

GOVERNMENT OF CONSTITUENT CHAPTERS

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PLAN OF CENTER FLOOR OF CHAPTER HALL

GRAND CHAPTER  
ROYAL ARCH MASONS  
OF MANITOBA

CONSTITUTION

PART "D".

SECTIONS 301 TO 500.

GOVERNMENT OF CONSTITUENT CHAPTERS

CHAPTERS AND LODGES  
MEMBERS  
OFFICERS  
WARRANTS AND DISPENSATIONS  
CONSECRATION  
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ELECTION AND APPOINTMENT OF OFFICERS  
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SEE INDEX FOR COMPLETE LISTING.



## PART D

### GOVERNMENT OF CONSTITUENT CHAPTERS

301. All legally constituted assemblies of Royal Arch Masons are called Chapters, and regular bodies of Mark Masters and Most Excellent Masters are called lodges.

302. A "Chapter" shall mean a Chapter working under a warrant of this Grand Chapter. A "Chapter under Dispensation" shall mean a Chapter working under a Dispensation from the Grand Z. and possessing no powers or privileges other than such as are conferred by its Dispensation.

303. An "Affiliated Companion" shall mean a Companion who is a member in good standing of a regularly constituted Chapter.

304. A Companion who has attained the rank of Past Z., under the jurisdiction of any Grand Chapter recognized by this Grand Chapter, shall upon affiliation with any Chapter under the Jurisdiction of this Grand Chapter, be entitled to retain such rank.

305. A "Joining Companion" shall mean a Companion who has been initiated in a Chapter or a Chapter under Dispensation, or who hails from a foreign jurisdiction acknowledged by this Grand Chapter, or who has been admitted a member of a Chapter or a Chapter under Dispensation by affiliation according to this Constitution.

306. The officers of a Royal Arch Chapter are a Z., H., and J., Treasurer, a Scribe E., a Scribe N., a Principal, a Senior and a Junior Sojourner, a Master of the First, Second, Third and Fourth Veils, and an Outer Guard, and they shall severally hold office until their successors, respectively, have been regularly elected or appointed and installed or invested in their stead.

307. The Z., H., and J., only are installed, the other officers are invested and no installation or investiture of any officer can be performed by proxy. The investiture of an officer elected at the annual election, but not invested at the annual installation, shall revert back to the latter date.

308. The Principals of a Chapter for the time being shall be the Master and Wardens, respectively, of Lodges of Mark and Most Excellent Masters and other officers according to seniority.

309. Chapters shall be duly constituted and the officers installed by one of the Grand Principals, or the Grand Superintendent of a District, or by a Companion not below the rank of Z. duly authorized by the Grand Z.

310. Every Chapter of Royal Arch Masons throughout the jurisdiction shall have a Warrant of Constitution from the Grand Chapter or a Dispensation permitting it to work pending the issue of a Warrant and no Chapter shall be deemed legal without such Warrant or

Dispensation. The Warrant of Constitution must be on display in the room at every Chapter meeting.

311. (1) Every application for a Warrant to hold a new Chapter must be by petition to the Grand Z. through the office of the Grand Superintendent upon the form adopted by Grand Chapter for such application, signed by at least nine regularly registered Royal Arch Masons in good standing and the Chapters to which they belong, or formerly belonged, must be specified, also the place where it is proposed to be held, with the names of the Companions selected to fill the offices of Z., H., and J.

(2) The petition must be recommended by the nearest Chapter, and in the case of there being more than two Chapters in any city or town, it shall require the recommendation of a majority of said Chapters, and be transmitted to the Grand Superintendent who is to forward it with his recommendation or opinion thereon to the Grand Scribe E. who shall submit it to the Grand Z. with a report from the Grand Executive Committee attached thereto.

(3) If the prayer of the petition be granted, the Grand Z. may issue a Dispensation authorizing the Companions to meet as a Chapter until the next Annual Convocation of Grand Chapter.

(4) If, in the opinion of the Grand Z., the recommendation of the nearest Chapter or Chapters be unreasonably withheld, he shall have the power to waive such recommendation.

312. Chapters working under Dispensation shall apply for a warrant of Constitution at the first Annual Convocation of Grand Chapter held after its organization and shall send to the Grand Scribe E., through the office of the Grand Superintendent, for the consideration of Grand Chapter, a record of its work together with the Minute Book, Register, and books of the Chapter, which shall immediately be returned after examination. The Grand Superintendent shall also make a report on the progress made.

313. Every Chapter shall be severally consecrated according to ancient custom by the Grand Z., or by a Past Grand Z., or Grand Superintendent of the District or by a Companion not below the rank of Z. duly authorized by the Grand Z.

314. It is not legal to install the Principals or officers of a Chapter under Dispensation.

315. A Chapter under Dispensation may be represented in Grand Chapter at the Annual Convocation at which a Warrant is obtained, after such Warrant is voted, but not by a proxy.

316. No Warrant for a new Chapter shall be granted until there is forwarded by the Grand Superintendent a certificate to the effect that the

Chapter which is working under Dispensation is provided with suitable furniture and regalia.

317. (1) Every Chapter has the power to make or amend its by-laws for its own private government, provided they be not incompatible with the general laws of the Royal Craft, or the Constitution of the Grand Chapter and they must be submitted in duplicate to the Grand Superintendent of the District who shall forward them with his remarks thereon to the Grand Scribe E. for the approval of the Grand Z.

(2) When any amendments shall be made in the by-laws of any Chapter, they shall, in the form of certified extracts from the minutes, be submitted in duplicate and approved in the same manner and no by-laws or amendment shall be valid until so submitted and approved.

(3) The regular day and hour of meeting of the Chapter shall be specified in the by-laws.

(4) The by-laws of a Chapter shall be fairly written or printed in a book, and shall be delivered to the Z. on the day of his installation. Every Companion shall subscribe to them when he becomes a member of the Chapter and shall at all times have access thereto and he shall be furnished by the Chapter with a printed copy on his advancement or affiliation.

318. (1) Every new Chapter upon receiving its Warrant shall, at its next regular Convocation thereafter, appoint a committee to draft by-laws in accordance with the foregoing provisions and shall proceed without unnecessary delay to adopt and ratify them and forward copies of the same in duplicate, duly certified by the Z. and Scribe E., within three months to the Grand Z., through the Grand Superintendent of the District for final approval.

(2) Such Chapter, shall, in the interval, select by resolution, a code of by-laws of some existing Warranted Chapter, regularly approved, to assist in its better government, pending the adoption of its own.

319. The practice of transferring dormant Warrants from one place in the jurisdiction to another is prohibited.

320. Warrants when surrendered, either as dormant or suspended Warrants, shall be held in the custody of the Grand Scribe E.

321. The naming of a Chapter after a living person is prohibited.

322. Each Chapter shall hold at least three regular Convocations in each calendar year. In conferring the M.M.M and M.E.M. degrees the Chapter may open in the M.M.M. or M.E.M. Degree to conduct the business and confer the degree. In the case of an Emergent Convocation,

where only preliminary degrees are to be conferred it shall not be necessary to open in the H.R.A. Degree, nine members to form a quorum.

323. A Chapter of Emergency may at any time be called by summons, on seven days' clear notice by direction of the Z., or upon the request in writing of nine members of the Chapter. The business to be transacted shall be expressed in the summons, and none other than that specified shall be entered upon at that Convocation.

324. A Chapter may elect by Chapter by-laws, in any month, of the year its officers by the vote of a majority of all the members present and voting, the Z., H., and J., the Treasurer, and Grand Senior Sojourner by written ballot, and by open vote two Auditors, and the Outer Guard. At the next regular Convocation following such election, any time after the minutes shall have been read and approved, they shall be duly installed and invested by a Companion not below the rank of Z.

325. A Chapter may, by by-law, provide that its elective officers or all its officers shall be elected by ballot or by nomination. A member may not hold more than one (1) office in his own Chapter or of another Constituent Chapter at the same time.

326. The Installation ceremony or any part thereof shall not be performed in public.

327. Every Z. before being placed in the chair shall solemnly pledge himself to observe all the established usages and customs, to preserve the landmarks of the Order, and strictly to enforce them within his own Chapter.

328. The Z. upon his installation shall appoint all the officers who are not elective, and all standing committees for conducting the business of the Chapter and he shall invest, or cause to be invested, the elected and appointed officers. Further, a Chapter may by by-law provide for an Executive Committee.

329. Should any officer die, resign his office with the consent of the Chapter, or otherwise become permanently incapable by removal or otherwise, of performing the duties thereof, a successor shall be elected or appointed. The Z. of a Chapter, or, if that office is vacant, the H., or if he cannot act, the J., shall see that, in the case of a vacancy in an elective office, the necessary steps be taken for a new election, which shall be held at the next regular Convocation of the Chapter or a Convocation duly called for the purpose. If the office is an appointed one, the Z. shall fill the vacancy at once. No Companion shall be entitled to past rank in any office, unless he has served a full term of twelve months in such office (See Part A, Section 15.)

330. No Chapter shall be opened or held except by nine Royal Arch Masons, seven of whom shall be members of the Chapter (one of whom shall be a Principal.) If, in the absence of the Z. and no Past Z. be present, the H., or in his absence the J., may declare the Chapter open for the transaction of business, but not for conferring the Royal Arch Degree.

331. While assembled, the Companions must wear the proper clothing of Royal Arch Masons.

332. A summons for a regular Convocation must be served seven clear days before the meeting. Sent by letter, mailed in a sealed envelope or delivery of a summons shall be regarded as good service thereof.

333. Chapters working under a Dispensation shall not transact any business except that clearly expressed in the Dispensation creating them and shall always be governed by the Constitution and Regulations of the Grand Chapter.

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

335. No Companion shall be eligible for the Z.'s chair until he has served in the H.'s chair for twelve months, nor to the H.'s chair until he has served in the J.'s chair for twelve months, unless by Dispensation from the Grand Z. The Principals shall not be installed in a Warranted Chapter until they have been examined by a board of three or more Past Z.'s and until such board shall certify in writing to the installing Past Z. that they are fully familiar with their respective duties.

336. 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 exists with those remaining provided their number be not less than nine; but if less than nine remain, the Chapter becomes extinct, and its Warrant, seal, records, and assets shall revert to Grand Chapter.

337. A Chapter failing to convene for one year or failing to make proper returns and payments to Grand Scribe E. for one year shall forfeit its Warrant and become dissolved, but not until after the Principals thereof shall have been duly summoned to show cause to the contrary within sixty days after date of such summons. No representative of such Chapter shall be permitted to vote at any session of Grand Chapter while such failing exists.

338. When a Chapter Warrant has been surrendered, it may, at discretion only, be restored by Grand Chapter, provided a petition be regularly presented and signed by not less than nine former members of such Chapter through the office of the Grand Superintendent. The Warrant is the sole property of Grand Chapter. If the Chapter be dissolved, then the Warrant, seal and all the paraphernalia, and the assets, and records of the Chapter shall immediately revert to Grand Chapter. To withhold any of such property is a Masonic offense and renders the offender liable to prompt discipline.

339. Each constituent Chapter has the power to discipline its own members and all Royal Arch Masons residing in its jurisdiction, as well as those who have taken any of the Capitular degrees.

340. If any appeal be taken to Grand Chapter the Scribe E. shall transmit to the Grand Scribe E. a true copy of all proceedings in the case.

341. (1) When a constituent Chapter recommends to Grand Chapter that a Companion be expelled, said Companion shall be suspended from all his rights and privileges. The recommendation shall be forwarded to the Grand Scribe E. at least twenty days before the Executive Committee, which shall report thereon to Grand Chapter.

(2) Should the report confirm such recommendation and be adopted by Grand Chapter, the Companion shall be summoned to appear before the Executive Committee and Grand Chapter, at the next Annual Convocation thereof, to show cause why he should not be expelled, and the Executive Committee when the matter comes up for consideration shall recommend to Grand Chapter such action in the matter as may seem just or expedient.

(3) Should such recommendation and papers reach the Grand Scribe E. in sufficient time to admit of the service upon the convicted Companion, the Grand Scribe E. shall serve a thirty day notice upon him by mailing it to his last known address, requiring him to show cause at the next Annual Convocation of Grand Chapter why he should not be expelled for his offense.

342. The majority of the members of a Chapter, when congregated, have the privilege of giving instructions to their Principals or other representatives before the Convocation of Grand Chapter.

343. A resolution once disposed of by a Chapter cannot be reconsidered or rescinded without notice thereof being given at a preceding Convocation and included in the summons to the members.

344. Every Companion in good standing is entitled to one vote and is eligible for any office in the Chapter except that of Z. or H.

345. All voting in a Chapter shall be by a show of hands, except in cases where the Constitution requires a ballot; or where the Chapter shall, by show of hands taken without debate, decide that a ballot be taken.

346. If any Companion behave in such a manner as to disturb the harmony of the Chapter, be admonished by the Z., and persist in his irregular conduct, the Z. may order him to leave the Chapter and may suspend him if he disobeys such order, if his offense, in the opinion of the Z. justifies suspension. Such suspension, with the reason thereof shall be forthwith reported by the Z. to the Grand Superintendent of the District and shall last only until action is taken by him.

347. No Companion shall violate the secrecy of the ballot on candidates for exaltation or membership, by stating how he voted or

intended to vote (except as provided in Section 348), or by endeavoring to ascertain how a Companion voted, or revealing a Companion's vote.

348. In the case of a Masonic trial, where the charge laid relates to a ballot for exaltation or membership, any Companion shall be at liberty to disclose how he voted in that particular case.

#### SUSPENSIONS

349. (1) A Chapter has jurisdiction over its members wherever they may reside.

(2) A Chapter cannot deprive a member of his privileges until after due trial and conviction, except temporarily as herein before provided.

(3) Suspended members are deprived of all their Royal Craft rights and privileges in all Chapters.

(4) The suspension of a Chapter places all its members under Masonic disability, except by Dispensation to be granted by the Grand Z.

(5) If any member shall be under suspension from his Chapter, or shall withdraw from it without having complied with its by-laws, or with the general regulations of the Royal Craft, he shall not be eligible for admission to any other Chapter.

(6) A Companion suspended by a Chapter must, in order to obtain his certificate of standing, apply to that Chapter for restoration in the usual manner, as laid down in the rules for the government of Masonic Trials.

(7) A Companion, who has been suspended, or expelled, by his Lodge, the Grand Master, or Grand Lodge for unmasonic conduct shall also stand suspended from his Royal Craft privileges while the craft discipline continued in force.

#### CHAPTER BOOKS AND RECORDS

350. Every Chapter shall, in addition to the necessary account books, keep a minute book and a book in which the Scribe E. shall enter the names of the members of the Chapter, the dates of their proposal, admission or exaltation, their ages as nearly as the same can be ascertained, titles, professions, or trades and the dates of their deaths, resignations, suspensions, expulsions and restorations.

351. Every Chapter shall keep a register in which the members attending at each Convocation shall sign their names before entering the Chapter; and a similar register or portion of the same for visitors, who are in like manner to enter their names, Masonic rank, and the name of their mother Chapter, or the Chapter from which they hail.

## CHAPTER SEAL

352. Every Chapter on receipt of its Warrant shall procure a seal through the office of the Grand Scribe E. with its name and number engraved thereon to be affixed to all documents proper to be issued which require to be sealed. The seal shall not be affixed to any document other than such as are issued by resolution of the Chapter, or required by the Constitution, which latter are as follows:

- (1) Annual returns of work.
- (2) Annual returns of officers installed.
- (3) By-laws.
- (4) Amendments to by-laws.
- (5) Certificate of adoption of by-laws.
- (6) Copy of the summons giving notice of motion to consider by-laws or amendments, which must accompany same when forwarded for confirmation by the Grand Z.
- (7) Recommendation for a new Chapter.

353. Every Chapter shall annually send a list to the Grand Scribe E. of the names of the Principals and the Past Z.'s of the Chapter who are entitled to attend Grand Chapter. No Companion shall be permitted to attend the Grand Chapter unless his name appears in such list. Should the name of any Past Z. be omitted from the list in error if he can be vouched for by any member of his Chapter or by Grand Chapter he may be admitted.

354. A Chapter may require from its treasurer or Scribe E., or both, security for the funds committed to their care.

## THE Z.

355. (1) The Z. is responsible for the due observance of the laws relating to constituent Chapters, and that all returns are promptly paid to Grand Chapter, and is bound to produce all books, minutes, and accounts when required by lawful authority.

(2) He shall see that there is kept by the Scribe E. a proper minute book and a register in which are recorded the names of all candidates, their ages, residences and professions, with dates of proposed balloting and receiving of several degrees.

(3) Also that a book be kept by the Treasurer in which are recorded the receipts and disbursements of all moneys and accounts.

(4) He shall sign all Warrants, cheques or orders for the payment of moneys.

(5) He has not the power to suspend the declaration of the ballot.

(6) He shall be held responsible for the reading of the proceedings of the Annual Convocation of Grand Chapter which are to be in his charge and preserved.

(7) The Z. of every Chapter shall cause the Scribe E. to send a copy of every summons issued to the Companions of his Chapter, to the Grand Z., H., J., Grand Scribe E., Grand Superintendent of the District, and Chairman of the Committee on Laws and Jurisprudence. He shall also cause to be sent to the Grand Scribe E. immediately after the installation of the officers, on a form to be supplied by the Grand Scribe E. a certified list of the officers of his chapter elected and appointed.

#### THE H

356 May confer the M.E.M. degree, the Z., or a Past Z. administering the OB. He shall act as Chairman of the Executive Committee of the Chapter and shall fulfill any other duties required of him by the Z.

#### THE J.

357. The J. of the Chapter may confer the M.M.M. degree, the Z. or a Past Z. administering the OB. He shall act as the Chairman of the Executive Committee in the absence of the H., shall have supervision of the regalia and jewels of the Chapter and fulfill any other duties required of him by the Z.

#### THE TREASURER

358. The Treasurer shall have charge of the funds, securities, vouchers, and financial concerns of the Chapter. He shall receive from the Scribe E. a duplicate deposit, receipt, stamped by a Bank, for all moneys deposited to the credit of the Chapter in a Financial Institution, insured under the Canada Deposit Insurance Corporation, and pay out the same only by authority of the Chapter, certified by the Z., countersigned by the Scribe E. He shall enter in proper books an account of all moneys received and paid by him on account of the Chapter.

#### THE SCRIBE E.

359. The Scribe E. shall keep a record of all the transactions of the Chapter, send a copy of every summons issued for all Convocations to the Grand Z., Grand H., Grand J., the Grand Scribe E., and Grand Superintendent of the District, and Chairman of the Committee on Laws and Jurisprudence, make all returns required by Grand Chapter, collect and deposit to the credit of the Chapter in a recognized financial institution all moneys that may be paid him on account of the Chapter immediately after receipt thereof. He shall also keep an itemized account of the receipts of the Chapter, and all accounts between each member

and the Chapter. He shall enter in proper books an account of all moneys received by him on account of the Chapter and how disposed by him.

#### THE AUDITORS

360. The accounts of the Chapter shall be duly audited at least once a year by the auditors who shall report such audit to the Chapter at the Regular Convocation in February.

#### THE OUTER GUARD

361. The Outer Guard shall be elected by open vote and may, after due notice, at any time be removed for cause by a majority of the Companions present at any Regular Convocation. He shall see that every Companion and visitor signs his name in the attendance book and is properly clothed before entering the Chapter.

#### DUTIES OF THE DIRECTOR OF CEREMONIES

362. Under the direction of the First Principal and in accordance with the by-laws of the Chapter, the Director of Ceremonies shall be responsible for and carry out the following duties: He shall see that the Chapter is properly prepared and everything is in order for the opening of the Chapter. He shall lead in Grand Honors. He shall call out the Companions' names as they ballot. He shall be in charge of all rehearsals. He shall lead all processions during degrees. He shall act as prompter in Chapter. He shall direct his Chapter during public functions. He shall carry out such additional duties assigned by the First Principal.

#### OTHER OFFICERS

363. The power and duties of the aforesaid officers and all other officers shall conform to customary usage as prescribed by the ceremony of installation, the Constitution of Grand Chapter, and the by-laws of the constituent Chapter.

364. The officers of a Chapter shall, when summoned to do so for the purpose of an enquiry, appear before the Grand Z., the Grand H., the Executive Committee, the Grand Superintendent or any board, committee or commission lawfully constituted.

#### MEMBERSHIP

365. No petition for the degrees, (which include the preliminary degrees) can be received by a Chapter unless the applicant has resided for three months immediately previous to the date of his petition in the jurisdiction of the Chapter to which he seeks admission, or produces a certificate of character and consent from the Chapter nearest to the place of his residence.

366. He shall furnish evidence of his good standing and he must be a Master Mason before applying for advancement and exaltation, and shall present a petition giving his name, age, residence, progression, and his mother lodge, and be recommended by two Companions, being members of the Chapter.

367. He must be regularly proposed at one Regular Convocation of the Chapter and a committee of the members appointed to inquire into his character.

368. Notification of his proposal shall then be sent to all members of the Chapter in the summons for the next regular Convocation.

369. When this has been done, if the report of the committee be favorable, he may be balloted for and if approved admitted.

370. If the report be unfavorable, he shall be deemed a rejected candidate, and cannot be proposed or balloted for in that or any other Chapter within twelve months of the time of his rejection, and notification of such rejection shall immediately be sent to the Grand Scribe E. and other Chapters in the District.

371. No brother shall be exalted to the degree of the Holy Royal Arch unless he shall have received the degrees of Mark Master and Most Excellent Master at least one month prior to exaltation and shall pass a satisfactory examination in the M.M.M. and M.E.M. Degrees, and has selected and handed in his mark to the Scribe E.

(a) should a candidate be accepted for the R.A. and preliminary degrees, who has received his mark in a Craft Lodge, the M.M.M. Degree must again be conferred upon such candidate.

(b) No more than two degrees shall be conferred upon a candidate at any one meeting of a Chapter, and no other degree shall be conferred with the degree of the Holy Royal Arch, except in case or cases of emergent necessity, for which a dispensation shall be obtained from the Grand Z. before the degrees are conferred.

(c) A petitioner shall not be disqualified by any reason of any physical impairment, provided he is able to receive and understand the work of instruction in the various degrees and to explain or exemplify the same when properly required so to do.

(d) Physical impairment after initiation shall not prevent the candidate from advancement.

372. No Companion shall be admitted a joining member unless he gives proof of his good standing, or without being regularly proposed and seconded by two members of the Chapter at a Regular Convocation, and his name, age, residence and the Chapter of which he is at the time, or was, a member, shall have been sent to all members of the Chapter, when, if the report of the Committee on Character be favorable, he may

be balloted for at the next Convocation. Chapters may, by by-law define the period in which an accepted candidate for exaltation or Companion for affiliation can present himself for the privileges of the ballot; provided that such period shall not exceed twelve months from the date of acceptance, the limit of time having expired, a fresh petition and ballot are necessary.

373. No Chapter shall admit a candidate who resides within the jurisdiction of another Chapter without the written consent (such consent to be obtained by open vote after notice thereof has been given at the previous Convocation and regularly communicated to all the members) of such other Chapter, signed by its Z. and Scribe E. ( subject to the powers of the Grand Z., see part A Section 28, Sub-Section 6.)

374. The jurisdiction of every Chapter, except in cities and towns where there is more than one Chapter, extends half way from its place of meeting in a straight line to the nearest Chapter. In such cities and towns, Chapters have concurrent jurisdiction and consent for the formation of a new Chapter in their vicinity must be given by a majority of such Chapters.

375. When any Companion from without the jurisdiction of the Grand Chapter of Manitoba presents himself as a Royal Arch Mason for affiliation and produces satisfactory proof of his having been exalted to that degree, each and every Chapter shall have liberty to and may confer the degrees of Mark Master, and Most Excellent Master on such Companion who has not hereto for received them, free of charge except a fee to Grand Chapter for registry and certificate. Such certificate to bear the date on which the preliminary degrees were conferred.

(a) Every member of a Chapter is required to be a contributing member or a life member in good standing of a craft lodge and, if such contributing member or life member shall be suspended in his craft lodge for any cause, his membership in the chapter shall ipso facto cease. The presiding officer of his chapter shall declare him suspended forthwith. (See Section 387)

#### DUTIES TO GRAND CHAPTER

376. Every Chapter shall annually, at the time ordered by Grand Chapter, make the required returns upon the forms adopted by Grand Chapter, specifying the names, ages, progressions, and residences and the dates of exaltation of all Companions exalted, together with the dates of their taking their degrees of Mark Master and Most Excellent Master within one month, for the purpose of having the names registered in the books of the Grand Chapter when a certificate under seal signed by the Grand Scribe E. shall be issued, and when any companion exalted in foreign parts, whose name is not previously registered in the books of Grand Chapter, shall join a Chapter as a member, his name, age, profession, residence, and mother Chapter shall be likewise returned, and a like fee shall be paid. The name of each candidate must be

included in the annual return as soon as he has received the degree of Mark Master.

377. The fees for registration and certificate must in every instance be sent with the return to the office of the Grand Scribe E. On the delivery of the certificate by the Scribe E. of the Chapter, the Companion receiving it must affix his signature on the margin, without which it will not be valid.

378. (1) No Companion shall be admitted as a visitor to any Chapter unless he is personally vouched for, or unless after strict examination by two skilled Companions he is found worthy, and shall have duly registered his name in the visitors' book and presented the necessary qualifications either a receipt for dues paid or Life membership certificate. All visitors are subject to the by-laws of the Chapter.

(2) This shall not exclude Mark Master Masons or Most Excellent Masters from the right to visit a lodge while working any degree to which they may have attained. All visitors are subject to the by-laws of the Chapter.

379. No unaffiliated Royal Arch Mason has the right without permission to visit any Chapter in the place where he resides more than one year during the period of his demit.

380. A Companion residing within the Grand Jurisdiction is not required to affiliate with the Chapter nearest his place of residence but may be admitted a member of any Chapter that will receive him.

#### LIFE MEMBERSHIP

381. (1) Constituent Chapters may, by by-law admit their members to life membership on such terms as the Chapter may determine by by-law, and for each such life member such Chapter shall pay into Grand Chapter a sum, which payment shall exempt the Chapter from the payment of further dues to Grand Chapter on his behalf. (See Section 72 (13), Page A20).

(2) Such life membership cards are to issued by the Constituent Chapter.

382. Upon such life member with-drawing from the Chapter of which he originally became a life member and joining any other Chapter, such other Chapter shall not be obliged to pay any annual dues to Grand Chapter on his account, nor, in case he become a life member of such other Chapter, shall it be obliged to pay a second fee therefore to Grand Chapter.

383. (1) Life Members shall be entitled to all the privileges of, and shall be amenable to discipline in the Chapter, in the same manner as ordinary members.

(2) A Master Mason, holding a life membership certificate from a foreign jurisdiction having fraternal relations with the Grand Lodge of Manitoba, may petition for membership in any chapter of Royal Arch Masons in Manitoba. However, if he affiliates with a craft lodge in this jurisdiction and later demits or is suspended from his craft lodge for any reason, his membership in the chapter shall ipso facto cease.

#### HONORARY MEMBERS

384. Chapters may elect any Companion who has rendered service to the Royal Craft an honorary member by a three-fourths vote of the members present by ballot but such honorary membership does not confer the right of voting unless so declared and conferred by unanimous ballot at the time of such election. Notice of proposal for honorary membership must be given at one Convocation and the name inserted in the summons for the next Convocation. Honorary members are to be included in the annual return to Grand Chapter, and similar dues as for ordinary members must be paid on their behalf by the Chapter or the fee may be commuted as in the case of a life member.

385. Whenever a member of a Chapter desires either by personal application or in writing to withdraw from a Chapter, he shall be furnished on payment of all dues owing with a demit in form as authorized by Grand Chapter.

386. If a demitted Companion desires to renew his connection with a Chapter, he can only do so by petition and ballot as provided in the case of an application for affiliation. Should any petitioner for affiliation be rejected, he may renew his application to the same or to any other Chapter in the jurisdiction at any time.

387. Every member of a constituent Chapter neglecting to pay his dues for one year shall, after due notice has been sent to his last known address, and after trial, be liable to punishment by suspension. If the Companion does not appear or a sufficient reason, in the opinion of the Z., be not given for his absence, he shall then and there be declared suspended by the Z.

388. If a member is suspended for non-payment of dues, he may be restored by making an application in writing accompanied by payment of all arrears owing at the date of suspension together with the current years dues. If such application for restoration is made within twelve months from the date of his suspension no further action shall be necessary. If such application is made twelve months or more after his suspension, a petition for restoration must be forwarded to a Special Committee of Enquiry, then a majority affirmative vote of the members present at a regular meeting of the Chapter shall be necessary to effect his restoration. If restoration is refused, the amount so tendered shall be refunded to the applicant.

389. 1) Following the recommendation in writing signed by any three of the following, the Three principal Officers, Scribe E, Treasurer submitted at any regular meeting of the Chapter prior to the suspension

of a member the dues of any member may be waived by a vote of the majority of the members present at any regular meeting of the Chapter. Such waiver shall be deemed payment on account of such dues. 2) Where an investigation is conducted by any three of the officers referred to in subsection 1 and such an investigation results in a finding that the member is in arrears by reason of financial hardship or for just cause that the members dues are waived as provided for in subsection 1, the Grand Scribe E shall waive the per capita fee for such member and recover the same from interest on Grand Chapter Investments.

390. All applications for Grand Chapter certificates must be promptly made through the Grand Scribe E., by the Scribe E. of the constituent Chapter concerned, and no Chapter shall grant any certificate of any kind except that of demit or withdrawal from membership, which shall be furnished without charge.

391. The Scribe E. of every Chapter shall report by first mail to the Grand Scribe E. the death of any Grand Officer, Past Grand Officer or Royal Arch Masons, members of his Chapter, or residing within the jurisdiction of his Chapter, and on the receipt of such information the Grand Scribe E. shall notify the Grand Z., so that, if advisable, the Grand Chapter may be represented at the funeral.

#### BALLOTING

392. Balloting for Candidates for admission or affiliation may take place in any of the following degrees, Mark Master Mason, Most Excellent Master, or the Supreme Degree of the Holy Royal Arch.

393. None but Companions, members of the Chapter in good standing, can vote.

394. There shall be but one ballot for the several degrees conferred under the Chapter Warrant, and no Companion shall violate the secrecy of the ballot under penalty of censure in open Chapter for the first offense, and for the second offense deprivation of all his Royal Arch privileges. (see Section 348.)

395. An application for membership may be withdrawn, with consent of the Chapter, before the committee has reported upon it but after a ballot has been ordered it cannot be postponed; neither can it be reconsidered. A ballot must be taken on every petition after it shall have been referred to a committee and reported upon favorably, provided the Chapter has jurisdiction and the applicant is eligible.

396. No candidate shall be admitted or Companion received as an affiliated member, if, on the ballot being taken, two black balls appear against him.

397. Should objection be made to the advancement of a candidate after he shall have received one of the subordinate degrees, it shall be the duty of the Z. to order the Companion so objecting to file written charges forthwith.

398. The Chapter, as soon as convenient, shall then proceed to investigate the said charges and if the same shall not be proven, the degree shall be conferred upon the candidate as if no charges had been made.

399. If the charges be proven, the candidate shall be considered rejected and shall not apply again under three months from the time of rejection and then only to the Chapter rejecting him.

400. Provided, however, that in case the Companion making the objection shall neglect or refuse to file charges and specifications within thirty days, then the Chapter may proceed to confer the degrees as if no objection had been made.

401. (1) All Chapters in this jurisdiction shall notify the other Chapters in their District and the Grand Scribe E. of full particulars of any candidate who has been rejected, immediately on rejection.

(2) The Grand Scribe E. shall notify all Chapters twice yearly of all rejected candidates in the jurisdiction. Each Scribe E. shall keep a register in which he enters particulars of such rejected candidates and which shall be referred to whenever new applications are being considered.

#### CHAPTER BOOKS

402. Each Chapter shall keep a book or books in authorized form, in which shall be registered the name of all Companions who shall be installed as Z., H., and J., together with the names of all other officers of the Chapter. In these books shall also be kept a list of the members, giving the name, age, mother lodge, present lodge, date of receiving Mark Master and Most Excellent Master and Royal Arch degrees, or date of affiliation, and also dates of demission, suspensions, expulsion, or death.

403. Each Chapter shall be kept a minute book in which must be entered the proceedings of each Convocation in the form prescribed by Grand Chapter.

404. A Members' and visitors' register, which shall contain the signatures of every member, or visitor entering the Chapter, must be placed at a convenient situation near the entrance. In the case of visitors the name of each visitor, his Chapter, its number, location, and jurisdiction must be stated. The Outer Guard shall see that all these entries are properly made.

405. Each Chapter shall be kept a Scribe E.'s book, in which shall be shown an itemized account of the receipts and disbursements of the Chapter, and also an account between each member and the Chapter.

406. Each Chapter shall be kept a Treasurers cash book, in which shall be shown an itemized account of the receipts and disbursements of the Chapter.

407. Each Chapter shall be kept a book of Marks, in which shall be kept a copy of the Marks selected by the brethren, provided, however, that all such marks must be in proper form and composed of lines, or a combination of lines, in the form of squares, angles, triangles, or any other forms in which straight lines can be composed. The use of crests, coat-of-arms as marks, being non-Masonic are prohibited.

408. Each Chapter shall be kept a Register in which shall be entered particulars of all rejected candidates in this jurisdiction.

409. Each Chapter shall keep a book, in which shall be copied the by-laws made for the government of the Chapter, with the signature thereto of each member.

#### REGALIA FOR CONSTITUENT CHAPTERS

410. The Royal Arch Apron to be worn by the Companions is to be of white lambskin or white kidskin, from fourteen to sixteen inches wide, and from twelve to fourteen inches deep, with an indented crimson and purple border two inches wide, the crimson part pointing to the center of the apron, the border of the flap or lappet to be only one inch wide; in the center of the flap is to be a triangle of white silk or satin surrounded with gold border, and within the triangle three taus united to gold-spangled embroidery, and two gold tassels are to be suspended by white ribbons two inches wide, coming from under the flap. The linings and strings shall be white.

411. The apron for Principals and Past Z.'s of constituent Chapters, shall have the triangle, the linings and strings, and the ribbons suspending the tassels of scarlet, and may be trimmed with gold lace and fringe.

412. The Sash of the Order shall be a ribbon four inches in width and of Crimson indented with Purple (Crimson diamonds in the center, Purple triangles along the edges), with silk fringe at the ends, and to be worn over the left shoulder, passing obliquely to the right side. The Sash of Principals and Past Z.'s of constituent Chapters may have gold fringe or bullion instead of silk.

413. The aprons, collars, and jewels of officers of lodges of Mark Masters and Most Excellent Masters, which are not independent bodies, may be those of the Chapter according to rank and Companions may wear their Royal Arch clothing therein.

414. The Jewel of the Order is to be worn by Companions on the left breast, suspended by a narrow white ribbon but for present and past officers of the Grand Chapter, it may be tricolor corresponding with the collar; and for Principals and Past Z.'s of Constituent Chapters, crimson, also corresponding with the collar; all jewels to be of gold or gilt.

415. The Jewel of a Mark Master is to be in the form of a keystone. On the front the owners Mark is to be engraved within a circle with the letters round it, H.T.W.S.S.T.K.S. On the reverse side may be the owners name and that of his Chapter, with the date of his

advancement. The jewel should be a white cornelian stone, but may be of gold or silver or mother-of-pearl, and suspended by a narrow light blue ribbon with crimson edges.

416. See Part A, Section 79.

#### JEWELS FOR CONSTITUENT CHAPTERS

417. The following are the Jewels of Constituent Chapters:

Z.

A crown irradiated within a triangle.

H.

An All-Seeing Eye, irradiated within a triangle.

J.

The Volume of the Sacred Law, irradiated within a Triangle.

Past Z.'s

The same as Z., but within a circle.

Officers of Constituent Chapters.

The emblems appertaining to their office as in Grand Chapter, within a triangle.

418. The jewel of office worn by the Principals and officers of constituent Chapters is to be suspended by a crimson collar, four inches wide.

#### ROBES

419. Z.

A scarlet robe or cape trimmed with ermine.

H.

A purple robe or cape.

J.

A blue robe or cape.

Scribes E. and N. and Sojourners.

White robes or capes. Capes to be three quarters in length.

420. None other than the forms provided by Grand Chapter can be used.

#### CHAPTER BANNERS

421. The banners of Royal Arch Masonry consist of one Royal Arch Banner, four Standards, and Twelve small banners.

The object of the plate on opposite page is to show the proper arrangement of a Chapter Hall for the Royal Arch degree.

Arrangement of banners, giving colors and devices, is as follows:

Z. Royal Arch Banner - white - triple tau and triangle within circle.

A. B. C. D. Standards of the Four Divisions of the Army of Israel.

- A. - green - an ox.
- B. - scarlet - a man.
- C. - crimson - lion, crown and scepter.
- D. - green - an eagle.

1 to 12 - Banners of the Twelve Tribes are:

1. Judah - crimson - lion couchant, with crown and scepter.
2. Napthali - blue - a hind let loose.
3. Asher - purple - overflowing cup.
4. Dan - green - a serpent biting a horse's heel.
5. Benjamin - green - a wolf.
6. Manasseh - pale pink - a vine beside a wall.
7. Issachar - sky blue - an ass crouching between two burdens.
8. Zebulon - purple - a ship.
9. Reuben - scarlet - wavy lines.
10. Simeon - yellow - a sword and dagger crossed.
11. Gad - white - a troop of horsemen.
12. Ephriam - green - an ox.

The tribal banners 1 to 12 should be equidistant and placed on edge of the Mosaic and, where possible, a Companion in white robe seated beside each. The Mosaic in length and width should be proportionate to dimensions of Chapter Room so as to afford sufficient space between the entrance and the dais.

Note carefully position of presentation implements and general display within banners.

422. The Keystone in the Mark Mason Degree shall be a white stone bearing the letters (H.T.W.S.S.T.K.S.) in a circle. The dimensions shall be length of sides 6 1/2 inches; length through CENTER 6 3/4 inches; width at top 4 1/2 inches; width at bottom 2 1/2 inches; thickness throughout 2 inches; weight 5 pounds, to be carried large end up.

423. (1) When any Grand Lodge suspends or expels a Brother, who is a Royal Arch Mason, such action shall ipso facto suspend or expel him from his Royal Arch privileges while the craft discipline continued in force.

(2) Suspension from a Chapter for non-payment of dues or for any other reason shall involve the loss of all the rights, privileges and benefits of the Order, including membership in any other Chapter or Chapters in this Grand Jurisdiction.

424. Chapters neglecting to make their annual returns and payments to Grand Chapter cannot be represented in Grand Chapter until such returns and payments shall have been made, except by a ruling from Grand Chapter.

425. (1) The dues of a Chapter may be remitted for a cause to be decided by the Grand Chapter.

(2) Every Chapter shall take the necessary precautions to provide for the replacement of Regalia and Equipment.

Note: The procedure for Amalgamation of a Chapter or Chapters (See Part A, Section 6, Page A2.).

426. (1) A Chapter shall use no more than two (2) Companions of another Chapter as officers in the conferring of degrees (Outer Guard excluded). Unless Dispensation received from the Grand First Principal.

(2) The obligation must be given by a Past Principal or the First Principal of the Chapter.

(3) A Chapter may use Companions of another Chapter for lectures.

(4) The three (3) principals and Principal Sojourner must take a chair in at least two (2) of the degrees.

(5) The First Principal must take part in the H.R.A. Degree.

(6) The First Principal and Principal Sojourner must fill their chair for the H.R.A. degree, unless a dispensation is received from the District Superintendent.