

FORMS
PART "E"

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GRAND CHAPTER
ROYAL ARCH MASON

OF MANITOBA

CONSTITUTION

PART "E".

CHAPTER FORMS

APPLICATION FOR A WARRANT OF CONSTITUTION

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FORM

Application for a Warrant of Constitution

TO THE MOST EXCELLENT GRAND PRINCIPALS
AND THE GRAND CHAPTER OF ROYAL ARCH
MASONS OF MANITOBA

We, the undersigned, being registered Royal Arch Masons of the Chapters mentioned against our respective names, pray for a Warrant of Constitution empowering us to meet as a regular Chapter on the _____ day of every month at the _____ (village, town or city) of _____, Province of Manitoba, to be called _____ Chapter, and there to discharge the duties of Royal Arch Masonry in a constitutional manner, according to the forms of the order and the laws, rules and regulations of Grand Chapter, and we have nominated and do recommend Companion _____ to be First Principal Z., Companion _____ to be Second Principal H., Companion _____ to be Third Principal J.

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

Dated at,etc. etc.

(to be signed by at least nine certified R. A. Masons in good standing.)

N.B. The application should be supported by the written recommendation of the Grand Superintendent of the District in which the new Chapter is to be located, and also by the certified sanction of the nearest existing Chapter approved in open Convocation. (See Part D, Section 311, -2.)

Application for Exaltation

TO THE EXCELLENT.....

The Principals, Officers and Companions of Chapter of Royal Arch Masons, No. I,.....of theof....., Province of Manitoba, occupation....., Date of Birth..... a Master Mason raised inLodge No., under the jurisdiction of the Grand Lodge of....., respectfully offer myself as a candidate for advancement to the degrees of Mark Master and 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 three months immediately prior to the date of this application, that I am in good standing as a Master Mason in.....Lodge No. and that I have not been rejected by this or any other Chapter within the preceding twelve months.

Dated atthis day of.....19....

Recommended by signed

.....
Name of Applicant in full.....

Application for Affiliation

TO THE EXCELLENT.....

The Principals, Officers and Companions of Chapter of Royal Arch Masons, No. I, (name)..... of the(city or town).....of (name)..... occupation....., Date of Birth..... a Master Mason raised inLodge No....., under the jurisdiction of the Grand Lodge of....., and now a member in good standing of.....Lodge No. under the jurisdiction of the Grand Lodge of, and a Royal Arch Mason exalted in.....Chapter No. G.R., and am now desirous of becoming a member of your Chapter, subject to the rules and regulation to which I promise a strict compliance.

Dated atthis day of19...

signed.....

residence.....

Recommended by

.....
.....

Name of Applicant in full.....

Certificate of Withdrawal from a Chapter

To all Royal Arch Masons to whom these presents shall come, greeting:

This is to certify that Companion....., who hath signed his name in the margin hereof, is a regular Royal Arch Mason in good standing at this date, and is, at his own request, regularly discharged from membership in..... Chapter, No., under the jurisdiction of the Grand Chapter of Manitoba.

Given under our hands and the seal of the Chapter as

this day of, 19.....

.....
Z.

(Seal)

.....
Scribe E.

M.M.M.'s
Lodge

A Lodge of Mark Master Masons was then regularly opened at
.....p.m., with the following officers:

W.M.S.O.....
S.W.J.O.
J.W.S.D.
SEC.J.D.
M.O.I.G.
TYLER

Board
of
Trial

With one or more candidates reported in waiting, the W.M.
appointed....., with the Secretary, as a Board of Trial, to
examine the Bro.(or Bros.)....., candidates, as to his
proficiency as a Master Mason, and to collect the statutory fee.

Degree

The Board of Trial, having reported to the W.M. that the candidate
has passed a satisfactory examination and paid the necessary fee.
Bro., having been duly prepared was then advanced to
the honorary degree of Mark Master Mason.

M.E.M.
Lodge

The Lodge of Mark Master Masons was then closed in proper
form and a lodge of Most Excellent Masters regularly opened
at.....p.m., with the following officers:

W.M.S.D.
S.W.J.D.
J.W.I.G.
SEC.TYLER.

Degree

Bro., being in attendance and reported as
having made suitable proficiency in the preceding degree, was
properly prepared and admitted, when he was duly received and
acknowledged as a Most Excellent Master. The lodge of Most
Excellent Masters was then closed in proper form atp.m.

.....

Scribe E.

Read and confirmed this day of19.....

.....
Z.

GUIDE TO SCRIBE E.

Minutes are to be read at Regular Convocation only; and after having read the minutes of the previous regular Convocation, those of any subsequent emergency are to be read for information.

For the sake of clearness and distinction, a line at least should be left blank between each minute. A marginal note should be made of the contents of each transaction.

Scribes E. should also keep a rough minute book to enter the proceedings as they occur, and afterwards copy them legibly in the regular minute book, to which he must attach his signature; and when they have been read and confirmed in open Chapter, the Z. signs them also.

Every Chapter must keep a book, or books, outside the Chapter room for members and visitors to enter their names as they arrive, which it is the duty of the Outer Guard to see done before he gives notice of their being present.

It is usual on the presentment of reports from committees to move their reception, or their reception and adoption. If open to discussion or amendment, first move their reception and afterwards their adoption.

The Constitution declares one hundred dollars (\$100.00) the lowest fee that can be charged for Exaltation, which is to be paid previously to the candidate's "advancement." The sum includes the fee for registering the Companion's name in the books of the Grand Chapter, and a Grand Chapter certificate.

The Z. is responsible for the fees collected on behalf of the Grand Chapter, and it is his particular duty to see that they same are regularly and promptly forwarded.

The newly-admitted candidate is required to sign the by-laws at the close of his advancement to the M.M.M. degree, when he is presented with a printed copy of same and a copy of the Constitution of Grand Chapter.

The Constitution requires application for registration and certificate within one month of a Companion's Exaltation. He having paid for same, is entitled to immediate possession. A form of application is provided by the Grand Scribe E.

Names for registration should be given in full and written legibly, with date of birth, occupation and place of residence.

The financial year of the Chapter ends December 31st. The Annual Return must be sent to the Grand Scribe E., with accompanying dues and fees, by January 15th. The Return of present officers and past Z.'s promptly after installation, accompanied by the Certificate of Installation of the three Principals. The installation forms must be obtained from the Grand Scribe E.

The Annual Return must include all additions and deductions within the Chapter's financial year. In cases of withdrawal, suspension or death, the date must not be omitted.

All names once on the roll must be returned as members, until returned by the Chapter as dead, resigned, suspended, or excluded.

If a Companion is a member of a Chapter only one day, during the period for which the Return is made, he must be included in the list of members.

All applications to the Grand Scribe E.'s office for requirements demanding a fee, must be accompanied by the amount; otherwise they cannot be considered.

In remitting money, Post Office, Bank or Express Company's orders should, where convenient be used. Commission on bank cheques will be charged back.