

**CONSTITUTION  
OF THE  
ROYAL ARCH MASONS  
OF  
MANITOBA**

As adopted at the organizing Convocation held  
In Winnipeg, March 30<sup>th</sup>, A L 2453, A D 1923,  
With additions, deletions and amendments up  
To date of publication and ordered to be  
Published by the Grand Chapter



WINNIPEG

Published under Authority

And Seal of

The Grand Chapter

By the Grand Scribe Ezra

April, 2016

**GRAND CHAPTER  
OF ROYAL ARCH MASONS  
OF MANITOBA**

I, Rick Porter, Grand Scribe E of the Grand Chapter of Royal Arch Masons of Manitoba do hereby certify that the following is a true copy of the Constitution, adopted at the Organizing Convocation of that body, held in the City of Winnipeg, in the Province of Manitoba, on the 30<sup>th</sup> day of March A. L. 2435, A.D. 1923, with additions, deletions and amendments up to date of publication.

In testimony, whereof I have hereunto appended my official signature and affixed the Official Seal of the Grand Chapter of Royal Arch Masons of Manitoba, this 23<sup>rd</sup> day of April, A. L. 2546, AD 2016.

Grand Zerubbabel

*Rick Porter*

Grand Scribe Ezra

# THE COMMITTEES ON CONSTITUTION REVISION

## CHAIRMEN 1978 – 2010

M EX COMP ROBERT KERR	1978-1982
M EX COMP ERNEST E SMITH	1983-1984
R EX COMP PETER MARTIN	1984-1985
R EX COMP DAVID N ENGLISH	1985-1991
R EX COMP G A "ALEC" REID	1991-1993
M EX COMP MALCOLM S COWIE	1993-1994
M EX COMP GORDON A EBEL	1994-1998
R EX COMP GEORGE FELTHAM	1999
M EX COMP GORDON EBEL	2000-2010
M EX COMP LEIF HANSEN	2010-2012
M EX COMP STAN PAYNE	2013-

# TABLE OF CONTENTS

## GRAND CHAPTER

### PART "A"

Section	Page
1 Organization	A2
2 Jurisdiction	
3 Power of Authority	
4 Its power of investigating	
5 Its grants under Seal, Dispensation, and Warrants	
6 Amalgamation of Chapters	
7 Can expel or restore to membership	A3
8 Decides questions of law, etc.	
9 Has power to discipline and can restore on appeal	
10 Authorized work	
11 Of Whom Composed, Members of	
12 Order of rank	A4
13 Appointed Officers By Grand Z	
14 Powers of Grand Z	
15 Installation and investiture	
16 Grand Z's power during recess	
17 Dispensations during recess	
18 Has sole power to appoint representatives	
19 To decide all questions of usage	
20 To convene any Chapter of Royal Arch Masons	A5
21 To summon any Chapter or Officer to attend	
May give orders for production of books	
22 (1) To suspend Warrant of Z of a Chapter.	
(2) Shall report in writing to Grand Chapter of action taken	
23 May direct charge against Companion	
24 May entertain appeal from decision of Grand Superintendent	
25 Appeal to Grand Z's action to Grand Chapter	
26 Ceremonies, to perform	
27 Dispensations and authority to issue	
28 Authority to grant dispensations to any Chapter	
Public procession	A6
29 How communicated with	
30 In event of absence	
31 Statement of powers not to be construed as limiting	
32 Travel expenses	
33 Grand Z's authority to fill vacancy	
34 Appeals from rulings, how brought before Grand Chapter	A7

35	Chapter or Comp. affected by rulings, etc. have right of appeal	
36	(1) Duties of President of Executive Council	
	(2) Executive or judicial functions delegated by Grand Z	
	(3) Report Official acts	
37	The Grand J Duties of Vice-President of Executive Committee	A7
38	Report Official acts	
39	The Grand Treasurer, duties of	
	His books open for inspection by Grand Council	
	His account to be audited	
40	The Grand Scribe E, Duties of	A8
41	The Grand Scribe N, Duties of	A9
42	The Grand Principal Sojourner, Duties of	
43	The Grand Registrar, Duties of	
44	The Grand Lecturer, Duties of	
	Authorized work comm. by Grand Z Schools of Instruction	A10
45	(deleted)	
46	(deleted)	
47	The Grand Senior Sojourner, Duties of	
48	The Grand Junior Sojourner, Duties of	
49	The Grand Outer Guard, Duties of, how elected	
50	The Historian of Grand Chapter, Duties of and how elected	A10
51	The Grand Pursuivant, Duties of	
52	The Grand Director of Ceremonies, Duties of	
53	If, remove from jurisdiction or vacates office	
54	No Grand Officer can be removed or suspended except for cause	
55	Statement and reasons for removal or suspension	
56	Can resign before or after installation when vacancy is filled	
57	(1) Honorary Rank can be conferred for services	
57	(2) Shall be the prerogative of the Grand Z	
58	Honorary rank can be conferred on Companion from foreign Jurisdictions	A12
59	The Executive Committee	
60	(1) How elected and appointed; consists of Nominations for office	
60	(2) Vacancies filled	
60	(3) Shall form sub-committees	
60	(4) Number of members constituting a quorum	
60	(5) Chairman of	
60	(6) When to meet	
60	(7) Voting	
60	(8) Authority to determine complaints, etc.	
60	(9) Power to summon Officers of a Chapter or any Comp	A13
60	(10) Proceedings in cases of complaints to be kept	
60	(11) If a complaint affects a member of Committee or Chapter	
60	(12) Charge of the finances shall submit estimate or expenses	

60	(13)	Power to inspect books and papers	
60	(14)	Appoint Auditors	
60	(15)	May summon any Officer or Companion having	
60	(17)	Shall make preparations for meetings of Grand Chapter	A13
60	(18)	Petitions to; Must be in writing	
60	(19)	Communications from; Must be in writing	
60	(20)	Shall proceed to consider any special matter	
60	(21)	May appoint sub-committee for specific purposes	
60	(22)	All transactions shall be entered in Minute Book	
60	(23)	Shall report all its proceedings at Annual Convocation	
60	(24)	Committee shall receive the Grand Scribe E	
60	(25)	Non-voting comp. at Grand Exec Meeting	A14
61		Custodians of the Work, Composed of, duties of	
62		Laws & Jurisprudence Committee, Duties of	
63	(1)	Constitution and Revision Committee, Duties of	
	(2)	Regalia Committee	
64	(A)	Condition of Capitular Masonry Committee. Duties of	
64	(B)	Grand Convocation Committee	A15
65		Education Committee, Duties of	
66	(1)	Grievances and Appeals Committee	
66	(2)	Finance and Budget Committee	
66	(3)	Philanthropic Project Committee	
67	(1)	Nominating Committee	
68		RARA Committee	A16
69		Duties, other than appertaining to respective offices	
70		Can entertain appeal	
71		Grand Chapter only can withdraw Warrant of a Chapter	
72		Amount of annual dues fixed by Grand Chapter	
		FEES and DUES	
73		Minimum exaltation fee	
74		Registration and certificate	A16
74	(1)	New Chapter dispensation	
74	(2)	Warrant of Constitution	
74	(3)	Lose by fire or otherwise	
74	(4)	Dispensation for Candidate residing outside	
74	(5)	Any other dispensation	
74	(6)	Grand Chapter certificate fee (no longer used)	
74	(7)	Grand Chapter certificate lost	
74	(8)	Companion previously registered	
74	(9)	Companion from other Jurisdiction	
74	(10)	Fees, dues, and assessments	
74	(11)	Charge for constitutions, and ceremonies	
74	(12)	The power to assess	
74	(13)	Registration of Life Membership	A17
74	(14)	Past First Principals Certificate	
75		End of Grand Chapter 's financial year	

76	Special Committees or Commissions, their Compensations	
	GRAND CHAPTER REGALIA	A17
77	(1) Apron for Past and Present Grand Chapter Officers	
77	(2) Past Grand Chapter Officers apron upgrades	
78	Sash for Past and Present Grand Chapter Officers	
79	Grand Chapter Jewels, of the officers	
80	Collar for Past and Present Grand Chapter Officer	A19
81	Jewels not authorized to be worn	
82	Privileges of Masonic rank restricted to this Jurisdiction	
83	Titles of officers	
84	Former Constitutions repealed	
85	Obligation of fealty	
86	Order of The High Priesthood, Amity with	
87	Allied Masonic Degree, Amity with	
88	Knights Templar, Amity with	
89	Cryptic Rite Masons, Amity with	
90	Red Cross of Constantine, Amity with	A20

GRAND CHAPTER  
ROYAL ARCH MASONS  
OF MANITOBA  
CONSTITUTION  
PART "A".

SECTIONS 1 TO 100.

ORGANIZATION

JURISDICTION

AMALGAMATION OF CHAPTERS

GRAND OFFICERS

COMMITTEES

FEES, DUES, ETC.

REGALIA

JEWELS

TITLES

SEE INDEX FOR COMPLETE LISTING



CONSTITUTION  
AND  
GENERAL REGULATIONS

FOR THE GOVERNMENT OF THE ORDER OF  
ROYAL ARCH MASONS  
OF MANITOBA

As adopted at the Organizing Convocation held in Winnipeg, March 30<sup>th</sup>, AI 2453, AD 1923, with additions, deletions and amendments to April 18<sup>th</sup>, AL (Anno Lucis) 2522, AD 1992.

Organization

1. The name of this Grand Chapter is the Grand Chapter of Royal Arch Masons of Manitoba.

Jurisdiction

2. This Grand Chapter is a body of Royal Arch Masons in which is invested the government and care of Capitular Masonry within the Province of Manitoba, in Canada.

Powers of Authority

3. The Grand Chapter is the highest source of authority in Capitular Masonry in this jurisdiction. In it alone is vested the government, control, superintending, and the power of enacting laws, rules and regulations for the government of all Chapters of Royal Arch Masons and all Lodges of Most Excellent Master Masons and Mark Master Masons within its jurisdiction.
4. It has also the inherent power of investigating, regulating and deciding all matters relating to the Royal Arch, the Most Excellent Master, and the Mark Master degrees, or to the constituent Chapters, or individual Companions, by direct or delegated authority.
5. It grants, under its great seal and the sign manual of its Grand Principals, attested by the Grand Scribe E, Warrants; and under its great seal and the sign manual of its Grand Z, attested by the Grand Scribe E, dispensations for constituting Chapters and to confer the degrees of Mark Master, Most Excellent Master, and the Holy Royal Arch, with authority to assign the limits of the several districts, and when expedient suspend, revoke, arrest or annul said Warrants.

Amalgamation of Chapters

6. Two or more Chapters may amalgamate under one warrant. Each Chapter shall adopt a resolution to that effect and each must appoint a committee of three members to act jointly to arrange the terms therefore. Notice of such resolution must have been given at a regular convocation and must appear in the summons for the next convocation.

The report of the joint committee must be supported by not less than three-fourths of the members present and voting at the convocation in each Chapter; it shall be carried into effect as soon

as the Grand Z shall approve of such amalgamation. If the amalgamation goes into effect, the new Chapter may take the name and number of either of the old Chapters and may retain its Charter and Seal. In the event the Grand Chapter shall order that its consent be endorsed on the Charter, and that its seal and the signature of the Grand Scribe E. be attached to the endorsement. The new Chapter may take the name of one and the number of another of the Chapters, or it may take a new name or number or both, in any of these cases a new Charter and a new Seal shall be required.

The Grand Z, the Grand Superintendent, or such other Companion as the Grand Z may appoint, shall carry the amalgamation into effect by attending at the time and the place named when the members of the Chapters present shall choose, by ballot, the elective officers who, with the officers appointed by the Z elect, shall be immediately installed and invested.

Every member of any Chapter amalgamated shall be a member of the amalgamated Chapter, but any member may pay all his dues and withdraw before such amalgamation has been effected. Any member under suspension for any cause shall have the same right for restoration in the amalgamated Chapter as he would have had in his own Chapter had such amalgamation not taken place.

7. It, alone can, after due summons for trial, expel an offending Brother or Companion, or restore him, after his expulsion has been removed.
8. It decides all questions of Capitular Masonic Law, usage, and custom, makes, alters, and repeals at pleasure, laws for its government and the government and control of its own members, and deals with all appeals that may be made by either individual Companions or Chapter, and reviews, alters, confirms, reverses, or annuls their decisions, according to the provisions of the Constitution as authorized by the Grand Chapter.
9. It has the power of discipline, admonition, censure, or instruction over all Chapter and Companions. It may also expel, suspend, reprimand, relieve, or restore a Brother or Companion, on appeal from a constituent Chapter.
10. It shall see that the authorized work of the Royal Craft is preserved, and that no deviation be permitted either in the work or ceremonials and forms of the order.

### Of Whom Composed

11. This Grand Chapter shall be composed of its Officers, both elected and appointed, and members as hereinafter enumerated, and set forth in Section 12, 13, and 14, who must be Companions in good standing in a constituent Chapter, whose names have been recorded in the books of Grand Chapter, and who are either life members or members whose dues are paid for the current year, and its members shall rank in the following order:

#### Elected Grand Officers

The Grand Zerubbabel}  
The Grand Haggai} Grand Council  
The Grand Joshua}

The Grand Superintendents of Districts 1 and 2.:

Pre-Cambrian Chapter # 17 is under the supervision of the Grand First Principal.

Districts 1 and 2 shall meet at a time, selected by the Grand Superintendent of his district, prior to the Annual Convocation and at other times as necessary.

The following are elected Officers:

The Grand Treasurer;  
The Grand Scribe Ezra;  
The Grand Scribe Nehemiah;  
The Grand Principal Sojourner;  
The Outer Guard; and  
The Grand Chaplain.

12. All Past Grand Officers, including Past Grand Superintendents of districts, and 24 members of the Grand Executive Committee, who shall rank next in order to the present officers of the same rank, Past Grand Zs shall rank by seniority next in order to the Grand Z, and before the Grand H

13. Appointed Officers by the Grand Z:

The Grand Registrar;  
The Grand Historian;  
The Grand Lecturer;  
The Grand Senior Sojourner;  
The Grand Junior Sojourner;  
The Grand Director of Ceremonies;  
The Grand Organist; and  
The Grand Pursuivant.

None but presiding or Past Zs shall be eligible for any office in this Grand Chapter, except the office of Grand Chaplain, which may be filled by any Royal Arch Companion.

### Powers of the Grand Zerubbabel

14. The Grand Z shall, as soon as possible after his installation, appoint the Grand Chapter officers whose appointment is not otherwise provided for by the Constitution.

15. He shall, during such meeting, install and invest, or cause to be installed and invested, the officers who require installation or investiture, and who are present, and shall give directions for the installation of investiture of those who are not present.

16. The Grand Z shall exercise all the executive and judicial functions of this Grand Chapter during its recess, communicate in writing a statement of his official acts during such recess, and recommend such measures as he may deem expedient.

17. He shall have the power during the recess of Grand Chapter to grant a Dispensation under his hand and attested by the Grand Scribe E, under the seal of Grand Chapter, upon the petition of not less than nine registered Royal Arch Masons in good standing, empowering them to hold Chapters of Royal Arch Masons and the preliminary degrees for a certain specified time, provided such application has been reviewed and approved by the District Superintendent and Executive Committee, and such time does not extend beyond the next ensuing Annual Convocation of Grand

Chapter, and Grand Chapter may them confirm the said dispensation and grant the petitioners a warrant.

18. He shall have the sole power to appoint representatives of this Grand Chapter, near other recognized Grand Chapters, and to receive and accredit representatives of other recognized Grand Chapters near this Grand Chapter.

19. He shall also have the power to decide all questions of usage, order, and Masonic law, as applied to Capitular Masonry, subject, however, to a right of appeal to Grand Chapter from his decision. (See Sections 34 - 35).

20. He shall also have the power to convene any Chapter or Chapters of Royal Arch Masons within this jurisdiction at such time and place as he may designate, and in person, or by proxy, to preside thereat, inspect the proceedings and work of the same and require a strict compliance with the laws, rules, and regulations of Capitular Masonry within the jurisdiction.

21. He may, either personally or by a committee of inquiry to be appointed by him, investigate any subject of Masonic complaint which may be brought before him, and may give such orders and directions with respect to the attendance of Brethren or Companions and the production of books and papers, including the Warrant, books and accounts of any Chapter as he may deem necessary for the purposes of such investigation.

22. (1) He shall, when such action appears to him to be necessary or expedient, suspend any Brother or Companion or arrest the Warrant or Dispensation of any Chapter and suspend the operation thereof until the next Convocation of Grand Chapter or for such shorter period as he may deem advisable.

(2) He shall report in writing to Grand Chapter the action taken by him, his reasons therefore, and his opinion respecting any further action in the matter which should be taken by Grand Chapter.

23. He may direct that a charge be preferred, in a Chapter having jurisdiction to try the same, against any Brother or Companion for any Masonic offense alleged to have been committed by him and may, if he thinks it expedient to do so, commit the supervision of the trial to the Grand Superintendent or any other officer whom he may appoint.

24. He may entertain an appeal from the decision or action of a Grand Superintendent and change or modify the same.

25. An appeal shall in all cases be to Grand Chapter from the opinion or decision of the Grand Z and his opinion or decision shall have force only until the Convocation of Grand Chapter when it may be affirmed or set aside.

26. It is the prerogative of the Grand Z to perform the following ceremonies, viz.: Establishing Chapters, dedicating Chapter rooms, and installing and investing Grand Officers, and no Companion can lawfully perform any of these ceremonies unless authorized by the Grand Z to do so as his representative.

27. He has authority to grant dispensations for the following purposes, viz.:

(1) To authorize the requisite number of Companions to meet as a Chapter until the next Annual Convocation of Grand Chapter.

(2) To authorize the Grand Scribe E to issue a Grand Chapter certificate to a Companion who has been legally admitted to a higher degree at a shorter interval than prescribed by the Constitution. (see Part D, Section 371.)

(3) To relieve from Masonic disability a member of a Chapter which has been suspended. (See Part D, Section 349, Sub-Section 4.)

28. He also has the authority to grant dispensations to any Chapter for any of the purposes, viz.:

(1) To hold any function in the name of the Chapter or of the Royal Craft.

(2) To elect and install (or either) officers at a time other than that fixed by the by-laws.

(3) To hold a School of Instruction.

(4) To confer a higher degree on a Companion at a shorter interval than prescribed by the Constitution.

(5) To receive and act upon a petition for exaltation in a Chapter from a person who has not resided for three months within its jurisdiction.

(6) To receive and act upon a petition for a candidate for exaltation who resides outside the jurisdiction of the Chapter.

(7) To change the time and/or the date of a Regular Convocation.

### Public Procession

(8) No public procession or festival where Royal Arch clothing is proposed to be worn shall be allowed without a dispensation from the Grand Z

(9) If any Chapter or Companion shall take part in any public procession in Royal Arch clothing without a dispensation, such Chapter or Companion shall be suspended by the Grand Z until the latter or Grand Chapter shall determine the matter. A Masonic funeral and the laying of a corner stone being Craft functions solely, Royal Arch clothing is not permitted to be worn.

29. He shall not be applied to officially concerning any matter connected with Capitular Masonry, except through the Grand Scribe E, the Grand H, Grand J, the Grand Superintendent, or the Executive committee.

30. In case of the absence, disability, or death of the Grand Z, the Grand Chapter shall be ruled by a Past Grand Z, selected by the Grand Chapter Executive committee, until the next election take place.

31. The Statement of the powers and prerogatives of the Grand Z contained in the foregoing sections shall not be construed as limiting or abridging the powers and prerogatives attached to the office of Grand Z by Capitular Masonic Law or custom, except in so far as they directly limit or abridge the same.

32. He shall receive such compensation when traveling on the business of this Grand Chapter and such further sum as Grand Chapter may from time to time determine.

33. Should any office in Grand Chapter becomes vacant; the Grand Z may appoint a qualified member to fill the vacancy.
34. Appeals from the ruling, decision or action of the Grand Z, or any subordinate authority, shall be brought before Grand Chapter in the manner provided by Section 35.
35. Every Chapter or Companion affected by any ruling, decision or action of the Grand Z, the Grand Superintendents, the Executive Committee, or any subordinate authority shall be duly served with notice of such ruling, decision, or action and shall have the right to appeal there from to Grand Chapter. Notice of appeal shall be given by the appellant in writing to the Grand Scribe E within twenty-one days after the notice of such ruling, decision, or action shall have been served upon him and the appeal shall be presented to Grand Chapter by the Executive Committee.

### The Grand Haggai

36. (1) It shall be the duty of the Grand H to preside at all meetings of the Executive Committee.
- (2) He shall also exercise such executive or judicial functions as may be delegated to him by the Grand Z
- (3) He shall report in writing to the Grand Z any and all official acts performed by him during the recess of Grand Chapter.
- (4) He shall appoint the Chairman of each committee of the Grand Executive.

### The Grand Joshua

37. It shall be the duty of the Grand J to act as Vice-President at the meetings of the Executive Committee, and in the absence of the Grand H to preside at the same, and to exercise such other and executive functions as may be delegated to him by the Grand Z
38. He shall report in writing to the Grand Z any and all official acts performed by him during the recess of Grand Chapter.
- A., He shall provide a report called "The Condition of Capitular Masonry in the province of Manitoba".

### The Grand Treasurer

39. It shall be the duty of the Grand Treasurer to keep such books and accounts and, in such manner as may from time to time, be prescribed by the Executive Committee. His books shall always be open for inspection by any member of the Grand Council or by any Committee authorized to inspect the same. His accounts shall be prepared and audited as prescribed by Section 60, Sub-section 14. He shall be the custodian of the bond of the Grand Scribe E.
- (1) He shall receive and deposit all moneys of Grand Chapter and keep all the accounts thereof in accordance with the rules prescribed by the Executive Committee.
- (2) His books and accounts shall always be open for inspection by the Grand Z or the President of the Executive Committee or any Committee thereof authorized to inspect the same
- (3) He shall give a bond to be approved by the Executive Committee to the Grand Chapter through the Grand Z in some guarantee company in the sum of \$2,000.00 for the faithful performance of his duties.

(4) This bond shall be placed in the custody of the Grand Treasurer. The fee for such bond shall be paid by Grand Chapter.

(5) All moneys payable to Grand Chapter shall be received by the Grand Scribe E, who shall forthwith deposit same in a Chartered Bank, Trust Company or Credit Union selected by the Executive Committee to the credit of Grand Chapter. All Investment Certificates shall be to a maximum of \$50,000.00 with an Annual interest return when insured by the Canada Deposit Insurance Corporation. Copies of all transactions shall be sent to the Grand Treasurer who shall keep an account of all moneys so received and deposited.

(6) All cheques issued on behalf of Grand Chapter shall bear the signature of the Grand Treasurer and of either the Grand Scribe E, or the Grand Z

(7) The accounts of the Grand Scribe E and the Grand Treasurer shall be kept in such manner and form and subject to such rules and regulations as the Executive Committee may from time to time prescribe.

(8) The accounts shall be closed on the 31st day of January in each year.

(9) They shall be audited during the year by two auditors to be named by the executive Committee and an abstract thereof, certified by the Auditors as correct, shall be prepared, and sent to the President of the Executive Committee.

(10) A full statement of the accounts for year preceding shall be prepared for the information of Grand Chapter and it shall be certified as correct by the official Auditor and shall be submitted to the Executive Committee on the first day of its meeting prior to the Convocation of Grand Chapter. This statement shall be referred to the Executive Committee thereon.

### The Grand Scribe Ezra

40. (1) It shall be the duty of the Grand Scribe E to record all laws, acts, and transactions of Grand Chapter.

(2) To receive, file, and safely keep all papers, books, and documents of Grand Chapter other than those belonging to the Grand Treasurer.

(3) He shall prepare and superintend the publication of the proceedings of all Convocations of Grand Chapter immediately after the close of such Convocations.

(4) He shall have the custody of the seal of the Grand Chapter and shall affix the same to all documents issued by authority of Grand Chapter or the Grand Z

(5) He shall sign and certify all instruments issued by Grand Chapter under seal or otherwise.

(6) He shall issue Summonses for all Convocations of Grand Chapter, of the Executive Committee, or of any Committee, as he shall be directed by the Grand Z, Grand Chapter, Executive Committee, or the President of the Executive Committee, and shall attend and take minutes of all their proceedings.

(7) He shall keep a register of all members of constituent Chapters.

(8) He shall receive returns from the several Chapters and enter them in the Books of the Grand Chapter and duly report the same to each Annual Convocation of Grand Chapter.

(9) He shall send to all Chapters copies of the Proceedings of Grand Chapter and of all such other papers as may be ordered, either by the Grand Z, Grand H, or the Executive committee.

(10) He shall on or before the twenty-eighth day of November in each year, send to each Chapter and to every officer of Grand Chapter copies of all notice of motion, and to be discussed at their Chapter with the proposed notice of motions.

(11) He shall notify all Chapters annually of all demitted, expelled, suspended, and restored members for the year.

(12) He shall furnish the Executive Committee and Grand Superintendents with all such documents and information they may require.

(13) He shall receive all Petitions, Memorials, and other papers and lay them before the Grand Z or other proper authority.

(14) He shall attend the Grand Z or the Executive Committee and take to him or the Committee the books and papers he or they may direct.

(15) He shall conduct the correspondence of Grand Chapter.

(16) He shall perform all other duties pertaining to his office.

(17) He shall receive such compensation for his services as Grand Chapter may direct.

(18) That Grand Chapter appoint two (2) Companions to assemble data to be printed in the proceedings, with the assistance of the Grand Scribe E, immediately after the Grand CHAPTER Annual Convocation, in order to have the proceedings printed no later than October of each year.

### The Grand Scribe Nehemiah

41. It shall be the duty of the Grand Scribe N., to assist the Grand Scribe E, in the discharge of his duties when called upon.

### The Grand Principal Sojourner

42. It shall be the duty of the Grand Principal Sojourner to see that the Grand Senior and Grand Junior Sojourners perform their duties and to report the names of all visitors who seek admission to Grand Chapter.

### The Grand Registrar

43. The Grand Registrar shall assist the credential committee with the registration, and shall perform such duties as he may be called upon to perform by the Grand Z.



## The Grand Lecturer

44. The Grand Lecturer shall have communicated to him by the Grand First Principal the authorized work of Grand Chapter. It shall be his duty, when requested by any constituent Chapter to visit the same, exemplify the work authorized by the Grand Chapter, and to report to the Grand Z or Grand Chapter all who willfully depart there from. He shall hold a School of Instruction at District Meetings, when requested to do so by the Grand Superintendent, and with the approval of the Grand Z

45. (Deleted)

46. (Deleted)

## The Grand Senior Sojourner

47. It shall be the duty of the Grand Senior Sojourner to allow none to enter Grand Chapter but those who come properly clothed as Royal Arch Masons and duly qualified.

## The Grand Junior Sojourner

48. It shall be the duty of the Grand Junior Sojourner to see that the portals of Grand Chapter are properly guarded and to report all visitors and communications from without to the Grand Principal Sojourner.

## The Grand Outer Guard

49. It shall be the duty of the Grand Outer Guard to guard the entrance to Grand Chapter, to see that all visitors are duly vouched for before being reported, and that decorum is preserved at the entrance to Grand Chapter. The Grand Outer Guard shall be elected by open vote.

## The Grand Historian

50. The Grand Historian shall, from time to time, compile and preserve a record of all matters connected with the history of Grand Chapter and report annually to that body. He shall be appointed by the Grand Z.

## The Grand Pursuivant

51. The Grand Pursuivant shall be situated within the portals of the Grand Chapter, and shall admit Members vouched for by the Grand Outer Guard.

## The Grand Director of Ceremonies

52. (1) The Grand Director of Ceremonies' "Duties" are to see that the Grand Chapter is properly prepared and all the Companions appear in the Grand Chapter in the clothing prescribed by the Constitution of Grand Chapter, and to the best of his ability to see that every Companion is placed according to his station and to act as Marshal on all public occasions.

(2) He shall arrange and coordinate the reception of visiting Companions and representatives from Grand Jurisdictions, including the Past Grand First Principals and the representatives to

sister Grand Jurisdictions. To assist the District Superintendents in the instruction of the Constituent Chapter's Director of Ceremonies.

(3) As a committee member for the preparation of the annual Grand Chapter Convocation, he shall be responsible for the ritual and procedural organization of the Grand Convocation.

## The Grand Chaplain

(4) The Grand Chaplain shall:

- Originate and conduct a memorial service for the Grand Chapter Convocation;
- Liaise with Grand Scribe "E" in layout and production of Program;
- Originate and present invocation for official opening of Grand Convocation;
- Read installation prayer during installation of Grand Chapter Officers;
- Originate and present Grace for Grand Chapter Banquet;
- Originate and present Invocation for all Grand Chapter meetings;
- Recite Memorial Prayers for the dead, grace, etc. at the request of the Grand First Principal;
- Attend office visits of the Grand First Principal when possible; and
- Such duties as may be request by the Grand First Principal.

53. Any Grand Officer who shall, during the term for which he was chosen by either election or appointment, remove from the jurisdiction, or cease to be a member of some regular constituent Chapter thereby shall vacate his office.

54. No Grand Officer, who has been duly elected by the Grand Chapter, can be removed or suspended from his office by the Grand Z except for cause; and his suspension or removal must be ratified by a majority of the members present at the next following Annual Convocation of this Grand Chapter.

55. The Grand Z shall lay before such Annual Convocation a statement of the removal or suspension, together with his reasons therefore.

56. Any Grand Officer of this Grand Chapter may resign his office, either before or after his installation or investiture, whereupon the Grand Z shall fill the vacancy by appointing another eligible Companion to such office until the next Regular Convocation of Grand Chapter.

57. (1) Grand Chapter may, on motion, in recognition of service or ability rendered, confer by majority vote, upon any member of Grand Chapter such rank as it may deem appropriate, provided that such notice be sent in writing by the mover to the Grand Scribe E prior to the 15<sup>th</sup> day of January preceding and the constituent Chapters notified by him prior to the 15<sup>th</sup> of February.

(2) Notwithstanding the provisions for conferring of Honorary Rank in this Grand Chapter as herein set forth, it shall be the prerogative of the Grand Z after consultation with the Grand H and the Grand J to confer such Honorary Rank as may be deemed appropriate on any Past Z of a Chapter in good standing, not included in any one of the Masonic Districts, who, over a period of years, has rendered conspicuous leadership and eminent service to the Royal Craft, provided any Rank so conferred shall not be superior to the Rank of Past District Grand Superintendent.

58. Grand Chapter may on motion constitute any Companion of eminence and ability who has rendered service to the Royal Craft, who hails from a foreign jurisdiction and is a member of a Grand Chapter recognized by this Grand Chapter, an honorary member thereof, with such rank and distinction as it may deem appropriate.

## THE EXECUTIVE COMMITTEE

59. In order that the business of the Grand Chapter may be placed before it in proper and regular form an Executive Committee shall be constituted.
60. (1a), The committee shall consist of the Grand Z, all past Grand Zs, the Grand H, the Grand J, the Grand Superintendents of Districts, the Grand Scribe E & N, the Grand Treasurer, the Grand Principal Sojourner, the Grand Registrar, the Grand Lecturer, the Grand Historian, the Grand Director of Ceremonies, and twenty-four members (Presiding or Past Zs) to be elected by ballot at the Annual Convocation of Grand Chapter to hold office for a three-year term. Nominations for office must be filed with the Chairman of the Nominations Committee by Midnight Jan 31<sup>st</sup>, preceding the Annual Convocation.
- (1b), Any elected member of the Executive Committee missing three consecutive committee meetings, without adequate reason communicated to the committee prior to the meetings, shall be automatically replaced by the committee at the next subsequent meeting.
60. (2) If at the time of the holding of the Annual Grand Convocation any vacancy exists on the Executive Committee by reason of death, or resignation of a member of the committee, or by reason of his election to an office by which he becomes a member of the committee ex-officio, before his term as a member of the committee expires, such vacancy shall be filled by the Grand Z for the unexpired portion of such term.
- (3) The Grand H shall form sub-committees on Credentials, Warrants and Dispensations, Budget and Finance, Grievances and Appeals, Constitution Revisions, Laws and Jurisprudence, Condition of Capitular Masonry, Fraternal Dead, Annual Convocation, Nomination, Regalia, and on such other business as may be deemed necessary.
- (4) Seven members shall constitute a quorum for the dispatch of business.
- (5) The Grand H, shall be the President of the Executive Committee and in his absence the Grand J, who shall possess all powers of the President. Should the Grand H and Grand J be absent, the committee shall elect a President pro tempore.
- (6) The Committee shall meet during the Month of March prior to the Annual Convocation of Grand Chapter at a time and place designated, and at other times as called by the President (Grand H).
- (7) All questions shall be decided by a majority of votes. The presiding officer in case of a tie shall declare the motion lost.
- (8) The Committee shall have authority to hear and determine all Masonic complaints respecting Chapters or individual Companions and deal with recommendations for Warrants to hold new Chapters when regularly brought before it.

- (9) The Committee may summon any of the officers of a Chapter to appear before it for the purpose of any inquiry and may order the custodian thereof to produce the Warrant, books, papers, and accounts of the Chapter. If such order be disobeyed and sufficient reason for non-compliance be not given, the offending Chapter or Companion may be suspended by the Committee and the proceedings shall be reported to Grand Chapter.
- (10) A full report of the proceedings of the Committee, in all cases of complaint investigated by it, shall be preserved in a book to be kept for the purpose. The judgment of the Committee shall be reported to Grand Chapter.
- (11) In case of any complaint affecting a member of the Committee, or the Chapter to which he belongs, such member shall withdraw while the Committee considers its decision.
- (12) The Committee shall have charge of the finances of Grand Chapter and it shall submit to Grand Chapter an estimate of expenses for the ensuing year.
- (13) The Committee shall have full power to inspect all books and papers relating to the accounts of Grand Chapter and may prescribe the manner in which the money and accounts hereof shall be kept. Such rules and regulations shall be reported to Grand Chapter.
- (14) The Committee shall annually appoint two auditors. Their duties shall be to audit the books of the Grand Treasurer and the Grand Scribe E and report to the Grand Z They shall receive such remuneration as Grand Chapter shall determine.
- (15) The Committee may summon any officer, brother, or Companion, having possession of any books, papers, documents, or accounts belonging to Grand Chapter, to appear before it, and may give such directions as may be deemed necessary regarding them.
- (16) The Committee shall have the direction of everything relating to the furniture and regalia of Grand Chapter.
- (17) The Committee shall cause the necessary preparations to be made for the meetings of Grand Chapter.
- (18) No recommendation, petition, or representation of any kind shall be received by the Committee unless it be in writing and signed by the person or persons addressing the Committee.
- (19) All communications from the Committee to the Grand Z, to Grand Chapter or to other Committee or to any Chapter or Companion, shall be made in writing.
- (20) The Committee shall proceed to the consideration of any special matter which may be referred to it by the Grand Z or Grand Chapter in preference to other business.
- (21) The Committee may appoint sub-committees for specific purposes who must report to the Committee.
- (22) All transactions and resolutions of the Committee shall be entered in the Minute Book of the Grand Scribe E, who is ex-officio Secretary of the Committee.
- (23) At each Annual Convocation of Grand Chapter, the Committee shall report all its proceedings.

(24) The Committee shall receive the Grand Scribe E's Report on the nominations submitted for Grand Chapter Elective Offices and shall have the power to nominate for any elective office for which no nomination has been received.

(25) That non-voting Companions at the Grand Executive meetings who have a subject that they wish to have discussed, have it in writing and have voting member present the subject. He may then be asked to speak on the subject matter for clarification. Otherwise he takes no part in the discussions of the Grand Executive meeting.

## CUSTODIANS OF THE WORK

61. (1) A standing committee of all Past Grand First Principals with the Immediate Past Grand First Principal as Chairman, and any qualified Excellent Companions of the Grand Chapter of Manitoba as advisors, shall be the Custodians of the Work now in use in this Grand Jurisdiction with power to regulate and effect all changes that may be deemed necessary herein.

(2) They shall be responsible for the continuity and quality of all ritual and degree work in the Constituent Chapters as well as at the Grand Convocation.

## LAWS AND JURISPRUDENCE COMMITTEE

62. The Laws and Jurisprudence Committee shall keep a record of all "Rulings" and dispensation and revised by-laws made by the Grand Z, or the Grand Executive Committee. It shall report on the legal aspect of amendments to the Annual Convocation.

## CONSTITUTION REVISION COMMITTEE

63. (1) The Constitution and Revision Committee shall make a continuous study of the Constitution of Grand Chapter and from time to time recommend revision thereof, or amendments thereto, as the need therefore may arise.

## REGALIA COMMITTEE

(2) The Regalia Committee shall have charge of all the jewels, furniture, clothing, and paraphernalia of Grand Chapter during its recess and present at its Annual Convocation a full and detailed report of its official acts.

## CONDITION OF CAPITULAR MASONRY COMMITTEE

64. (A) The Capitular Masonry Committee shall make a close study of the condition of Freemasonry in this Jurisdiction; for that purpose, secure the cooperation of the Grand Officers (particularly the Grand Superintendents), and the First Principals of Chapters. To make recommendations to any of these Officers with the object of assisting and encouraging Chapters. To review the annual reports of the Grand Superintendents. The Grand J shall be chairman of the Committee and report annually to the Grand Chapter Convocation.

## GRAND CONVOCATION COMMITTEE

(B) The Grand J shall be the Chairman of Grand Convocation Committee. This committee shall be responsible for all arrangements, which includes the supply of, and the transportation of equipment for the Annual Convocation. The Grand Director of Ceremonies shall be a member of this committee to assist with the ritual and procedural points.

## EDUCATION COMMITTEE

65. The Education Committee shall arrange for the preparation and distribution of Masonic literature to encourage the study of Masonic subjects and shall provide information or instruction in any other way it may deem advisable.

## GRIEVANCES AND APPEALS COMMITTEE

66. (1) The Grievance and Appeals Committee shall consider all grievances and appeals submitted to it by a Companion or Chapter for its consideration and shall report its recommendations to the Grand Executive Committee.

## FINANCE AND BUDGET COMMITTEE

(2) The duties of the Finance and Budget Committee shall be to study and oversee the financial operation of the Grand C, to receive reports from the Committee's and to make recommendations to the Grand Executive Committee before any funds are allocated and spent.

## PHILANTHROPIC PROJECT COMMITTEE

(3) The Royal Arch of Manitoba Philanthropic Project is a permanent growing entity with all the interest used for Charitable or Philanthropic Purposes. Chapters and Companions in Manitoba will be encouraged to donate funds to this project.

Committee shall consist of a Chairman, appointed in the proper manner, with four other members. With four to form a quorum.

The full payment amount of Interest Received in the year prior to Grand Convocation shall be reviewed by the Grand Executive and approved at Grand Convocation for disbursement to charity or philanthropy, by ballot vote if more than one nomination is forthcoming.

It is the responsibility of the Committee to see that the Principal is never spent, but continues to increase. To invest the Principal in "High Yield" recognized accounts, guaranteed, and insured.

The annual Interest figure is presented to the Grand Executive for ratification and the Grand Chapter Convocation for disbursement to Charity or Philanthropy, by ballot vote if more than one suggestion is forthcoming.

## NOMINATING COMMITTEE

67. (1) The Nominating Committee shall receive nominations for all the elected officers of Grand Chapter. Nominations must be received by January 31 preceding the Grand Convocation.

## ROYAL ARCH RESEARCH AND ASSISTANCE COMMITTEE

68. The R. A. R. A. Committee shall solicit funds for R. A. R. A. All funds collected shall be forwarded to Grand Chapter International Royal Arch Research and Assistance for disbursement.

### DUTIES OF GRAND OFFICERS

69. It shall be the duty of all Grand Officers to perform such other duties in conformity with this Constitution, as shall from time to time be required by the Grand Chapter or the Grand Z.

70. Grand Chapter shall have jurisdiction to entertain an appeal from the verdict or decision of any Chapter or Commission in connection with a trial for a Masonic offense and to deal with the same as provided by the Grand Lodge of Manitoba.

71. Grand Chapter only can withdraw the warrant of a Chapter and erase the same.

72. The Grand Chapter shall, from time to time, fix the amount to be paid into the treasury thereof: for the organization of, and as dues from, constituent Chapter.

### FEES AND DUES

73. The fee for Exaltation to the Supreme Degree of the Holy Royal Arch, which includes the preliminary degrees of Mark Master Mason and Most Excellent Master, shall be determined by each Constituent Chapter.

74. The following shall be the fees and dues payable to the Grand Chapter and which must in every case be sent to the Grand Scribe E with the application or return to which they respectively relate and for which every Z of a Chapter is responsible:

- |  |                       |
|--|-----------------------|
| (1) For Dispensation for a New Chapter   | \$ 15.00              |
| (2) For a Warrant of Constitution for a new Chapter  | \$ 35.00              |
| (3) For a new Warrant to replace loss by fire or otherwise, properly certified   | \$ 10.00              |
| (4) For registry of a name of every candidate for exaltation and a Grand Chapter Certificate (this is to be paid within one month of exaltation)   | \$ 2.00               |
| (5) For a Grand Chapter Certificate to replace one lost  | \$ 1.00               |
| (6) Not used   |                       |
| (7) Not used   |                       |
| (8) Not used   |                       |
| (9) Not used   |                       |
| (10) For every member of a Chapter, payable annually to the 31st of December in each year, except the first year of the organization of the Chapter  | \$ 7.00               |
| (10) (A) On reinstatement of a Companion suspended for non-payment of dues, the unpaid per capita is immediately due to Grand CHAPTER regardless of the suspension.  |                       |
|  | <b>One Years Dues</b> |
| (11) For Constitutions, such sums as the Grand Executive Committee may from time to time determine   | \$ 5.00               |
| (12) The Grand Chapter of Manitoba shall have the power to assess Constituent Chapters for all new Candidates and Affiliates from out of the province payable to the Philanthropic fund. All other donations to be on a voluntary basis. | \$ 6.00               |

(13) For registration of Life Membership and Certificate	\$300.00
(14) Past First Principal's Certificate	\$ 5.00
(15) For Constitutions & Rituals each	\$ 12.00
(16) Grand Chapter Penny	\$ 8.00

Future Cost-effective changes to Section 72 of the Constitution will be determined by the Grand Executive Committee.

75. The Grand Chapter Royal Arch Masons of Manitoba's Financial year closes January 31<sup>st</sup>. The Constituent Chapters December 31<sup>st</sup>. The annual returns of the Constituent Chapter must therefore be in the hands of the Grand Scribe E by the 31<sup>st</sup> of January. A late fee of \$1.00 per day will not be assessed to Chapter for returns not received by January 31<sup>st</sup>.

76. All Special Committees or Commissions appointed by Grand Chapter or by the Grand Z, shall be paid such compensation for their services as Grand Chapter Executive Committee may direct.

## GRAND CHAPTER REGALIA

77. (1) The apron for present and past officers of Grand Chapter shall be of white lambskin eighteen inches wide and sixteen inches deep with a double indented crimson and purple border four inches wide, the border of the flap to be two inches wide; the triangle, linings, and strings, and ribbons suspending the tassels or chains to be purple; the border to be trimmed with gold lace one-half inch wide and gold fringe one and one-half inches long on the flap and two inches long on the apron; the emblem of office to be embroidered in the center of the apron for elective officers within a wreath of a branch of laurel and a branch of seven-eared wheat and for appointed officers within a circle.

(2) For Past Grand Officers to upgrade a Chapter apron, the triangle, the linings and strings, and the ribbons suspending the tassels or chains to be purple, and shall be trimmed with gold lace and fringe. The emblem of office to be embroidered in the center of the apron for elective officers within a wreath of a branch of laurel and a branch of seven-eared wheat and for appointed officers within a circle.

78. The sash of present and past officers of the Grand Chapter shall be a tricolor ribbon of purple, crimson, and pale blue, for inches wide with fringe of gilt or gold bullion three and one-half inches long attached by gold lace one-inch wide at the ends; the triple tau and triangle to be of gold bullion embroidery.

79. The following are the jewels of the officers:

Grand Zerubbabel

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

Grand Haggai

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

Grand Joshua

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

Past Grand Principals

The jewel appertaining to their respective offices in a circle;



Grand Superintendents of Districts

A small triangle irradiated in a double triangle enclosed within a circle on a triangle;

Past Grand Superintendents of Districts

The same jewel, omitting the small triangle, irradiated.

Grand Treasurer

The Key within a triangle.

Grand Scribes E and N

Cross pens with a tie within a triangle.

Principals Sojourners of Grand and Constituent Chapter

A square irradiated within a triangle.

Grand Registrar

A scroll on a pen within a triangle.

Grand Lecturer

A closed book.

Assistant Sojourners of Grand and Constituent Chapters

A square within a triangle not irradiated.

Grand Master of Veils

Cross batons, with a tie, within a triangle.

Grand Director of Ceremonies

Cross wands with a wreath, within a triangle.

Grand Chaplain

The volume of the Sacred Law within a triangle.

Grand Organist

A lyre within a triangle.

Grand Pursuivant

Cross sword and wand, with a coat-of-arms, within a triangle.

Outer Guard

A sword

## Past Grand Officers

The jewel appertaining to their respective offices set in a circle, except Past Grand Superintendents.

80. The jewel of office worn by present and past Grand Zs as well as the jewels of office of the Grand H and Grand J, may be suspended from a chain collar of gold or other metal gilt; that of other elected officers from a ribbon collar of three colors, viz.: purple, crimson and pale blue, four inches wide, edged with gold lace and fringe. Appointed officers a similar ribbon collar edged with gold lace of narrower width.

81. No honorary or other jewel or emblem shall be worn which shall not appertain to, or be consistent with, these degrees which are recognized and acknowledged by the Grand Chapter, except those of Grand Representatives, of Military Orders, The Knights of the York Cross of Honor, Order of the High Priesthood, or Insignia given by the Sovereign or Her Allies.

82. The privileges of Masonic rank under this Grand Chapter shall be restricted to those who have obtained rank under this jurisdiction or held rank at the formation of this Grand Chapter.

83. Present and Past Grand officers of Grand Chapter shall be known by the following titles: The Grand Z, and all Past Grand Zs as "Most Excellent Companion"; all other elected Grand Officers, and Grand Superintendents of Districts, as "Right Excellent Companions" for their term of office, and all appointed Grand Officers as "Very Excellent Companions" for their term of office, except the Grand Chaplain, past rank will only be conferred upon those companions who have completed their allotted task to the satisfaction of the Grand Z, and a committee of Past Zs appointed by the Grand Z

84. All former constitutions used in the Grand Chapter together with all their regulations, except such as are retained in this revision, are hereby repealed.

85. The officers of every Chapter, Grand and Constituent in this jurisdiction, before they enter upon the exercise of the functions of their respective offices, shall take an obligation to support and maintain the Constitution, laws, rules and regulations of the Grand Chapter of Royal Arch Masons of Manitoba.

86. Whereas the Order of the High Priesthood consists entirely of Present or Past Presiding Officers of Chapters of Royal Arch Masons, and their sole function or reason for existence is to confer this beautiful Order on Presiding or Past Presiding Companions on request. The Grand Chapter of Manitoba recognizes their desire for sovereignty over themselves, in Amity with this Grand Chapter, with the privilege of presenting their Annual Report in Grand Chapter Annual Proceedings BUT at no cost to this Grand Chapter.

87. Whereas the Allied Masonic Degrees, known Internationally as AMD are recognized through the Grand Chapters of most Royal Arch Masonic Jurisdictions in North America, having a Grand Body in both Canada and the United States of America, with a sole purpose or reason for existence in further Masonic research and Education, the Grand Chapter of Manitoba grant Amity to Manitoba Councils of AMD., Knight Templar, Cryptic Rite and Red Cross of Constantine

88. Whereas the Knights Templar, known in Canada as the Sovereign Great Priory of Canada and as the Grand Encampment of Knights Templar in the United States; being the chivalric order of Royal Arch Masonry, the Grand Chapter of Manitoba grant Amity to all Knights Templar.

89. Whereas the Cryptic Rite Masons, governed by various Grand Councils in Canada and the United States; being the order which completes the Masonic story of Royal Arch Masonry, the Grand Chapter of Manitoba grant Amity to all Cryptic Rite Masons.

90. Whereas the Red Cross of Constantine require their members to be Royal Arch Masons and is part of the Grand Imperial Conclave of the Red Cross of Constantine, the Grand Chapter of Manitoba grant Amity to all Red Cross of Constantine Masons.

# GRAND CHAPTER CONVOCATIONS

## Part "B"

Section	Page	
101	Convocations, Annual, when held	B2
102	Emergent, How summoned	
103	Quorum necessary, what constitutes it	
104	Who shall preside	
105	Members of	
106	Companions entitled to Past rank must serve full term of twelve months	
107	A Past Z, who affiliates with Chapter ranks according to seniority?	
108	Visitor must be vouched for	
109	Committee on Credentials, when appointed	
110	Shall cause Companions to register	
111	Shall deliver to Companions ballot papers	B3
112	Time registration closes	
113	Order of Business	
114	Order of Business, Saturday session	
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	
117	Officers of Grand Chapter and Grand Executive Committee elected	
118	Must be subscribing, Honorary, or Life Member of some subordinate Chapter	
119(1)	Candidates, eligible, how nominated Nominations for, Must be in writing Nominated Companions for elective offices must have given consent in writing	
119(2)	Nomination for one elective office only	
120	Ballot papers, how printed	
121	Separate ballots, Different colors	
122	Ballots shall contain	
123	Constituent Chapters shall receive list of those nominated for offices and Exec Committee	
124	Scrutineers shall have ballot box at Time when closed	
125	Each registered member to ballot	B7
126	How to ballot	
127	Majority of all votes required, Candidate having lowest number of votes retires	
128	Officers elected, Scrutineers shall report in writing	
129	Place of Annual Convocation selected by ballot	B8
130	Amendments to Constitution see Procedure	

- 131(1) Amendments rejected
- 131(2) Proposed amendments without prior notice
- 132 Scrutineers report, Saturday, forenoon
- 133 Royal Arch clothing must be worn in Grand Chapter
- 134 Installation of Officers in Grand Chapter
- 135 In event of absence, Proxy installation not allowed

GRAND CHAPTER  
ROYAL ARCH MASONS  
OF MANITOBA  
CONSTITUTION  
PART "B"  
SECTIONS 101 TO 200  
CONVOICATIONS  
WHEN HELD  
EMERGENT CONVOICATIONS  
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 therefore in writing of the Zs 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 Zs (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 Zs or Past Zs 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 Zs 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 Scribes, 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 un-masonic 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; and

(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 its 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; and

(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; and

(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 24<sup>th</sup> 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 28<sup>th</sup> 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.

GRAND SUPERINTENDENTS OF DISTRICTS  
PART "C"

GRAND SUPERINTENDENTS OF DISTRICTS

Section	Page
201 Must be Past Zs Qualifications for the Office	C2
201 (2) Powers and duties	
202 Cannot be Z of his Chapter	
203 (1) Elected at District Meeting subject to Confirmation of Grand Z Nominations, Procedure of	
203 (2) District Secretary shall advise Chapters of the District of nominations received	
204 Visits, May preside and rule Shall report on any Masonic complaint or irregularity	
205 Complaints to be transmitted to Grand Z, Procedure of	
206 May summon any Chapter or Companions to attend him shall appoint a District Secretary to assist him. District Secretary, His duties	
207 Summons, Non-compliance, shall report to Grand Z	
208 Warrants for new Chapters must be recommended and signed by him	
209 Officers of new Chapter must be qualified, may be examined by him	C3
210 Shall ascertain, C working under Dispensation, provided with suitably Furniture and Regalia	
211 Can request the services of Grand Lecturer	
212 Report his official acts and the condition of Royal Arch Masonry in his District	
213 Power to refuse consent to remove a Chapter from place to place	
214 His neglect to act or proceed in his duties	
215 Each District empowered to levy a per capita fee Grand Superintendent's Districts, see Note	

GRAND CHAPTER  
ROYAL ARCH MASONS  
OF MANITOBA

CONSTITUTION

PART "C"

SECTIONS 201 TO 300

GRAND SUPERINTENDENTS OF DISTRICTS

MUST BE A PAST Z

HOW AND WHEN ELECTED

CHAPTERS ADVISED OF ELIGIBLE NOMINEES

MASONIC COMPLAINTS

DUTIES OF DISTRICT SECRETARY

PETITIONS FOR DISPENSATIONS AND WARRANTS

RECOMMENDING PETITIONS

INSTRUCTION OF CHAPTERS

HIS YEARLY REPORT

FINANCING OF DISTRICTS

TERRITORIES OF DISTRICTS

SEE INDEX FOR COMPLETE LISTING



201. (1) The Grand Superintendent must be a Past Z in good standing of a Chapter in the district from which he is chosen. He must be able to satisfy the Grand Z that he is familiar with the management of a Chapter, proficient in the work of the degrees, and competent to interpret the provisions of the Constitution, and the regulations of Grand Chapter.

(2) He shall see that every Chapter in his District is working in the authorized manner and that returns have been regularly forwarded to Grand Chapter with all moneys that may have accrued due to it. Should any Chapter refuse or neglect to make such returns and payments he shall immediately report the fact in writing to the Grand Z.

202. The Grand Superintendent must be a Past Z Should he, at the time of his election, be Z of a Chapter and should his election be confirmed by the Grand Z, such election shall, ipso facto, operate to vacate his office of Z and a new election shall be held by the Chapter.

203. (1) The Grand Superintendent of each district shall be elected at the District Meeting held prior to the Annual Convocation of Grand Chapter by a majority of the representatives and Past Zs present. Nominations for the office of Grand Superintendent shall be in writing signed by a member of Grand Chapter who is a member of a Chapter situated in the district for which nomination is made. Nominations for the office of Grand Superintendent shall be filed, with the chairman of a committee of three, appointed at the first district meeting called by the Grand Superintendent, sixty days prior to the date of the Grand Convocation of Grand Chapter when nominations shall be declared closed. A District Meeting shall be held thirty-five to forty days prior to the Grand Convocation, when the election of the Grand Superintendent shall take place. The result of such election shall be communicated to the Grand Scribe E by the Chairman of the district meeting for the confirmation of the Grand Z (see Part A Section eleven).

(2) The district secretary, after nominations are closed, shall advise each constituent Chapter of the district the name, rank, and Chapter of each eligible nominee for the office of Grand Superintendent so that the name, rank, and Chapter shall be included in the next Chapter summons.

204. He may preside and rule in every Chapter he visits within his District and shall report upon any subject of Masonic complaint, or irregularity respecting Chapters, or individual Companions within his District.

205. A minute of all such proceedings, stating the offense and the law applicable to it together with his decision, is to be transmitted to the Grand Z through the Grand Scribe E and when the case is of so flagrant a nature as in his judgment to require the erasure of a Chapter or the expulsion of a Companion, he shall make a special report to the Grand Chapter with his opinion thereon.

206. He may summon any Chapter or Companion within the District to attend him. He shall appoint a Companion of his District, to act as his District Secretary, whose duties will be to assist the Grand Superintendent, and to examine the books and records of all Chapters within his District.

207. If the summons be not complied with nor a sufficient reason given for non-compliance, he shall immediately report the fact in writing to the Grand Z.

208. All petitions for Dispensation or Warrants for new Chapters must be recommended and duly signed by the Grand Superintendent of the District prior to their transmission to the Grand Scribe E whose duty it shall be to see that such recommendation and signature are duly attached to each petition. He shall recommend the petition (See Part D, Section 311 (4)).

209. He shall satisfy himself that the Principals recommended in the petition for a new Chapter are duly qualified to perform the duties of their respective offices and, for this purpose he may summon these Companions to attend for examination and, if they be found qualified, he shall recommend the petition.

210. He shall ascertain whether a Chapter working under a Dispensation in his District is provided with suitable furniture and regalia (See Part D, Section 316.).

211. He may request the Grand Lecturer to instruct any Chapter in his District which may desire instruction.

212. For the information of the Grand Chapter he shall transmit to the Grand Scribe E not later than the fifteenth day of March prior to each Annual Convocation of Grand Chapter, a report in writing on the condition of Royal Arch Masonry in his District with a list of such Chapters as may have been constituted since the last Annual Convocation, and a list of all Chapters visited.

213. He shall have power to give or refuse consent for the removal of a Chapter from place to place within his District, but not from his District into another, nor from another District to his own without the sanction of the Grand Z, provided that such removal shall not be made into any village, town or city where a Chapter or Chapters exist without the permission of the said Chapter or a majority of the Chapters.

214. If the Grand Superintendent shall neglect to act or proceed within a reasonable time in any case or business in which it is his duty to act or proceed, complaint of his neglect must be sent to the Grand Scribe E, who shall forward the same to the Grand Z to be dealt with by him.

215. Each District of this Grand Jurisdiction shall be empowered to levy a per capita fee on the membership of each Chapter in the District to defray expenses of the District. The said fee shall be paid annually to the Grand Superintendent of the District by the thirty-first day of December. The per Capita fee is based on the membership of the Grand Chapter Annual Returns of the previous year.

Note: for Grand Superintendent's Districts see Part A, Section 11.

# GOVERNMENT OF CONSTITUENT CHAPTERS

## PART "D"

Section	Page
301 Government of Constituent Chapters, Authority, Legality of Assembly	D2
302 Warrant or Dispensation necessary	
303 An "Affiliated Companion" shall mean	
304 A Companion attaining Rank of Past Z to retain rank	
305 A "Joining Companion" shall mean	
306 Officers of Royal Arch Chapter	
307 Z, H, J installed, other officers not	
308 Principals of Chapters shall be Masters and Wardens of MMM and MEM Degrees	
309 Shall be constituted	
310 Every Chapter to have Warrant or Dispensation	
311 (1) Chapter Warrant, form of application (see Part "E", Page E2) How applied for	
311 (2) Petition, How recommended	
311 (3) Shall meet as a Chapter until the next Annual Convocation of Grand Chapter	D3
311 (4) Recommended unreasonably withheld	
312 Under Dispensation shall apply for Warrant	
313 Shall be consecrated	
314 It is not legal to install Officers of Chapter under Dispensation	
315 Chapter U.D., Representation	
316 Furniture and Regalia necessary	
317 (1) Chapters have the power to make or amend their By-laws	
317 (2) Amendments to by-laws	
317 (3) Day and hour must be specified	
317 (4) Signatures to by-laws	
318 (1) Chapter upon receiving Warrant must adopt by-laws	
318 (2) Temporary by-laws	D4
319 Transferring dormant Warrants prohibited	
320 Warrants, when surrendered held in custody of Grand Scribe E	
321 Naming Chapter after living person prohibited	
322 Convocations, at least three per annum	
323 Emergent, Conditions and how called, Business must be stated, Number of legalize calling	
324 Every Chapter shall annually elect and install its Officers	
325 Election by ballot or nomination: Member may only hold one office	
326 Cannot be installed publicly	
327 Every Z shall pledge himself	
328 The Z shall appoint all Officers who are not elective, Standing Committees, May by by-laws provide an Executive Committee	
329 How resignation is permitted An Officer can resign his Office with consent of Chapter If Officer appointed and vacancy occurs, can be filled by Z A Companion to be entitled to Past Rank must serve a full term of twelve months	
330 Necessary quorum at opening In event of absence of Z, see procedure	
331 Must wear proper clothing of Royal Arch Mason	D5
332 Summons for Convocation must be served seven days	

333	CHAPTER U.D., work limited to that specified	D5
334	Lodge, MMM, and MEM when convened	
335	The Z, H, and J eligibility, etc. Examination prior to advancement	
336	Precedence, of Chapter, Derived from number Property to revert to Grand Chapter in case of extinction Nine members necessary to hold	
337	Failure to convene and make returns, Warrant forfeited	
338	Warrant can only be restored by Grand Chapter Warrant is property of Grand Chapter Petition to restore Warrant, see Procedure	
339	Discipline, power of Chapter	
340	In event of appeal from decision	
341 (1)	Discipline, Method of procedure	
341 (2)	Disciplined Companion shall be summoned to appear	
341 (3)	Procedure in case of expulsion	D6
342	Instructions to Grand Chapter Representative	
343	Resolutions, Notices to amend or rescind	
344	Officers, who is eligible	
345	Voting, except in cases where ballot required, by show of hands	
346	If a Companion misbehaves	
347	Secrecy of ballot inviolable	
348	Ballot, how to be disclosed	
349	Suspension (see Procedure)	
350	Chapter Books and Records, Necessary in each Chapter	D7
351	Every Chapter shall keep a register	
352	Chapter Seal	
353	Annual returns	
354	May require security for funds	
355	The Z of a Chapter, His duties	
356	The H of a Chapter, His duties	
	D8	
	Shall act as Chairman of Executive Committee	
	May Confer the MEM Degree	
357	The J of a Chapter, His duties	
	May confer the MMM Degree	
	Chairman of Executive Committee in the absence of the H	
358	The Treasurer, His duties (see Procedure)	
359	The Scribe E, His duties (see Procedure)	
360	The Auditors, when to audit and present report	D9
361	The Outer Guard, His duties and how elected May be removed for cause	
362	Director of Ceremonies, His duties	
363	Other Officers	
364	Officers subject to summons	
365	Membership, Candidates for Chapter Degrees	
366	Qualifications of	
367	How proposed	

- 368 Name to appear on summons
- 369 If report favorable, to be balloted for D9
- 370 If report unfavorable, cannot be proposed or balloted for within twelve months
- 371 How conferred D10  
 Must select Mark before being Exalted
- 371 (1) Craft Lodge Mark not recognized
- 371 (2) MMM and MEM permissible at any one meeting, Holy Royal Arch Degree conferred alone, Dispensation may be obtained
- 371 (3) May not be disqualified by physical impairment
- 371 (4) Physical impairment after initiation
- 372 Must furnish evidence of good standing shall not exceed twelve months from date of accept
- 373 Cannot admit Candidate residing within Jurisdiction of another Chapter without written consent
- 374 Jurisdiction limit must be respected halfway to nearest Chapter, where concurrent
- 375 How Companion having R.A. Degree and not preliminary degrees can receive them
- 375(1) Craft Lodge membership necessary
- 376 Duties to Grand Chapter D11  
 Chapters shall annually make returns of Officers,  
 Members, etc., to Grand Scribe E  
 Names of Candidates to be sent to Grand Scribe E  
 Registration and Grand Chapter Certificate  
 Companion exalted in foreign Jurisdiction
- 377 Fees for registration and certificates to be sent to Grand Scribe E
- 378 (1) Visitation, vouching, and examination
- 378 (2) Can only visit a Lodge while working a Degree which they have attained
- 379 Visitation, limited in case of unaffiliated
- 380 Affiliate has choice
- 381 Life Membership, Permitted, dues should be commuted
- 382 Withdrawing from a Chapter and joining another
- 383 (1) Entitled to Chapter privileges
- 383 (2) Life Membership from a foreign Jurisdiction, (see details)
- 384 Honorary Members, Permitted D12  
 Conditions governing same  
 Must be included in Annual Return
- 385 Demit, how applied for  
 Certificate for withdrawal
- 386 Terms to rejoin
- 387 Dues, Neglect in payment  
 Delinquent to be notified  
 Penalty for negligence
- 388 Restoration follows payment
- 389 Dues, may be remitted
- 390 Certificates, Scribe E to make application, none but those authorized
- 391 Deaths, should be reported promptly
- 392 Balloting, for Candidates D13
- 393 Chapter members only, can vote
- 394 One ballot only, for several Degrees  
 Secrecy of ballot inviolable
- 395 When application may be withdrawn Ballot cannot be postponed when ordered

396	Two adverse ballots, at most, exclude	
397	Objection after admission	
398	Investigation after objection	
399	Rejection when charges proven	
400	Charges to be filed within 30 days	
401 (1)	Notification of Rejection necessary	
401 (2)	Grand Scribe E shall notify Chapters of rejected candidates	
	Each Scribe E shall keep a register of rejections	
402	Books necessary in each Chapter, Membership and Officers' Register	
403	Minutes as per form prescribed	
404	Members' and Visitors' Register	D14
405	The Scribe E's Book	
406	The Treasurer's Cash Book	
407	The Book of Marks	
	Must be confined to authorized form	
408	Rejected Candidates Book	
409	Book for by-laws	
410	The Royal Arch Apron	
411	Principal Aprons Present and Past	
412	The Royal Arch Sash	
413	MMM and MEM regalia	
414	The Jewel of the Order	
415	The Jewel of a Mark Master	
416	Honorary and/or other jewel	
417	Jewels for Constituent Chapters	
418	Jewel of Chapter officers	D15
419	Robes of Officers	
420	Forms, authorized to be used	
421	Chapter Banners	
422	The Keystone, It's color, initials, and dimensions	D16
423	Suspensions U.M.C., if any Grand Lodge, suspends in Grand Chapter	
424	Failure to send in returns affects vote	
425 (1)	Dues of a Chapter, may be remitted	
425 (2)	Insurance, recommended	
426 (1)	Conferring of degrees	D17
426 (2)	Obligation by Past Principal	
426 (3)	Guest lectures	
426 (4)	Occupying Chairs during degrees	
426 (5)	First Principal and Holy Royal Arch Degree	
426 (6)	F.P. & P.S. in Holy Royal Arch Degree	
	Amalgamation of Chapters, see Note	
	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

BY - LAWS

MEETINGS

ELECTION AND APPOINTMENT OF OFFICERS

QUORUM

VOTING

SUSPENSIONS

CHAPTER BOOKS AND RECORDS

CHAPTER SEAL

OFFICERS THEIR DUTIES

AUDITORS

MEMBERSHIP

CHAPTER JURISDICTION

DUTIES TO GRAND CHAPTER

LIFE MEMBERSHIP

HONORARY MEMBERS

BALLOTING

REGALIA

JEWELS

ROBES AND BANNERS

THE KEYSTONE

FLOOR PLAN

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, 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. As 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 MMM and MEM degrees the Chapter may open in the MMM or MEM 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 HRA 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 behaves 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 un-masonic 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 Zerubbabel

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 Haggai

356 May confer the MEM degree, the Z, or a Past Z administering the obligation. 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 Joshua

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 Ezra

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 MMM and MEM Degrees, and has selected and handed in his mark to the Scribe E.

(1) Should a candidate be accepted for the HRA and preliminary degrees, who has received his mark in a Craft Lodge, the MMM Degree must again be conferred upon such candidate.

(2) 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.

(3) 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.

(4) 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 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 Zs 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 Zs 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 Zs 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, HTWSSTKS. 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:

#### Zerubbabel

A crown irradiated within a triangle.

#### Haggai

An All-Seeing Eye, irradiated within a triangle.

## Joshua

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

## Past Zerubbabels

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. Zerubbabel

A scarlet robe or cape trimmed with ermine.

Haggai

A purple robe or cape.

Joshua

A blue robe or cape.

Scribes Ezra and Nehemiah 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. Naphtali - 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. Ephraim - 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 "HTWSSTKS" 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 HRA degree.

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



# FORMS

## PART "E"

Section	Page
Application for a Warrant of Constitution	E2
Application for Exaltation Application for Affiliation	E3
Certificate of Withdrawal from a Chapter	E4
Form of entry of transaction in a Chapter Minute Book	E5
Guide to Scribe Es	E7

GRAND CHAPTER  
ROYAL ARCH MASON  
OF MANITOBA

CONSTITUTION

PART "E".

CHAPTER FORMS

APPLICATION FOR A WARRANT OF CONSTITUTION

APPLICATION FOR EXALTATION

APPLICATION FOR AFFILIATION

CERTIFICATE OF WITHDRAWAL FROM A CHAPTER

ENTRY OF TRANSACTIONS IN CHAPTER MINUTE BOOK

GUIDE TO SCRIBE E

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.

(to be signed by at least nine certified Royal Arch 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 the \_\_\_\_\_ of \_\_\_\_\_, Province of Manitoba, occupation. \_\_\_\_\_, Date of Birth. \_\_\_\_\_ a Master Mason raised in \_\_\_\_\_ Lodge 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 at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

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 in \_\_\_\_\_ Lodge 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 at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

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 \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Z

\_\_\_\_\_

(Seal)

\_\_\_\_\_  
Scribe E

FORM OF ENTRY OF TRANSACTIONS IN A MINUTE BOOK OF A CONSTITUENT CHAPTER

Masonic hall.....

Minutes of the regular Convocation of \_\_\_\_\_ Chapter, No. \_\_\_\_\_, held on \_\_\_\_\_ the \_\_\_\_\_ Day of \_\_\_\_\_ A D 20\_\_\_\_\_

Present

Z _____	Treas _____
H _____	PS _____
J _____	SS _____
SE _____	JS _____
SN _____	OG _____

(the names of all members present and the names of visiting Companions, with their Chapter and locations.)

Opening The Chapter was opened in prescribed form at \_\_\_\_\_. o'clock p.m.

Minutes The minutes of the last regular Convocation (and subsequent Emergent Convocation, if any) were read and confirmed.

Exec Comm. Report. The report of the Executive Committee was presented by Ex. Comp. ....H (or J)

Reports General

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

Payment The accounts of ..... having been presented and read, it Accounts was moved by Comp..... seconded by Comp. .... that they be paid (or that they be referred to the Executive Committee and, if found correct, paid).

Petition The following applications for Exaltation and preliminary degrees were presented, received, and referred to the Executive Committee to be reported upon at next Convocation: Bro. (names in full) date of birth....., vocation ....., a Master Mason and Member (or demitted Member) of ..... Lodge No. .... Recommended by Comp. ...., seconded by Comp. .... And for affiliation: Comp (name in full), a member (or demitted member) of .....Chapter No. ...., at....., on the register of the Grand Chapter of ....., date of birth....., avocation ....., residence....., Recommended by Comp..... and Comp. ....

Ballot The Executive Committee, having reported favorably on the application of Bro. ....for Exaltation and preliminary degrees, the Ex. Z ordered the ballot to be passed, which, on examination, was declared in his favor (or against him).

Holy Royal Arch Degrees

Bros. ...., being in attendance and having passed a satisfactory examination, and being 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.

Mark Master Mason's Lodge

A Lodge of Mark Master Masons was then regularly opened at \_\_\_\_\_pm, with the following officers:

WM \_\_\_\_\_ SO \_\_\_\_\_  
SW \_\_\_\_\_ JO \_\_\_\_\_  
JW \_\_\_\_\_ SD \_\_\_\_\_  
SEC \_\_\_\_\_ JD \_\_\_\_\_  
MO \_\_\_\_\_ IG \_\_\_\_\_  
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:

\_\_\_\_\_ WM \_\_\_\_\_ SD  
\_\_\_\_\_ SW \_\_\_\_\_ JD  
\_\_\_\_\_ JW \_\_\_\_\_ IG  
\_\_\_\_\_ 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 at .....p.m.

\_\_\_\_\_  
\_\_\_\_\_ Scribe Ezra

Read and confirmed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ Z

## **Guide to Scribe Ezra's**

Minutes are to be read at Regular Convocation only; & 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 is the duty of the Outer Guard to see that this is 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 MMM degree, when he is presented with a printed copy of same & 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 31<sup>st</sup>. The Annual Return must be sent to the Grand Scribe E, with accompanying dues and fees, by January 15<sup>th</sup>. The Return of present officers and past Zs 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, were convenient be used. Commission on bank cheques will be charged back.