

**Constitution  
and  
Rules & Regulations  
of  
The Grand Chapter  
of  
Royal Arch Masons  
of Saskatchewan**

As Adopted at the Seventy-seventh  
Annual Convocation  
held in Moose Jaw,  
May 29th, A.D. 2005, A.L. 2535,  
with amendments up to and including 2015 and ordered to be  
published by Grand Chapter

Regina

Published under Authority of  
The Grand Chapter  
by the Grand Scribe E.

At the organization of the Grand Chapter of Saskatchewan at Regina June 12, A.D. 1923, the Constitution, usages and ceremonies of the Grand Chapter of Canada were adopted pro term pore

A Committee to draft the constitution, consisting of R. Ex. Comp. J.R. Yorke, Chairman, M. Ex. Comp. A.S. Gorrell, R. Ex. Comps. J.F. Montz, A.A. Wilson, and C. Smith.

At the first Annual Convocation held at Saskatoon February 20<sup>th</sup>, A. D. 1924, the Committee presented their draft constitution which was adopted with a few minor changes.

FRANCIS B. REILLY  
Grand Scribe E

JAMES McAULEY  
Grand Z

1<sup>st</sup> Edition 1925  
4<sup>th</sup> Edition 1953  
7<sup>th</sup> Edition 1989

2<sup>nd</sup> Edition 1929  
5<sup>th</sup> Edition 1954  
8<sup>th</sup> Edition 2000

3<sup>rd</sup> Edition 1947  
6<sup>th</sup> Edition 1976  
9<sup>th</sup> Edition 2005

# Constitution of the Grand Chapter of Royal Arch Masons of Saskatchewan

## NAME AND SEAL

1. The name of this Grand Chapter is The Grand Chapter of Royal Arch Masons of Saskatchewan, hereinafter called The Grand Chapter.
2. The following is a representation of the Seal of The Grand Chapter.



## DEFINITIONS AND MEANINGS

3. Except where the context otherwise indicates, the following definitions and meanings shall apply to words and phrases in this Constitution and in the Rules and Regulations; Provided that wherever the plural is used throughout these documents, the meaning shall apply as in the singular.
  - a] Constitution shall mean the Constitution of the Grand Chapter; Rules and Regulations likewise shall mean those of the Grand Chapter; and Bylaw shall mean a Bylaw of a Constituent Chapter of the Grand Chapter.
  - b] Section shall mean a section under either the Constitution or the Rules and Regulations.
  - c] Regulation shall mean any resolution of the Grand Chapter or rule or direction made pursuant thereto.
  - d] Chapter or Constituent Chapter shall mean a chapter of Royal Arch Masons operating under a Warrant or Charter from the Grand Chapter; a Chapter under Dispensation or a Chapter U. D. shall mean a chapter working under a dispensation from the Grand Z, and possessing only such powers and privileges as are conferred by said dispensation; Lodge shall mean either a Lodge of Mark Master Masons or a Lodge of Most Excellent Masters operating under a Constituent Chapter or a chapter U. D.
  - e] Warrant or Charter shall each mean a Warrant of Constitution from the Grand Chapter issued to a Chapter.
  - f] Companion shall mean a Royal Arch Mason; Joining Companion shall mean and apply to a Member in the process of obtaining membership in a Chapter either by ceremony or by affiliation; Affiliated Companion shall mean and apply to a Companion who has completed such process and is currently a Member in good standing; and Brother shall mean either a Mark Master Mason or a Most Excellent Master.
  - g] The Residence of a person is the place which is his home and to which, whenever he is absent therefrom he has the intention of returning.
  - h] Jurisdiction - The Jurisdiction of the Grand Chapter hereinafter referred to as the Grand Jurisdiction shall mean and include all Chapters, all Lodges; all Companions and all Brethren within the territorial limits of the Province of Saskatchewan and all of that portion of the Northwest Territories or Nunavut in the Dominion of Canada lying and being situate to the North of the northern boundary of the said Province between Longitude 102 on the East and Longitude 110:00 on the West, and all members without this Jurisdiction acting under its authority.

- i] Sister Grand Jurisdiction shall mean the Grand Jurisdiction of any other Grand Chapter of Royal Arch Masons with which the Grand Chapter maintains fraternal relationship.
- j] Grand Officer, Past Officer, Chapter Officer and/or the official designation of each; the names of all Committees herein mentioned, the term Member, and the usual abbreviations applicable to each or any of the said terms and names shall mean said terms and names with respect only to the Grand Chapter or a Constituent Chapter, including the Lodges, accordingly as suggested by the context of the Constitution.
- k] Grand Z. and the respective titles of all other Grand Officers shall pertain accordingly to such Grand Officers as were last installed or invested, likewise Z. and the respective titles of all other Chapter Officers shall be applicable to such Members of a Constituent Chapter as were last invested or installed or who were named as in a Charter and are currently in office.
- l] Grand Council shall mean and comprise the Grand Z., the Grand H., and the Grand J.
- m] Annual Convocation shall mean the regular, yearly Convocation of Grand Chapter; Grand Convocation shall mean any convocation of Grand Chapter; and Convocation shall mean a meeting of a Chapter or a Chapter U. D.
- n] Vote - In the absence of a qualifying explanation in the Constitution as to method, Vote shall mean a show of hands.
- o] Recess of Grand Chapter shall mean the period between the successive Annual Convocations.
- p] Summons shall mean [1] a written communication from the Scribe E. of a Chapter issued for the purpose of notifying the Members of a meeting, or [2] a written notice from the Grand Scribe E. to a Member either of a Chapter or the Grand Chapter ordering him to appear before: (a) his Chapter; (b) the Grand Chapter; (c) a Grand Chapter Officer; (d) the Executive Committee of Grand Chapter or a Standing Committee thereof.
- q] Posting or Mailing shall mean depositing in one of Her Majesty's Post Offices properly addressed and with the required postage prepaid.
- r] Preliminary degrees shall mean the degrees of Mark Master Mason and Most Excellent Master.
- s] Capitular Masonry shall mean The Royal Arch Degrees

#### **COMPOSITION**

4. Subject to the provisions of the Constitution, the membership of Grand Chapter shall be composed of Companions who are Members in good standing of the Constituent Chapters and who are in one of the following categories:
  - a) Past Z.s, and
  - b) Z.s, H.s and J.s
5. Grand Chapter may on motion constitute any Companion of eminence and ability hailing from a Sister Grand Jurisdiction, an Honorary Member, provided that such honorary membership shall be subject to his continued good standing as a Royal Arch Mason, and shall not confer the right of voting at Grand Convocations unless so declared by unanimous vote.
6. Suspension or expulsion of a Companion or Brother from a Craft Lodge shall ipso facto suspend or expel him from all Royal Arch privileges while such Craft disability continues; likewise, any Companion or Brother who remains unaffiliated for a period of twelve consecutive months with a Craft Lodge, or for six consecutive months with a Chapter, shall be disqualified from both Chapter privileges and Grand Chapter membership until he again becomes so affiliated; Provided that Chapter in this Section as applied to an Honorary Member shall be construed as meaning a Chapter of Royal Arch Masons within the Grand Jurisdiction from which he hails.

#### **CHAPTER REPRESENTATION IN GRAND CHAPTER**

7. Subject to the provisions herein contained, each Chapter shall be entitled to representation at Grand Convocations by its Z., H. and J., or should none of said Officers be in attendance, then by the senior Past Z thereof present; Provided that no Companion may represent more than one Chapter; and provided further that any Chapter which fails to file its current annual returns, including fees and dues, to Grand Chapter as required by the Constitution, or which is under suspension, shall not be entitled to representation during such default or suspension.

#### **INHERENT POWER AND AUTHORITY**

8. The Grand Chapter is the highest source of authority in Capitular Masonry in the Grand Jurisdiction and in it alone is vested the government, control, superintendence of, and the power of enacting laws, rules and regulations for the government of all Chapters and Lodges, including the regulation of the territorial jurisdiction of each Chapter and the division of the Grand Jurisdiction into Districts.
9. Grand Chapter has the inherent power of investigating, regulating and finally deciding all matters relating to the Royal Arch degrees and the Most Excellent Master and Mark Master Mason degrees and/or to the Chapters, Lodges and individual Companions and

Brethren.

10 Grand Chapter under its seal, attested by the Grand Scribe E., grants:

- a) under the signature of the Members of the Grand Council Warrants for constituting Chapters and Lodges, and
- b) under the signature of the Grand Scribe E., dispensations for instituting Chapters and Lodges, and where expedient may suspend, revoke or annul each or any of said Warrants and dispensations: Provided that Grand Chapter in Annual Convocation may confirm and continue, or refuse to confirm and continue, any such dispensation or may grant, or refuse to grant, a Warrant of Constitution: provided further that no dispensation or Warrant shall be granted for instituting or constituting Lodges independently of a Chapter.

11. Only Grand Chapter may withdraw a Warrant and erase the same or permanently change the name or meeting place of a Chapter: Provided that no Warrant shall be withdrawn or erased until the Z., H. and J. of the Chapter concerned shall have been summoned to show cause in Annual Convocation why such action should not be taken; provided further that no permanent change of name or meeting place shall be made without previous submission to and sanction of Grand Chapter in Annual Convocation.

12. Grand Chapter shall see that the authorized work, ceremonies and forms of the Royal Craft as prescribed by Grand Chapter are preserved, and that no deviation therefrom is permitted.

13. Grand Chapter:

- a) decides all questions of Capitular Masonic law, usage and custom;
- b) makes, alters and repeals at pleasure, laws for its government and the government and control of its own members.
- c) deals with all appeals that may be made either by individual Companions or Chapters and, pursuant to the Constitution, reviews, alters, confirms or annuls their decisions.

14. Grand Chapter has the power of discipline, admonition, censure and instruction over all Chapters and Companions and, after due summons for trial or on appeal from a Chapter or Lodge, may expel, suspend, reprimand, relieve or restore an offending Companion or Brother: Provided that only Grand Chapter in Annual Convocation shall have the said power to expel or to restore.

15. Subject to the restrictions and in the manner set forth in the Constitution, Grand Chapter may delegate any of its powers and authority outlined in the foregoing Sections.

#### **GRAND OFFICERS**

16. [1] Subject to the exceptions and conditions hereinafter contained, the Grand Officers shall be as designated in this Section and shall be selected annually, either by election or appointment, from the Members of Grand Chapter who are Past Z.s: Provided that the Grand Tyler need not be a Member of Grand Chapter but shall be a Member of a Constituent Chapter.

[2] The elective Grand Officers shall be as follows:

The Grand Z.)  
The Grand H. } The Grand Council  
The Grand J. )  
The Grand Principal Sojourner  
The Grand Registrar  
The Grand Treasurer

[3] The selected and appointed Grand Officers shall be as follows:

The Grand Scribe E.  
The Grand Scribe N.  
The Grand Superintendents of Districts Numbers 1 to 4 inclusive and such other Districts as may be formed hereafter.  
The Grand Senior Sojourner  
The Grand Junior Sojourner  
The Grand Director of Ceremonies  
The Grand Organist  
The Grand Pursuivant  
The Grand Historian  
The Grand Lecturer

### RANK, PRECEDENCE AND TITLE

- 17 [1] Subject to the provisions of the Constitution, the Grand Officers shall be entitled to rank of precedence in the order and their respective designations as set out in Section 16, except that in rank and precedence the Grand Superintendents of Districts shall follow, in order of number of their respective Districts, the Grand Council, and that in rank and precedence the Grand Scribe E. shall follow the Grand Treasurer unless he holds the rank of Most Ex.
- [2] All Past Grand Officers shall rank next in order to the Grand Officers of the same rank currently in office: Provided that Past Grand Z.s shall rank according to seniority next in order to the Grand Z. and before the Grand H.; and that the Past Grand Superintendents of Districts shall rank in seniority according to: [a] number of District and [b] year of office.
18. Grand Superintendents of Districts shall not be entitled to past rank unless recommended therefor by the Committee on the Condition of Capitular Masonry and until such recommendation shall have been adopted by Grand Chapter.
19. [1] Grand Chapter, in recognition of service or ability, may confer by a majority vote such rank upon any Member of Grand Chapter as it may deem appropriate: Provided that notice of motion to confer such rank shall have been filed in writing by the proposer with the Grand Scribe E. prior to the thirty-first day of January preceding the Annual Convocation next following, and that the Chapters shall have been duly notified therefor by that Officer prior to the fifteenth day of March of the same year.
- [2] Grand Chapter may confer by a majority vote such honorary rank and distinction upon any Member of a Constituent Chapter as the latter may request in writing: Provided that:
- [a] notice of motion to file such request with the Grand Chapter shall have been given at a Regular Convocation and the Chapter Members informed thereof in the summons for the next Regular Convocation;
  - [b] the said request shall have been approved by a majority vote of the Members present and voting at the latter Convocation;
  - [c] such approved request, together with a certified copy of the portions of the minutes of said Convocation dealing with the said motion and notice thereof, shall have been filed with the Grand Scribe E. prior to the 31st day of January immediately preceding the next Annual Convocation; and
  - [d] all Chapters shall have been notified thereof not later than the 15th day of March of the same year.
- 20 Subject to the provisions of Subsection [2] Section 19, Grand Chapter when conferring honorary membership shall indicate such rank, title and distinction with respect thereto as it shall deem appropriate.
21. A Past Z. of a Constituent Chapter who affiliates with any other Constituent Chapter shall be entitled to his rank according to seniority both in Grand Chapter and in the Chapter with which he affiliates.
22. A Companion who has attained the rank of Past Z. under any Sister Jurisdiction shall upon affiliation with any Constituent Chapter shall be entitled to retain such rank in the Chapter with which he affiliates.
23. Subject to the provisions of Sections 19, 20 and 22, a Companion shall not be entitled to past rank in any office either in Grand Chapter or in a Constituent Chapter unless and until he shall have served a full term of twelve months in such office: Provided that notwithstanding anything herein contained the said term shall be deemed to have commenced as at the date of the official announcement of his election or appointment at the annual election of officers, and provided his installation or investiture takes place within two months thereafter, the said term shall be deemed to have ended on the installation or investiture of his successor following the next ensuing annual selection.
24. The following titles shall apply to present and past Officers of Grand Chapter as herein indicated:
- a] Most Excellent Companion to the Grand Z. and all Past Grand Z.s;
  - b] Right Excellent Companion to all other elected Grand and Past Grand Officers and the Grand and Past Grand Superintendents of Districts and the elected Members of the Executive Committee and the Grand Scribe E.;
  - c] Very Excellent Companion to appointed and Past Grand Officers other than the Grand Scribe E. and the Grand Tyler or Grand Organist if they are not Past Z's: providing that in which case their title shall be Comp. Grand Tyler or Comp. Grand Organist; providing further that should they ever become a Past Z, they shall be granted the title of Very Ex. Grand Tyler or Very Ex. Grand Organist, and the appointed Members of the Executive Committee;
25. The title Excellent Companion shall apply to the Z., H. and J. in office in a Constituent Chapter or a Chapter U.D., and to him who shall have attained the rank of Past Z.
26. A Companion while serving in any office of a Chapter U.D. shall possess no rights outside said Chapter, other than such as appertain to a Royal Arch Mason.

27. The presence of the representatives of forty percent of Constituent Chapters together with at least one Member of the Grand Council shall be necessary to open any Grand Convocation or to transact business, except on ceremonial occasions when the Grand Z. or his representative with a sufficient number of Companions to fill the Grand Chapter stations may open a Grand Convocation and perform the ceremony for which it shall have been called.
28. Except by permission of the Grand Z., no person other than a Member of Grand Chapter, may attend Grand Convocations; and no visitor shall speak to any question unless requested by the Grand Z. so to do; nor shall he on any occasion be permitted to vote.
29. The Grand Z. shall preside at all Grand Convocations: Provided that, except in the case of a Grand Convocation called for the performance of a ceremony as set forth under Section 27 in the event of the death, absence or disability of the Grand Z., any Grand Convocation shall be presided over by the senior Past Grand Z. or the elective Grand or Past Grand Officer next in rank and seniority who may be present; provided further that the powers of any pro tempore presiding Officer shall be the same as those of the regular presiding Officer; provided also that no Companion below the rank of Past Grand Z. shall assume the chair of the Grand Z. although he be entitled to rule Grand Chapter.
- 30.[1] Each Grand Officer and other Companion in attendance at a Grand Convocation shall be clothed in accordance with his rank and station as a Royal Arch Mason.
- [2] A Grand Convocation shall be declared open in Ample Form when the Grand Z. presides; in Due Form when the Grand H., the Grand J., or a Past Grand Z. presides; and at all other times in Form.
31. Notwithstanding anything contained in this Constitution, it shall remain within the power of Grand Chapter in Grand Convocation assembled to take immediate action on any question where in the opinion of seventy-five percent of the Members present any emergency has arisen.

## **POWERS, DUTIES ETC. OF GRAND OFFICERS**

### **THE GRAND Z.**

32. Subject to the provisions of the Constitution, to the Grand Z. belongs all the executive and judicial functions of Grand Chapter during the recess of Grand Chapter and for such purposes he is empowered by Grand Chapter and it shall be his responsibility to:
- a) Preside at all Grand Convocations and to officiate at all ceremonies pertaining to Grand Chapter including the constitution of newly Warranted Chapters, the consecration of Chapters and the dedication of Chapter property: Provided that no other Companion shall preside at or perform any Grand Chapter ceremony unless duly authorized to do so as the representative of the Grand Z.
  - b). Exercise a general supervision over the Royal Craft in the Grand Jurisdiction.
  - c) Immediately after his installation approve, or otherwise, the selection of Grand Superintendents of Districts made under Section 13 [2] of the Rules & Regulations, appoint the Grand Officers listed under Subsection [3] of Section 16 of the Constitution and, pursuant to Subsection [2] of Section 50 of the latter, appoint Members of the Executive Committee; at the Annual Convocation at which he is installed announce the names of said appointees, install and invest, or cause to be installed and invested, the Companions present eligible for installation and investiture and issue directions for the installation and investiture of absentees.
  - d) Examine new or revised Bylaws and amendments to Bylaws of Constituent Chapter submitted for approval and, if in accordance with the Constitution, give his approval thereto.
  - e) Present at the Annual Convocation at the conclusion of his term of office, a written address or report enumerating therein all the rulings and important official acts, including all suspensions and removals, and appointments made as required hereunder; together with such recommendations as he may deem necessary or expedient for the continued welfare of the Royal Craft.
  - f) Act as Custodian of the Fidelity Bonds pertaining to the Grand Chapter Officers.
  - g) See that his successor is duly installed in his stead.
33. The Grand Z., during the recess of Grand Chapter and subject to the provisions of the Constitution, is also empowered to grant under his hand and the seal of Grand Chapter attested by the Grand Scribe E., dispensations for the following purposes, namely:
- a) upon receipt of a petition signed by nine Companions and recommended by the Committee on Applications for new Chapters, to authorize them, pursuant to Section 10, to meet as a Chapter or a Lodge for a specified period not extending beyond the next Annual Convocation;
  - b) upon receipt through the Grand Scribe E., a written application therefor, to enable any Chapter to:
    - I] Act upon an application for advancement and exaltation from an applicant who:
      - a) has not resided for one year within its Jurisdiction; or
      - b) resides outside its Jurisdiction.
    - II Confer a degree pursuant to Section 51 of the Rules and Regulations and Section 90 of the Constitution.
    - III Elect and/or install officers at a time other than that fixed by its Bylaws, or to meet the contingency of no available members of the

Chapter being eligible for office under Paragraph 1 of Subsection [b] Section 78 of the Constitution.

IV Hold any function in the name of a Chapter or in the name of the Royal Craft.

V To allow the Members to wear Royal Arch clothing at a public procession or festival, except for a Masonic funeral or the ceremony of laying a cornerstone.

VI Meet temporarily at a place other than that set forth in its Charter.

1. to authorize the Grand Scribe E. to issue a Grand Chapter certificate to a Companion who has been admitted to a higher degree at a shorter interval than prescribed by the Constitution.
2. to relieve from Masonic disability upon such terms and conditions as he shall deem proper, a Member of a Chapter whose Charter has been suspended or has lapsed.
  - a) appoint representatives of the Grand Chapter near Sister Grand Jurisdictions, and receive and accredit representatives of Sister Grand Jurisdictions near this Grand Chapter;
  - b) unless otherwise ordered by Grand Chapter or otherwise restricted by the Constitution, appoint Members of all Committees and Commissions of Grand Chapter;
  - c) command every Grand Officer and require him to attend him on his official visits: commission any Grand Officer to visit a Chapter and make a report thereon; also require any Grand Officer to attend him for the purpose of making a report and to make a report as to the formers official position, and to produce any documents and/or correspondence in his possession that may relate to the business of Grand Chapter;
  - d) suspend from office for cause any Grand Chapter Officer or Chapter Officer and to restore him after suspension;
  - e) fill vacancies and make pro tem appointments with respect to Grand Chapter Officers, Committees and Commissions;
  - f) call emergent Grand Convocations as required under Section 3 of the Rules and Regulations and whenever he may deem such action necessary or expedient;
  - g) call a special meeting of any Grand Chapter Commission, preside over and direct its proceedings;
  - h) convene a Convocation of Chapter or Chapters at such time and place as he may designate and in person, or by proxy, preside over and inspect the proceedings and work thereof;
  - i) summon any Chapter or Chapter Officer to attend him and produce the Warrant, books, papers and accounts of such Chapter;
  - j) subject to the provisions of Section 66 of the Constitution change the name or place of meeting, or both, of a Constituent Chapter.
  - k) either personally or by a Committee or Commission of Inquiry investigate any subject of Masonic complaint which may be brought before him, and issue such orders and directions with respect to the attendance thereat and the production of such books and papers, including the Warrant, books and accounts of any he may deem necessary.
  - l) whenever such action appears to him necessary or expedient, suspend any Companion or Brother, or arrest the Warrant or Dispensation of and Chapter and suspend the operation thereof until the next Annual Convocation or for such shorter period as he may deem advisable: Provided that such action and the reasons therefor, which may include non-compliance with a summons to appear before him, together with his opinion respecting the taking of any further action shall be reported by him in writing to Grand Chapter at the next Annual Convocation;
  - m) direct that a charge be preferred in a Chapter having jurisdiction to try the same, against any Companion or Brother accused of a Masonic offence, and if he considers it expedient, may order and commit the supervision of any ensuing Masonic trial to the Grand Superintendent of a District or to any other Grand Officer;
  - n) entertain an appeal from the decision of action of a Grand Superintendent of a District or any other Grand Officer, and change or modify the said decision later;
  - o) permit the healing of a candidate irregularly conducted through the ceremony of a degree;
  - p) require a strict compliance with the laws, rules and regulations of Capitular Masonry within the Grand Jurisdiction, and, subject to the right of appeal to Grand Chapter from his decision, decide all questions relating thereto;
  - q) exercise all other privileges and prerogatives not inconsistent with the Constitution;
  - r) purchase suitable mementoes for all ladies attending the ladles luncheon at Grand Convocation.

34. The Grand Z. shall not be applied to or consulted officially concerning any matter connected with Capitular Masonry within the Grand Jurisdiction except through the Grand Scribe E.

35. Notwithstanding anything herein contained, the actions, rulings and decisions of the Grand Z. shall be subject to confirmation or otherwise by Grand Chapter at the next Annual Convocation.



### **THE GRAND H.**

36. It shall be the duty of the Grand H. to and he shall:

- a] assist the Grand Z. as the latter shall direct, and exercise such executive or judicial functions as may be delegated to him by the Grand Z. and the Constitution;
- b] serve, ex officio, as President of and preside at all meetings of the Executive Committee of Grand Chapter, and convene that Committee at such time and place as he may deem advisable and as the Constitution may require;
- c] forward to the Grand Z. a written report of his official acts performed during the recess of Grand Chapter.

### **THE GRAND J.**

37. It shall be the duty of the Grand J. to and he shall:

- a] assist the Grand Z. as the latter shall direct, and exercise such executive or judicial functions as may be delegated to him by the Grand Z. and the Constitution;
- b] serve as Vice-President of the Executive Committee of Grand Chapter, and in the absence of the Grand H. preside at its meetings;
- c] forward to the Grand Z. a written report of his official acts performed during the recess of Grand Chapter.

### **THE GRAND SUPERINTENDENT**

38 The Grand Superintendent of each District:

- a] shall be selected in accordance with the provisions of Section 13 of the Rules and Regulations;
- b] shall be a Past Z. and a resident Member of a Chapter in the District for which he is selected;
- c] on the occasion of his official visit, may preside and rule in every Chapter;
- d] shall see that every Chapter in his District is working in the authorised manner, and that all returns and fees to Grand Chapter have been forwarded as required;
- e] when specially authorised by Grand Chapter or by the Grand Z., shall investigate and report to the Grand Z. upon any subject of Masonic complaint or irregularity respecting Chapters or Companions within his District;
- f] may summon any Chapter or Companions within his District to attend him, and may order the production of the Warrant, books, papers and accounts of such Chapter, should said summons be not complied with or a sufficient reason given for non-compliance, he shall report the fact immediately in writing to the Grand Z.;
- g] shall see that a proper record of the proceedings of any meeting held for the purpose of investigating a Masonic complaint or irregularity together with his decisions thereon, are transmitted to the Grand Z.; when, in his judgment, the case is sufficiently flagrant to justify suspension or arrest of a Warrant or the expulsion of a Companion, he shall make a special report thereon to the Grand Z.,
- h] shall hold a District Meeting or Chapter of Instruction within the District, and may instruct any Chapter to call said meeting at such time and place as he may direct; no dispensation shall be required;
- i] upon request, may appoint a competent Companion to instruct any Chapter in his District;
- j] shall carefully scrutinize every Bylaw and/or amendment to a Bylaw of which copies shall have been submitted to him pursuant to Subsection [2] Section 70 of the Constitution and forward same together with his remarks thereon promptly to the Grand Scribe E. for the approval or otherwise of the Grand Z.
- k] shall satisfy himself that the Companions recommended in the petition for a new Chapter in his District to serve as Z., H. and J. are duly qualified to perform their respective duties, may summon them to attend him for examination and, if found qualified, shall grant them certificates of qualification; and also shall ascertain whether or not every Chapter U.D. is adequately equipped with suitable furniture, paraphernalia and regalia;
- l] shall transmit a written report on the condition of Royal Arch Masonry in his District to the Grand Scribe E. for the information of Grand Chapter not later than the 15th day of March prior to the next Annual Convocation following his installation; Provided that the said report shall include [a] a list of all Chapters inspected; [b] a list of all Chapters instituted and/or constituted since the last Annual Convocation; [c] a statement as to the progress made and the condition of each Chapter U.D; and [d] as an appendix thereto for submission to the Executive Committee of Grand Chapter, a statement of his expenses as permitted under Section 34 of the Rules and Regulations, together with any certificate or certificates required of him under Subsection [1] Section 73 of the Constitution.

### **THE GRAND TREASURER**

39. It shall be the duty of the Grand Treasurer to , and he shall:

- a] have custody of all the monies and funds deposited from time to time by the Grand Scribe E. to the credit of the Grand Chapter pursuant to Clause [b] Section 40 and all such other monies and funds as may be entrusted to him or may come into his possession as

Grand Treasurer; Provided that all monies and funds received shall be deposited promptly in some regularly chartered bank or Credit Union selected by the Executive Committee, in the name of and to the credit of The Grand Chapter of Royal Arch Masons of Saskatchewan;

- b] disburse the said monies and funds as Grand chapter or other proper authority may direct by cheque only, signed by himself as Grand Treasurer, together with either the Grand Scribe E. or the Grand Z. or, in case of emergency, by any two of them and in all instances only on orders issued on behalf of the Audit and Finance Committee by the Grand Scribe E.;
- c] have custody of all notes, bonds or other securities that may be entrusted to him or may come into his possession as Grand Treasurer, deposit them promptly with some regularly chartered bank selected by the Executive Committee, and release and deliver the same only as directed by the said Committee;
- d] keep such books, records and accounts and in such form as shall be prescribed by the Executive Committee; permit the inspection thereof at any time by any Member of the Grand Council or of any Grand Chapter Committee authorized to inspect the same; close such books and accounts annually on the last day of February, and not later than one month thereafter surrender them for audit purposes to the Chairman of the Committee on Audit and Finance;
- e] present to the Executive Committee and to Grand Chapter at each Annual Convocation a report of his official acts as custodian of the funds and securities of Grand Chapter together with a statement of his Cash Receipts and Disbursements for the immediately preceding financial year of Grand chapter in such form as the Executive Committee may require and duly certified by the Grand Chapter Auditor;
- f] as directed by the Executive Committee and at the expense of Grand chapter, furnish a bond for the faithful performance of his duties, and place such bond in the custody of the Grand Z.

#### **THE GRAND SCRIBE E.**

40. Subject to the terms of his appointment and engagement as provided for in Section 24 [a] of the Rules & Regulations and excepting as varied thereby, it shall be the duty of the Grand Scribe E. to, and he shall:

- a] take charge of all secretarial equipment appertaining to his office; and have the custody of: [a] the seal of Grand chapter; [b] during the recess of Grand Chapter all jewels, regalia, furniture, clothing and paraphernalia thereof; [c] all suspended or dormant Charters; and [d] all Chapter property and effects which shall have been surrendered to Grand chapter;
- b] collect all monies due and payable to Grand Chapter; keep a correct account thereof and forthwith deposit same in the chartered bank or credit union selected by the Executive Committee to the credit of Grand Chapter, and immediately thereafter mail or deliver to the Grand Treasurer a duplicate of the deposit slip duly certified by the bank;
- c] countersign all orders issued on the Grand Treasurer by the Committee on Audit and Finance with respect to disbursements which in his opinion are properly authorized; see that the general nature of each disbursement is indicated on each order; and after due record, deliver same to the grand Treasurer.
- d] record all laws, acts and transactions of Grand Chapter; keep such books and records and in such form as the Executive Committee shall prescribe; permit the inspection thereof at any time by any Member of the Grand Council or of any Committee authorized to inspect the same; close such accounts and books yearly on the last day of February and not later than one month thereafter, surrender them for audit purposes to the Chairman of the Committee on Audit and Finance.
- e] receive all Petitions, memorials and other papers pertaining to the affairs of Grand Chapter and lay them before the Grand Z. and at his direction present them to the Grand Chapter and/or other proper authority.
- f]. conduct the correspondence of Grand Chapter;
- g] affix the seal of Grand Chapter, attested, if required, by his signature, to all Warrants of Constitution, certificates and other documents issued by authority of Grand Chapter, the Grand Z. and Executive Committee in conformity with the Constitution, and sign and certify all other instruments as required by the Constitution, including Certificates of Membership, of Appointments and of Election to Grand Chapter Office;
- h] receive returns from the several Chapters, record them in the books of Grand Chapter and at the next Annual Convocation report the same to Grand Chapter;
- i] keep a register of all Members of Constituent Chapters and a record of the impression of the seal of any Chapter filed with him pursuant to Sections 83 and 97 of the Constitution;
- j] mail to all Chapters, to all Grand Officers and to all Members of the Executive Committee: (a) such information and papers with respect to the business of Grand chapter as may be required by Grand Chapter, by the Grand Z., by the Grand H., or by the Executive Committee, including a list of all demissions, suspensions, expulsions and restorations of which he shall have been notified by the several Chapters covering the year ended December 31st last; and (b) prior to the 15th day of March each year, copies of all notices

- of motion proposed to be introduced at the next Annual Convocation;
- k] other than such as pertain to the office of the Grand Treasurer, receive, file and safely keep all reports, papers, books and documents of Grand Chapter;
- l] attend the Grand Z. as and when required, and produce to him such books, records and papers as he may direct; also from time to time furnish the Executive Committee of Grand Chapter and the Grand Superintendents of Districts with such documents and information as they may require;
- m] issue summonses for all Grand Convocations and for all meetings of the Executive Committee [of which Committee he shall serve, ex officio, as secretary], and for any other Committee or Commission as directed by Grand Chapter, by the Grand Z., by the Executive Committee or its President, and attend and take minutes of their proceedings;
- n] present to the Executive Committee and to the Grand Chapter at each Annual Convocation a full report of the official acts together with a statement as directed by the Executive Committee, of his cash receipts and disbursements showing the general source whence such receipts were derived, information covering returns from the Chapters, including such as are in arrears to Grand Chapter or which have neglected or refused to comply with the Constitution; make available at each Annual Convocation all books, records and necessary papers pertaining to his office; and report all unfinished business and present all such other matters as may properly come within his province;
- o] as soon as practicable following the close of each Annual Convocation, prepare and superintend the publication of the proceedings thereof proper to be written and published, and mail one copy to each Grand Officers and to each Member of the Executive Committee of Grand Chapter; and two copies to each Chapter;
- p] perform all other duties appertaining to his office as Grand Chapter may impose;
- q] as directed by the Executive Committee and at the expense of Grand Chapter, furnish a bond for the faithful performance of his duties, and place same in the custody of the Grand Z.

NOTE: There is no Section 41 in the 8th Edition 2000 of this Constitution [see top of INDEX section for explanation].

#### **THE GRAND SCRIBE N.**

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

#### **THE GRAND PRINCIPAL SOJOURNER**

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

#### **THE GRAND REGISTRAR**

44. [1] The Grand Registrar shall:

- a] receive and acknowledge all registrations for the Annual Convocation of the Grand Chapter;
- b] record requests for tickets, etc.; and
- c] forward all monies to the Grand Scribe E.

[2] Supervise the operations of the Committee on Credentials and ensure that proper and relative reports are presented promptly.

[3] Maintain a close liaison, at least verbally, with the Grand Z. and the Grand Scribe E.

[4] When so directed by the Grand Z., to take charge of any District for which there is not a Grand Superintendent and otherwise obey the commands of the Grand Z.

#### **THE GRAND SENIOR SOJOURNER**

45. It shall be the duty of the Grand Senior Sojourner to allow none to enter Grand Chapter unless properly clothed as a Royal Arch Mason and duly qualified.

#### **THE GRAND JUNIOR SOJOURNER**

46. It shall be the duty of the Grand Junior Sojourner to see that all portals of Grand Chapter are properly guarded, and to report all visitors and communications to the Grand Principal Sojourner.

#### **THE GRAND HISTORIAN**

47 The Grand Historian shall compile from time to time and preserve a record of all matters connected with the history of Grand Chapter, and report to that body at each Annual Convocation.

#### **THE GRAND LECTURER**

The Grand Lecturer is to visit the subordinate Chapters and give them advice and support in the ritual of the Order.

#### **THE GRAND TYLER**

48 . It shall be the duty of the Grand Tyler 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.

#### **ALL GRAND OFFICERS**

49. It shall be the duty of all Grand Officers to perform such duties, additional to those herein set forth, appertaining to their respective offices, in conformity with the Constitution, as shall be required from time to time by the Grand Chapter or the Grand Z.

#### **THE EXECUTIVE COMMITTEE**

50 [1] Subject to the rights and prerogatives of the Grand Z. herein contained and to the provisions of the Constitution, the Executive Committee of Grand Chapter shall have the general care and administration of all the business of Grand Chapter.

[2] The Committee shall be composed of the Grand Z., all Past Grand Z.s, the Grand H., the Grand J., the Grand Superintendents of Districts, the Grand Scribe N., the Grand Treasurer, the Grand Principal Sojourner, the Grand Registrar, and four other Members of Grand Chapter, one from each District who shall be appointed annually by the Grand Z., on the recommendation of the Grand Superintendent of that District.

51. The President, or presiding officer, of the Committee shall be the Grand H., and in his absence, the Grand J. who shall be Vice-President, or in the absence of both a chairman selected by the Committee shall preside; the Grand Scribe E. shall be, ex officio, the secretary of the Committee as per Section 40 [3]..

52 [1] The Committee shall meet:

- a) immediately after the close of each Annual Convocation for the purpose of selecting from among its membership the several Standing Committees provided hereunder and the transaction of such other business as may properly come before the Committee;
- b) each year on the day before the Annual Convocation at an hour and place named by the president; and
- c) at such other time or times as the latter or the Grand Z. may require.

[2.] Seven Members of the Committee shall constitute a quorum.

[3] All questions brought before the Committee shall be decided by a majority vote of the Members present and voting; the presiding officer shall have a second vote in case of a tie.

[4] In preference to other business, the Committee shall undertake the consideration of any special matter which may be referred to it by the Grand Z. or by Grand chapter.

[5] Unless it be in writing and be signed by the person or persons addressing the Committee, no recommendation, petition or representation of any kind shall be received and/or considered by the Committee.

[6] All communications from the Committee shall be in writing.

[7] All transactions and resolutions of the Committee shall be entered in a Minute Book by the Secretary; the record of the proceedings of each session shall be read at the next meeting and, if approved, shall be signed by the presiding officer.

53 [1] The Standing Committees of the Executive shall:

- a) be as follows: Grand Z.s address; Audit & Finance; Grievances and Appeals; Warrants; Condition of Capitular Masonry; Constitution ,Laws & Jurisprudence; Fraternal Dead; Printing and Supplies; Fraternal Correspondence; Mileage; Applications for New Chapters; Custodians of the Work; Territorial Jurisdiction; Education and Research; effective June 1, 1995, the tenure as Chairman of a Committee be not more than five [5] years;
- b) each consist of three or more members of the Executive Committee; the first named shall be chairman, and a majority shall form a quorum;
- c) each report through the Executive Committee at each Annual Convocation, except the Committee on the Grand Z.s address, which shall report directly to Grand Chapter.

[2] Special Committees shall be chosen as and when required by the Executive Committee from among the Members thereof; and each Special Committee shall report to the Committee.

[3] Pursuant to Section 8 of the Rules & Regulations, the Executive Committee shall select the Committee on Credentials.

54. The Executive Committee shall:

- a) have charge of the finances of Grand Chapter; shall examine all accounts and claims against Grand Chapter and, if found correct, shall issue through the Grand Scribe E. written orders directing payment by the Grand Treasurer;
- b) supervise the investment of surplus funds of Grand Chapter;

- c] have power to draw upon the funds of Grand Chapter for benevolent purposes: Provided that the total sum requisitioned for that purpose between any two consecutive Annual Convocations shall not exceed ten percent of the total per capita dues received under Section 40 of the Rules & Regulations during such period;
- d] have full power to inspect all books and papers relating to the accounts of Grand chapter, and by rules and regulations, prescribe the manner in which the books, money, funds and accounts thereof shall be kept, and report such rules and regulations to the Grand chapter;
- e] pursuant to Section 43 of the Rules and Regulations, prepare from time to time such forms as in its opinion may be desirable or necessary for the transaction of the affairs of Grand chapter and the Constituent Chapters, and supervise the printing and distribution of such forms;
- f] have full power to summon any Officer or Companion in possession or having custody of books, papers, documents or accounts belonging to or relating to Grand Chapter, to appear before the Committee, and to give such direction with respect thereto as may be deemed expedient;
- g] examine and compare or cause to be examined and compared, the books, papers, vouchers and accounts of the Grand Treasurer and the Grand Scribe E.; examine the yearly reports of the said Officers and the Auditor of Grand Chapter and submit said reports to the Annual Convocation together with such additional information covering the financial affairs of Grand Chapter as the Committee may consider necessary or advisable;
- h] submit to Grand chapter at each Annual Convocation, an estimate [set out under general headings] for the current fiscal year of cash receipts and disbursements as well as revenue and expenditures, and recommend provision for such expenditures as the Committee deems necessary for the expenses of Grand Chapter: Provided that no appropriation of the monies and funds of Grand Chapter shall be made without previous reference to the Executive Committee;
- i] direct the acquisition of the Fidelity Bonds required with respect to Grand Officers, and see that said Bonds are placed in the custody of the Grand Z.
- j] subject to the approval of Grand Chapter, supervise the division of the Grand Jurisdiction into Districts comprising no fewer than two Chapters each and to assign the boundaries of such Districts;
- k] subject to the approval of Grand Chapter and to the provisions of the Constitution, have the power to define the territorial jurisdiction of each Constituent Chapter;
- l] have the direction of all matters relating to the furniture, regalia and paraphernalia of Grand chapter;
- m] cause the necessary preparations to be made for Grand Convocations.

#### **FEES, DUES AND COMPENSATION**

55. Grand Chapter shall determine the amount of the fees and dues payable from time to time to Grand Chapter by Constituent Chapters and Chapters U.D.

#### **GRAND CHAPTER REGALIA**

56. The apron for the present and past Grand Officers shall have an indented crimson and purple border four inches in width and shall be trimmed with gold lace and fringe - the border of the flap to be two inches wide, and the triangle, linings and strings and ribbons suspending the tassels to be purple; the emblem of office shall be embroidered in the centre of the apron within a wreath for elected Officers, and within a circle for appointed Officers.

57. The sash of present and past elected Grand Officers shall be a tricolour ribbon of purple, crimson and pale blue, four inches wide with gold fringe or bullion at the ends.

#### **GRAND CHAPTER JEWELS**

58. The following shall be the jewels of the Grand Officers as indicated under their respective headings, namely:

Grand Z.: A crown irradiated between the legs of a pair of compasses, the points resting on a triple triangle.

Grand H.: The All-Seeing Eye between the legs of a pair of compasses, the points resting on a triple triangle.

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

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 as for the Grand Superintendents of Districts, omitting the small triangle irradiated.

Grand Treasurer: The key within a triangle.

Grand Scribes E. & N. ; Cross pens with a tie within a triangle.

Principal Sojourners of Grand and Constituent Chapters: A square within a triangle irradiated within a triangle.

Grand Registrar: A scroll on a pen within a triangle.

Assistant Sojourners of Grand and Constituent Chapters: A square within a triangle, not irradiated.

Grand Director of Ceremonies: Cross wands with a wreath, within a triangle.

Grand Organist: A lyre within a triangle.

Grand Pursuivant: Cross swords and a wand, with a coat of arms, within a triangle.

Grand Stewards: A triangle.

Grand Tyler: A sword.

Past Grand Offices: Except Past Grand Superintendents of Districts, the jewel appertaining to their respective offices set in a circle.

59. The jewel of office worn by present and past Grand Z.s as well as the jewels of office of the Grand H. and the Grand J. may be suspended from a chain or collar of gold or other metal gilt; the jewels of office worn by other elected Grand Officers may be suspended from a ribbon collar of three colours, namely: purple, crimson and pale blue, four inches wide, edged with gold lace and fringe; the jewels of office worn by appointed Grand Officers may be suspended from a similar ribbon collar of narrower width.
60. Except the jewels and emblems appropriated to Grand Representatives of State Sister Jurisdictions and the insignia of the military, no honorary or other jewel or emblem which does not appertain to or is inconsistent with the degrees recognized and acknowledged by Grand Chapter shall be worn at any Grand Convocation.

### MISCELLANEOUS

61. [1] Every Chapter or Companion affected by any ruling, decision or action of the Grand Z., the Grand Superintendents of Districts, the Executive Committee of Grand Chapter, or any subordinate authority, shall be duly served with notice of such ruling, decision or action and shall have the right of appeal therefrom to Grand Chapter.
- [2] Notice of appeal shall be filed in writing by the appellant with 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.
62. Rules of Procedure, re trials for Masonic offences shall be the same as those adopted by the Grand Lodge of Saskatchewan, A.F. & A.M.
63. [1] The Constitution may be amended or altered at any Annual Convocation by a two-thirds vote of the Members present and voting: Provided that:
- a) notice in writing stating distinctly the proposed amendment or the intent of the amendment (if the Chapter is not certain of all the clauses that would require amendment to effect the requested change), and that the same has been approved by resolution of the Chapter of which the mover is a member, shall have been given at the preceding Annual Convocation or shall have been filed with the Grand Scribe E. before the 31st day of January preceding the Annual Convocation at which the proposed amendment is to be considered;
  - i. If a Chapter proposes an amendment that expresses only the intent of the change, the motion shall proceed to the Annual Convocation of Grand Chapter for consideration following the provisions of Section (a) hereof. If passed by a two-thirds vote of the members present and voting, the motion shall be referred to the Constitution, Laws and Jurisprudence Committee to draft the amendments to the Constitution, Regulations or Approved Rulings required to effect the amendment. The wording of said amendments to be submitted to the Executive for final approval by majority vote.
  - b) a copy of the proposed amendment is mailed to each Chapter and to each Member of the Grand Executive prior to the 15th day of March immediately following said date and also published in the notice paper;
  - c) any proposed amendment to the constitution which has been rejected by Grand chapter shall not be reconsidered at any time within five years after such rejection unless leave be given by a resolution passed by a two-thirds majority vote of the Members of Grand Chapter present and voting without debate.
- [2] The provisions of the Rules & Regulations may be amended or altered at any meeting of the Executive Committee of Grand Chapter called at the request of the Grand Z. in accordance with Section 52 [1] [c] [excepting the immediately preceding subsection [1] [a] and [b]] of the Constitution by a majority vote of the Members present and voting: Providing that:
- a) a notice in writing in accordance with Section 52 [5] of the Constitution stating distinctly the proposed amendment shall have been submitted to the Grand Scribe E. at least thirty days prior to the holding of such meeting of the Grand Executive;
  - b) upon his receiving such notice the office of the Grand Scribe E. will promptly mail a copy of the proposed amendment to each Chapter, the Grand Council and to each Member of the Grand Executive, thereby enabling the Grand Z. to call a special meeting of



the Grand Executive either to provide the thirty day period or, in the event of his calling a special meeting of the Grand Executive for some other reason, to likewise provide an up to thirty day period within which a proposed amendment could be submitted.

64. All forms, rules, regulations and approved rulings, together with any Constitution and amendments thereto, heretofore adopted by Grand Chapter are hereby repealed and the provisions of this Constitution are substituted therefor.

### **GOVERNMENT OF CONSTITUENT CHAPTERS AUTHORITY, POWERS AND JURISDICTION**

65. Every Chapter shall:

- a) operate under a Warrant or Charter which shall be and remain the property of Grand Chapter or, pending the issue of a Warrant, under a Dispensation from the Grand Z.;
- b) not be named after a living person;
- c) be constituted and consecrated pursuant to Clause [a] Section 32;
- d) have precedence according to the number of its Warrant as registered in the books of Grand chapter.

66. A Chapter shall not be transferred permanently from one center to another unless Grand Chapter, by a majority vote, shall have changed the name of place of meeting of said Chapter and have directed the Grand Z. to have the necessary changes made in the Charter and the matter of such changes shall have been brought Grand chapter, only;

- a) upon the request of the Chapter concerned, which request shall have been made only after seventy-five percent approval vote of the Companions present and voting at a Regular Convocation of said Chapter; or
- b) upon the request of the Grand Z. with the approval of the Executive Committee of Grand Chapter: Provided that the Grand Z. may on request of a Chapter or on his own initiative with the unanimous concurrence of the Grand Council, change the name or place, or both, of such Chapter; but all such changes shall be submitted to and considered by Grand Chapter at its next Annual Convocation and shall be final only after confirmation by Grand Chapter.

67. Each Chapter shall have the power and authority:

- a) to make and amend Bylaws for its own government provided they be not incompatible with the general laws of the Royal Craft or this Constitution;
- b) subject to appeal to Grand chapter, to discipline its Members and all Companions and Brethren residing within its Jurisdiction;
- c) based on decisions of a majority of its Members present and voting at any Regular Convocation, to give instructions to its Z., H. and J., or other duly appointed representatives, concerning any matter or matters to come before the Grand Chapter at its next Convocation;
- d) to perform such other acts and exercise such other privileges as are set forth in its Warrant or Dispensation and as are contained in the Constitution.

68. Each chapter shall have concurrent Jurisdiction with all other Chapters within the Jurisdiction of this Grand Chapter: Provided that each Chapter shall have exclusive jurisdiction over its own Members.

69.[1] A Chapter shall be deprived of its Grand chapter privileges, including representation at Grand convocations, its Warrant shall revert to and be surrendered to Grand chapter, and its seal, records, regalia, paraphernalia and other property shall be forfeited and delivered to Grand Chapter in the event of any one or more of the following, namely:

- a) as a result of voluntary application to Grand chapter, it is granted suspension of discontinuance of operations as a Chapter;
- b) its membership becomes less than nine;
- c) it fails to convene for one year;
- d) its returns and payments to Grand Chapter as required by the Constitution remain in default for more than one year: Provided that prior to the withdrawal of its Warrant and the forfeiture of privileges and property as aforesaid, the Z., H. and J. shall have been summoned as directed by the Grand Z. to show cause to the contrary, when at the direction of the latter the provisions of this Section may be suspended.

[2] Any Chapter or Chapter Officer that fails to comply in whole or in part with the requirements of the immediately preceding Subsection shall be liable to discipline as directed by the Grand Council.

[3] A Warrant surrendered pursuant to Subsection [1] of this Section may be restored by Grand Chapter upon receipt of a petition signed by at least nine former Members of the Chapter concerned.

### **BYLAWS**

70. [1] The Bylaws of every Chapter as authorized under Section 67 shall be fairly written or printed in a book and delivered to the Z. at his installation: Provided that said Bylaws and every amendment thereto shall:

- a) have been approved by the Grand Z. pursuant to Section 2 hereof;
- b) be subscribed to by each Member to whom a printed copy shall be furnished at the time of his admission;

c) be accessible to Chapter Members at all reasonable times;

Provided further that a printed copy together with a copy of each and every amendment shall be filed with the Grand Scribe E.

[2] Every new Bylaw and every amendment to an existing Bylaw passed by a Chapter shall not be in force and effect unless and until:

a) submitted, in the form of certified extracts from the minutes of the Chapter, to the Grand Superintendent of the District;

b) forwarded by him together with his remarks thereon, to the Grand Scribe E.; and

c) approved by the Grand Z.

71 [1] Each Chapter U.D. pending the granting of a Warrant or Charter, shall select for its government by resolution a code of approved Bylaws currently in use by any Chapter.

[2] Every new chapter upon receiving the Warrant shall at the next Regular Convocation thereafter:

a) appoint a Committee to draft Bylaws for its government;

b) proceed without unnecessary delay to adopt and ratify the same and after certification by the Z. and Scribe E. and pursuant to Subsection [2] Section 70 submit them for approval.

### **CHAPTERS UNDER DISPENSATION**

72. [1] Every application for a Warrant to hold a new Chapter shall be by petition to the Grand Z. upon the form prescribed by Grand Chapter, signed by no fewer than nine Companions in good standing, and shall set forth:

a) the name and location of the chapter of which each petitioner is or was a Member;

b) the proposed name, place and days of meeting;

c) the names of the Companions selected to occupy the offices of Z., H. & J.

[2] The petition referred to in Subsection [1] shall undertake on behalf of the proposed new Chapter to conform strictly to the Constitution, laws, rules, regulations and orders of Grand Chapter.

[3] The said petition shall be transmitted to the Grand Scribe E. who shall refer it to the Committee on Applications for New Chapters; without undue delay the said Committee shall return it to the Grand Scribe E. with a recommendation, or otherwise, to the Grand Z. to issue the desired Dispensation pursuant to Section 33: Provided that if, in the opinion of the Grand Z., the report of the said Committee be unduly withheld, he shall have the power to waive such recommendation and proceed with the issue of a Dispensation.

[4] Should the prayer of the petitioners be granted, the Grand Z. may issue a Dispensation authorizing the petitioners to meet as a Chapter and to open and hold Lodges of Mark Master Masons and Most Excellent Masters until the next Annual Convocation.

73. [1] A Chapter U.D. shall apply for a Charter at the first Annual Convocation convened after its organization and shall submit to Grand Chapter through the Grand Scribe E. a record of its operations together with the Minute Book, Register and other books of the Chapter for examination; the Grand Superintendent of the District shall report to Grand Chapter the progress made by such Chapter including his opinion as to the proficiency of its officers and a certificate as to whether or not it is equipped with suitable and adequate furniture, paraphernalia and regalia.

[2] A Chapter U.D. shall not transact any business except that permitted under its Dispensation, and shall be governed by the Constitution and regulations of Grand Chapter.

[3] The officers of a Chapter U.D. shall not be installed or invested.

74. Immediately following the granting of a Warrant or Charter as provided hereunder, a Chapter shall be entitled to representation at Grand Convocations pursuant to Section 7.

### **CONVOCATIONS**

75. [1] Each Chapter shall provide in its Bylaws for the convening of Regular Convocations - not more often than once each month and at least once in every calendar quarter - on the day specified therein and at an hour set by its Executive committee: Provided that should the said day in any month be a statutory holiday, the day before Christmas or the day before New Years or Grand convocation, the Regular Convocation shall be called for the usual hour any day, at the discretion of the Z., other than a statutory holiday during the week preceding or following the regular day, and no dispensation from Grand chapter shall be required.

[2] A Chapter of Emergency may be convened at any time at the direction of the Z. or upon the request of six Members of the Chapter, provided that no business shall be transacted other than as specified in the summons for said Convocation.

[3] A summons for each Convocation shall be issued under the direction of the Z. and shall be served upon the Members seven clear days before the meeting; the posting or personal delivery of a summons shall be deemed to be adequate service thereof;

[4] Lodges of Mark Master Mason and Most Excellent Master may be held without the ceremony of opening Chapter, and shall be



subject to the regulations herein provided for Chapter Convocations in so far as they may appertain.

76. [1] A Chapter Convocation shall be opened only when at least six Companions are present, including the Z., or the H., or the J. In the absence of the Z., or a Past Z., the H., or in the latter's absence, the J. may declare the Chapter open for the transaction of business but not for conferring the Royal Arch degree.
- [2] A Companion below the rank of Past Z. shall not assume the Z.s chair.
- [3] Each Companion in attendance at a Chapter Convocation shall wear the clothing appropriate to his rank and station as a Royal Arch Mason.
- [4] Only the work as authorized by Grand Chapter shall be practiced or administered in any Chapter or Lodge.
- [5] When conferring the Mark Master degree or the Most Excellent Master degree, or when Mark Master Masons or Most Excellent Masters are present all business can be conducted in the respective Lodge except the Installation of Officers which must be performed in a Chapter of Royal Arch Masons.
- [6] Every Companion who is a Member in good standing of a chapter shall be entitled to one vote at all Convocations of the chapter.
- [7] All voting at Chapter Convocations shall be by show of hands except where the Constitution or the Chapter Bylaws require a ballot or where the Chapter votes without debate for a ballot.
- [8] A Companion shall not violate the secrecy of the ballot on candidates for admission by stating how he voted or intended to vote, or by endeavouring to ascertain how a Companion voted, or by revealing a Companions vote: Provided that in the case of a Masonic trial, where the charge laid relates to a ballot for admission, any Companion may disclose how he voted.
- [9] Unless the Bylaws provide otherwise, a motion disposed of at a Chapter Convocation shall not be reconsidered or rescinded unless notice accordingly be given at a Regular Convocation and inserted in the summons for the next Regular Convocation.
- [10] Should any Companion disturb the harmony of the Chapter, be admonished therefor by the Z. and persist in irregular conduct, the Z. may order him to leave the Chapter and may suspend him for disobedience of such order pending appropriate action by the Grand Superintendent of the District to whom the suspension with reason therefor shall be reported forthwith.
- [11] A Chapter Convocation convened and opened pursuant to Subsection [1] hereof or a Lodge thereunder convened and opened shall not be adjourned from day to day or from one meeting to another, and shall be opened and closed in regular form.

#### **VISITORS**

- 77 [1] A Companion shall not be admitted as a visitor to any Chapter unless he:
  - a) is properly vouched for, or unless after strict examination by two skilled Companions, he shall have been found worthy of admittance; and
  - b) he shall have registered his name in the visitors book of the Chapter; Provided that a Mark Master Mason or a Most Excellent Master in good standing shall have the right to visit a Lodge according to the degree conferred upon him.
- [2] A visitor shall be subject to the Bylaws of the Chapter visited.
- [3] An unaffiliated Companion, demitted, shall not have the right to visit more than once during the period of his non-affiliation, any Chapter within the Jurisdiction of this Grand chapter.

#### **OFFICERS**

78. The Officers of a Chapter shall:
  - a) be as follows: Z., H. and J.; Treasurer, Scribe E., Scribe N., Principal, Senior and Junior Sojourner; Director of Ceremonies; Masters of the First, Second, Third and Fourth Veils; and Tyler; said officers shall also serve respectively, according to seniority and as required, as the Master and Wardens and their subordinates of the Lodges operating thereunder. The Scribe E. may also hold the office of Treasurer if the Bylaws of the Chapter so provide;
  - b) be chosen from among the Members who are Companions in good standing: Provided that:
    - I. a Companion shall be eligible for any Chapter office except he shall not be eligible for the chair of Z. in a Warranted Chapter, unless he shall have served in the chair of H. or in the chair of J., for twelve months, or for either of the chairs of H. or J. unless he shall have served in the chair of a Sojourner for twelve months; notwithstanding anything herein contained the said terms of service shall be determined on the basis outlined in Section 23
    - II. the Z., H. and J., the Treasurer, the Scribes E. and N. together with such other officers as its Bylaws prescribe shall be elected annually by a majority vote of the Members present and voting by written ballot at the Regular Convocation in November provided however, that the Excellent Z. may appoint a nominating Committee to submit to the Convocation for nomination a list of eligible candidates for all, or any two or more, of the elective offices, each of whom has consented to accept the office if elected, and upon those named in the list being nominated, and if there are no further nominations for any of the said offices mentioned in such list the Members may vote for, or against those candidates so nominated by one written, collective ballot and if the majority vote is

against the election of such candidates, the election shall proceed as if such list had not been submitted;

III. the Director of Ceremonies shall be a Past Z. and be appointed annually and may not be appointed for more than three consecutive years;

IV. any Officer not elected as herein provided shall be appointed by the Z. annually, and his name and office announced upon the latter's installation or as soon as practicable thereafter: Provided that notwithstanding anything hereinafter contained, the Director of Ceremonies shall be appointed as provided in Clause III aforesaid;

c] following the approval by the Chapter of the minutes recording the election of Officers and the announcement of the appointed Officers as hereinbefore provided, be installed and invested by the Z. or by a Past Z. at the Regular Convocation held in December each year; or at any Emergent Convocation held on a date in January next following, and shall hold office until their successors shall have been installed and invested; Provided that:

I. notwithstanding anything hereinafter contained, the Officers of a Chapter while under Dispensation shall not be installed or invested;

II. only the Z., H. and J. shall be installed - all other Officers shall be invested;

III. a Chapter Officer shall not be installed by proxy;

IV. the Z., H. and J. shall not be installed until they shall have been severally examined by a board of three or more Past Z.s and until such board shall have certified in writing to the Installing Officer as to their proficiency in their respective duties;

V. prior to entering upon the exercise of the functions of his office, each Officer shall take an obligation to support and maintain the Constitution, laws, rules and regulations of Grand chapter and the Bylaws of his Chapter;

VI. every Z. before being placed in the chair shall solemnly pledge to observe all the established usages and customs, to preserve the landmarks of the Royal Craft, and strictly to enforce them within his Chapter;

VII following the passing of a resolution of consent by each Chapter concerned, two or more Chapters may install and invest their respective Officers in the same chapter room and at the same Convocation at which each shall produce the minute book, Bylaw book and Charter;

VIII. open installation will be permitted at the allotted regular Convocation for Installation and investiture as specified in the opening paragraph of this Subsection [3], at the discretion of the incoming Z., subject to the amended provisions of the R. A. Ceremonies relative to a Private Chapter, by the Committee on Custodians of the Work of the Executive Committee of Grand chapter.

d] 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 of their District or any Board, committee or commission lawfully constituted.

## THE Z.

79. The Z. of the chapter shall:

a] be responsible for the due observance of the laws relating to Constituent Chapters as contained in the Constitution and the approved Bylaws of the Chapter;

b] countersign all warrants or orders for the payment of monies, and execute all documents pertaining to and on behalf of the Chapter requiring his signature;

c] see that the Chapter books and records are kept as required and prescribed under Section 59 of the Rules and Regulations and by the Executive committee of Grand Chapter;

d] pursuant to Subsection [3] Section 75, direct the Scribe E. to issue and serve a summons for each Convocation of his Chapter, and cause a copy thereof to be mailed by the Scribe E. to Grand Chapter Officers in accordance with Subsection [4] Section 58 of the rules and Regulations;

e] pursuant to Subsection [5] Section 58 of the Rules and Regulations, cause the Scribe E. to send a certified list of the officers of his Chapter elected and appointed and installed and invested;

f] be responsible for the preparation and transmission of all returns and lists, together with the fees and dues pertaining thereto, required of his Chapter under Section 58 of the Rules and Regulations, and likewise for all dispensations permitted under Subclauses [II] and [III], Clause [a] 2., Section 33 of this Constitution, when duly authorized by his Chapter;

g] not have power to suspend the ballot;

h] be responsible for the preservation of all copies of the Annual Proceedings of Grand Chapter supplied to his Chapter and to see that the contents of the Proceedings of the last Annual Convocation are conveyed to his Chapter;

i] produce as and when required by lawful authority under the Constitution, all books, accounts, records and documents relating to his Chapter;

j] appoint Chapter Officers and Members of Chapter Standing Committees and fill vacancies, as provided under Section 78 of this

Constitution and under Section 46 and 48 of Rules and regulation;

- k) before being installed in his chair, solemnly pledge himself to observe all the established usages and customs, to preserve the landmarks of the Royal Craft, and strictly to enforce them within his Chapter.

#### **THE H.**

80. The H. of the Chapter shall:

- a) serve as the Senior Warden of the Lodges;
- b) except that the OB. shall be administered by the Z. or by a Past Z., confer the preliminary degrees, or either of them, if and as required by the Z.;
- c) be chairman of the Executive Committee of the Chapter;
- d) fulfill any and all duties required of him by the Z. of his chapter, the Bylaws thereof and the Constitution.

#### **THE J.**

81. The J. of the Chapter shall:

- a) serve as the junior Warden of the Lodges;
- b) except that the OB. shall be administered by the Z. or by a Past Z., confer the preliminary degrees, or either of them, if and as required by the Z.;
- c) in the absence of the H., be chairman of the Executive Committee of the Chapter;
- d) fulfill any and all duties required of him by the Z. of his chapter, the Bylaws thereof and the Constitution.

#### **THE TREASURER**

82. The Treasurer of the Chapter shall:

- a) have custody of the monies, funds and securities transferred to the Chapter or to him on its behalf by the Scribe E. pursuant to clause [d] Section 83 and as may be received by or entrusted him from other sources: Provided that all said monies and funds shall be deposited promptly in a chartered bank, Trust Company or branch of a credit union in the name of and as designated by the Chapter and that no disbursements shall be made except after the receipt of a written direction or order in accordance with Clause [e] of said Section 83;
- b) keep such books, accounts and records as are required under the Bylaws of his chapter and the Constitution, more particularly as set forth under Section 59 of the Rules and Regulations, and perform such other duties as may appertain to his office as required under said Bylaws;
- c) produce for inspection and/or audit purposes all his books, accounts, records, vouchers and securities as and when required by the Z. or other lawful authority pursuant to the Bylaws and Constitution;
- d) if required by the Bylaws, at the expense of and as instructed by his Chapter, furnish a bond for the faithful performance of his duties.

#### **THE SCRIBE E.**

83. The Scribe E. of the Chapter shall:

- a) pursuant to Subsection [3] Section 75 issue under the direction of the Z. and serve all summons for Chapter Convocations, and transmit a copy to the Members of the Grand Council, to the Grand Superintendents of the Districts, and to the Grand Scribe E.;
- b) attend all Convocations of the chapter and take the minutes thereof;
- c) have charge of the seal of his Chapter and affix it to all papers and documents issued under authority of and in keeping with the requirements of the Constitution and the Bylaws, and transmit an impression of the seal and any amendment thereto to the Grand Scribe E.;
- d) collect and receive all monies due and payable to the chapter and in the manner required by the Bylaws transfer said monies promptly to the Treasurer;
- e) when duly authorized by the Chapter, issue and sign all orders on the Treasurer for the disbursement of Chapter monies and funds, indicate on each order the general nature of the disbursement involved, and after due record deliver same to the Treasurer: Provided that before delivery as aforesaid each order shall have been approved and countersigned by the Z.;
- f) pursuant to Section 59 of the Rules & Regulations, keep such books and accounts of permanent record as may be required of him and as directed by the Constitution and Bylaws of his Chapter, enter therein a record of the transactions of the Chapter and other matters proper to be recorded, and produce the same together with all vouchers, papers and documents in his possession, for inspection and/or audit purposes as and when required by the Constitution or his Chapter;
- g) other than such as pertain to the Treasurer, receive, file and safely keep all books, records, reports, papers, documents and secretarial equipment belonging to the Chapter and relinquish them promptly to his successor;

- h) pursuant to Section 58 of the Rules & Regulations, prepare and submit on the forms furnished by Grand chapter such returns and information as Grand Chapter may require from time to time accompanied by those fees and dues prescribed by the Rules & Regulations, and including annual lists of officers elected and appointed and installed and invested, and the companions entitled to attend Grand Convocations as Members of Grand Chapter;
- i) if any appeal be taken to Grand Chapter, transmit to the Grand Scribe E. a true copy of all proceedings in the case;
- j) report by first mail to the Grand Scribe E. any information received by him with respect to the death of any Grand Officers, Past Grand Officer or other Companion within the Jurisdiction of his Chapter;
- k) perform such other duties as appertain to his office pursuant to the Bylaws of his Chapter and are required under the Constitution;
- l) if required by the Bylaws, at the expense of and as instructed by his Chapter, furnish a bond for the faithful performance of his duties.

#### **THE TYLER**

84. The Tyler of the Chapter shall:

- a) be selected yearly pursuant to Clause [b] Section 78;
- b) see that every Companion and visitor signs his name in the Attendance Register and is properly clothed Masonically before entering the Chapter.

#### **OTHER OFFICERS**

85. The powers and duties of:

- a) the officers mentioned in Section 79 to 84 both inclusive and
- b) the Director of Ceremonies who shall be responsible for the introduction of visitors and such duties incidental to the conferring of degrees as are assigned to him by the Z.;
- c) all other Chapter Officers shall conform to customary usage as prescribed the ceremony of Installation and Investiture, the Constitution and the Bylaws of the chapter.

#### **MEMBERSHIP**

86. [1] Membership in a Chapter may be acquired by having been:

- a) regularly admitted as a candidate for the degrees; or
- b) elected for affiliation or honorary membership; or
- c) named as one of the petitioners in the Dispensation for a new Chapter.

[2] A Companion may be a Member of more than one Chapter in this Grand Jurisdiction.

87 Any Companion resident within the jurisdiction of Grand Chapter who is not affiliated with any Chapter therein except as an Honorary or Life Member may apply to and may be admitted to membership in any Constituent Chapter: Provided that if any Member be under suspension from his Chapter or shall withdraw from it without having complied with its Bylaws, or with the general regulations of the Royal Craft, he shall not be eligible for admission to any other Chapter.

88 [1] Each application for membership in a Chapter shall:

- a) be in writing in the form prescribed by Grand Chapter and shall set forth the applicants name in full, age, residence, occupation or profession, the name, number and location of the Masonic Lodge of which he was recently a Member, as well as that of his mother Masonic Lodge and the date of raising as a Master Mason, also, in the case only of an applicant for affiliation, the name, number and location of the Royal Arch Chapter of which he is currently a Member, as well as that of his mother Chapter and the date of his exaltation;
  - b) be dated and signed by the applicant with name in full, and signed by the Companion recommending him;
  - c) be accompanied by a demit as referred to in Subsection [1] Section 96, or other evidence of good standing as required by the Chapter, and by a deposit or fee as prescribed by its Bylaws;
- be submitted to the Committee [hereinafter referred to as the Investigating Committee] for inquiry into his character and qualifications; if favourable, the name to be printed in the next regular summons, making him eligible to be balloted on and given his M.M.M. degree at that Convocation.

[2] An application for admission may be withdrawn, with the consent of the Chapter, only before the Investigating Committee has reported thereon.

89. [1] Notification of the reception and consideration of the report of the Investigating Committee shall be inserted in the summons for a Regular Convocation and shall include all the information and data with respect to the applicant set forth in Clause [a] Subsection [1]

Section 88 together with an intimation that provided the said report be favorable to the admission of the applicant, a ballot will be taken.

- [2] Should the Investigating Committee report unfavorably on any applicant for admission, no ballot shall be taken and the applicant shall be declared a rejected candidate: Provided that:
- a] a rejected candidate for admission or exaltation and Preliminary degrees shall not be proposed or balloted for in any Chapter within twelve months after said declaration; and
  - b] a rejected candidate for admission by affiliation may at any time renew his application to the same Chapter or any submit his application to any other Chapter.
- [3] Subject to the eligibility of the applicant and following a favorable report thereon by the Investigating Committee, a ballot shall be taken at a Regular Convocation only: Provided that:
- a] only one ballot shall be required for the Royal Arch and Preliminary degrees;
  - b] only Members in good standing shall be permitted to ballot;
  - c] a ballot, if ordered, shall not be postponed, nor shall it be reconsidered.
- [4] A candidate for exaltation and the Preliminary degrees shall not be admitted to membership nor shall any Companion be received as affiliated Member if on a ballot, two black cubes be balloted against him: Provided that a chapter may by Bylaw require a unanimous ballot.
- [5] should the result of any ballot on an application for membership be favorable, the Z. shall declare the applicant eligible to become a member of the chapter in the prescribed manner: Provided that a Chapter Bylaw may define the period - which shall not exceed twelve months -during which an accepted candidate for admission by exaltation and the Preliminary degrees shall present himself for admission failing which a fresh applicant and ballot shall be required.
- 90 [1] A Brother shall not be exalted to the Royal Arch degree unless he shall have received the Preliminary degrees and shall have delivered to the Scribe E. the design of the Mark selected by him pursuant to Section 59 of the Rules & Regulations.
- [2] Except by dispensation granted by the Grand Z., no more than two degrees shall be conferred on any candidate in one day nor shall any Brother be exalted to the Royal Arch degree before he shall have passed a satisfactory examination in the Preliminary degrees and until a period of fourteen days shall have lapsed since he received the M. E. M. degree.
- [3] A Chapter may confer the Royal Arch degree on one candidate provided two Sojourners are used.
91. Any Royal Arch Mason hailing from a Sister Grand Jurisdiction who has not received the Preliminary degrees and who desires to affiliate with a Constituent Chapter, may apply thereto and said Chapter shall be at liberty to confer upon him either or both of said degrees without charge except for the fee required for Grand Chapter registration: Provided that before making affiliation he produce satisfactory proof of his exaltation and good standing.
92. Every Candidate upon his admission shall take an obligation to support and maintain the Constitution laws, Rules & Regulations of Grand Chapter.
93. Every Companion on his affiliation and every Candidate on his advancement to the M.M.M. degree shall sign the Bylaws of the Chapter in token of his submission thereto; a copy of which together with a copy of the Constitution and Rules & Regulations shall then be presented to him.
94. Should objection be made to the advancement of a Brother after he shall have received either of the Preliminary degrees, the Z. shall order the objector to file with the Scribe E. written charges forthwith and if so filed, shall be investigated as soon as practicable by the Chapter: Provided that:
- a] if the objector neglect or refuse to file such charges within thirty days, the Chapter shall proceed to confer the degrees as if no objection had been made;
  - b] if the said charges be investigated and not proven, the degrees shall be conferred as if no charges had been filed;
  - c] if the said charges be proven, the candidates shall be considered rejected and shall not be eligible to apply again within a period of twelve months following the date of such rejection, and then only to the same Chapter.
95. Every applicant for membership when advanced to the M.M.M. degree or admitted by affiliation shall become a Member of a Chapter as from the date of his said advancement or affiliation and shall be liable for dues therein as from said date.
96. [1] Should a Member of a Chapter desire to withdraw from membership therein, he shall submit an application in writing and on payment of all dues owing, if any, and provided no charges are pending against him, he shall be furnished with a demit in the form approved by Grand chapter and his membership shall thereupon terminate.
- [2] Should a demitted companion desire to renew his membership in a Chapter, he shall be required to make application and be balloted on in the manner provided herein for an application for affiliation, and should he be rejected may renew his application in the same or may submit an application to any other Chapter at any time, all in accordance with Sections 87, 88 and 89.

## CHAPTER SEAL

97. [1] Every Warranted Chapter shall have a seal with the Chapters name and number engraved thereon, an impression of which and any amendments thereof shall be deposited with the Grand Scribe E. and registered on the books of Grand Chapter.
- [2] The seal of the Chapter shall be affixed only to such documents as are required to be sealed and as are properly issued pursuant to the resolutions of the Chapter, or are required by the Constitution, including the following:
- a] Annual returns of work;
  - b] Annual returns of officers installed;
  - c] Bylaws, and amendments thereto;
  - d] Certificate of adoption of Bylaws, and or amendments thereto;
  - e] Copy of summonses giving notice of motion to consider Bylaws and or amendments thereto when required for the purposes of the Grand Officers pursuant to Subsection 2 Section 70.

## CHAPTER REGALIA AND JEWELS

98. [1] Subject to the provisions of Section 56 the Royal Arch Apron to be worn by the Companions shall:
- a] be white lambskin or white kidskin, from fourteen to sixteen inches in width and from twelve to fourteen inches in depth;
  - b] have an indented crimson and purple border two inches wide with the crimson part pointing to the center of the apron and with the border of the flap or lapel only one inch wide;
  - c] have in the center of the flap, a triangle of white silk or satin surrounded with gold border, and, within said triangle, three taus united to gold spangled embroidery. All companions suits in future have soft triangle as per the Constitution, and there be an opportunity for Companions to purchase the said triangle for their aprons and sashes, if they so desire;
  - d] have two gold tassels suspended from under the flap by white ribbons suspending the tassels of the Aprons worn by Z.s, H.s and J.s and Past Z.s shall be of scarlet and may be trimmed with gold lace and fringe.
  - e] the membership of Chapters attaining 100 year status shall be allowed to attach the approved Grand Chapter of Saskatchewan gold embroidered 100 year logo badge to the apron centred either at the lowest part of the lambskin, space permitting, to the top part of the 3 or 4 inch crimson and purple ribbon immediately below.
- [2] Subject to the provisions of Section 57 the Royal Arch Sash to be worn by Companions shall:
- a] be of indented crimson and purple ribbon four inches wide, with the crimson diamond outside and with silk fringe at the ends;
  - b] be worn over the left shoulder, passing obliquely to the right side: Provided that instead of silk fringe at the ends, the sash of the Z.s, H.s and J.s and Past Z.s of Chapters may have gold fringe or bullion.
- [3] The Jewel of Royal Arch Masonry shall be of gold or gilt and shall be worn on the left breast, suspended by:
- a] a narrow white ribbon, when worn by Companions;
  - b] a crimson ribbon four inches in width, when worn by Z.s, H.s, J.s and Past Z.s
- [4] The Jewels of Chapter Officers shall be suspended by a crimson collar, four inches wide and shall be as indicated under their respective designations, as follows:
- Z.: A crown, irradiated within a triangle.
  - H.: An All-Seeing Eye, irradiated within a triangle.
  - J.: The Volume of the Sacred Law, irradiated within a triangle.
  - All other Officers: The emblem of the office of each, within a triangle.
- [5] The Robes of office in a Chapter shall be worn by officers as herein indicated, namely:
- A scarlet Robe trimmed with ermine.
  - H.: A purple Robe.
  - J.: A blue Robe.
  - Scribes E. and N. and Sojourners; Each a white Robe
- 99 [1] The Jewel of a Mark Master Mason shall:
- a] be made of gold, silver, mother of pearl or white cornelian stone - preferably the latter;
  - b] be suspended from a light blue ribbon with crimson edges;
  - c] bear on the front side the owners mark within a circle surrounded with the letters H. T. W. S. S. T. K. S.; the reverse side may bear the owners name, Chapter, and date of his advancement to the Mark Master Mason degree.
- [2] The aprons, collars and jewels of the officers of a Chapter shall be applicable to the respective stations of a Lodge and the



Companions in attendance at said Lodge meetings shall be clothed as Royal Arch Masons,  
100. Except the jewels and emblems appropriate to Grand Representatives of Sister Grand Jurisdictions and the insignia of the Military, no honorary or other jewel or emblem inconsistent with the degrees recognized by Grand Chapter shall be worn at any Chapter Convocation.

### **VOLUNTARY SURRENDER OF WARRANT, AFFILIATION AND AMALGAMATION**

101. Any Chapters contemplating surrender of Charter, affiliation or amalgamation shall:

- [1] notify the Grand First Principal and the Grand Scribe E of such possible action; and [2] follow all procedures outlined in [a], [b] or [c] below and [3] any subsequent surrender of charter, affiliation or amalgamation shall be conducted by the Grand First Principal or his appointed representative at such time and place as he deems suitable.
- a) Voluntary Surrender of Warrant: A Constituent Chapter may decide voluntarily to surrender its Warrant to Grand Chapter by the affirmative vote of at least two-thirds of the Members present and voting at a regularly convened Convocation, in the summons for which notice is given of intention to submit a resolution that the Warrant be voluntarily surrendered to Grand chapter, or by the affirmative vote of at least two-thirds of the Members present and voting at a Chapter of Emergency. Grand chapter may withdraw and erase the Warrant of such Chapter upon being satisfied that the Chapter has:
- I. paid all accounts and liabilities accrued and accruing;
  - II. issued Certificates of Withdrawal [demits] to all of the Members;
  - III. surrendered and delivered to Grand Chapter all of its records, official seal, Warrant, paraphernalia and other assets [the payment of money on deposit to Grand Chapter to be by certificate by the Chapters bank that all of its accounts have been closed];
  - IV. complied with any other specific requirements of Grand Chapter.
- b) Affiliation: A Constituent Chapter [hereinafter referred to as the Constituent Chapter] having voluntarily decided to surrender its Warrant in the manner provided for in [a] above, may before surrendering its Warrant, negotiate with a nearby Chapter for Affiliation with such nearby Chapter and in such case Grand Chapter may withdraw and erase the Warrant of such Constituent Chapter upon being satisfied that:
- I. the Constituent Chapter has furnished to the nearby Chapter an accurate list of its Members showing the rank and status of each Member and honours to which he is entitled, and full information as to life memberships granted to then living Members, and any special or unusual commitments made to Members or deceased Members;
  - II. the Constituent Chapter has furnished to the nearby Chapter an accurate financial statement showing clearly all assets and liabilities of the Constituent Chapter;
  - III. a Committee consisting of Members of both Chapters and duly appointed by them, has examined the physical assets of both Chapters and decided what items of paraphernalia, regalia, properties and furnishings are to be retained for the use of the nearby Chapter after Affiliation and that such items have been delivered to the nearby Chapter, that all surplus paraphernalia, properties and furnishings have been delivered to Grand Chapter, and that all cash or its equivalent including money on deposit, has been paid over to the nearby Chapter.
  - IV. the nearby Chapter has agreed to the Affiliation by the affirmative vote of at least two-thirds of the members present and voting at a regularly convened Convocation, in the summons for which notice is given of intention to submit a resolution that such Affiliation be agreed to, or by the affirmative of at least two-thirds of the Members present and voting at a Chapter of Emergency.
- C). Amalgamation: Two or more Constituent Chapters may amalgamate:
- Either by:-
- [1] Forming a new Chapter where Grand Chapter will issue a new Charter upon being satisfied that :
- I. a committee consisting of Members appointed by each of the Constituent Chapters has considered the proposed amalgamation and reported it's views back to the respective Constituent Chapters.
  - II. each Constituent Chapter has decided in favour of the amalgamation by the affirmative vote of at least two-thirds of the members present and voting at a regularly convened Convocation, or Chapter of emergency, the summons for which contained a notice of intention to submit the resolution, and a copy of the intended resolution.
  - III. section 72 of the Constitution of the Grand Chapter has been complied with, excepting that, the application for a Warrant by the new Chapter shall be signed by the three principal Officers and Scribes "E" of each of the Constituent Chapters.
  - IV. ehe Constituent Chapters have complied with any other specific requirement imposed by Grand Chapter.  
If the Grand "Z" deems it advisable, he may issue a Warrant immediately to the new Chapter rather than a Dispensation. He may also waive compliance with Section 73 of the Constitution of Grand Chapter; otherwise and excepting as heretofore provided all the provisions of Sections 72 and 73 of the Constitution of Grand Chapter shall *mutatis mutandis* to the applicant of the new Chapter.

Or:-

[2] Where two Chapters wish to amalgamate, but wish to retain their Charters, they can be allowed to append the Charter of one Chapter (hereinafter called the —Appending Chapter) to the Charter of the second Chapter (hereinafter called the —Appended Chapter), provided that:-

- I. The Appending Chapter has paid all accounts and liabilities in full up to the time of amalgamation.
- II. The Chapters have complied with all the provisions of Sections 101 [1] b) i-iv. of the Constitution of Grand Chapter. The amalgamated Chapters would continue to operate under the Charter, By-laws, Name, seal and number of the Appended Chapter. A Certificate of Appendment will be issued by Grand Chapter declaring that the Charter of the Appending Chapter is forthwith appended to the Charter of the Appended Chapter. The certificate will be physically attached to the Charter of the Appended Chapter in such a way as both are displayed at any future convocation of the amalgamated Chapters. The Charter and seal of the appending Chapter will be returned to Grand Chapter for safe keeping.

The members of the Appending Chapter would retain the membership number recorded in the Grand Register under their former Chapter but would append a letter “A” after the number indicating that their membership is now appended to another Charter.

Grand Chapter or the Grand “Z” may require the Grand Superintendent or Grand Superintendents concerned to enquire into and report on any matter arising under Section 101 hereof or to assist the Chapters concerned.

### **DISTRICT MEETINGS**

102 Each District in the jurisdiction of this Grand Chapter, as established in accordance with Section 54 [j], shall hold, at such place within the District as arranged by the Grand Superintendent, in accordance with Section 38 [1] [h], on or before the 1st day of December of each year, a meeting to be called the Annual District Meeting.

The function of the District Meeting is for the purpose of instruction and for the selection of the Grand Superintendent.

The Grand Superintendent shall be selected in accordance with Section 13 [2] of the Rules & Regulations and its provisos. He must be present at such meeting[s] or have given written consent, be qualified under Section 38 [1]] [b] and prepared to fulfill to the best of his power, skill and ability the duties devolving upon him as such.



# RULES & REGULATIONS

For the Government of the Order of ROYAL ARCH MASONS OF SASKATCHEWAN

Adopted by Grand Chapter the 27th day of May  
A.D. 2000, A.I. 2530 and amended 2005, 2006, 2011

## GRAND HONOURS

1. The Grand Honours shall be accorded as follows:

- a) nine for the Grand Z. and Past Grand Z.s;
- b) seven for all other elected Grand and Past Grand Officers, and Grand and Past Grand Superintendents of Districts;
- c) five for the Grand Scribe E. and for appointed Grand and Past Grand Officers;
- d. three for all other distinguished Companions.

## GRAND CONVOCATIONS

2. 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 as set by the Grand Council;
- b) commence at the hour of 8:00 p.m. for the purpose of ceremonial opening and courtesy activities, deferring any business matters until the Grand Convocation is reconvened at 9:00 in the forenoon on the day following;
- c) Venue of the Annual Convocation for the following year may be selected at any convenient location within the Province of Saskatchewan, pursuant to acceptance of an invitation tendered by the local Chapter desirous of hosting Grand Convocation, provided further that if no invitation has been extended, the Grand Council shall select a location in Regina, Saskatoon, Moose Jaw or Prince Albert. If only one place of meeting has been proposed, no ballot shall be required but shall be accepted or declined by open majority vote of Grand Chapter. Where balloting is indicated to select a site, Grand Chapter shall confirm the selection immediately following the report of the scrutineers under Section 22.

3. Emergent Grand Convocations may be convened by the Grand Z., or in his absence from them Grand Jurisdiction, by the officer authorized as hereinafter provided, whenever, in his judgment, necessary or expedient: Provided that:

- a) the Grand Z. shall convene an Emergent Grand Convocation whenever requested to do so in writing by the Z.s of twelve Constituent Chapters and shall call the same within thirty days of the receipt by him of the application therefor;
- b) seven clear days notice of each Emergent Grand Convocation shall be issued to Chapters and the Members of Grand Chapter setting forth the reason for calling the said Grand Convocation, and
- c) no business shall be entered upon thereat except as stated in said notice.

4. The order of business at each Annual Convocation shall be as set out hereunder: Provided that, subject to the provisions of the constitution the said order may be varied temporarily as to sequence by the Grand Z. or changed or suspended temporarily by a two-thirds vote of Grand Chapter Members present and voting.

[1] Opening Grand Chapter.

[2] Reading minutes of previous Grand Convocations and, after approval by Grand Chapter, signing thereof by the presiding Officer

[3] Reception of : [a] distinguished visitors; [b] Grand Representatives of Sister Grand Jurisdictions; [c] The General Grand Chapter Distinguished Service Medal recipients.

[4] Reception of Grand Z.s address and referral to the Committee thereon.

[5] Reading and referral, if any, of communications, petitions and appeals.

[6] Reception and consideration of the following reports:

a) of the Grand Treasurer;

b) of the Grand Scribe E.

c) of the Grand Superintendents of Districts, and referral of the latter to the Committee on the Condition of Capitular Masonry;

d) of the Grand Historian.

[7] Reception and consideration of the reports of the Executive Committee and of the Standing Committees thereof, as follows:

a) Executive committee;

b) Warrants and Dispensations;

c) Printing and Supplies

d) Benevolence;

e) Grievances and Appeals;

f) Audit and Finance;

g) Condition of Capitular Masonry;

h) Education and Research;

i) Custodians of the Work;

j) Grand Z.s address;

k) Constitution, Laws and jurisprudence;

l) Applications for New Chapters;

m) Territorial Jurisdiction;

n) Mileage;

o) Fraternal Dead;

p) Fraternal Correspondence.

[8] Report of Credentials committee.

[9] Closing of Poll 12 o'clock noon.

[10] Adjournment of Morning Sessions.

[11] Commencement of Afternoon Sessions, with the following order of Business, namely:

I Reception and consideration of:

a) further communications, petitions and appeals;

b) Notices of Motion;

c) Report of Scrutineers;

d) Reports of Standing Committees left over from Morning Session;

e) Reports of Special Committees.

II. Consideration of Motions and General Business.

III. Installation and Investiture of Grand Officers.

IV. Open Installation will be permitted at Grand Chapter Convocations at the discretion of the Incoming Grand Z., with approval of the ceremony by the Grand Executive Committee.

V. Closing Grand Chapter.

## RULES OF BUSINESS PROCEDURE

5. The following rules shall apply to the conduct of business of Grand chapter at each Annual Convocation, namely:

[1] A motion shall not be open to discussion unless and until regularly moved and seconded, stated by the presiding Officer, and delivered in writing to the Grand Scribe E.

[2] When a question is before Grand Convocation, no motion shall be in order except:

[a] to lay on the table;

[b] to postpone indefinitely;

[c] to refer or recommit;

[d] to amend:

and said motions shall take precedence in the order named: the first two shall be decided without debate.

[3] After a motion has been formally stated by the presiding Officer, it shall become the property of Grand Chapter and shall not be withdrawn without the consent of Grand Chapter.

[4] An amendment shall be germane: one that entirely changes the subject matter of the original motion shall not be considered as an amendment or substitute for the motion under debate.

[5] A speaker shall rise and address himself to the presiding Officer; except by the permission of the presiding Officer, he may not speak for more than ten minutes at any one time; no person shall speak twice on the same question, unless invited by the presiding Officer to answer a question or give an explanation, but this restriction shall not prevent the mover from exercising his right to close the discussion.

[6] Unless on a point of order, a speaker shall not be interrupted, the presiding Officer on his own initiative or at the request of a Member may call a speaker to order, and only after the point of order has been decided, may the speaker proceed.

[7] Should a companion be twice called to order at the same Grand Convocation and again offend, the presiding Officer may command him peremptorily to leave Grand Chapter for the remainder of the Grand Convocation.

[8] No debate upon any question shall be permitted after a vote thereon has been called by the presiding Officer.

[9] The voting powers of Members of Grand Chapter shall be as outlined in Section 9: Provided that five Members may demand a ballot on any question before a Grand Chapter Convocation either before or after an open vote thereon, provided further that such ballot shall be taken and collected at once and that voting shall be based on the number of ballots to which each Member present is entitled under Section 9 as shown by the register of the Committee on Credentials.

[10] Except as otherwise provided or required by the constitution, all questions shall be decided by a majority vote of the Members present and voting: Provided that when voting, a Member shall hold up his right hand; provided further that if required by the presiding Officer, any vote shall be counted and recorded by the Grand Scribe E.; and provided also that, in addition to his own, the presiding Officer shall have a casting vote in the case of a tie.

[11] Except anyone who has voted with the majority, no Member shall be allowed to move for Reconsideration of any motion or resolution - in this respect, the term Majority shall apply to the vote on which the question was last decided.

[12] Members of Grand chapter shall be amenable to the ruling of the presiding Officer on all points of order in debate and shall also be subject to his orders in any case of un-Masonic conduct: Provided that any Companion shall have the right of appeal to Grand Chapter.

[13] When a Member appeals from the decision of the presiding Officer, he shall state briefly the grounds for his appeal, the presiding Officer shall then explain the reasons for his decision and without further debate, shall put the question, Shall the decision of chair be sustained?; when the vote shall have been taken, the decision of Grand Chapter shall be announced.

6. Should the proposer of a motion of which notice shall have been given, be not in attendance at the Grand Convocation at

which such motion is to be considered, Grand Chapter may:

- a] set it aside[ or
- b] consent to a postponement; or
- c] permit another Member to introduce it,

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

### COMMITTEE ON CREDENTIALS

8. [1] A Committee on Credentials composed of three or more Members of Grand Chapter shall be selected by the Executive Committee on the day preceding the Annual Convocation; the first named shall be chairman.

[2] Immediately after appointment, the Committee shall be furnished by the Grand Scribe E. with a book containing the names of all Companions entitled to vote together with the names and numbers of their respective Chapters,

9. The Committee shall:

- a] after examination of all credentials, cause to be registered the names of the Companions in attendance and who are qualified to vote at the current Annual Convocation together with the number of votes each is entitled to cast at the election of Grand Officers and on any question to be decided by ballot pursuant to the Constitution;
- b] determine the said number of votes on the following basis, namely: each Member of Grand Chapter shall be entitled to one vote and each Chapter represented shall be entitled to three votes: Provided that if the Z., H. and J. of a Chapter be present, each of said Officers shall be entitled to one vote, but if any of them be absent, his vote shall be given to the senior of said Officers present; provided further that in the event of all said Officers being absent, the senior Past Z. of their Chapter in attendance shall be entitled to the said three votes in addition to his own;
- c] close its books at 11:30 o'clock of the morning session of each Annual convocation, immediately thereafter report to Grand chapter and furnish the chairman of the Scrutineers with the names of the Companions who have registered together with the number of votes to which each is entitled.

10. The chairman of the Committee on Credentials shall be responsible for the prompt and faithful discharge of the duties of his Committee.

### ELECTION AND APPOINTMENTS

11. The Grand Officers as designated in Section 18 of the Constitution, together with the elective and appointed Members of the Executive Committee as required under Subsection [2] Section 50 of the Constitution shall be chosen yearly at the Annual Convocation in the manner hereinafter provided, and, subject to the provisions of the Constitution, shall hold office until the next Convocation and until their successors shall have been elected or appointed and installed or invested; vacancies and pro tempore appointments shall be dealt with pursuant to the Constitution.

12. Subject to the provisions of Section 2, the place of meeting for each next Annual Convocation shall be determined by ballot at the same time as the vote is taken for the election of Grand Officers; the place for which the greatest number of votes is cast shall be regarded as the one selected.

13. [1] The elective Grand Officers, as designated in Section 16 [2] of the Constitution, shall be chosen by ballot after written nomination.

- a] Nominations for elective Grand Officers, as designated in Section 16 [2] and 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] in the event of the resignation, death, absence from the Grand Jurisdiction or disqualification of the Grand Officers elect under Section 16, Subsection [2] [as amended May 29, 1999] the Grand Z. shall appoint an eligible successor to fill the vacancy for the period February 15th until the next Annual Convocation then upcoming, in accordance with Section 27.

- c] If the Grand Officer, to which the situation is applicable, be the grand Z. elect, the nominations in the hands of the Grand Scribe E. as of the 15th of February preceding the Annual Convocation shall become applicable for the succeeding office [for which they have already been nominated] plus one.
  - d] If applicable to the next three ranking Grand Officers elect, namely, the Grand H., the Grand J., or the Grand Principal Sojourner, the same provisions for their nominations in the hands of the Grand Scribe E. relative to immediately below the office affected shall come into force.
  - e] And in the case under Subsection [1] [c] and [1] [d] a new nomination for that Office shall be called by, and to be in the hands of the Grand Scribe E. by 11:00 a.m. on the day preceding the reconvening of the Annual Convocation in ample form in order that the provisions of Section 17 can be complied with.
- [2]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 arranged by the current Grand Superintendent of such District: Provided that:
- a] 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;
  - b] If no one is chosen, the Grand Z is empowered to make such selection.
- 14 [1] Nominations as required under Section 13 [1] as well as any proposal or proposals as to place of meeting submitted pursuant to Section 2 shall be made and signed by a member or Members of Grand chapter in the form prescribed by the Executive Committee; a nomination for office shall not be in order unless the nominee be present at the Annual Convocation referred to in Section 13 {1} [a] or shall have given his consent thereto in writing.
- [2] No Members name shall be submitted to ballot for more than one office; a Member nominated for one or more offices may withdraw at any time before nominations are declared closed as provided hereunder, from any or all such nominations and in the event he does not withdraw, his name shall be submitted to ballot only for the senior office to which he shall have been nominated and is eligible.
- [3] Notwithstanding anything herein contained, if only one nomination for an elective office has been filed and the name of the nominee submitted pursuant to this Section, no ballot shall be required and the Member so nominated shall be declared elected.
15. The Grand Z. during the first session of each Annual Convocation shall appoint a sufficient number of Scrutineers who shall not be Grand Officers or current nominees for Grand Chapter office, to take charge of the voting; he shall also name one of the said number to be chairman with duties as set forth in Section 18 of the Rules & Regulations.
16. [1] A supply of printed ballot papers sufficient for each selection shall be provided by the Grand Scribe E.
- [2] Separate ballot papers different colours shall be furnished for the election of each Grand Officer, and shall contain:
- a] a letter or number showing the number of votes to be cast with each ballot paper;
  - b] the designation of the office or position to which the respective Members have been nominated;
  - c] the numbers 1 to 6 in a vertical line on the left hand side of the ballot paper;
  - d] a space adjoining each number in which the Member voting may write the name of his choice in the order of preference as hereinafter set forth.
17. No later than 8:00 a.m., on the morning that the Annual Convocation is reconvened in ample form, the Grand Scribe E. shall post or cause to be posted in one or more conspicuous places at or near the place provided for the registration of Members of Grand Chapter by the Credentials Committee, a notice showing the names of all Members nominated and the place or places, if any, proposed for holding the next Annual Convocation.
- 18 [1] A Poll for the election shall be held at a place and time as directed by the Grand Z.; the Poll shall be opened at 8:00 a.m. on the day of the Annual Convocation and shall remain open until 12.00 noon on that same day.
- [2] The chairman of the Scrutineers shall have the charge and responsibility of conducting the election; he, or some other Scrutineer appointed by him shall:
- a] be present at the polling place at all times during the election;
  - b] personally deliver the ballot papers to those entitled to vote;
  - c] supervise the deposit of the ballots in the ballot box; and

- d] report the result of the election to the Grand Chapter pursuant to Section 22 and 23 of the Rules & Regulations
19. a) Each Member of Grand Chapter in attendance at the Annual Convocation shall be supplied with one ballot paper for each of the elective Grand Officers, for the elective Members of the Executive Committee and, if required, for the next meeting place of Grand Chapter, and no Member shall deposit more than one ballot paper in his personal right nor more than one ballot paper for the Chapter represented by him; any violation of this rule shall constitute a Masonic offence for which the Companion charged shall be tried summarily by a committee appointed by the Grand Z.; if found guilty, the Grand Z. shall reprimand such Companion or suspend him either for a definite or indefinite period.
- b) Members of more than one Chapter must choose which Chapter they represent.
- 20 [1] Upon receiving the ballot paper as provided under Section 19, each Member shall mark the same in one of the following ways:
- a) if there be only two candidates, the Member shall write the name of the candidate for whom he votes within the space on the ballot paper containing the figure 1;
- b) if there be more than two candidates, the Member shall mark the ballot paper by writing the name of the candidate who is his first choice in the space on the ballot paper containing the figure 1, the name of the candidate who is his second choice in the space 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, not exceeding six, as there are candidates, which choice may be transferable among the candidates as indicated by him on the ballot paper in the manner hereinbefore provided.
- [2] The Member shall deposit his completed ballot in the ballot box under the supervision of the chairman of the Scrutineers pursuant to Section 18.
21. The result of the election shall be ascertained by the Scrutineers through the following procedure, namely:
- a] if not more than two candidates shall have been nominated for any office, the candidate who receives the majority of the votes cast shall be deemed elected;
- b] if more than two candidates shall have been 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 pile shall be counted and if any candidate be found to have a majority [more than one-half] of such first preference vote, he shall be deemed elected;
- c] if upon such count, no one shall have received a majority, the candidate who shall have received the lowest number of first preference votes shall be deemed to have been rejected; the Scrutineers shall then examine the ballots marked as a first preference for that candidate and shall ascertain and record the total number of second preference votes for each of the other candidates and said second preference votes shall be transferred and added to the total of the first preference votes of the other candidates; if one of such remaining candidates shall then have obtained a majority, he shall be deemed elected, but if not, the candidate with the lowest number of votes after the said transfer shall be deemed rejected and the votes cast for the latter 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 been rejected as herein provided; if necessary, the said procedure shall be repeated until a candidate shall be deemed elected; Provided further that notwithstanding anything herein contained the two Companions who shall have received the highest number of votes in the election of Members of the Executive Committee shall be deemed to be elected.
22. After the Scrutineers have ascertained the result of the election as provided under Section 21 they shall prepare and submit to the current Annual Convention a report in writing showing:
- a] the office or offices to which only one Member was nominated and the name or names of the member or Members nominated to such office or offices;
- b] the office or offices to which more than one Member was nominated and the name or names of the Member or Members who received a majority of the votes cast;
- c] the names of the two Members who received the highest number of votes in the election of Members to the Executive Committee;
- d] if any election therefor, the name of the place selected for the next Annual Convocation.



23. The report required under Section 22 shall be presented to Grand Chapter as soon as practicable during the afternoon session of the Annual Convocation; the presiding Officer shall thereupon declare the Grand Officers and Members of the Executive duly elected and shall order the ballots placed in the custody of the Grand Scribe E.
24. Subject to the provisions of the Constitution, all appointments with respect to Grand Officers, excepting the Grand Scribe E., Grand Chapter Committees and Grand Chapter Commissions shall be made and, as soon as practicable thereafter, announced by the Grand Z.

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, define his duties in addition to those specified in and not in conflict with Section 40 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. The terms of such appointment and engagement may from time to time be varied in writing and signed as aforesaid, subject to any express provision contained in any such written terms and conditions. The duration of the Grand Scribe E.s appointment and engagement shall be at the pleasure of the Executive Committee. And in defining the terms and conditions of employment of the Grand Scribe E., the Executive Committee may provide that he shall be answerable to it or to a representative or committee named by it: Provided however that the definition of such duties or the stipulation of such terms and conditions shall not affect or be deemed to affect matters within the prerogative of the Grand Z.

### QUALIFICATIONS, VACANCIES, ETC.

25. Except as otherwise provided in the Constitution, a Companion shall not be qualified to serve as a Grand Officers or as a Member of the Executive Committee of Grand Chapter unless he is: [a] a Member in good standing of a Constituent Chapter, and of Grand Chapter; [b] a Past Z.; and [c] a resident of the Grand Jurisdiction: Provided that the said qualifications [c] as to residence shall not apply to Members of the Executive Committee who rank as Past Grand Z.s.
26. Except for cause, a duly elected Grand Officer or elected Member of the Executive Committee of Grand Chapter shall not be suspended or removed from office by the Grand Z.: any such suspension or removal with 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.

NOTE: 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 appointee Grand Officers, and the appointive and elective Members of the Executive Committee of Grand Chapter.

27. Any Grand Officer may resign his office; and, except the Grand Z., any Grand Officer who resigns, dies, becomes disqualified under either Section 25 or 26 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.
28. In the event of the absence from the Grand Jurisdiction, 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 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 successive 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.

### INSTALLATION AND INVESTITURE

29. Prior to entering upon the exercise of the functions of his office each Grand Officer shall take an obligation to support and maintain the Constitution, laws, Rules & Regulations of Grand Chapter.
30. The names of the Companions selected for the ensuing term as the appointed Grand Officers required under Section 16 shall be announced by the Grand Z. at the Annual Convocation at which he is installed, and, together with the Grand Superintendents of Districts and the Companions currently declared elected to Grand Office, they shall be installed and

invested at said Annual Convocation.

31. Notwithstanding anything herein contained, should any Companion be absent from the Annual Convocation at which he is chosen for Grand Chapter office or should he be appointed to a Grand Chapter office during the recess of Grand Chapter, he shall be installed or invested as soon as practicable under the authority of the Grand Z. by a Grand or Past Grand Officer; no Companion shall be installed by proxy.

### THE GRAND Z.

32. Subject to the approval of the Executive Committee of Grand Chapter, the Grand Z. shall be entitled to receive his actual expenses for traveling on the business of Grand Chapter: Provided that the total of such expenses for his term of office shall not exceed such amount as has been provided therefor in the budget or estimates as adopted by Grand Chapter.

### THE GRAND SUPERINTENDENTS

33. Should it transpire the Companion chosen for the office of Grand Superintendent, as provided under the provisos [a] or [b] of Section 13 [2] of Rules & Regulations be the Z. of a Chapter and should the selected be confirmed by the Grand Z., such selection shall, ipso facto, operate to vacate the office of Z. and a new election therefor shall be held by the Chapter concerned.
34. Each Grand Superintendent of a District shall be entitled to receive from Grand chapter his actual traveling 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.

### THE GRAND TREASURER

35. In consideration of the satisfactory discharge of his duties, the Grand Treasurer shall be voted such remuneration as Grand Chapter in Annual Convocation may determine.

### AMENDMENTS TO RULES & REGULATIONS

- 35A. The procedure to amend these Rules & Regulations is incorporated in and forms Subsection [2] of Section 63 of the revised Constitution.

### THE EXECUTIVE COMMITTEE

36. The Executive Committee shall annually appoint an auditor, or firm of auditors, the status of whom shall be that of Review Committee whose duty shall be to audit and 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 his, or their audit 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.; the Executive Committee shall determine the remuneration of the auditor.
- 37 [1] The Executive Committee shall have authority to hear and determine all Masonic complaints, other than Masonic offences, respecting Chapters and/or individual Members.
- [2] The Committee may summon any of the Members of a Chapter or any Companion 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: Provided that if such order be disobeyed and sufficient reason for non-compliance be not given, the offending Chapter or Companion may be suspended by the Grand Z.; and provided further that 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.
- [3] A full report of the proceedings of the Committee with respect to all cases of complaints shall be recorded In a proper book, and the said record of proceedings and judgement of the Committee shall be reported for approval or otherwise to Grand Chapter at the next Annual Convocation.
38. Subject to the provisions herein contained, the traveling expenses of the members of the Executive Committee incurred



within the territorial Jurisdiction of Grand chapter in attending meetings of said Committee shall be paid out of the funds of Grand Chapter: Provided that a claim for expenses of Member for any meeting shall not exceed an amount equivalent to 20 cents for each mile traveled one way by him from the location of the Chapter in Saskatchewan of which he is a Member to the place of said meeting; and provided further that in the event of the Committee held in conjunction with the Annual Convocation, the Member concerned was in attendance at such Annual Convocation.

39. 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.

### FEES, DUES AND COMPENSATION

40. The following feeds and dues shall be payable to Grand Chapter and shall accompany the application or return to which they respectively relate, namely for:

Dispensation for a new Chapter	\$35.00
Warrant of Constitution	\$35.00
New Warrant to replace loss	\$15.00
Dispensation to confer degree at shorter interval than prescribed by Constitution [per Candidate]	\$5.00
Dispensation for any other purpose	\$5.00
Registration of each Candidate for Exaltation or his admission to M.M.M.s Lodge, including Grand Chapter Certificate	\$7.00
Grand Chapter Certificate to replace loss	\$5.00
Registration of a Companion previously registered on joining a Chapter	45.00
Registration of a Companion from another Grand Jurisdiction. joining a Chapter	\$5.00
Annual dues for Chapter Member, payable Dec. 31st	\$15.00
Dues for each Member of a Chapter U. D. covering first year only	\$5.00
Each copy of Book of Constitution and Rules & Regulations *	\$6.00
Each copy of the Book of Ceremonies *	\$2.00
Late filing penalty - Annual Return	\$25.00

\* Cost of production plus 20% for mailing and handling

41. The fee for Exaltation to the Supreme Degree of the Holy Royal Arch, including the Preliminary degrees shall be not less than thirty dollars.

42. The dues of a Chapter which has suffered loss by fire or windstorm shall not be remitted unless the furniture and jewels of the said Chapter were insured at the time of such loss.

### FORMS

43. 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; 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.

### MISCELLANEOUS

44. Subject to the provisions of the Constitution, upon approval of the chairman of the Committee on Audit and Finance, the Members of the Committees appointed by Grand Chapter or the Grand Z. shall be paid their actual expenses in the performance of their duties.

45. 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.

46. The Standing Committees of the Chapter of which in each case the Z. shall be, ex officio, a Member, shall be appointed annually by him at the time of his installation.
47. [1] An Examining Board of three Past Z.s whose duty shall be to examine and report upon the proficiency of the Z., H. and J. elect as provided under Clause [c] Section 78 of the Constitution shall be elected annually by open vote at the time set under said Section for the election of Officers.
- [2] The Chapter shall also elect annually by open vote two Auditors at the time provided under the said Section for the election of Officers.
48. [1] 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.
- [2] Should any Officer or Member of a Standing Committee resign, die or become permanently incapable by removal or otherwise of performing his duties, a successor shall forthwith be elected or appointed: Provided that if the office or post be an appointed one, the Z. shall fill the vacancy at once and that the Z. of, if that office be vacant the H., or if he cannot act, the J. shall see that in case of a vacancy in elective office, the necessary steps are taken for a new election which shall be held at the next Regular Convocation or at a Convocation of Emergency duly called for that purpose.
49. A Companion shall not be entitled to past rank in any office unless he shall have complied with the provisions of Section 23 of the Constitution.

## THE AUDIT

50. The books, accounts, records, vouchers, securities, title deeds, insurance policies and other documents relating to the business affairs of the Chapter shall be audited and examined at least once during each financial year, which shall end December 31st by the Auditors elected pursuant to Section 47 of the Rules & Regulations and who shall prepare and submit a full report of their findings at the Regular Convocation immediately following the close of the financial year.
51. 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 resided for any six months, not necessarily consecutive within the Jurisdiction of this Grand Chapter;
  - c] have been recommended by two Companions, Members of the Chapter to which he seeks admission.

## VOLUNTARY PREPAID MEMBERSHIP FOR LIFE

Note: re Section 52, hereunder:

To reduce repetition only those Sections relative to the Constitution are so indicated, the others refer to the Rules & Regulations of which this Section 52 is also a part.

52. [1] A Chapter may, in accordance with the provisions of its Bylaws, establish a Voluntary Prepaid Membership for Life Plan for any of its Members in good standing.
- [2] A Member of a Chapter may become a Voluntary Prepaid Member for Life of his Chapter upon payment to the Chapter Voluntary Prepaid Member for Life Fund the amount specified at the various ages at January 1st, next. For ages up to and including age 30, the fee shall be calculated by the rate of annual dues times the factor of 15.0. This factor shall decrease by 0.2 for each year over 30, up to 70 and over as indicated in the following table:
- [3] The Chapter shall pay into Grand Chapter a commutation fee, for Prepaid Capita Tax [prepaid annual dues for Chapter Members as required under Section 40 using the same Prepaid Membership for Life formula, as in Subsection [2] above, for each prepaid Member for Life. This commutation fee shall exempt the Chapter from payment of per capita tax [annual dues] during the Members lifetime.
- [4] Grand Chapter shall hold and invest the sum of the said commutation fees in a Life Membership Fund, the income from which shall be used for the current expenses of Grand Chapter. The Life Membership Fund held by Grand Chapter shall be administered by an elected Committee [Board] of Trustees

- [5] [1] A Certificate of Life Membership shall be issued by the Grand Scribe E. upon written application therefor from a Chapter with a Voluntary Prepaid Membership for Life Plan together with payment of the aforesaid commutation fee.
- [2] No Certificate of Life Membership shall be issued until the Preliminary degrees have been conferred and the Member has been exalted to the Royal Arch degree. In the event of the death of a candidate who has paid the required Voluntary Prepaid Membership for Life Fee, before receiving the Preliminary degree of Mark Master Mason, such fee shall be refunded and paid to his estate.

### WITHDRAWAL

[6] A Voluntary Prepaid Member for Life may:

- [1] withdraw from membership in a Chapter in accordance with the provision of Section 96 [1] of the Constitution. There will be no refund to the Member.
- [2] affiliate with another Chapter, in accordance with Section 86 [2] of the Constitution, however, he will be subject to annual dues in the new chapter, in normal manner.
- [3] in the event he so affiliates but does not wish to retain his Prepaid Membership in his former Chapter, any remaining amount attributable to such a Member's contribution shall be refundable to such Member at the close of the year in which the Member becomes affiliated with another Chapter, calculated as follows: that is, the Companions corpus share of the Prepaid Membership for Life less payment made to Grand Chapter for Prepaid Per Capita Tax, less \$20.00 for Administration Costs.

### SUSPENSION - EXPULSION - NON-AFFILIATION

- [7] [1] A Voluntary Prepaid Member for Life shall be entitled to all the privileges of and shall be amenable to discipline in the same manner as all other Members.
- [2] In accordance with Section 8 of the Constitution, a Member becoming a Voluntary Prepaid Member for Life waives any claim against the Voluntary Prepaid Member for Life Fund in the event of suspension or expulsion for any reason and/or who remains unaffiliated for a period of twelve consecutive months with a Craft Lodge or for six consecutive months with a Chapter.
- [3] If a suspended or expelled Voluntary Prepaid Member for Life becomes eligible for reinstatement, he may apply for Voluntary Prepaid Member for Life at no cost.
- [4] Voluntary Prepaid Membership for Life shall be forfeited for any breach of the Constitution and/or the Rules & Regulations of Grand Chapter.

### DEATH

- [8] In the event of the demise of a Voluntary Prepaid Member for Life, his name will be carried on the Roll until December 31st of that year and reported as deceased and the date of his passing noted. All monies paid into the Voluntary Prepaid Member for Life Fund are the property of the Chapter and upon the death of a Voluntary Prepaid Member for Life, any remaining amount attributed to such Prepaid Member's contribution shall remain in the Fund.

### TRUSTEES

- [9] There shall be a Committee [or Board] of Trustees of the Life Membership Fund composed of five [5] Members. Two Members of this Board shall be the Scribe E. and the presiding first principal; they are permanent Members. The remaining three Members shall be elected at the regular convocation of the chapter at the time of election of officers. The term of office for these three Trustees shall be three years: Provided that in the interest of continuity, there shall be a rotation of terms to require the election, or re-election, of one of them each year. Their mandate and responsibilities shall be as outlined in Appendix A of this Section, headed Trustees - Voluntary Prepaid Member for Life Plan and form and are a constituent component of this Section 52.

### CHAPTER DISSOLUTION, AFFILIATION OR AMALGAMATION

- [10] In the event of a Constituent Chapter, under the provisions of Section 101, of the Constitution:
- a) voluntarily surrendering its Warrant; or

- b) affiliating with another Chapter; or
- c) two or more Constituent Chapters amalgamating to form a new Chapter, procedural provisions relative to the Voluntary Prepaid Membership for Life Fund are contained in Appendix B of this Section, headed Chapter Dissolution, Affiliation or Amalgamation - Voluntary Prepaid Membership for Life Plan and form are a constituent component of Section 52.

## GENERAL RULES AND REGULATIONS

[11] Once a member is on the Roster as having paid a Prepaid Membership for Life he remains on that Roster unless removed for cause. Prepaid Membership for Life is not transferable to another Companion or to another Chapter, except in the case of the dissolution of a Chapter in which Prepaid Membership for Life is held or its affiliation or amalgamation with another Chapter and then only if the new Chapter has a Voluntary Prepaid Membership for Life Plan [Section 52, Appendix B]

Current dues must be paid in addition to the Voluntary Prepaid Membership for Life amount.

Per Capita dues are payable to Grand Chapter for Members for the year in which Prepaid Membership for Life is purchased.

The Scribe E. will deposit the annual amount[s] paid by the purchasers of Prepaid Membership for Life into a Voluntary Prepaid Membership for Life Fund account and shall be responsible for remitting the commutation fee[s] to Grand Chapter at the time the Certificate of Life Membership is applied for, Section 52 [5] [1].

## LIFE MEMBERS AS AT JUNE 1ST, 1991

[12] The status of those Members holding Life membership as at June 1st, 1991 shall remain unchanged; they shall be entitled to all the privileges of, and shall be amenable to discipline in the same manner as all other Members and shall continue to be exempt from payment of further per capita dues to Grand Chapter on their behalf.

### APPENDIX A

#### **Section 52: TRUSTEES - VOLUNTARY PREPAID MEMBERSHIP FOR LIFE PLAN**

The procedures and instructions contained in this appendix A form and are a constituent component of Section 52.

The Members of this Committee [Board] of Trustees, hereinafter called the Board shall elect their own President and Vice-President.

The Board shall have the responsibility of:

- a) the operation of the Prepaid Membership for Life program, including the Voluntary Prepaid Membership for Life Fund referred to in Section 52 [11] and any other relative Trust Fund[s];
- b) investing the funds in Bonds or other securities authorized by law as Trustee Investments. Such investments shall be deposited in a safety deposit box or deposited in a Chartered Bank, Trust Company or Branch of a Credit Union, such Institutions to be a Member of the Canada Deposit Insurance Corporation;
- c) ensuring that the Chapter does not co-mingle any of its assets with the Voluntary Prepaid Membership for Life Fund;
- d) ensuring that the Chapter shall in no case borrow from said Voluntary Prepaid Membership for Life Fund, pledge the asset of such fund as security for any loan, or loan any part of such funds to any individual or private corporation not enumerated herein;
- e) ensuring that the interest from the Voluntary Prepaid Membership for Life Fund investments be deposited into the Chapters General Fund.

## GENERAL

The Board shall meet at least once a year and more frequently if deemed necessary by the President.

The Board shall report to the Chapter the status of the Voluntary Prepaid Membership for Life Fund at the January Convocation and more frequently if required, and shall present an audited statement to the aforesaid January Convocation.

Changes in the economy over the years may dictate that the Chapter increase its annual dues, however an increase in such

dues cannot and will not affect a Voluntary Prepaid Membership for Life. Likewise, over the years the Board will request the membership to suggest areas in the program that they would like to see improved, added or deleted; such suggestions must first come to the board for study and action.

## APPENDIX B

### Section 52: CHAPTER DISSOLUTION, AFFILIATION, OR AMALGAMATION - VOLUNTARY PREPAID MEMBERSHIP FOR LIFE PLAN

The procedures and instructions contained in this Appendix B form and are a constituent component of Section 52.

#### REGULATIONS

[1] Upon dissolution of a Constituent Chapter, having a Voluntary Prepaid Membership for Life Plan, by way of voluntary surrender of its Warrant, in accordance with Section 101 [a], of the Constitution, the Life Membership Fund of the Chapter shall be transferred to Grand Chapter in trust.

[2] Should a Prepaid Life Member of a dissolved Chapter wish to affiliate with another Chapter, Grand Chapter will transfer funds pro rata from in trust account as applicable to the affiliating Companion, to the new Chapter providing it has a Voluntary Prepaid Membership for Life Plan, otherwise, the funds relative to him shall remain in trust until such time as the Chapter may establish such a plan.

In the case of the latter eventually, the affiliating Companion may be subject to a dues assessment by the new chapter.

[3] In the event of a Constituent Chapter, having a Voluntary Prepaid Membership for Life Plan, affiliating with a nearby Chapter or amalgamating with another Chapter to form a new Chapter, in accordance with Section 101 [b] and 101 [c] respectively, of the Constitution, it shall;

I. If the Chapter with whom it is affiliating with or amalgamating has a Voluntary Prepaid Membership for Life Plan, pay over the monies in its Voluntary Prepaid Membership for Life Fund to the Fund of that Chapter, or to the Fund of the new amalgamated Chapter to be; or

II. if the receiving Chapter or the Chapter being amalgamated with does not have such a plan, the monies in its Voluntary Prepaid Membership for Life Fund shall be paid over to that Chapter to be, for administration insofar as it relates to the Members of the former Chapter which had the plan: Provided that

1] primarily because of the effect in the rates of dues levied by several Chapters, the foregoing arrangements shall be part of the negotiating procedure before surrendering the Warrant in the case of the Chapters affiliating and part of the Constituent Chapters Committee consideration prior to the amalgamation [Section 101 [b] [I] and Section 101 [c] [I], respectively, of the Constitution.

#### PERMANENT DUES CARDS

Permanent Dues Cards will be issued to all Life Members and Voluntary Prepaid Membership for Life.

#### HONOURARY MEMBERSHIP

53 [1] A Chapter may elect any Companion who has rendered service to the Royal Craft an Honourary Member by a majority vote of the Members present and voting at any Regular Convocation: Provided that notice thereof shall have been given at the previous Regular Convocation and the Members informed by the insertion of the proposal in the summons for the Convocation at which such vote is to be taken; Provided further that Honourary Membership shall not confer the right of voting unless so declared and conferred by majority vote by ballot at the time of such election.

[2] Honourary Members shall be included in the annual returns and the usual fees and dues therefor transmitted to Grand Chapter pursuant to Section 58 and 40: Provided that:

[1] the privilege of commutation permitted under Subsection [3] and [12] Section 52 shall also apply to Honourary

Members; and

[2] in the event of the annual dues to Grand Chapter having been so commuted by another Chapter or being paid by another Chapter, then the only fee required shall be the registration fee as prescribed under Section 40.

[3] A Certificate of Honourary Membership shall be issued by the Grand Scribe E. upon written application therefor from a Chapter and payment of the fee, if any, required under Section 40.

[4] Subject to the provisions of Subsection [1] of this Section, Honourary Members shall be entitled to all the privileges of and shall be amenable to discipline in the same manner as all other Members.

## CERTIFICATES

54. [1] Except for a demit or withdrawal from membership which shall be furnished without charge, no Certificate shall be granted or issued by the Chapter;

[2] Every joining Companion shall be entitled to a Grand Chapter Certificate of Membership in his Chapter upon being registered on the books of Grand Chapter pursuant to Subsection [3] Section 58, application for which shall be made to the Grand Scribe E. by the Scribe E. of the Chapter within one month of the date of exaltation.

[3] Voluntary Membership for Life and Honourary Members shall be entitled to certificates from Grand Chapter as provided under Section 52 [5] [1] and 53 [3].

[4] Every Companion to whom a Grand Chapter Certificate of Membership is issued shall sign his name on the margin thereof, without aid of such signature it shall not be valid.

## FEES AND DUES

55 [1] Each Chapter shall provide in its Bylaws for fees for the administration of Members and for annual dues: Provided that a Chapter shall not confer the Royal Arch and Preliminary degrees for a fee less than thirty dollars as permitted under Section 41, except that if an affiliating Brother has already received the M.M.M. degree or both the Preliminary degrees in another Lodge or Chapter, the fee to accompany his application for the remaining degree or degrees shall be such proportion of the fee for all the degrees as the Bylaws of the Chapter may prescribe; and provided further that a candidate shall not be admitted to membership until the fee provided by the Bylaws of the Chapter has been paid in full.

[2] 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.

[3] 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: Provided that if such application is made:

a) within twelve months from the date of his suspension, no further action shall be necessary;

b) twelve months or more after his suspension, a majority affirmative vote of the Members present and voting at a Regular Convocation shall be required; if restoration be refused, the amount so tendered shall be refunded to the applicant.

[4] 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. The per-capita of any Member whose dues have been remitted, may be remitted by Grand Chapter by a majority vote of the Executive Committee, after the reason of such remittal has been reviewed.

## SUSPENSION AND EXPULSION [GENERAL]

56 [1] A Chapter shall have Jurisdiction and power of discipline over its Members wherever they may reside.



[2] Non-affiliation shall not relieve a demitted Companion from the regulations of Grand Chapter or of a Constituent Chapter with respect to discipline.

[3] subject to the provisions of the Constitution, every Companion or Brother suspended thereunder shall be deprived during such suspension of all Royal Arch privileges, including eligibility for admission to any Chapter: Provided that except temporarily as herein provided, no Companion or Brother be so deprived until after due trial and conviction.

[4] Unless dispensation be granted by the Grand Z. pursuant to Subsection [a] [4] Section 33 of the Constitution, all Members of a suspended Chapter shall be under Capitular Masonic disability during the period of such suspension.

[5] In order to obtain a certificate of standing, a Member or Companion suspended by a Chapter shall apply to that Chapter for restoration in conformity to the rules and regulations with respect to Masonic trials [see Section 62 of the Constitution], or as may be otherwise herein provided.

57. [1] Any Chapter that recommends to Grand Chapter that a Companion or Brother be expelled from the rights and privileges of the Royal Craft shall forward the recommendation to the Grand Scribe E. at least twenty days before the next Annual Convocation for referral to the Executive Committee of Grand Chapter and report to Grand Chapter.

[2] 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; the said Committee shall recommend finally to Grand Chapter such action in the circumstances as it may deem just or expedient.

[3] 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..

[4] Amnesty will be provided for all Companions who were suspended in the last twenty years, provided they are a Mason in good standing in the Craft Lodge, by paying one year's dues and paying annual dues thereafter.

## DUTIES TO GRAND CHAPTER

58 [1] Each Chapter shall transmit the fees and dues prescribed under Section 40 and on forms furnished by Grand Chapter, file returns and lists as herein provided with Grand Chapter Officers as and when required by the Constitution and these Rules & Regulations.

[2] 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:

a) the names of all Companions installed as Z., H. and J. with the date of Installation, and of Installed Z.s, H.s and J.s who shall have discontinued membership;

b) the name, age and residence of each Companion exalted and the date of conferring the Royal Arch and Preliminary degrees thereon; likewise the name of every candidate admitted to membership during the year whether or not exalted.

c) b) the name, age, occupation or profession, and residence and name, number and location of the Chapter in which he was exalted, of each Companion admitted by affiliation who:

I. was a Member of any other Chapter in this Grand Jurisdiction;

II. was exalted in and hails from a Sister Grand Jurisdiction and whose name was not registered previously on the

books of Grand Chapter.

a) 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;

b) in a special column, the name of every Companion having membership in more than one Chapter in this Grand Jurisdiction with the name, number and location of the last Chapter with which affiliated.

[3] Notwithstanding anything herein contained, interim returns shall be filed, pursuant to Subsection [1] of this Section within one month after exaltation and for the purpose of registration and issue of Certificate of Membership by Grand Chapter, showing the name of each candidate exalted together with the respective dates of his exaltation, advancement and reception.

[4] A copy of each summons issued by a Chapter shall be mailed or sent electronically [2006] promptly to the Members of the Grand Council to the Grand Superintendents of Districts and to the Grand Scribe E.

[5] Following the Installation and Investiture of Chapter Officers and not later than January 31st of each year, the Z. of each Chapter shall cause the Scribe E. to transmit 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.

[6] Each Chapter shall transmit annually not later than January 31st through its Scribe E. 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 any Pat Z. whose name may have been omitted in error from said list may be admitted to any Grand Convocation upon being vouched for by a Member of his Chapter or a Member of Grand Chapter.

[7] The Offices of a Chapter when summoned for the purpose of an enquiry shall appear before the Grand Z., the Grand H., the Executive Committee, the Grand Superintendent of the District, or any board, committee or commission lawfully constituted.

[8] Any Chapter that fails to comply with the requirements of the foregoing Subsections shall be liable to penalty pursuant to Section 7 and 69 of the Constitution.

## CHAPTER BOOKS AND RECORDS

59. Every Chapter shall keep the following and such other books as the Chapter may require in the form approved by Grand Chapter, namely:

I. 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 Masonic rank: Provided that each visitor shall also enter opposite his signature and Masonic rank, the name, number and location and Grand Jurisdiction of the Chapter of which he is a Member; the Tyler shall be responsible for obtaining the said signatures and entries.

II. 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 Masonic rank: Provided that each visitor shall also enter opposite his signature and Capitular Masonic rank, the name, number and location and Grand Jurisdiction of the Chapter of which he is a Member; the Tyler shall be responsible for obtaining the said signatures and

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 including the names of visitors in attendance.

III. A Cash Book in which the Scribe E. shall enter an itemized record of his receipts and the transfer thereof to the



Treasurer.

- IV. A Members Ledger in which the Scribe E. shall record all transactions between each Member and the Chapter.
- V. An Historical Register in which the Scribe E. shall register the names of all Companions who shall 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 in which they were severally 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.
- VI. 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: Provided that all Mark designs shall be in proper form and composed of lines, or combination of lines, in the forms of squares, angles, triangles or any other forms composed of straight lines; provided further that the use of crests and coats of arms as Marks shall not be permitted.
- VII. A Treasurers Cash Book in which the Treasurer shall show the various amounts of cash transferred to and received by him together with an itemized record of disbursements on behalf of the Chapter.
- VIII. A Book of Bylaws for which the Scribe E. shall be responsible and in which shall be recorded the Bylaws enacted for the government of the Chapter and which shall be signed by each Member at the time of his admission.

## PUBLIC PROCESSIONS

- 60. Royal Arch clothing or regalia may be worn in public except that Royal Arch clothing shall not be worn at Masonic funeral or at the ceremony of laying a cornerstone, which are hereby recognized as Craft functions.

## MISCELLANEOUS

- 61. A sum of not less than one hundred [\$100] dollars and not exceeding three hundred [\$300] dollars shall be taken from the General Fund each year and set aside and deposited in a Special Fund so designated for use furthering youth fraternal work in Saskatchewan. This Special Fund shall be administered by sub-committee of the Grand Chapter Executive, consisting of five Members, and called the Awards Committee: two of whom shall be the Grand First Principal and the Grand Scribe E., with the other three Members elected annually by the Grand Executive at the Annual Meeting of the Grand Executive held immediately prior to each Grand Chapter.

Any award, bursary or grant given by this committee shall be designated the Saskatchewan Royal Arch Masons award, bursary or grant, as the case may be, and shall not be less than \$50 in value nor exceed \$150, in any one instance, except by a unanimous recommendation of the committee and approved by a majority at Grand Chapter in Regular Convocation assembled. Awards, bursaries or grants between the prescribed amount may be awarded by a majority vote of the committee without specific reference to Grand Chapter, but each award so made shall be reported at the next Annual Convocation of Grand Chapter and recorded in Grand Chapter records.

## CHAPTER BANNERS

- 62. 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.

Arrangements of the 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 :

- a. Judah - crimson - lion couchant, with crown and scepter.
- b. Naphtali - blue - a hind let loose
- c. Asher - purple overflowing cup.

d. San -	green	a serpent biting a horses heel.
e. Benjamin -	green	a wolf
f. Manasseh	pale pink	a vine beside a wall
g. Issacher	sky blue	an ass crouching between two burdens
h. Zebulon	purple	a ship
i. Reuben	scarlet	wavy lines
j. Simeon	yellow	a sword and dagger crossed
k. Gad	white	a troop of horsemen
l. 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 proportional to dimensions of Chapter Room so as to afford sufficient space between banners and side benches for all necessary movements between the entrance and the dais. Note carefully position of presentation implements and general display within banners.

### **THE ORDER OF HIGH PRIESTHOOD OF SASKATCHEWAN**

The Order of High Priesthood of Saskatchewan, hereinafter referred to as the Order, was instituted on May 30th, 1957, at the time of the Thirty-fourth Annual Convocation of the Grand Chapter of Royal Arch Masons of Saskatchewan, held in the City of Regina on May 31st, 1957, in accordance with a resolution passed at the Thirty-third Annual Convocation, held in the City of Saskatoon on May 16th, 1956.

### **COMPOSITION**

Subject to the provisions of the Constitution, the membership of the Order is composed of those Companions who have been duly installed as First Principal of a Regular Chapter of Royal Arch Masons.

### **INHERENT POWER AND AUTHORITY**

The Order has an adopted Constitution and operates under the autonomy of this and its own Ritual and brief regulations, but maintains a direct liaison with the Grand Chapter of Saskatchewan.

The liaison between the Grand chapter and the Order is maintained through the Office of the Grand Scribe N., or such Office and Officer, as the Executive of the Grand Chapter may from time to time designate.

The Grand Chapter, through the office of the Grand Scribe E., receives the funds derived from feeds, and other sources, and/or an accounting therefor, obtains supplies, as requisitioned by the Order, promulgates notice of its annual meetings, which in turn may be inserted in Constituent Chapter summons, and publishes record of the meetings of the Order in the Grand Chapter Proceedings, and in general, the Grand Chapter recognizes the importance of maintaining and conferring the degree of this ancient and honourable Order within this Grand Jurisdiction.

The Order normally meets annually at the time of the Annual Convocation of the Grand Chapter but has provision in its own constitution for the holding of Special Meetings.

### **EPILOGUE**

Included in the address of the Grand First Principal, the late M. Ex. Companion Dr. Norman D. Kennedy, at the 33rd Annual Convocation of the Grand Chapter of Saskatchewan, held in Saskatoon, on May 16th, 1956 was:

That Grand Chapter institute the Order of High Priesthood to confer the degree on eligible applicants at the Annual Convocation.

The Committee dealing with the address concurred and in the report on The Order of High Priesthood appearing in our 1957 Proceedings there is included the comment:

On May 30th, 1957, the Order of the Holy Order of High Priesthood was instituted in accordance with the resolution passed at the Grand Chapter Convocation in 1956.

Notwithstanding the foregoing and the fact the Order of High Priesthood continued to function and had met annually thereafter, at the time of the Annual Convocations, neither the existence of the Order nor its recognition by the Grand Chapter, appeared in the Constitution and responding to the implied recognition of the Order by the Committee on Recommendations, Grievances and Appeals, at the Sixtieth Annual Convocation held at Kindersley, on May 28th, 1983, who, referring to the Grand Executive, per se, recommended:

That the Order of High Priesthood degree should be the responsibility of one of the line Officers, preferably Grand Scribe N., in order to establish some contact with Grand Council and assure the continuation each year of the portrayal of this beautiful Order.

A resolution, duly presented and passed at the Sixty-first Annual Convocation of the Grand Chapter, held in Weyburn on May 26th, 1984, resolved that:

The Order of High Priesthood of Saskatchewan be formally recognized by, and come under the Rules & Regulations of the Constitution of the Grand Chapter of Royal Arch Masons of Saskatchewan.

The Order adopt a Constitution, which will establish, without limiting the generality of its functions, its membership, Officers and Committees, their duties, an order of business, a fees structure and liaison with the Grand Chapter of Saskatchewan.

and in keeping with the foregoing,

That:

a new unnumbered Section be included in the Constitution [1979], and to appear as the last Section in the next printing of the Constitution.