

GRAND CHAPTER CONVOCATIONS

Part "B"

| Section | Page |
|---|------|
| 101 CONVOICATIONS, Annual, When held | B2 |
| 102 Emergent, How summoned | B2 |
| 103 Quorum necessary, What constitutes it | B2 |
| 104 Who shall preside | B2 |
| 105 MEMBERS OF | B2 |
| 106 Companions entitled to Past rank must serve full term of twelve months | B2 |
| 107 A Past Z., who affiliates with Chapter ranks according to seniority | B2 |
| 108 Visitor must be vouched for | B2 |
| 109 COMMITTEE ON CREDENTIALS, When appointed | B2 |
| 110 Shall cause Companions to register | B2 |
| 111 Shall deliver to Companions ballot papers | B3 |
| 112 Time registration closes | B3 |
| 113 ORDER OF BUSINESS | B3 |
| 114 Order of Business, Saturday session | B3 |
| 115 RULES OF ORDER | B4 |
| 115(28) Grand Z. to determine all matters up for discussion, Mode of voting | B5 |
| 115(29) Appeals from decisions of Grand Z. | B6 |
| 116 OFFICERS, How chosen, elected and appointed | B6 |
| 117 Officers of Grand Chapter and Grand Executive Committee elected | B6 |
| 118 Must be subscribing, Honorary, or Life Member of some subordinate Chapter | B6 |
| 119(1) Candidates, eligible, how nominated Nominations for, Must be in writing Nominated Companions for elective offices must have given consent in writing | B6 |
| 119(2) Nomination for one elective office only | B6 |
| 120 Ballot papers, how printed | B6 |
| 121 Separate ballots, Different colors | B6 |
| 122 Ballots shall contain | B6 |
| 123 Constituent Chapters shall receive list of those nominated for offices and Exec Comm. | B6 |
| 124 Scrutineers shall have ballot box at Time when closed | B6 |
| 125 Each registered member to ballot | B7 |
| 126 How to ballot | B7 |
| 127 Majority of all votes required, Candidate having lowest number of votes retires | B7 |
| 128 Officers elected, Scrutineers shall report in writing | B7 |
| 129 Place of Annual Convocation selected by ballot | B8 |
| 130 Amendments to Constitution, see Procedure | B8 |
| 131(1) Amendments rejected | B8 |
| 131(2) Proposed amendments without prior notice | B8 |
| 132 Scrutineers report, Saturday, forenoon | B8 |
| 133 Royal Arch clothing must be worn in Grand Chapter | B8 |
| 134 INSTALLATION OF OFFICERS, in Grand Chapter | B8 |
| 135 In event of absence, Proxy installation not allowed | B8 |

GRAND CHAPTER
ROYAL ARCH MASONS
OF MANITOBA

CONSTITUTION
PART "B"
SECTIONS 101 TO 200

CONVOCATIONS
WHEN HELD
EMERGENT CONVOCATIONS
WHO PRESIDES
MEMBERS
RANK
COMMITTEE ON CREDENTIALS
ORDER OF BUSINESS
RULES OF ORDER
VOTING
OFFICERS, HOW CHOSEN
NOMINATIONS
THE BALLOT
TRANSFER OF BALLOTS
INSTALLATION

SEE INDEX FOR COMPLETE LISTING

PART B

GRAND CHAPTER CONVOCATIONS

101. The Annual Convocation of this Grand Chapter shall be opened on the first Friday in April at 8:00 o'clock in the evening, to reconvene the following Saturday forenoon. In the event of Easter conflicting with this date a suitable alternative will be established. The place shall be selected by the Grand "J" upon election and shall be announced at the Grand Chapter convocation in which he was elected.

102. Emergent Convocations may be convened by the Grand Z., (or in his absence from the jurisdiction by the authorized officer of Grand Chapter as hereinafter provided) whenever in his judgment it may be necessary, or upon the request therefor in writing of the Z.'s of Five Chapters, seven clear days notice being given of such Convocation. The reason for convening a Grand Chapter of Emergency shall be expressed in the registered summons to all Constituent Chapters in the jurisdiction and no business other than that stated shall be entered upon at the Convocation. The said Emergent Convocation shall be called within thirty days of the receipt of the application.

103. The representatives of five Chapters, together with at least one of the Grand Principals, shall constitute a quorum at all Convocations. Grand Chapter is declared open in Ample Form when the Grand Z. presides; in due form when a Past Grand Z., or the Grand H., or Grand J., presides, and at all other times in Form, yet with the same authority.

104. The Grand Z., if present, shall preside in Grand Chapter. If, at any convocation thereof, annual or emergent, the Grand Z. be absent, Grand Chapter shall be ruled by a Past Grand Z. selected by the Grand Chapter Executive Committee. If no Past Grand Z. is in attendance, the Grand Chapter shall be ruled by the elective Grand Officer next in rank and seniority, who may be present, and shall rule Grand Chapter from his chair.

MEMBERS

105. All Elected and Appointed Officers of every constituent Chapter, and all Past Z's (duly returned) so long as they shall continue members of their Chapters; provided, however, that no representative of any Chapter, which has neglected to make its returns and payments to Grand Chapter for more than one year shall be permitted to vote at any Convocation thereof, until such returns and payments, respectively shall have been completed and made. (See Section 336 Part D).

106. No Companion shall be entitled to past rank in any office in Grand Chapter, or in any Chapter, unless he has served a full term of twelve months, except a Companion who has been duly elected and installed as a First Principal and who may become incapable by sickness or transfer, of performing the duties thereof; recommendation for past rank must be submitted by the Chapter to Grand Chapter for approval.

107. A Past Z. of a Chapter in this jurisdiction who has been duly registered in the books of Grand Chapter, and who affiliates with any other Chapter, is entitled to his rank according to seniority both in Grand Chapter and in the Chapter with which he affiliates.

108. No Companion shall be permitted to sit in Grand Chapter as a visitor unless he is personally vouched for and presents the necessary qualifications.

COMMITTEE OF CREDENTIALS

109. Preceding the Annual Convocation of Grand Chapter, the Executive Committee shall appoint three or more Z.'s or Past Z.'s of chapters as a committee on credentials, and three Scrutineers, who shall elect one of themselves as chairman.

110. This committee shall cause to be registered the names of the Companions in attendance at the Annual Convocation who are qualified to vote.

111. The committee shall deliver to each of such Companions the ballot papers to which he is entitled. All Elected and Appointed Officers of every constituent Chapter shall be entitled to one vote.

112. The registration books shall be closed at 10:00 o'clock in the forenoon of the Saturday following the opening of the Annual Convocation, and the committee shall immediately thereafter report to the Grand Z. and shall furnish to the chairman of the Scrutineers the names of the Companions who have registered and are qualified to vote.

ORDER OF BUSINESS

113. The presiding officer having taken his seat and opened the informal Friday evening session, the order of the business will be:

- (1) Reception of Distinguished Visitors.
- (2) The report on fraternal dead.

114. The business of the Saturday Session shall be as follows: The presiding officer having taken his seat and opened Grand Chapter in proper form, the following shall be the order of business, but may be changed at the discretion of the presiding officer.

- (1) The proceedings of the last Annual Convocation, and any Emergent Convocation, may be adopted as printed.
- (2) Reception of Distinguished Visitors.
- (3) Reading and referring the Grand Z.'s address.
- (4) The reports of the Grand H., Grand J., and Historian, shall be read.

(5) Reading communications, petitions, appeals, etc., and referring them for action.

(6) Receiving the reports of the Grand Treasurer, the Grand Scribe E., and Grand Superintendents.

(7) Receiving the reports of the Executive Committee, and, if expedient, considering the same in the following order, viz.:

(a) The report of the Committee on Credentials when ready, shall be given as soon as possible when the poll is closed at 10:00 o'clock in the forenoon.

(b) The report on Warrants and Dispensations.

(c) The report on Budget and Finance.

(d) The report on Grievances and Appeals.

(e) The report on the Condition of Capitular Masonry.

(f) The report on Constitution and Revisions.

(g) The report on Fraternal correspondence.

(h) The report on Laws and Jurisprudence.

(8) Election of Officers and place selected for holding the next Annual Convocation.

(9) Reading any further communications, petitions, appeals, proposed amendments to the Constitution, etc.

(10) Considering reports in the order in which they are presented.

(11) Receiving and, if expedient, considering further reports of the Executive Committee.

(12) Receiving and, if expedient, considering reports of Special Committees.

(13) Considering motions, general business, etc.

(14) The installation and investiture of Officers.

(15) Closing.

RULES OF ORDER

115. The following are the regulations for the government of Grand Chapter during the time of business.

(1) The order of business shall be called by the Grand Scribe E. at each Convocation.

(2) Officers and members should be properly clothed in accordance with their rank, and on the call to order, the Grand Chapter shall be opened in proper form.

(3) When the presiding officer shall call Grand Chapter to order, there shall be general silence.

(4) All Companions shall keep their seats, except the Grand Scribe, the Grand Principal Sojourner and his Assistants, and the Grand Director of Ceremonies, who are allowed to move from place to place in the discharge of their duties.

(5) All motions shall be in writing.

(6) No Companion shall speak twice to the same question, unless in explanation, or the mover in reply.

(7) No visitor shall speak to any question, unless invited or permitted to do so by the presiding officer.

(8) When a Companion speaks he shall rise and remain standing, addressing himself to the Grand Z., and shall not be interrupted except on a point of order.

(9) If any Companion shall have been twice called to order by the presiding officer and shall, nevertheless, be guilty of a third offense at the same meeting, the presiding officer may command him to forthwith quit the Grand Chapter and he shall not again be admitted to that Convocation.

(10) Whoever shall be so unmasonic as to hiss at a Companion, for what he has said, shall be forthwith solemnly excluded from the Convocation and declared incapable of being a member of any Grand Chapter till at another Convocation he publicly owns his fault and grace he granted.

(11) If any member of this Grand Chapter shall be guilty of disorderly behavior, he shall for the first offense be called to order, for the second reprimanded by the presiding officer, and for the third he shall be suspended from a seat in the Grand Chapter during the pleasure of the same.

(12) When a motion is under debate, no motion shall be entertained except to lay on the table, to indefinitely postpone or to amend, and these motions shall take precedence in the order named.

(13) An amendment must be germane. One that entirely changes the subject of the original motion shall not be entertained as an amendment or substituted for the motion under debate.

(14) No Companion, except one who has voted with the majority, shall be allowed to move for a reconsideration, and in this

connection the word "majority" shall apply to the vote by which the question was first decided.

(15) After a motion has been stated by the presiding officer, it becomes the property of Grand Chapter, but may be withdrawn at any time previous to amendment, unless objected to by a member.

(16) There shall be no debate upon any motion after it has been put by the presiding officer.

(17) All petitions, communications, motions, resolutions, and other proceedings shall be couched in respectful language.

(18) When the Grand Z. or presiding officer, is addressing Grand Chapter or a Companion speaking to a question they shall not be interrupted by other Companions talking or passing between the speaker and the Chair.

(19) Votes may be taken by a show of hands.

(20) If the proposer of a motion shall not attend to move it, Grand Chapter may consent to a postponement thereof or may set it aside. Grand Chapter may, however, permit any Companion present to move it, as if he had originally given notice thereof.

(21) A discretionary power is vested in the presiding officer of rejecting any notice of motion if such shall be deemed by him improper, unlawful, or inconsistent with the Ancient Landmarks of the Craft.

(22) Each officer and member of this Grand Chapter shall be entitled to one vote and all Elected and Appointed Officers of every constituent Chapter one vote each if present.

(23) All matters shall be decided by a majority of votes except when otherwise provided by this constitution.

(24) The votes are to be signified by a show of hands, which the Grand Scribes are to count if the voting is close.

(25) Five members may demand a ballot on any question either before or immediately after an open vote shall have been taken, which ballot shall be collected at once.

(26) The member voting is entitled to cast on such ballot one vote. Whether by open vote or by ballot, in case of equality the measure shall be lost.

(27) No visitor shall on any account be permitted to vote.

(28) Grand Chapter may leave any particular matter to the determination of the Grand Z., subject to this provision, all matters brought up for discussion in Grand Chapter shall be decided by a majority of votes, each member present having one vote. In case of

equality of votes, the measure shall be lost. Each member, when voting, shall hold up one of his hands. The Grand Scribe E. shall count the votes, unless, in the opinion of the Grand Z., no counting is necessary.

(29) When a Companion appeals from the decision of the Grand Z. given while Grand Chapter is in session he shall state shortly the grounds for his appeal. The Grand Z. may then state the reasons for his decision, and, without further debate, shall put the question, "Shall the decision of the chair be sustained?" When the vote has been taken the decision of Grand Chapter shall be announced.

OFFICERS - HOW CHOSEN

116. The officers of Grand Chapter shall be elected or appointed annually and shall hold office until their successors shall have been duly elected or appointed and installed.

117. The officers of Grand Chapters and eight members of the Grand Executive Committee, elected as such by the Grand Chapter, shall be elected by ballot after nomination. (see Section 119).

118. Every Companion elected or appointed to office shall during his term of office be a subscribing, honorary, or life member of some constituent Chapter.

119. (1) Nominations for the offices set out in Part, Section 11, hereof must be in writing signed by a member of Grand Chapter and must be filed with the chairman appointed by the Grand Executive Committee before twelve o'clock noon the seventieth day immediately preceding the Annual Convocation. No Companion shall be nominated for any elective office in Grand Chapter unless he has previously given his consent in writing to such nomination and has complied with the requirements of Part A, Section 11.

(2) No Companion's name shall be submitted in nomination for more than one (1) elective office. Any Companion, nominated for more than one office, may withdraw his name from any such nomination at any time before the vote is taken. In the event of his not withdrawing, his name shall be submitted for the senior office only.

120. The Grand Scribe E. shall before the opening of Grand Chapter cause a sufficient number of ballots to be printed for the election.

121. Separate ballots shall be prepared for the election of each officer to be elected, and the ballots for the respective offices shall be of different colors.

122. Such ballots shall contain:

(a) The designation of the office to which the respective members have been nominated.

(b) The numbers 1 to 6 in a vertical line on the left hand side of the ballot.

(c) A space adjoining each number in which the member voting may write the name of his choices in the order of his preference as hereinafter set forth.

123. The Grand Scribe E shall prepare and present at the registration desk, prior to it's opening for the Annual Convocation, a complete list of those nominated for the Offices set out in Part A, Section 11, for election, together with the Appointments of our incoming Grand First Principal with sufficient copies for all present at the convocation.

124. A poll for the holding of the election shall be held at a convenient place near the location provided for the Convocation of Grand Chapter and shall open at 7:15 o'clock in the evening of the day of the opening of the Annual Convocation and shall remain open until 10:00 o'clock that evening and shall reopen at 8:45 o'clock in the forenoon of the following day and shall remain open until 10:00 o'clock in the forenoon of that day. The Chairman of the Scrutineers shall have the charge and responsibility of conducting the election, and he or someone appointed by him for that purpose shall be present at the polling place at all times when the poll is open, and shall personally deliver the ballots to those who are entitled to receive them, and shall supervise the deposits of the ballots in the ballot box after they have been marked.

125. Each member attending Grand Chapter shall at the time he registers be furnished with one ballot for each of the elective offices of Grand Chapter.

126. Upon receiving the ballots to which he is entitled the member shall mark the same in one of the following ways:

1(a) If there are only two candidates the member shall write the name of the candidate for whom he intends to vote within the space on the ballot containing the figure 1.

(1)(b) If there are more than two candidates the member shall mark the ballot by writing the name of the candidate who is his first choice in the space on the ballot containing the figure 1, the name of the candidate who is his second choice in the space on the ballot containing the figure 2, and so on in accordance with his further choice or choices in the spaces containing the figures 3, 4, 5, and 6. Each member voting may have as many choices as there are candidates which may be transferable among the candidates as indicated by him on the ballot in the manner herein before provided.

(2) The member shall then deposit his ballots in the ballot box.

127. To ascertain the member or members elected as officers, the Scrutineers shall proceed as follows:

(1) If there are not more than two candidates nominated for any office, the one who receives the majority of the votes cast shall be declared elected.

(2) If there are more than two candidates nominated for any office, the Scrutineers shall first arrange the ballots in piles according to the name of each candidate marked with the figure 1, the number of ballots in each such pile shall be counted and if any candidate is found to have an absolute majority (more than one half) of such first preference votes, he shall be declared elected.

(3) If upon such count, no one has received an absolute majority, the candidate who has received the lowest number of first preference votes shall be deemed rejected and the Scrutineers shall then examine the ballots marked as the first preference for that candidate and ascertain and record the total number of second preferences for each of the other candidates and said second preferences shall be added to the total of the first preferences of the other candidates. If, after doing so, one of such candidates has then an absolute majority, he shall be declared elected, but if not, the candidate with the lowest number of votes after the transfer (first preference votes plus votes transferred to him) shall be deemed rejected and shall be excluded and votes given to him shall be transferred to the remaining candidates next in order of preference upon the said ballots but in no case shall a vote be transferred to a candidate who has already been excluded. This procedure shall be repeated if necessary until a candidate is found to have an absolute majority, and that candidate shall be declared elected, provided that if after all transfers are made no candidate has an absolute majority, the candidate having the highest number of votes as a result of said transfers shall be deemed elected.

128. After the Scrutineers have ascertained the officers who have been elected, they shall prepare a report in writing showing:

(1) The office or offices to which only one member has been nominated and the name or names of the member or members nominated to such office or offices.

(2) The office or offices to which more than one member has been nominated and the name or names of the member or members who have received a majority of the votes cast in the election. In the event of a tie vote, the Chairman of the Scrutineers, before submitting his report to Grand Chapter, shall deliver a ballot paper, an envelope and a report in writing direct to the Grand Z., showing the office or offices in which there has been a tie vote and the number of votes cast for each candidate. After the Grand Z.

has cast his deciding vote, his ballot shall be delivered in a sealed envelope to the Chairman of the Scrutineers.

129. The place at which the next Annual Convocation of Grand Chapter, two years hence, is to be held shall be determined by the newly elected Grand J.

130. The Constitution of Grand Chapter may be amended or altered at any Annual Convocation thereof by a two-thirds vote of the Companions present provided that notice in writing, stating distinctly the proposed amendment or alteration shall have been given at the preceding Annual Convocation, or shall have been sent to the Grand Scribe E. before the 24th day of November preceding the Convocation at which the motion is to be considered, and a copy of the proposed amendment sent to each Chapter prior to the 28th day of November following and the Scribes E. shall have been directed to include one copy with the next Chapter summons issued to the three Principals and Past Z.'s of the Chapter, and also published in the notice paper.

131. (1) Any amendment to the constitution which has been rejected by Grand Chapter shall not be reconsidered at any time except leave be given by Grand Chapter by a five-sixth vote of the members then present, such vote to be taken without debate.

(2) It is hereby provided nevertheless, that with the consent of five-sixths of the members then present, any proposed amendment to this Constitution may be considered at any Annual Convocation without prior notice, except motions dealing with monetary items.

132. The said report shall be presented to Grand Chapter as soon as possible during the forenoon of the Saturday session of the Convocation and the presiding officer shall thereupon declare such officers duly elected, and the ballots placed in the custody of the Grand Scribe E.

133. No officer or member shall be permitted to be present at any Convocation of Grand Chapter without the proper clothing of a Royal Arch Mason.

WHEN INSTALLED

134. The elected officers shall be installed and invested at the Annual Convocation. After his installation the Grand Z. shall select his appointed officers. Both elected and appointed officers shall hold their respective offices until the next Annual Convocation or until their successors shall have been regularly elected, appointed, installed, or invested.

135. Should any nominee for election or appointment be absent from the Annual Convocation he shall forfeit his office unless he can show good and sufficient cause for his absence. Another candidate may

be nominated from the floor of the Convocation and if elected installed in his stead. If an appointed officer, the Grand Z., may appoint another member from the floor to fill that office. In the case of a Companion who has been excused for good and valid reason, he shall as soon as convenient, thereafter, be installed invested under the authority of the Grand Z., by the Grand Superintendent or other Grand or Past Grand Officer in his own or any other Chapter. No officer can be installed by proxy.