committees, all Past First Principals, and all serving First, Second and Third Principals are members of the Board.

25.2 Meetings

The Board meets once a year, on the first Saturday in April. The location is decided by the Grand Council who may consider invitations from Chapters. (Rev. 2012)

25.3 Vote

All Companions may attend but only members may vote.

25.4 Duties

The Board of General Purposes receives and discusses reports of committees, and other issues. It recommends upon matters to be brought before the Annual Convocation of Grand Chapter.

26 STANDING COMMITTEES

26.1 List (Rev. 2012)

The following are the Standing Committees of Grand Chapter.

26.1.1 Constitution and Jurisprudence

26.1.2 Finance

26.1.3 Executive

26.1.4 Grand Superintendents Report

26.1.5 Regalia

26.1.6 Information Technology and Fund Raising

26.1.7 Bursary Fund Trustees

26.1.8 Keystone of Life Foundation

26.1.9 Royal Arch Masonic Homes Society

26.1.10 Address of Grand First Principal

26.1.11 Merit Awards

26.1.12 Past Grand First Principal's Award

26.2 Appointments

26.2.1 Named at Annual Convocation

Before closing the annual convocation, the Grand First Principal announces the names of the members of Standing and Special Committees of Grand Chapter. These appointments take effect immediately. Each committee usually has three members or more, to whom are referred matters related to that committee. Four Committees consist of but one Companion each. These are the Regalia Committee, Information Technology and Fund Raising Committee and the appointees to the boards of the Keystone of Life Foundation and the Royal Arch Masonic Homes Society. (Revised 2022).

26.2.2 Term of Committee Member

The term of office of every member, except the Bursary Fund Trustees, will be one year, unless removed by the Grand First Principal for cause which he reports at the next annual convocation. The Bursary Fund Trustees are five in number, three to form a quorum, and the Grand First Principal annually appoints one Trustee to serve for five years.

26.2.3 Reappointment

A member of a standing committee may be reappointed, apart from the Bursary Fund Trustees (see 26.2.2). A member of a Committee cannot serve for more than 5 consecutive years as Chairman. (Revised 2022)

26.2.4 Vacancy

The Grand First Principal may make appointments to fill any vacancy that occurs, for the unexpired term of the vacancy.

26.3 Duties

Duties of the Standing Committees are as follows.

26.3.1 Constitution and Jurisprudence

26.3.1.1 Amendments

This committee examines proposed amendments to the Constitution and Regulations to see that they are in accordance with Masonic usage. It supervises revisions of the Constitution and Regulations. It makes recommendations that it deems advisable.

26.3.1.2 Consider

It considers and reports to Grand Chapter on the questions, documents, papers and decisions of Masonic Law and usage as applied to Capitular Masonry that are referred to them.

26.3.1.3 Corrections

It makes necessary editorial, typographical, spelling, grammatical and stylistic corrections in the text of the present constitution that do not change the intent or effect of the constitutional provision approved by this Grand Chapter.

26.3.2 Finance

26.3.2.1 Financial Review

The Finance Committee examines and reviews the books, papers, vouchers and accounts of the Grand Treasurer and Grand Scribe Ezra. It makes separate reports thereon, and submits them to Grand Chapter before the close of each annual convocation.

26.3.2.2 Financial Review, Other

It examines and reports on accounts and financial matters when necessary or as referred to them by the Grand First Principal, Grand Treasurer, or Grand Scribe Ezra and recommends action thereon. It examines and reports upon accounts and financial matters referred to it during each convocation.

26.3.2.3 Budget

It presents an estimate, before the close of each annual convocation, of the probable income from all sources and the probable expenses for the ensuing year. It gives each

class of expenditure under its proper heading. The budget should also display the previous year's budget and actual income and expenses.

26.3.2.4 Examine

It examines and reports on the financial affairs of Grand Chapter and moves all changes to the fee structure (See 'Dues and Fees Payable') necessary to provide funding of the functions of Grand Chapter. It reports on the financial condition of Grand Chapter.

26.3.3 Executive

This committee is comprised of the Grand First Principal, Immediate Past Grand First Principal, Grand Second Principal, who will act as Chairman,
Grand Third Principal, Grand Treasurer, Grand Scribe Ezra, Grand Principal Sojourner and the Chairman of the Finance Committee. It is formulated to discuss items for the general management and betterment of Royal Arch masonry in this Grand Jurisdiction.

26.3.4 Grand Superintendents' Reports

This Committee examines the written reports of the Grand
Superintendents. It makes recommendations on matters arising therefrom and reports on the condition of the Chapters to the annual convocation of Grand Chapter.

26.3.5 Regalia

This committee maintains an inventory of the Regalia owned by Grand Chapter. It is responsible for acquisition and maintenance of the Regalia held by Grand Chapter. It orders the regalia for the Grand First Principal elect, including the apron and sash. It orders the regalia for the Immediate Past Grand First Principal, including the carrying case and chain collar.

26.3.6 Information, Technology and Fund Raising

This committee has oversight of the electronic communications of the Grand chapter, including email, the web site, publication of the Keystone and other publications. It is a resource in support of the fund raising and publicity activities of the Royal Arch charities.

26.3.7 Bursary Fund Trustees

26.3.7.1 Conditions

To set out, in consultation with the appropriate educational authorities, the conditions for the award of bursaries.

26.3.7.2 Disburse and Distribute

To apportion the funds available each year into one or more Bursaries in appropriate amounts and to distribute them in conformity with provisions of this constitution.

26.3.7.3 Promote

To promote interest throughout the Grand Jurisdiction in the Bursary Funds and devise methods of increasing their support.

26.3.8 Keystone of Life Foundation

This committee comprises one director named by the Grand First Principal to serve on the Board of The Keystone of Life Foundation.

26.3.9 R. A. Masonic Homes Society

This committee comprises one director named by the Grand First Principal to serve on the Board of The Royal Arch Masonic Homes Society.

26.3.10 Address of Grand First Principal

This committee is appointed by the Grand Scribe Ezra to review the address of the Grand First Principal and to report on it to Grand Chapter.

26.3.11 Merit Awards

This committee receives submissions from Chapters concerning recipients and makes recommendations to Grand Chapter.

26.3.12 Past Grand First Principal's Award

This committee selects the Chapter which is to receive recognition for an increase in its membership. The award is based upon the percentage increase in membership as reported in the annual returns to Grand Chapter.

26.4 Limit

A member of Grand Chapter may serve on more than one Standing Committee. A Director appointed by the Grand First Principal to the Board of Directors of a charity may also hold a committee appointment. (Revised 2022)

26.5 Quorum

A majority of a committee is a quorum for the transaction of business.

26.6 Action

A Committee acts promptly on any matter referred to it by the Grand Scribe Ezra as directed by the Grand First Principal.

26.7 Powers

The Grand First Principal or Grand Chapter, may delegate authority by writing to the Chairman of a Standing Committee. The Standing Committee if thus especially empowered may then require the attendance of witnesses and the production of books and papers.

26.8 Annual Report

Each Standing Committee presents an annual report to Grand Chapter at its annual convocation. A written copy of the report is submitted to the Grand Scribe Ezra. (See 'Summary of Deadlines')

26.9 Other Committees

When the Grand First Principal decides that other committees are necessary, he appoints them and defines their duties.

27 INVESTMENT FUNDS

All funds of Grand Chapter of Royal Arch Masons of British Columbia and Yukon which are intended for financial investment are to be immediately transferred to the Royal Arch Masonic Society of British Columbia and Yukon for management. (Revised 2022).

28 GOVERNANCE OF CHAPTERS

28.1 Warrant or Dispensation

Every recognized Chapter has a warrant of constitution from Grand Chapter, or a dispensation permitting it to work pending the issue of a warrant.

28.2 Seal

Every recognized Chapter has a seal engraved with its name and number. An impression of the seal is deposited with the Grand Scribe Ezra.

28.3 Officers (Rev 2019)

The Officers of a Chapter consist of the First, Second and Third Principals, Immediate Past First Principal, Treasurer, Scribe Ezra, Scribe Nehemiah, three Sojourners, Masters of the First, Second, Third and Fourth Veils, excepting that Columbia Chapter #1 who have no Veils in their ritual, Director of Ceremonies, Tyler, and other officers provided for by the bylaws of the Chapter, such as an Director of Music or Historian.

28.4 Installation

There is no installation of officers in a Chapter under dispensation. In a duly constituted Chapter the installation of officers is performed by a Present or Past First Principal.

28.5 Lodges

Regular bodies of Mark Master Masons, and Most Excellent Masters are called Lodges.

28.6 Lodge Officers

The Principals of the Chapter may be the Master and Wardens of Lodges of Mark and Most Excellent Master. The other officers of the Chapter may be the Lodge officers according to their seniority in the Chapter.

28.7 Limit

In no case does a companion hold two elected offices in the same Chapter, except by dispensation from the Grand First Principal.

28.8 Signatures

A Chapter provides for at least three signing officers, of whom any two must sign all warrants, cheques or orders for payment.

29 NEW CHAPTER, INSTITUTING

29.1 Petition

When it is desired to organize and institute a New Chapter the Companions who have charge of the matter obtain from the Grand Scribe Ezra a "Petition for Dispensation to Institute a Chapter" **(Form 2 - Petition for Dispensation to Institute a Chapter)**

29.2 Signature

Nine or more Royal Arch Companions sign the petition.

29.3 Fixture

The petition specifies the place where it is intended to hold the Chapter, the day on which it is proposed to be held, and the names of the members selected to fill the offices of First, Second and Third Principals.

29.4 Recommendation

The petition must be recommended **(Form 3 - Recommendation of Nearest Chapter)** by the nearest Chapter.

29.5 Submission for Review

The petition is submitted with the necessary fee to the Grand Superintendent of the District in which it is intended to hold the Chapter.

After he reviews it, he forwards it with his recommendation to the Grand Scribe Ezra **(Form 4.1 - Positive Recommendation of Grand Superintendent <u>or</u> Form 4.2 - Negative Recommendation of Grand Superintendent)**.

29.6 Review

The Grand Scribe Ezra reviews the petition to ensure that its form is correct, the recommendations and signatures are duly attached, and whether its signatories are Royal Arch companions. He then hands the petition, with his recommendation, to the Grand First Principal.

29.7 Decision

After he reviews the petition and the recommendations, the Grand First Principal decides whether to grant the petition and issue a Dispensation.

29.8 Approval Granted

If the petition is granted, the Grand First Principal issues a dispensation **(Form 6 - Dispensation for Instituting a Chapter)** authorizing the members to meet as a Chapter and to open and hold Lodges of Mark Master Masons and Most Excellent Masters.

29.9 Institution

After the dispensation is issued, the Grand First Principal fixes a date for instituting the New Chapter. He then appoints the Grand Superintendent of the District, or another Grand Chapter officer, to institute the new Chapter.

29.10 Approval Denied

If the Grand First Principal does not approve the petition he returns it, so endorsed, to the Grand Scribe Ezra. The Grand First Principal may include on the petition his reasons for disapproval.

30 NEW CHAPTER, CONSTITUTING

30.1 Warrant, Application for

When a Chapter has been organized a sufficient length of time, so that its proficiency in work and the ability of the Companions to carry on Chapter business may be ascertained, an application for a Warrant of Constitution **(Form 7 - Application for Warrant of Constitution)** is made to Grand Chapter.

30.2 Recommendation

The Application must have the recommendation of the Grand Superintendent **(Form 7 - Examination of Chapter).** These forms **(Form 4.1 or 4.2 and Form 7)** are to reach the Grand Scribe Ezra at least one week before the annual convocation of Grand Chapter, who reports on them to Grand Chapter.

30.3 Issue of Warrant

If Grand Chapter decides to grant a warrant, it is issued by the Grand Scribe Ezra who sends it to the Grand Superintendent of the District **(Form 8 - Warrant of Constitution)**. He is instructed to communicate with the First Principal of the Chapter and arrange for the Ceremony of constituting and consecrating the Chapter at a date suitable to the Grand First Principal.

30.4 Ceremony

A Chapter should be Constituted by the Grand First Principal and his

Officers. When this is not practicable, he may authorize another Present or Past Grand Officer to act in his stead **(Form 9 - Authorization for Officer to Constitute a Chapter)**.

31 DISSOLVING A CHAPTER

31.1 Dissolving a Chapter

A Chapter may voluntarily surrender its Warrant and be dissolved. A Notice of Motion, to dissolve the Chapter, must be included in the Summons for two consecutive regular meetings immediately preceding the convocation at which the vote is taken.

31.2 Application

An application for dissolution is made to the Grand Scribe Ezra **(Form 10 Petition to Dissolve).** The petition is accompanied by a true copy of the resolution voluntarily surrendering to Grand Chapter all real, financial and other assets and properties of the Chapter including its Warrant and Seal.

31.3 Vote

The vote on the motion is by written ballot and must have at least a two- thirds majority of the votes cast for the motion to be adopted. The vote is supervised by the Grand Superintendent of the District. Proxy votes are not permitted.

31.4 Limit

A dissolution takes effect when the proceedings related to it have been submitted to and approved and validated by the Grand First Principal.

31.5 List

The Scribe Ezra of the dissolving Chapter must provide a list of its members to the Grand Scribe Ezra, effective as of the date of dissolution.

31.6 Issue Demits

Upon dissolution, the First Principal of the dissolving Chapter must issue a demit certificate, effective as at the date of dissolution, to each of its members who is neither in arrears nor suspended (**Form 11 - Demit Certificate**).

31.7 Suspensions Upon Dissolution

Upon the first issue in a Summons showing notice of motion to dissolve the Chapter, the Scribe Ezra shall issue notice of suspension for non-payment of dues to each member who has not paid his annual dues, including annual dues for the year in which dissolution will be voted upon, with suspension to be automatic effective the date of dissolution, unless payment, in full, is received or sufficient reason given and the dues remitted accordingly. Upon payment, in full, to Grand Chapter of dues owed to a Chapter which has dissolved, a Royal Arch Mason, who does not stand reprimanded or expelled or otherwise suspended and is in possession of a current year's dues card of a Craft Lodge, shall be issued a demit by the Grand First Principal.

31.8 Not Reversible

A voluntary dissolution, once validated by the Grand First Principal, is not reversible.

32 CONSOLIDATING CHAPTERS

32.1 Agreement

Two or more Chapters may by agreement be consolidated into one. Notice of the motion to consolidate is presented to the members of each Chapter by inserting it in two

consecutive Chapter notices. The notice of motion clearly states the conditions of consolidation; name, number, bylaws, meeting place, date and time, disposition of property, assets and liabilities, protection of Life and Honorary Memberships, election and installation of officers of the consolidated Chapter.

32.2 Application

An application for consolidation is made to the Grand Scribe Ezra **(Form 12 Petition to Consolidate).** The Scribes Ezra of the consolidating Chapters must provide a list of members of the respective Chapters to the Grand Scribe Ezra effective as of the date of consolidation.

32.3 Limit

A consolidation takes effect when the proceedings related to it have been submitted to and approved and validated by the Grand First Principal **(Form 13 - Declaration of Consolidation)**.

32.4 Not Reversible

A consolidation, once validated by the Grand First Principal, is not reversible.

32.5 Name and Number of One Chapter

A Consolidated Chapter may bear the name and number of one of the Chapters comprising it, keeping its Warrant and Seal. The Warrant and Seal of the other Chapter or Chapters are returned to Grand Chapter.

32.6 Combined or new Name and Number

A Consolidated Chapter may bear the name of one and the number of another of the consolidating Chapters or it may bear a new name and number. If so, the consolidated Chapter receives (See 'Dues and Fees Payable') a new Warrant and Seal. Each of the consolidating Chapters returns its Warrant and Seal to Grand Chapter**.**

32.7 If Chapters Disagree

If the consolidating Chapters cannot agree on their new name and number then the Grand First Principal assigns the name and number.

32.8 Vote

The vote on the motion is by written ballot and must have at least a two- thirds majority of the votes cast in each Chapter for the motion to be adopted. Each vote is supervised by the Grand Superintendent of the District. Proxy votes are not permitted.

33 CHAPTER BYLAWS

33.1 Draft

Every new Chapter, at its next regular convocation after receiving its warrant, appoints a committee to draft bylaws in accordance with these provisions. The Chapter proceeds without delay to adopt and ratify them. It forwards copies of them in duplicate, duly certified by the First Principal and Scribe Ezra, within three months to the Grand First Principal through the Grand Superintendent of the District, for final approval.

33.2 Interim

In the interim, a new Chapter selects by resolution the regularly approved bylaws of some existing warranted Chapter. These govern, so far as applicable, the Chapter until it adopts its own bylaws.

33.3 Not Named for Living Person

Naming a Chapter after a living person is prohibited.

33.4 Power

Every Chapter has power to make or amend bylaws for its governance, provided they are compatible with this Constitution and the general laws and usages of Capitular Masonry.

33.5 Notice of Motion

Any proposed amendment to Chapter bylaws must be made by written notice of motion at a regular convocation of the Chapter. The proposed amendment is included in the notice convening the meeting at which a vote on the amendment is to be taken.

33.6 Vote

An amendment to the bylaws requires the favourable vote of two-thirds of the members present.

33.7 Request for Approval

A request for approval of an amendment to chapter bylaws requires the certification of the First Principal, the Scribe Ezra and the Grand Superintendent of the District (**Form 14 - Request to Amend Bylaws of Chapter)**. It is submitted in duplicate to the Grand Superintendent of the District, who forwards it, with his remarks, to the Grand Scribe Ezra for consideration by the Grand First Principal.

33.8 Approval

The bylaws of a chapter remain in effect until revised bylaws have been approved by the Grand First Principal, attested to by the Grand Scribe Ezra, and returned to the chapter. New bylaws then become law and are fairly copied in a book. Every new member signs the bylaws as a token of his submission to them.

33.9 Alteration

When any alteration is made in the bylaws of any Chapter, the alteration, with certified extracts from the minutes, is submitted in duplicate. It is approved in the same manner as new bylaws, before it becomes law.

33.10 Fixtures

The regular place, day and hour of meeting of a Chapter are specified in its bylaws. Any variation requires a dispensation from the Grand First Principal.

34 CHAPTER MEETINGS

34.1 At least six times

Each Chapter shall hold a regular convocation at least six times in every twelve months unless by dispensation. (Rev. 2014)

34.2 Notice

A notice shall be mailed by post or electronically at least 10 days before each chapter convocation. (Rev. 2017)

34.3 Exception

When the regular convocation falls during the same week as that of the annual convocation, the Chapter may without dispensation from Grand Chapter, change the

regular convocation to another night in the same month or cancel the regular convocation for that month.

34.4 Notice of Change

In the event of change or cancellation, notice must be given to the Companions and to the Grand Scribe Ezra by publication in the notice of the previous month's convocation.

34.5 Not on Sunday

A convocation shall not be held on a Sunday.

35 LODGE

35.1 Opening

A Lodge of Mark Master Masons or of Most Excellent Masters may be opened and worked without the Chapter being first opened**.**

35.2 Business (Rev 2019)

All regular business, including election of officers, may be conducted in either a Lodge of Mark Master Masons or Most Excellent Masters, Excellent Master in the case of Columbia Chapter #1, or in a Chapter of the Holy Royal Arch.

36 CONVOCATIONS, EMERGENT

36.1 Notice

The First Principal has authority to call an emergent meeting of his Chapter, at any time except on a Sunday, providing ten days notice is given.

36.2 Business

Only that business specified in the notice, including the opening of a Lodge, can be transacted.

37 CHAPTER OFFICERS

37.1 Election

Every Chapter annually elects by open nomination or written Ballot, the First, Second, and Third Principals, the Treasurer, Scribe Ezra, Principal Sojourner and, by open vote, the Tyler and two Financial Reviewers.

37.2 Installation and Investiture of Officers (Rev 2019)

Investiture of any Chapter officer, except the Principals and the Immediate Past First Principal, shall be conducted in a tyled Royal Arch Chapter, a Lodge of Mark Master Masons or Most Excellent Masters, or Excellent Masters in the case of Columbia Chapter #1. The Principals and the Past First Principal must be Invested and Installed by a Council of Installed Principals in a tyled Royal Arch Chapter.

37.3 Absentee

If an elected or appointed officer is absent from the regular installation, he is installed as soon as practicable thereafter.

37.4 Limits

37.4.1 Principals

The First Principal of a Chapter is not to be elected or installed as First Principal in any other Chapter during his term of office.

37.4.2 Elected Grand Officer

During his term of office in Grand Chapter, no elected Grand Chapter officer is elected to any office in any Chapter, except that of Tyler or Financial Reviewer, unless by dispensation.

37.4.3 Grand Superintendent (Rev 2019)

During his term of office in Grand Chapter, unless by dispensation, a Grand Superintendent neither holds nor serves in any Chapter office save that of Director of Music, Tyler or Financial Reviewer.

37.5 Qualification

No member is eligible for the First Principal's Chair until he has served in the Second Principal's Chair for twelve months, nor for the Second Principal's Chair until he has served in the Third Principal's Chair for twelve months, except by dispensation from the Grand First Principal.

37.6 Examination

The Principals are installed only after they are examined by a Board of two or more Past First Principals and this Board has certified to the installing officer that they are fully familiar with their duties.

37.7 Secrets

In cases where dispensation has been received for a Companion to pass the office of Third Principal or Second Principal, he is given the secrets of that office before he is installed in the next one. Secrets are not communicated in open Chapter.

37.8 Death or Resignation

37.8.1 Elected

Before or after his installation, if an elected officer of a Chapter is removed, absent from the Jurisdiction, incapable of discharging the duties of his office, resigns with the consent of the Chapter, ceases to be a member or dies, a vacancy is created which the Chapter fills by election at the next regular convocation. Notice of the election is sent to the members in the regular notice calling that convocation.

37.8.2 Appointed

The First Principal forthwith fills the vacancy in an appointed office.

37.8.3 Installation

The newly elected or appointed officers are installed at the next regular convocation of the Chapter or as soon as possible thereafter.

37.9 Past Rank

An officer becomes entitled to past rank in an office only if he has served a full term of twelve months in it.

37.10 Duties

37.10.1 First Principal

37.10.1.1 Laws and Returns

The First Principal is responsible for the due observance of the laws relating to his Chapter. He sees that returns are promptly made, and dues and fees are paid to Grand Chapter.

37.10.1.2 Scribe Ezra

He sees that the Scribe Ezra keeps a proper minute book and a register with the name of each candidate, his date of birth, residence, and occupation, with dates of proposal, balloting and of the conferral of each degree.

37.10.1.3 Treasurer

He sees that the Treasurer keeps a book recording the receipts and disbursements of monies and accounts, between the Chapter and the individual members, between the Chapter and Grand Chapter, and other books and records necessary for the welfare of the Chapter.

37.10.1.4 Financial Review

He sees that the books of the Treasurer and Scribe Ezra and the accounts of the Chapter are reviewed at least once a year by Financial Reviewers elected by the Chapter.

37.10.1.5 Presides

In the absence of the First Principal, the Second Principal, or in his absence the Third Principal, will invite a Past First Principal to occupy the Chair of the First Principal.

37.10.1.6 Obligations in Lodges

The First Principal or a Past First Principal administers the obligation in a Lodge of Mark Master Masons or Most Excellent Masters and may confer either degree.

37.10.1.7 Officers of Lodges

The First Principal appoints the Worshipful Master and the Wardens of a Lodge of Mark Master Masons or Most Excellent Masters.

37.10.2 Second and Third Principals

37.10.2.1 Duties

The Second and Third Principals fulfil the duties required of them by the First Principal.

37.10.2.2 Past Rank

A Past Second or Third Principal keeps the rank of "Excellent Companion", but does not sit at the right of the Council.

37.10.3 Treasurer

The Treasurer has charge of the funds, securities, vouchers and financial concerns of the Chapter. He keeps proper books of account. He receives monies and deposits them in a Chartered Bank or any Government supervised financial, Trust Company or Credit Union. Deposits are in the name and on the authority of the Chapter duly certified by the First Principal and countersigned by the Scribe Ezra.

37.10.4 Scribe Ezra

37.10.4.1 Guide

The Scribe Ezra is guided by publications available from the office of the Grand Scribe Ezra.

37.10.4.2 Minutes

The Scribe Ezra keeps a proper minute book in which he keeps a record of the transactions of the Chapter **(Form 16 - Minute Book of a Chapter)**.

37.10.4.3 Register

He keeps a register with the names of each candidate, his craft lodge, date of birth, address, telephone, and occupation, with dates of proposal, balloting, and the conferral of each degree.

37.10.4.4 Book of Marks

Each Lodge of Mark Master Masons keeps a Book of Marks in which is kept a copy of the mark selected by each brother. The Scribe Ezra is custodian of the Book of Marks. He sees the proper entry is made before a candidate is exalted.

37.10.4.5 Notice (Rev. 2018)

The Scribe Ezra sends the notice issued for each convocation to the three Grand Principals, the Grand Principal Sojourner, the Grand Historian, the Grand Superintendent of the District, to each member of the Chapter at their addresses or an e-mail address as is most convenient to the recipient; to the Grand Scribe Ezra at the Grand Chapter office.

37.10.4.6 Name in Notice

The name of each candidate and the Degree to be conferred must appear in the Notice of the Meeting at which the Degree is to be conferred. If the ceremony is postponed to a later meeting, similar notice must be given for that meeting.

37.10.4.7 Degree by Courtesy

A chapter may confer a degree on a candidate at the request of another chapter after the details of the candidate and the degree have been published in the notices of each chapter.

37.10.4.8 Returns

He makes returns required by Grand Chapter.

37.10.4.9 Receipts

He collects money on behalf of the Chapter and forwards it to the Treasurer immediately.

37.10.4.10 Account

He keeps an itemized account of the receipts and disbursements of the Chapter, and of accounts between each member and the Chapter.

37.10.4.11 Report Death

The Scribe Ezra of a Chapter reports promptly to the Grand Scribe Ezra the death of any Grand Officer, Past Grand Officer, or other Royal Arch Mason who is a member of or resides within the jurisdiction of the Chapter. On receipt of this information the Grand Scribe Ezra notifies the Grand First Principal.

37.10.5 Other Officers

The powers and duties of other officers conform to the authorized ritual, the Constitution of Grand Chapter, and the bylaws of the Chapter.

37.10.6 Council

A Chapter may provide, in its bylaws, for a Council consisting of its elected officers, Past First Principals, and two additional Companions to be appointed by the First Principal at

the installation of Officers or elected with the officers. Its duties and responsibilities should also be defined in the bylaws of the Chapter.

38 CHAPTER REGULATIONS

38.1 Required to Open (Rev 2019)

No Chapter is opened or held except by seven or more Royal Arch Masons, seven of whom must be members of the Chapter and one of whom must be a Principal. If the First Principal is absent and no past First Principal is present then the Second Principal, or in his absence the Third Principal, may declare the Chapter open for the transaction of business other than conferring the Holy Royal Arch degree.

38.2 Business in Chapter under Dispensation

A Chapter working under dispensation transacts only that business authorized in the dispensation creating it. It is governed by the constitution and regulations of Grand Chapter.

38.3 Calling Off Prohibited

When convened, a Chapter of Royal Arch Masons, or a Lodge of Mark or Most Excellent Masters, must be regularly opened and closed. It cannot be called off from one meeting to another.

38.4 Precedence and Powers of Assembly

The precedence of a Chapter is derived from the number of its warrant as recorded. If the majority, of its members withdraw from a Chapter, the power of assembly continues with those remaining. However, their number must be nine or more. If less than nine remain, the Chapter becomes extinct and its warrant, seal, records and property revert to Grand Chapter.

38.5 Forfeiture of Warrant

38.5.1 Failure to Convene or Make Returns

A Chapter failing for one year to convene, or a Chapter failing for two years to make returns of the names of members exalted and who have joined the Chapter, risks forfeiture of its warrant. The Chapter may be required to forfeit its warrant after its Principals have been given due notice to show cause to the contrary and if Grand Chapter is not satisfied by the response.

38.5.2 Request for Return of Warrant

When the warrant of a Chapter has been forfeited, the warrant may be returned by and at the discretion of Grand Chapter. A written request for return of the warrant must be regularly presented and signed by not less than nine former members of the Chapter.

38.6 Power to Discipline Members

A Chapter has the power, by a two-thirds vote, to discipline its own members, and Royal Arch Masons residing in its jurisdiction, and members of Lodges of Mark Master Masons or Most Excellent Masters held within the body of the Chapter as well as Mark Master Masons or Most Excellent Masters residing in its jurisdiction. Discipline consists of and is restricted to reprimand, suspension, or recommendation for expulsion. (Revised 2022).

38.6.1 Chapter

When a Chapter recommends to Grand Chapter that a member be expelled, the recommendation together with a true copy of the proceedings thereof are forwarded

by the Scribe Ezra to the Grand Scribe Ezra by recorded delivery within twenty days after the recommendation is made. (Revised 2022).

38.6.2 Companion May Appeal

A companion may appeal his discipline, but not that of another companion, to Grand Chapter. Upon receiving notice of appeal, the Scribe Ezra transmits to the Grand Scribe Ezra a true copy of proceedings in connection with the discipline. (Revised 2022).

38.6.3 Grand Scribe Ezra

The Grand Scribe Ezra will forthwith notify the Grand First Principal, the recommendation under section 38.6.1, or notice of Appeal under section 38.6.2, and the Grand First Principal shall immediately appoint an Ad Hoc Petitions and Grievance Committee in accordance with the requirements of section 26.9. The Committee shall consist of three well qualified Companions with one named as Chairman. The Committee will be empowered to seek such advice from qualified professionals as required. (Revised 2022).

38.7 Suspension or Expulsion by any Grand Lodge of Freemasons

When any Grand Lodge of Freemasons or one of its Lodges suspends or expels a brother who is a Royal Arch Mason in this jurisdiction, that action also suspends or expels him from his Royal Arch privileges while the Craft discipline continues in force. The Chapter of which the suspended or expelled brother is a member, forthwith records his suspension from membership in the Chapter and notifies the Grand Scribe Ezra (Revised 2022).

38.8 Instruct Representatives

A Chapter has the right to instruct its Principals or other representatives to the convocation of Grand Chapter as to any actions which it wishes taken at that convocation.

38.9 Qualifications of Members

Every candidate for Exaltation or Affiliation is a Master Mason with current membership in a recognized Craft Lodge. He is free of Masonic charges. He owes no dues to his Lodge. He is not under suspension for any reason by any Craft Lodge, Mark Lodge or Royal Arch Chapter anywhere.

38.10 Application for Exaltation

The application is made in the prescribed form **(Form 16 - Application for Exaltation)**.

38.10.1 Application Withdrawn

An application for membership may be withdrawn by consent of the Chapter before the committee has reported on it. After a ballot has been ordered it cannot be postponed.

38.10.2 Proof

He presents an application, giving his name, residence, date of birth, occupation and proof of Masonic standing.

38.10.3 Residence

An applicant for exaltation, but not for affiliation, must have resided for one year in the jurisdiction of this Grand Chapter.

38.10.4 Proposal

He is recommended by two members of the Chapter and regularly proposed at a regular convocation of the Chapter.

38.10.5 Committee to Enquire

A committee of three members is appointed to enquire into his character and report to the Chapter.

38.10.6 Notice

Notification of his proposal is sent to members of the Chapter in the notice for the next convocation.

38.10.7 Favourable

If the report of the Committee is favourable, he is balloted on. If approved, he is eligible for exaltation.

38.10.8 Must Present Himself

If any candidate for Exaltation does not present himself within twelve months from the date of his acceptance, a new application and ballot are necessary.

38.10.9 Unfavourable

If the report or ballot is unfavourable, the candidate is rejected. He cannot be proposed or balloted for in any Chapter within twelve months of his rejection. The Scribe Ezra forthwith gives written notice of the rejection to the Grand Scribe Ezra.

38.10.10 Well known Master Mason

If a Master Mason is well known to the Companions of a Chapter and of high moral standing in his community, the requirements of 38.10.3 and 38.10.5 may be deemed to have been met and an invitation may be offered to the Master Mason to become a member of the Chapter by Exaltation.

38.10.11 No Waiting Period

There is no waiting period required, after a favourable ballot, the conferring of the Master Mason degree and making application for Exaltation in a Royal Arch Chapter.

38.10.12 Two-week Interval

A candidate receives the Mark Master Mason degree only after two weeks have elapsed since his being balloted on. A Most Excellent Master is received or a Royal Arch Mason exalted only after two weeks have elapsed since the conferral of the preceding degree. This two-week period may be shortened by dispensation of the Grand First Principal.

38.10.13 Proficiency Test

Before the reception of a Most Excellent Master or the Exaltation of a Royal Arch Mason, a Chapter may require a candidate to prove his proficiency in the former Degree.

38.10.14 Exaltation

A brother is Exalted to the Royal Arch Degree only after he has received the Mark Master Mason and Most Excellent Master degrees and after he has handed his mark to Scribe Ezra.

38.10.15 Maintain Standing

Every member must maintain current membership in a recognized Craft Lodge.

38.11 Application for Affiliation

38.11.1 Application

He presents an application giving his name, date of birth, residence and occupation and the name of the Craft Lodge and Chapter of which he is a member **(Form 17 - Application for Affiliation or Reaffiliation)**. An unaffiliated member must attach his demit.

38.11.2 Residence and Jurisdiction

A Mark Master Mason, Most Excellent Master or Royal Arch Mason who is not suspended or expelled and whose current dues are paid to his craft lodge and chapter, may be admitted to membership in any Chapter that will receive him. He need not affiliate with the Chapter nearest his place of residence.

38.11.3 Proposal

He must be recommended by two members of the Chapter.

38.11.4 Committee to Enquire

His application is presented at one regular convocation of the Chapter and a Committee of three members is appointed to enquire into his character.

38.11.5 Notice

Notification of his application is sent to members of the Chapter in the notice for the next regular convocation.

38.11.6 Favourable

If the report of the Committee is favourable, his application is balloted on. If approved, he is admitted and given a copy of the current bylaws of the chapter.

38.11.7 Unfavourable

If the report or ballot is unfavourable, the candidate is rejected. He cannot be proposed or balloted for in any Chapter within twelve months of his rejection. The Scribe Ezra forthwith gives written notice of the rejection to the Grand Scribe Ezra.

38.11.8 Well Known Companion

If a companion is well known to the companions of a Chapter and of high moral standing in his community, the requirements of 38.11.4 may be deemed to have been met and an invitation may be offered to the companion to become a member of the Chapter. (Rev. 2017)

38.12 Reaffiliation After Demit

38.12.1 Within Two Years

A member may affiliate with full membership in his former Chapter if he applies less than two years after his demit. He pays current dues and, if he is neither suspended nor expelled, the First Principal declares him reaffiliated. The Chapter does not vote. However, should a demitted member desire to affiliate with a Chapter other than the one from which he demitted, he can only do so by application and ballot **(Form 17 - Application for Affiliation or Reaffiliation).**

38.12.2 After Two Years

He can only be reaffiliated by a majority vote of the members present, if he applies more than two years after his demit **(Form 17 - Application for Affiliation or Reaffiliation)**.

38.13 Investigation

38.13.1 Report

The First Principal appoints a committee of three members to personally investigate the applicant and present a report to the Chapter.

38.13.1.1 Favourable

If the report of two or three members of the committee is favourable, pertinent particulars are published in the Chapter notice and the applicant is balloted for at the next convocation. If the ballot is favourable, he is eligible for Affiliation; otherwise the applicant is rejected.

38.13.1.2 Unfavourable

If two or three members of the committee report unfavourably, the First Principal declares the applicant rejected.

38.13.2 Rejected

If any application for affiliation is rejected, the Scribe Ezra of the Chapter forthwith gives written notice to the Grand Scribe Ezra of the rejection. The applicant cannot be proposed or balloted for in any Chapter in the Jurisdiction within twelve months.

38.14 Reinstatement

38.14.1 Following Chapter Action

38.14.1.1 Within Three Months

If a member, who has been suspended for non-payment of dues, desires to rejoin his Chapter within three months, he pays the full amount owing at the date of suspension plus any current amount due and he is reinstated forthwith. The Grand Scribe Ezra is notified in writing.

38.14.1.2 After Three Months

If the suspension exceeds a period of three months, the member presents, at a regular convocation, an application for reinstatement accompanied by the full amount due plus any current amount owing **(Form 18 - Application for Reinstatement).** Notice of the application is inserted in the notice calling the next regular convocation where it is acted upon. Reinstatement is by a majority vote of the Chapter members present. The Grand Scribe Ezra is notified in writing.

38.14.2 Following Lodge Action

A Chapter may reinstate a former member if he is reinstated to membership in the Grand Lodge or Lodge that had previously suspended or expelled him. The member applies for reinstatement and includes payment of any amounts due to the Chapter at the time of his suspension or expulsion **(Form 18 - Application for Reinstatement)**. The Chapter forthwith gives written notice of the reinstatement to the Grand Scribe Ezra.

39 CONCURRENT JURISDICTION

All Chapters have concurrent jurisdiction.

40 DEGREES CONFERRED ON VISITORS

40.1 M.M.M. and M.E.M.

When a Royal Arch Mason from another Jurisdiction, recognized by this Grand Chapter, presents himself as a visiting or affiliated Royal Arch

Companion, and satisfactorily proves his having been exalted, any Chapter has liberty to confer on him the Mark Master Mason and Most Excellent Master degrees if he has not already received them. The only fee payable is that to Grand Chapter for registry and certificate.

40.2 Past Master

Columbia Royal Arch Chapter No. 1 may confer the degree of "Past Master" on visiting Royal Arch Masons, as a courtesy, or on its own members who are Mark Master Masons. These Past Masters become "Virtual Past Masters" without thus acquiring any privileges in a Craft Lodge. (Rev. 2014)

41 REPORT OF DEGREES CONFERRED

41.1 Return

Every Chapter, within one month after a candidate's exaltation, returns the dates of conferring the three Capitular degrees to the Grand Scribe Ezra who registers them on the books of Grand Chapter.

41.2 Certificate

Grand Chapter issues, under its seal, a certificate that the degrees have been conferred. It is signed by the Grand Scribe Ezra and forwarded to the Chapter conferring the degrees.

41.3 Signature

On the delivery of the certificate to the member, he affixes his signature to its margin in the presence of the Scribe Ezra of the Chapter. The certificate is not valid without the member's signature.

42 VISITING

42.1 Proof

A Royal Arch Mason with a current membership in a recognized Chapter of Royal Arch Masons may be admitted as a visitor to a Chapter only after he is personally vouched for or when, after strict examination by three skilled members, he is found worthy, produces documentary evidence of his standing, and duly registers his name in the visitors' book. A visitor is subject to the bylaws of the Chapter.

42.2 M.M.M. or M.E.M.

A Mark Master Mason or Most Excellent Master may visit a Lodge while working the degree attained by the visitor.

42.3 Unaffiliated Companions

An unaffiliated Royal Arch Mason may visit a Constituent Chapter no more than twice except with the express consent of the Grand First Principal. (Rev. 2017)

43 LIFE MEMBERSHIP

43.1 Chapter May Admit

Chapters may admit their members as Life Members on terms provided in the bylaws of the Chapter. The Chapter pays to Grand Chapter a fee for the certificate and registration of each Life Member. The Chapter pays to Grand Chapter the annual per capita fee for each Life Member. A Life Member is subject to the same discipline as an ordinary member.

43.2 Honorary Life Membership

Chapters may elect any member who has rendered outstanding service to Capitular Masonry as an Honorary Life Member by unanimous vote by ballot of the members present. Honorary Life Membership confers rights and privileges of a regular member. Notice of proposal to confer Honorary Life Membership is given at one convocation and the name inserted in the notice of the next convocation. Honorary Life Members are included in the annual returns to Grand Chapter, and regular per capita dues are paid on their behalf by the Chapter. An Honorary Life Member is subject to the same discipline as an ordinary member.

43.3 Transferable

Life Memberships in Chapters, including Honorary Life Memberships, are transferable upon the applicable terms provided in Regulations of Grand Lodge, reading 'Chapter' for 'Lodge', but Grand Chapter, as such, has not adopted a Life Membership plan.

44 DEMIT

When a member of a Chapter owes no dues and applies in writing to withdraw from the Chapter, the Chapter issues to him a demit in the form authorized by Grand Chapter. **(Form 11 - Demit Certificate)**. There is no charge for the demit.

45 APPLICATIONS FOR CERTIFICATES

All applications for certificates to be issued by Grand Chapter are promptly made to the Grand Scribe Ezra by the Scribe Ezra of the Chapter concerned. A Chapter may grant a certificate of recognition if approved by the Grand First Principal.

46 BALLOTING

46.1 Collective Ballot

A Chapter may ballot for two or more candidates for exaltation, affiliation or reinstatement by collective ballot when approved by the unanimous consent of the members present. If a collective ballot proves unfavourable then it is followed by individual ballots. Separate ballots are required for candidates in the different categories of exaltation, affiliation or reinstatement.

46.2 Members Only

Only a member of the Chapter is entitled to vote on the exaltation of a candidate, the affiliation or reinstatement of a member, or any other matter.

46.3 One Ballot

There is a single secret ballot for the several degrees of a Chapter.

46.4 Two Black Balls

No candidate is admitted nor is a member received by affiliation if, on the ballot being taken, two black balls appear against him. A Chapter may however, by its bylaws, specify that one black ball is sufficient for rejection.

46.4.1 Clear

If less black balls appear in the ballot than are required for rejection, then the First Principal declares the ballot 'clear' and the applicant elected.

46.4.2 Dark

If enough black balls for rejection, normally two or more, appear in the first ballot then the First Principal orders the ballot destroyed without comment. The ballot is repeated immediately, to correct a possible mistake, and this ballot is final.

46.5 Silence

After one ballot has been held no discussion is permitted before a second ballot is taken.

46.6 Unfavourable Ballot

If a ballot or vote upon an application for exaltation, affiliation or reinstatement is unfavourable, the First Principal immediately causes the proclamation **(Form 19 - Proclamation on Secrecy)** on secrecy of the ballot to be read aloud.

46.7 Secrecy of Ballot

46.7.1 Disclosure

If any ballot or vote upon an application for exaltation, affiliation or reinstatement is unfavourable or if a companion is disciplined, it is required that no companion or visitor present disclose the result improperly.

46.7.2 Penalty

For a first offense the penalty is censure in open Chapter. For a second offense the penalty is suspension and deprivation of Royal Arch privileges. A visitor guilty of this conduct will not be allowed to visit again, and may not apply for membership.

46.7.3 Suspension May Be Lifted

When a full and satisfactory statement is made to the Chapter, the suspension of a member may be lifted or the privileges of a visitor restored.

47 OBJECTION TO ADVANCEMENT

47.1 Charges

If objection is made to the advancement of a candidate after he has received one or more of the degrees, it is the duty of the First Principal to require the member making the objection to file written charges forthwith.

47.2 No Charges

If the member making the objection does not file charges and specifications within thirty days, then the Chapter may proceed to confer the degrees upon the candidate as if no charges had been made.

47.3 Investigation

The Chapter, as soon as practicable, shall proceed to investigate the charges.

47.4 Unproven

If the charges are not proven, the degrees are conferred upon the candidate as if no charges had been made.

47.5 Proven

If the charges are proven, then the candidate is rejected, and shall not apply again within twelve months from the time of rejection, nor at any time to any other than the Chapter rejecting him, without the unanimous consent of the rejecting Chapter.

48 OTHER CHAPTER REGULATIONS

48.1 Register

Each Chapter keeps a book or books, in which are registered the names of members installed as First Principal, Second Principal and Third Principal, and the names of other officers of the Chapter. In these books is kept a list of the members giving the name, date of birth, mother Lodge, present Lodge, date of receiving Mark Master Mason, Most Excellent Master and Royal Arch degrees. The books also record dates of affiliation, demission, suspension, expulsion, or death.

48.2 Minute Book

Each Chapter keeps a minute book in which are entered the proceedings of each convocation in a form prescribed by Grand Chapter **(Form 15 - Minute Book of a Chapter).**

48.3 Porch Book

Each Chapter keeps a member's and visitor's register containing the signature of each member or visitor entering the Chapter. This register is placed at a practicable situation near the entrance. In the case of visitors, the name of each visitor, his Chapter, its number, location and jurisdiction is stated. The Tyler sees that these entries are properly made.

48.4 Book of Marks

Each Lodge of Mark Master Masons keeps a Book of Marks in which is kept a copy of the marks selected by the brethren before their exaltation. This book is in the custody of the Scribe Ezra. All marks must be properly composed of straight lines or combinations of lines, in the form of squares, angles, triangles, or any other form in which straight lines can be combined. A mark composed of an elaborate design such as a crest or coat-of-arms is prohibited.

48.5 Disposal of Property

No portion of the furniture, jewels or other property of a Chapter shall be sold, alienated, or in any way disposed of unless approved by the vote of two-thirds of the members present at a regular meeting.

49 DISPENSATION

49.1 No Change Without Dispensation

No Chapter cancels or changes the time, date, or location of its regular convocation without a dispensation from the Grand First Principal. Reasons for the change are given with the request for the dispensation.

49.2 Exceptions

The following are exceptions to the above.

49.2.1 Time

The First Principal of a Chapter may change the time of a regular convocation to 7:00 or 7:30 p.m., without dispensation provided that due notice is given in the Chapter Notice.

49.2.2 Visit of Grand First Principal

A dispensation will not be required for a Chapter to change the location, time or date of its regular meeting to conform to a visit of the Grand First Principal to that chapter (See 'Chapters to Meet').

49.2.3 Statutory Holidays

A dispensation will not be required when a convocation falls on the same date as a statutory holiday, including November 11th, Remembrance Day.

50 FINANCIAL YEAR

The financial year of Grand Chapter shall be from January 1st to December 31st of each year, and that of subordinate Chapters from January 1st to December 31st each year.

51 ANNUAL RETURNS BY CHAPTERS

51.1 Deadline

The annual returns of Chapters are in the Office of the Grand Scribe Ezra immediately after the final convocation of each year within a stated deadline (See 'Summary of Deadlines').

51.2 Late Penalty

A daily penalty will be assessed against the delinquent Chapter for Returns received in the Grand Scribe Ezra's office after March 31st.

51.3 Loss of Representation

Any Chapter failing to make its annual Return and payment, to Grand Chapter before March 31st is not entitled to representation at Grand Chapter.

52 REGISTRATION FEES

52.1 Grand Chapter

A registration fee for the Grand Chapter convocation is payable to the local Grand Convocation Committee a companion of this jurisdiction attending a convocation of Grand Chapter (Schedule "A").

52.2 Board of General Purposes

Each voting member attending a meeting of the Board of General Purposes pays a registration fee to the host Chapter to help defray expenses.

53 DUES

53.1 Payable

The annual dues of every member of the Chapter become due and payable to the Chapter on January 1st of each year. **(Rev. 2012)**

53.2 Remission

The First, Second and Third Principals, Treasurer and Scribe Ezra may, by unanimous agreement and without consulting the chapter, remit the dues of a companion or companions.

53.2.1 Per Capita Not Payable

When the dues of a member are thus remitted due to the said member having been permanently committed to a long term care facility, then the annual per capita shall not be payable to Grand Chapter in respect of that member, provided that, if any dues thus remitted by a Constituent Chapter be paid at a future date then, the annual per capita fees payable to Grand Chapter in relation thereto shall be at once due and payable.

53.2.1.1 Remission for Companion in Care

When the dues of a companion are remitted then the corresponding annual per capita fee is not payable to Grand Chapter, provided that if any dues thus remitted be paid at a future date then the per capita fee shall be payable to Grand Chapter at once. (Rev. 2012)

53.2.1.2 When a Companion Dies

When a companion dies prior to paying his dues for the current calendar year, the per capita for that companion shall not be payable. If the deceased companion has paid his current dues then the per capita fee will be paid to the Grand Chapter in the normal manner. **(Rev. 2012)**

53.2.1.3 Remission for a Companion in Financial Distress

When the dues of a companion are remitted then the corresponding annual per capita fee is not payable to Grand Chapter, provided that if any dues thus remitted be paid at a future date then the per capita fee shall be payable to Grand Chapter at once. (Rev. 2017)

53.3 Suspension for Non-payment

53.3.1 **Deadline** Each member whose annual dues have not been paid by the due date shall be notified in writing to his last known address that he may be suspended for non payment of dues, effective July first of that year.

53.3.2 Notice

The Scribe Ezra forthwith gives notice in writing of suspensions to the Grand Scribe Ezra who advises Chapters accordingly.

54. SUMMARY OF DEADLINES (Rev. 2018)

The appropriate sections of the Constitution provide the detailed regulations.

54.1 Fixed Calendar Dates (On or before the stated date)

54.1.1 January 1 - Members' per capita fees payable

54.1.2 March 1st- Nominations for Grand Office

54.1.3 March 1st- Annual Dues to a Chapter, Payable in Advance

54.1.4 March 1st - Notices of Motion

54.1.5 March 15th - Amendments Sent to each Chapter

54.1.6 March 15th - GSE delivers list of nominations to each Chapter

54.1.7 March 31 - Nominee for Grand Office may withdraw his own nomination

54.1.8 March 31 - Penalty Applies, if Returns Not Made to Grand Chapter

54.1.9 March 31 - Chapter Loses Representation, if Returns Not Made to Grand Chapter

54.1.10 May 31 - Chapter notified to recommend Superintendent

54.1.11 June 15 - Report of Chapter Historian to Grand Historian

54.1.12 June 15 - Reports of Standing Committees

54.1.13 June 30 - Chapter recommends Superintendent

54.1.14 July 15 - Reports of Grand Superintendents

54.1.15 July 15 - Report of Grand Historian

54.1.16 July 31 - Suspension for Non-payment Of Dues

54.1.17 September 30 - Notice to Member in Arrears

54.2 Grand Chapter.

54.2.1 Three years - Motion on location of Grand Chapter

54.2.2 Before opening of Grand Convocation - GSE posts lists of nominees

54.3 Within a Limited Period of Time

54.3.1 Seven days - Advance notice of Emergent Grand Chapter meeting called by Grand Z

54.3.2 Seven days - Advance notice of Emergent Chapter meeting called by Grand Z

54.3.3 Ten days - Chapter must give notice of emergent meeting

54.3.4 One month following exaltation - Scribe Ezra reports conferral of degrees

54.3.5 Within Three months of Suspension - Reinstatement After Suspension, if all arrears and current amounts are paid

54.3.6 Three months after suspension - vote required

54.3.7 Within Twelve months after Unfavourable Report or Ballot - candidate for degrees or affiliation cannot reapply to any Chapter

55. FEE SCHEDULES

Members' annual per capita fees are set by Grand Chapter at its annual convocation after hearing the recommendation of the Finance Committee. The per capita fees are due and payable January 1 following the annual convocation of Grand Chapter. Scheduled fees are set by the Grand Scribe Ezra. Fees payable to Grand Chapter by a Chapter are sent to the Grand Scribe Ezra. These include the fees in Schedules A, B and C. Dues and fees in Schedule D are payable to a Local Grand Convocation Committee. Those in Schedule E are payable to a Chapter.

55.1 Schedule A (Service Fees) (REV 2018)

55.1.1 Dispensation for a New Chapter $150.00

55.1.2 Warrant of Constitution for a New Chapter $300.00

55.1.3 Every Sundry Dispensation $15.00

55.1.4 Late submission of annual returns $1.00 per day.

55.2 Schedule B (Certificates) (REV 2018)

55.2.1 Past Grand Superintendent $15.00

55.2.2 Past First Principal $15.00

55.2.3 Royal Arch Mason $15.00

55.2.4 Life Member $10.00

55.2.5 Replacement of lost certificate $15.00

55.2.6 Registration of affiliated companion $10.00

55.3 Schedule C (Supplies) (REV 2018)

55.3.1 60-year bar for 50-year jewel $60.00

55.3.2 50-year jewel and certificate $175.00

55.3.3 Ritual $15.00 (3 books per set)

55.3.4 Book of Marks $25.00

55.3.5 Sheet for Porch Book $1.00

55.4 Schedule D (Paid to Local Grand Convocation Committee) (REV 2018)

55.4.1 Registration of Companion attending Annual Convocation shall be determined by the organizing committee. All registrations received less than 30 days before the convocation shall be surcharged $10.00.

55.4.2 Companion at Board of General Purposes $20.00

55.5 Schedule E (Paid to Chapter)

55.5.1 Dues Every member's annual dues are payable the 1st of January in each year, except the first year of the organization of the Chapter.

55.5.2 Fees The minimum fee for Exaltation (including the Mark Master Mason and Most Excellent Master Degrees) is $100.

56. LONG SERVICE AWARDS (2000)

56.1 **Recognition.** Every Royal Arch Companion who is a member in good standing in a Chapter in this Jurisdiction and who is deemed eligible under the provisions of this article is entitled to receive for his Long Service an award in the form of

56.2 **25 years -** a Grand Chapter Lapel Emblem (pin) and a Grand Chapter Certificate.

56.3 **50 years -** a Grand Chapter Lapel Emblem (pin), Grand Chapter Jewel and a Grand Chapter Certificate.

56.4 **60 and 70 years** - The 50-year pin with an added 60- or 70- year bar and a Grand Chapter Certificate.

56.5 **Eligibility.** Contributory service is based upon the time accumulated by the Royal Arch Mason, from the date of his Exaltation, as a Companion in good standing in a Chapter in this or any recognized Jurisdiction. Time lost, for any reason, through demit, suspension, expulsion or any other cause is subtracted from the time accumulated in calculating eligibility.

56.6 **Application.** A Chapter of which the Companion is currently a member must make a written request for the Long Service Award. Upon receipt of this request, the Grand Scribe Ezra will verify the period of service and establish a date of eligibility.

56.7 **Design.** The design of the Long Service Award is subject to the approval of Grand Chapter**.**

56.8 **Denominations.** The Long Service awards will be available in denominations of 25, 50, 60 and 70 years.

56.9 **Cost.** Grand Chapter will supply the emblems to the Chapter at cost for suitable presentation to the Companion as soon as practicable on or after the established date of eligibility.

FORMS

The following forms are those specified in the Constitution. There is no central supply of most of these forms. Forms may be reproduced locally.

Form 1 - Request for Dispensation*

Upon the instruction of the Principals of_____Chapter No._____,

I hereby request a dispensation for the purpose of:

_____

because: .

_____ Companion , Scribe Ezra.

_____ *(Year)* *(Month)* *(Day)*.

REPLY:

To the above mentioned Chapter:
The Grand First Principal has_____(has not_____) granted this request.

He wishes me to communicate to you the following observation(s):

_____

_____

_____ Comp. , Grand Scribe Ezra

_____ *(Year)* *(Month)*_____*(Day)*,

* *To be submitted in two copies.*

Form 2 - Petition for Dispensation to Institute a Chapter

To the Most Excellent Grand Principals and the Grand Chapter of Royal Arch Masons of British Columbia and Yukon. We, the undersigned, being Royal Arch Masons in the Chapters mentioned against our respective names, pray for a dispensation empowering us to institute a Chapter to be called _____ Chapter and to meet on the _____ *(week)* _____ *(day)* of the months of _____ (except _____) at _____ in the jurisdiction of British Columbia and Yukon, and there to discharge the duties of Royal Arch Masonry in a constitutional manner, according to the ancient customs and usages of the Order and the rules and regulations of Grand Chapter and we have nominated and do recommend

_____ Companion to be First Principal,
_____ Companion to be Second Principal, and
_____ Companion to be Third Principal.

The prayer of this petition being granted, we promise strict conformity to the ancient landmarks of the Order, and the rules and regulations of Grand Chapter.

Dated at _____ this _____ day of _____ *(month)* _____ *(year)*.

_____ Comp. _____ *(Print)* _____ *(Sign)* _____ Chapter No. ___,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

_____ Comp. _____ *(Print)* _____ *(Sign)* Chapter No. ,

(To be signed by at least nine Royal Arch Masons)

Form 3 - Recommendation of Nearest Chapter

To the Most Excellent the Grand First Principal of the Grand Chapter of Royal Arch Masons of British Columbia and Yukon:

At a Convocation of_____Chapter No. _____

held _____ at *(City)* on the _____ *(day)* day of _____ *(month),* _ (year), the petition of several Companions, requesting a *Dispensation to Institute a New Chapter* at *(City)* ,was duly laid before the Chapter, when it was resolved that this Chapter, being fully satisfied that the petitioners are Royal Arch Masons, and being prepared to vouch for their moral character and Masonic abilities, do hereby recommend that the requested Dispensation to Institute a Chapter be granted to them.

The foregoing is a true statement of the records of_____Chapter No._____.

_____ Comp. *(Print)* *(Sign)*, Scribe Ezra,

_____ Comp. *(Print)* *(Sign)*, First Principal.

Form 4.1 - Positive Recommendation of Grand Superintendent

To the Most Excellent Grand First Principal,

I have examined the attached petition, and recommend that this *Dispensation to Institute a New Chapter* be issued to the Companions named.

Dated this _____ *(day)* day of _____ (month),_____*(year)*.

_____

Rt. Ex. Comp. *(Print)* *(Sign)*, Grand Superintendent.

- - - - {or} - - - -

Form 4.2 - Negative Recommendation of Grand Superintendent

To the Most Excellent Grand First Principal,

I have examined the attached request for a *Dispensation to Institute a New Chapter* , and after due consideration, decline to recommend that this Dispensation be issued.

(Reasons to be given here):

Dated this _____ *(day)* day of _____ (month),_____*(year)*.

_____

Rt. Ex. Comp. *(Print)* *(Sign)*, Grand Superintendent.

Form 5 - Dispensation for Instituting a Chapter

To all to whom these presents shall come, greeting.

Whereas a petition has been presented to us by Companions_____, _ ,_and others, requesting a Dispensation for Instituting a Chapter, empowering them to form themselves into a Chapter named to be held meet on the *(week)* _____*(day)* of the months of

(except_____) at_____in____*(City)*; and the same having been duly and satisfactorily recommended to us, Now Know Ye, that having taken the same into consideration, We do hereby authorize and empower our said Companions, and other regular subscribing members, and those who shall hereafter become such, and as such shall be regularly reported to and registered in the books of

Grand Chapter, to meet on the _____ *(day)* of _____ *(month)* and on the _____*(week)* _____ *(day)* of the months of _____ (except _____) thereafter and proceed as a regular Chapter, to be entitled _____ Chapter and to confer the degrees of Mark Master, Most Excellent Master, and the Supreme Degree of the Holy Royal Arch, conformably to the Laws and Constitution of Grand Chapter, and not otherwise, and to do all such other Acts as may lawfully be done by a Regularly Warranted Chapter. We do hereby approve the nomination of Officers and do hereby appoint the said____Companion_____to be First Principal, Companion_____to be Second Principal, and___ Companion_____to

be Third Principal of the said Chapter, and direct that they and their successors duly elected and appointed, shall continue in the said offices until such time as a Warrant shall be granted to the said Chapter under the seal of Grand Chapter. And for so doing, this Dispensation shall be their sufficient Authority until the next Annual Convocation of Grand Chapter and no longer unless otherwise ordered. Given under our Hands, and the Seal of the Grand Chapter of Royal Arch Masons of British Columbia and Yukon, at Vancouver, in the said Province of British Columbia, this *(day)* day of *(month)*

A.D. _____(year) A.I. _____*(year + 530)*.

(seal)

_____ Grand Scribe Ezra

Form 6 - Application for Warrant of Constitution

To the Most Excellent the Grand First Principal, and the Grand Chapter of Royal Arch Masons of British Columbia and Yukon.

A Dispensation for Instituting a Chapter at _ *(City)* in _ *(B.C. / Yukon)*, denominated was granted by the Most Excellent Grand First Principal.

We, the undersigned, on behalf of the officers and members of such Chapter, beg to inform you that the
Chapter was Instituted on the *(day)* day of *(month)*, *(year)* and has worked regularly since that date.

We now request a Warrant of Constitution for the said Chapter, and we promise on behalf of the Officers and Companions strict obedience to the Constitution and edicts of Grand Chapter.

_____ Comp. *(Print)*, *(Sign),* First Principal,

_____ Comp. *(Print)*, *(Sign),* Second Principal,

_____ Comp. *(Print)*, *(Sign),* Third Principal,

_____ Comp. _____*(Print)*, _____*(Sign),* Scribe Ezra,

Dated _____ (City) ,

this *(day)* day of
_____*(month),*
_____*(year)*.

_____

Form 7 - Examination of Chapter

To the Most Excellent Grand First Principal of Royal Arch Masons of British Columbia and Yukon.

I have examined Chapter under dispensation, and find they are proficient in their work and diligent in the discharge of their duties, and would recommend they be granted a Warrant of Constitution.

_____ Dated at (City) ,
this *(day)* day of *(month),* *(year)*.

_____

Print Name : _____; Signature: _____Companion_____,

Grand Superintendent.

Form 8 - Warrant of Constitution

_____ Companion_____Grand First Principal,
_____ Companion___Grand Second Principal, _____ Companion
_____Grand Third Principal.

IN THE NAME OF THE GREAT ARCHITECT OF THE UNIVERSE, to all Our Enlightened Brethren of the several Degrees of the Royal Craft but more especially those Citizens of the World and Servants of the Omnipotent, who have been or hereafter may be honoured by Exaltation to our Supreme Degree, HEALTH, PEACE, GOODWILL.

KNOW YE that We, the Grand Principals, by the Authority and under the sanction of The Grand Chapter of Royal Arch Masons of British Columbia and Yukon vested in us for that purpose and at the humble Petition of our Worthy Companions and others, DO HEREBY CONSTITUTE the said Companions into a Chapter of Royal Arch Masons under the title or denomination of _____ Chapter No. _____.

The said Chapter is to meet in . We authorize and empower the said Chapter when duly congregated to open and hold Lodges of Mark Master Masons, and Most Excellent Masters, and to confer the several Degrees pertaining thereto and the HOLY ROYAL ARCH in accordance with the Established Customs of the Order.

Further, at their Petition and with the great confidence reposed in each of the above named Companions, we Do Hereby Approve the said Companion to be the First Principal, the said _ Companion to be the Second Principal, and the said _____
Companion ~~to be the Third~~ Principal for the opening and holding of the said Chapter until such time as other First, Second and Third principals shall have been regularly elected and installed in accordance with the Constitution of Grand Chapter and that they may be hereby fully invested with the dignities and powers of their offices.

WE DO REQUIRE that You the Principals take special care that all and every Companion and other Members of the said Chapter observe, perform and keep the Laws, Regulations and Orders contained in the Constitution and all others which may from time to time be made by our Grand Chapter.

WE DO REQUIRE an account of the proceedings in your Chapter to be entered in a Book kept for that purpose and you are not to omit to send to us or our Successors in the form and manner directed by the Constitution at least once in every year a List of the Members of your Chapter and the names and descriptions of all Masons advanced therein and Brethren and Companions who shall have joined the same with the fees, and monies payable thereon.

IT BEING OUR WILL and intention that this Warrant of Constitution shall continue in force so long as you shall conform to the Laws and Regulations of the Most Excellent Grand Chapter.

GIVEN under our hands and the Seal of Grand Chapter at (City) this *(day)* day of (month), A.D. *(year)*, A.I. *(year + 530)*.
(Seal)
_____ Companion_____, Grand Scribe Ezra

Form 9 - Authorization for Officer to Constitute a Chapter

To all whom it may concern but more especially to _ Ex. Companion _____ First Principal,__ Ex. Companion_Second Principal,__ Ex. Companion_Third Principal and to the other Companions who have been empowered by warrant issued under the authority of the Most Excellent Grand Chapter of British Columbia and Yukon, to assemble as a regular Chapter at_*(City)* in _____*(B.C. or Yukon)*, and to be known and designated as_Chapter No._.

Know Ye, that, reposing all trust and confidence in the skill, prudence and integrity of our _ Companion_, I have thought proper, being myself unable to attend, to nominate and appoint the said _Companion _, to
Constitute, in form, the Companions aforesaid into a Regular Chapter, according to the ancient usages of the Royal Craft, and for so doing this shall be his warrant.

Given under my hand at _____ *(City)* this _____ *(day)* day of _____ *(month),* A.D. _____*(year)*, A.I._____*(year + 530)*.

Most Excellent Companion_____, Grand First Principal.

Form 10 - Petition to Dissolve a Chapter

To the Most Excellent Grand Principals of the Grand Chapter of Royal Arch Masons of British
Columbia and Yukon,

We, the undersigned, by authority of a Resolution adopted at the regular convocation of _____ Chapter No. _____ , held on the _____ *(day)* day of _____ *(month),* _____ *(year)*, do hereby submit this petition to dissolve_____ Chapter No. _____ together with a true copy of the resolution and hereby and herewith voluntarily surrender to Grand Chapter all real, financial and other assets and properties of this Chapter including its Warrant and Seal.

Dated at _____*(City)* this _____*(day)* day of *(month),*_____*(year)*.

(Signed, Sealed, and Delivered by)

____ Comp._____*(Print)*, *(Sign),* First Principal,

____ Comp._____*(Print)*, *(Sign),* Second Principal,

____ Comp._____*(Print)*, *(Sign),* Third Principal,

____ Comp._____*(Print)*, *(Sign),* Treasurer and

____ Comp._____*(Print)*, *(Sign),* Scribe Ezra..

Approved by Grand Superintendent of District No. ,

____ Comp._____*(Print)*, *(Sign).*

Form 11 - Demit Certificate

To All Royal Arch Masons to Whom These Presents Shall Come, Greetings.

This is to certify that Brother (or___ Companion) who has signed his name below, is a regular Mark Master Mason (or Most Excellent Master), (or Royal Arch Mason) who at this date owes this Chapter no monies and is neither suspended nor expelled and is, at his own request, regularly discharged from membership in Chapter No._, under the jurisdiction of the Grand Chapter of British Columbia and Yukon.

Given under our hands and seal of Chapter No._____at _____ *(City)* ,

this_____*(day)* of *(month)*, *(year)*.

(Affix Chapter Seal)

____ Comp. *(Print)*, *(Sign),* First Principal,

____ Comp. *(Print)*, *(Sign),* Scribe Ezra.

____ Brother/ Comp. *(Print)*, *(Sign).*

Form 12 - Petition to Consolidate

To the Most Excellent Grand Principals of the Grand Chapter of Royal Arch Masons of British Columbia and Yukon.

WE, THE UNDERSIGNED, by authority of a Resolution adopted at the regular convocation of _____ Chapter No._____, held on the_____*(day)* of_____*(month)*, _____ *(year)*, do hereby submit this petition for Consolidation with_____Chapter No. _____, _ Chapter No._and _____Chapter No._together with a true copy of the resolution.

WE PROMISE, on behalf of the Officers and Companions, strict obedience to the Edicts, Rules, Regulations and the Constitution of Grand Chapter.

Given under our hands and seal of _____Chapter No._____at_____*(City)* ,

this_____*(day)* of_____*(month)*, _____*(year)*.

(Affix Chapter Seal)

___ Comp._____*(Print)*,_____*(Sign),*

First Principal of_____Chapter No._____,

_____ Comp._____*(Print)*,_____*(Sign),*

Second Principal of__Chapter No.__,

_____ Comp._____*(Print)*,_____*(Sign),*

Third Principal of_____Chapter No._____.

Approved by Grand Superintendent of District No._____.

_____ Comp._____*(Print)*,_____*(Sign).*

Form 13 - Declaration of Consolidation

* (b) was Constituted on the *(day)* of *(month),* *(year)* ,

AND

WHEREAS the Companions of Chapter No. AND
To All to Whom it May Concern, Greetings.
WHEREAS, the Companions of _____Chapter No. _____which

* (a) became a member of the _____ Grand Chapter of British Columbia in 1919, or

the Companions _____ of Chapter No.____AND the

Companions of _____ Chapter No._____AND the

Companions of Chapter No. _____

HAVE AGREED by written ballot with more than two thirds majority vote in favour of the resolution setting out the terms of Consolidation, AND

WHEREAS the requirements of consolidation as set forth in the Constitution of Grand Chapter have been satisfied,

WE, in the name of the Most High and of the Grand Chapter of Royal Arch Masons of British Columbia and Yukon, do declare that the Chapters heretofore named shall henceforth be denominated _____ Chapter No. _____, and we do require that this declaration of consolidation be appended to the existing Warrant of Constitution of_____Chapter No. _____ as validation of the Consolidation.

Given under our hands and Seal of the Grand Chapter of Royal Arch Masons of British Columbia and Yukon at _____(City), this _____*(day)* of____*(month)*, A.D._*(year)*; A.I. ___ (year + 530).

(Grand Chapter Seal)

Most Excellent Companion , Grand First Principal.

_____ Excellent Companion , Grand Scribe Ezra

* *(Delete (a) or (b) as appropriate).*

Form 14 - Request to Amend Bylaws of Chapter

_____ Chapter No. _____,_____*(Year)*_____*(Month)*_____*(Day).*

Dear Most Excellent Companion:

At a Regular Convocation of the above Chapter, held on _____*(Year)* *(Month)* _ *(Day)*, the following amendment to our bylaws, after giving due notice, was moved, seconded and adopted by the required two-thirds majority of voting members present. That Article Number be rescinded and replaced by Article Number as follows:

"

_____

_____

_____."

We certify this to be a true and accurate account of the transaction. (Chapter Seal)

_____ Companion , First Principal,

_____ Companion , Scribe Ezra,

Approved: _____ Comp. _____, Grand Supt. Dist. No. .

Grand First Principal,

Approved by_____

(Grand Chapter Seal)

Attested by Grand Scribe Ezra

Date Approved: _____*(Year)* _____*(Month)*_____*(Day)*_____.

* *Note: To be submitted to the Grand Chapter office in duplicate; one copy for that Office and one to be returned to the Chapter if approved.*

Form 15 - Minute Book of a Chapter

Masonic Hall _____.

Minutes of the regular convocation of_____Chapter No._____held on the _____ *(day)* of_____*(month)* , _____(year).

Present:

_____ First Principal,
_____ Second Principal,
_____ Third Principal,
_____ Scribe Ezra,
_____ Scribe Nehemiah,
_____ Treasurer,
_____ Principal Sojourner,
_____ Senior Sojourner,
_____ Junior Sojourner,
_____ Tyler.

(Number of members_____and of visitors_____as in porch book)

OPENING CHAPTER The Chapter was opened in prescribed form at o'clock (a.m. / p.m.)

MINUTES The minutes of the last regular convocation *(and subsequent Emergent Convocations, if any)* were read and confirmed.

REPORTS The Committee appointed to *(here state subject)* submitted its report, which, on motion of _____seconded by was received (or received and adopted).

PAYMENT OF ACCOUNTS The accounts of having been presented and read, it was moved by seconded by_____that they be paid *(or that they be referred to a Committee, and, if found correct, paid)*.

APPLICATIONS The following applications for Exaltation and preliminary degrees were presented, received and referred to an investigating Committee, to be reported upon at the next convocation:

Bro. *(Name in full)*_____Date of Birth,_____*(year)* ,_____(*month)* , _____ *(day),* vocation _____, residence_____a Master Mason and member of

_____ Lodge No._____, GR _____.

Recommended by_____, _____and_____.

And for affiliation : (Comp./Bro.) *(Name in full)*_____a____*(rank)* member of _____Chapter No. at _____on the Register of the Grand Chapter of _____. Date of Birth: *(year) ,*_____ ____(*month)* ,__*(day),* vocation _____ , residence_____.

Recommended by_____,_____and_____.

BALLOT - The Investigating committee having reported favourably on the application Of Bro. _____for Exaltation and preliminary degrees, the Excellent First Principal ordered the ballot to be cast, which, on examination, was declared in his favour *(or against him, and the secrecy caution was read aloud).*

HOLY ROYAL ARCH DEGREE Bros. _____,_____, and_____, having received the degrees of Mark Master Mason and Most Excellent Master, having passed a satisfactory examination as a Most Excellent Master and being in attendance and properly prepared, were severally exalted to the Supreme Degree of the Holy Royal Arch.

No further business coming before the Chapter, it was closed in prescribed form at _____ o'clock.

_____Scribe Ezra. Read and confirmed____*(day)* of ___ *(month)* , *(year)*.

_____ ~~Companion~~_____First Principal .

LODGE.

A Lodge of Mark Master Masons (Most Excellent Masters) was regularly opened with the following officers: W.M._S.W. J.W._Treas.

Sec._____M.O._____S.O. _____J.O._____I.G._____Tyler _____.

TRIAL

Bro. (or Bros.) _____having been reported in waiting, the W.M. appointed _ to examine the candidate(s) as to his (their) proficiency as a Master Mason (Mark Master Mason), and to collect the statutory fee.

DEGREE. Bro. _____having been duly prepared and admitted, was then advanced (received and acknowledged) as a Mark Master Mason (Most Excellent Master). The Lodge was closed in prescribed form at___o'clock.

_____ Secretary (Scribe Ezra).

HOLY ROYAL ARCH DEGREE Bros. _____,_____, and_____, having received the degrees of Mark Master Mason and Most Excellent Master, having passed a satisfactory examination as a Most Excellent Master and being in attendance and properly prepared, were severally exalted to the Supreme Degree of the Holy Royal Arch.

No further business coming before the Chapter, it was closed in prescribed form at _____ o'clock.

_____ Scribe Ezra.

Read and confirmed *(day)* of *(month)* ,_____*(year)*.

_____ Ex. Comp. First Principal, and *(if present)*

_____ Ex. Comp. Grand Superintendent *(or)* Grand First Principal .

FORM 16- Application for Exaltation

To the Excellent Principals, Officers and Members of_____Chapter of Royal Arch Masons, No. _____.

I,_____*(print name in full)* of the_____*(city etc)* of_____, occupation_____,

Date of Birth _____ *(year)*_*(month)* *(day)* a Master Mason raised___*(year)*_ *(month)*_____*(day)* in_____Lodge ~~No.~~ under the jurisdiction of the Grand Lodge of _____ respectfully offer myself as a candidate for the degrees of Mark Master Mason, Most Excellent Master and EXALTATION to the Supreme Degree of the Holy Royal Arch in _ Chapter No. _____ .

I hereby declare that I have resided within the jurisdiction of said Chapter for_____years immediately before the date of this application, that I am in good standing as a Master Mason in_____Lodge No. _____, under the Grand Lodge of _____and that I have not been rejected by this or any other Chapter within the preceding twelve months.

_____ Dated at , this_____*(day)* of_____*(month)*,_*(year)*.

(Signed)_____

_____

(Residence)_____(Postal Code)_____(Telephone)

Recommended by:

_____ Companion *(Print)* , Signature _____

_____ Companion *(Print)* , Signature _____

_____ Companion *(Print)* , Signature _____

Print Full Name of Applicant _____

Date of Birth: *(Year)*_____*(Month)* _____*(Day)* _____

Wife's Name _____

Committee Report

Unfavourable ..... Favourable

_____ Comp. ..... Signature

_ Comp. ..... Signature

Comp. ..... Signature

Date: *(year)* _____ *(month)* _____ *(day)* _____

Memoranda (year, month, day)

Received..... _____

Reported

_____ Balloted Unfavourable Favourable _____

_____ M.M.M. . . . . _____

. . . . _____ . . M.E.M. H.R.A. . . . . .

. . . Certificate

FORM 17 - Application for Affiliation or Reaffiliation

To the Excellent the Principals, Officers, and Members of_____Chapter of Royal Arch Masons, No. _____.

I,____of _____*(City)* , occupation_____, advanced as a Mark Master Mason under ____ Chapter No.__, received as a Most Excellent Master under___Chapter No. _____ , a Royal Arch Mason exalted in _____Chapter No. _____, under the Grand Registry of _____, do hereby declare that I am a Master Mason in good standing in_____Lodge No. _____ , Grand Lodge of _____. I am neither suspended nor expelled from nor owe money to any Chapter. I am currently a member / (* or demitted member) of____Chapter No.___, G.R. _____.

I furthermore declare that I am now desirous of becoming a member of your Chapter, to the rules and regulations of which I promise strict compliance.

Dated at _____, this_____*(day)* of_____*(month)*,_____*(year).*

*(Signed)*_____*(Residence)*_____*(Postal Code)*

_____

(Telephone) _____

Date of Birth: _____

(Year) _____*(Month)*_____*(Day)*

Print Full Name of Applicant_____Wife's Name _____

Place Applicant's mark in the circle below:

Recommended by:

Companion *(Print Name)* _____, Signature

Companion *(Print Name)* _____, Signature

Companion *(Print Name)* _____, Signature

* If demitted, please attach certificate

Committee Report: Unfavourable ☐ ☐ Favourable

_____ Comp. _____ . . . . . Signature

_____ Comp. _____ . . . . . Signature

_____ Comp. _____ . . . . . Signature

Date: *(year)* _____ *(month)* _____ _____ *(day)*

Memoranda (year, month, day)

Received ..... _____

Reported

_____ Balloted Unfavourable ☐ Favourable ☐ _____

_____ M.M.M. . . . . _____

. _____ M.E.M.

H.R.A. . . . . Certificate

FORM 18- Application for Reinstatement After Suspension or Expulsion

Excellent the Principals, Officers and members of Chapter No. Royal Arch Masons of British Columbia and Yukon.

I, (Print name in full)____of (Address)_(City) _____B. C. (Occupation) _____ , Exalted in___Chapter No._under the Grand Registry of _____ on the_____day of (month), _____(year) declare that I was (suspended) _____ (expelled)_____for * from_____Chapter No._____on the _____ day of _____(month), _____ (year), which was more than three months ago. I further declare that I am now desirous of being reinstated as a member of your Chapter, to the rules and regulations of which I promise strict compliance.

Dated at _____, this_____*(day)* of_____*(month),*_____*(year).*

Address_____City _____Postal Code _____

Telephone _____

Print Name of Applicant in Full _____

Signature of Applicant _____

Applicant must submit total of both (a) and (b) with Application:

(a) Amount owing at time of suspension $ ___

(b) Current dues $ _____

(c) TOTAL $ _____

* *Note:* Give reason for suspension or expulsion. If suspended or expelled in another Grand Jurisdiction, satisfactory evidence of reinstatement in that Grand Jurisdiction must accompany this application.

Committee Report

Unfavourable ..... Favourable ☐

_____ Comp. _____ . . . . . Signature

_____ Comp. _____ . . . . . Signature

_____ Comp. _____ . . . . . Signature

Date: (year)_____(month)_____(day) _____

Memoranda (year, month, day)

Received …… Reported _____

Balloted _____Unfavourable ☐ Favourable ☐

FORM 19- Proclamation on Secrecy

(To be read aloud immediately after the First Principal has declared an unfavourable result of any ballot or vote upon an application for exaltation, affiliation or reinstatement or when a companion is disciplined.)

If any ballot or vote upon an application for exaltation, affiliation or reinstatement is unfavourable or if a companion is disciplined, it is required that no companion or visitor present disclose the result improperly.

For a first offense the penalty is censure in open Chapter. For a second offense the penalty is suspension and deprivation of Royal Arch privileges. A visitor guilty of this conduct will not be allowed to visit again, and may not apply for membership.

When a full and satisfactory statement is made to the Chapter, the suspension of a member may be lifted or the privileges of a visitor restored.

Form 20 – Notice of Motion

For Grand Convocation 20_____

1. Original Section (if any) Number and wording in full.

2. Exact wording and punctuation of the proposed New Section.

3. Reason for Change.

4. Other Sections impacted if proposal adopted. Any other as may be determined in Section 26.3.1.3

Notice of Motion:

(a) I, _____ will move or cause to be moved the above amendment.

(b) Rank: _____ Name: _____

(c) Chapter: _____ Number: _____

(d) Signature: _____Date: _____

5. Received by G.S.E. – Date Year_____ Month _____ Day ___

6. Decision of C & J Committee Date Year_____ Month_____ Day_____ (a) This Notice of Motion IS acceptable as to form. [ ] (b) This Notice of Motion IS NOT acceptable because:

i. It is incomplete. [ ]. ii. It provides insufficient rational. [ ] iii. It is contrary to established Masonic usage. [ ] iv. Other _____

(c) Signature _____
(Chairman of C&J, Committee)

(If more space is required for presentation than available on this Form, attachments with the Form will be permitted).

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