

*Regulations made
Under Section 8 of
the Constitution
of the Grand Chapter
of Royal Arch Masons of
Saskatchewan.*

*Approved and adopted by the Grand
Executive Committee at the meeting held in
Saskatoon, Saskatchewan on May 22nd 2020.*

*These regulations are consolidated to follow the part numbers used in the division of
the Constitution.*

REGULATIONS OF THE GRAND CHAPTER OF SASKATCHEWAN, ROYAL ARCH MASONS

UNDER PART 3 OF THE CONSTITUTION: COMPOSITION

QUALIFICATIONS, VACANCIES, ETC.

1. The term Grand Officer used in any Section hereafter in respect of a vacancy or prospective vacancy shall be deemed to extend to and include all Grand-Officers-elect, all appointed Grand Officers, and the appointive Members of the Executive Committee of Grand Chapter.
2. Except as otherwise provided in the Constitution, a Companion shall not be qualified to serve as a Grand Officer unless he is a Member in good standing of a Constituent Chapter, and of Grand Chapter and a Past Z.
3. The Grand Z may suspend the authority or remove from office any Grand Officer for cause, provided that any such suspension or removal and the reasons therefor shall be reported by the Grand Z. to Grand Chapter at the next Annual Convocation and shall then be subject to ratification or otherwise by the Members of Grand Chapter present and voting.
4. Any Grand Officer may resign his office; and any Grand Officer except the Grand Z. who resigns, dies, is no longer a member of a Chapter or Grand Chapter, is suspended or removed from office or for any reason becomes incapable of performing the ordinary duties of his office, shall thereby vacate his office and the Grand Z. shall appoint an eligible successor to fill the vacancy until the next Annual Convocation or during such incapacity.
5. In the event of the disability or death of the Grand Z., the immediate Past Grand Z. shall be empowered to assume the prerogatives and duties of the Grand Z. until the next election and installation of Grand Officers or during such incapacity: Provided that in the event of the inability of the immediate Past Grand Z. to act, the next Past Grand Z. in order of seniority shall be empowered to rule Grand Chapter as aforesaid; and provided further that should no Past Grand Z. be available and willing to assume said responsibility, the Grand H., or in his absence, the Grand J., shall forthwith summon an Emergent Convocation for the purpose of electing and installing a Grand Z.

UNDER PART 6 OF THE CONSTITUTION: RANK, PROCEDURE AND TITLE

6. Grand Honours shall be accorded as follows:
 - a. Nine times for the Grand Z and Past Grand Z.s.
 - b. Seven times for all other elected Grand and Past Grand Officers, Grand Superintendents and Past Grand Superintendents.
 - c. Five times for Grand Scribe E and appointed Grand and Past Grand Officers.
 - d. Three times for all other distinguished companions.

UNDER PART 7 OF THE CONSTITUTION: GRAND CONVOCATIONS

7. The Annual Convocation shall:
 - a. Be convened on the last Friday and Saturday in May, or the most convenient date late in May or early June and at a location as set by the Grand Executive.
 - b. Commence on the Friday and follow the agenda set and approved by the Executive

Committee at its December meeting.

8. a. Emergent Grand Convocations may be convened by the Grand Z, whenever, in his judgment, they are necessary or expedient. The Grand Z. shall convene an Emergent Grand Convocation whenever requested to do so in writing by the Z.s of half of the Constituent Chapters, within thirty days of the receipt by him of the application for such.
- b. Seven clear days notice of each Emergent Grand Convocation shall be issued to the Chapters and the Members of Grand Chapter, setting forth the reason for calling the said Emergent Grand Convocation.
- c. No business shall be entered upon, other than that for which the Convocation was called.
9. a. The order of business at each Annual Convocation shall be:
 - i. Opening Grand Chapter.
 - ii. Minutes of previous Grand Convocation.
 - iii. Reception of distinguished visitors.
 - iv. Reception of Grand Z's address and referral to the Committee for report.
 - v. Reception and consideration of the following reports:
 - A. Grand Treasurer.
 - B. Grand Scribe E.
 - C. Grand Superintendents of Districts.
 - D. Grand Historian.
 - E. Executive committee.
 - F. Constitution, Law and Jurisprudence Committee.
 - G. Custodians of the Work Committee
 - H. Grand Z's address.
 - I. Credentials committee.
 - J. Finance Committee
 - vi. Communications, petitions and appeals.
 - vii. Notices of Motion.
 - viii. Report of Scrutineers.
 - ix. General Business.
 - x. Installation and Investiture of Grand Officers.
 - xi. Close Grand Chapter.
- b. The sequence of said order may be varied for the purpose of the current convocation by the Grand Z. or by a two-thirds vote of Grand Chapter Members present and voting.
10. a. The Presiding Officer may adopt such Rules of Order, based on Robert's Rules of Order, as may seem appropriate to him.
- b. Any member of Grand Chapter present at the Grand Convocation may appeal any ruling of the presiding officer as to procedure, which shall be forthwith voted on without debate, to be decided by a simple majority.
11. Should the proposer of a motion of which notice has been given be absent from the Grand Convocation at which the motion is to be considered, Grand Chapter may set it aside, postpone it or permit another Member to introduce it.

12. The presiding Officer, at his discretion, may reject any motion if he deems it to be improper, unlawful or inconsistent with the ancient landmarks of the Royal Craft.

ELECTIONS AND APPOINTMENTS:

13. The Grand Officers as designated in the Constitution¹, together with the appointed Members of the Executive Committee as required under the Constitution² shall be chosen yearly at the Annual Convocation. They shall hold office until the next Convocation and until their successors shall have been elected or appointed and installed or invested.
14.
 - a. Written nominations for elective Grand Officers, as designated in the Constitution³ shall be received in writing by the Grand Scribe E. before the 15th day of February preceding the Annual Convocation. All Constituent Chapters shall be notified of these nominations by March 15th.
 - b. If after February 15th any elective Officer who has been nominated is either unable or unwilling to be installed at the next Annual Convocation, nominations may be taken from the floor at the Annual Convocation.
15.
 - a. The Grand Superintendents of Districts shall be selected, subject to confirmation by the Grand Z., by open majority vote of the representatives and the Past Z.s of their respective Districts present at the Annual District Meeting, called and chaired by the current Grand Superintendent of such District.
 - b. If any District fails to make a selection at its District Meeting, the representatives and Past Z.s of such District present shall meet during the noon recess on the day of the Annual Convocation and select by open majority vote a Grand Superintendent.
 - c. If no one is chosen, the Grand Z is empowered to appoint one.
16.
 - a. Nominations made under Section 14 must be made and signed by members of Grand Chapter. They shall be on the nomination form approved by Grand Chapter.
 - b. Nominees must be present at the Grand Convocation where the installation will take place. If they are unable to attend they must give their acceptance of the office, in writing.
 - c. No member may be nominated for more than one office. If a member is nominated for more than one position he must withdraw from all the nominations for positions he does not wish to fill, leaving only one position which he wishes to contend. If he does not withdraw as above, his name shall be placed on the ballot for the most senior position for which he was nominated.
 - d. If only one nomination is made for any position, no ballot is needed and Grand Z may announce that the Member nominated is elected by acclamation.
17. If a ballot is needed for any position, the Grand Z shall, at the first session of the Annual Convocation, appoint a sufficient number of scrutineers to take charge of the voting. One is to be named as Chairman. No scrutineer shall be a Grand Officer or a nominee in the election. Grand Z will announce the closing time of the poll, which is 12 noon on the final day of the convocation.
18. Ballot papers shall be provided by Grand Scribe E to the Credentials Committee. They shall contain the name of each nominee for the position with a blank box next to each name. The voter

1 Sec.15.

2 Sec. 52

3 Sec. 15a

is to place an X in the box next to the name of the nominee he wishes to fill the position. There shall be individual ballots prepared for every position requiring a vote which will be clearly distinguishable.

19. Ballots will be distributed at the registration desk by the Credentials Committee members after they ascertain the number of ballots to which each registrant is eligible.
20. A list of all nominations received by February 15th of the year of the Grand Convocation shall be prominently displayed at the registration desk set up by the Credentials committee. Copies of the list should be available for eligible voters, if requested, when they register.
21. The poll for any election needed, shall be opened on the first day, at the registration desk and remain there at all times the registration desk is open. On the second day it shall be moved from there by the scrutineers, selected on the first day, to the meeting place of Grand Chapter. The scrutineers will supervise the voting until 12 noon at which time the polls will close.
22. Any voting irregularities shall be investigated by an *ad hoc* committee set up by Grand Z. If any dishonesty is found the Grand Z can summarily reprimand or suspend the Companion for an indefinite or definite period.
23.
 - a. The results of the election shall be determined by the scrutineers. The member with the most votes will be declared elected.
 - b. In the event of a tie, during the lunch recess the chairman of the scrutineers will contact Grand Z and inform him of the names of the nominees who are tied. The Grand Z will call an *in camera* session of the Grand Council which will decide the winner. The Grand Z will notify the chairman of the scrutineers of their decision.
24. When the scrutineers have determined the winners of the election they will prepare and submit a written report to Grand Chapter of the winners of all elected positions. This will also include all members elected, whether by ballot or acclamation. After the presentation of the report the Grand Z will declare the Grand Officers duly elected.
25. All Grand Officers listed in the Constitution⁴ shall be installed or invested to their respective positions according to the version of "R. A. Ceremonies" currently approved by the Executive Committee at the Annual Convocation.

UNDER PART 9 OF THE CONSTITUTION: EXECUTIVE AND SUBCOMMITTEES

APPOINTMENT OF GRAND SCRIBE E

26.
 - a. The Grand Scribe E. shall be appointed and engaged from time to time by the Executive Committee which shall fix his salary, and benefits, if any, prescribe duties not inconsistent with the Constitution or the powers of the Grand Z., and stipulate all other terms and conditions of his employment, all of which shall be in writing and signed by the Members of the Executive Committee and the Grand Scribe E. so appointed and engaged.
 - b. The terms of such appointment and engagement may from time to time be varied in writing and signed as aforesaid.
 - c. The duration of the Grand Scribe E's appointment and engagement shall be at the pleasure of the Executive Committee.

27. The Executive Committee shall annually appoint a Review Committee whose duty shall be to examine the books, records, securities, papers, accounts and vouchers of the Grand Treasurer and the Grand Scribe E. for the financial year in which such appointment is made, and file, not later than May 1st immediately following the end of said period, copies of their report and financial statements for the said financial year with the Grand Z. and, on behalf of the Executive Committee with the Grand Scribe E.

ENQUIRIES BY THE EXECUTIVE COMMITTEE

28. a. The Executive Committee shall have authority to hear and determine all Masonic complaints, other than Masonic offences, respecting Chapters and/or individual Members.
- b. The Committee may summon any of the Members of a Chapter to appear before it for the purpose of enquiry, and may order the custodian of the Warrant, books, papers and accounts of the Chapter to produce the same and if such order be disobeyed and sufficient reason for non-compliance be not given, the offending Chapter or member may be suspended by the Grand Z.;
- c. In case of any complaint affecting a Member of the Executive Committee, or the Chapter to which he belongs, such Member shall withdraw while the Committee considers such complaint.
- d. A full report of the proceedings of the Committee with respect to all cases of complaints shall be recorded, and the said record of proceedings and judgment of the Committee shall be reported for approval or otherwise to Grand Chapter at the next Annual Convocation.
29. The Executive Committee shall submit annually to Grand Chapter at the Annual Convocation a full and complete report of all its proceedings and activities since its report at the last Annual Convocation.

FORMS

30. The Executive Committee of Grand Chapter shall approve from time to time such forms as in the opinion of the Committee may be desirable for the transaction of the affairs of Grand Chapter and the Constituent Chapters, and the said forms shall conform to the provisions of the Constitution and these Rules & Regulations and until altered or repealed shall be the only forms recognized and used in this Grand Jurisdiction.

FINANCIAL YEAR

31. The financial year of the Grand Chapter shall close at midnight on the last day of February; the financial year of each Constituent Chapter shall end at midnight on the thirty-first day of December.

EXPULSION AND SUSPENSION OF COMPANION OR BROTHER

32. a. Any Chapter that recommends to Grand Chapter that a Companion or Brother be expelled from that Chapter or the Lodges under its control shall forward the recommendation to the Grand Scribe E. at least sixty days before the next Annual Convocation for referral to the Executive Committee of Grand Chapter and report to Grand Chapter.
- b. Should the report of the Executive Committee contain a recommendation that the Brother or Companion be expelled, he shall be summoned to appear before the said Committee and before Grand Chapter at the next Annual Convocation to show cause why he should not be so expelled, and the said Committee shall recommend finally to Grand Chapter such action in the circumstances as it may deem just or expedient.

- c. The final recommendation of the Executive Committee as set forth in the immediately preceding Subsection shall be filed with the Grand Scribe E. in sufficient time to permit him to serve upon such Companion or Brother a thirty day notice mailed to the latter's last known address requiring him to show cause at the next Annual Convocation why he should not be expelled..

UNDER PART 10 OF THE CONSTITUTION: REGALIA AND JEWELS

33. The banners to be used in Royal Arch Chapters consist of one Royal Arch banner, four banners representing the four divisions of the Army of Israel and twelve banners one for each of the twelve tribes of Israel. The numbers at the end refer to the numbers used on the plan of the Chapter Layout following the description of the banners.

- a. Royal Arch Banner: White with triple Tau and triangle within a circle. (3)



- b. First Army division Banner: Green with an Ox (1)



- c. Second Army division Banner: Scarlet with a Man (2)



- d. Third Army division Banner: Crimson with a lion couchant, crown and sceptre. (4)



e. Fourth Army division Banner: Green with an Eagle (5)

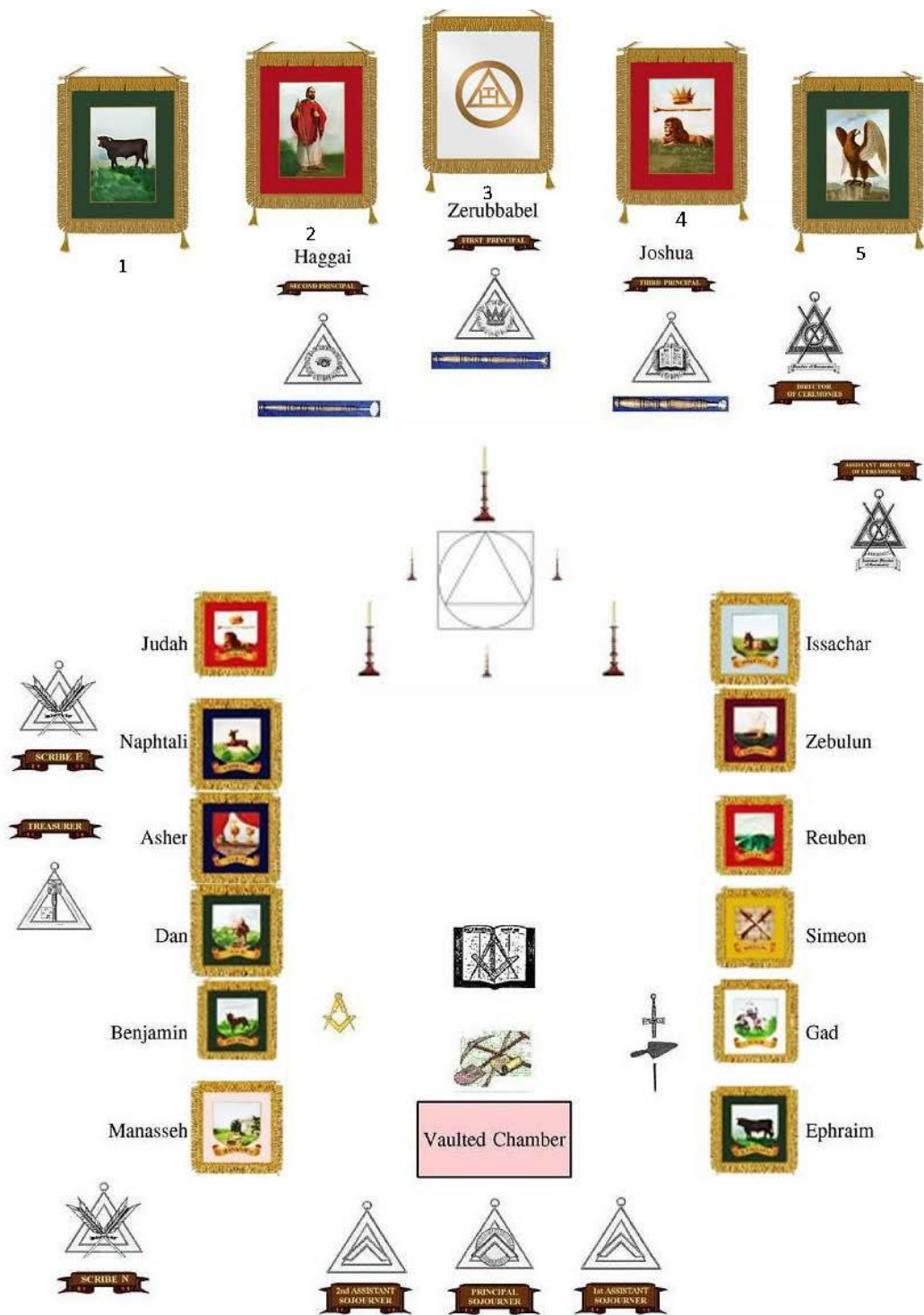


f. Tribes of Israel:

- i. Judah Crimson, A lion couchant, with crown and sceptre.
- ii. Naphtali Blue, A hind let loose.
- iii. Asher Purple, An overflowing cup.
- iv. Dan Green, A serpent biting a horse's heel.
- v. Benjamin Green, A wolf.
- vi. Manasseh Pale pink, A vine beside a wall.
- vii. Issachar Sky blue, An ass resting between two side-bags or panniers.
- viii. Zebulon Purple, A ship.
- ix. Reuben Scarlet, Waves of water. Actual or stylized.
- x. Simeon Yellow, A sword and dagger crossed.
- xi. Gad White, A troop of horsemen.
- xii. Ephraim Green, An ox.

Note: The depictions of the Chapter Banners herein included are for illustration only. Only the written descriptions are authoritative, and any design which corresponds with the written description is correct, even if it is different in appearance from that shown here. The Banner can be represented in many ways but still be faithful to the same written description.

However, the Chapter room plan does show where the banners must be placed within the Chapter.



Chapter room set out with banners.

**UNDER PART 11 OF THE CONSTITUTION: MISCELLANEOUS
EXPENSE ACCOUNTS**

34. The Grand Z. shall be entitled to receive his actual travelling and other expenses while on the business of Grand Chapter up to a maximum set in the budget or estimates as adopted by Grand Chapter.
35. Each Grand Superintendent of a District shall be entitled to receive from Grand Chapter his actual travelling expenses while officially visiting the Chapters in his District, the prescribed mileage fee when attending meetings of the Executive Committee of Grand Chapter, and such presentation as Grand Chapter may bestow.
36. Each Member of the Executive Committee shall be entitled to receive from Grand Chapter his travelling expenses of the incurred while attending meetings of said Committee in the amount of the prescribed mileage fee for the distance travelled by him from the location of the Chapter in Saskatchewan of which he is a Member to the place of said meeting.
37. Upon approval of the chairman of the Committee on Finance, the Members of the Committees appointed by Grand Chapter shall be paid their actual expenses in the performance of their duties.

UNDER PART 12 OF THE CONSTITUTION: GOVERNMENT OF CHAPTERS

38. The Executive committee shall determine the fees and dues payable to Grand Chapter. The cost of the following services etc. will be sent to the Scribe E of all Chapters prior to December 15th of every year. These fees will be applied during the following calendar year.

Dispensation for a new Chapter	
Warrant of Constitution.	
New Warrant to replace loss.	
Dispensation to confer degree at shorter interval than prescribed by Constitution.	
Dispensation for any other purpose.	
Registration of each Candidate for Exaltation, including Grand Chapter Certificate.	
Grand Chapter Certificate to replace loss.	
Registration of a Companion previously registered on joining a Chapter.	
Registration of a Companion from another Grand Jurisdiction joining a Chapter.	
Annual dues for Chapter Member.	
Dues for each Member of a Chapter U. D. covering first year only.	
Each copy of Book of Constitution and Regulations.	
Each copy of the Book of Ceremonies.	
Late filing penalty -Annual Return.	

DUTIES OF CHAPTERS TO GRAND CHAPTER

39.
 - a. Each Chapter shall transmit the prescribed fees, dues, forms, file returns and lists to Grand Chapter as and when required by the Constitution and these Rules & Regulations.
 - b. The annual returns shall cover from the 1st day of January to the 31st day of December in each year, shall be completed and mailed to the Grand Scribe E. not later than January 31st

next following, and shall include:

- i. the names of the Companions installed as Z., H. and J. with the date of Installation, and
 - ii. the name, age and residence of each Companion admitted to membership by degrees and the date of conferring the degrees thereon, and
 - iii. the name, age, occupation or profession of each Companion admitted by affiliation, and residence and name, number and location of the Chapter in which he was exalted, and that in which he was most recently a member.
 - iv. the names of all Members who shall have discontinued membership through demission, suspension, expulsion or death, also the names of all Members restored to membership;
 - v. the name of every Companion having membership in more than one Chapter in this Grand Jurisdiction with the name, number and location of the other Chapters to which he belongs.
- c. Each Chapter shall report to Grand Chapter within one month of the exaltation of any Companion the name of each candidate exalted together with the respective dates of his exaltation, advancement and reception for the purpose of registration and issue of Certificate of Membership by Grand Chapter.
 - d. Each Chapter shall promptly send each summons issued by it by post or electronic mail.
 - e. Following the Installation and Investiture of Chapter Officers and not later than January 31st of each year, the Scribe E. of each Chapter shall send to the Grand Superintendent of his District and to the Grand Scribe E. a list of said officers indicating the names of those elected and appointed and installed and invested together with dates thereof.
 - f. Not later than January 31st the Scribe E. of each Chapter shall send to the Grand Scribe E. a list of the names of the Z., H., J. and Past Z.s entitled to attend Grand Convocations as Members of Grand Chapter, provided that the omission of the name of any Past Z. shall not prevent him from being admitted to any Grand Convocation upon being vouched for by a Member of his Chapter or a Member of Grand Chapter.

CHAPTER BOOKS AND RECORDS

40. Every Chapter shall keep the following in the form approved by Grand Chapter, namely:
 - a. An attendance Register which shall be in charge of the Scribe E. and in which before admittance to a Convocation of the Chapter each Member and visitor shall sign his name and indicate his Rank, and
 - i) where a visitor, the name, number and location of his Chapter and
 - ii) where a visitor hails from another Grand Jurisdiction, the Grand Jurisdiction of the Chapter of which he is a Member, and
 - b. A Minute Book in which shall be entered by the Scribe E. a record of the proceedings of each Convocation in the form prescribed by Grand Chapter, and
 - c. A Cash Book in which the Scribe E. shall enter an itemized record of any funds received by him and the transfer thereof to the Treasurer, and
 - d. A Treasurer's Cash Book in which the Treasurer shall show the various amounts of money transferred to and received by him together with an itemized record of disbursements on behalf of the Chapter, and

- e. A Members' Ledger in which the Scribe E. shall record the payment of dues by each member and the amount of arrears if any, and
 - f. An Historical Register in which the Scribe E. shall register the names of all Companions who have been installed as Z., H. and J. together with the names of all other officers of the chapter for the current year, a list of the Members, giving the name, age, Masonic Lodges of which they were Members on admission to the Chapter, date of proposal for Chapter membership, dates of receiving the Royal Arch and Preliminary degrees, or date of affiliation with the Chapter; also dates of demissions, suspensions, expulsions, restorations and deaths, and
 - g. A Book of Marks in which shall be recorded under the direction of the Scribe E. a copy of the designs of the Marks selected by the Brethren in the form dictated by the approved Ritual, and
 - h. A Book of Bylaws for which the Scribe E. shall be responsible and in which shall be recorded the current Bylaws enacted for the government of the Chapter and which shall be signed by each Member at the time of his admission.
 - i. Where any of the information described above is given, kept or transmitted electronically, the books shall contain printouts or printed summaries of the information.
41. The Standing Committees of the Chapter shall be appointed annually by the Z. at the time of his installation, of which in each case he shall be a Member *ex officio*.
42. a. An Examining Board of three Past Z.s shall be elected annually by open vote at the November Convocation of the Chapter, whose duty shall be to examine and report upon the proficiency of the Z., H. and J. elect.
- b. The Chapter shall elect by open vote annually at its November Convocation two Financial Reviewers to review the finances of the Chapter, who need not have any professional accreditation to hold this office.
43. The Financial Reviewers shall examine the books, accounts, records, vouchers, securities, title deeds, insurance policies and other documents relating to the business affairs of the Chapter at least once during each financial year, and shall prepare and submit a full report of their findings at the Regular Convocation immediately following the close of the financial year.
44. a. An Officer of a Chapter or a Member of a Standing Committee thereof may resign his office or appointment at any time with the consent of the Chapter.
- b. Should any Officer or Member of a Standing Committee resign, die or become permanently incapable of performing his duties,
- i. if the office or post be an appointed one, the Z. shall fill the vacancy at once, and
 - ii. if the office or post be an elected one, a new election shall be held at the next Regular Convocation or at a Convocation of Emergency duly called for that purpose.

UNDER SECTION 14 OF THE CONSTITUTION: CHAPTER MEMBERSHIP

45. Each applicant for admission by exaltation and Preliminary degrees shall:
- a. before submitting his application, be a Master Mason in good standing for a period of not less than three months unless the said period be shortened to not less than four weeks by a dispensation granted by the Grand Z.;

- b. have been recommended by two Companions, Members of the Chapter to which he seeks admission.
- 46.
- a. Each Chapter shall provide in its Bylaws for fees for the administration of Members and for annual dues
 - b. The Bylaws of the Chapter may prescribe the fee for the remaining degree or degrees to accompany an application for affiliation if the affiliating Brother has only received the M.M.M. degree or both the Preliminary degrees.
 - c. A candidate shall not be admitted to membership until the fee provided by the Bylaws of the Chapter has been paid in full.
47. Every member in arrears of dues for two years shall be summoned by Registered Notice to appear at a Regular Convocation to show cause why he should not be suspended; should the Member not appear nor a sufficient reason be given for his absence or the non-payment of his dues, he shall then and there be declared suspended by the Z.
- 48.
- a. A Member suspended for non-payment of dues may be restored to good standing after the receipt by his Chapter of his written application accompanied by payment of all arrears owing by him at the date of suspension together with his dues for the current year.
 - b. If such application is made within twelve months from the date of his suspension, he shall be forthwith be reinstated, but if after twelve months, the reinstatement must be approved by a majority affirmative vote of the Members present and voting at a Regular Convocation
 - c. If restoration be refused, the amount tendered shall be refunded to the applicant.
- 49.
- a. The dues of any Member in arrears or otherwise may be remitted by a majority vote of the Members present and voting at any Regular Convocation.
 - b. The *per capita* fee of any member whose dues have been remitted as per sub-section a. above may be remitted by Grand Chapter by a majority vote of the Executive Committee after the reason for such remittal has been reviewed.