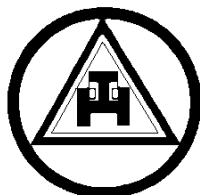


**THE
CONSTITUTION AND LAWS
OF THE
GRAND ROYAL ARCH CHAPTER
OF TEXAS**

Containing

The Corporate Charter, Constitution and Ancient Charges,

Statutes and Capitular Forms



This revision was made under the leadership and direction of the Committee on Jurisprudence of the
Grand Royal Arch Chapter of Texas.

REVISED, AMENDED, ANNOTATED

2020

Prepared and Published by Authority of
The Grand Chapter of Texas

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PREFACE

In accord with the assigned mission of this Committee to study, revise, and bring up to date the Constitution and By-Laws of this Grand Chapter, we submit the following results of our labors.

JAMES M. WILLSON, JR., Chairman
SAM E. HILBURN
E. FRANK SMITH
DALE E. MILLER
JAMES D. BERRY

Appointed by Grand High Priest Clifford H. Ransdell, 1984

Adopted by the Grand Royal Arch Chapter of Texas, December 8, 1987

CERTIFICATE

Waco, Texas, February 27, 2021

I certify that the Revised Constitution and Laws of the Grand Royal Arch Chapter of Texas, as hereinafter set forth, were duly and constitutionally adopted by the Grand Royal Arch Chapter of Texas, at its Annual Convocation in the City of Waco, on the 27th, day of February, A:D: 2021, A:I: 2551, and become effective on the day of adoption.

Attest,

KENNETH E. COOLEY
Grand Secretary



LEONARD P. HARVEY, Chairman
RONALD D. PARK
JACK L. WRIGHT
HERBERT GARON, JR.

Appointed by Grand High Priest J. Weldon Clampitte, 2005
Appointed by Grand High Priest John C. Elkinton, 2006
Appointed by Grand High Priest James Roy Elliott, 2007
Appointed by Grand High Priest Clarence J. Laney, 2008
Appointed by Grand High Priest Douglas Collins, 2009
Adopted by the Grand Royal Arch Chapter of Texas,

October 20, 2009

CERTIFICATE

Waco, Texas, February 27, 2021

I certify that the Revised Constitution and Laws of the Grand Royal Arch Chapter of Texas, as hereinafter set forth, were duly and constitutionally adopted by the Grand Royal Arch Chapter of Texas, at its Annual Convocation in the City of Waco, on the 27th day of February, A:D: 2021, A:I: 2551, and became effective on the day of adoption.

Attest,

KENNETH E. COOLEY
Grand Secretary

DEDICATORY

To the honored memories of the long list of distinguished Past Grand High Priests, whose illustrious names and consecrated services to this Grand Chapter and to mankind, have added lustre to the generations in which they lived and served, this volume is affectionately and fraternally dedicated.

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MASONIC CALENDAR

Rules for Determining the Dates to Be Affixed to Masonic Documents

1. The Common, or Current, Era uses: Anno domini (Year of our Lord), abbreviated to A:D: To illustrate, this is written for the year 1962, A:D: 1962.
2. Ancient Craft, or Symbolic Masonry Uses: Anno Lucis (Year of Light), abbreviated to A:L: Formed by adding 4000 to the current era. To illustrate, this is written A:L: 5962 (being 1962 plus 4000).
3. Capitular, or Royal Arch Masonry Uses: Anno Inventionis (Year of Discovery), abbreviated to A:I: or A:Inv: formed by adding 530 years to the current era. To illustrate this is written A:I:, or A:Inv: 2492 (being 1962 plus 530). In some jurisdictions Royal Arch Masons use also the Ancient Craft date, combining the two, thus: A:L: 5962, A:I: 2492.
4. Cryptic, or Council Masonry (Royal and Select Masters) Uses: Anno Depositionis (Year of Deposit), abbreviated to A:Dep: found by adding 1000 years to the current Era. To illustrate, this is written: A:Dep: 2962 (being 1962 plus 1000).
5. Chivalric Masonry (Knights Templar) Uses: Anno Ordinis (Year of the Order), abbreviated to A:O: Found by subtracting 1118 years from the current Era. To illustrate, this is written A:O: 844 (being 1962 minus 1118).
6. Order of High Priesthood Uses: Anno Benefacio (Year of the Blessing), abbreviated to A:Beo: Found by adding 1913 years to the current era. To illustrate, this is written: A:Beo: 3875 (being 1962 plus 1913).
7. Order of the Silver Trowel
8. Scottish Rite Masonry Uses: Anno Mundi (Year of the World), abbreviated to A:M: Found by adding 3760 years to the Current Era from January to August, both inclusive; from September to August, both inclusive, add another year. To illustrate, this is written from January, any month to August inclusive: A:M: 5722 (being 1962 plus 3760), from September, any month to August, inclusive: A:M: 5723 (being 1962 plus 3761).

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ORIGIN & HISTORY

THE GRAND ROYAL ARCH CHAPTER OF TEXAS

Its Origin, Reorganization, and Its Old Constitution, Resolutions and Edicts

ORGANIZATION

On December 14th, 1841, Representatives from San Felipe de Austin Chapter of Galveston, holding a Charter from the General Grand Chapter of the United States of America, Cyrus Chapter of Matagorda, Lone Star Chapter of Austin and Rising Star Chapter of San Augustine, holding Dispensations from the M. W. Grand Lodge of the Republic of Texas, met at the City of Austin, Republic of Texas, and, in Convention, organized a Grand Chapter of Royal Arch Masons for the Republic of Texas.

A Constitution was adopted and ratified on December 21st, 1841.

San Felipe de Austin Chapter refused to sign the Constitution and withdrew from the Convention.

After the organization, on the 23rd of December, 1841, the Grand Chapter addressed the following memorial to the M. W. Grand Lodge:

"Your memorialist, in accordance with a resolution adopted by the Grand Royal Arch Chapter of the Republic of Texas, now makes known to your Worshipful Body that the several Chapters of Royal Arch Masons in Texas have deemed it expedient to meet in Convention and form a Grand Royal Arch Chapter, for the government and control of the several Chapters already in existence, and such as may hereafter be constituted and formed, in the Republic of Texas. We feel assured that your Worshipful Body will give us a hearty welcome and greeting. We are servitors in the same temple, whose votaries are engaged in spreading and inculcating the doctrines of brotherly love, friendship and virtue. Our Grand Secretary will soon furnish your Worshipful Body with a copy of our Constitution.

"Before the formation of our Grand Royal Arch Chapter, each Subordinate Chapter being independent of any controlling head, and fearing that regularity and harmony could not prevail, and that the great objects of our institutions for want of concert would be lost, we petitioned your Worshipful Body, as the great Masonic head in the Republic of Texas, to take the Subordinate Chapter within the pale of your resolution, until a Grand Royal Arch Chapter for the Republic could be formed. Such a one being now duly organized agreeably to the usages of the Order, the necessity of the case has passed way.

"The Grand Royal Arch Chapter of the Republic of Texas respectfully asks of the Grand Lodge of the Republic of Texas to relinquish and surrender all jurisdiction and control over the Royal Arch Chapters and Royal Arch Masons in the Republic of Texas, upon the surrender of the Dispensations heretofore granted by your Worshipful Body.

"With greetings of brotherly love, we shall ever remain, etc.

(Signed)

"B. Gillespie,
"G.H.P., G.C.T."

On the memorial being read, the following preamble and resolution were unanimously adopted:

"WHEREAS, We have received official information that there has been constituted and formed a Grand Royal Arch Chapter of the Republic of Texas, for the government of the Chapters of Royal Arch Masons in this Republic; be it there-fore known and

"Resolved, By the Grand Lodge, That we surrender all jurisdiction over the said Chapters and Royal Arch Masons to the said Grand Royal Arch Chapter, they now being the appropriate head, and should of right control and govern the same."

In 1847, after several years of dispute of authority over the territory of Texas, the General Grand Chapter of Royal Arch Masons of the United States passed a resolution forbidding Royal Arch Masons under its jurisdiction from holding Masonic intercourse with the Grand Chapter of the Republic of Texas, its subordinates and those acknowledging its authority

In 1849 the Grand Chapter of the Republic of Texas adopted the following resolution: * * *

"that for the sake of peace and harmony among the Craft * * *

"Resolved, That this Grand Chapter do hereby make a donation to the Grand Lodge of Texas, of all moneys, jewels and other property belonging to this Grand Chapter, to be held in trust as follows: The interest thereon accruing to be applied to charitable purposes, the principal of the moneys and all other property to be delivered up to any legally constituted Grand Royal Arch Chapter organized in the State of Texas, whenever the same shall be demanded by the proper officers.

"Resolved, That the several Subordinate Chapters be advised to make a similar disposition of their funds and property to the Subordinate Lodges.

"Resolved, That on the 1st day of March, A.D. 1849, A.L. 5849 the Grand Chapter of Royal Arch Masons of Texas dissolve

"Resolved, That the Grand Secretary immediately transmit to the Subordinate Chapters and Grand Officers a copy of the foregoing report and resolutions."

On June 24, A.D. 1850, delegates from seven Chapters in the State met at Houston, to take such steps as might be deemed necessary for the organization of a State Grand Chapter.

Of these seven Chapters, one held a Charter, and six held Dispensations, from the General Grand Chapter of the United States.

A committee was appointed to report the "steps necessary to form a Grand Chapter in the State, and, if they should deem it necessary, that they draw up and present, as part of their report, a Constitution for said Grand Chapter."

A short Constitution, with an attached schedule of the "necessary steps," was reported and adopted, viz:

REPORT

To the President of the Convention:

The committee appointed by you yesterday under a resolution requiring such committee to report such steps as may be necessary to form a Grand Chapter of Royal Arch Masons for the State of Texas, and if necessary to report a form of constitution, respectfully report:

That they have discharged the duty assigned them. Upon consultation they have proposed and agreed to a Constitution, which they now submit.

As we have in this State eight Chapters working under Dispensations, and but one under Charter, our action in the matter of forming a Grand Chapter can only be in anticipation of the Consecration of other Chapters, now here represented, under the authority of the General Grand Chapter of the United States. Presuming this will certainly be done during the present year, we have provided for the contingency in a schedule attached to the Constitution now here submitted.

Further to facilitate the accomplishment of our object, we present the resolutions annexed. We would suggest that the Constitution, when adopted, be signed by the delegates present, and together with the record of our proceedings in this convention be deposited with the Secretary of San Felipe de Austin Chapter No. 1, for safe keeping, that he furnish a certified copy of the same to such delegate to the General Grand Chapter of the U.S. as he may find convenient. That when a Grand Chapter shall be organized, said reports shall be deposited in the archives thereof.

All of which is respectfully submitted,
A. B. SHELBY, Chairman
Houston, June 25th, 1850

CONSTITUTION

We, the delegates of San Felipe de Austin Chapter No. 1, Washington Chapter No. 2, Jerusalem Chapter No. 3, Trinity Chapter No. 4, Brenham Chapter No. 5, San Jacinto Chapter No. 7, and Brazos Chapter No. 8, assembled in convention, at the Masonic Hall, in the City of Houston, hereby ordain that a Grand Chapter of Royal Arch Masons of the State of Texas shall be established so soon as the requisite number of the aforesaid Chapters shall be regularly consecrated, by virtue of authority derived from the General Grand Chapter of the United States. And we do further ordain the following constitution for the government thereof.

Article 1. This Grand Chapter is subordinate to the General Grand Chapter of the United States.

Article 2. The officers of this Grand Chapter shall be those named in the first section of the Constitution of the General Grand Chapter, and such others as the Grand Chapter may appoint for work in the ancient mysteries.

Art. 3. When any Past Grand Officer shall cease to be a member of some subordinate Chapter, under this jurisdiction, he shall also cease to be a member of this Grand Chapter.

Art. 4. This Grand Chapter shall hold its regular communications annually on the 22nd day of June, or, should that day occur on Sunday, on the 23rd day of June, at the Masonic Hall in the town of Huntsville, at

which time the Grand Officers shall be elected and installed for the year and until their successors are alike qualified. Should it become necessary, the Grand High Priest or his Deputy may call a special meeting.

Art. 5. All elections shall be by ballot; and on all questions and in all elections, each Chapter represented shall have three votes, and each member present (other than delegates or proxies of Chapters) one vote.

Art. 6. The presiding officer shall only vote where there is a tie.

Art. 7. Each of the first three officers of a Chapter may appoint a proxy, but no other members of this Grand Chapter, as such, shall have this right.

Art. 8. Each Chapter under the jurisdiction of this Grand Chapter shall contribute hereto, for each exaltation, Two Dollars, an account and payment of which shall be made to and at each annual convocation.

Art. 9. The deposit for a Dispensation and Charter shall be Ninety Dollars, in addition to which there shall be paid to the Grand Secretary for each Dispensation or Charter by him prepared, a fee of Five Dollars. Provided, that any Chapter within this State other than the Chapters now here represented, and working under a Charter or Dispensation from the General Grand Chapter of the United States, may, upon the surrender of such Charter or Dispensation obtain a new Charter from this Grand Chapter upon the payment of the fee of Five Dollars to the Grand Secretary.

Art. 10. The Grand Sentinel shall be allowed Three Dollars per day during the meeting of the Grand Chapter.

Art. 11. The Grand Secretary and Grand Steward shall be allowed such compensation as may seem reasonable.

Art. 12. The Grand Secretary shall have prepared and furnish each Chapter under this jurisdiction with as many Diplomas as they may need, for each of which he shall be allowed and paid the sum of Two Dollars.

Art. 13. The Grand Secretary shall keep a seal, which he shall affix to his official communications.

Art. 14. Should any casualty prevent the Grand Chapter from holding a regular Convocation, a special Convocation may be called by the Grand High Priest, or his Deputy, for the purpose of electing officers and transacting other business of the Grand Chapter.

SCHEDULE

Section 1. So soon as the M.E.H.P. of San Felipe de Aus-tin Chapter No. 1 shall ascertain that a constitutional number of the above named Chapters have been regularly consecrated under the authority of the General Grand Chapter of the U. S., and the approbation of one of the first four officers of the General Grand Chapter is given, he is empowered to call a meeting of the first three officers of the Chapters here represented, who are legally entitled to seats, to convene at the Masonic Hall in Galveston to organize said Grand Chapter. At such meeting the oldest High Priest present, in the above named Chapter, shall preside (temporarily filling by appointment the other offices) until the necessary officers are duly elected and installed.

Sec. 2. At the meeting so called, a majority of the members present shall ratify, amend or reject, this Constitution but at any subsequent meeting of said Grand Chapter, it shall require a vote of two-thirds of the members present to alter or amend the same.

On December 27, A.D. 1850, delegates again met. Authority from Companion Willis Stewart, General Grand King, dated September 17, A.D. 1850, was read, and on December 30, 1850, a Constitution was adopted and officers elected, viz: Companion Sam M. Williams, G.H.P.; John A. Greer, D.G.H.P.; James

Webb, G.K.; T. J. Heard, G.S.; James L. Green, G.C. of H.; William Taylor, G.P.S.; A. M. Lewis, G.R.A.C.; C. G. Keenan, G. Treasurer, and A. S. Ruthven, Grand Secretary. After adjournment of the convention the

members of the Grand Chapter met on the 30th. day of December, A.D. 1850, and completed the organization by installing its officers.

GENERAL GRAND CHAPTER

In 1857 the following resolutions, presented by the Committee on Grand Officers' Reports, were adopted:

"1. Resolved, That this Grand Chapter is reluctantly forced to the conclusion that the General Grand Chapter of the United States has failed to accomplish the objects of its organization, and therefore it is the opinion of this Grand Chapter that the further existence of that Body can be productive of no good.

"2. Resolved, That this Grand Chapter requests all other State Grand Chapters who concur with it in opinion to join with this Grand Chapter in a memorial to the General Grand Chapter, to be presented at its next Triennial Convention, respectfully and fraternally asking the dissolution of that General Grand Body."

In 1860 the Grand High Priest, Andrew Neill, recommended the Grand Chapter withdrawing from its relations to the General Grand Chapter.

In 1861 Grand High Priest, William T. Austin, made a recommendation of a similar character. Upon this the Committee on Grand Officers' Reports made the following report:

"In regard to our severance from the General Grand Chapter, your Committee unhesitatingly concur in the sentiment expressed in the report of the M.E. Grand High Priest.

"This subject has been discussed in this Grand Chapter for four sessions, and at the last a resolution was adopted requiring our Representatives to apply at the next triennial meeting of the General Grand Chapter for a peaceful withdrawal from our allegiance and connection with that body. This resolution was referred to the subordinate Chapters for their action.

"Since that time, however, so great have been our political changes, that in the opinion of your Committee it is unnecessary to institute and inquiry into the action of the subordinates on the subject.

"In addition to the hitherto justifiable causes for a withdrawal, we now find ourselves severed politically, and we think, perpetually, and in actual hostility and war.

"We therefore recommend that all allegiance to and connection with the General Grand Chapter of the United States of America be from this day forward dissolved."

The following resolution was adopted:

"Resolved, That all connection between this Grand Chapter and the General Grand Chapter of the United States is dissolved, and forever annihilated, by the separation of our State from that Government."

The question of uniting with the General Grand Chapter was brought before our Grand Chapter at several Grand Convocations, notably 1877, 1878, 1894, 1916, 1943, and 1971. (See Printed Proceedings for details.) In 1892 a committee from the General Grand Chapter visited the State, and as a result a committee from this Grand Chapter was appointed to visit the General Grand Chapter. In 1894 the Committee from the Grand Chapter of Texas visited the General Grand Chapter at its Triennial meeting - "for the purpose of ascertaining upon what terms, and under what conditions, the General Grand Chapter will receive the Grand Chapter of Texas; provided, said Grand Chapter should decide to accept the invitation to unite itself with said General Grand Chapter."

The Committee reported at the Grand Convocation of the Grand Chapter of Texas, and presented with their report the action of the General Grand Chapter of the United States, in part reading as follows: * * * "and that the General Grand Chapter will greet the Grand Chapter of Texas with the right-hand of fellowship and the warm heart of perfect love, when-ever she shall seek admission to membership in the General Grand Chapter, which recognizes her now, as always heretofore as a sovereign Grand Body, and her Companions as Brethren justly entitled to and deserving of fullest Masonic fellowship."

The Grand Chapter adopted the following:

"Resolved, That the Grand Royal Arch Chapter of Texas return its thanks to the General Grand Chapter of the United States for its courtesy to the Committee of this Grand Chapter, which visited that Body at Topeka in August last.

"Resolved, That, while entertaining the highest respect and most cordial brotherly feeling for the Royal Arch Masons who are members of the General Grand Chapter of the United States, as well as for all those Grand Chapters which acknowledge its jurisdiction and supremacy, the Grand Royal Arch Chapter of Texas deems it inexpedient to surrender its own sovereignty as an independent Masonic Body, and believes that the true interests of Capitular Masonry will be best promoted by adhering to the action it has already taken toward the General Grand Chapter of the United States."

CHARTER
OF THE
GRAND ROYAL ARCH CHAPTER
OF TEXAS

THE STATE OF TEXAS
County of Harris.

Whereas, at a Stated Annual Convocation of the Grand Royal Arch Chapter of Texas, of Royal Arch Masons, held in the City of Houston, in Harris County, in the State of Texas, on to-wit; the 5th. day of December, A.D. 1899, the following resolution was adopted:

"Resolved, That the Grand Royal Arch Chapter of Texas accepts the provisions of Chapter 11, Title 21, of the Revised Civil Statutes of Texas, as amended, by the Twenty-sixth Legislature, and incorporated thereunder, and to that end the Grand High Priest shall appoint a committee of three, whose duty it shall be to prepare the necessary articles of incorporation to Charter the Grand Chapter under said law, and file the same with the Secretary of State."

And thereafter, to-wit, the 7th. day of December, 1899, the Grand High Priest of said Grand Chapter, William A. Burdett, appointed John L. Terrell, J. C. Kidd, and James D. Crenshaw the committee provided for in said resolution.

Wherefore, by virtue of said resolution the officers and members of the said Grand Chapter do hereby agree to become a body corporate under Title 21, Chapter 11, and Article 713a enacted by the Twenty-sixth Legislature at its regular session, and do declare as follows:

First - The name of such corporation shall be "Grand Roy-al Arch Chapter of Texas."

Second - The Grand Chapter and this Corporation is formed for Charitable and Benevolent purposes and to cement bonds of good fellowship and brotherly love among its members and adherents, and to practice the art of Royal Arch Masonry as has been done from time immemorial. It shall have all the rights, privileges and benefits of other like corporations under the laws of the State of Texas, as well as those given and provided for in the aforesaid Article 713a, a copy of which is hereto attached and made part hereof.

All Subordinate Chapters of Royal Arch Masons in Texas now working under and holding Charter from and by said Grand Royal Arch Chapter of Texas, or that may hereafter be instituted under such Charter, are hereby incorporated and do by virtue hereof become bodies corporate under and in the name given them respectively in the Charters heretofore issued to them or that may hereafter be so issued. Such Subordinate Chapters shall have all the rights granted hereby to said Grand Chapter which are not inconsistent with, but must be wholly subject to, the constitution, By-Laws, Resolutions and Edicts of said Grand Chapter.

Third - The business of said Grand Chapter shall be transacted at the City of Houston, in Harris County, Texas, or at such other places in Texas as may be provided by resolution or law of said Grand Chapter. And the business of said Subordinate Chapters shall be transacted at the place designated in their respective Charters or Warrants.

Fourth - The Grand Royal Arch Chapter of Texas and its Subordinate Chapters shall have perpetual existence, and have perpetual succession of its officers and members.

Fifth - The officers and members of the Grand Royal Arch Chapter of Texas shall be a Grand High Priest, a Deputy Grand High Priest, a Grand King, a Grand Scribe, a Grand Treasurer, and a Grand Secretary, and such other officers, members and committees as may be provided by the Grand Chapter; and the six officers specifically named above who may from time to time be selected by the Grand Chapter shall constitute the Trustees or Directors having charge of the business affairs of the Grand Chapter under its laws and regulations, during its vacation.

At this time the officers mentioned above and their residences are as follows:

William L. Burdett, Grand High Priest, Paris, Texas.
Jas. D. Crenshaw, Deputy Grand High Priest, San Antonio, Texas.
C. R. Phillips, Grand King, McGregor, Texas.
J. M. Strayhorn, Grand Scribe, Bartlett, Texas.
Benj. F. Frymier, Grand Treasurer, Houston, Texas.
George Lopas, Jr., Grand Secretary, Houston, Texas.

The officers and Trustees of Subordinate Chapters shall be such as are provided by the Constitution and Laws of the Grand Chapter.

Sixth - Neither the Grand Chapter, nor its Subordinate Chapters shall have any capital stock, but they may own and hold property as herein provided.

The present estimated value of the goods, chattels, rights and credits of said Grand Chapter is six thousand dollars.

In witness whereof we, the said William L. Burdett, Grand High Priest, a resident of Paris, Texas, and two of the above mentioned committee, to-wit, John L. Terrell, of Terrell, Texas, and John C. Kidd, of Houston, Texas, all members of said Grand Chapter, have hereunto subscribed our names, this the 12th. day of March, A.D. 1900.

WILLIAM L. BURDETT
JOHN L. TERRELL
JOHN C. KIDD

THE STATE OF TEXAS
County of Lamar

Before me, E. S. CONNOR, a notary public in and for Lamar County, Texas, on this day personally appeared William L. Burdett, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this the 12th. day of March, A.D. 1900.
(Seal)
E. S. CONNOR

Notary Public, Lamar Co., Texas.

THE STATE OF TEXAS

County of Kaufman

Before me, T. L. Stanfield, a notary public in and for Kaufman County, Texas, on this day personally appeared John L. Terrell, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this the 14th. Day of March, A.D. 1900.

(Seal)

T. L. STANFIELD

Notary Public, Kaufman County, Texas.

THE STATE OF TEXAS

County of Harris

Before me, Chas. F. Schultz, a notary public in and for Harris, County, Texas, on this day personally appeared John C. Kidd, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this the 15th. Day of March, A.D. 1900.

(Seal)

CHAS. F. SCHULTZ

Notary Public, Harris County, Texas.

ARTICLE 713a. Passed by the Twenty-sixth Legislature at its regular session, and approved May 23, 1899, accompanying and to be a part of the attached Articles of Incorporation.

ARTICLE 713a. The Grand Lodge of Texas, Ancient Free and Accepted Masons, the Grand Royal Arch Chapter of Texas, the Grand Commandery of Knights Templar of Texas (Masonic); the Grand Lodge of the Independent Order of Odd Fellows of Texas, and other like institutions and orders, organized for charitable or benevolent purposes, may, by the consent of their respective bodies, expressed by a resolution or other-wise, become bodies corporate under this title, and the incorporation of any such grand body shall include all of its Subordinate Lodges or bodies holding warrant or charter under such grand body, and each of such subordinate bodies shall have all the rights of other corporations under and by the name given it in such warrant or charter issued by the grand body to which it is attached, such rights being provided for in the charter of the grand body. Such grand bodies and their subordinates may elect their own trustees or directors, or name certain of their officers as such, and perform such other acts and things as are directed or provided by law in the case of other corporations, and shall have full power to make Constitutions and By-Laws for the government and regulation of their affairs.

"Such institutions or orders, grand and subordinate, as are mentioned or included in this chapter, shall have the right to acquire and hold such lands and personalty as may be necessary or convenient for sites upon which to erect buildings for their own use and occupancy, and for homes and schools for their widows, orphans or aged or decrepit or indigent members, and to sell or mortgage the same, such conveyances to be executed by the presiding officer, attested by the secretary and seal; but the power and authority of such subordinate bodies to sell or to mortgage, shall be subject to such conditions and prerequisites as may be from time to time prescribed or established by the grand body to which the subordinate is attached."

"Such subordinate bodies shall at all times be subject to the jurisdiction and control of their respective grand bodies and subject to have their warrants and charters revoked by such grand body. Upon the demise of any subordinate body so incorporated all property and rights existing in such subordinate body shall pass to and vest in the grand body to which it was attached, subject to the payment of all debts due by such subordinate body; but the grand body shall never be liable for any sum greater than the actual cash value of the efforts of such subordinate actually received by it or its authority."

"Any grand body incorporated under its article shall have the right and authority to loan any funds held and owned by it for charitable purposes, for the endowment of any of its institutions or otherwise, and may secure such loans by taking and receiving liens on real estate, or in such other manner as it may elect, and upon sale of any real estate under such lien such grand body may become the purchaser there-of and hold title thereto. Any grand body incorporating under this chapter may provide in its charter for the expiration of its corporate powers at the end of any given number of years, or it may provide in its charter for its perpetual existence, and by its corporate name have perpetual succession of officers and members; provided, that any such grand body, now having a valid chartered existence may continue under its present charter, or reincorporate under this chapter."

"Bodies incorporated under this chapter shall not be subject to or required to pay a franchise tax."

Endorsed - Grand Royal Arch Chapter of Texas.

Filed in the office of the Secretary of State this 28 day of May, 1900.

D. H. HARDY
Secretary of State

DEPARTMENT OF STATE

I, D. H. Hardy, Secretary of State of the State of Texas, do hereby certify that the foregoing is a true copy of the original Charter of the Grand Royal Arch Chapter of Texas, with the endorsements thereon, as now appears on record in this Department.

Witness my official signature, and the seal of State affixed, at the City of Austin, this 28 day of May, A.D. 1900.

(Seal) D. H. HARDY,
Secretary of State

SECTION A
CONSTITUTION
of the
GRAND ROYAL ARCH CHAPTER
of the
STATE OF TEXAS

ARTICLE I

TITLE

Section 1. The title of this Corporate body is "Grand Royal Arch Chapter of Texas."

PURPOSES

Section 2. This Grand Chapter is incorporated, constituted and organized for the following purposes, viz:

To cement the bonds of good fellowship and brotherly love among its members, and to practice the art of Royal Arch Masonry as it has been done from time immemorial; to advance, perfect, and extend Capitular Masonry, and to perpetuate and hand down to posterity its beneficent principles; to secure the orderly government of the Royal Craft in this Grand Jurisdiction, and to regulate their labors by one uniform standard; to diffuse Masonic instruction, inculcate good morals, promote harmony, and encourage the practice of charity, benevolence and tolerance, among the Craftsmen; to support and maintain a Home for aged Masons (also to be known as the Texas Masonic Retirement Center), under conditions and regulations that may be prescribed, from time to time, by the laws of this Grand Chapter. (Amended 1993)

ARTICLE II

JURISDICTION AND POWER

Section 1. The Grand Royal Arch Chapter of Texas has exclusive jurisdiction of Capitular Masonry, embracing the degrees of Mark Master, Past Master, Most Excellent Master, and Royal Arch, within the territorial boundaries of the State of Texas.

Section 2. The Grand Royal Arch Chapter of Texas is the highest source of authority in Royal Arch Masonry within the State of Texas. It has, and of inherent right enjoys, the sole government and superintendence of all Chapters of Royal Arch Masons within said territory.

Section 3. It may therefore grant charters for holding regular Chapters of Royal Arch Masons, with the right to confer therein the degrees of Masonry denominated Mark Master, Past Master, Most Excellent Master, and Royal Arch, and when deemed expedient and for good cause, it may arrest, annul, revoke, or amend such Charters or any preexisting Charter.

Section 4. It may fix the territorial limits of each Chapter under its jurisdiction and settle all controversies that may arise between them, and it has the final decision and determination of all grievances and matters of controversy that may be brought up by appeal or otherwise.

Section 5. It may reprimand, suspend, or expel from its own body any member thereof for a violation of this Constitution or of the Laws of this Grand Chapter.

Section 6. It may assess against, and collect from, the several Chapters under its jurisdiction such sums of money annually as may, from time to time, be deemed necessary for the support and maintenance of this Grand Chapter and its Charities.

Section 7. It may supervise the state and condition of its own finances, and adopt such measures in relation thereto as may be for the good of Royal Arch Masonry.

Section 8. It may make and adopt laws and general regulations for the government of the Chapters under its jurisdiction, and, at pleasure, alter, amend or repeal the same.

Section 9. It shall establish and preserve a uniform ritual of the several degrees of Capitular Masonry.

Section 10. It shall, at each Annual Convocation, consider and review the reports and doings of the Grand Officers and of the several Chapters under its jurisdiction, for the preceding Capitular year.

Section 11. It may consider and do all whatsoever it may regard as necessary, or appertaining, to the well being and perpetuity of Capitular Masonry within its jurisdiction.

Section 12. The enumeration of the foregoing jurisdictions and powers shall in no manner limit the jurisdiction, power or right of this Grand Chapter to exercise its inherent powers as sovereign, according to ancient custom and usage, over any other matter or thing falling within the sphere of Capitular Masonry in this Grand Jurisdiction.

ARTICLE III

OF WHOM COMPOSED

Section 1. The Grand Royal Arch Chapter of Texas shall be composed of the following officers and members:

- (a) Grand High Priest
 - Deputy Grand High Priest
 - Grand King
 - Grand Scribe
 - Grand Treasurer
 - Grand Secretary
 - Grand Chaplain
 - Grand Orator
 - Grand Marshal
 - Grand Captain of the Host
 - Grand Principal Sojourner
 - Grand Royal Arch Captain
 - Grand Master of the Third Veil
 - Grand Master of the Second Veil
 - Grand Master of the First Veil
 - Grand Senior Steward
 - Grand Junior Steward
 - Grand Organist
 - Grand Photographer
 - Grand Guard
- (b) Past Grand High Priests
 - Past Deputy Grand High Priests
 - Past Grand King, and
 - Past Grand Scribes, of this Grand Chapter
- (c) The High Priest
 - The King, and
 - The Scribe, of each chartered Chapter working under this Grand Chapter.
- (d) Past High Priests of chartered Chapters working under this Grand Chapter while they remain members of Chapters in Texas.
- (e) Representatives of chartered Chapters who shall be Companions in good standing, regularly elected at a Stated or Special Convocation by their respective Chapters to represent such Chapters in the absence of the High Priest, King, or Scribe thereof.
- (f) Past High Priests of other Grand Jurisdictions in fraternal relations with this Grand Chapter who have removed to this Grand Jurisdiction and become affiliated with a subordinate Chapter, and who have been elected to permanent membership by this Grand Chapter. (Amended 1991)

QUORUM

Section 2. This Grand Chapter shall not transact any business unless there shall be present the representatives of nine chartered Chapters, which number shall at all times constitute a quorum, but this Grand Chapter may open and dispense with labor from day to day with a less number of Chapters represented.

ARTICLE IV

TITLES OF OFFICERS

Section 1. The honorary titles of the officers to be used in the work and deliberations of this Grand Chapter shall be:

Most Excellent Grand High Priest
Right Excellent Deputy Grand High Priest
Right Excellent Grand King
Right Excellent Grand Scribe
Right Excellent Grand Treasurer
Right Excellent Grand Secretary
Excellent Grand Chaplain
Excellent Grand Orator
Excellent Grand Marshal
Excellent Grand Captain of the Host
Excellent Grand Principal Sojourner
Excellent Grand Royal Arch Captain
Excellent Grand Master of the Third Veil
Excellent Grand Master of the Second Veil
Excellent Grand Master of the First Veil
Excellent Grand Senior Steward
Excellent Grand Junior Steward
Excellent Grand Organist
Excellent Grand Photographer
Excellent Grand Guard

Amended 1991

Section 2. The title of Past Grand High Priests shall be "Very Excellent."

Section 3. ELECTION AND TERMS. The first six of the above named Grand Officers, in the order named, shall be elected by ballot at each Annual Convocation, a majority of all votes cast being necessary to an election; except, that when only one Companion is in nomination the election may be by acclamation. Each shall hold office for one year and until his successor is elected and installed.

Section 4. APPOINTIVE OFFICERS AND TERMS. The remainder of the above named Grand Officers shall be appointed by the Grand High Priest-elect, and each shall hold office for one year and until his successor is appointed and installed.

Section 5. INSTALLATION, FAILURE TO ELECT. Officers of this Grand Chapter shall be installed as soon after the annual election as may be convenient. Elected officers shall be installed in person, but appointed officers may be installed by proxy. The Grand High Priest, or any Past Grand High Priest, may act as installing officer. If this Grand Chapter shall fail to meet, or to elect, or install, the Grand Officers as required by its laws, those in office shall continue therein and exercise full authority until their successors are duly elected and installed.

Section 6. ELIGIBILITY. No Companion shall be eligible to any elective or appointive office in this Grand Chapter, except that of Grand Chaplain, Grand Organist, and Grand Photographer, who is not a Past or Present High Priest, and a member of this Grand Chapter, and no member shall hold more than one elective or appointive office at the same time except to serve as a member of the Board of Directors of the Texas Masonic Retirement Center. (Amended 1993)

Section 6(A). AVAILABILITY. Any eligible member of this Grand Chapter desiring to serve in any elective office or position as provided in the Constitution and Laws of the Grand Chapter, may, on or before the fifteenth day of July preceding each Annual Convocation, file with the Grand Secretary a "Statement of Availability" for such office or position; containing a resume of his service to his Chapter or Chapters in which he holds or has held membership; his service to this Grand Chapter; and a photo, if available.

Such "Statement of Availability" shall be printed and forwarded by the Grand Secretary to all subordinate Chapters along with all Resolutions and/or Recommendations as required by this Grand Chapter. However, this Grand Chapter may elect any eligible member whether or not he has previously submitted such statement of availability. (Amended 2002, 2006)

Section 7. VACANCIES AND SUCCESSION. In the event of the absence, or inability or refusal to act, or the death of the Grand High Priest, his duties and powers shall descend to and be exercised successively by the (1) Deputy Grand High Priest, (2) Grand King, (3) Grand Scribe; or in the absence, or incapacity of all of them, the (4) Junior Past Grand High Priest present shall exercise such duties and powers. Vacancies in any other office shall be filled within fourteen days from date vacancy occurs by the Grand High Priest by appointment pro-tem.

Section 8. DUTIES. The duties of the Grand Officers, elective and appointive, in addition to those well established by custom and usage, shall be such as may be provided, from time to time, in the laws of this Grand Chapter.

ARTICLE V

VOTING

Section 1. In all voting, except where otherwise specially provided, a majority of all votes cast shall control. Blanks shall not be counted as votes.

Section 2. All voting, unless otherwise specified by Law shall be by show of hands by members present, each member being entitled to one vote.

Section 3. In the election of officers, and upon final vote on amendments to the Constitution, or whenever demanded by nine members, the vote shall be taken by Chapters, and Past High Priests.

Section 4. When a vote is taken by Chapters, and Past High Priests, each Chapter is entitled to three votes, to be cast by its three principal officers, viz: High Priest, King and Scribe, or by its representative, and each Past High Priest who is present, in person, is entitled to one vote. No member shall be entitled to votes in excess of the number to which he is entitled as an Officer, Past High Priest, and/or representative of only one Chapter.

Section 5. When a vote is taken by Chapters, and Past High Priests, the vote of each Chapter shall be cast as a majority of its principal officers present may agree. If two officers only are present, and they do not agree, then the senior officer of the two shall cast the vote of the Chapter. If only one officer is present, he shall cast the vote of the Chapter. If all three of the principal officers are absent, the representative of the Chapter may cast its vote.

Section 6. Each Chapter shall be entitled to but one representative and no Companion shall be representative for more than one Chapter of which he is a member. Such representative shall furnish to the Committee on Credentials a certificate of his election, attested to by the Secretary under the Seal of the Chapter. No Companion shall be entitled to cast more than four (4) votes.

ARTICLE VI

DISTRICT DEPUTY GRAND HIGH PRIESTS

Section 1. This Grand Jurisdiction shall, from time to time, be divided into a convenient number of District Deputy Grand High Priests Districts, and shall include such counties or parts of counties in each District as this Grand Chapter shall determine; and a list of the Districts as thus formed shall be published each year in the printed Proceedings of this Grand Chapter.

Section 2. The manner of appointment, qualifications, term of office, removal from office, filling of vacancies, and duties of the District Deputy Grand High Priests shall be such as are provided in the laws of this Grand Chapter.

Section 3. The Honorary Title of the District Deputy Grand High Priests shall be Right Excellent District Deputy Grand High Priest.

ARTICLE VII

CONVOCATIONS

Section 1. Annual Convocations of this Grand Chapter shall be held, and special Convocations may be convened, as provided in its laws.

ARTICLE VIII

CHARTERS AND DISPENSATIONS

Section 1. A Charter for the forming of a new Chapter of Royal Arch Masons may be granted only by this Grand Chapter upon the petition of not less than fifteen Royal Arch Masons, which petition shall be accompanied by a certificate from the Chapter nearest to the place where the new Chapter is intended to be located, vouching for the moral character and Masonic abilities of the petitioners and recommending that such Charter be granted. Provided, if a petition for a Charter is presented, praying for a Chapter to be located in a city which will exercise concurrent jurisdiction with two or more Chapters previously established therein, the number of Chapters necessary for recommendation shall be such as may be prescribed by the Laws of this Grand Chapter.

Section 2. DISPENSATIONS. During the recess of this Grand Chapter the Grand High Priest may grant Letters of Dispensation to fifteen or more Royal Arch Masons under the regulations prescribed by the laws, authorizing them to assemble from time to time at such place as may be designated, and to open and hold a Chapter and therein confer the Degrees of Capitular Masonry upon such candidates as they shall accept; and subject to the regulations governing in such cases, to discharge all other duties according to the prescribed forms and the laws of this Grand Chapter.

ARTICLE IX

GENERAL PROVISIONS

Section 1. CONSTITUTION PARAMOUNT. The Constitution of this Grand Chapter shall be construed as paramount to the General Laws, and all laws, rules, regulations, resolutions, or edicts inconsistent with any of its provisions, or in conflict therewith, shall be null and void.

Section 2. POWER TO ENACT LAWS AND REGULATIONS. This Grand Chapter reserves to itself the exclusive power and right to enact general laws in aid of the provisions of this Constitution for the proper government of Capitular Masonry in this Grand Jurisdiction, and shall also prescribe regulations for the transaction of business and for the general government of subordinate Chapters and the Craft. Any such laws, regulations, or forms for the transaction of business may be altered, amended, repealed, or abolished by this Grand Chapter, at its pleasure, under such rules as it may adopt for its own government. Subordinate Chapters may adopt, subject to the approval of this Grand Chapter, by-laws or amendments thereto for their own government in such form and under such regulations as may be prescribed by the laws of this Grand Chapter.

Section 3. DATE OF TAKING EFFECT OF CONSTITUTION. This revised and amended Constitution shall take effect and be in force from and after its adoption by this Grand Chapter.

ARTICLE X

AMENDMENT OR ALTERATION

Section 1. This constitution may be altered or amended by resolution in writing, stating distinctly the proposed alteration or amendments, which shall be read on three occasions, but not more than twice on the same day. The final vote on the proposed alteration or amendments shall be by Chapters, and Past High Priests; two-thirds of the total votes cast shall be necessary for its adoption.

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SECTION B

THE GRAND CHAPTER

CODE OF LAWS

For "Legal Title" see Constitution, Art. 1, Sec. 1.
See also Chapter pages: Forward page 35 through page 38

Art. B-001 (1). The Style And Title. The style and titles of this Grand Chapter shall be as follows: the legal title and corporate name, which title shall be used in all legal documents, is "Grand Royal Arch Chapter of Texas". The Honorary title of this Grand Chapter is, and shall be, "Most Excellent Grand Royal Arch Chapter of Texas", which title shall be used in the ceremonies of opening and closing and in the labors of this Grand Chapter.

The official emblem of the Grand Royal Chapter of Texas is: The Triple Tau within a triangle and the whole within a circle, Viz:



Art. B-002 (2) Annual Convocations. The Grand Royal Arch Chapter of Texas shall hold an Annual Convocation on the Thursday, Friday and including the second (2nd) Saturday in December each year, unless otherwise – specifically – provided by this Grand Chapter Code of Laws, at such time and place as shall be determined by a majority vote of Chapters and Members present at the preceding Annual Convocation, and shall remain in session until the business presented for consideration is disposed of, unless otherwise – specifically – provided by this Grand Chapter Code of Laws. (Amended 2005, 2016, 2020)

If the existence of a national, state, or local emergency makes the holding of any Annual Convocation impracticable, a majority of the elected Grand Chapter Officers may postpone the Annual Convocation for that Capitular year to a date as soon as practicable thereafter. If said emergency should occur while the Annual Convocation is in session making it impracticable to continue proceedings, then a majority of the elected Grand Chapter Officers may recess the Annual Convocation to a date as soon as practicable thereafter. (Amended 2020)

Art. B-003 (3) Special Convocation. The Grand High Priest shall have the power to convene this Grand Chapter in special Convocation whenever, for any cause, he shall deem it necessary; and shall cause notice in writing to be given to all Chapters and members of this Grand Chapter of the time, place and object of such special Convocation, except for Constituting a new Chapter. (Amended 1976)

Art. B-004 (4) No General Business. At any special Convocation of this Grand Chapter, no business shall be transacted except that set forth in the order convening the same.

GRAND CHAPTER JURISDICTION

See Constitution, Art. II, Sec. 1, 2, and 4

Art. B-005 (5). State Of Texas. The Grand Royal Arch Chapter of Texas has exclusive jurisdiction within the territorial limits of the State of Texas, and no subordinate Chapter located therein can extend its territorial jurisdiction beyond the limits of the State.

GRAND HIGH PRIEST

For "Honorary Title" see Constitution, Art. IV, Sec. 1.

For "Succession in Case of Absence or Vacancy" see Constitution, Art. IV, Sec. 7.

For "Power to Issue Dispensations for New Chapters" see Constitution, Art. VIII, Sec. 2.

For "Member Grand Chapter" see Constitution, Art. III, Sec. 1.

For "Election" see Constitution, Art. IV, Sec. 3.

For "General Duties" see Constitution, Art. IV, Sec. 8.

For "Questions of Order Decided by" see Art. B - 131, Laws.

Art. B-006 (7) General Duties. The Grand High Priest shall preside at all Convocations of this Grand Chapter. He has by virtue of his office, a watchful care and supervision over the Chapters in this Grand Jurisdiction, and it is his duty to see that the Constitution and Laws of this Grand Chapter are strictly and promptly obeyed.

Art. B-007 (8) Appointments. The Grand High Priest shall appoint all officers of this Grand Chapter provided for by the Constitution and Laws other than elective officers, and all committees except such as, by law, are elective or otherwise provided for.

Art. B-008 (9) Dispensations. During the recess of this Grand Chapter, the Grand High Priest may grant letters of dispensation for forming Royal Arch Chapters, on proper application as provided by law; also to Chapters which have forfeited the right to meet under their charters by failing to hold a stated or called Convocation for three consecutive months, or whose charters have been arrested during his term of office or that of his immediate predecessor, not exceeding twelve months from date of forfeiture, to resume and continue work until the next annual convocation. He may for good reasons, grant further time to a Chapter to make its returns and pay its dues, where it has failed to do so within the statutory time, and may grant such other dispensations as are authorized by the laws of this Grand Chapter or by Ancient usage of Royal Arch Masonry.

Art. B-009 (10) Appear In Public. The Grand High Priest may grant a dispensation to a Subordinate Chapter to appear in public, and no Chapter so shall appear without such dispensation except at the annual installation of its officers or to attend a Masonic funeral.

Art. B-010 (11) Constitute or Institute New Chapters. The Grand High Priest shall, either in person or by proxy by him commissioned for the purpose, (such proxy to be either a Present or Past High Priest) constitute all newly chartered Chapters, and install their officers, and institute and set to work all Chapters under dispensation. (See prescribed form.) (Amended 1967)

Art. B-011 (12) Convene Chapters. The Grand High Priest may convene Chapters at pleasure, preside therein, inspect their books, records and work, and give such instructions relative to the same as may be necessary to insure a strict conformity to the Constitution and Laws of this Grand Chapter, or he may delegate such authority to his duly authorized representative.

Art. B-012 (13) Preside In Chapters. The Grand High Priest, Deputy Grand High Priest, Grand King, and Grand Scribe severally, and in the order named, unless otherwise ordered by the Grand High Priest, have the right to preside in any Chapter in this Grand Jurisdiction and to give such instructions and directions as the good of the Order may demand, taking care always to adhere to the Ancient Landmarks and the Constitution and Laws of this Grand Chapter.

Art. B-013 (14) Official Decisions. The Grand High Priest may render official decisions construing the Constitution and Laws of this Grand Chapter, which shall be binding until disapproved or modified by this Grand Chapter.

Art. B-014 (15) Suspend Labors or Arrest Charter of Chapter. The Grand High Priest shall have the power, for good cause, to suspend the labors of a Chapter, and if he deems it necessary, to arrest its charter. Such action shall be reported, in each case, to this Grand Chapter at the succeeding Annual Convocation.

Art. B-015 (16) Advise Consolidation of Chapters. When in his judgment the interest of two or more Chapters, or the welfare of the Craft demand it, the Grand High Priest shall be authorized to advise, and if assented to or requested by such Chapters, arrange for and make effective the consolidation of such Chapters under the regulations provided by law for the consolidation of Subordinate Chapters.

Art. B-016 (17) Grand Representatives. The Grand High Priest may appoint Representatives of this Grand Chapter near other Grand Chapters, and may receive and accredit Representatives of such other Grand Chapters near this Grand Chapter. All such Representatives must be Past High Priests.

Art. B-017 (18) Suspend Grand Officer. The Grand High Priest may, for good cause, after due notice and fair hearing, with the written concurrence of the Deputy Grand High Priest, Grand King, and Grand Scribe, or any two of them, suspend from office any officer of this Grand Chapter until the next Annual Convocation.

Art. B-018 (19) Suspend Officer of Chapter. The Grand High Priest may, for good cause, after due notice and fair hearing, suspend from office any officer of a Chapter. The Grand High Priest shall report his action, with the reasons there-for, and a detailed statement of the facts, to this Grand Chapter at its next Annual Convocation. Such suspended officer shall have the right of appeal to this Grand Chapter, but will nevertheless stand suspended from his office unless otherwise ordered by this Grand chapter.

Art. B-019 (20) Dispensation to Fill Vacancies. When the offices of High Priest, King, and Scribe of a Chapter become vacant by death, permanent removal, or other cause, or in case of vacancy in the office of Secretary or Treasurer of a Chapter; in each and every such case the Grand High Priest may issue a dispensation authorizing an election and installation to fill such vacancy or vacancies, for the unexpired part of the term of office. (Amended 1966)

Art. B-020 (21) Annual Report. On the opening day of each Annual Convocation, the Grand High Priest shall make a written report to this Grand Chapter of his official acts and doings and such other matters as he may deem necessary for the consideration of this Grand Chapter, and make such recommendations as he may think proper.

Art. B-021 (22) Sell or Mortgage Property. The Grand High Priest may during the recess of this Grand Chapter authorize and empower a subordinate Chapter to mortgage or sell its real property, or enter into a building contract separately from, or conjointly with, another Masonic body if in his judgment such sale, mortgage, or building contract is desirable; provided, this Grand Chapter or the Grand High Priest shall not assume or incur any liability, or become warrantor, by reason of granting such authority to make such sale or to execute such mortgage, or building contract; which declaration shall be set forth in the written authority granted and in the instrument executed by the Chapter.

Art. B-022 (23) Expenses. The Grand High Priest, the Deputy Grand High Priest, the Grand King, and the Grand Scribe shall be allowed, for the expenses of their office, such sums as the Grand Chapter may appropriate. Such expenses shall be paid only upon the submission to the Grand Secretary of an expense statement and Recapitulation Form, as approved by the Finance Committee, to cover only the expenses incurred in the official performance of his duties, up to, but not more than the amount that has been provided for by this Grand Chapter, except that at the beginning of the Grand Chapter year the Grand High

Priest may request an advance of Five Hundred Dollars (\$500.00) for initial expenses, the same to be accounted for in a following expense statement as provided above.

Art. B-023 (24) Examine Bond. The Grand High Priest shall annually examine the bonds, kept in the safe-deposit box of the Grand Royal Arch Chapter of Texas, of any officer or agent of this Grand Chapter required by its laws to make bond.

Art. B-024 (25) Other Duties. The Grand High Priest shall perform such other duties as the nature of his office may require or the ceremonies and rituals of the Royal Craft may impose, and to this end he may exercise all the rights, privileges and prerogatives of his office according to the customs and usages of Ancient Craft Masonry except as they may found to be abridged, modified, or restricted by the Constitution, Laws, and Edicts of this Grand Chapter.

Art. B-024.1 District Instructors. At the commencement of his term of office the Grand High Priest may appoint one District Instructor for each Capitular District who shall be a member of a Chapter of our obedience and a member of a Chapter of the District for which he has been appointed, or of a District contiguous thereto. His term shall coincide with that of the Grand High Priest.

It shall be the duty of the District Instructor to qualify himself in the Ritual and Lectures of this Grand Chapter and to possess a Certificate of Proficiency from the Committee on Work. The District Instructor will make himself available to assist the Chapters in his respective Capitular District in the Ritual and Lectures of this Grand Chapter and assist the members of the Committee on Work during schools of instruction and elsewhere as he may be requested. (Amended 2020)

DEPUTY GRAND HIGH PRIEST

For "Succession to Office of Grand High Priest"

see Constitution, Art. IV, Sec. 7

For "Honorary Title" see Constitution, Art. IV, Sec. 1

Art. B-025 (26) Powers And Duties. It shall be the duty of the Deputy Grand High Priest to counsel, aid, and support the Grand High Priest in his official duties; to attend the Annual and Special Convocations of this grand Chapter. In the absence or inability of the Grand High Priest to serve, the Deputy Grand High Priest will preside. In the event of the death, absence, other than temporary, from the jurisdiction, or if for any other reason the Grand High Priest shall become incapacitated or unable to discharge the duties of his office, then the Deputy Grand High Priest shall become the Acting Grand High Priest, and shall assume the duties and powers of the Grand High Priest. In such event he shall make full report to this Grand Chapter of his official acts. In the case of the temporary absence from the jurisdiction of the Grand High Priest, upon notification and request, the Deputy Grand High Priest will likewise assume and discharge the duties of Acting Grand High Priest, relinquishing same upon the return of the Grand High Priest to this jurisdiction.

Art. B-026 (27) Preside In Chapters. The Deputy Grand High Priest may visit and preside in any Chapter and give instructions as provided in Article B-012, of the Laws.

Art. B-027 (28) Suspend Grand Officers. The Deputy Grand High Priest may concur with other Officers named in Article B-017, of the Laws, to suspend a Grand Officer under the conditions specified therein.

GRAND KING AND GRAND SCRIBE

For "Honorary Title" see Constitution, Art. IV, Sec. 1.

For "Succession to Duties of Grand High Priest" see
Constitution, Art. IV, Sec. 7.

Art. B-028 (29) Duties. It shall be the duty of the Grand King and the Grand Scribe to counsel, aid, and support the Grand High Priest in his official duties; to attend all Special and Annual Convocations of this Grand Chapter, and in the absence or inability of both the Grand High Priest and the Deputy Grand High Priest to attend or serve, then the Grand King, or the Grand Scribe in the order named shall have the right to preside. In the event of the death, or absence, other than temporary, from the Jurisdiction of both the Grand High Priest, and the Deputy Grand High Priest, the Grand King shall assume the duties of Acting Grand High Priest and should the same condition arise as to all three of the principal officers named, then the Grand Scribe shall succeed to the powers and duties of Acting Grand High Priest.

In event of the temporary absence from the Jurisdiction of the Grand High Priest and the Deputy Grand High Priest, upon notification and request the Grand King shall perform the duties of the Grand High Priest until his return. In case all three should be absent, then upon notification the duties would devolve upon the Grand Scribe.

Art. B-029 (30) Preside In Chapters. The Grand King and Grand Scribe may preside in any Chapter and give instruction as provided in Article B-012.

Art. B-030 (31) Suspend Grand Officers. The Grand King and Grand Scribe may concur with other officers named in Article B-017, of the Laws to suspend a Grand Officer under the conditions specified therein.

Art. B-031 (32) Other Duties. The Grand King and Grand Scribe shall discharge such other duties, as may be prescribed in the Constitution and Laws, Resolutions, and Edicts of this Grand Chapter, or requested by the Grand High Priest.

GRAND TREASURER

For "Honorary Title" see Constitution, Art. Iv, Sec. 1.

For "Duties" see Constitution, Art. IV, Sec. 8.

For "Election" see Constitution, Art. Iv, Sec. 3.

For "Member Grand Chapter" see Constitution, Art. III, Sec.1.

For "Duty to Prepare Table of Distances" see Art. B - 109, Laws.

Art. B-032 (33) Deposits. All funds of this Grand Chapter paid over to the Grand Treasurer shall be deposited and kept by him in the name of this Grand Chapter. He shall sign all warrants drawn by the Grand Secretary on said funds; and no warrant shall be drawn on, or paid from, the several funds which exceeds the total amount appropriated for the purpose for which it is drawn.

Art. B-033 (34) Annual Report. It shall be the duty of the Grand Treasurer, on the first day of each Annual Convocation, to submit a report in writing to this grand chapter, giving a full and detailed account of all monies received and paid out by him during the preceding year, and on what account so paid, accompanied by all warrants paid by him; and to submit satisfactory evidence to the Finance Committee that he has on hand and in his possession, the full amount of the balance shown by said report to be on hand, or which should be in his possession. Such report shall be submitted to the Finance Committee for audit and report thereon.

Art. B-034 (35) Delivery to Successor. At the expiration of his term of office the Grand Treasurer shall deliver to his successor all monies, books, papers, and other property belonging to this Grand Chapter which may be in his hands or under his control as such Grand Treasurer.

Art. B-035 (36) Bond. Before entering upon the duties of his office the grand Treasurer shall annually execute a bond in the sum of One Hundred Thousand Dollars (\$100,000.00) payable to the Grand Royal Arch Chapter of Texas, conditioned for the faithful discharge of the duties of his office, and the accounting for and delivery of all funds and properties received by him; such bond to be approved by the Finance Committee. Said bond shall be deposited in the safe deposit box of the Grand Royal Arch Chapter of Texas for safekeeping. Such bond shall be executed by a surety company duly authorized to transact business in the State of Texas, in which event the premium on such bond shall be paid by this Grand Chapter.

Art. B-036 (37) Compensation. The Grand Treasurer shall be allowed as compensation, in full for all services rendered by him, the sum of one dollar and such sum as may be appropriated annually for expenses, payable on the warrant of the Grand Secretary.

Art. B-037 (38) Closing Accounts. The Grand Treasurer shall close his books on the 31st day of August preceding each Annual Convocation of this Grand Chapter. (Amended 2009)

GRAND SECRETARY

For "Honorary Title" see Constitution, Art. IV, Sec. 1.

For "Duties" see Constitution, Art. IV, Sec. 3.

For "Election" see Constitution, Art. IV, Sec. 3.

For "Member of Grand Chapter" see Constitution Art. III, Sec. 1.

For "Duty to Prepare Table of Distances" see Art. B - 109, Laws

Art. B-038 (39) General Duties. It shall be the duty of the Grand Secretary to attend all Convocations of this Grand Chapter; to keep a true and correct record of its proceedings proper to be written; and to prepare a copy thereof, together with an abstract of the returns from Chapters, and superintend the printing of the same immediately on the closing of each Annual Convocation of this Grand chapter; to receive all petitions, appeals, resolutions, and other documents addressed to or belonging to this Grand Chapter and present same to this Grand Chapter or to the Committee on Grand Officers' Reports, who shall refer same to the proper Committee having jurisdiction to consider or act upon such matters contained in said documents; to present to this Grand Chapter such unfinished or other business as may require its action, at each Convocation.

Art. B-039 (39A) Notification of Law Changes. It shall be the duty of the Grand Secretary to see that the subordinate Chapters under this Grand Jurisdiction are notified within ninety (90) days following the close of this Grand Chapter of all law, rules, and resolution changes. (Adopted 1996)

Art. B-040 (40) Bond. Before entering upon the duties of his office the Grand Secretary shall annually execute a bond in the sum of One Hundred Thousand Dollars (\$100,000.00), payable to the Grand Royal Arch Chapter of Texas, conditioned for the faithful discharge of the duties of his office, and the accounting for and delivery of all funds and property that shall be received by him, belonging to this Grand Chapter; which bond shall be approved by the Finance Committee. Said bond shall be deposited in the safe deposit box of the Grand Royal Arch chapter of Texas for safekeeping. Such bond shall be executed by a surety company duly authorized to transact business in the state of Texas, in which event the premium on such bond shall be paid by this Grand Chapter.

Art. B-041 (41) Procure Books. The Grand Secretary shall procure all books and stationery necessary for the use of his office, and of this Grand Chapter.

Art. B-042 (42) Receive and Deposit Funds. The Grand Secretary shall receive all monies belonging to this Grand Chapter, and promptly credit same on the books of his office to the fund or funds to which said money belongs, and shall deposit same in the Depository in the name of this Grand Chapter, or oftener. He shall take duplicate deposits slips for all funds deposited, filing one in his office and forwarding the other to the Grand Treasurer, with notation thereon showing to which fund or funds same shall be credited on the books of the grand Treasurer, and shall take his receipt for the sums so deposited.

Art B-043 (43) Warrants It shall be the duty of the Grand Secretary to draw all warrants on the funds of this Grand Chapter when authorized by the laws of, or specifically appropriated by, this Grand Chapter. All such warrants shall be signed by the Grand Secretary, Grand Treasurer, Grand High Priest, or any two of them, before payment thereof.

Art. B-044 (44) Receive and Examine Returns. The Grand Secretary shall receive and examine returns of all Chartered Chapters, have proper corrections made, and make settlements with the several Chapters before the Annual Convocation of this Grand Chapter, making report thereof to this Grand Chapter.

Art. B-045 (45) Fraternal Correspondence. The Grand Secretary shall receive and regularly transmit all matters pertaining to Fraternal Correspondence to the Chairman of that Committee, including one copy of the proceedings of each Grand Chapter received by him.

Art. B-046 (46) Great Seal. The Great Seal of this Grand Chapter shall be kept in the custody of the Grand Secretary. It shall be impressed upon all official documents issued by this Grand Chapter, and it shall be affixed to every Charter for a Chapter.



Art. B-047 (47) Property. The Grand Secretary shall keep all books, jewels, charts, furniture, and other property belonging to this Grand Chapter that may not be placed in the hands of other Grand Officers, and at the expiration of his term of office he shall deliver over to his successor all properties and other things in his belonging to this Grand Chapter.

Art. B-048 (48) Keep Accounts. The Grand Secretary shall keep sufficient books of account, in which a separate account shall be kept with each Chapter.

Art. B-049 (49) Print Proceedings. The Grand Secretary shall cause to be printed the Proceedings of each Annual Convocation, in which shall be included:

All amendments to the Constitution and laws adopted subsequent to the last printed edition and all resolutions of a general character on a separate page or pages; alphabetical lists of active and demised Chapters; a numerical list of Chapters, with the location, date for stated Convocation, date of Charter, number of District Deputy Grand High Priests, District, and list of officers, Past High Priests, and the number of members of each; a table showing elective officers of this Grand Chapter from its organization; a list of District Deputy Grand High Priests' Districts, and Counties composing each; the names and addresses of the Representatives of other Grand Chapters near this Grand Chapter and of this Grand Chapter near other Grand Chapters; a list of Grand Secretaries of other Grand Jurisdictions, with their addresses; memorial pages; the Report of the Committee on Fraternal Correspondence; such other information and statistics as are customary or useful to the Craft; a general index.

Art. B-050 (50) Distribute Printed Proceedings. The Grand Secretary shall distribute the annual Printed Proceedings as follows: one copy to each Chapter in this Grand Jurisdiction; two copies to the General Grand Chapter of the United States, two copies to each Grand Chapter with which this Grand Chapter is in fraternal correspondence; one copy to each officer of this Grand Chapter; one copy to each Past Grand High Priest; one copy to the Chairman of each Standing Committee; and one copy to each Masonic Library and Masonic Periodical which, or to any person who, in the judgment of the Grand Secretary, may be proper recipient thereof. He shall distribute such other printed matter as may be directed by this Grand Chapter or the Grand High Priest.

Art. B-050.1 Distribute Constitution and Laws of the Grand Royal Arch Chapter of Texas. The Grand Secretary shall ensure that print and digital formats of the Constitution and Laws of the Grand Royal Arch Chapter of Texas shall be prepared without undue delay following the annual Grand Convocation with all relevant updates and amendments, and made available to the Companions and constituent Chapters of Texas for a nominal fee as the Grand Chapter may from time to time, determine. (Amended - 2020)

Art. B-051 (51) Annual Report. The Grand Secretary shall, at each Annual Convocation, make a report of all funds received and the source from which received; and of all warrants drawn, on what fund, to whom paid, and for what purpose; submit therewith receipts for the same; and he shall also report all other official acts of interest or importance to the Craft. Such report shall be submitted to the Finance Committee for audit and report thereon.

Art. B-052 (52) Closing Books. The Grand Secretary shall close his books on the 31st day of August each year. (Amended -- 2009)

Art. B-053 (53) Warrants for Committee on Work And Representatives. When the Committee on Finance completes the work of computing the amounts of per diem and expenses due the Committee on Work and the representatives appearing before said Committee at the annual school of instruction, in the sums authorized by the laws of this Grand Chapter, and said report has been approved by the Grand High Priest, it shall be the duty of the Grand Secretary to draw warrants in favor of the members of said Committee and Representatives for the amounts so approved.

Art. B-054 (54) Certificates of Membership. The Grand Secretary shall issue a certificate of former membership to any Companion who was a member of, or who was suspended for non-payment of dues from, a Chapter at the time it became demised upon payment to him of all dues properly chargeable to and due by the Companion to such Chapter at the date it became demised, which certificate shall have the force and effect of a demit.

Art. B-055 (55) Special Duties. The Grand Secretary shall perform such other duties as may pertain to his office as Grand Secretary, together with such as may from time to time be assigned to him by this Grand Chapter or the Grand High Priest.

Any Companion elected and installed in office in the Grand Chapter may apply to the Grand Secretary for a certificate attesting to the same, and the Grand Secretary is authorized to issue one.

Art. B-056 (56) Compensation. The Grand Secretary shall be allowed as compensation in full for all services rendered by him such sums as may be recommended by the Finance Committee annually and approved by this Grand Chapter, payable monthly on his warrant, signed by the Grand Treasurer, and countersigned by the Grand Secretary. (Amended 1966)

GRAND STEWARDS

For "Honorary Titles" see Constitution, Art. IV, Sec. 1

For "Appointed Office" see Constitution, Art. IV, Sec. 4

For "Duties" see Constitution, Art. IV, Sec. 8
For "Membership" see Constitution, Art. III, Sec. 1

Art. B-057 (57) Duties. It shall be the duty of the Grand Stewards to assist the other officers in the active duties of their offices, to see that all are properly clothed on entering this Grand Chapter, to place the Grand Chapter room in proper order for the Convocation, to see that the clothing and furniture of this Grand Chapter are properly taken care of when that body is not at labor, and to attend to such other duties as may be assigned to them by this Grand Chapter or by the Grand High Priest.

GRAND ORGANIST

For "Honorary Title" see Constitution, Art. IV, Sec. 1
For "Appointive Office" see Constitution, Art. IV, Sec. 4
For "Duties" see Constitution, Art. III, Sec. 1 to Art. IV, Sec. 8

Art. B-058 (57A) Duties. It shall be the duty of the Grand Organist to provide appropriate music for all sessions of this Grand Chapter during its Annual Convocations and at other times when requested by the Grand High Priest or the Grand Chapter. The performance so rendered will add to the enjoyment of all attending. (Added 1991)

GRAND PHOTOGRAPHER

For "Honorary Title" see Constitution, Art. IV, Sec. 1
For "Appointed Office" see Constitution, Art. IV, Sec. 4
For "Duties" see Constitution, Art. IV, Sec. 8
For "Membership" see Constitution, Art. III, Sec. 1

Art. B-059 (57B) Duties. It shall be the duty of the Grand Photographer to record the proceedings of the Grand Chapter of Texas proper to be recorded at the Annual Convocations and other times when requested by the Grand High Priest or this Grand Chapter. The accurate performance of his duties will ensure that the events of this Grand Chapter will be preserved for generations yet unborn. (Added 1991)

The Grand Photographer shall be allowed for film, processing and printing of pictures, and video tape, expenses incurred in the official performance of his duties an amount as determined by the Finance Committee and included in the Annual Budget approved by this Grand Chapter. (Adopted 1994)

All original work of the Grand Photographer performed in the performance of his duties as such will become the exclusive property of the Grand Chapter. (Adopted 1994)

GRAND GUARD

For "Honorary Title" see Constitution, Art. IV, Sec. 1
For "Appointive Office" see Constitution, Art. IV, Sec. 4
For "Duties" see Constitution, Art. IV, Sec. 8
For "Membership" see Constitution, Art. III, Sec. 1

Art. B-060 (58) Duties. It shall be the duty of the Grand Guard to guard the door of this Grand Chapter from the outside, and to take care that none enter but members or duly authorized visitors, and furnish them with suitable clothing; to report to the grand Royal Arch Captain the Companions who desire to be admitted; and to attend to such other duties as may be assigned to him by this Grand Chapter or by the Grand High Priest.

OTHER GRAND OFFICERS

Art. B-061 (59) Duties. The duties of all other Grand Officers shall be such as are traditionally appropriate to their respective stations and such as may be assigned to them from time to time by order of this Grand Chapter or the Grand High Priest.

GRAND REPRESENTATIVES

Art. B-062 (60) Grand Representatives. The tenure of office of a Grand Representative from this Grand Chapter to another Grand Chapter shall continue until his resignation or death, or his official removal by the Grand High Priest; and the absence of a Grand Representative from the Convocations of the Grand Chapter to which he is accredited for three consecutive years without suitable excuse shall warrant the Grand High Priest in recalling his commission. The absence of a Grand Representative near this Grand Chapter from its Convocations for three consecutive years without suitable excuse shall warrant the Grand High Priest in requesting the recall of his commission by the Grand High Priest of the Grand Chapter represented. (Amended 1966)

DISTRICT DEPUTY GRAND HIGH PRIEST

For "Creation of Districts" see Constitution, Art. VI, Sec. 1

For "Appointive Officer" see Constitution, Art. VI, Sec. 2

Art. B-063 (61) Appointment. At the commencement of his term of office the Grand High Priest shall appoint one District Deputy Grand High Priest for each Capitular District who shall be a regular Past High Priest of our obedience, and a member of a Chapter in the District for which he has been appointed or of a District contiguous thereto. His term shall coincide with that of the Grand High Priest who may remove from office any District Deputy Grand High Priest for good cause and appoint another qualified Companion to serve in his place. (Amended 2005)

Art. B-064 (62) Vacancy. Should any Companion appointed District Deputy Grand High Priest remove from his District, refuse to serve, or the office becomes vacant by death or any other cause, the Grand High Priest shall appoint some other qualified Companion to serve in his place.

Art. B-065 (63) Duties. It shall be the duty of the District Deputy Grand High Priests to visit the Chapters in their respective Districts at least once each year and inquire into their general condition; to see that the High Priest has in his custody an up-to-date copy of the Constitution and Laws of the Grand Chapter; to examine the minutes and records and instruct in the proper method of keeping same; to see that all reports are made promptly; to urge a strict conformity to the Ritual, Laws, and Constitution of this Grand Chapter and report to the Grand High Priest any infraction thereof; to encourage the organization of new Chapters; to investigate the condition of demised Chapters and aid in their restoration. (Amended 1966)

Art. B-066 (64) Commissions. Each District Deputy Grand High Priest shall be furnished with a commission signed by the Grand High Priest, attested by the Grand Secretary and the seal of this Grand Chapter.

Art. B-067 (65) Expenses. The actual expenses incurred by any District Deputy Grand High Priest in the discharge of any special duty performed under the direction of the Grand High Priest shall be paid by this Grand Chapter on the approval of his account by the Grand High Priest.

Art. B-068 (66) Not Authorized to Teach. District Deputy Grand High Priests are not authorized, by virtue of their appointment as such, to teach and exemplify the work and ritual of this Grand Chapter.

Art. B-069 (66A) District Deputy Grand High Priest's Aprons. The design for the apron which may be worn by the District Deputy Grand High Priests, adopted by the Grand Royal Arch Chapter in 1957, (See Page 171, paragraph No. 5 on Recommendation No. 2, Jurisprudence Committee Report) is:

Crown Satin or lambskin, plain poplin lining, 13 X 15 inches, trimmed with No. 9 red grosgrain ribbon body with a No. 5 red grosgrain ribbon flap. The Chapter emblem is embroidered in red on the flap, with the Past High Priest emblem in the appropriate colors with gold machine embroidered wreath on the body. The flap, short enough not to cover any emblem, is lined with a regular print cloth with the special printing thereon.

A District Deputy may elect, optionally, to add the year of his service to his apron. This addition shall be in compatible red numerals approximately one and a half inches in height to be read by a facing observer. Two numerals in the lower left corner designate the century and two numerals in the lower right designate the decade and principal year of 1986).



COMMITTEES

For "All Resolutions amending Laws must be referred to
Appropriate Committee" see Art. B - 135, Laws

Art. B-070 (68) Committees at Closing. Immediately after his installation, the Grand High Priest shall appoint the following named standing Committees, each consisting of five members to serve until the close of the succeeding Annual Convocation: (Amended 1994)

- On Credentials
- On Fraternal Correspondence
- On Memorials
- On Printing, one of whom shall be the Grand Secretary
- On New Chapters (Amended 1994)
- On Grievances and Appeals

The Grand High Priest shall also, at that time, appoint one member to serve for a term of five years, to each of the following term Committees:

On Finance
On Purposes and Policies
On Jurisprudence
On Grand Officers' Reports
On By-laws
On Recognitions, Honors, and Awards
On York Rite Festival, Liaison, and Coordinating
On Retirement (Amended 1996)
On Investments (Amended 1997 & 1998)
On History and Preservation (Amended 2008)
On Masonic Outreach (Amended 2017)

He may fill vacancies in Committees, either during recess of this Grand Chapter, or at the succeeding Annual Convocation; and no member of any term Committee, who shall have served a full term of five years, shall be eligible to succeed himself. (Amended 1996 and 1997)

Art. B-071 (68A) Election as Grand Officer Voids. After the present members of the Committees on Jurisprudence, Grand Officers' Reports, Finance, Purposes and Policies, York Rite Festival, Liaison, and Coordinating who are elected Grand Officers shall expire, no other elected Grand Officer shall be appointed on these Committees and should thereafter any member of these Committees be elected as the Grand Officer, they shall immediately resign any position they may have on these Committees.

Art. B-072 (69) Special Committees. Special Committees may be appointed by this Grand Chapter or the Grand High Priest at will for the consideration of special subjects assigned to them as they may arise.

DUTIES OF COMMITTEES OF GRAND CHAPTER

Art. B-073 (70) Chairman. All Committees shall consider the subjects assigned to them by this Grand Chapter or the Grand High Priest, which should be of the character indicated by their names, and report thereon in writing. The Grand High Priest shall designate the Chairman of each committee appointed.

COMMITTEE ON CREDENTIALS

Art. B-074 (71) Duties. It shall be the duty of the Committee on Credentials to meet at the place appointed for the Annual Convocation of this Grand Chapter, and before the time for said Convocation, to receive and examine the credentials of the Companions claiming the right of membership in the Grand Chapter; to list properly the names of all Grand Officers, Past Grand Officers, Representatives of other Grand Jurisdictions, and members, also the name of every representative with the name and number of his Chapter and of his official position therein; to require from each member presenting himself as a proxy a written commission certifying to his election as such by his Chapter and signed and attested by the High Priest and Secretary.

The Committee shall be prepared to present a partial report as soon as possible after the opening of this Grand Chapter.

COMMITTEE ON FINANCE

For "Resolutions Appropriating Money Must Be Referred to" See Art. B - 135, Laws

Art. B-075 (72) Duties. It shall be the duty of the Finance Committee to audit the books, accounts, and reports of the Grand Treasurer and the Grand Secretary, and count the money in their hands. It shall, if found satisfactory, approve the bonds of the Grand Treasurer and Grand Secretary. It shall also examine, consider, and report on such other matters as may be submitted to it by this Grand Chapter or the Grand High Priest. The report of the Committee shall be submitted to this Grand Chapter on the last day of the Annual Convocation, and shall, among other things, show the condition of all accounts and funds of the Grand Treasurer and of the Grand Secretary; the collections from the Chapters and the indebtedness of each Chapter to this Grand Chapter, and a budget covering appropriations for the ensuing year.

The Annual Budget for the ensuing year of the Grand Royal Arch Masons of Texas shall be made available to the Subordinate Chapters of the Grand Royal Arch Chapter prior to the opening of the Grand Convocation of the Grand Chapter of Royal Arch Masons of Texas. (Amended 2005)

The Committee on Finance, at each Annual Convocation, shall audit the report and calculate the fees for services and the actual expenses of the Committee on Work, as provided in Articles B-109, B-110, and B-116.

The Committee on Finance may, with the approval of the Grand High Priest, employ a competent certified Public Accountant to audit the books and accounts of the Grand Treasurer and Grand Secretary. (Amended 1997)

COMMITTEE ON INVESTMENTS

Art. B-076 (72-A) Committee on Investments. In addition to those Permanent Committees listed in B-070, the Committee on Investments herein referenced shall be a Permanent Committee of this Grand Chapter; it shall satisfy all criteria set forth in these Laws except each member may succeed himself after serving a full five year term. Each member shall have the qualification set forth herein. (Adopted 1997)

The Committee on Investments shall consist of five Royal Arch Masons; each of whom shall be a member and a Past High Priest in this Grand Jurisdiction; however, if such is not available, then the Committee may include no more than three Royal Arch Masons who are otherwise qualified to serve, and who are members in good standing of a Royal Arch Chapter in this Grand Jurisdiction. The Chairman shall at all times be a member of this Grand Chapter. (Adopted 1997)

Each member of the committee shall be experienced in financial investments as a result of substantial time (not less than five years) spent as a professional in the field of financial management and investments. (Adopted 1997)

The Committee shall prepare for presentation to each joint session with the Grand Chapter Trustees, as herein required; its recommendation as to how monies in the General Fund, Endowed Membership Fund, and in all funds of this Grand Chapter shall be prudently invested for the maximum benefit to this Grand Chapter; consistent with those objectives established by the Grand Trustees. (Adopted 1997)

The Committee on Investments and the Grand Chapter Trustees shall meet each calendar quarter in joint session, exchange information pertinent to the investments of this Grand Royal Arch Chapter on a quarterly basis, to consider the recommendations of the Committee on Investments as to the appropriate investment of the monies in the General Fund, Endowed Membership Fund, and in each special fund of this Grand Royal Arch Chapter. (Adopted 1997)

Investment policies and procedures shall require a combined majority approval of the Trustees and members of the Committee. (Adopted 1997)

The Committee shall make its annual report to this Grand Chapter at each of its Annual Convocations. (Adopted 1997)

COMMITTEE ON PURPOSES AND POLICIES

Art. B-077 (73) Duties. There shall be a Committee on Purposes and Policies consisting of five members for a term of 5, 4, 3, 2, and 1 year each, one member shall be appointed annually for a term of five years.

The Committee on Purposes and Policies shall consider and report on all matters submitted to it by the Grand Chapter or by the Grand High Priest, and/or any resolutions or matters effecting or changing the established policies of this Grand Chapter.

COMMITTEE ON JURISPRUDENCE

For "Resolution Amending Laws or Affecting Jurisprudence
Must be Referred to it" see Art. B - 135, Laws

Art. B-078 (74) Duties. There shall be appointed a Committee on Jurisprudence consisting of five members, to serve, 5, 4, 3, 2, and 1 year terms respectively. Thereafter one member shall be appointed annually for a term of five years.

All amendments to the Constitution, all resolutions proposing amendments to the Laws of this Grand Chapter, all matters pertaining to Masonic Jurisprudence, and such other matters as the Grand Chapter or the Grand High Priest may decide, as well as all decisions construing the Constitution and Laws of this Grand Chapter, shall be referred to the Committee on Jurisprudence for examination, consideration, and report thereon before same shall be acted upon by this Grand Chapter.

In reviewing the decisions of the Grand High Priest or the Deputy Grand High Priest every ruling of the Committee on Jurisprudence thereon, if approved by this Grand Chapter, shall have the force and effect of an Edict until it is modified, amended, revoked, or suspended by subsequent action of this Grand Chapter. (Adopted 1972)

The Jurisprudence Committee following each Session of this Grand Chapter shall file in the Grand Secretary's office a copy of all changes to be printed in the Constitution and Laws of this Grand Chapter within ten (10) days following the close of the Grand Chapter Session in which Laws and Edicts were approved. (Amended 1986)

COMMITTEE ON GRAND OFFICERS' REPORTS

Art. B-079 (75) Duties. There shall be appointed a Committee on Grand Officers' Reports consisting of five members to serve 5, 4, 3, 2, and 1 year terms respectively. Thereafter, one member shall be appointed annually for a term of 5 years.

The Committee on Grand Officers' Reports shall review the address of the Grand High Priest and the reports of the Grand Officers, making such comments as they may deem for the best interests of Capitular Masonry, and distribute the subjects embraced in address and reports to the appropriate committees, recommending for reference to special committees such subjects as shall be inappropriate for the consideration of the standing committees, or not within their parliamentary functions. They shall not prepare any amendment to the laws or formulate any standing regulations, but may make recommendations for such, in which event same shall be referred to the Committee on Jurisprudence for examination and report thereon. (Adopted 1972)

COMMITTEE ON FRATERNAL CORRESPONDENCE

Art. B-080 (76) Duty of Chairman. The Chairman of the Committee on Fraternal Correspondence shall prepare each year a review of the proceedings of other Grand Chapters in fraternal relations with this Grand Chapter which may be received, and transmit the same to the Grand Secretary for publication in time for the review to be printed before the Annual Convocation of this Grand Chapter.

There shall be printed such number of said review as may be determined by the Printing Committee and the Chairman of the Committee on Correspondence. The review shall appear as an appendix to the Printed Proceedings of this Grand Chapter. The Committee shall examine all requests for recognition made by other Grand Chapters, and report its recommendation thereon.

Art. B-081 (76A) Chairman of, Compensation. The Chairman of the Committee on Fraternal Correspondence shall be paid for his services such sum annually as may be appropriated by the Grand Chapter, for which the Grand Secretary shall issue his warrant upon receipt of the review provided for in B-080 (76).

COMMITTEE ON RECOGNITIONS, HONORS, AND AWARDS

Art. B-082 (77A) Duties. The Committee shall be composed of five qualified members of this Grand Chapter, appointed by the Grand High Priest to serve 5, 4, 3, 2, and 1 year terms respectfully, and thereafter one appointment shall be made annually for a five year term, with the Grand High Priest making the appointment and designating the Chairman. A member of the Committee who has served a full term of five years shall not be eligible to succeed himself. Their duties shall be to formulate criteria for, screen, and recommend to the Grand High Priest, for his consideration and final selection, worthy Companions to be recognized, honored or presented pre-determined awards. The cost of such award shall be borne by the Grand Chapter subject to budgetary limitations. (Amended 1986)

Article B-083 (77-A) Grand Royal Arch Golden Keystone Award. This Award will be presented to not more than two (2) Companions in any one year. No present Elective or Appointive Grand Chapter Officer is eligible for consideration for the Award. (Amended 2013)

A Companion or group of Companions may submit a NAME on the appropriate form with substantiating factual information accompanied by supporting letters and/or stories sufficient to determine worthy and deserving recipients. The nominee is not to be told, and the nomination shall remain secret until the award is made by the Grand Chapter. Nominations are to be mailed to the Grand Secretary no later than July 15th who in turn will mail them to each member of the Committee. The Committee will screen the nominations (including those previously submitted) and submit six (6) to the Grand High Priest from which he will select the required number. (Amended 2006)

The Award may be presented to any Royal Arch Mason in good standing in a Chapter operating under the jurisdiction of the Grand Chapter of Texas.

Nominations will be considered for those who, without fanfare, have rendered yeoman service to the Craft in one or more of the following categories:

1. One who has given unselfishly of his time, effort, and/or finances for some years for the promotion and ongoing of Capitular Masonry.
2. One who is always available to:
 - A. Visit the sick.
 - B. Counsel depressed and troubled Companions.
 - C. Care for the welfare of distressed Companions and Widows.
3. One who is Mr. Mason, and has been for some time the cornerstone of Masonry in the area.
4. One who has made salient contribution to the civic community while holding high the banner of York Rite Masonry.
5. Mr. Dependable who is always there to open the door, see that the physical property is well maintained, and is in suitable array for the smooth operation of conferrals and activities of the Chapter. (Amended 1992)

Art. B-084 (77B) Cornerstone Award. A Subordinate Chapter may present this Award to a member of that Chapter who meets the requirements as set up by the Committee on Recognitions, Honors and Awards. The nomination for this Award shall be made on the prescribed form developed by said committee. A Chapter shall not present more than one (1) CORNERSTONE AWARD in a Capitular year. The Subordinate Chapter presenting the Award shall bear the cost of the Award. The Grand Secretary shall maintain a supply of the Awards and shall have the necessary engraving on the plate to be attached to the Award recognizing the recipient and the name of the Chapter presenting the Award along with the date of the award. (Amended 1994 & 2014)

There shall be an engraved brass plate attached to the Award after being engraved with the recipient's name, date of the presentation and the name of the Chapter presenting the Award.

The High Priest shall appoint a Committee to nominate a Worthy Companion to the Chapter for its consideration and vote. The nomination shall be recorded in the minutes. A majority vote of the members present shall approve the nomination. The nomination together with a check covering the cost of the award shall be forwarded to the Grand Secretary who will prepare the Award and forward it to the Chapter for presentation.

The Cornerstone Award may be presented to the recipient at a Convocation called for the purpose of the presentation, or at another appropriate occasion or location, at the election of the recipient. The recipient shall have no knowledge of the award prior to his election to receive the award, but may be informed thereafter, so that plans may be made for his family and friends to participate. (Amended 1994, 2000 & 2014)

Art. B-084.1 (77C) Zerubbabel Award. The Grand High Priest must present the Zerubbabel Award during his term in office in order to recognize Chapters whose performance throughout a Capitular Year in exceptions, as compared with other Subordinate Chapters in Texas. The Zerubbabel Award shall be awarded to the Chapter with the greatest accumulation of points tabulated by the District Deputy Grand High Priests on their official visits to the Subordinate Chapters, using a scoring system approved by the presiding Grand High Priest of the Grand Royal Arch Chapter of Texas. (Amended 2008)

Art. B-084.2 (77D) Lifetime Achievement Award. Each year, the Grand High Priest shall collaborate with the Illustrious Grand Master of the Grand Council of Royal and Select Masters of Texas. Recipients of the award must be agreed upon by both of the presiding officers of the Grand Chapter and Grand Council of Texas. (Amended 2008)

Art. B-084.3 Grand Chapter Leadership Award. This award is designed to enable the Chapter to formally recognize outstanding Non-Masons who have distinguished themselves through their service to the community, to the local, state and national governments, to their church or synagogue, or to humanity. They may be found in service clubs, in the public schools systems, in religious activities, in public office, in military or patriotic organizations, in all sorts of volunteer work; everywhere we look but often do not see. A Chapter may select one recipient each Capitular year for the Grand Chapter Leadership Award in any manner acceptable to the membership, approved by simple majority vote of the members present, and entered into the minutes of the Chapter. When selected, the Secretary of the Chapter shall submit a completed order form with the appropriate fee to the Grand Secretary. The Award may be presented in an open meeting of the Chapter or in a non-Capitular setting, such as a City Council meeting, a Rotary Club meeting, a PTA meeting, etc. The Award shall be presented in a brief ceremony that is carefully planned and formally and smoothly performed with great dignity. The Award shall be presented by a Capitular Mason and all participating Capitular Masons shall wear aprons. The Chapter shall, as far as practical, publicize the presentation event. (Amended – 2020)

COMMITTEE ON MEMORIALS

Art.B-085 (78) Duties. It shall be the duty of the Committee on Memorials to prepare and submit to this Grand Chapter at each Annual Convocation appropriate eulogies upon the Masonic history and services of deceased members of this Grand Chapter and of other Grand Jurisdictions. Said committee shall present suitable resolutions concerning the deceased members of subordinate Chapters of this Grand Jurisdiction. (Amended 1986)

COMMITTEE ON PRINTING

Art. B-086 (79) Duties. The Committee on Printing shall contract for the printing of the Proceedings of each Annual Convocation previous to the assembling thereof. The addresses of the Grand High Priest; Deputy Grand High Priest; Grand Treasurer, Grand Secretary; and the reports of the Board of Directors and Superintendent of the Texas Masonic Retirement Center, as well as the report of the Committee on Fraternal Correspondence may, upon the approval of the Grand High Priest, be printed in advance of the Annual Convocation in sufficient numbers to supply a copy to each member of this Grand Chapter present. (Amended 1993)

It shall also be the duty of the Committee on Printing to contract for the printing and publication of the Constitution and Laws of the Grand Royal Arch Chapter of Texas in loose leaf form, securing loose leaf binders thereof, and the distribution thereof to the Companions of this Grand Jurisdiction at cost.

COMMITTEE ON NEW CHAPTERS

Art. B-087 (82) Duties. The Committee on New Chapters shall examine the records, work, and returns of Chapters under dispensation, and make a tabulated report to the Grand Chapter showing the regularity of the work and proceedings; the correctness of the records; the number signing the petition for dispensation and charter; the number of candidates elected, rejected, and deceased, and the number of degrees conferred. The Committee shall also report the arrangements made for a suitable meeting place, the paraphernalia and equipment provided, and make such recommendations on the merit and character of each such Chapter as the Committee may deem appropriate. (Amended 1972 & 1994)

COMMITTEE ON GRIEVANCES AND APPEALS

For "Jurisdiction for Discipline" see Art. B - 136, Laws

Art. B-088 (83) Duties. The Committee on Grievances and Appeals shall examine and consider all memorials of Companions complaining of the action of any Chapter, and likewise all appeals from the actions of any Chapter, or the decisions of any High Priest, and shall report thereon, with their opinion as to the principles involved, and make recommendations concerning the proper action to be taken by this Grand Chapter.

COMMITTEE ON BY-LAWS

Art. B-089 (84) Duties. The Committee on By-Laws shall examine, consider, and report its conclusions as to proper form and legality on all By-Laws and amendments to By-Laws of Subordinate Chapters which may be referred to it by this Grand Chapter or by the Grand High Priest.

COMMITTEE ON YORK RITE FESTIVAL, LIAISON, AND COORDINATING

Art. B-090 (84D) Duties. It shall be the duties of the Committee on York Rite Festival, Liaison, and Coordinating to:

- a. **Coordinate** Festival Activities
- b. **Function** as liaison between the Subordinate Chapters, the Grand Chapter, York Rite Associations, and the York Rite Colleges of Texas.
- c. **Develop** plans for better cooperation and involvement of the York Rite Associations and Colleges in the Festival Program including the extent each Association and/or College is willing to participate.
- d. **Assist** local Chapters in planning and conducting Festivals which includes guidance and assistance in getting team members to confer the degrees, if required.
- e. **Develop and maintain** guidelines for the Festival Program.
- f. **Publicizing** the Festival Program.
(Adopted 1987)

COMMITTEE ON RETIREMENT

Art. B-091 (84E) Duties. There shall be appointed a Committee on Retirement consisting of five members for a term of five years, one member shall be appointed annually for a term of five years. (Adopted 1996)

It shall be the duty of the Committee on Retirement to administer the Retirement Plan for the employees of the Grand Chapter of Texas in accordance with the Directives and Articles of Incorporation of the Retirement Plan as Amended October 1, 1989. (Adopted 1996)

COMMITTEE ON HISTORY AND PRESERVATION

Art. B-091.1 (84F) Duties. The Committee on History and Preservation shall consist of five Royal Arch Masons; each of whom shall be a member and a Past High Priest in this Grand Jurisdiction; however, if such is not available, then the committee may include no more than three Royal Arch Masons who are otherwise qualified to serve, and who are members in good standing in a Chapter of Royal Arch Masons in this Grand Jurisdiction. Each member of the committee may succeed himself after serving a full five year term. The Chairman shall at all times be a member of this Grand Chapter.

It shall be the duty of the History and Preservation Committee to seek, locate, restore, catalog and preserve the records of every kind pertaining to the history of Capitular Masonry in Texas, and in recognition of dedicated and faithful service to Capitular Masonry, ensure that the final resting place of prominent leaders are suitable marked and properly maintained. In addition, the committee shall encourage and assist local Chapter leadership in efforts to properly assemble and record local historical records pertaining to the influence of Capitular Masonry in the communities. (Adopted 2008)

COMMITTEE ON MASONIC OUTREACH

Art. B-091.2 (84F) Duties. There shall be a Committee on Masonic Outreach consisting of five members, who shall be sitting or Past High Priests of a Chapter, for a term of 5, 4, 3, 2, and 1 year each. The Grand High Priest shall appoint one member annually for a term of five years. This Committee will report annually to this Grand Chapter and semi-annually to the Grand Trustees.

It shall be the duty of the Committee on Masonic Outreach to:

1. Create and foster positive relationships with non-Masonic organizations, including jointly sponsored activities, visitations, and communications to demonstrate Masonic values to the non-Masonic world;
2. Enhance the image of York Rite Masonry, in particular, and Masonry in general, beyond Masonic and affiliated organizations and members through such activities as may be appropriate means to demonstrate Masonic values;
3. Coordinate joint activities with non-Masonic organizations within this Grand Jurisdiction, as may be appropriate;
4. Lead collaborative efforts of Masonic and affiliated organizations in outreach initiatives through joint planning and execution of activities, visitations, and communications as may be appropriate;

5. Seek opportunities to enhance relationships with non-Masonic organizations and individuals through sharing of Masonic values; and
6. With the elected Grand Officers of this Grand Royal Arch Chapter, annually create and update a multi-year program to encompass these activities, publish that plan for use with Masonic and affiliated bodies, and coordinate the execution of that plan.

(Adopted 2017)

COMMITTEE ON WORK

Art. B-092 (85) Members. There shall be elected a Committee on Work, consisting of five members, who shall be members of this Grand Chapter and whose duties and powers shall be such as are specifically set forth in this Chapter.

Art. B-093 (86) Term of Office. Each member of the Committee on Work as now constituted shall serve for the term of which he was elected; and at each Annual Convocation of this Grand Chapter, one member of such Committee shall be elected to serve for a term of five years. A Committee member, having completed a full five year term, may be elected to succeed himself. (Amended 2001)

The title of members of the Committee on Work shall be Right Excellent.

Art. B-094 (87) Vacancy, How Filled. In case of a vacancy on the Committee on Work from any cause, the Grand High Priest may appoint a competent Companion to serve until the next Annual Convocation, when such vacancy shall be filled by the election of a Companion to serve for the unexpired term.

Art. B-095 (88) Chairmanship. The members of the Committee on Work, shall, at the close of each Annual Convocation of this Grand Chapter and in case of vacancy, elect from their number a Chairman of such Committee to serve as such until the close of the succeeding Annual Convocation, who shall receive the same compensation as the members of the Committee.

They shall also elect a Companion as Secretary of the Committee to serve until the close of the succeeding Annual Convocation, who shall receive the same compensation as the members of the Committee.

Art. B-096 (89) Duties. It shall be the duty of the members of the Committee on Work to thoroughly inform themselves in the work and ritual of this Grand Chapter, and to attend at the place where this Grand Chapter shall assemble in Annual Convocation not less than three nor more than six days some time before the commencement thereof, for the purpose of teaching and imparting instruction in the ritual, work and lectures, adopted by this Grand Chapter, to such representatives from Subordinate Chapters as shall attend for that purpose. (Amended 2006, 2016)

Art. B-097 (90) Custodians of Work. The Committee on Work of this Grand Chapter shall be the custodians of the esoteric work and ritual; but no changes shall be made in the esoteric work or ritual as now established, without the approval of this Grand Chapter.

Any resolution presented to this Grand Chapter pertaining to a change in the esoteric work shall be read at an Annual Convocation of this Grand Chapter, and voted on at the subsequent Annual Convocation.

Art. B-098 (91) Ritual. This Grand Chapter recognizes as its Ritual and Lectures those presented and adopted in its Annual Convocation in 1907, and as subsequently revised and approved by this Grand Chapter. The Committee on Work is instructed to teach the Ritual and Lectures so approved. (Amended 2001)

Art. B-099 (92) Other Ritual Prohibited. It shall be a Masonic offense for any Chapter in Texas to practice, use or exemplify the ritual as copyrighted by the Grand Encampment of Knights Templar of the United States of America known as "The Word"; such offense shall be punishable by reprimand and/or forfeiture of Charter. (Amended 1987)

Art. B-099.1 (93) Code Book Permitted. It is hereby declared to be a Grand Chapter offense for any Companion to use the plain language ritual while filling any station during stated or called convocations or degree conferrals. The Grand Chapter offense just specified exempts one Companion designated by the High Priest to prompt those filling stations and conferring degrees and such Companion may use the code book or the plain language ritual. (Amended 1996) (Republished – 2008)

Art. B-100 (93A) Plain Language Ritual. The Plain Language Ritual as copyrighted by the Grand Royal Arch Chapter of Texas shall be used as an aid to the memory and for instructional purposes only. (Amended 2003)

Art. B-101 (95) Certificates. The Committee on Work is empowered to issue certificates authorizing Companions to teach the Ritual and Lectures of this Grand Chapter to such as may prove their proficiency therein to the satisfaction of said Committee; such certificates to be effective for one, two, or three years as the Committee may determine.

Art. B-102 (95A) Life Certificates. The Committee on Work is hereby authorized at its discretion, to issue a Life Certificate to any well qualified Companion who has been awarded certificates to teach the esoteric work and lectures for a period of twenty-five years either cumulative or consecutive.

Art. B-103 (95B) Committee Certificates. The Committee on Work is hereby authorized to issue to each member of the Committee on Work who shall have served for a full five year term, a life certificate to teach the esoteric work and lectures. (Rev. 1980)

Art. B-104 (96) Authority to Instruct. Only the members of the Committee on Work and those Royal Arch Masons to whom Certificates have been granted are authorized to instruct Chapters in the Ritual and Lectures.

Art. B-105 (97) Roll. The Committee on Work, at the commencement of each annual session thereof, shall prepare and keep a roll showing the names of each High Priest, King, or Scribe, or other representative (as the case may be) of each Chapter who presents himself to said Committee for instruction and the name and number of the Chapter from which each comes.

Art. B-106 (98) Who Entitled. Either the High Priest, King, or Scribe, taking precedence according to office, shall be entitled to receive mileage and per diem for attendance upon sessions of the Committee on Work. In the absence of all three, a member, duly elected at a stated or special Convocation by the Chapter to represent it before such Committee, shall be entitled to attend and receive compensation upon presentation of a certificate from the Secretary of the Chapter and under its seal certifying to his election.

Art. B-107 (99) One Representative. One representative only from each Chapter, who must be a member thereof, shall receive pay for attending the sessions of the Committee on Work.

Art. B-108 (100) Calling Roll. The Committee on Work shall call the roll at each meeting and note thereon the presence or absence of each representative, and shall furnish to the Finance Committee at each Annual Convocation of this Grand Chapter a full report of their several meetings, including the names of the representatives who present themselves for instruction, together with the names and numbers of their respective Chapters, with the presence or absence of each noted as it occurred at the several meetings. (Amended 1973)

Art. B-109 (101) Table of Distances. The Grand Treasurer and Grand Secretary shall prepare a table of distances from the place of meeting of each Chapter to the place of the Annual Convocation of this Grand Chapter by the nearest usually traveled route, specifying in said table the number of miles to be traveled, and shall furnish said table to the Finance Committee at each Annual Convocation of this Grand Chapter.

Art. B-110 (102) Expenses of Representatives. The Finance Committee, at each Annual Convocation of this Grand Chapter, shall, from the report of attendance of the representatives furnished by the Committee on Work, and that table of distances furnished by the Grand Treasurer and Grand Secretary, audit such report and calculate the actual expenses of the representatives who attended before the Committee, upon the basis of not exceeding twelve cents per mile one way, and six dollars for each day's attendance of each representative; and the amount of said per diem and expenses so incurred, shall be allowed by said Finance Committee, and reported to this Grand Chapter for its approval. When approved by this Grand Chapter, warrants therefore shall be drawn by the Grand Secretary and the same shall be paid by the Grand Treasurer; provided, no representative from a Chapter shall be entitled to any payment whatever unless he has attended each Committee session for the full term or has presented a satisfactory excuse to the Finance Committee for failure to attend the full number of days.

Art. B-111 (103) One Capacity. In no case shall any representative receive mileage for attendance before the Committee on Work of this Grand Chapter if he is receiving or is to receive mileage for working, or attendance, before the Grand Lodge Committee on Work at the sessions preceding the same Annual Convocation.

Art. B-112 (104) Chapters U.D. When representatives from Chapters U.D. attend the sessions of the Committee on Work, and Charters are subsequently granted said Chapters at the same Annual Convocation, the representatives shall be entitled to receive the same compensation as is paid to the representatives of Chartered Chapters.

Art. B-113 (105) Certificates, When Granted. Certificates of authority to teach the ritual and lectures can be granted and issued only at the annual meeting of the committee as fixed by law. At the close of each annual meeting, the committee shall report to the Grand Secretary the names of all Companions who are holders of such certificates, with the dates of expiration thereon, the said names, and the substance of such report, shall be published in the annual Proceedings.

Art. B-114 (106) School of Instruction. Where Held. Compensation. A School of Instruction is one held by authority of a Chapter and under the instruction of some Companion authorized to teach the ritualistic Work, but any number of Companions may meet and give mutual instruction, provided, no one of the num-

ber in said meeting shall receive compensation for such instruction. If, however, the Work is imparted under and by authority of a Chapter, in its Chapter room, by one authorized to instruct, compensation may be paid to the instructor by the Chapter or the members thereof. (Amended 1966)

Art. B-115 (107) Soliciting Employment to Teach Work Prohibited. Penalty. Any Companion holding a certificate from the Committee on Work, or any member of said Committee who shall, in writing or otherwise, solicit or request payment from Chapters or Companions for his services to teach or exemplify the Work shall there by forfeit his certificate or right to teach, and the Grand High Priest upon obtaining evidence satisfactory to himself that this law has been violated, shall revoke the authority of such Companion to teach. (Amended 2006)

Art. B-116 (108) Compensation of Committee. Each member of the Committee on Work, for serving on said Committee in Annual Session during the necessary number of days preceding and succeeding each Grand Convocation of this Grand Chapter, in no event to exceed eleven days, shall be paid by this Grand Chapter \$20.00 per day for the actual number of days spent by him in this work, together with his actual expenses in traveling from his home to the place of Convocation of this Grand Chapter and returning to his home.

Each member of the Committee on Work shall prepare an itemized statement of such expenses, and when the same has been audited by the Committee on Finance and is approved by the Grand High Priest, warrant shall be drawn for the amount thereof by the Grand Secretary. (Amended 1978)

TEXAS MASONIC RETIREMENT CENTER **OF THE GRAND ROYAL ARCH CHAPTER OF TEXAS** **(SEE SECTION D)**

GRAND CHAPTER REVENUES

For "Power to Assess and Collect Money" see Constitution, Art. II, Sec. 6

Art. B-117 (126) For the Support and Maintenance of This Grand Chapter. Each Chapter shall pay to the Grand Chapter, fees and dues as follows:

1. For each member on the rolls of a subordinate Chapter on the 23rd day of June each year, annual Grand Chapter dues of sixteen dollars shall be paid to the Grand Secretary on or before August 1st thereafter, and shall be deposited by him in the General Fund. (Amended 2004, 2015)

2. After the conferring of the Royal Arch Degree, one-half of the minimum degree fees as prescribed in amended Article C –123 (261) shall be forwarded to the Grand Secretary within thirty days.

3. For each Dispensation or Charter for a new Chapter, there shall be paid the sum of one hundred dollars (\$100.00), which fee shall accompany the application, provided, that no additional fee shall be paid for a Charter, when it follows a Dispensation, said fee shall be deposited in the General Fund.

4. For the support and maintenance of the Texas Masonic Retirement Center each Chapter shall pay to the Grand Chapter as follows: For each member on the rolls of the Subordinate Chapter on the 23rd day of June each year annual Grand Chapter dues of two dollars, which shall be paid to the Grand Secretary on or before August 1st, thereafter and shall be remitted by him to the Treasurer of the Texas Masonic Retirement Center. (Amended 1993, 2015)

5. Ten dollars (\$10.00) of each fifty dollars (\$50.00) of degree fees received from Subordinate Chapters by the Grand Chapter is hereby appropriated to the Endowment Fund of the Texas Masonic Retirement Center. It shall be the duty of the Grand Secretary to remit to the Treasurer of the Texas Masonic Retirement Center, annually, the sum so received. (Amended 1993)

6. For each member reinstated during any Capitular Year all delinquent Grand Chapter dues, in the amount provided for in paragraphs 1 and 4 of this Article, shall be paid to the Grand Secretary on or before August 1st, thereafter and shall be distributed by him as provided for in said paragraphs 1 and 4. (Amended 1986)

Art. B-118 (126-A) Permanent Fund of the Grand Royal Arch Chapter of Texas. The Permanent Fund of the Grand Royal Arch Chapter of Texas shall be under the recommendation and advice of the Committee on Investments in accordance with the provisions of Article B - 076 of these Laws. (Amended 1997)

RULES OF BUSINESS IN THIS GRAND CHAPTER

For "Resolutions expending Money; Amending Laws; or
Involving Jurisprudence Must be Referred to Committee"
see Art. B - 135, Laws.

For "When a Question is Decided Cannot be Acted Upon
Again, Unless" see Art. B - 130, Laws.

For "Question of Order decided by Presiding Officer
without Debate or Appeal" see Art. B - 131 Laws.

Art. B-119 (127) Order of Business, First Day. On the first day of each Convocation after this Grand Chapter is opened, unless otherwise ordered by this Grand Chapter, the order of business shall be as follows:

1. The roll of Officers; Past Grand Officers; District Deputy Grand High Priests; and Grand Representatives shall be called by the Grand Secretary.

2. Preliminary report of the Committee on Credentials, and, if a quorum of the representatives of subordinate Chapters be present, then:

3. Distinguished Visitors and the Grand Representatives of other Grand Jurisdictions may be received.

4. The Grand High Priest shall report his official acts done during the year.

5. The Grand High Priest shall announce appointments to Committees.

6. Reports of other Grand Officers shall be received.

7. Reports of Committees may be received.

8. The Address of the Grand Orator may be heard.
9. Unfinished business.
10. New business.

Art. B-120 (128) Order of Business, Second Day. On the second day of the Annual Convocation of this Grand Chapter, the order of business shall be:

1. Report of Committee on Credentials, which is in order at any time.
2. Unfinished business pending from the first day.
3. Reports of Committees.
4. Unfinished business.
5. New business.
6. The Election of Grand Officers; which may be made a special order, and the hour thereof fixed by resolution of this Grand Chapter.
7. Installation of Grand Officers, provided, that if the Convocation is extended beyond two days, the installation may be deferred by a majority vote until all other business is completed.
8. New or unfinished business.

Art. B-121 (129) Order of Business May Be Suspended. The rules of order provided in Articles B-136 and B-137 are not exclusive, and this Grand Chapter, after it has completed business as far as same may be ready for report and action, may proceed to the transaction of such other business as may be ready for its disposition; or it may, by a majority vote, suspend the order of business, temporarily, and proceed to the consideration of such other business as it may desire.

Art. B-122 (130) Jewels and Aprons. No Grand Officer shall appear in this Grand Chapter while at labor, without the jewel and apron proper to be worn unless excused for good reasons by this Grand Chapter; nor shall any member or representative appear without the proper apron unless for good reasons excused by this Grand Chapter or by the Grand High Priest.

Art. B-123 (131) Speeches. Every Companion who speaks shall rise and address the presiding officer as "Most Excellent Grand High Priest" and after securing recognition may proceed with his remarks. If two arise at the same time the Presiding Officer shall indicate which Companion may speak first.

Art. B-124 (132) Speeches Limited. No Companion shall speak more than twice upon the pending subject unless granted permission by the Presiding Officer.

Art. B-125 (133) No Interruption of Speech, Unless. While a Companion is speaking, no member shall interrupt him unless he is willing to yield for a question. But if he wanders from the subject under consideration or is personal or unparliamentary in his remarks, he may be called to order by the Grand High Priest, and he shall not proceed in his remarks without permission.

Art. B-126 (134) Violation of Rules. Any Companion who shall willfully violate the rules of decorum or shall engage in unparliamentary conduct may be ordered from the room by the Grand High Priest, and may be barred from the remainder of the Convocation.

Art. B-127 (135) Motions, Order of. When a resolution or proposition is ready for consideration, no motion shall be in order but to adopt, to lay on the table, to postpone, to refer to a committee, to amend, to divide, or to refer to the Chapters; which motions shall have precedence in the order herein stated. A motion to lay on the table is not debatable.

Art. B-128 (136) Motions, Not to be Divided, Except. A motion to amend by striking out and inserting shall not be divided unless the motion is negatived; in which event a motion to strike out may be made.

Art. B-129 (136-A) Recommendations and Resolutions. The pending resolutions and recommendations will be considered in this order: First, the recognition of the sponsor or proposer for his motion to adopt and any explanation that he believes necessary for the proposal.

Second, the report of any committee to which the matter has been referred for that committee's recommendation. A Committee may not make a motion that a Resolution or Recommendation be not adopted. Notwithstanding the above, any member of this Grand Chapter, or any representative of a Chartered Chapter, or the Committee to which the matter was referred as well as the proposer, may move for the adoption of a Resolution as written or as may have been amended by this Grand Chapter. (Amended 2005)

Art. B-130 (137) Motion to Reconsider. When any question is decided, the same matter shall not be again considered or acted upon during that Convocation unless on a motion to reconsider, which can only be made by a Companion who voted with the majority.

Art. B-131 (137A) Questions of Order Decided by the Presiding Officer. All questions of order shall be decided by the presiding officer without debate or appeal, but he may ask the advice of any member before ruling thereon.

GENERAL PROVISIONS PERTAINING TO THIS GRAND CHAPTER

Art. B-132 (138) Edicts. Each resolution adopted by this Grand Chapter, and each decision of the Grand High Priest or the Deputy Grand High Priest while acting as Grand High Priest, construing the Constitution or Laws of this Grand Chapter, which, after having been reported and referred to a Committee for examination and report thereon, is approved by this Grand Chapter, shall thereafter, have the force and effect of an Edict of this Grand Chapter, until it is modified, amended, or set aside by subsequent action of this Grand Chapter; in which case, the resolution or decision, as modified or amended, shall be given the force and effect of an Edict. (Amended 1964)

Art. B-133 (139) Conflicts. When there is any conflict between resolutions, laws or edicts of this Grand Chapter, the last resolution, law, or edict shall control.

Art. B-134 (140) Laws Construed Liberally. To fulfill their purposes these laws shall be construed liberally, and effect given to the obvious intent to be drawn from the language employed; and to that end, the singular number may include the plural, and the plural number may include the singular.

Art. B-135 (141) All Resolutions, Amending Laws, Etc., Must Be Referred to Committee. All resolutions and new business, intended for the action of this Grand Chapter, if providing for the expenditure of money, amending or repealing of any law, or involving the jurisprudence in any way, shall be submitted in writing and shall be first referred to, considered, and reported upon by the appropriate Committee before the same is placed before this Grand Chapter for its action thereon, unless same emanates from a Committee, in a report thereof, on some matter regularly and properly referred to it by this Grand Chapter or by the Grand High Priest.

Art. B-136 (142) Jurisdiction for Discipline. Concurrent original jurisdiction for discipline, trial, and punishment of any Royal Arch Mason, or brother, who shall have been advanced to any of the Capitular Degrees, charged with any offense against the body of Capitular Masonry, or of any laws of the land involving moral turpitude, shall be vested in:

(1) The Chapter of which the accused shall be a member.

(2) The Chapter within whose territory the offense shall have been committed.

(3) The Chapter within whose territory the accused shall be found, provided, that no accused shall be tried in more than one Chapter for the same offense. This Grand Chapter shall have exclusive original jurisdiction of all cases wherein one of its Officers, Past Grand Officers, or the High Priest of a Chapter, during his tenure of office, shall be charged with any such offense; or where any Chapter shall be subject to discipline; or in any controversy between two or more Chapters. It shall have appellate jurisdiction in all other cases, with the reservation of such sovereign powers as may be inherent.

Art. B-137 (143) Amendment to Code, How Effected. This Code of Laws may be added to, changed, altered, or amended, by a resolution in writing, stating distinctly the addition or change desired, which resolution shall be sent in to the Grand Secretary on or before July 15th., preceding the opening of the Convocation of the Grand Chapter and by him distributed to the Grand High Priest who shall refer the same to the proper committees. (Amended 2006)

By unanimous consent of this Grand Chapter such a resolution may be introduced at the opening session of the Grand Chapter, and upon its reporting, may be adopted by a majority of the members of this Grand Chapter present and voting. (Amended 1987)

Art. B-138 (144) Former Code Repealed. All decisions set forth herein as annotations to the Articles of this Code, shall be given the force and effect of Edicts of this Grand Chapter when not inconsistent, or in conflict, with any of the provisions of the Constitution or of this Revised Code; provided, that nothing herein shall be construed as releasing any Companion from any duty, obligation, or penalty incurred under former laws, or from liability to trial and discipline for any Masonic offense committed prior to the adoption of this Revised Code. (Amended 1987)

Art. B-139 (145) Retiring Grand High Priest's Jewel. The Grand High Priest may be presented with a Grand High Priest's Apron, Collar, and Jewel upon being installed. (Amended 1987)

Art. B-140 (145A) Retiring Grand High Priest's Pin. The Grand High Priest may be presented with a Past Grand High Priest's pin upon retiring from office.

Art. B-141 (398). Most Excellent Grand High Priest Ring. The Grand Royal Arch Chapter of Texas shall purchase and own a gold ring, to be known as the "Most Excellent Grand High Priest Ring." On the face of it shall be a copy of the Great Seal of the Grand Royal Arch Chapter of Texas. The Most Excellent Grand High Priest may wear this ring during his term of office. When his successor is duly elected and installed the retiring Grand High Priest shall immediately pass the ring along to the newly installed Grand High Priest. The ring shall at all times be the property of the Grand Royal Arch Chapter of Texas. (Amended 1986)

Art. B-142 (146) Clothing. The purpose of this article is merely to define the appropriate symbolic requisites of Grand Chapter clothing and regalia.

- (1) The appropriate clothing of a Royal Arch Mason is a white Lambskin apron 16 x 16 inches with a triangular flap with a drop 6 inches deep. Both apron and flap to be bordered with scarlet silk velvet one inch wide. On the flap shall be triple tau cross within a triangle, and whole within a circle. No emblem or device shall be placed on the body of the apron. The apron and flap to be lined with quilted scarlet satin.

- (2) A scarlet silk velvet collar oval in form, coming to a point in front above the apron line, edged with scarlet cord and with pendant tassels on the outside. From the collar shall be suspended the appropriate jewel of office. Where collars are provided for members, the jewel shall be a triple interlaced triangle of gold or yellow metal.

Notes on Decisions:

- (a) Where officers were in the habit of wearing Blue Lodge clothing and jewels in all degrees below the Royal Arch; held: Chapter regalia should be worn in all degrees. (Proc. 1871, p. 644, reprint)

Art. B-143 (146A) No Expenses of Officers Paid, Except. This Grand Chapter shall not pay any compensation to, nor the expenses, or any part thereof, of Officers, members, representatives, or members of Committees, incurred in going to, attending upon, or in returning from, its Convocations, but this provision shall not, in any way, apply to or affect regular salaries of officers; expense allowance to the Grand High Priest, nor to expenses of District Deputy Grand High Priests or other representatives of the Grand High Priest when duly authorized to perform duties of an official nature; or to compensation, mileage, and expenses of the Committee on Work; nor of the members and representatives attending the school of instruction conducted by said Committee, under such rules and regulations as may be prescribed, from time to time, by this Grand Chapter.

Art. B-144 (146B) All New Laws to be Printed in Proceedings. All laws, rules, and resolutions of this Grand Chapter of a general and permanent character adopted subsequent to any revision of the laws, shall be collected by the Grand Secretary, numbered and published in loose leaf form and made available to the Companions at the cost thereof.

Art. B-145 (397). Southwestern Conference of York Rite Grand Officers. For the discussion of problems concerning this territory and the promotion and welfare of Masonry therein, the Elective Officers of this Grand Chapter shall be authorized and urged to join with the Grand Officers of the other Grand Jurisdiction in the Southwestern Conference of York Rite Grand Officers.

The Grand Chapter shall upon request of the Southwestern Conference of York Rite Grand Officers, donate such sums as may be specified by the Finance Committee each year to that Organization. (Amended 2003)

Art. B-146 (195A) York Rite Associations and York Rite Colleges. The Grand Royal Arch Chapter recognizes the promotional and developmental value of York Rite Associations and York Rite Colleges; and, the Grand High Priest is empowered to establish a working commission to encourage their development and enhance their growth. (Amended 1987)

SECTION C

GRAND CHAPTER CODE OF LAWS



GOVERNING SUBORDINATE CHAPTERS

For “Grand Chapter Has Jurisdiction over Degrees”
See Section A, Constitution, Article II, Sections. 1 and 8

For “Grand Chapter Enjoys Inherent Rights of Government”
See Section A, Constitution, Article II, Sections 2 and 7

For “Grand Chapter Alone May Grant Charter”
See Section A, Constitution, Article II, Sec. 3, and Article VIII, Section 1

For “Grand Chapter May Fix Territorial Limits Of”
See Section A, Constitution, Article II, Section 4

For “Chapter May Assess and Collect Money From”
See Section A, Constitution, Article II, Section 6

For “Grand Chapter Shall Annually Review Reports Of”
See Section A, Constitution, Article II, Sections. 10 and 11

For Past High Priests, High Priests, Kings and Scribes Members of Grand Chapter”
See Section A, Constitution, Article III, Section 1; Sub-Sections (b) (c) (d) and (e)

For “Discipline: Jurisdiction Over”. See Article B-136 (142) – Laws

For “Grand Chapter Can Alone Legislate”
See Section A, Constitution, Article IX, Section. 2

CHAPTERS UNDER DISPENSATION

Art. C-001 (147) New Chapters. No set of Royal Arch Masons shall ever take upon themselves to work together or form a new Chapter without a Charter or Dispensation issued according to the laws of this Grand Chapter and the ancient customs of Capitular Masonry; and no Chapter of Royal Arch Masons in Texas shall be recognized unless it holds its Charter from this Grand Chapter or a Dispensation from the Grand High Priest. No such Chapter shall meet or do any work until set to work, or is duly constituted by the Grand High Priest or by his duly authorized representative. No Chapter shall hereafter be named for any living person. (Amended – 1986)

Art. C-002 (148) Application: For Dispensation. Dispensation for a new Chapter can be granted only by the Grand High Priest, or, in his absence or inability to act. By the Deputy Grand High Priest during the recess of the Grand Chapter; on petition signed by not less than fifteen (15) Royal Arch Masons who are members of a Blue Lodge, accompanied by certificates of such Lodge membership, and by demits from or certificates of membership in a Chapter; which certificates must show that the Companion to whom issued has paid all dues to its date and by certificate from the Chapter nearest the place where the new Chapter is to be located as specified in Article C-003 (149). All petitions for dispensation to form a new Chapter shall be (actually) signed by each of the petitioners in person.

Art. C-003 (149) Petition shall State: What. Petition for letters of Dispensation or a Charter to form a new Chapter shall state the proposed name of the Chapter which shall be that of the city or town in which it is to be located unless a Chapter bearing such name already exists; or the Grand Chapter in granting a new Charter shall otherwise direct; the place of the proposed location; the names suggested for appointment of High Priest, King, and Scribe; the name and number of the nearest Chapter, together with the names and Post Office address of each who has signed the petition, and Lodge and Chapter names, number and locations of which each signer of said petition is a member.

Art. C-004 (150) Room: for Meeting. No Dispensation for a new Chapter shall be granted unless the petitioners shall have procured a suitable and safe room with convenient ante-room in which to conduct the business and ceremonies of the Chapter, and shall satisfy the Grand High Priest that the petitioners will properly equip it.

Art. C-005 (151) Application: For Recommendation. An application for recommendation for a Dispensation or Charter must be presented to the Chapter in this Grand Jurisdiction nearest the place where the new Chapter is to be located, unless it is to be located in a city with a population of forty thousand or more already having at least two of such Chapters, in which event it may be approved by at least two of such Chapters. All applications must be presented at a Stated Convocation for action. Only members of the Chapter shall vote on such application, and approval by two-thirds of those present shall be required to give the recommendation for a new Chapter, provided that no member who has signed the application for the new Chapter shall be permitted to vote upon the question or recommendation.

Art. C-006 (152) Certificate shall contain: What. When the provisions of Article C-005 (151) have been complied with, the Secretary of the recommending Chapter shall give his certificate, under seal of the Chapter showing:

- 1) That the petitioners are of good moral character.
- 2) The date of the Stated Convocation of the Chapter at which the application was presented to the Chapter,
- 3) The date of the Stated Convocation at which the application was acted upon,
- 4) The number of members present at the time the application was acted upon,
- 5) The number who voted for, and the number who voted against the recommendation, and
- 6) The distance to the place where the new Chapter is to be located.
- 7) The vote on such application shall be taken by written ballot

Art. C-007 (153) Transfer: Of Membership. When a Companion who is a member of a Chapter joins in a petition for a new Chapter, such Companion becomes a member of such new Chapter when it is set to work under a Dispensation or is Constituted under a Charter. The Secretary of the new Chapter shall notify the older Chapter of such change in membership.

Art. C-008 (154) Fee: For Dispensation. The fee for a Dispensation or for a Charter for a new Chapter shall be One Hundred Dollars (\$100.00) which shall accompany the application for Dispensation or for a Charter, but no fee shall be charged for a Charter when it follows a Dispensation.

Art. C-009 (155) Examination of Officers before set to Work. Before setting a Chapter to work under Dispensation, the Grand High Priest or his duly authorized representative shall examine the officers of the Chapter touching their collective proficiency in the opening and closing ceremonies and in conferring the Capitular Degrees, and if not satisfied he shall defer such Chapter to work until he is fully satisfied.

Art. C-010 (156) Officers: Of Chapter. The offices of High Priest, King and Scribe of a Chapter under Dispensation shall be filled by appointment by the Grand High Priest, and all other officers of the Chapter shall be appointed by the High Priest.

Art. C-011 (157) Chapters under Dispensation: How set to Work. Chapters under Dispensation shall be instituted, or set to work by the Grand High Priest in person, or by a High Priest or Past High Priest duly authorized to perform that duty as the representative of the Grand High Priest. When a new Chapter is to be set to work under a Dispensation, a special meeting shall be called for the purpose by the designated High Priest on the date set by the Grand High Priest, or his duly authorized representative. The Grand High Priest, or his duly authorized representative shall preside and open the Chapter. The Dispensation shall be read and ordered to be recorded in full in the minutes. The Chapter shall be fully instructed in regard to its jurisdiction, powers and duties.

The officers shall not be installed, but shall be placed in charge of the Chapter. A copy of the Constitution and Laws and the Monitor of this Grand Chapter shall be delivered without expense by the Grand High Priest. Chapters under Dispensation are not entitled to either representation or a vote in this Grand Chapter; nor do the officers thereof become de-facto members of this Grand Chapter.

Art. C-012 (158) By-Laws: Of Chapter. Until its own By-Laws are approved by the Grand Chapter, every Chapter under Dispensation shall use the By-Laws approved by this Grand Chapter and printed in the appendix to these laws, and shall have authority to fill all blanks as to time of Convocations, fees, dues and other matters left in blank.

Art. C-013 (159) Powers of Chapters under Dispensation. Except as otherwise provided, in all respects the rights, duties and privileges of Chapters under Dispensation are the same as Chartered Chapters: they shall have the power to initiate candidates, receive Royal Arch masons by affiliation, grant demits, try members charged with offenses and administer punishment therefore; and have like jurisdiction over Chapter Masons, material and candidates so long as the Dispensation is in force, and to fix and collect dues from its members; provided that all of the powers exercised shall be in strict accordance with the Constitution and Laws of this Grand Chapter.

Art. C-014 (160) Affiliated Members. Companions who affiliate with a Chapter under Dispensation and those who receive the Royal Arch Degree therein are members thereof and are entitled to exercise all the rights of membership in common with those named in the Dispensation.

Art. C-015 (161) Chapters Required to Report Fees and Dues. Chapters under Dispensation are required to report all fees for degrees and account to the Grand Secretary for the portion due this Grand Chapter, as well as for all dues and other monies as provided for Chartered Chapters. When a Chapter under Dispensation is set to work after June 24th, it shall pay no Grand Chapter dues for members received from that time to the Annual Convocation of this Grand Chapter; provided that if a Charter is granted, returns shall be made and annual dues paid for such members at the end of the fiscal year.

Art. C-016 (162) Returns of Chapters under Dispensation. Chapters under Dispensation shall make a return covering the period from the time the Chapter was set to work up to and including its last Convocation which shall not be held less than fifteen days preceding the Annual Convocation of this Grand Chapter.

Art. C-017 (163) Dispensation: Time Limit. Within three (3) months next preceding the Annual Convocation of this Grand Chapter, no Dispensation shall be granted to institute a new Chapter, nor any Chapter instituted under a previous Dispensation.

Art. C-018 (164) Dispensation remains in Force: Until. A Dispensation for a new Chapter remains in force until the ensuing Annual Convocation of this Grand Chapter, when it expires unless continued in force by this Grand Chapter.

Art. C-019 (165) Shall Forward Books, Etc. At least fifteen (15) days before the first day of the Annual Convocation of this Grand Chapter, each Chapter under Dispensation shall forward to the Grand Secretary its books and records showing everything done by authority of the Letter of Dispensation, together with the Dispensation and a copy of its By-Laws.

Art. C-020 (166) Work and Returns: To be Referred. The work, returns and books of all Chapters under Dispensation shall be referred to the proper committee for its examination and report thereon, and this Grand Chapter may continue a dispensation or grant a Charter as the facts may justify.

Art. C-021 (167) Dispensation: For new Chapter. The Grand High Priest may grant Dispensation for new Chapters with concurrent jurisdiction in cities of Forty Thousand or more inhabitants. The rules and regulations provided in Articles C-005 (151) and C-006 (152) and shall apply to the establishment of such a new Chapter under Dispensation.

Art. C-022 (168) New Council: Required Petition For. A petition for a dispensation or for a Charter must be accompanied by a proper petition for a Dispensation or Charter for a new Council of Royal and Select Masters to be located at the same place as the new Chapter; together with the required fee for same as prescribed by the Grand Council.

CHAPTERS UNDER CHARTERS

Art. C-023 (169) Charters. Charters shall be granted by the Grand Chapter only, and at its Annual Convocation.

Art. C-024 (170) Direct Application: for Charter. An application for a Charter must be sent direct to this Grand Chapter, and shall contain all the requisites of a petition for Dispensation.

Art. C-025 (171) Former Charter Numbers: Not used Again except as provided in Art.C-034 (179A). No new or restored Charter shall bear the number of a Chapter whose Charter has been forfeited.

Art. C-026 (172) Charters: How Signed. Each Charter for a new Chapter shall be signed by the Grand High Priest, Deputy Grand High Priest, Grand King, Grand Scribe, Grand Treasurer and attested to by the Grand Secretary with the seal of this Grand Chapter impressed thereon.

The Charter shall authorize the three Companions named therein as High Priest, King and Scribe and their successors to exercise the powers set forth therein according to the Constitution, Laws and Edicts of this Grand Chapter, and the ancient customs and usages of Capitular Masonry.

Art. C-027 (173) Granting Charters Waives Preceding Irregularities. The granting of a Charter by this Grand Chapter operates as a waiver of any irregularities – if any – that may have occurred in any of the previous proceedings relating to said Charter or a preceding Dispensation.

Art. C-028 (174) Constituting: A Chapter. When a Charter is issued by order of this Grand Chapter, either upon direct application or following a Dispensation, before any such Chapter can lawfully meet as such it must be duly constituted by the Grand High Priest or by his duly authorized representative. Such representative may be any officer of Grand Chapter; a District deputy Grand High Priest or a Past High Priest.

When a new Chapter is to be constituted under a Charter, the Grand High Priest, or his duly authorized representative shall fix the date thereof and notify the designated High Priest who shall call a meeting for that purpose

The Convocation held for the purpose of constituting a new Chapter is a Special Convocation of the Grand Chapter and the ceremonies of constitution shall be according to the form adopted by this Grand Chapter.

After the Chapter has been declared constituted, the proceedings may be as follows:

- a) The Chapter shall be opened in its first Stated Convocation.
- b) The elective officers not named in the Charter shall be elected and all officers shall be installed; provided that if any officer named in the Charter is unable to serve by reason of death, removal from the jurisdiction or otherwise; or is unsatisfactory to the Companions, the vacancy shall be filled by election. Appointive officers shall be named by the High Priest.
- c) The Charter, a copy of the Constitution and Laws and a Monitor shall be delivered to the High Priest – all without expense, except the Charter.
- d) The Charter shall be ordered recorded in full in the Minutes.
- e) The By-Laws of the Chapter may be adopted.
The Grand High Priest, or his duly authorized representative may instruct the Chapter concerning its powers and duties, or he may call upon others for their remarks.
- f) The Chapter may receive petitions for the degrees or for affiliation, and may transact such other business as the members may deem necessary or advisable
- g) Close the Chapter.

Art. C-029 (175) Suspension of Charter. Any Chapter which refuses or neglects to make returns as required by law, or to be represented in this Grand Chapter for the space of three (3) years, or shall be guilty of committing any infraction of the Constitution or Laws of this Grand Chapter shall be subject to suspension of its powers under its Charter by the Grand High Priest, and the forfeiture of its Charter by this Grand Chapter, or such other punishment as this Grand Chapter may inflict.

The status of members of a suspended Chapter shall remain unchanged and dues continue to accrue until the Chapter demises. All unpaid dues of members may be paid to the Grand Secretary and receipt

taken therefore. Said receipt shall have the same force and effect as if paid to the Chapter; provided, however, that neither the Chapter nor its officers nor members shall meet and transact any business.

Art. C-030 (176) Charter Arrested: Status of Members. When the Charter of a Chapter has been arrested, or its labors suspended by operation of law, or upon the order of this Grand Chapter, or the Grand High Priest, the status of the members shall remain unchanged until final action or non-action by this Grand Chapter at its succeeding Convocation after such arrest or suspension.

Art. C-031 (177) Forfeiture of Charter. The Charter of a Chapter cannot be annulled or revoked except by action of this Grand Chapter.

Art. C-032 (178) Surrender of Property. Every Charter when declared revoked shall be delivered to the Grand High Priest or his authorized representative, or returned to the Grand Secretary together with the records, seals, money and other property of every description belonging to such Charter, and any member of a Chapter who shall refuse to make such surrender shall be liable to expulsion or such other punishment as this Grand Chapter may see proper to inflict.

Art. C-033 (179) Restoration of Charter following Grand Convocation. When the Grand High Priest suspends a Chapter or arrests its Charter, this Grand Chapter, at its following Annual Convocation orders said Charter restored, and the Chapter to be set to work there under, the Chapter shall use the same name and number and such restoration shall be to all the members thereof at the time of its arrest or suspension unless otherwise – specifically – provided by this Grand Chapter.

Art. C-034 (179-A) Duplicate Charters: When issued to demised Chapters: Grand High Priest may Issue.

When a Chapter has been demised for a length of time that all members at the time of the Chapter's demise are known to be dead, the Grand High Priest may issue a Duplicate Charter and resume its labors under the following conditions:

No less than fifteen (15) Companion Royal Arch Masons certified as in good standing of a Chapter under this Grand Jurisdiction may apply for a Duplicate Charter of a Chapter by the same name and number of the demised Chapter, and none other.

The fee for such Duplicate Charter shall be the same as required under Article C-042 (186) of these laws, and upon payment thereof and his satisfaction as to good cause, the Grand High Priest may order the Grand Secretary to issue a Duplicate Charter to the petitioning Companions.

So far as can be determined by the records of the Grand Chapter, the Duplicate Charter shall contain the names of the Officers to whom the original Charter was issued, together with the names of the Officers to whom the Duplicate Charter is issued.

The procedure for setting the Chapter to work under Duplicate Charter shall be as outlined in these laws. (Amended – 2005)

Art. C-035 (180) Stated Convocations: After Restoration of Charter. When the Charter of a Chapter has been restored by the Grand Chapter after suspension for any cause, the Stated Convocations of such Chapter shall be held at the same time as before suspension until a new By-Law is adopted changing the time.

Art. C-036 (181) Setting suspended Chapters to Work. When the Charter of a Chapter has been restored by this Grand Chapter, the suspended Chapter shall be set to work by the Grand High Priest, or by a High Priest or Past High Priest duly authorized by him to perform that duty as the proxy of the Grand High Priest. It shall not be necessary to install the officers again, but a copy of the resolution of this Grand Chapter restoring the Charter shall be read and ordered recorded in the Minutes.

The Grand High Priest or his representative shall give the Chapter such advice as the occasion may require.

The Officers of the Chapter, if not removed, shall be placed in charge of the Chapter.

If any Officer has been removed and is not reinstated by this Grand Chapter, the vacancy may be filled by election or by appointment as the laws require, and such Officer be promptly installed therein.

In case the High Priest has been removed from office for good cause, and his removal is approved by this Grand Chapter, he forfeits his title and any previously acquired title of Past High Priest, and shall not be listed as a Past High Priest unless he is subsequently elected High Priest and serves his term as such.

Art. C-037 (182) When Charter Restored: How Companion Suspended N.P.D. Restored. When a Charter of a suspended Chapter has been restored by this Grand Chapter, any Companion whose name appeared upon the books of said Chapter as being suspended for non-payment of dues at the time the Chapter was suspended, can be restored to good standing as a Royal Arch Mason by the payment to the Secretary thereof all dues in arrears to the date of his suspension, and restored to membership in the particular Chapter by application and favorable vote of the Chapter; as provided in (Article 255 - Repealed in 1986) (Also See Art. C-119 (258) of these laws.)

Art. C-038 (183) Council: Non-Existent. In all cases where the restoration of the Charter of a Chapter is prayed for, and there is no Council in existence at the location where the Chapter is desired, the same papers shall be presented as provided for in cases as the applications for new Chapters.

Art. C-039 (184) Charters Lost, Damaged or Destroyed. Should a Charter be lost, damaged or destroyed, the Grand High Priest, on satisfactory proof thereof may authorize and instruct the Grand Secretary to issue a Certified Copy thereof, which copy may be used by the Chapter in lieu of the original Charter. After the Charter of a Chapter has reached the age of Fifty-Years, at the request of the Chapter holding such Charter, a copy may be made by the Grand Secretary, and he shall attach thereto his certification, with the seal of the Grand Royal Arch Chapter affixed, that it is a Correct Copy of the original Charter. Such duplicate Charter may be used instead of the original Charter in order that such original Charter may be better preserved as an ancient document or relic.

DEMISED CHAPTERS

Art. C-040 (184-A) Demised Chapters: Defined. A Chapter is demised when its Charter has been revoked by final action of the Grand Chapter. When the Charter of a Chapter has been arrested or its labors suspended for any cause, the status of the members shall remain unchanged until the final action of this Grand Chapter at its next succeeding Convocation after such arrest or suspension.

Art. C-041 (185) Revoked Charters. When a Chapter voluntarily surrenders its Charter and it is revoked by final action of this Grand Chapter, it shall not be revived again and the Chapter shall stand demised.

Art. C-042 (186) Renewal of Charters. When the Charter of a Chapter has for any reason been revoked by this Grand Chapter, it shall not be restored. The Chapter shall stand demised, and the status of its members at the date of such demise shall be that of non-affiliated Royal Arch Masons.

This Grand Chapter, at a subsequent Annual Convocation, may grant a new Charter upon the petition of at least fifteen (15) of the former members who are members in good standing of a Master Mason's Lodge. Each petitioner shall furnish the following certificates which must be attached to the petition for a new Charter:

- 1) A certificate of his Lodge membership issued by the secretary of his Lodge, showing also that all dues in arrears have been paid.
- 2) A certificate from the Grand Secretary showing that he was a member of the Chapter at the time of its demise, and that all dues have been paid. If, from the records of his office the Grand Secretary is unable to certify the names of those who were members of the Chapter at its demise, then certificates of other Chapter Masons who can attest the fact can be furnished.
- 3) His own certificate showing that he has not since the demise of the Chapter affiliated with another Chapter, or in lieu thereof, his certificate of Demit from a Chapter.

In case this Grand Chapter grants the new Charter, only such petitioners shall be Charter members thereof, other former members must be duly elected and affiliated, otherwise they remain as non-affiliates.

If the Chapter has been demised for less than five years, there shall be no charge for a new Charter. If demised for more than five years, the fee for a new Charter shall be One Hundred Dollars (\$100.00)

DEMISE OF CHAPTER

Art. C-043 (187) Demise of Chapter: Property delivered to Grand Secretary. Upon the demise of a Chapter, the High Priest shall cause the Secretary to deliver to the Grand Secretary its Charter, records, seal and property of every description, together with an itemized statement showing all amounts due the Chapter and by whom; a complete list of the membership at the date of the demise, and a report showing all gains and losses since last report. Failure to comply herewith shall subject each of them to discipline. It shall be the duty of the Grand secretary, upon written application of any member of a demised Chapter, to issue a Certificate of Good Standing to those members in good standing at the time the Chapter was demised. Further, any former member of a demised Chapter who was suspended by said Chapter for non-payment of dues, shall, upon written application and payment of one year's dues to the Grand Chapter in the amount charges by the subordinate Chapter at the time of its demise, be issued a Certificate of Good Standing by the Grand Secretary. Such Certificate of Good Standing shall be used by the Companion in accordance with Article C-201 (349-A) for the purpose of affiliating with another Chapter. All funds received from the demised Chapter and any payments of dues in arrears shall be apportioned and applied to the payment of the debts – if any - of the Chapter, and any remainder to the General Fund of this Grand Chapter. (Amended 2003)

Art. C-044 (188) Failure to be set to Work. A Chapter whose Charter has been restored by resolution of this Grand Chapter, failing to comply with the necessary requirements and to be set to work before the next succeeding Convocation of this Grand Chapter shall stand as demised and cannot be revived.

POWERS AND DUTIES OF CHAPTERS

Art. C-045 (189) Powers. The powers of a Chapter are such as are prescribed by the Charter and the Constitution and Laws of this Grand Chapter, and by its own By-Laws. Chapters also have certain Executive, Legislative and Judicial powers of a local nature which may be defined as follows:

- 1) **EXECUTIVE.** The executive, which relate to the direction and performance of its work under the direction and control of the High Priest who is the superior executive officer of the Chapter
- 2) **LEGISLATIVE.** The legislative, which embrace all matters of legislation relating to the internal affairs of the Chapter which are not regulated by the Constitution and Laws of this Grand Chapter, and which are not inconsistent therewith. The legislative power of the Chapter extends to the adoption of By-Laws for its own government under such restrictions as are provided in said Constitution and Laws.
- 3) **JUDICIAL.** The judicial powers of a Chapter embrace the exercise of discipline over, and settlement of difficulties (except those arising out of financial and religious controversies, unless they involve a Masonic offense), between all its own members (except the High Priest, and any Grand Officer who may be a member thereof), and all Royal Arch masons and non-affiliated Companions within its jurisdiction, subject always to review by this Grand Chapter upon appeal.

Art. C-046 (190) Duties of Chapters. It shall be the duty of each Chapter:

- 1) To annually elect and install officers,
- 2) To provide a safe and suitable place of meeting,
- 3) To keep a full and proper record of all its transactions,
- 4) To make full annual returns thereof to this Grand Chapter.
- 5) To promptly pay its annual dues and periodical fees to this Grand Chapter as required by law.
- 6) To adopt and maintain a code of By-Laws that shall at all times conform to the Constitution, Laws and Edicts of this Grand Chapter.

Art. C-047 (191) Official Communications. All official communications from the Grand High Priest or Grand Secretary shall be read in open Chapter at the Stated Convocation following its reception. Communications are officially received when read in the Chapter when opened on the Royal Arch Degree.

Art. C-048 (192) Owning Property. A Chapter may hold property separately from or co-jointly with another regular Masonic body.

Art. C-049 (192-A) Intoxicating Liquors. It shall be unlawful for any subordinate Chapter of this Grand Royal Arch Chapter to participate in selling, consuming or dispensing of intoxicating liquors on or in premises occupied by the Subordinate Chapter. (Amended – 1992)

Art. C-050 (193) Removal of Chapter to another location within Town. Upon request by a Chapter and with the permission of the Grand High Priest, a Chapter may remove from one building to another within the same town. A resolution for removal of a Chapter within the town must be introduced at a Stated Convocation of the Chapter and must lay over until the next Stated Convocation for action; except that in case of emergency such resolution may be acted upon at a Special Convocation called for the purpose – provided that at least ten (10) days written notice is given to each member. The resolution shall be carried by a majority vote of the members present, and the request to the Grand High Priest for a dispensation for removal must show compliance with the foregoing requirements.

Art. C-051 (194) Removal of Chapter. A Chapter may be removed from one town to another only by authority of this Grand Chapter.

Art. C-052 (194-A) Emergency Removal of Chapter. Until this Grand Chapter meets in Annual Convocation, in case of a situation which he deems an emergency, the Grand High Priest may issue a dispensation for a subordinate Chapter to meet temporarily at some place in which, by his estimation is satisfactory, even though it be another town.

Art. C-053 (195) Chapter as Sponsor. The Grand Royal Arch Chapter of Texas recognizes the value of those youth organizations recognized by the Grand Lodge of Texas as listed in Article 225 of its laws, and encourages support thereof by its subordinate Chapters. Any Chapter may stand as sponsor for such youth organizations, but no Chapter may stand as sponsor for any other organization though it is composed of the wives, sisters, sons or daughters of Master Masons. (Amended 1992)

Art. C-054 (195-A) York Rite Associations and York Rite Colleges. (*See Art. B-146 (195-A)* (Amended-1987).)

Art. C-055 (196) Audit of Books. As soon as convenient after the 24th of June each year it shall be the duty of each Chapter to have the books of the Treasurer and Secretary audited. The report of the audit of the Treasurer's books shall include an itemized statement of all monies received by him from all sources during the past year; the amounts paid out; the balance remaining in his hands on 23rd day of June, together with all other assets and liabilities.

The report of the audit of the Secretary's books shall include an itemized statement of all monies and other assets received by him during the year ending June 23rd, and the amounts thereof delivered to the Treasurer, including the dates of such payments; the amount of money he may have on hand on the 23rd day of June, and that he holds proper receipts for all monies paid to the Treasurer.

After being read in the Chapter, each audit shall be fully recorded in the minutes of that meeting. A properly completed and signed copy of the Minimum Audit Form shall be delivered to the Grand Secretary no later than September 15th for review by the Grand Chapter Committee on Finance. The District Deputy Grand High Priest shall inspect the audit of the Chapter books on his regular visitation. (Amended – 2009)

BY-LAWS AND SEAL

Art. C-056 (197) Chapter May Adopt. Chapters may adopt By-Laws for their own government, but shall not be in conflict with the Constitution and Laws of this Grand Chapter. Such By-Laws shall not become effective until they have been submitted to and approved by the Grand Chapter. The By-Laws must be submitted to the Grand Secretary no later than July 1st preceding the opening of the Convocation of the

Grand Chapter for referrals in accordance with the provisions of these laws. Subsequent changes as provided by Article C-059 (200) do not require such approval. (Amended -2009).

Article (197-A) Life Memberships. (Repealed -1996)

Article (197-B) Endowed Memberships. (See Article C-109 (248-A)

Art. C-057 (198) Must be Governed by Grand Chapter Code: Until. Chapters shall be governed by the By-Laws of this Grand Chapter for the use of subordinate Chapters until they have adopted By-Laws in conformity with the provisions of Article C-056 (197).

Art. C-058 (199) Amendments: To By-Laws. Amendments to By-Laws must be submitted in writing at a Stated Convocation and must lay over until the next, or subsequent Stated Convocation for final action. Within seven (7) days of the submission the Secretary shall notify every member of the Chapter of the proposed amendment and the scheduled date for final action to be taken. Such notice shall be given either by U.S. Mail or in electronic form; and an amendment not so proposed and acted upon is not legal. All of the provisions of the By-Laws with reference to amendment must be complied with. (Amended -- 2009)

Art. C-059 (200) Changes in By-Laws not requiring Approval of Grand Chapter. Under the conditions stated herein, Chapters may make the following amendments to their By-Laws without the necessity of submitting same to this Grand Chapter for approval:

- 1) Change the time and dates of their Stated Convocations, but such changes shall be promptly reported by the Secretary of the Chapter to the Grand Secretary.
- 2) Fix the amount of their annual dues and time of payment; the amount of fees for degrees provided same are not less than the minimum dues and fees prescribed by the laws of this Grand Chapter.
- 3) By resolution or by amendment to its By-Laws, Chapters may exempt certain Companions from the payment of dues on account of inability to pay, old age, long and faithful service or distinguished services to the Order, but such exemptions shall not exempt the Chapter from the payment of annual dues to this Grand Chapter on such members, except as provided in Articles C-115 (253) and C-116 (253A) of these laws.

Art. C-060 (201) Each Chapter must adopt and Use Seal. Within six months after being constituted, each Chapter shall procure a seal, the form of which shall be approved by the Grand High Priest, and the returns of the Chapter to this Grand Chapter, demits, summons, and all other official documents emanating from the Chapter shall have its seal affixed. No such documents shall be entitled to credit unless authenticated and attested to by the Secretary. (Adopted by the Grand Chapter – 1967) (2009)

Art. C-061 (202) Penalty. Any Chapter which shall fail to procure and use a seal as required by the preceding Article shall not be entitled to representation in this Grand Chapter, and the Charter of such Chapter shall be subject to arrest and revocation.

MEETING OF THE CHAPTER

Art. C-062 (203) Meetings: When. Every Chapter shall meet in a Stated or Special Convocation at least once in three months, and failing to do so shall forfeit all its rights and privileges. It shall stand suspended and its Charter may be arrested or ordered returned, provided however, the Grand High Priest, for good cause shown, may grant such Chapter a dispensation to resume and continue its work until the next Annual Convocation of this Grand Chapter when such dispensation shall be reported to this Grand Chapter, together with such recommendation thereon, which recommendation shall be referred to the Committee on New Chapters for its investigation and report thereon, at which time its Charter may be revoked unless this Grand Chapter shall otherwise direct. (Amended – 1994).

Art. C-063 (204) Stated Convocations. Stated Convocations of a Chapter must be held on the day and at the hour fixed by its By-Laws, and must be opened and closed on that day; and for such purposes there must be present not less than five (5) members of the Chapter.

Article (204-A) (Repealed – 1962)

Art. C-064 (205) Special Convocations. Special Convocations may be held at any time upon the call of the High Priest, or in his absence the King, or in the absence of both, the Scribe. Petitions for the degrees or for affiliation may be received and ballot taken thereon at such Convocations but only by dispensation granted by the Grand High Priest, and no other business transacted than that for which the Convocation was called. Except as provided in paragraph 4 of this Article, any Special Convocation called under this Article shall be opened and closed in accordance with the ritual taught by the Committee on Work and adopted by this Grand Chapter. (Amended – 2009)

Convocations may be called at any time for the purpose of receiving the Grand High Priest or his representatives, or the District Deputy Grand High Priest; to confer degrees on candidates previously elected or received and elected at this Special Convocation by unanimous consent of all members present; or to transact any business of the Chapter not required by law, custom and usage to be acted upon at a Stated Convocation.

The High Priest may order the Secretary to issue summons to all resident members for such Convocations, when, in his judgment, circumstances warrant the issuance of such summons. (Adopted – 1972)

A meeting may open and close by declaration of the High Priest. The meeting must be entirely open to the public. The Minutes shall state: That the Chapter was declared open; a summary of the public event, and that the Chapter was declared closed. (Amended – 1995)

Art.C-065 (206) Meeting Place. Chapters must hold their Convocations in a room or place used only for Masonic purposes, and exclusively for the meetings of Masonic bodies and associated orders.

If, for any cause the Chapter cannot meet at the place where it is accustomed to meet, the High Priest may report the matter to the Grand High Priest who may grant a Dispensation to meet at some other appropriate place. (See Articles C-051 (194) and C-052 (194-A))

Art. C-066 (206-A) Dispensation: Grand High Priest may Grant. After investigation, the Grand High Priest may grant a Dispensation for a subordinate Chapter to meet in a Masonic Lodge Hall or other appropriate place within its jurisdiction for the purpose of conferring the degrees upon candidates previously elected by them, provided such place is properly equipped for such work by the Chapter.

Art. C-067 (207) Quorum for Work. A Chapter shall not confer any of the degrees with less than nine (9) Royal Arch Masons present, and shall not transact any business with less than five (5) of its own members present.

After opening the Chapter in the Royal Arch degree, the following shall be the order of business unless suspended by a majority vote of members present:

- 1) Reading of all minutes not theretofore approved.
- 2) Receiving and balloting on petitions. (Amended 1998 & 1999)
- 3) Reports of Special Committees.
- 4) Reports of Standing Committees.
- 5) Unfinished Business.
- 6) Motions, Resolutions and new business. (Amended – 1987)(Decision deleted)

Art. C-068 (208) Sunday (Meetings). Chapters are prohibited from holding Convocations on Sunday, or the Lord's Day, or meeting for any purpose other than participating in a funeral of a Royal Arch Mason that is conducted by a regular Masonic Lodge or by a Commandery of Knights Templar.

Art. C-069 (209) Month: Defined. The term "Month" as applied to the laws of this Grand Chapter signifies the time which intervenes from one monthly Stated Convocation to another as fixed by the By-Laws of a Chapter, whether it be a calendar or a lunar Month.

Art. C-070 (210) High Priest may exclude a Royal Arch Mason: When. The High Priest has a right, and it is his duty to exclude from a Chapter a Royal Arch Mason who, by his perverse opposition to lawful authority may interfere with the proper working of the Chapter or disturb its harmony. (Amended – 1987)

Art. C-071 (211) Stated Convocation cannot be Extended. A Stated Convocation must not be called off to reconvene on another day beyond the time fixed in the By-Laws of the Chapter for such Convocations.

Art. C-072 (212) Cannot Reopen Stated Convocation after it is Closed. Although no one has left the room, when at a Stated Convocation of the Chapter has been closed, it cannot be reopened as a Stated Convocation. A Special meeting may be held if ordered by the High Priest, or in case of his absence by the King or Scribe, as the case may be. No business required to be transacted at a Stated Convocation can be considered or acted upon at such Special Convocation. (1972)

CONSOLIDATION OF CHAPTERS

Art. C-073 (213) Procedure: (Of Consolidation). Whenever the majority of the resident members of any Chapter domiciled in its jurisdiction shall sign a written declaration that they deem it for the best interest of Capitular Masonry to consolidate such Chapter with another specified Chapter, and shall present same at a Stated Convocation of their own Chapter, the High Priest shall thereupon cause the same to be read in open Chapter and entered into its minutes. A ballot shall be taken on the proposition at the next Stated Convocation unless it is postponed to some future Convocation.

In case a quorum cannot be obtained after the declaration is signed, and notices have been sent to the membership calling a Convocation or Convocations, the officers of said Chapter may proceed with the consolidation under such conditions and regulations as the Grand High Priest may prescribe.

If the proposition to consolidate is adopted by a two-thirds majority vote of the members present and voting, the Secretary of such Chapter shall at once transmit to the Chapter with which consolidation is proposed a copy of the original declaration, and a certified copy of action of the Chapter taken thereon together with a list of all members in good standing; of all members in arrears for dues, together with the amount due by each such member; an invoice of all cash on hand; all accounts receivable and payable; all property owned and debits owed by said Chapter, together with a list of all Mark, Past and Most Excellent Masters belonging to said Chapter. (Amended – 1986)

Art. C-074 (214) Balloting: On Consolidation. The High Priest of the Chapter with which such consolidation is proposed, upon receipt of such documents, will cause same to be read in open Chapter at its next Stated Convocation and order same copied in full upon the minutes. The proposition shall lay over until the next Stated Convocation when a ballot shall be taken thereon. A two-thirds vote of the members present and voting will be sufficient to make the consolidation effective, subject to final approval of the Grand High Priest.

Art. C-075 (215) Approval by Grand High Priest. If the proposed consolidation is approved by the Chapter petitioned, the Secretary thereof shall forthwith forward to the Grand High Priest certified copies of all the proceedings of each such Chapter relating to the proposed consolidation, and of the results of the balloting thereon. If the Grand High Priest shall approve same, the two Chapters shall, from and after receipt of such approval be deemed and held to be one Chapter existing under the Charter and governed by the By-Laws of the Chapter petitioned. The members of the petitioning Chapter shall thereupon become members of the Chapter petitioned; provided, that by a majority vote of all members of the consolidated Chapters present, either Charter may be selected and the Chapter shall thereafter bear the name and number of the Chapter so selected, but the officers of the petitioned Chapter, regardless of the Charter selected, shall continue to hold office. All Past High Priests and the High Priest of the Chapter consolidating with another Chapter shall become Past High Priests of the Chapter with which it consolidated, and the Secretary shall so record them in the records of the surviving Chapter.

The books and records of the former shall be delivered to the latter Chapter for safe keeping. All unfinished work or business pending in the petitioning Chapter shall be taken up and completed in the petitioned Chapter. All of the property, money, equipment and assets of the petitioning Chapter shall pass to and become the property of the petitioned Chapter. The petitioned Chapter shall assume all unpaid liabilities of the Chapter so consolidated. The Charter and Seal of the petitioning Chapter shall be returned to the Grand Secretary upon the consummation of the consolidation.

Art. C-076 (216) Jurisdiction: Over Candidates. The Chapter petitioned for such consolidation shall have and continue to hold jurisdiction over all candidates elected to receive the degrees in the petitioning Chapter, under the same rules and conditions provided by Capitular law governing cases of its own jurisdiction.

Art. C-077 (217) Jurisdiction: Territorial. Upon the completion of such consolidation, the territorial jurisdiction of the Consolidated Chapters will automatically adjust itself with adjacent Chapters in the manner provided in Capitular laws governing the jurisdiction of Chapters.

Art. C-078 (218) Documents transmitted to the Grand Secretary. When the Grand High Priest approves a consolidation of two or more Chapters as herein provided, he will transmit all the documents connected therewith to the Grand Secretary who shall make the necessary changes in the records of his

office as may be necessary to conform them to the changed conditions brought about by said consolidation. He shall also file all such documents for future reference and safe keeping.

Art. C-079 (219) Voluntary Surrender of Charter. When a proposition is made at a Stated Convocation to surrender and return its Charter to this Grand Chapter, the members shall be notified in writing and summoned to attend the next Stated Convocation. If a two-thirds majority of the members present vote for the proposition, the vote shall be entered of record and the Chapter shall cease its labors. The High Priest, King and Scribe shall immediately make out a complete list of the assets of the Chapter and the amount of its debts, giving the name and address of the persons to whom same may be owing. They shall also prepare or cause to be prepared, a complete list of the members of said Chapter and of the members in arrears for dues, and the amounts thereof due by each, and shall cause same to be entered upon the minutes of the Chapter.

A complete copy of these proceedings, duly certified, shall be sent to the Grand High Priest. If the Grand High Priest approves the action of the Chapter, all its books, records, funds and property of every kind shall be delivered to the Grand Secretary. The Grand Secretary shall be authorized to pay out of said funds the debts of said Chapter upon verified statements approved by the Grand High Priest. If the funds shall be insufficient to liquidate said indebtedness, the Grand Secretary shall prorate same among said creditors according to the amount due each. Any balance on hand after the payment of debts of such Chapter shall be deposited in the general fund of this Grand Chapter.

In winding up the affairs of such a Chapter this Grand Chapter shall assume no obligation or liability whatsoever beyond the moral obligation to discharge the debts of the Chapter out of funds and/or property actually received from any such Chapter.

OFFICERS OF SUBORDINATE CHAPTERS

Art. C-080 (220) Officers: Of Subordinate Chapters. The Officers of subordinate Chapters and their titles shall be:

Most Excellent High Priest
Excellent King
Excellent Scribe
Treasurer
Secretary
Chaplain
Captain of the Host
Principal Sojourner
Royal Arch Captain
Master of the Third Veil
Master of the Second Veil
Master of the First Veil
Guard

In case of short form opening, the following officers shall institute the body:

Most Excellent High Priest
Captain of the Host
Principal Sojourner
Royal Arch Captain
Guard

In the absence, permanent disability or death of the High Priest, then the King and the Scribe in the order named may succeed to his duties.

In the absence of all three of said officers from any meeting of the Chapter, the Junior Past High Priest present, who is a member of the Chapter, may open the same and preside therein, or may request any Past High Priest to do so.

Art. C-081 (221) Eligibility: (To Office). Any Royal Arch Mason is eligible to any office in the Chapter of which he is a member, except that no Companion can hold two different offices in his Chapter at one and the same time, nor hold the office of Most Excellent High Priest in more than one Chapter at the same time. (Amended – 2020)

Art. C-082 (222) Quorum: (To Elect) No election for officers shall be held unless there are present at least five members of the Chapter, nor shall any Companion be declared and elected to any office unless he shall receive a majority of all votes cast.

Art. C-083 (223) Election: (Time Of). The election of officers shall take place at the last Stated Convocation (of the Chapter) before the 24th day of June of each year; provided that should a Chapter fail to hold the election at the time herein designated, the Grand High Priest, for satisfactory reasons, may grant a dispensation authorizing the election of officers at a specified time, but not later than the first day of August following.

Art. C-084 (224) Who Elected: Who Appointed. The first five officers named above shall be elected by separate ballot, and the others shall be appointed by the High Priest. When only one Companion is in nomination for an elective office he may be chosen by acclamation.

Art. C-085 (225) Vacancies: (Of Elective Offices). Except as otherwise provided in these laws, an elective office vacated from any cause may be filled by appointment pro tem; provided that in case of death or permanent removal from the jurisdiction of the Chapter of any elective officer, or from a vacancy caused by the resignation with the consent and approval of the Grand High Priest of any elective officer, the Grand High Priest may grant a dispensation authorizing an election to fill such vacancy or vacancies until the next regular election of officers.

If the vacancy occurs in the office of High Priest, the King may be advanced to that office, or if the vacancy occurs in the office of King, the Scribe may be advanced to the office of King.

A High Priest resigning his office shall not be entitled a membership in this Grand Chapter.

Art. C-086 (226) Suspension: From Office. The Grand High Priest, may for good cause shown, after investigation, suspend any officer of a Chapter from his office who may become subject to charges for an offense against the Constitution, Laws and Edicts of this Grand Chapter, or for failure, refusal or willful neglect to perform the duties of his office; but such suspension shall be from office only, and shall not

continue beyond the term of his office or the close of the following Annual Convocation of this Grand Chapter.

All such suspensions shall be reported to this Grand Chapter by the Grand High Priest for review and action thereon.

In case of the suspension from office of the High Priest, the Grand High Priest may cause him to be summoned before this Grand Chapter for trial or to answer any charges brought against him. During the suspension of a High Priest, the King shall succeed to the duties of the High Priest. In case the King is incapacitated for any cause, the Scribe shall discharge such duties during such incapacity.

In any case where any other officer is suspended from his office, the presiding officer shall fill such vacancy, pro-tempore at each Convocation until the reinstatement of such officer, or until the next election of officers by the Chapter, if such election is held before the Annual Convocation following such suspension. In case The High Priest, King and Scribe are all suspended from office, the Grand High Priest may grant a dispensation authorizing the Chapter to fill such vacancies until the next election of officers, if not reinstated before such time.

INSTALLATION

Art. C-087 (227) Installation (Of Officers). The installation of the officers of a Chapter shall be performed on the 24th day of June of each year, or as soon thereafter as practicable previous to the first day of August; however, the Grand High Priest may grant a dispensation to elect and install the officers after that date. By vote of the Chapters involved, two or more Chapters may be installed at one and the same time.

Art.C-088 (228) May Appear in Public. A Chapter may appear in public at the annual installation of its officers or to attend the funeral ceremonies of a Royal Arch Mason when such ceremonies are conducted by a Lodge or by the Order of Knights Templar, without a dispensation, but otherwise only by dispensation from the Grand High Priest; provided, that officers and Companions shall not appear in public in robes, except in the room where the installation ceremony is held. (Revised – 1972)

Art. C-089 (229) Failure to Install. Should the officers of a Chapter, or any of them, not be installed before the first day of August following, the officers for the preceding year holding the position of those not installed shall hold over during the following year and until their successors are elected and installed; provided any officer elected to another position shall retain the office to which he was last elected and shall be entitled to be installed therein if done on or before August 1st. If an office be made vacant by the installation of the preceding officer in another office, then the Grand High Priest may grant a dispensation for the officer – officer-elect to be installed.

Art. C-090 (230) Refusal to be Installed. Should any Companion elected to an office in a Chapter refuse to be installed therein, the Grand High Priest may issue a dispensation authorizing an election to fill such vacancy, in case the Companion filling said office for the preceding year has been elected to, and accepted another office in the Chapter.

Art. C-091 (231) Installation: (Elected Officers) (Appointed Officers). Elected officers must be installed in person. Appointed officers may be installed by proxy.

Art. C-092 (232) Appointive Officers. In case of a vacancy in an appointive office, other than by suspension from office, the High Priest may appoint and install an officer to fill such vacancy, provided he is installed not later than August 1st; however, the Grand High Priest may grant dispensation for the officer to be installed after that date.

Art. C-093 (233) Re-Elected not Installed (Unless). An officer re-elected at the end of his term of office need not be installed – unless he desires to do so.

Art. C-094 (234) Who may Install. The Installation Ceremony shall be performed by an Installing Officer assisted by an Installing Marshal both in good standing in this Grand Jurisdiction, and the following officers only are authorized to perform either: The High Priest or Past High Priest of this Grand Jurisdiction. Such ceremony, when performed by an Installing Officer and Installing Marshal other than the above listed officers is void, and unless repeated by authorized officers prior to August 1st, the old officers hold over as provided in Article C-089 (229). (Amended 1986)

Art. C-095 (235) Powers of the High Priest. The High Priest shall have power:

- 1) **To preside** over all Convocations of his Chapter.
- 2) **To appoint** all officers of the Chapter whose election is not provided for in the laws.
- 3) **To appoint** all committees
- 4) **To fill** any vacancy in office, pro-tempore, for the period of the Convocation
- 5) **To cause** to be issued all summonses and notices which may be required.
- 6) **To require** all members of his Chapter present to vote upon all questions coming before the Chapter.
- 7) **To discharge** all executive functions of his Chapter
- 8) **To represent** his Chapter, together with the King and Scribe in this Grand Chapter
- 9) **To exercise** such other powers as may be granted him by the Constitution, Laws and Edicts of this Grand Chapter, or which by ancient custom and usage pertain to his office.

Art. C-096 (236) Duties of the High Priest. It shall be the duty of the High Priest:

- 1) **To convene** his Chapter in Stated Convocation at the time and place prescribed in the By-Laws.
- 2) **To have in his custody** an up-to-date copy of the Constitution and Laws of this Grand Chapter, as shall be furnished by his Chapter. To suffer no violation of the Constitution, Laws and Edicts of this Grand Chapter or the By-Laws of his own Chapter upon any plea of convenience or expediency nor shall deviate there from without a dispensation from the Grand High Priest.
- 3) **To see that all the officers** of his Chapter faithfully perform the duties of their respective offices.
- 4) **To prudently use the power** of issuing summonses, but to see that disobedience of a summons is followed by prompt discipline unless a satisfactory excuse is rendered to the Chapter, and the Companion be excused therefore.
- 5) **To see that the regular returns are made annually** to this Grand Chapter within the time prescribed by law, and that the Grand Chapter fees are promptly paid.

- 6) **To cause all necessary notices** to be issued in the prescribed manner and form.
- 7) **To permit to appeal** from his decision to the Chapter; but an appeal may be allowed to the Grand High Priest during the recess of this Grand Chapter, subject to final action by this Grand Chapter, or the appeal may be made directly to this Grand Chapter. No appeal from a decision of the Grand High Priest will be reviewed by this Grand Chapter unless such decision was followed by some action, or non-action of the Chapter based thereon.
- 8) **To see that the ritualistic and esoteric work** practiced in his Chapter conforms to the work as approved by this Grand Chapter, to allow no innovations therein, and to prohibit the use of a Code Book or Plain Language Ritual for any purpose – including prompting or filling any station during Stated or Called Convocations or Degree Conferrals, except as specifically provided by Article B-100 (93-A) (Amended – 2003).
- 9) **To perform such other duties** as may be required by the Constitution, Laws and Edicts of this Grand Chapter.
- 10) **That he immediately inform,** or cause to be informed, each candidate exalted to the sublime degree of a Royal Arch Mason that the Grand Royal Arch Chapter of Texas owns and maintains the Texas Masonic Retirement Center at Arlington, Texas (Amended – 1993)
- 11) **That he shall require the Chapter** to devote at least one Convocation each year to an educational program concerning the Texas Masonic Retirement Center. (Amended – 1993)
- 12) **To cause the name of each Companion** of the Chapter who is in arrears for his dues to be assigned to a committee of three members of the Chapter. The High Priest may appoint as many such committees as might seem prudent by him. Each committee shall be provided with appropriate information regarding the Companion in arrears, and will collectively and individually make every reasonable effort to contact the Companion in arrears and encourage him to pay his dues. The Committee will report its findings to the Chapter and make such recommendations as might be appropriate to the charitable relief of any Companion who is unable to pay his dues. (Amended 2007)

Art. C-097 (237) Duties of the King and Scribe. It shall be the duty of the King and Scribe to assist the High Priest in the discharge of the duties of his office when requested, and to perform such other duties as may be assigned to them. In the temporary absence of the High Priest the duties of his office shall be discharged by the King, and in the absence of both, by the Scribe.

Art. C-098 (238) When High Priest) Within Jurisdiction. Neither the King nor Scribe can call a Special Convocation of the Chapter while the High Priest is within the jurisdiction of the Chapter and is able to authorize a call. (Amended – 1986).

Art. C-099 (239) (King and Scribe) Powers: When Presiding. When either the King or Scribe is presiding in the absence of the High Priest, he may exercise all the Powers of the High Priest.

Art. C-100 (240) Duties of the Treasurer. The Treasurer shall perform the duties which devolve upon him by usage, or shall be required by law, having charge of all funds, rendering a formal receipt to the Secretary for all monies received, accounting for same annually and at such times as the Chapter may order. The Treasurer shall be bonded by the Grand Royal Arch Chapter of Texas in the amount of One Thousand Dollars (\$1,000.00) at a cost of Five Dollars (\$5.00) annually, the cost of which shall be borne by the subordinate Chapter until such time as the subordinate Chapter becomes a perpetual member of the bonding plan. If the subordinate Chapter wishes, it may exercise the option to pay the full Twenty-Five (\$25.00) (perpetual member fee) at one time. The Grand Treasurer and the Grand Secretary will deposit the funds in accordance with the instructions of the Finance Committee.

All subordinate Chapters of the Grand Royal Arch Chapter of Texas shall become members of the plan. All books and accounts shall be audited annually in accordance with Articles C-055 (196) and C-102 (242) of the laws of the Grand Royal Arch Chapter of Texas. The annual audit shall be made as soon as practicable after June 23rd, and a report shall be submitted to the Chapter at a Stated Convocation not later than September 15th following. The District Deputy Grand High Priest shall inspect the audit of the Chapter books on his regular visitation. After the annual audit has been accepted by the subordinate Chapter, the bonding responsibility of the Grand Chapter shall cease for the period prior to and covered by the audit.

All funds of the Chapter shall be deposited and kept by him in the name of the Chapter (or a joint account with a Council of Royal and Select Masters, and account for the Chapter and Council funds separately), and shall be paid out only upon warrants drawn by the Secretary and countersigned by the High Priest. No warrants shall be drawn upon the treasury except pursuant to an appropriation duly made by the Chapter, except funds for an emergency charitable purpose may be drawn when approved by a majority of the Committee on Charity. (Amended – 1987 & 1998)

Art. C-101 (241) Duties of the Secretary. It shall be the duty of the Secretary:

- 1) **At all Convocations of the Chapter**, to keep a record of the time of opening and closing, the names of all officers, members and visitors present; to record all the proceedings proper to be written, and to conduct the correspondence of the Chapter under the direction of the High Priest.
- 2) **The record of all members and visitors** present may be kept in a separate book prepared for the purpose and placed in the custody of the Guard.
- 3) **To keep in a permanently bound and paged book**, or by a loose leaf system, a detailed record of the business transacted and work done at all Stated and Special Convocations of the Chapter, including the totals of receipts and disbursements since the preceding Stated Convocation, and all minutes, when approved, shall be signed by the High Priest and attested by the Secretary. The items of receipts and disbursements shall be kept in a separate cash book.
- 4) **To pay over to the Treasurer all moneys received** as soon thereafter as practicable, and within thirty days, taking his receipt thereof.
- 5) **To keep a separate account with each member** of the Chapter; a correct register of members showing the date of petition, election, and time of receiving each degree or of affiliation and of withdrawal by demission, death, expulsion or suspension, and a book of marks for the use of the members.
- 6) **To keep the seal of the Chapter and to affix it** to all documents requiring verification; issue all summonses, notify all committees of their appointment and all petitioners of their election or rejection
- 7) **To make complete returns** to this Grand Chapter at the required time; transmit to the Grand Secretary check or cash in payment of all fees and dues within the time required by the laws of this Grand Chapter, and to prepare an annual report in detail and present same at the Annual Convocation of the Chapter.

- 8) **To ensure compliance with all existing laws and regulations of the Internal Revenue Service** by filing of all required Internal Revenue Service Forms no later than November 15th of each Capitular Year.
- 9) **The Secretary shall be bonded** by the Grand Royal Arch Chapter of Texas in the amount of One Thousand Dollars (\$1,000.00) at a cost of Five Dollars (\$5.00) annually, the cost of which shall be borne by the subordinate Chapter until such time as the subordinate Chapter shall have contributed Twenty-Five (\$25.00) at which time the subordinate Chapter becomes a perpetual member of the bonding plan. If the subordinate Chapter wishes, it may exercise the option to pay a full Twenty-Five (\$25.00) (perpetual member fee) at one time. The Grand Treasurer and Grand Secretary will deposit the funds in accordance with the instructions of the Finance Committee.
All subordinate Chapters of the Grand Royal Arch Chapter of Texas become members of the plan. All books and accounts shall be audited annually in accordance with Articles C-055 (196) and C-102 (242) of the laws of the Grand Royal Arch Chapter of Texas. The annual audit shall be submitted to the Chapter at a Stated Convocation not later than October 1st following. The District Deputy Grand High Priest shall inspect the audit of the Chapter on his regular visitation. After the annual audit has been accepted by the subordinate Chapter, the bonding responsibility of the Grand Chapter shall cease for the period prior to and covered by the audit. (Amended – 1987).
- 10) **The Secretary shall perform such other duties** as may be prescribed by the Constitution, Laws and Edicts of this Grand Chapter; or by the By-Laws of his Chapter.
- 11) **The Secretary shall perform the duties of his office.** And, for his services shall receive such compensation as the Chapter may direct.

NOTE: For "Duty to report Rejections – See Art C -133 (279).

Art. C-102 (242) Capitular Year. Duty of the Secretary. The Capitular Year begins with the 24th day of June and ends with the close of the succeeding 23rd day of June, and it is the duty of the Secretary holding office after that date to prepare and forward the annual statement of the Chapter to the Grand Secretary previous to the 1st day of August. Such annual statement shall cover and include all information and data called for in the form furnished by the Grand Secretary; including the payment of all monies owed to the Grand Chapter.

Art. C-103 (243) Duties of other Officers. It shall be the duty of all other officers of the Chapter to perform such duties as are appropriate to their several stations as confirmed by immemorial custom and usage, or shall be assigned to them by the High Priest when not in conflict with the Constitution and Laws of this Grand Chapter and the By-Laws of their own Chapter.

It shall be the special duty of the Guard to have charge of the rooms, furniture, paraphernalia and equipment of the Chapter not otherwise specified. He shall keep the Chapter room in order for the comfort of its members; and put it in suitable array for the attendance of visitors and the reception of candidates.

Where provided by the Chapter for the purpose, the Guard shall have custody of the registration book for members and visitors, and shall see to it that every member registers at each Stated or Special Convocation; care being taken that each visitor records the name and number of its Chapter.

For his services, the Guard shall receive such compensation as the Chapter shall appropriate.

Art. C-104 (244) Duties of the Members. It shall be the duty of the members of the Chapter to attend the Convocations of the Chapter; to perform such duties as the Chapter or the High Priest may assign them, ever being reverential toward God , obedient to the laws of their country and of this Grand Chapter and the By-Laws of their own Chapter; to practice charity and be just and humane to their neighbors and cultivate the strongest possible ties of fraternal devotion among the Companions of their Chapter; to observe the Moral Law; carefully protect and defend the honor and good name of their Chapter and its members; to pay their dues promptly; to generously support the beneficent and charitable undertakings of their Chapter, and to support and observe generally the regulations of Capitular Masonry. (Amended – 1976)

Art. C-105 (245) Standing Committees. Every Chapter shall have not less than two Standing Committees:

ON FINANCE: Consisting of three qualified members to be appointed by the High Priest, who shall annually; or oftener if determined, examine and audit the books, accounts and reports of the Treasurer and Secretary, and shall make a detailed report to the Chapter on the state of their accounts. The audit shall be made as soon as practicable, and a report shall be submitted to the Chapter at a Stated Convocation not later than October 1st following. (Amended 1987)

ON CHARITY: Consisting of the High Priest, King and Scribe who shall dispense the charities of the Chapter in such manner as its regulations shall require.

Art. C-106 (246) Demit of Past High Priest. When a Past High Priest demits from a Chapter over which he presided, he loses his membership in this Grand Chapter unless he affiliates with the same or some other Chapter in this Grand Jurisdiction within twelve months from the date of such demit.

Art. C-107 (247) Officers must wear Jewels. No officer shall appear in a Chapter while open, without wearing the jewel and clothing appropriate for his station. In the event that the officers of a Chapter are found not to be properly clothed due to lack of the proper regalia, the District Deputy Grand High Priest shall immediately inquire into the circumstances surrounding this situation and notify the Grand Secretary for the purpose of determining if the Grand Secretary has the proper regalia for their use until such time as the Chapter may procure their own. The regalia shall be procured within six (6) months of the date in which the regalia was loaned from the Grand Chapter. (Amended – 2009)

FEES AND DUES

Art. C-108 (248) Chapter may fix Amount of Dues. Chapters may fix the annual dues of their members` at such sums as they may order by their By-Laws, in no case to be less than Thirty Dollars (\$30.00) per year, and may provide for the payment thereof in advance or at the end of the stated periods, either monthly, quarterly, semi-annually or annually as may be determined by a Two-Thirds vote of the members present. No Chapter shall have the power to levy assessments, other than regular dues, against their members. (Amended 1989, 2004, 2016)

Art. C-109 (248-A) Endowed Memberships.

- 1) **Any member** in good standing in a Chapter of this Grand Jurisdiction whose dues are paid to date, may purchase an Endowed Membership and thereby be relieved from further payment of dues, subject to the provisions herein set out below:
- 2) **The purchase price for an Endowed Membership** shall be Five Hundred dollars (\$500.00), which shall purchase five (5) units at the established cost of one hundred dollars (\$100) per unit. (Amended – 2015, 2019)
- 3) **In the event of plural membership**, a Companion may purchase an Endowed Membership in each Chapter (in which he holds membership).
- 4) **The administration of the Endowed membership Fund** shall be under the supervision of the Committee on Investments which shall perform the following: (Amended – 1997)
 - a) **Receive all Endowed Memberships collected** from the Grand Secretary who shall send to the Companion purchasing such membership an appropriate certificate signed by the Most Excellent Grand High Priest and attested to by the Grand Secretary, and likewise that a dues card be furnished to the Companion purchasing the Endowed Membership to indicate his membership in the Endowed Program; said card to be signed by the Grand Secretary, and the Secretary of the Chapter. (Amended – 2019_
 - b) **Invest monies received** into the Endowed Membership Fund in a prudent manner consistent with standard investment practices and policies as established by the Grand Royal Arch Chapter of Texas. (Amended – 1997)
 - c) **Send**, through the Grand Secretary, to the subordinate Chapter the amount of earned interest, based on the number of units purchased for the benefit of the subordinate Chapter at the rate of one (1) unit for each one hundred dollars (\$100.00) invested in the Endowment Fund; provided that no interest shall be distributed on any Endowed Membership until after one full year of interest has accrued. The Endowed Membership must be received by the Grand Secretary before August 1st of each year for an Endowed Membership to earn a full one year's interest the following August 1st. The interest earnings, less one dollar and seventy-five cents (\$1.75) per Endowed Membership for the cost of administration, shall be distributed perpetually thereafter. Funds received by the Chapter for the purchase of Endowed Membership(s) after August 1st may be placed in an insured interest bearing account at a reputable financial institution, and such funds shall be transmitted to the Grand Secretary no later than August 1st. (Amended – 1999, 2019).
 - d) **Make an annual audit and report** on the status of the Endowed Membership Program to the Grand Chapter each year.
 - e) **Subordinate Chapters shall continue** to receive the interest income after death of the holder of the Endowed Membership. (Amended – 2019).
 - f) **Subordinate Chapters shall continue** to send the Grand Chapter the per-capita with the Annual Returns. Holders of Endowed Memberships are subject to all the Laws, Rules and Regulations as provided in the Masonic Code of the Grand Chapter. (Amended – 2019).
 - g) **Any Endowed Membership purchased by a Chapter** or any person to honor a member of the Chapter shall be considered as properly belonging to the Chapter and not subject to transfer.

- h) **Chapters may develop and implement** a monthly payment plan, whereby a member may purchase an Endowed membership simply by written agreement between the member and the Chapter. (Amended – 1987)
- i) **A subordinate Chapter may develop and implement** an Endowed Membership Program with a minimum endowment greater than that set by the Grand Chapter, provided it complies with the provisions of the Constitution and Laws of the Grand Chapter. Such program shall pay endowment funds to the Grand Secretary to purchase endowment units at the established rate of one (1) unit per one hundred dollars (\$100.00). No partial Endowed Membership may be purchased from the Grand Secretary. (Amended – 2019).
- j) **An Endowed Member or subordinate Chapter** may purchase, as an addition to an existing Endowed Membership, additional units at a cost of one hundred dollars (\$100.00) per unit. Such additional units shall be subject to the same investment and distribution provisions as the original Endowments to which they are added. (Amended – 2019).
- k) **In the event that a subordinate Chapter merges** with another Chapter, the Endowed Memberships purchased for the benefit of the merging Chapter shall be assigned to the surviving Chapter. (Amended – 2019).
- l) **In the event that a subordinate Chapter demises**, the Endowed Memberships purchased for the benefit of that Chapter shall be assigned to the Grand Secretary and the distributions for those Endowments shall be deposited into the General Excess Fund. (Amended – 2019).

Art. C-110 (249) Dues must be paid with Money Only. Chapters shall receive nothing but money in payment of fees and dues; provided, that when a Chapter is indebted to a Companion, such indebtedness may be liquidated, in whole or in part, by allowing such credits on the dues of the Companion as may be owed him.

Art. C-111 (250) Dues of member applying for Demit. A member of a Chapter applying for a Demit shall be charged with dues until the application for demit is presented to the Secretary, pro rata, according to the time of the Capitular year which has expired; such dues must be paid before the application therefore is balloted upon. (Amended – 1973)

Art. C-112 (251) Suspension for Non-Payment of Dues. A Chapter may suspend a member for non-payment of dues without formal charges as provided in Art. C-120 (259). The action of each case shall be entered in the minutes and shall be promptly reported to the Grand Secretary; provided, that when the post office address of such a member is not known, he may, nevertheless, be suspended upon motion to that effect made in open Chapter.

Art. C-113 (251-A) Notification: (of suspension) in Writing. On or before thirty days before the last meeting of the Chapter held before June 24th of each year, it shall be the duty of the Secretary to notify each member in writing, who may be in arrears for dues for the current year, and if such member fails to pay his dues on or before June 24th of that year he shall stand automatically suspended for non-payment of dues without action by the Chapter and such suspension shall be recorded in the minutes of the Convocation. If no Convocation of the Chapter shall be held on said date, such delinquent member shall, nevertheless stand automatically suspended, and entry thereof shall be made in the Minutes of the first subsequent Stated Convocation of the Chapter. A Chapter may remit all or any portion of the dues of a Companion under the conditions prescribed in Article C-122 (260A).

Art. C-114 (252) Effect of Suspension. Dues do not accrue against a Companion suspended for non-payment of dues, or for un-Masonic conduct, during the time of such suspension, whether the suspension was by Lodge or Chapter.

Art. C-115 (253) Insane members cannot be Suspended. A member who is declared mentally incompetent by competent medical authority or by a court of law is not liable to discipline or suspension for non-payment of dues while in such condition, and the Chapter must report him as a member. Said Companion shall be exempt from Grand Chapter and subordinate Chapter dues so long as said condition remains. (Amended – 2003).

Art. C-116 (253-A) Exemptions (From Dues). All Companions who shall be admitted to the Texas Masonic Retirement Center or become beneficiaries thereof, after being approved by the Board of Directors, shall be exempt from Grand Chapter and local Chapter dues so long as they remain beneficiaries of said Texas Masonic Retirement Center, but their names shall be reported by the Secretary in the Annual Returns of the Chapter of which the beneficiary is a member with notation of his exemption hereunder. (Amended – 1993).

From and after the presentation of the Grand Chapter Fifty-Year Award, the Companion receiving the same shall be exempt from all dues and no further dues on such member shall be remitted to this Grand Chapter. However, their names shall be reported by the Secretary of the Chapter in the Annual Returns, with notation of his exemption hereunder.

All dues being remitted due solely to financial circumstances shall be certified by the Secretary of the Subordinate Chapter to the Grand Chapter, which shall exempt annual dues to the Grand Chapter.

Art. C-117 (254) Dues shall not accrue during Suspension. Dues shall not accrue during the suspension of a Companion, hence Chapters shall not be required to pay dues to this Grand Chapter on such members for the period such members are idle under such suspension.

Art. (255) Payment of dues automatically Reinstates member. (Repealed – 1986)

Art. C-118 (256) Standard Receipt for Dues. The Grand Secretary is authorized to prepare a standard uniform receipt for Chapter dues which Chapters must use after the exhaustion of supplies on hand. Chapters shall not use other receipt for dues than the form prescribed by the Grand Chapter.

There shall be printed on the back of such receipt a certificate of the standing of the Chapter to which it is issued with the imprint of the seal of this Grand Chapter, and of the signature of the Grand Secretary. Expiration date to which dues are paid shall be printed on both the stub and the card. (Amended 1996)

Art. (257) Must Use. (Combined with Article C-118 (256) – 2008)

Art. C-119 (258) Reinstatement after Suspension for non-payment of Dues. A member having been suspended for non-payment of dues may apply for reinstatement by confirming to the Secretary his good standing in his Lodge and by paying one year's back dues and the current year's dues upon which the Secretary shall issue a Current Dues card. The Secretary shall report such reinstatement to the Grand Secretary and to the Chapter at its next Stated Convocation. (Amended – 1994).

Art. C-120 (259) Reinstatement of suspended members of a Demised Chapter: How. A Companion suspended for non-payment of dues, and whose Chapter subsequently demises, may restore himself to good standing as a non-affiliated Chapter Mason by paying to the Grand Secretary a fee of Ten Dollars (\$10.00). The Grand Secretary may, in his discretion, require a recommendation from one or more Chapter Masons who recommend the reinstatement. When satisfied, the Grand Secretary shall issue a Certificate which will identify the Companion as a non-affiliated Chapter Mason which may be used in lieu of a demit. Where the suspension was for any cause other than non-payment of dues, restoration can be made by the Grand Chapter. (Amended – 1994).

Article (259-A) Reinstatement of suspended members of a Demised Chapter. How. (Repealed - 1994).

Art. C-121 (260) Suspension of Chapter: Effect on Dues. The suspension of a Chapter, or the arrest of its Charter does not stop the accumulation of the dues of the members, or to this Grand Chapter; such dues do not cease to accrue until its Charter is revoked and the Chapter demises.

Art. C-122 (260-A) Remission of Dues. After a thorough investigation and justifiable and worthy reasons, a Chapter may remit the dues of a Companion when it feels that the cause of Capitular Masonry is best served thereby, and when so done, if the Chapter is unable to extend charity by paying the per capita dues of the Companion, the Grand Chapter will honor the decision and remit its per capita charge that year for the Companion. The Chapter will, for its Annual Returns each year reevaluate the current status of each such Companion whose dues are remitted. (See Article C-113 (251-A).

Art. C-123 (261) Fees: For Degrees. The minimum fee for the Chapter Degrees shall be One Hundred Dollars (\$100.00) The entire fee charged by the Chapter shall be paid prior to the conferral of any degree. (Amended - 2006, 2009).

In case of rejection by blackball or by protest, all fees paid for degrees not conferred shall be returned to petitioner. For this purpose the fees for the several degrees shall be prorated as follows: (Amended 1998 & Restored 1999)

One-fifth for the Mark Master Degree, one-fifth for the Past Master Degree, one-fifth for the Most Excellent Master Degree and two-fifths for the Royal Arch Degree.

No adjustment to the degree fee for the Chapter Degrees is needed in those instances when the Chapter, as authorized by Article C-170 (320) does not confer the Past Master Degree because a candidate for the Chapter Degrees has previously received the Past Master Degree authorized for Masters and Wardens of Lodges under the jurisdiction of the Most Worshipful Grand Lodge of Texas. (Amended – 2004)

After the Royal Arch Degree has been conferred, one half of the minimum fee established by the Grand Chapter shall be forwarded to the Grand Secretary within thirty days after the conferral of the Degree.

The fee for the degrees, or any part thereof, or the fees fixed by the By-Laws shall not be remitted or donated, either directly or indirectly, by vote of the Chapter or otherwise, nor shall the High Priest entertain a motion for such purpose.

Art. C-124 (262) Time of Payment. The degree fee for subordinate Chapters must be remitted to the Grand Secretary within thirty days after the conferral of the degrees. Any Chapter failing to pay said fees or to send in its Annual returns on or before the first day of August each year shall not be entitled to representation in the Grand Chapter or before the Committee on Work. Failure to be represented in this Grand Chapter for two consecutive years, by reason of non-compliance with this Article shall subject the Chapter to forfeiture of its Charter or some such other discipline as the Grand High Priest or the Grand Chapter may determine. It shall be the duty of the Grand Secretary at each Grand Convocation to report the names of all Chapters which have failed to comply with the requirements of this Article. (Amended – 1987).

Art. C-125 (263) Secretary Liable: For Fees. The Secretary of a Chapter who shall fail to collect all fees for degrees before conferred and pay over the same within thirty days to the to the Grand Secretary shall be personally liable there for, and subject to discipline.

Art. C-126 (264) No Charge for Degrees Conferred Elsewhere. A Mason who receives part of the Capitular Degrees in another state and removes to this state, holding a certificate showing his standing, is entitled to petition any Chapter under whose jurisdiction he resides for the remaining degrees, and, if elected, to receive such remaining degree or degrees without paying for such degree or degrees already received. For such purposes, the fees for the degrees are divided as follows:

For each of the first three degrees; one- fifth (1/5) of the entire fee charged by the Chapter; provided, that no Chapter shall confer any degree on a petitioner who has received one or more degrees in another Chapter in this or any other Grand Jurisdiction without the consent of said Chapter and evidenced by a Certificate of Dismissal, Demit or Waiver of Jurisdiction, unless the Chapter in which he received said degree or degrees has demised.

Any Royal Arch Mason who has been made such in another Grand Jurisdiction in fraternal accord with the Grand Chapter of Texas which omits conferring the Mark Master, Past Master or Most Excellent Master Degrees may visit a Texas Chapter, provided he is obligated in the Degree or Degrees omitted, or has them conferred upon him without cost as a courtesy.

JURISDICTION OF SUBORDINATE CHAPTERS

Art. C-127 (265) Territorial Jurisdiction. Statewide Jurisdiction is established and observed between all subordinate Chapters under the obedience of the Grand Royal Arch Chapter of Texas.

Articles 266, 266-A, 267, 268, 269, 272, & 273 were repealed in 1985.

Articles 270 & 271 were repealed in 1949.

Art. C-128 (274) Personal Jurisdiction: Over Rejected Candidate. When a candidate petitions a Chapter for any of the degrees and is rejected, Such Chapter retains exclusive jurisdiction over said petitioner during the period of such rejection, after which its jurisdiction, both personal and territorial shall be concurrent with all other Chapters holding such concurrent jurisdiction in the Grand Jurisdiction. (Repealed -1998 & Restored -1999).

Art. C-129 (275) Rejected Candidate: Removing. When a petitioner for the degrees has been rejected by a Chapter either by blackball or black cubes cast or by protest, the personal jurisdiction of the Chapter rejecting him shall expire at the end of the period for which the petitioner was rejected as determined by the number of blackballs or black cubes cast or by legal protests filed or by a combination of black balls, black cubes cast and protests filed. No such petitioner can be rejected for more than three years. (Repealed – 1998 & Restored – 1999).

Art. C-130 (276) Initiated Petitioner: Removing. When a Chapter having jurisdiction confers the Mark Master, Past master or Most Excellent Master Degrees, or any of them, on a candidate, such Chapter does not lose jurisdiction by the removal of such Brother to another city or town, and may confer the remaining degrees upon him, or it may request a Chapter to confer the remaining degrees as a courtesy to it, and he will remain a member of the Chapter of original jurisdiction; or the Chapter may give the candidate a certificate certifying to the degrees conferred, and upon written application from a Chapter may waive further jurisdiction and refund the fees for any degrees not conferred. (Amended – 1985).

Art. C-131 (277) Rejected Candidates: Of another Jurisdiction. No jurisdiction over a rejected candidate of another Grand Jurisdiction can be acquired by a Chapter in this Grand Jurisdiction until he has been domiciled in this Grand Jurisdiction for the length of time required by the laws of this Grand Chapter, and not then until the time of his rejection, according to the laws of the Grand jurisdiction from which he hails has expired; unless, the Chapter so rejecting him has since demised or a waiver of jurisdiction is granted by the Chapter which rejected him.

Art. C-132 (278) Rejected Candidate: Of this Jurisdiction. A Chapter shall not receive and act upon the petition for degrees of an applicant who has been rejected by another Chapter in this Grand Jurisdiction until the expiration of the time for which the applicant was rejected. (Repealed – 1998 & Restored – 1999).

Art. C-133 (279) Rejections: Reported to the Grand Secretary. It shall be the duty of the Secretary of a Chapter to give immediate notice to the Grand Secretary of all petitioners, rejected by a combination of blackballs, black cubes or by protests. (Repealed – 1998 & Restored – 1999) *Note: See Art. C-101 (241).*

WAIVER OF JURISDICTION

Art. C-134 (280) Chapter may Waive Jurisdiction. A Chapter having acquired jurisdiction over a Master Mason by reason of residence or of having elected him to receive the degrees, may grant a waiver of jurisdiction to any other Chapter in this or in any other Grand Jurisdiction. If jurisdiction is acquired by reason of rejection of such Master Mason, a waiver cannot be granted until the period of such rejection has expired. (Amended – 1998 & Restored – 1999).

Article (281) Application for Waiver. (Repealed – 1985).

Article (282) Proceedings: On Application for Waiver. (Repealed – 1985).

Art. C-135 (283) Chapter Must Act: Grand High Priest Cannot Waive Jurisdiction. An application for Waiver of Jurisdiction in favor of a Chapter in another Grand Jurisdiction must be made to any Chapter having jurisdiction over the candidate, and in such case the Grand High Priest of this Grand Jurisdiction has no power to waive such jurisdiction.

Article (284) Waiver by Chapters: Of Concurrent Jurisdiction (Repealed – 1985).

ELIGIBILITY FOR DEGREES

Art. C-136 (285) Eligibility: None but Master Masons. Master Masons who are members of regular Lodges under the jurisdiction of the Grand lodge of Texas, or of any Grand Jurisdiction recognized by it, whose residence and other qualifications are consistent with the laws of this Grand Chapter are eligible to receive the Chapter Degrees. They must be known as such to, and recommended by at least two members of the Chapter to which application is made, and must be physically able to receive and impart the esoteric work of the degrees of Capitular Masonry. At his discretion, the Grand High Priest may grant a waiver of physical requirements.

Art. C-137 (285-A) Conferral of Chapter Degrees: Upon Member of Texas Masonic Retirement Center. After a Brother has satisfactorily served his probation period following his admission to the Texas

Masonic Retirement Center, he may make application to be initiated in, and become a member of any Chapter of Royal Arch Masons under the Jurisdiction of The Grand Royal Arch Chapter of Texas, said application to be received and processed in the usual manner and in accordance with the laws of this Grand Chapter. (Amended – 1993).

Any Chapter accepting the application of, and conferring the Degrees upon a member of the Texas Masonic Retirement Center under these provisions shall be exempt from all fees and dues for such member, and shall carry him upon their rolls as a member of the Texas Masonic Retirement Center. Additionally, the member, by virtue of his membership in the Retirement Center shall also be exempt from all fees and dues as provided by this Resolution and by the laws of this Grand Chapter. (Amended – 1993).

Art. C-138 (286) Time Limit: Domicile Requirements. Except as provided in Art.C-139 (287) of these laws, a Chapter cannot entertain the petition for degrees of a candidate until he has been domiciled within the Jurisdiction of this Grand Chapter for twelve (12) months.

Art. C-139 (287) Exemptions: As to Residence. The provision as to domicile, requiring twelve (12) months in the state, shall not apply to members of the Armed Forces of the United States without a fixed domicile.

Article (288) Residence. (Repealed – 1985).

Art. C-140 (289) Grand High Priest Cannot Waive Domicile Requirements. The Grand High Priest cannot, by dispensation, authorize a Chapter to entertain the petition of a Mason for degrees who is not domiciled within the Jurisdiction of this Grand Chapter. (Amended – 1985).

PETITION FOR DEGREES

Art. C-141 (290) Petitions for Degrees. Except as herein provided, every petition for the degrees shall be in writing, signed by the applicant, and recommended by at least two members of the Chapter. Such petition shall be presented only at a Stated Convocation, however, upon receipt of satisfactory information from a Chapter pertaining to a circumstance which merits his consideration, the Grand High priest may grant a dispensation whereby such petition may be received and balloted on at a Special Convocation, and such petition shall contain all of the provisions set forth in the form prescribed by this Grand Chapter, and shall be accompanied by the fee fixed by the By-Laws for the Chapter degrees, and shall also be accompanied by a proper petition for the Degrees of Royal and Select Master, addressed to the nearest Council, together with the fee for such degree prescribed by said Council, which petition and fee shall immediately be forwarded by the Secretary to the Recorder of such Council. (See Article C-064 (205) (Amended – 2009).

Art. C-142 (290-A) Past Master's Degree. Notwithstanding restrictions of these laws to the contrary, a Chapter of Royal Arch Masons under the jurisdiction of the Most Excellent Grand Royal Arch Chapter of Texas may extend an invitation to a member of a Lodge under the jurisdiction of the Most Worshipful Grand Lodge of Texas who is serving or has served as Worshipful Master or while serving as a Warden of a Texas Lodge to receive only the Past Master's Degree as authorized by this Grand Chapter, excluding those esoteric references to the Mark Master's Degree, under the following conditions: (Amended – 2004)

- 1 **Application to receive** the Past Master's Degree shall be made to the Chapter by the completion of a suitable form approved by the Grand Chapter.
- 2 **Application shall be submitted** to the Chapter between August 1st and June 23rd of the Masonic Year.
- 3 **The degree may be conferred** upon the applicant either during or after his lawful term as Worshipful Master, or while serving as a Warden of a Lodge under the jurisdiction of the Most Worshipful Grand Lodge of Texas. (Amended – 2004)
- 4 **An administration fee of \$15.00** shall be collected by the conferring Chapter and forwarded to the Grand Secretary for maintenance of records and preparation of documents pertaining to the degree.
- 5 **The Secretary of the Chapter** shall record the conferral in the minutes of the Chapter, and forward the record of conferral to the Grand Secretary.
- 6 **The application**, once received by the Chapter and recorded in its minutes may be acted on at a time convenient to the Chapter.

Art. C-143 (291) Petition: Cannot be Withdrawn. A petition for the degrees, after being presented to and received by the Chapter in open Convocation, cannot be withdrawn unless it has been illegally filed, which fact must be determined by the High Priest; but a petition may, at any time, be dismissed from further consideration if the petitioner is ineligible. (Amended – 1986).

Article (292) Must be Referred. - Waiver of Time. (Repealed – 1986)

Article (293) Investigating Committee Must Report. What. (Repealed – 1986)

Article (294) Investigating Committee Must Report. When. (Repealed – 1986).

Art. C-144 (295) Ballot: Spread. The Secretary shall examine the petition and if all questions are answered in the proper manner shall read the petition to the Chapter, the ballot shall be spread; if found clear, the candidate may be initiated as soon as convenient under the regulations governing the conferring of the several degrees. (repealed – 1998 & Restored – 1999).

Art. C-145 (296) Courtesy: Conferrals. A Chapter may, upon request of another Chapter either in this Grand Jurisdiction or any other Grand Jurisdiction with which this Grand Chapter is in fraternal accord, confer the degrees or any of them as an act of courtesy, upon a candidate elected by such other Chapter; and a Chapter in this Grand Jurisdiction may request any such other Chapter to confer the degrees upon a candidate elected by it, as an act of courtesy. The Companion so receiving the degrees becomes a member of the Chapter which elected him, provided, however that all such requests to or from another Grand Jurisdiction, and correspondence relating thereto, shall be transmitted by and through the Grand High Priests of the respective Grand Chapters. After consent to confer the degrees as a courtesy has been granted, and the Chapter which will confer the degrees has been selected, all further correspondence relating thereto, if so directed by the Grand High Priest, may be conducted directly between the Secretaries of the two Chapters. (Amended – 1998 & Restored – 1999).

Art. C-146 (297) Visitors: Certain Degrees Gratuitous. A visitor who gives satisfactory evidence that he had received the Royal Arch degree according to the laws and regulations of the Jurisdiction from which he hails, and is a member of a Chapter under the jurisdiction of a governing body with which this Grand Chapter is in fraternal accord, may receive gratuitously such other degrees as are conferred in this Grand Jurisdiction, but not in the Chapter from which he hails. This should be done before admitting him to visit a Chapter.

THE BALLOT

Art. C-147 (298) Balloting. Except as herein provided, balloting on petitions for the degrees or for affiliation shall be held only at Stated Convocations; however, upon receipt of satisfactory information from a Chapter pertaining to a circumstance which merits his consideration the Grand High Priest may grant a dispensation whereby such petitions may be received and balloted on at a Special Convocation called for the purpose, but no other business required to be acted upon at a Stated Convocation shall be considered or acted upon at a Special Convocation. Any such dispensation granted by the Grand High Priest shall expire upon closing such Special Convocation. (See Article C-064 (205). (Amended 2009).

Art. C-148 (299) Who may Vote. In balloting, all members of the Chapter present must vote; and any member of a Chapter in this Grand Jurisdiction, when present, may vote on a petition for the degrees in any Chapter in this Grand Jurisdiction. On application for affiliation, only members of the Chapter can vote. (Repealed – 1998 & Restored – 1999).

Art. C-149 (300) Five to Elect. To elect a candidate to receive the degrees, a unanimous ballot is not required. There must be at least five (5) ballots cast to elect a candidate, but three or more black cubes (or blackballs) must be received to reject said candidate. After the result of a ballot has been announced, it cannot be retaken. An elected candidate must receive the Mark Master Degree within twelve (12) months after election; otherwise a new ballot shall be taken. (Repealed – 1998 & Restored – 1999).

Art. C-150 (301) Collective Balloting. Should there be more than one applicant for the degrees, it shall be permissible to ballot upon all such applications collectively, and should no blackballs or black cubes appear, all of said applicants shall be declared elected. When balloting for more than one applicant, if more than three blackballs or black cubes appear, it shall not operate as a rejection of any such applicants, but it shall be the duty of the Chapter so balloting to have the ballot passed up on each applicant separately. It shall not be permissible under this Article to include the ballot on applicants for affiliation with the ballot on applicants for the degrees at one and the same time.

Art. C-151 (301-A) Procedure: Ballot on Affiliation. A petition for affiliation which has been verified by the Secretary to be in proper form and accompanied by the requirements may be balloted upon either by a voting box or by a show of hands, subject to the will and pleasure of the High Priest. (Repealed – 1998 & Restored – 1999).

Art. C-152 (302) Rejection: Time of. Three blackballs (or black cubes) cast against a candidate shall reject him for one year; four for two years; five or more for three years. If a ballot contains only one or two blackballs (or black cubes), and if no protest has been entered against the petitioner, it shall be declared as elected to receive the degrees, but if one or more protests have been entered, each such protest shall be counted as a blackball (or black cube) in accordance with the provisions as stated on the above, and the ballot shall be announced accordingly. (Repealed – 1998 & Restored – 1999).

Art. C-153 (303) Ballot: Retaken. A ballot on any kind of a petition can be retaken as many times as may be necessary to satisfy the High Priest that no mistake has been made before the result is announced by him, but thereafter. (Repealed – 1998 & Restored -1999).

Art. C-154 (304) Secrecy: Of the Ballot. No Companion shall disclose his vote on any petition for the degrees or for affiliation, nor discuss or inquire into such ballot, nor reveal any information.

Art. C-155 (305) Rejection for Affiliation. Three or more blackballs (or black cubes) shall reject a petitioner for affiliation, but for no definite period of time. He may present a new petition at any time to any Chapter in this Grand Jurisdiction regardless of the location thereof. (Amended – 2004).

Art. C-156 (306) Suspension Necessitates Re-Ballot: When. A candidate who, after receiving part of the degrees, is then suspended by his Lodge, upon reinstatement therein must be again balloted on before receiving any remaining degrees of the Chapter. (Repealed – 1998 & Restored – 1999).

Art. C-157 (307) Election: Gives Jurisdiction. Having elected a candidate to receive the degrees, a Chapter thereby acquires exclusive jurisdiction over him for a period of twelve months from such election. After twelve months have elapsed, and none of the degrees have been conferred, the election becomes null, and the exclusive jurisdiction terminates. Provided, that if the candidate renews his request for the degrees to the Chapter which elected him within twelve months following such termination, no new petition shall be required, but the ballot shall again be taken on his original petition; otherwise, a new petition must be presented and take the usual course. (Repealed – 1998 & Restored – 1999).

PROTEST

Art. C-158 (308) Protest: Defined. A protest is an objection made known to the High Priest of a Chapter to the conferring of any degree upon a candidate who has been elected to receive the same, and may be made either verbally or in writing. A protest shall have the same effect and value and be counted as a blackball (or black cube) under Article C-152 (302) of these laws. Three protests, or a combination total of protests or blackballs (or black cubes) with a combination total of three shall reject for one year; four protests, or a combination of blackballs (or black cubes) totaling four shall reject a petitioner for two years; five or more protests, or a combination of protests and blackballs (or black cubes) having a collective total of five or more, shall reject the petitioner for three years. (Repealed – 1998 & Restored – 1999).

Art. C-159 (309) Protest: Sets Aside Ballot. The election of a petitioner to receive any degree of the Chapter can be set aside by a protest of any member of a Chapter of this Grand Jurisdiction when made to the High Priest or to any officer acting as High Priest of the Chapter electing the petitioner, and may be made at any time before the degree is conferred. (*See Article C-158 (308) of these laws*). (Repealed – 1998) (Restored and Amended – 1999).

Art. C-160 (310) Protest: Effect Of. A protest, or protests, shall have the same force and effect as negative votes cast on a regular ballot, and may be withdrawn by the Companion or Companions who made the same at any time before it is announced, but not thereafter. (Repealed – 1998 & Restored – 1999).

Art. C- 161 (311) Protest: Must Be Recorded & Effective Time. Three protests having been made to the High Priest, he shall, at the next meeting of the Chapter, or is made at a meeting then at the same meeting, make known to the Chapter that three protests have been made and have the fact entered of record; and, whether for all of the degrees, or for any of them; such protests shall take effect and remain in force for one year from the date same was made known aforesaid. If the petitioner is protested verbally by four different Companions, the protest shall be effective for two years. If made by five or more Companions, it shall be effective for three years, but no more. Where five or more Companions protest jointly in writing, it shall be effective for three years only.

Art. C-162 (312) Protest: Secrecy Of. Neither the High Priest nor any other Royal Arch Mason shall give any information with reference to a protest, or the name of the person making same, except that a candidate may be informed that a protest has been made. A protest must be protected by the same secrecy as is the ballot. (Repealed – 1998 & Restored – 1999).

Art. C-163 (313) Protest: Cannot be Required to Give Reason For. A Companion cannot be required to give the reason for his protest. (Repealed – 1998 & Restored – 1999).

Art. C-164 (314) Protest: By Whom Made. A protest can only be made by a member of a Chapter in this Grand Jurisdiction. (Repealed – 1998 & Restored – 1999).

Art. C-165 (315) Protest: High Priest to Notify King, Scribe and Secretary. When a protest has been communicated to the High Priest, or acting High Priest, either orally or in writing, he shall promptly notify the King, Scribe and Secretary of the Chapter that a protest has been lodged with him. He shall not disclose to them the identity of the Companion making the protest. (Repealed – 1998 & Restored – 1999).

Art. C-166 (316) Protest: Not Effective – When. The filing or communication of a protest with the High Priest before the petitioner is balloted upon shall not dispense with the ballot. After the ballot on a petition for a degree on which a protest has been lodged, has been announced, the High Priest or officer acting as such will announce that a protest has been made; provided, the Companion or Companions making the protest was not, or were not present during the balloting, and in making such announcement he shall state the number of protests which shall be entered in the minutes of the Chapter. If such Companion or Companions were present during the balloting, such protest or protests shall be ignored and not announced. (Repealed – 1998 & Restored – 1999) *Note: See Article C-159 (309).*

Art. C-167 (317) Protest: Imperative Duty to Announce. It is made the imperative duty of the High Priest or officer acting as such, to recognize and announce a protest under circumstances required by these laws, and a failure to do so shall be an official act of un-Masonic conduct for which he may be removed from office by the Grand High Priest or by the Grand Chapter. (Repealed – 1988 & Restored – 1999).

Art. C-168 (318) Protest: None Against Affiliation. A protest does not operate in case of an application for affiliation. His petition can only be rejected by ballot. (Repealed – 1998 & Restored – 1999).

Art. C-169 (319) Rejected Candidates: Must Petition Again. When a candidate whose petition has been rejected, either by protest or by ballot, or by both, again wishes to petition for the degree or degrees for which he was rejected; after the expiration of the period for which he was rejected, shall do so by petition in writing, and if all questions have been satisfactorily answered the ballot shall be spread. (Repealed – 1998 & Restored – 1999).

DEGREES

Art. C-170 (320) Degrees Conferred. The Degrees recognized by this Grand Chapter, which are required to be conferred in Chapters of this Grand Jurisdiction are: Mark Master, Past Master, Most Excellent Master and Royal Arch and shall be conferred in the order herein named. If a candidate for the Chapter has previously received the Past Master's Degree as authorized by the provisions of Article C-142 (290-A) of these laws, it is necessary only that he be obligated by use of the obligation in the Past Master's Degree authorized by this Grand Chapter for the Chapter Degrees. The use of live or recorded music and illustrated films is authorized in the monitorial work and to accompany esoteric lectures. (Adopted – 1968 & Amended – 2004).

Art. C-171 (321) Degrees: Conferred Jointly. The degrees of Mark Master and Past Master may be conferred on more than one candidate at the same time, but only in the manner as adopted by the Grand Chapter and as taught and exemplified by the Committee on Work.

Art. C-172 (322) Books of Marks to be kept. Every Chapter is required to keep a well bound Book of Marks in which shall be recorded the Mark of each member receiving the Mark Master's Degree.

Art. C-173 (323) Mark: Every Member must select. Within six (6) months from the date of receiving the Mark Master's Degree, every Mark Master shall choose a Mark and furnish a copy thereof to the Secretary of the Chapter conferring the degree, and failing to do so, he shall be deemed guilty of an offense and subject to discipline. Such Mark shall not be the same as any previously recorded Mark in said Chapter, but this shall not apply in case of duplication by reason of affiliation.

Art. C-174 (324) Mark: Must be Re-Recorded. A Companion must record his Mark in the Book of Marks in each Chapter of which he becomes a member.

Article (325) Secretary to Report Members whose Marks are not Recorded. Repealed – 1986).

Art. C-175 (326) Affiliated Royal Arch Masons: Must record Mark. Any Royal Arch Mason affiliating with another Chapter in this Grand Jurisdiction, must promptly furnish the Secretary a copy of his Mark and cause same to be copied in the Chapter Book of Marks. Failure or refusal to do so will be deemed an act of un-Masonic conduct and shall subject such Companion to discipline.

Art. C-176 (327) Most Excellent Degree. The Most Excellent Master Degree may be conferred upon any number of Brethren at one and the same time.

Art. C-177 (328) Royal Arch Degree. The Royal Arch Degree shall be conferred on not more or less than three persons at one and the same time, except the lecture and the charge, which may be given to any number; provided, substitute candidates, a representative candidate or a representative trio may be used under circumstances as provided by these laws.

Art. C-178 (328-A) York Rite Festival. One or more Subordinate Chapters in any Capitular District may confer the Degrees of Mark Master, Past Master, Most Excellent Master and a representative trio in the Royal Arch Degree. The sponsoring Chapter shall vote to conduct a York Rite Festival at a Stated Convocation. No degree or degrees shall be conferred upon a Candidate at a York Rite Festival unless he shall first present his Notice of Election (Form 8-B) attesting to his election to receive the degree or degrees and his payment of the fees for the degree or degrees to the Secretary of the Chapter which elected him. (Amended 2009)

The Grand High Priest shall be informed fifteen (15 days prior to conducting a Festival. (Amended – 1986).

Art. C-178.1 (328-B) Royal Arch Lecture. A Chapter may, as its option, insert the “Keys to the Mysterious Characters” presentation, following its mention in the lecture, with accompanying text and slides, as authorized by the Committee on Work of the Grand Royal Arch Chapter of Texas. (2008)

Art. C-179 (329) Substitutes: In Conferring the Royal Arch Degree. By unanimous vote of the members present at a Stated or Special Convocation, a Chapter may provide for use of a substitute or substitutes in conferring the Royal Arch Degree.

Article (330) Dispensation. (Repealed – 1986).

Art. C-180 (331) No Degree shall be Conferred on Candidate who Declines or is Unable to Conform. No Chapter shall confer or continue with a degree on any candidate who is unable to, or who declines to conform to the ceremonies and rites of any Degree. (*Note: See Art. C-136 (285) of these laws*).

Art. C-181 (332) Candidate: Failing to Appear for Advancement: Any candidate, who, after being elected and receiving one or more degree or degrees shall fail to appear for advancement within one year after receiving one or more degree or degrees must again petition before he can be advanced. (Amended -1998 & 1999).

AFFILIATION

Art. C-182 (333) Petitioner: Must be a Member of a Lodge. Every petitioner for affiliation must be a member of a Lodge under the jurisdiction of the Grand Lodge of Texas or of a Lodge under the jurisdiction of a Grand Lodge in fraternal accord with the Grand Lodge of Texas. (Amended – 1968).

Art. C-183 (334) Affiliate: Where. Any Royal Arch Mason domiciled in this Grand Jurisdiction may apply for affiliation with any Chapter in this Grand Jurisdiction.

Art. C-184 (335) Applicant Must first Visit. A Chapter cannot ballot upon an application for affiliation until the applicant has visited the Chapter, or has been duly vouched for by a Companion of a Chapter under this Grand Jurisdiction. (Amended – 1998 & Restored – 1999).

Art. C-185 (336) Affiliation: Application For. A petition for affiliation must be in writing, signed by the applicant, recommended by at least two members of the Chapter, presented at a Stated Convocation, (or by unanimous vote of the members present, at a Called Convocation), and accompanied by a Demit, or a certificate in lieu thereof, or a statement giving the reason for failure to have one, and showing that he is a member of a Lodge under the jurisdiction of the Grand Lodge of Texas or of a Lodge under the jurisdiction of a Grand Lodge in fraternal accord with the Grand Lodge of Texas, with the name, number and location of such Lodge, and shall state the date of receiving the Chapter Degrees, with the name, number and location of the Chapter, and that he is domiciled within the jurisdiction of this Grand Chapter. (Amended – 1998, Restored – 1999).

Art. C-186 (337) Failure to have Demit. When a Companion applies to a Chapter for affiliation and fails to present a Demit or certificate in lieu thereof, the Chapter is the proper judge as to the sufficiency of his reasons for not having such demit or certificate.

Article (338) Must be Referred. (Repealed – 1986)

Article (339) (Repealed – 1974)

Art. C-187 (339-A) Plural Membership.

- 1) **A Royal Arch Mason** of this Grand Jurisdiction may be a member of more than one Chapter in this Grand Jurisdiction at the same time. He may, while holding his membership in his “Parent Chapter”, and without demitting there from, petition to another Chapter for affiliation, and if elected, hold “Plural Membership” in such Chapter. “Parent Chapter” shall be construed to mean the Chapter in which a member holds his membership at the same time he applies to another Chapter for “Plural Membership.”
- 2) **In two Jurisdictions:** A Royal Arch Mason who is a member of a Chapter in a Grand Jurisdiction in fraternal accord with the Grand Royal Arch Chapter of Texas; which permits its members to hold Plural Membership in another Grand Jurisdiction, shall be eligible for, and if elected, to hold a Plural Membership in a Chapter in this Grand Jurisdiction by affiliation; provided, that such petition be accompanied by a certificate of the Grand Secretary of the Grand Jurisdiction of his Parent Chapter showing that he is privileged to apply for such Plural Membership. In case the petitioner cannot secure such certificate, then he must furnish to the Grand Chapter of this Jurisdiction satisfactory evidence of his right to make such petition, and obtain his permission to make it before a Chapter may vote on same. (Amended – 1998 & Restored – 1999).
- 3) **Procedure.** The petition for affiliation as a Plural member in a Chapter must state the name, age and residence of the applicant, and the name, number and location of the Parent Chapter of which said petitioner is a member. Petition must be signed by the petitioner, and be recommended by two Chapter Masons, members of the Chapter to which the petition is addressed, and shall be governed by the same procedure relating to regular petitions for affiliation.

No affiliation fee shall be charged the plural member, but he must pay the regular dues.

- 4) **Records and Reports of Chapter.** It shall be the duty of the Secretary of the Chapter, upon the election of a Companion to Plural Membership, to promptly report the fact to the Chapter in which he maintains his Parent Membership, and to the Grand Chapter. The Secretary of the Chapter having Plural or Parent members shall keep a record of all such members, and shall make annual report to the Grand Chapter, listing the name of the Parent or Plural Chapter, and Grand Jurisdiction thereof.. Such Plural Member shall be counted by the Chapter in which he holds such membership only for the purpose of fixing and paying to this Grand Chapter such dues or contributions as it may be entitled to. Provided; that if the Parent membership is in a Chapter of another Grand Jurisdiction, then he shall be counted for all purposes by the Chapter in which he holds Plural Membership. (Amended – 1998 & Restored – 1999).
- 5) **Effect of Suspension or Expulsion in One Chapter:** When a Companion, who holds Parent or Plural membership in a Chapter in this Grand Jurisdiction is suspended or expelled in either Chapter he is automatically suspended or expelled in the other(s) without further action than noting the fact in the minutes. The Secretary of the Chapter inflicting such penalty shall immediately report the fact to other Chapter or Chapters. When a Companion who holds his Parent or Plural membership in another Grand Jurisdiction and his membership in this Grand Jurisdiction is suspended or expelled in this Grand Jurisdiction, such fact shall be immediately reported to his Chapter in the other Grand Jurisdiction.
- 6) **Reinstatement in One Chapter: Effect.** Any Companion holding Plural membership in a Chapter in this Grand Jurisdiction who has been suspended or expelled for any cause by one of the Chapters, shall, upon reinstatement therein be automatically reinstated in his other Chapter or Chapters, unless a protest is filed by a member of that Chapter with the Chapter. Where the suspension or expulsion is for non-payment of dues, a protest is not allowed.
- 7) **Chapters must pay Grand Chapter Dues.** All Chapters to which a Plural member belongs, if located in this Grand Jurisdiction shall pay to the Grand Chapter such per capita tax, dues or contributions on such member as are now, or shall hereafter be required by the Grand Chapter from its regular members, provided that neither Chapter shall be liable for such dues or contributions on Companions who are residents of the Texas Masonic Retirement Center or who are Fifty-Year Service Awardees and who are plural members. (Amended – 1993).
- 8) **Rights of Plural Members:** A member holding Plural membership in a Chapter in this Grand Jurisdiction shall have all rights and privileges therein of other members, and shall be eligible to hold office therein; provided, such member cannot hold more than one office in each Chapter at the same time. Provided; further, that a member cannot hold the office of Most Excellent High Priest in more than one Chapter at one and the same time. (Amended – 1993).
- 9) **Withdrawal: Transfer of Membership: Demit:** A plural member desiring to withdraw from either of his Chapters shall file a written petition there for with the Chapter, which shall be read at the next Stated Convocation and automatically granted if his dues are paid and no charges are pending against him. The Chapter shall notify his other Chapters and the Grand Chapter.

If he desires to transfer his Parent membership to another Chapter, he may do so under the procedure of petition for affiliation and a Certificate of Good Standing.

If he desires to become an un-affiliated Companion, he must first withdraw from one or more of his Chapters, and apply for a Demit from the remaining Chapter.

- 10) **Rejection: Of Petitioner for Plural Membership:** In the event the petition for Plural membership in a Chapter in this Grand Jurisdiction is rejected, the Chapter does not retain any jurisdiction of the applicant thereby, as is provided in the case of original applicants for Masonry, so as to require a Waiver of Jurisdiction by such Chapter should application be made thereafter to another Chapter for such membership. (Repealed – 1998 & Restored -1999).
- 11) **Requirements: As to Domicile:** The requirements as to domicile of original applicants for the degrees shall not apply to applicants for Plural membership.
- 12) **Plural Membership: In Another Grand Jurisdiction:**
 - a) Any Companion holding his Parent membership in a Chapter of this Grand Jurisdiction and domiciled in another Grand Jurisdiction with which we are in fraternal accord, is privileged to petition a Chapter in such Grand Jurisdiction for Plural membership therein if such membership is authorized by the laws of such Grand Jurisdiction. (Amended – 1987).
 - b) Any Companion holding his Parent membership in a Chapter of this Grand Jurisdiction is privileged to petition a Chapter in another Grand Jurisdiction with which we are in fraternal accord, for Plural Membership therein if such membership is authorized by the laws of such Grand Jurisdiction. (Amended – 2013).

Article (338) Must be Referred: (Repealed – 1986).

Article (339) Repealed – 1974).

Art. C-188 (339-B) Fifty-Year Award: Any Royal Arch Mason who is now or hereafter a member of a Royal Arch Chapter in Texas, who has been in affiliation with a Royal Arch Chapter or Chapters for Fifty (50) Years or more shall be entitled to receive a Fifty-Year emblem attesting to such accumulative membership. In the event a Companion is not out of affiliation with a Chapter for a longer period than twelve (12) months after receiving a demit, he shall be considered as eligible to have such period of time counted in the Fifty (50) Years. Such emblem is to be presented at an Annual Convocation of this Grand Chapter by the Grand High Priest, or a Companion designated by him.

In the event the Companion to receive this emblem is unable to be present at The Annual Convocation of this Grand Chapter, such emblem may be presented in his own Chapter, or in a Chapter in any locality in which he is living, or in his residence, should he be unable to attend the Chapter.

The Secretary of the Chapter of which the Companion is a member, shall send to the Grand Secretary a complete record of the Companion's membership, showing such accumulative membership.

Art. C-189 (339-C) Fifty-Year Members: Exempt. After a Companion has received a Fifty-Year Service Award, no further Grand Chapter dues shall be required covering him. Such Companions names must be included in the Annual Report, but as noted, the subordinate Chapter is not required to pay any Grand Chapter dues on him, but shall issue an annual dues card to said member. (Amended – 1987).

Art. C-190 (339-D) Twenty-Five Year Emblem. Any Royal Arch Mason who is now, or shall hereafter be a member of a Royal Arch Chapter in Texas, who has been in affiliation with a Royal Arch Chapter or Chapters for Twenty-Five (25) years or more shall be entitled to receive a Twenty-Five Year emblem attesting to such accumulative years of membership. These emblems may be obtained by the Chapters from the Grand Royal Arch Chapter at a cost established by the Grand Secretary. (Amended 1969)

Art. C-191 (340) Effect of Suspension: By the Lodge. Membership in the Chapter shall be based upon the continued affiliation of a Companion in a just and legally constituted Lodge of Master Masons. And when that affiliation ceases, the membership in the Chapter ceases. When a Companion is suspended or expelled from his Lodge from any cause whatsoever he shall stand suspended or expelled in, as the case may be, from the Chapter of which he is a member, without trial in his Chapter. The Secretary of the Chapter, as soon as he is informed of such suspension or expulsion, shall announce it to the Chapter and enter the fact upon the minutes. When such a Companion is reinstated in his Lodge, he may also be reinstated in his Chapter under the following conditions and procedure:

- 1) By payment of current dues and one year's back dues.
- 2) If such suspension by a Lodge was for non-payment of dues only, he will be automatically reinstated in his Chapter upon payment to his Chapter of his dues in arrears, unless he has been suspended for two years or more, in which case his reinstatement is governed by the provisions of Art. C-119 (258) of these laws.
- 3) In case of his suspension or expulsion by his Lodge for any cause other than for non-payment of dues, he can only be reinstated in his Chapter by presenting a written petition to his Chapter, read, and if all questions are answered, the ballot shall be spread. If the petitioner stood suspended by his Lodge and is reinstated, he may be reinstated in his Chapter by a two-thirds favorable vote of the members present. If the judgment by the Lodge was expulsion, it shall require a unanimous favorable vote of the members of the Chapter present to reinstate him to good standing in his Chapter; otherwise, he will stand rejected. (Amended – 1987).

Art. C-192 (341) Remaining Non-Affiliate: In Lodge. Voluntary non-affiliation in a Lodge under the Jurisdiction of the Grand Lodge of Texas or of a Jurisdiction in fraternal accord with the Grand Lodge of Texas for six (6) months shall deprive a Royal Arch Mason of membership in the Chapter.

Member accused of being a “non-affiliate in a Lodge” shall be notified to appear before the Chapter, and show cause why his name should not be dropped from the roll of membership. Should he not show, to the satisfaction of the Chapter that he is not a voluntary non-affiliate, the High Priest shall order his name dropped from the roll. Anyone so dropped from the roll may have his name restored by payment of all dues in arrears, and upon presenting to the Chapter within six (6) months, satisfactory evidence of membership in a Lodge; but if same is not presented within six (6) months, he must petition for membership.

The term “non-affiliate” as used herein shall be construed to apply to any Royal Arch Mason who has voluntarily ceased to be a member of his Lodge, and has not, within six (6) months thereafter applied for membership in his former, or some other Lodge.

CHAPTER VISITATION

Art. C-193 (342) No Visitors Allowed: Not Vouched For. No visitor shall be admitted into any Chapter unless lawfully vouched for as a Royal Arch Mason. If not so vouched for, he shall be required to furnish satisfactory evidence as to the name and number of his Chapter, and take a test oath in addition to satisfactory examination on all the degrees from Entered Apprentice to Royal Arch inclusive, unless vouched for in the Lodge degrees.

Art. C-194 (343) Legal Information: Necessary. The legal information necessary to enable one Royal Arch Mason to vouch for another may be acquired by sitting together in a regularly constituted Chapter of Royal Arch Masons; the Grand Royal Arch Chapter of Texas; or the Grand Chapter of Royal Arch Masons in any other Grand Jurisdiction recognized by this Grand Chapter, and by his recollection of the fact so distinctly as to enable him to point out the time and place with certainty, or by an examination authorized by the proper officers of the Chapter.

No Royal Arch Mason can acquire the necessary information to vouch for another by sitting with him in any other body than a Chapter or Grand Chapter of Royal Arch Masons, unless the Companion vouched for is actually present in open Chapter.

Likewise, a Companion cannot lawfully vouch for another upon the avouchment of another Companion who has sat in Chapter or Grand Chapter with the visitor, but was not able to be present on such occasion.

Art. C-195 (344) Visitor: Must be in Good Standing. No Royal Arch Mason may visit a Chapter unless he is in good standing, and, if demanded, presents a receipt from his Chapter showing that his dues are paid to within twelve (12) months of the said visitation; a non-affiliated Royal Arch Mason may not visit any Chapter in this Grand Jurisdiction more than three times unless he shall apply to a Chapter for membership. If his application is rejected, he may be allowed to visit Chapters for one year thereafter, when he should again apply to a Chapter for membership.

Art. C-196 (345) Visitors: Objection To. No visitor can be admitted into any Chapter if a member of such Chapter who is present objects; provided, that no objection shall be valid against the Grand High Priest, nor against any Grand Officer visiting in an official capacity, nor against anyone specially deputed by the Grand High Priest to visit said Chapter, nor against a Royal Arch Mason in good standing who is acting as counsel for a Companion on trial. Such objection shall not extend beyond the meeting at which it is made, and shall not be recorded.

Art. C-197 (346) Objection Invalid: In Absence of Objector. Objection made to the High Priest by a member to a proposed visitor is not valid during the absence from the Chapter of the objector.

Art. C-198 (347) Courtesy Candidate: Not Visitor. A candidate on whom a degree is being conferred for another Chapter, after the request to confer the degree has been acted on by the Chapter, is not a visitor, and cannot be excluded by objection.

DEMIT

Art. C-199 (348) Demit: Defined. A Demit is a certificate of the termination of membership in a Chapter. It shall show that the holder thereof is clear on the Chapter books, and that his membership is voluntarily terminated at his own request.

Art. C-200 (349) Demit: Application For. All applications for Demits shall be made in writing; signed by the applicant; and delivered to the Secretary, who shall immediately issue the Demit to the applicant, provided his dues are paid to the end of the current dues-paying period, and there are no charges pending against him. The Secretary shall announce the issuance of the Demit at the next Stated Convocation of the Chapter. It shall then be duly noted in the minutes of that Convocation. (Amended – 1990).

Art. C-201 (349-A) Certificate of Good Standing. A Royal Arch Mason whose current dues are paid for in advance of his application desiring to transfer his membership, may apply and receive from his Chapter a Certificate of Present Good Standing, issued in accordance with the same procedure as outlined in Art. C-200 (349) for issuing a Demit, and attach same to a regular application for affiliation in lieu of a Demit. Said application shall take the regular course with respect to applications for affiliation, and when the applicant is elected, the Secretary of the Chapter receiving the application shall report the same to the Secretary of the Chapter issuing the Certificate of Good Standing, who shall enter the report of such election upon the records of his Chapter, and cancel the membership of the Companion in said Chapter. The Companion then becomes a member of the Chapter to which he applied for affiliation, and wherein accepted. (Amended – 1998 & Restored – 1999).

A Certificate of Present Good Standing shall show the date which dues have been paid, and shall expire on that date.

The Chapter issuing the Certificate of Good Standing shall refund to the Petitioner on a pro rata basis that part of dues remaining from the date of his election by the Chapter petitioned for affiliation. (Amended – 1998 & Restored – 1999).

Art. C-202 (350) Application for Demit: May be Withdrawn. An applicant for a Demit may withdraw his application at any time before the announcement has been made that the Demit is granted, but the request shall be made in writing.

Art. C-203 (351) Demit: Effective, When. A Demit shall date from the Chapter record when same shall be granted, and membership ceases from and after such date.

Art. C-204 (352) Demit: Lost. If any Companion shall lose, or the certificate of demission shall be destroyed, the Secretary of the Chapter shall, upon request and satisfactory proof of such loss or destruction, furnish him with another certificate, with the original date and the fact of re-issuance, which shall be entered upon the Chapter record.

Art. C-205 (353) Mark, Past and Most Excellent Master: Not Entitled to Demit. Mark, Past and Most Excellent Masters shall not be entitled to Demits, but the Chapter may grant them Certificates setting forth their status in the Chapter.

Art. C-206 (354) Companion with Charges on Appeal: Cannot Demit. A Companion who has been tried on charges of un-Masonic Conduct and acquitted, but in whose case an appeal is pending, shall not be entitled to a Demit before his case is finally disposed of. (Amended – 1974).

Art. C-207 (355) Officers: Cannot Demit. An Officer who has been elected to an office in the Chapter and installed therein, cannot Demit during his term of office.

Art. C-208 (356) Demit. Grand Secretary may Issue: When. When any Chapter becomes dormant for failure to meet in three months, any Companion thereof, not in arrears for dues to date of application, or being in arrears may pay his dues to date to the Grand Secretary, and if no charges are pending against him, may receive a Certificate from the Grand Secretary and signed by him. Such Certificate shall have the same force and effect of a Demit. The Grand Secretary shall promptly notify the Secretary of his action.

The Grand Secretary shall fully satisfy himself that such Chapter is dormant, or suspended, and of the amount of dues to date of application before issuing the Certificate.

GENERAL PROVISIONS

Art. C-209 (357) Begging Letters: Prohibited. No Chapter in this Grand Jurisdiction shall issue or furnish letters or documents to any person whatever to be used for begging purposes.

Art. C-210 (358) Circular Letters. The issuance or sending of applications for charity, or for donations of money for any purpose whatsoever, by Chapters in this Grand Jurisdiction is hereby prohibited, unless authorized by This Grand Chapter or by the Grand High Priest; nor shall any Chapter in this Grand Jurisdiction entertain such applications from any other Chapter for charity or for donations which have not the approval of this Grand Chapter or by the Grand High Priest of this Grand Jurisdiction.

Art. C-211 (359) Royal Arch Date of Year. This Grand Chapter recognizes as the proper Royal Arch date, the year Anno Inventionis, found by adding 530 to the Anno Domini or current year.

Article (360) Saint John's Day. (Repealed – 1986).

Art. C-212 (361) Past High Priest or High Priest: When Suspended, Loses Title. Any Past High Priest or any High Priest who, during the term of his office, after trial is adjudged guilty of un-Masonic conduct, shall thereby lose his rights to the title of Past High Priest, and can only regain same by later being elected, installed and serving another term as High Priest.

Art. C-213 (362) Honorary Membership. By unanimous ballot, a Chapter may confer Honorary Membership upon any Royal Arch Mason who is a member in good standing of some other Chapter, and who has distinguished himself by notable service to Masonry or humanity, his name having been proposed at some previous Stated Convocation. Such honorary membership shall entitle the Companion the right of visitation, but he shall not be required to pay dues, nor shall he be permitted to hold office or vote on any question, except in such cases as the laws permit members of other Chapters.

Honorary Memberships may be terminated for good cause by a three-fourths vote at a Stated Convocation, after notice has been given at a preceding Stated Convocation of such proposed action and due notice by mail being sent to all resident members, and to the holder of such Honorary membership.

DISCIPLINARY CODE

Art. C-214 (363) Offenses: Jurisdiction Of. Each Chapter shall have the power to try and punish by reprimand, suspension or expulsion any member of a Chapter, or of any of its several degrees, according to the regulations prescribed by the Constitution and Laws of this Grand Chapter.

Art. C-215 (364) Royal Arch Mason: Amenable. Every Royal Arch Mason is amenable to the Constitution, Laws and Edicts of this Grand Jurisdiction if he resides or sojourns in this Grand Jurisdiction, whether he is a member of a Chapter therein, or not.

Art. C-216 (365) Concurrent Jurisdiction. The Chapter whose jurisdiction first attaches to a case charging an offense against the body of Capitular Masonry shall retain it, to the exclusion of other Chapters exercising concurrent jurisdiction with such Chapter.

Art. C-217 (366) Chapter of Accused to Be Notified: When. If the accused is not a member of the Chapter in which charges are filed against him, such Chapter shall immediately notify the Chapter where his membership is held of the charges preferred, and of the day set for the trial.

Art. C-218 (367) Neglect by Chapters to Enforce Laws: An Offense. Neglect by any Chapter under the jurisdiction of this Grand Chapter to exercise its disciplinary powers and to file and prosecute charges for gross violations against the body of Capitular Masonry shall be subject to Charter of such Chapter to be arrested, upon satisfactory evidence of such neglect being reported to the Grand High Priest or to this Grand Chapter.

Art. C-219 (368) Religious and Pecuniary Controversies. No Chapter shall take cognizance of, or exercise jurisdiction over cases arising out of controversies of a religious or pecuniary nature, unless the act charged be an offense against the body of Capitular Masonry amounting to moral turpitude.

Art. C-220 (369) Suspended Members: May be Tried. A suspended Royal Arch Mason may be charged and tried for grave acts committed after his suspension. He shall not be restored to membership for the purpose of trial, but new charges should be filed, and he be notified to appear and answer thereto. The procedure shall be the same as the trial of a member.

OFFENSES

Art. C-221 (370) Offenses: By Chapter. Any Chapter which shall be willfully disobedient to the Constitution, Laws and Edicts of this Grand Chapter, or to the authority of the Grand High Priest or of this Grand Chapter; or shall fail to make Annual returns or pay its obligations to this Grand Chapter as required by the laws; or shall practice innovations in the established rites and ceremonies; or shall transgress against the ancient customs and usages of Capitular Masonry, shall be guilty of an offense against the body of Capitular Masonry, and after full investigation by the Grand High Priest, or by his duly authorized representative, shall be punished in the manner prescribed by law, or as may be assessed by this Grand Chapter. No penalty shall be assessed other than suspension or revocation of its Charter.

Article (371) Procedure: In Grand Chapter Trials. (Repealed – 1986).

Article (372) Offenses: Against the Body of Capitular Masonry. (Repealed – 1986).

Article (373) Immoral Conduct. (Repealed – 1986).

Art. C-222 (374) Wearing: Chapter Insignia. The wearing of any Chapter insignia or emblem by a Royal Arch Mason suspended by his Chapter for any cause is hereby declared an offense against the body of Capitular Masonry.

Art. C-223 (375) Electioneering for Office. Electioneering for office in the Grand Chapter or in any Chapter is contrary to Masonic principles and is prohibited; and any Companion who shall, either directly or indirectly seek his own election, or ask, request or endeavor to influence another to vote for him for any Masonic office shall, upon conviction, be suspended or expelled from membership as a Royal Arch Mason.

Article (376) Intoxicating Liquor. (Repealed – 1987).

Art. C-224 (376) Abandonment of Family. It shall be a Masonic offense for a Royal Arch Mason to willfully abandon his family.

Art. C-225 (377) Summons: Penalty for Disobedience Of. Every Royal Arch Mason is bound to obey a summons, and for failure to do so without good and sufficient cause, he shall be notified to appear before his Chapter at the next meeting, and if a satisfactory excuse be not rendered, charges may be preferred against him, and, upon trial, he may be punished as the Chapter may determine.

CHARGES

Art. C-226 (379) Charges: Must be Made in Writing. No penalty except suspension for non-payment of dues shall be inflicted upon a Chapter Mason without charges, specifications, notice and trial in due Masonic form. Charges shall be made in writing (so far as are proper to be written), signed by the accuser, and filed with the Secretary of the Chapter. The offense must be charged with certainty; and time, place and particulars distinctly specified. A general charge of un-Masonic conduct without specifications shall not be entertained.

Art. C-227 (380) Standing: While under Charges. When charges are preferred against a member of a Chapter and a trial is ordered thereon, his standing will be a “member laboring under charges,” and until such charges have been disposed of, he shall not be entitled to a Demit, or to be installed in office; otherwise his rights and privileges shall remain unaffected thereby until he is found guilty and his punishment is fixed.

Art. C-228 (381) Charges: By whom Preferred. It shall be the duty of the Captain of the Host of the Chapter to prefer charges against any Companion accused of violating any of the laws of Capitular Masonry; but he is vested with discretion in the exercise of this duty, and in case of his refusal to act, charges may be preferred by any member, either on his own action or by request of the High Priest.

TRIALS

Art. C-229 (382) Trials. All trials in this Grand Jurisdiction shall follow the trial procedure as set out in the Laws of the Most Worshipful Grand Lodge of Texas. (Amended – 1986).

PENALTIES

Article (383) Penalties. (Repealed – 1986).

SUSPENSION – EXPULSION – REINSTATEMENT

Art. C-230 (384) Non-Payment of Dues: Notice. Chapter dues are payable when the same have accrued, in accordance with the By-Laws of the Chapter.

Whenever a member shall fail to pay his dues within thirty (30) days after the same become due and payable, it shall be the duty of the Secretary to notify him of such delinquency by delivering to him a bill for such indebtedness, or by mailing the same in a sealed envelope. Addressed to him at his present, last known place of residence.

Articles (385) & (386) Repealed – 1962.

Art. C-231 (387) Suspended Companion: Status at Expiration of Time. At the expiration of the time for which a Companion has been suspended, he is fully restored to membership without action by the Chapter, and the Secretary must note the fact upon the records, immediately announce the same to the Chapter, and report same to the Grand Secretary. (Amended – 1994).

Art. C-232 (388) Expulsion in Force: Until When. A sentence of expulsion by a Chapter will be in force from and after the passage thereof, until removed by the Chapter pronouncing the same, or by the Grand Chapter, or by both.

Article (389) Shall Not be Published by Chapter. (Repealed – 1986).

Art. 233 (390) Reinstatement: When no Appeal. A Chapter may reinstate a suspended or expelled member when no appeal has been taken to this Grand Chapter, by a favorable vote of two thirds of the members present, in case of indefinite suspension; and by a unanimous vote in case of expulsion; provided, that written petition for reinstatement is filed by such member, reciting grounds upon which such petition for reinstatement is based. The petition shall be read at the first Stated Convocation after which same is filed. If all questions are answered, the ballot shall be spread. If restored, the fact shall be entered in the minutes, and the Grand Secretary notified. (Amended – 1987).

Art. C-234 (391) Reinstatement: Where Appeal was Taken. Where a judgment of indefinite suspension or expulsion has been rendered against a member of a Chapter, and was appealed from, and affirmed by the Grand Chapter, or where a judgment of reprimand or acquittal was appealed from, and the judgment was changed by this Grand Chapter into one of indefinite suspension or expulsion, any action of the Chapter in reinstating such member shall not be effective or final until it is approved by this Grand Chapter. In any such case, any member of the Chapter may appeal from the action reinstating such suspended or expelled member, or in case no member appeals it, the Captain of the Guards must appeal there from.

Articles (392), (393) & (394) (Repealed – 1986).

Art. C-235 (395) Notice to Grand Secretary. In all cases of suspension, expulsion and reinstatement, the Secretary of the Chapter shall give immediate notice thereof to the Grand Secretary.

Art. C-236 (396) Summons: Right to Issue. The High Priest of the Chapter has the right to summon any member, or all members, to attend a meeting of the Chapter for trial of members charged with an offense, or for any other purpose within the jurisdiction or business of the Chapter.

Article (397) Southwestern Conference of York Rite Officers. (See Art. B-145)

Article (398) Most Excellent Grand High Priest Ring. (See Art. B-141)

ROYAL ARCH CLUBS: **GENERAL PURPOSES AND GUIDELINES**

Art. C-237 (399) Purposes: General. Royal Arch Clubs may be formed in communities where no Chapter exists; for the purposes of social contact; promotion of attendance at Chapters, publicizing the York Rite, ritual practice, solicitation of membership petitions, formation of new Chapters, and such other activity as is not prohibited by the Laws of the Grand Chapter. (Adopted – 1996).

Art. C-238 (400) Guidelines for Clubs: Members of Royal Arch Chapters may form Royal Arch Clubs under the following guidelines:

- 1) No club may be formed in a town where a Chapter exists, and a club is automatically disbanded if a Chapter is chartered there.
- 2) Clubs must be registered with the Grand Secretary.
- 3) Ten (10) Royal Arch Companions may petition for registration by completion of a form prescribed by the Grand Secretary.
- 4) Clubs shall adopt the name of the community in which they are formed.
- 5) Upon registration, the Club shall be provided with a listing of the Royal Arch Masons in the community, with their addresses and member I.D. Numbers, so far as the Grand Secretary's ability to provide.
- 6) Each Club shall select its own officers on a calendar year basis, to be known as Master, Senior and Junior Overseers and Scribe who shall have such duties as the club may decide.
- 7) Formal By-Laws shall not be required. Clubs shall make a simple Annual Report to the Grand Secretary showing the Officers and mailing addresses, with copies to the Grand High Priest, and shall promptly report any changes thereof.
- 8) Clubs may receive voluntary contributions for mailing and other expenses, but shall not assess dues.
- 9) All Royal Arch Masons in the community shall be considered as members of such clubs.
- 10) Clubs may solicit petitions for the Degrees of Capitular Masonry, and shall forward such petitions to the Chapter selected by the petitioner for action by such Chapter.
- 11) Clubs may form Degree Teams, and may rehearse Chapter ritual, and when requested to do so, may confer Degrees in a Chartered Chapter.
- 12) Neither the Grand Chapter nor any Chapter shall be liable for any debt or expenses which may be incurred by a Club.
- 13) Clubs may promote the formation of a new Chapter, and lead in making a petition thereof.
- 14) Clubs may not engage in any lobbying or campaigning activity as to legislation or elections of Chapters or of this Grand Chapter.
- 15) Clubs shall be subject to the direction of the Grand High Priest in the same manner as Chapters. (Adopted – 1996).

SECTION D

TEXAS MASONIC RETIREMENT CENTER OF THE GRAND ROYAL ARCH CHAPTER OF TEXAS

Art. D-001 (109) Board of Directors. The Resolution of this Grand Chapter adopted in December 1907, by which a Home for Aged Masons (Texas Masonic Retirement Center) was provided for, is in all respects hereby reenacted, and provision for the government and maintenance of said Home shall be as follows: (Amended 1993)

The Board of Directors for the Texas Masonic Retirement Center shall consist of five members, each of whom shall be a member of this Grand Chapter; one of whom shall be elected at each Annual Convocation of this Grand Chapter, who shall serve for a full term of five years, and cannot succeed himself. Vacancies on the Board may be filled temporarily by appointment by the Grand High Priest until the next Annual Convocation of this Grand Chapter. (Amended 1993)

The Board of Directors, as now constituted, shall continue to serve in accordance with paragraph two of this Article, or until such time as they may be removed from office for good cause, by the Grand High Priest; such removal will only be effective until the next Annual Convocation. Said Board of Directors shall organize annually, as soon as possible after each Grand Chapter election, and shall elect one of their number President, and one as Vice-President. They shall also elect a Secretary for the Board, who need not, necessarily, be a member of the Board.

Art. D-002 (110) Duties of the Board. The Board of Directors shall be charged with the duty and responsibility of the government and management of the Texas Masonic Retirement Center, and shall have exclusive management and direction thereof, subject to the supervision and control of this Grand Chapter. They shall have the authority to adopt and enforce all necessary rules and regulations relating to the selection and maintenance of beneficiaries, and to admission to and dismissals from said Texas Masonic Retirement Center, and to governing the Texas Masonic Retirement Center, its officers, employees, and beneficiaries, subject only to the Laws of this Grand Chapter. (Amended 1993)

The Board of Directors shall hold monthly meetings in order to keep abreast of problems and conditions of the Texas Masonic Retirement Center. (Amended 1993)

The Board of Directors shall appoint a Superintendent and all other employees for said Texas Masonic Retirement Center, define their duties, fix their salaries, and may remove such Superintendent or employees, or any of them, whenever it may deem that the interest of said Texas Masonic Retirement Center may require it. The Superintendent of the Texas Masonic Retirement Center and the Administrator of the Clinic/Nursing Center shall both be qualified Licensed Nursing Home Administrators, and shall be the best qualified person to fill each position. Under no circumstances shall an immediate family member of either the Superintendent or of any Department head be eligible to hold a salaried position at the Texas Masonic Retirement Center. (Amended 1993, 2007)

Art. 120. Widows. (Repealed 2002)

Art. D-003 (ART. 111) Treasurer of the Board. At the Annual Election of officers of this Grand Chapter, the Board of Directors of the Texas Masonic Retirement Center shall submit for the approval of this Grand Chapter the name of the Treasurer elected by it for said Texas Masonic Retirement Center. Said Treasurer shall be the custodian of the funds and securities of said Texas Masonic Retirement Center. He shall be a Royal Arch Mason and a member of a Chapter under the jurisdiction of this Grand Chapter; said Treasurer shall serve until his successor is elected, qualified, and approved as aforesaid, but a vacancy by his resignation, death or otherwise, may be filled temporarily by appointment by the Board until such annual election. He shall perform such other duties as may be prescribed by the Board of Directors or by law. Before assuming the duties of his office, the Treasurer of the Texas Masonic Retirement Center shall give a good and solvent bond to be approved by said Board in such sum as said Board may determine, not less than one hundred thousand dollars (\$100,000.00), payable to the Grand Royal Arch Chapter of Texas, conditioned for the faithful performance of the duties of his office and the accounting for and delivery of all funds and securities under his charge or control. Said bond shall be executed by the Treasurer with a solvent surety company authorized to transact business in the State of Texas, the premium on such bond to be paid out of the current revenues of said Texas Masonic Retirement Center. He shall disburse the funds in his custody in such manner and on such vouchers as the Board of Directors may direct. (Amended 1993)

Art. D-004 (112) Depository. All funds coming into the hands of the Board of Directors shall be deposited by the Treasurer in such depository or depositories as may be selected by the Board of Directors.

Art. D-005 (113) Endowment Fund. All stocks, bonds, and other securities including loans on real estate, and all other property of whatever character in the hands of the Treasurer of the Texas Masonic Retirement Center, known as the "Endowment Fund" shall be kept in a separate account. Likewise any and all bequests, devises, and donations made specifically to said fund; all appropriations made by the said Board to said fund out of current revenues or surplus funds shall be so credited to said Endowment Fund. (Amended 1993)

A separate account shall be kept of the Endowment Fund, and except as herein authorized no part of said fund shall be used for any purpose whatsoever unless specifically authorized by this Grand Chapter.

The Board of Directors is hereby authorized to make necessary repairs and improvements, pay taxes and insurance premiums on properties belonging to the Endowment Fund out of any monies on hand therein derived from investment thereof. Current income arising from the investments and property of the Endowment Fund may be used for payment of Taxes, necessary improvements, repairs, and insurance premium on properties belonging to the Endowment Fund and on the properties of said Texas Masonic Retirement Center, and for the maintenance of said Texas Masonic Retirement Center, and approved beneficiaries if, as, when, and where deemed necessary by said Board of Directors. (Amended 1993)

The Endowment Fund and income there from, not otherwise appropriated, shall be invested and re-invested, from time to time, under the control, supervision, and such regulations as may be prescribed by the Board of Directors.

Art. D-006 (114) Donations. The Board of Directors shall be authorized to receive donations, devises, and bequests, from Masonic or other Bodies, and from individuals, and from other sources, and to hold the title to such property, real, personal, and mixed, in the name of the Grand Royal Arch Chapter of Texas for the use and benefit of said Texas Masonic Retirement Center. Such donations, devises, and bequests, when received, shall be applied as directed by the donors, but when no directions as to the application of same are given, they may be used for the benefit of said Texas Masonic Retirement Center in such manner as the Board of Directors may deem most advisable. (Amended 1993)

Art. D-007 (115) Investment of Funds. The Board of Directors is hereby authorized and empowered to invest any and all of the Endowment Fund belonging to said Texas Masonic Retirement Center, as well as any of its excess operating funds, in any form or forms of investment authorized to a trustee under the "Texas Trust Act" as amended from time to time. It shall not loan any of the funds of the Texas Masonic Retirement Center to any member of the Board, to its Secretary, to its Treasurer, nor to any elective officer of this Grand Chapter. It shall have no authority to encumber any Grand Chapter assets (as distinguished from assets of the Texas Masonic Retirement Center), nor to create any debt for which the Grand Chapter may become liable, except of course by specific authority of the Grand Chapter expressly granted. The assets of the Texas Masonic Retirement Center, both of its Endowment Fund and of its operations, being pledged for these charitable operations shall be administered by said Board of Directors of said Texas Masonic Retirement Center, and shall be always kept separate and apart from assets of the Grand Chapter. (Amended 1993)

Furthermore, said Board of Directors may, if it wishes, place any or all of its Endowment Fund assets, and any or all of its excess operating Fund assets with a trust department or with trust departments of a national bank or national banks for administration and management, provided that any national bank whose trust department is so used manages trust assets of at least 100 million dollars. Each such bank so used shall have the same investment powers in behalf of the Board that the Board itself is given, unless the trust instrument appointing the bank places further limits thereon. Any such trust agreement appointing a bank, however, shall contain a provision for revocation on no more than 90 days advance notice, in order that one Board of Directors shall not attempt to bind future Boards. If a Board should delegate administration and management to a bank trust department of both Endowment Fund assets and operating fund assets, they shall nevertheless continue to be segregated so that Endowment fund assets will not be commingled with assets available for operations.

Art. D-008 (116) Power of. The Board of Directors, through its officers, shall have power to collect any and all indebtedness due the Grand Royal Arch Chapter of Texas for the use and benefit of said Texas Masonic Retirement Center, employing such legal means and agencies as may be necessary to accomplish said purpose. (Amended 1993)

Art. D-009 (117) No Funds Withdrawn, Except. Except for the usual current expenses of maintenance of the Texas Masonic Retirement Center no funds shall be withdrawn from any of the funds of said Texas Masonic Retirement Center, unless previously appropriated for the purpose by the Board of Directors of said Texas Masonic Retirement Center or by a resolution of this Grand Chapter. All such withdrawals shall be made upon vouchers drawn by the Treasurer in such manner and form as may be prescribed by the Board of Directors. (Amended 1993)

Art. D-010 (118) Loans. In all cases where loans are made in the name of the Grand Royal Arch Chapter of Texas for the benefit of said Texas Masonic Retirement Center, and such loans have been secured by liens, mortgages, deeds of trust, or other instruments in favor of said Grand Royal Arch Chapter of Texas, and said loans, including interest and other legal charges, have been fully paid, the President of the Board of Directors of the Texas Masonic Retirement Center is authorized and empowered and upon request shall execute and deliver to the persons entitled to receive it a release or legal acquittance therefore, or an assignment without recourse, in the usual legal form in the name of and as the act of Grand Royal Arch Chapter of Texas. All such releases, acquittances, or assignments shall be as effective and as binding upon this Grand Chapter as if specifically authorized by special resolution in each particular case. (Amended 1993)

Art. D-011 (119) Lands. In case any lands shall be acquired by the Grand Royal Arch Chapter of Texas for the use and benefit of said Texas Masonic Retirement Center under any foreclosure proceedings or by voluntary conveyances under or by virtue of any mortgage, lien, deed of trust or other instrument, or by gift, donation, deed, or bequest, the said lands may be sold by the Board of Directors of the Texas Masonic Retirement Center for such price and on such terms as it may require, and the Grand High Priest is authorized, empowered, and directed to sign, acknowledge, and deliver to the purchaser such deed or deeds of conveyance in the name and as the act of the Grand Royal Arch Chapter of Texas as may be necessary to convey legal title thereto and complete the agreement. Each such conveyance shall be as binding upon the said Grand Royal Arch Chapter of Texas as if it were specifically authorized in a separate resolution adopted in each such case provided, such deeds or conveyances shall be so worded as not to bind in any manner the said Grand Royal Arch Chapter of Texas to warrant the title to any of such lands so sold and conveyed, except as to persons claiming by, through or under it. (Amended 1993)

Art. D-012 (121) Land Not Sold, Except. The land, or any part thereof, on which the Texas Masonic Retirement Center is now located shall never be sold except when ordered by resolution of this Grand Chapter. (Amended 1993)

Art. D-013 (122) Lease Contracts. The Grand High Priest or the President of the Board of Directors of the Texas Masonic Retirement Center is empowered to sign any lease contract for any purpose approved by said Board of Directors of the Texas Masonic Retirement Center, on land or buildings owned by the Grand Royal Arch Chapter of Texas for the use and benefit of said Texas Masonic Retirement Center, other than that on which said Texas Masonic Retirement Center is now located. (Amended 1993)

Art. D-014 (123) Buildings. The Board of Directors of the Texas Masonic Retirement Center is hereby authorized to erect such buildings as may be needed from time to time, and to make such improvements on the property under its control as may be necessary to equip and maintain it for the purposes for which said Texas Masonic Retirement Center was founded, and to pay for same out of available current funds under its control under such regulations as this Grand Chapter has, or may hereafter prescribe. (Amended 1993)

Art. D-015 (123A) Grace Woodward Museum. There shall be established at the Texas Masonic Retirement Center, a museum to be known as the "Grace Woodward Museum". The many articles Mrs. Woodward has collected, personal possessions of various members of the Texas Masonic Retirement Center, articles of Masonic, historic, antique, and human interest, which are now preserved and attractively displayed at the Texas Masonic Retirement Center, shall be the permanent property of the Texas Masonic Retirement Center and the Grand Royal Arch Chapter of Texas. This museum shall not be removed from the Texas Masonic Retirement Center premises and none of the articles therein shall ever be disposed of. The safety of the museum and articles therein shall be the direct responsibility of the Superintendent. (Amended 1993)

Art. D-016 (124) Audit of Accounts. The Board of Directors shall close their books on June 30th, of each year, and audit or cause to be audited, the funds, accounts and securities in the hands of the Treasurer, and the funds and accounts in the depository, and all receipts and disbursement, including those of the Superintendent of said Texas Masonic Retirement Center, and shall make to this Grand Chapter at each Annual Convocation thereof, a full and complete report of the working of the Texas Masonic Retirement Center, its condition, with an itemized list of property, securities, and cash on hand, and statement of receipts and disbursements of cash during the year. (Amended 1993)

Art. D-017 (125) No Remuneration for Board or Grand High Priest. No member of the Board of Directors of the Texas Masonic Retirement Center or the Grand High Priest shall at any time receive either directly, or indirectly, any remuneration for his services as a member of said Board except, that each member of the Board of Directors of the Texas Masonic Retirement Center and the Grand High Priest shall be reimbursed an amount, as elected by the Board, not to exceed what is authorized by the Internal Revenue Service per mile both to and from his place of residence to the Texas Masonic Retirement Center in Arlington, to attend the Board meetings once a month or as many times as is necessary. (Amended 1993, 2002, 2007)

Note: An Admission Application to the Texas Masonic Retirement Center may be obtained from the Superintendent of the Texas Masonic Retirement Center.

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SECTION E

APPENDIX

CEREMONIES

Installation of Officers – Grand Chapter
Installation of Officers – Subordinate Chapter
Constituting and Dedicating a New Chapter
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THE GRAND ROYAL ARCH CHAPTER OF TEXAS

INSTALLATION OF OFFICERS CEREMONIES

For Officers of the Grand Royal Arch Chapter of Texas

(Prepared and arranged by Companion Wm. M. Taylor, P. G.
High Priest, January 1886, and revised December, 1911)

(The Grand High Priest or any Past Grand High Priest is authorized to install. Elected Officers must be installed in person; Appointed Officers may be installed in person or by proxy. In the event of the absence of an Elected Officer, the Grand Chapter may authorize his installation to take place in any Chapter within the Jurisdiction.)

(At the time appointed for the Installation of Grand Officers, the Grand Chapter being open in the Royal Arch Degree, the Grand High Priest announces the Installing Officer and the Grand Marshal who will conduct the ceremonies. All Jewels, Swords, Robes, etc, should be placed upon a stand in front of the Installing Officer. The Officers who have been chosen will, as their names are called by the Grand Marshal, take seats, in a single row, according to rank, with the Grand High Priest-elect upon the right of the row, facing the Installing Officer).

(All being in readiness, the **GRAND MARSHAL** shall then say):

GRAND MARSHAL: Officers arise. M.E. Grand High Priest, I present the Officers who have been elected to serve the Grand Royal Arch Chapter of Texas for the ensuing Capitular year. They have accepted the trust confided to them, and I ask that they be installed with the usual ceremonies.

INSTALLING OFFICER: Companions, you have been elected to serve the Grand Royal Arch Chapter of Texas for the ensuing Capitular year. If you are willing to assume the duties of the office to which you have been elected, you will each place your right hand upon your heart and repeat after me the oath of office.

OATH OF OFFICE

I, _____, do promise and swear that I will serve as _____ for the term for which I have been elected, and until my successor is duly installed; that I will perform the duties of my office to the best of my skill and ability, and will obey and observe, support and maintain, the Constitution and Edicts of the Grand Royal Arch Chapter of Texas.

So help me God.

(All Officers will be seated)

GRAND HIGH PRIEST

(**GRAND MARSHAL** then presents the M. E. Grand High Priest-elect, and following his installation, each succeeding officer, using the same language, making the necessary change in title.)

Most Excellent: I present to you Companion _____, who has been chosen to serve this Grand Chapter as Grand High Priest for the ensuing year.

(The **INSTALLING OFFICER** then says):

Most Excellent: By the voice of your Companions you have been elected Grand High Priest of the Grand Chapter of Texas, and to me has been assigned the pleasing duty of investing you with the insignia of your office. It is an office highly honorable to all who diligently perform the important duties annexed thereto. Your reputed Masonic knowledge renders unnecessary a particular enumeration of all these duties. By a constant study of our sublime science, a frequent recurrence to the Constitution of our Grand Chapter, and a proper regard for the general regulations of the Royal Craft, you will be best able to fulfill the duties of this office, to the entire satisfaction of all Royal Arch Masons within your jurisdiction, and I am confident that the Companions who have been chosen to preside with you will give strength to your endeavors and support to your exertions.

Previous to investing you with the insignia of this office I must require of you an affirmative answer to the following questions, viz:

1. Do you solemnly promise that you will redouble your endeavors to correct the vices, purify the morals and promote the happiness of Royal Arch Masons throughout the State of Texas?
2. That you will never suffer the Grand Chapter to be opened unless there is a constitutional number of Subordinate Chapters duly and constitutionally represented?
3. That you will never suffer a Subordinate Chapter to exalt more or less than three Brethren at the same time, except in those cases specifically authorized by the Grand Royal Arch Chapter of Texas?
4. That you will not permit any person to be exalted to the degree of Royal Arch Mason who has not shown a charitable and humane disposition, or who has not made suitable proficiency in the preceding degrees?
5. That you will promote the general good of our Order, and, on all proper occasions be ready and willing to impart instruction to all under your authority as far as your ability will permit?
6. That, to the utmost of your power, you will require your Subordinate Chapters to preserve the solemnities of our ceremonies, and behave in open Chapter with the most profound respect and reverence for the Order?
7. That you will not permit any Subordinate Chapter to acknowledge, or have Masonic intercourse with any Chapter that does not work under constitutional warrant or dispensation?
8. That you will observe and support the Constitution and Regulations of the Grand Chapter of Texas, as well as all the ancient usages and customs of Royal Arch Masonry?

Do you submit to all these things, and do you promise to observe and practice them faithfully?

(Answer: I do.)

(All rise, and the following prayer is read):

Most Holy and Glorious God, the Great High Priest of Heaven and earth, we approach Thee with reverence, and implore Thy blessing on the Companion elected to preside over the Grand Chapter of Texas. Fill his heart with Thy fear, that his tongue and actions may pronounce Thy will; make him steadfast in Thy service; grant him firmness of mind and kindness of disposition; teach him to rule his Companions with justice and equity; animate his heart and strengthen his endeavors to do good. May he do all that his high office requires, with an eye single to Thy glory and the good of the Royal Craft. Bless him, and bless this Grand Chapter; and grant that when we shall have finished the work of this earthly temple of our bodies we may be admitted into that second temple of the spirit, eternal in the heavens.

RESPONSE: So mote it be.

INSTALLING OFFICER: Glory be to God on high.

RESPONSE: As it was in the beginning, is now, and ever shall be world without end. Amen.

INSTALLING OFFICER: All Companions will be seated.

(The Grand High Priest is now invested with the jewels of his office; if Robes are used, they also are put on at this time.)

INSTALLING OFFICER: Most Excellent: In consequence of your cheerful acquiescence with the charges which you have heard recited, and having taken the oath of office, you are now fully qualified for installation as Grand High Priest of the Grand Chapter of Texas. Your past experience has made you so familiar with the duties of this office, that many instructions are not now needed at my hands.

You are to be constant and regular in your attendance on the Convocations of the Grand Chapter; paying punctual attention to the Constitution, and requiring a due obedience to it from all Royal Arch Masons in your jurisdiction.

In all things you are to make the glory of the Grand High Priest of the Universe and the good of the Royal Craft the chief objects of your regard.

From my knowledge of your zeal and ability, I feel confident you will discharge the duties of this important station in such a manner as will greatly redound to the honor of yourself, as well as that of the Fraternity over which you have been elected to preside.

(If Robes are used, then read):

(Let the Mitre with which you are invested remind you of the dignity of the office you sustain, and its inscription impress upon your mind a sense of your dependence upon God; that perfection is not given unto man upon earth, and that perfect holiness belongs alone unto the Lord.)

(The Breast Plate with which you are decorated, in imitation of that upon which were engraved the names of the twelve tribes, and worn by the High Priest of Israel, is to teach you that you are always to bear in mind your responsibility to the laws and ordinances of the Institution, and that the honor and interests of our Order and its members should always be near your heart.)

(The various colors of the Robes you wear are emblematical of every grace and virtue which can adorn and beautify the human mind, whose cultivation and constant practice are as necessary to your own present and future happiness as they are, by the example they will afford, to the prosperity of the Craft over whom you are placed.)

You will now assume your seat in the East, and see that your subordinate officers are properly instructed in the duties they are respectively required to discharge.

(After the Most Excellent has taken his seat in the East the Grand Marshal will say):

GRAND MARSHAL: Companions, in the name of the Most High God, I do hereby proclaim Companion _____, duly and constitutionally installed Most Excellent Grand High Priest of the Grand Royal Arch Chapter of Texas.

(The other Officers are severally introduced by the Grand Marshal to the Installing Officer, simply announcing the name and title of Officer presented. The installation may be conducted by the Grand High Priest or the officer previously officiating. In either case, the officers to be installed shall be charged to the faithful performance of the duties of their respective positions, and invested with the jewels, etc., thereto attached. The investiture should immediately precede the Charge. The Charge may be, in the judgment of the Installing Officer, extemporaneous or reading, in which latter case the following is suggested; in all cases that part of the Charge printed in parenthesis to be used only when Robes are worn.)

RIGHT EXCELLENT DEPUTY GRAND HIGH PRIEST

Right Excellent: The office to which you have been elected by your Companions is one of great dignity and importance in many cases your powers and prerogatives are co-extensive with those of your Chief.

At all times you are, if he be present, to assist him with your counsel and cooperation, and, in his absence, to preside over the Craft. But while your powers and privileges are thus extensive, remember that they bring with them a heavy share of responsibility. The honor that has been conferred upon you, and the trust that has been reposed in you, demand a corresponding fidelity and attachment to the interests of those to whose kindness and confidence you are indebted for your official elevation.

(The signification of the Robes you wear, you have already heard explained, May the symbolic lessons which they convey be deeply impressed upon your mind and heart, and ever influence your conduct.)

RIGHT EXCELLENT GRAND KING

Right Excellent Companion: The important station to which you have been elected requires from you exemplary conduct, and its duties demand your most assiduous attention. In the absence of the Grand High Priest and his Deputy, you are to preside; in their presence you are to strengthen and support them, and to aid them by your counsel and advice.

(The Scarlet Robe, and emblem of royal dignity, should remind you of the paternal concern you should ever feel for our Institution, and the fervency and zeal with which you should endeavor to promote its prosperity.)

With your Jewel you wear a Crown, and I would remind you, that to reign sovereign in the hearts and affections of men must be far more grateful to a generous and benevolent mind than to rule over their lives and fortunes; and to enable you to enjoy this pre-eminence with honor and satisfaction, you must subject your own passions and prejudices to the domination of reason and charity.

RIGHT EXCELLENT GRAND SCRIBE

Right Excellent Companion: The office of Grand Scribe, to which you have been elected, is very important and respectable. In the absence of your superior officers you are bound to succeed them, and to perform their duties. The purposes of the Institution ought never to suffer for want of intelligence in its proper officers; you will therefore perceive the necessity there is of your possessing such qualifications as will enable you to accomplish those duties which are incumbent upon you, in your appropriate station, as well as those which may occasionally devolve upon you by the absence of your superiors.

(The Purple Robe, with which you are invested, is an emblem of union, and is calculated to remind you that the harmony and unanimity of the Order should be your constant aim; and to this end you are studiously to avoid all occasions of giving offense, or countenancing anything that may create division or dissension.)

You are, by all means in your power, to endeavor to establish a permanent union and good understanding among all orders and degrees of Masonry, and as the glorious sun at its meridian height dispels the mist and clouds which obscure the horizon, so may your exertions tend to dissipate the gloom of jealousy and discord wherever they may appear.

RIGHT EXCELLENT GRAND TREASURER

Right Excellent Companion: You have been elected to the responsible office of Grand Treasurer, and I now invest you with the badge of your office. It is your duty to receive all the monies due the Grand Chapter from the hands of the Grand Secretary, make due entries of the same and pay them out by order of the Grand Chapter. The office to which you have been elected embraces an important trust, and the choice of you by your Companions is an evidence of the high opinion they entertain of your fidelity and discretion.

RIGHT EXCELLENT GRAND SECRETARY

Right Excellent Companion: Having been elected to the important office of Grand Secretary, I now invest you with the jewel of your office. It is your duty to receive all monies due the Grand Chapter and pay them over to the Grand Treasurer, taking his receipt therefor; you will also receive and take care of all property belonging to the Grand Chapter; also observe all proceedings of our Grand Chapter, conduct its foreign correspondence, and make a true record of all things proper to be written. You are, also, the official organ of the Grand Chapter, and in that capacity you conduct its various business, and act as the medium of intercourse between the Fraternity and the presiding officer. In the discharge of these extensive duties, let your carriage and behavior be marked with that promptitude and discretion which will at once reflect credit on yourself and honor on the body whom you represent.

EXCELLENT GRAND CHAPLAIN

Excellent Companion: You have been appointed Grand Chaplain of this Grand Chapter, and are now invested with the insignia of your office. In the discharge of your duties you will be required to conduct the devotional exercises of our Grand Convocations, and to perform the sacred functions of your holy calling on all public occasions. Masonry is not a religion, yet may be appropriately termed its handmaid; and I am sure that in ministering at its altar, the services you may perform will lose nothing of their vital importance, because they are practiced in the spirit of universal tolerance which distinguishes our Institution. The doctrines of morality and virtue which you are accustomed to inculcate to the world, as a minister of God, will form the appropriate lessons which you are expected to communicate to your Companions. The profession which you have chosen as your lot in life is the best guarantee that you will discharge the duties of your present appointment with steadfastness and perseverance in well doing.

EXCELLENT GRAND CAPTAIN OF THE HOST

Excellent Companion: The office with which you have been entrusted is of great importance, and requires much skill, care and attention in the faithful discharge of its duties, which are those of aid to the Marshal and Master of Ceremonies. You are to assist in conducting all processions of the Grand Chapter, when moving as a distinct body, either in public or in private, and you will be careful to render the Grand Marshal such aid as that the utmost order and decorum will be observed on all such occasions.

Having been invested with the jewel of your office, I charge you to give to your duties all that study and attention which their importance demands.

I present you with a sword, as the appropriate implement of your office.

EXCELLENT GRAND PRINCIPAL SOJOURNER

Excellent Companion: You have been appointed Grand Principal Sojourner of the Grand Chapter of Texas. It is a station which corresponds to that of Senior Deacon in the Blue Lodge; it is your duty to obey the orders of your superior officers, and to act as their proxies in the active business of the Grand Chapter. Attention, obedience and promptitude are, therefore, essentially necessary for the faithful performance of your duties. I now present you with the rod, a symbol of command, as the proper ensign of your office.

EXCELLENT GRAND ROYAL ARCH CAPTAIN

Excellent Companion: The office to which you have been appointed corresponds to that of Junior Deacon in the Subordinate degrees. It is, therefore, your duty to see that the external avenues of the Grand Chapter are securely guarded, and that none are permitted to pass but such as are duly qualified and have the requisite permission. Let vigilance and attention, therefore, actuate you in the discharge of all the functions of your important office, for the more faithful performance of which I entrust this sword to your keeping, not doubting your earnest desire to discharge your whole duty with zeal and fidelity.

EXCELLENT GRAND ORATOR

Excellent Companion: You have been appointed Grand Orator of the Grand Chapter, and are invested with the badge of your office. It is your duty to attend all Convocations of the Grand Chapter of Texas, and at all proper installations, dedications, or other proper occasions, you are to deliver an address suitable to the event. To do this, it is absolutely necessary to be familiar with the laws, usages, and customs of Royal Arch Masonry in every country and clime throughout the habitable globe.

From your own zeal and attachment to the Royal Craft, I have no doubt you will perform the duties of your office with credit to yourself and honor to the fraternity.

EXCELLENT GRAND MARSHAL

Excellent Companion: The office with which you are entrusted by your chief is one of great importance, and requires much skill and attention in the discharge of its duties.

You are to superintend all processions of the Grand Chapter when moving as a distinct body, either in public or in private; and as the world can only judge of our private discipline by our public deportment, you will see and command that proper order and decorum be observed on all such occasions. You must ever be attentive to the orders and instructions of the Grand High Priest, and always at hand to see them duly executed.

Having been invested with the badge of your office, you are charged to give to the duties of that office such attention as will secure proper observance. I now present you with a sword as the appropriate implement of your office; transmit it to your successor pure and untarnished as you now receive it.

RIGHT EXCELLENT DISTRICT DEPUTY GRAND HIGH PRIESTS

Right Excellent Companions: You have been duly appointed District Deputy Grand High Priests for this Grand Chapter. It is your duty to assist the Grand High Priest in the discharge of his duties, to visit all the Chapters in your respective districts, examine their records and see that they are properly kept, to correct any errors you may observe, and to make a full report to the Grand High Priest of all your acts and doings before the next Annual Convocation of this Grand Chapter.

In order that you may give satisfaction in the discharge of the duties imposed upon you, it is necessary that you should be well skilled in Masonic lore and the jurisprudence of the Royal Craft. You must thoroughly prepare yourselves to well and truly discharge the high and responsible duties of your office, and then, and not 'til then, may you expect to receive the plaudit of your Companions, "Well done, thou good and faithful servant."

EXCELLENT GRAND MASTERS OF THE VEILS

Excellent Companions: You have been appointed Grand Masters of the Veils, and to each is presented a sword to protect and defend them.

Grand Master of the Third Veil, to you is given the Red Banner. Its color denotes that fervency and zeal which ought to actuate all Royal Arch Masons, and are the distinguishing characteristics of the Order.

Grand Master of the Second Veil, the Purple Banner is entrusted to your keeping. Its color, denoting union, is composed of Blue and Red, and is appropriately placed between the First and Third Veils, to denote the intimate connection between the Royal Arch and Ancient Craft Masonry.

Grand Master of the First Veil, to you belongs the Blue Banner. Its color denotes friendship, and as such is used as a characteristic of Master Masons.

Companions, let your friendships be sincere and disinterested, be firmly united in the cause in which you are engaged and zealous in the discharge of the duties of the offices to which you have been appointed. Then, although every rod becomes a serpent and every serpent an enemy to the Craft, yet will their utmost vigilance and strongest exertions be as impotent as the leprous hand, or water spilt upon the ground, which cannot be gathered up.

EXCELLENT GRAND STEWARDS

Excellent Companions: As Grand Stewards you are to assist the other officers in the discharge of the active duties of their offices, to see that all are properly clothed on entering the Grand Chapter, and that the clothing and furniture of the Grand Chapter are properly taken care of when the Grand Chapter is not at labor, to superintend the preparation of all refreshments, and see that none are permitted to enter the refreshment rooms but such as are justly entitled to be there by the regulations of the Grand Chapter. Your prompt attendance will afford the best evidence of your attachment to our Grand Chapter.

EXCELLENT GRAND ORGANIST

Excellent Companion: You have been appointed Grand Organist of this Grand Chapter of Texas, and will now be invested with the jewel of your office.

It is your duty to provide appropriate music for all sessions of this Grand Chapter during its Annual Convocation and at other times when requested by the Grand High Priest or the Grand Chapter. The performance you render will add to the enjoyment of all attending.

EXCELLENT GRAND PHOTOGRAPHER

Excellent Companion: You have been appointed Grand Photographer of the Grand Chapter of Texas, and will now be in-vested with the jewel of your office.

It is your duty to record all proceedings of the Grand Chapter of Texas proper to be recorded both at the Annual Convocations and at other times when requested by the Grand High Priest or the Grand Chapter. The accurate performance of your duties will ensure that the events of this Grand Chapter will be preserved for generations yet unborn.

EXCELLENT GRAND GUARD

Excellent Companion: You have been appointed Grand Guard of this Grand Chapter and invested with the jewel of your office. I give to you this sword the more effectually to enable you to discharge the duties of your office. It is your duty to guard the door of the Grand Chapter on the outside, to report to the Grand Royal Arch Captain the Companions who desire to be admitted, to furnish them with suitable clothing to place the Chapter room in order for Convocations and to attend to such other duties as may be required of you by the Grand Chapter. Your punctual attendance is essentially necessary at every Convocation.

ADDRESS TO THE MEMBERS OF THE GRAND CHAPTER

(All members should be called to their feet.)

Companions, Members of the Grand Chapter of Texas: Behold your Grand Officers for the ensuing year. The nature of our Constitution is such, that some must, of necessity, rule and teach, whilst others must, of course, learn to submit and obey; humility in both is an essential duty. The officers who have been chosen to govern this Grand Chapter are too conversant with the rules of propriety and the laws of the Order not to avoid exceeding the powers with which they are entrusted, and you are of too generous disposition to envy their preferment. I, therefore, trust that you will have but one aim - to please each other, and unite in the grand design of doing good and communicating happiness. Finally, my Companions, as this Grand Annual Convocation has been conducted thus far with so much unanimity and concord, in which we greatly rejoice, so may it continue to the end. May the annual occurrence of these solemnities be always hailed with joy and great rejoicing by you and your successors until time shall be no more, and then may we all be permitted to meet in realms of bliss, where trouble comes not and the weary are at rest forever and ever.

(The **GRAND MARSHAL** then makes the following proclamation)

By the authority of the Most Excellent Grand Royal Arch Chapter of Texas, I proclaim the Grand Officers of this Grand Chapter duly and constitutionally installed in ample form.

(On public occasions, the Installation may be preceded and followed by anthems, odes, and addresses, at the discretion of the Grand Chapter.)

INSTALLATION CEREMONIES

For Officers of Subordinate Chapters

Under the Jurisdiction of the

M:E: Grand Royal Arch Chapter of Texas

(Election for Officers of Subordinate Chapters will be held on the last Stated Convocation preceding the 24th. of June in each year, and the installation shall be on the 24th. day of June or as soon thereafter as practicable, not later than August 1st.)

(Installation may be in private or in public and requires no Dispensation.)

(The Grand High Priest, the Deputy Grand High Priest, a High Priest or Past High Priest is authorized to install.)

(Elected officers must be installed in person; proxies may be used for appointed ones. If the installation is to be in public the Chapter should meet in Called Convocation and open in the Royal Arch Degree. After the proper announcements have been made, the officers appointed, etc., the Chapter should be called to refreshment and placed in charge of the Marshal, who will be in control of the movements of the Chapter until it is again called to labor. Should the place be other than the Chapter room and in connection with another body, such arrangements should be made as may be found convenient.)

(Robes should not be worn except in the room where the installation takes place.)

(Any music or addresses desired in the programmes should be before and after the Installation. This ceremony should be uninterrupted.)

(Having arrived at the place for Installation, and all being in readiness for the ceremony to begin, the Marshal should call the list of officers, both elected and appointed. As their names are called they should take seats in front of the Installing Officer, arranged in the order of their Stations, the High Priest on the right of the line.)

(The **MARSHAL** shall then say:)

MARSHAL: Officers, arise.

Most Excellent High Priest, I present the officers who have been selected to serve _____ Chapter, No. ____, for the ensuing Capitular year. I believe them to be skillful in the Royal Art and attentive to the moral precepts of the Order. They have accepted the trust confided to them, and I ask that they be installed with the usual ceremonies.

(Only elected officers take the oath of office. This includes from High Priest to Secretary.)

M:E: HIGH PRIEST: Officers elected will advance.

Companions, you have been elected to serve _____ Chapter, No. ____, for the ensuing Capitular year. If you are willing to assume the duties of the offices to which you have been elected, you will place your right hand on your heart and repeat after me the Oath of Office.

OBLIGATION

I, _____, do promise and swear that I will serve as _____, for the term for which I have been elected, and until my successor is duly installed; that I will perform the duties of my office to the best of my skill and ability, and will obey and observe, support and maintain the Constitution and Edicts of the Grand Royal Arch Chapter of Texas, and the By-Laws of this Chapter. So help me God.

(All Officers will be seated.)

MARSHAL:

(Approaching the Installing Officer, presents the High Priest as follows, and subsequently each of the remaining officers, changing title to suit:)

Most Excellent High Priest: I present to you Companion _____, who has been elected to serve this Chapter as Excellent High Priest for the ensuing year.

CHARGE TO THE HIGH PRIEST

INSTALLING OFFICER, then says:

Most Excellent Companion: You have been elected by the Companions of this Chapter to fill the highest Station within their gift, and to me has been assigned the pleasant duty of installing you therein. The high office of High Priest is highly honorable to all those who diligently perform the important duties annexed to it. By a frequent recurrence to the Constitution and General Regulations of the Grand Chapter and a constant study of our sublime science, you will be best able to discharge them. I feel confident that the Companions who have been chosen to assist you will give strength to your endeavors, and support to your exertions. Before investing you with the insignia of office I must propose to you certain questions, relative to the duties of your office, to which I would request your unequivocal assent.

Do you solemnly promise:

1. That you will redouble your endeavors to correct the vices, purify the morals, and promote the happiness of Royal Arch Masons, members of your Chapter?
2. That you will never suffer your Chapter to be opened unless there be present five regular Royal Arch Masons?
3. That you will never suffer either more or less than three Brethren to be exalted in your Chapter at one time, except, in those cases specifically authorized by the Grand Royal Arch Chapter of Texas?
4. That you will not exalt anyone to this degree who has not shown a charitable and humane disposition, or who has not made considerable proficiency in the preceding degrees?
5. That you will promote the general good of our Order, and, on all proper occasions, be ready and willing to impart instruction, and receive the same, more particularly from the State Grand Officers?
6. That, to the utmost of your power, you will require your Chapter to preserve the solemnities of our ceremonies, and that you will behave in open Chapter with the most profound respect and reverence for the Order as an example to your Companions?
7. That you will not admit a visitor into your Chapter who has not been exalted in a legally constituted Chapter, without having first been formally healed?

8. That you will bind your successor in office to the observance of the rules to which you now assent?

Do you submit to all these things, and promise to observe and practice them faithfully?

ANSWER: I do.

(These questions having been answered affirmatively, the Companions all rise and the following prayer is read:)

PRAYER

Most Holy and Glorious God, the Great High Priest of Heaven and Earth, we approach Thee with reverence, and implore Thy blessing upon the Companion who has been elected to preside over this Chapter. Fill his heart with fervor, that his words and actions may promote Thy glory; make him steadfast in Thy service; grant him firmness of mind and kindness of disposition; teach him to rule his Companions with justice and equity; animate his heart and strengthen his endeavors to do good. May the offerings he shall place upon the altar before Thee be an acceptable sacrifice. Bless him, O Lord, and crown the work of his hands with success. Bless this Chapter; forgive us our transgressions, and accept us in mercy. Amen.

(All be seated.)

(The High Priest will be invested with the Robes and Jewel of his Station.)

(The **INSTALLING OFFICER** will then say:)

Most Excellent: Having taken the oath of office and given a cheerful acquiescence to the charges read to you, you are now qualified for Installation as High Priest of this Chapter and it becomes my duty to point out some of the particular duties appertaining to your office. The High Priest of a Chapter has it in charge to see that the By-Laws of his Chapter, as well as the Constitution and Edicts of the Grand Chapter, are duly observed; that the officers of his Chapter perform their respective duties faithfully, and are examples of diligence and industry to the Companions; that true and accurate records of all proceedings of the Chapter are kept; that exact and just accounts are kept of all money and property of the Chapter; that Annual Returns be made accurately and promptly to the Grand Chapter and the annual dues paid punctually as the Grand Chapter may require.

He has the right and authority to convene his Chapter at pleasure. It is his duty and privilege to attend the Annual Convocations of the Grand Chapter, and fidelity to the Order requires that this should not be lightly neglected.

(To be used when Robes are worn:)

(Let the Mitre with which you are invested remind you of the dignity of the office you sustain, and its inscription impress upon your mind a sense of your dependence upon God; that perfect holiness belongeth unto the Lord.

The Breast Plate with which you are decorated, in imitation of that upon which were engraven the names of the twelve tribes of Israel, is to teach you that you are always to bear in mind your responsibility to the laws and ordinances of the Institution, and that the honor and interests of your Chapter and its members should be near your heart.

The various colors of the Robes you wear are emblematical of every grace and virtue which can adorn and beautify the human mind, whose cultivation and constant practice are as necessary to your own present

and future happiness as they are, by the example they will afford, to the prosperity of the Craft over whom you are placed.)

I present you with the Book of Law, the Great Light in every degree of Masonry. The doctrines contained in this sacred volume inspire in us a belief in the Dispensations of Divine Providence and enable us by the exercise of Faith, Hope, and Charity, to ascend the Great Masonic Ladder and enter into complete enjoyment of that land where our Heavenly Father reigns.

I give to you in charge the Constitution and Edicts of the Grand Royal Arch Chapter of Texas, and also the By-Laws of this Chapter. You will cause all these to be frequently read and punctually obeyed.

I now deliver into your custody the Charter under which you are authorized to work and by virtue of which this Chapter exists. You will carefully preserve it and transmit it to your successor, or to the Grand Chapter should necessity require. In behalf of the Craft here assembled I now offer you our most sincere congratulations. I doubt not but that you will govern with such discretion as to convince your Companions that their partiality has not been misplaced.

(Companions are called up by the gavel.)

Companions of _____ Chapter, No. ____, behold your High Priest. Remember that the prosperity of your Chapter will as much depend on your support, assistance and obedience, as on his assiduity, information and wisdom.

(The High Priest will then be seated in his Station. The Marshal will present the remaining officers in words as in presenting the High Priest, that is, naming each one and the office to which he has been elected or appointed. After each is presented with his jewel, clothing, etc., if used, the Installing Officer will proceed.)

CHARGE TO THE KING

Excellent Companion: The important Station to which you have been elected requires from you exemplary conduct; its duties demand assiduous attention; you are to aid the High Priest in all the requirements of his office, and should casualties prevent him from their discharge, you succeed him in the performance thereof. Your Jewel, the Level surmounted by a Crown, should remind you, that, although you are the representative of a King, and exalted by office above your Companions, yet you remain upon a level with them as respects your duties to God, your neighbor and yourself; that you are bound equally with them to be obedient to the laws and ordinances of the Institution, to be charitable, humane and just, and to seek every occasion for doing good.

Your office teaches a striking lesson of humility. Political society teaches us to regard a King as the chief of created beings, and that the first duty of his subjects is to obey his mandates; but Royal Arch Masonry, placing the King in a station subordinate to the High Priest, teaches us that our duty to God is paramount to all other duties, and should claim the priority of our obedience to man; and that, however we may be bound to obey the laws of civil society, yet these laws, to be just, should never interfere with matters of conscience or dictate articles of faith.

(The Scarlet Robe, an emblem of royal dignity, should remind you of the paternal concern you should ever feel for the welfare of your Chapter, and the fervency and zeal with which you should endeavor to promote its prosperity.

In presenting to you the Crown, which is an emblem of royalty, I would remind you that to reign sovereign in the hearts and affections of men must be far more grateful to a generous and benevolent mind

than to rule over their lives and fortunes, and that to enable you to enjoy this preeminence with honor and satisfaction you must subject your passions and prejudices to the dominion of your reason and charity.)

You are entitled to the second seat in the Council of your Chapter. Let the bright example of your illustrious predecessor in the Grand Council at Jerusalem stimulate you to the faithful discharge of your duties; and when the King of Kings shall summon you to His immediate presence, from His hand may you receive a Crown of Glory that shall never fade away.

CHARGE TO THE SCRIBE

Excellent Companion: The office of Scribe, to which you have been elected, is very respectable and important. In the absence of the High Priest and King you succeed to the performance of their duties. The efficiency of the Institution ought never to suffer for want of intelligence in its proper officers; you will therefore perceive the necessity of your possessing such qualifications as will enable you to accomplish the duties which are incumbent upon you in your own Station, as well as those which may devolve on you in the absence of your superior officers.

(The Purple Robe with which you are invested is an emblem of Union, and is calculated to remind you that the harmony and unanimity of the Chapter should be your constant aim; and to this end you are studiously to avoid all occasions of giving offense, or countenancing anything that may create divisions or dissensions.)

Your Jewel, a Plumb Line surmounted by a Turban, is an emblem of rectitude and vigilance; and while you stand as a watchman upon the tower to guard your Companions against the approach of those enemies of human felicity, intemperance and excess, let this faithful monitor ever remind you to walk up-rightly in your Station, admonishing your Companions to fidelity and industry while at labor, and to temperance and moderation while at refreshment. And when the Great Watchman of Israel, whose eye never slumbers or sleeps, shall relieve you from your post on earth, may He permit you in Heaven to participate in that food and refreshment which is -

"Such as Saints in glory love."

CHARGE TO THE TREASURER

Companion: You have been elected Treasurer of this Chapter, and I now with pleasure invest you with the Jewel of your office. Accuracy and fidelity are qualities which should recommend a Companion for the office of Treasurer. Accuracy in keeping a fair and minute account of all receipts and disbursements; fidelity in carefully preserving all property and funds of the Chapter confided to his care, and rendering a true account of the same when required. I doubt not but that your respect for the Institution, and your attachment to the interests of your Chapter, will prompt you to the faithful discharge of your duties.

CHARGE TO THE SECRETARY

Companion: I present you the Jewel of your office. The duties of your office require for their proper discharge, punctuality, promptness, judgment, correctness and integrity. Punctuality in attendance upon the Convocations of your Chapter; promptness in issuing all notices and orders required, and in making returns to the Grand Chapter; judgment in discriminating what is proper to be written and correctness in recording it; and integrity in collecting all monies due the Chapter and paying same over to the Treasurer.

Doubtless the possession of these qualities by you has induced your Companions to select you to fill this important Station.

When your final record has been made may your returns be checked correct and your name enrolled in the Book of Life eternal.

CHARGE TO THE CHAPLAIN

Companion: This Jewel with which I now invest you is emblematical of eternity, toward which the duties of your Station require you to direct your Companions. We have no long abiding here, and to him who fills this Station do we look for guidance; to him do we look as one to "point to Heaven and lead the way." May you so discharge these important duties that, with morals refined, virtues strengthened and minds purified, we may all be prepared for admission into the presence of those above, and with them enjoy a happiness as endless as it is perfect.

CHARGE TO THE CAPTAIN OF THE HOST

Companion: Your office is one of importance and demands your zealous consideration. It corresponds with that of Marshal, or Master of Ceremonies. You are to preside at the introduction of strangers among the workmen, and as strangers can only judge of our sincerity by the evidences we afford, you will be careful that the utmost order and decorum be observed on all occasions. You will be attentive to the commands of your Chief, and be always at hand to see them duly executed.

You have been invested with the Jewel of your office, I presume that you will give that study and attention to your duties which their importance demands.

CHARGE TO THE PRINCIPAL SOJOURNER

Companion: Your office corresponds to that of Senior Deacon in the preparatory degrees, and although subordinate in degree, is equal in importance to any in the Chapter, excepting that of your Chief alone. Among the duties required of you, the preparation and introduction of candidates are not the least. As in our intercourse with the world experience teaches that first impressions are often the most durable and the most difficult to eradicate, so it is of great importance, in all cases, that these impressions should be correct and just; hence, it is essential that the officer who brings the blind by a way that they knew not, and leads them in paths they have not known, should be well qualified to make "darkness light before them, and crooked things straight," and never permit our ceremonies to be converted into frivolity. Your past exertions are a pledge of your future assiduity in the faithful discharge of your duties.

CHARGE TO THE ROYAL ARCH CAPTAIN

Companion: Your office corresponds to that of Junior Deacon in the preparatory degrees. It is your duty to assist the Captain of the Host in the examination of visitors, and to obey his commands during the introduction of strangers among the workmen.

The White Veil, entrusted to your care, is emblematical of that purity of heart and rectitude of conduct which should actuate all who seek to pass through it to the sanctuary. Never suffer anyone to pass your post without the Signet of Truth. You have been presented with the Jewel of your office in expectation of its duties being performed with intelligence, assiduity and propriety.

CHARGE TO THE MASTERS OF THE VEILS

Companions: You have been appointed Masters of the Veils, and to you is entrusted the guarding, in a proper manner, of the sanctuary and councils of your Companions, and you are to suffer none to pass but such as are duly and truly qualified, are of a humane and charitable disposition, and who prove their genealogy and have in their possession the passwords of the fathers.

To you, Master of the Third Veil, is given the honor of protecting the Scarlet Banner, and this sword is given you to aid you. The fervency and zeal which should actuate all Royal Arch Masons, and are the distinguishing characteristics of the Order, are signified by the color of your banner.

To you, Master of the Second Veil, I present the Purple Banner, and this sword for its protection, and bid you remember that as purple is composed of a mixture of blue and red, it is therefore placed between the First and Third Veils to denote the intimate connection existing between the Royal Arch and Ancient Craft Masonry.

To you, Master of the First Veil, I give in charge the Blue Banner, and this sword which you will use with sleepless vigilance in its defense. The color of your banner denotes friendship, and as such is used as a characteristic of Master Masons.

Companions, let your friendships be sincere and disinterested; be firmly united in the cause in which you are engaged and zealous in the discharge of the duties of the offices to which you have been appointed. Then, though every rod become a serpent, and every serpent an enemy of the Craft, yet will their utmost vigilance and strongest exertions be as impotent as the leprous hand, or water spilt upon the ground, which cannot be gathered up.

CHARGE TO THE GUARD

Companion: Having been appointed Guard of this Chapter, you have been invested with the Jewel of your office, and I present you this sword to enable you more effectually to discharge the duties of your office. It is your duty to guard the door of the Chapter on the outside, to report any who desire to be admitted, to see that they are properly clothed, to place the Chapter room in order for Convocations, and attend to such other duties as may be required of you by the Chapter. Your punctual attendance at every Convocation is essentially necessary.

(Here call up the Chapter with the gavel.)

CHARGE TO THE COMPANIONS

Companions: Behold the Officers of your Chapter for the ensuing Capitular year. The nature of our Institution is such that some must, of necessity, rule and teach, whilst others must, of course, learn to submit and obey; humility in both is an essential duty. The officers who have been elected and appointed to govern this Chapter are too conversant with the rules of propriety and the laws of the Order not to avoid exceeding the powers with which they are entrusted, and you are of too generous disposition to envy their preferment. I therefore trust that you will have but one aim - to please each other and unite in the grand design of doing good and communicating happiness. Finally, my Companions, may the annual recurrence of these solemnities be always hailed with joy and great rejoicing by you and your successors until time shall be no more, and then may we all be permitted to meet in realms of bliss, where troubles come not and the weary are at rest forever.

(The **MARSHAL** then makes the following proclamation:)

By authority of the Most Excellent Grand Royal Arch Chapter of Texas, I now proclaim the officers of _____ Chapter, No. ____, duly and constitutionally installed.

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CEREMONIES OF CONSTITUTING AND DEDICATING A NEW CHAPTER

(As prepared by Committee of Grand Chapter, 1907)

1. Chapters are Constituted and Dedicated by the Most Excellent Grand Royal Arch Chapter of Texas, acting through its Most Excellent Grand High Priest or his duly authorized representative; hence the assembly, at that time, is a "Special Convocation of the Grand Chapter.
2. When a Charter has been granted by the Grand Chapter, and the time - of which all interested should have been notified - has arrived for the Ceremony of Constituting and Dedicating the new Chapter, the Companions will assemble in their Hall, and be in order without a formal ceremony.
3. In the preparation of the room, the Altar should be in its proper place, and upon it will be placed the Ark, the Pot of Incense, the Working Tools, the Jewels, Clothing and Implements belonging to the Chapter, and all covered.
4. The Grand Officers will assemble in an adjoining room and organize, by making such appointments as the Grand High Priest may find necessary to fill the Stations.
5. Being in readiness, a Committee from the assembled Companions will proceed to the room in which the Grand Officers are, and inform the Grand Officers that the Chapter is prepared to receive them.
6. The Grand Officers will move in procession, conducted by the Committee, to the Hall, in the following order:

Grand Guard

Grand Master First Veil Grand Master Second Veil

Grand Master Third Veil

Grand Royal Arch Captain Grand Principal Sojourner

Grand Captain of the Host

Grand Orator Grand Chaplain

Grand Treasurer Grand Secretary

Grand King Grand Scribe

Deputy Grand High Priest

M:E: Grand High Priest

7. The Grand Officers will be received by the Companions all standing, and when the Grand High Priest has taken his Station the Grand Honors are given, and the Companions are seated.

8. Music, if used, should be rendered at this point.

9. The **GRAND CHAPLAIN** will read:

SCRIPTURE SELECTION

"Then said Solomon, The Lord hath said that he would dwell in the thick darkness."

"But I have built an house of habitation for thee, and a place for thy dwelling forever."

"And in it have I put the ark, wherein is the covenant of the Lord."

"How amiable are thy tabernacles, O Lord of hosts!"

"Blessed are they that dwell in thy house: they will be still praising thee."

"For the Lord is a sun and shield: the Lord will give grace and glory: no good thing will He withhold from them that walk uprightly."

10. The reading concluded, all will rise and the Grand Chaplain will deliver the following:

PRAYER

Almighty and Supreme High Priest of heaven and earth, who is there in heaven but Thee, and who upon earth can stand in competition with Thee?

Thy Omniscient Mind brings all things in review - past, present, and to come; Thy Omnipotent Arm directs the movement of the vast creation: Thy Omnipresent Eye pervades the secret recesses of every heart; Thy boundless beneficence supplies us with every comfort and enjoyment; and Thy unspeakable perfections and glory surpass the understanding of the children of men. Our Father which art in heaven, we invoke Thy benediction upon the purposes of our present assembling. May this Chapter be established to Thy honor and consecrated to Thy glory; may its officers be endowed with wisdom to discern and fidelity to pursue, its true interests; and may its members be ever mindful of the duty they owe to their God, the obedience they owe to their superiors, the love they owe to their equals, and the good-will they owe to all mankind. Amen.

Response: So mote it be. (All will be seated.)

11. The **GRAND CAPTAIN OF THE HOST** will then form the members of the new Chapter in lines, fronting the Altar and the Grand High Priest. The Officers of the Chapter should be in the front row.

12. The **DEPUTY GRAND HIGH PRIEST** then rises and addresses the Most Excellent Grand High Priest thus:

Most Excellent Grand High Priest: A number of Companions duly instructed in the sublime mysteries, being desirous of promoting the honor and propagating the principles of the Art have applied to the Grand Royal Arch Chapter of Texas for a warrant to constitute a new Chapter of Royal Arch Masons, which having been obtained, they are now assembled for the purpose of being constituted in due and ancient form.

13. The Grand High Priest directs the Grand Secretary to read the Charter; which being done,

14. The **GRAND HIGH PRIEST** then rises and says:

Companions: The Grand Royal Arch Chapter of Texas having granted to you a warrant for forming and opening a new Chapter and having full confidence in your ability to conduct the same in accordance with the spirit of our Royal Art. Now, therefore, by virtue of the high power in me vested, I do form you, my respected Companions, into a regular Chapter of Royal Arch Masons, to be known as _____ No. ____.

From henceforth you are authorized and empowered to open and hold a Lodge of Mark Masters, Past Masters, and Most Excellent Masters, and a Chapter of Royal Arch Masons; and to do and perform all such things as thereunto may appertain; conforming, in all your doings, to the Constitution of the Grand Royal Arch Chapter of Texas. And may the God of your Fathers be with you, and guide and direct you in all your doings.

15. The covering will now be removed from the Altar, and the Grand Chaplain will approach the Altar and taking the Pot of Incense in his hand, will say:

To Our Most Excellent Patron, Zerubbabel, we solemnly dedicate this Chapter. May the blessing of our Heavenly High Priest descend and rest upon its members, and may their felicity be immortal. Glory be to God on high.

Response: As it was in the beginning, is now, and ever shall be, world without end. Amen. So mote it be.

16. The **GRAND CAPTAIN OF THE HOST** will then make the following:

PROCLAMATION

In the name of the Most Excellent Grand Royal Arch Chapter of Texas, I now proclaim _____ Chapter, No. ____, legally constituted and dedicated in due and ancient form.

17. **BENEDICTION BY THE GRAND CHAPLAIN**

May the blessings of heaven rest upon us and all regular Masons; may brotherly love prevail, and every moral and social virtue cement us. Amen.

Response: So mote it be.

* * * * *

FIRST STATED CONVOCATION OF THE CHAPTER

18. After the conclusion of the services as above, the Grand High Priest will say:

_____ Chapter, No. ____, having been Constituted and Dedicated in accordance with the provisions of the Constitution and Statutes of the Grand Royal Arch Chapter of Texas, will now be opened in its First Stated Convocation for the dispatch of business, etc.

(concluding the announcement in accordance with the work.)

Those who have heretofore been designated as Grand Officers will be recorded as the Officers of the Chapter.

19. The Chapter being declared open and ready for business, the High Priest will announce, as the first business in order, the election of such Officers as are elective, and not named in the Charter. If, in answer to inquiry, it is shown that the Officers, as named in the Charter, are not satisfactory, then Companions to fill those Stations will also be elected. The election being had, and appointive officers named, all are then installed by the presiding Officer.

The new Officers taking their respective Stations, such further business as may come before the Chapter is trans-acted, and the Chapter closed.

The Most Excellent Grand Royal Arch Chapter Of Texas Fifty-Year Recognition Ceremony

When a Companion is qualified to receive recognition for fifty years of service to Capitular Masonry, suitable arrangements are appropriate for the special ceremony. If more than one Companion is qualified for the award during the Capitular Year, make every effort to hold a *special ceremony for each of those Companions*. In doing so, each Companion can be individually honored on HIS SPECIAL OCCASION! When a Companion attains the special milestone of fifty years of service to Capitular Masonry, he is entitled to a special event held in HIS honor.

Make plans for the Chapter as far in advance as possible, and those plans should include an “open meeting” of the Chapter to which family members of the honoree and other non-masons are invited.

Special advance notice of the occasion should be given to the members of the Chapter at meetings of the Chapter and through written notice.

The District Deputy Grand High Priest should be invited, and as a courtesy to him should be tendered the opportunity to make the presentation on behalf of the Most Excellent Grand High Priest and the Grand Royal Arch Chapter of Texas.

If the honoree’s health is such that he cannot comfortably stand during the ceremony, ask the Royal Arch Captain to seat him before the altar. If his wife is present, she – or some other person selected by him – should be invited to either stand with or be seated beside him during the ceremony.

The Most Excellent High Priest of the Chapter should familiarize himself with the presentation ceremony well in advance, and the Companion selected to make the presentation should receive an advance copy of the ceremony for his review and familiarization.

When the meeting is declared open for the purpose of the special recognition of a Companion, the United States flag and the Texas flag should be paid due recognition, and an invocation offered by a Companion previously selected by the Most Excellent High Priest.

Following those procedures, the Most Excellent High Priest proceeds with the presentation in accordance with the following text as appropriate to the occasion.

MOST EXCELLENT HIGH PRIEST:

Distinguished guests and Companions: We are assembled on this occasion to pay a tribute of respect and esteem to a distinguished member of _____ Chapter No. _____ Royal Arch Masons.

Our Companion whom we honor has reached the milestone in life when his years of age, is united with years of service to our fraternity, an accomplishment which merits special recognition.

Companion Secretary, please read the full Masonic record of Companion _____.
(*Secretary reads the Masonic record of the Companion being honored*)

M.E.H.P. continues: Companion Royal Arch Captain, please conduct Companion _____ (and his guest if present) to the West side of our Holy Altar.

(Note: If the honoree’s health is such that he cannot comfortably stand during the ceremony, seat him (and his wife if present, or someone selected by him to either stand or sit beside him) during the ceremony.)

Companion(s) _____, you are again before the Holy Altar of Freemasonry. Upon reflection you will doubtless recall that your journey in York Rite Masonry began when, as a candidate for the Entered Apprentice Degree, you knocked upon the door of your Lodge seeking admission. During that ceremony you were reminded of your duties toward God and mankind. You learned that the cornerstone is the most important part of the building, and through that allegory you received good and wholesome instruction with regard to the erection of your spiritual and moral edifice, the cornerstone of a productive and influential life, and that the principal tenets of Freemasonry are: Brotherly Love, Relief and Truth.

As a Fellowcraft Mason, you were reminded that while our ancient brethren applied their skills as Operative Masons in the erection of structures made of stone and mortar, as speculative masons we learn to subdue the passions, act upon the square, practice charity and pay due reverence to the Deity.

As a Master Mason, you contemplated the three principal stages of human life: Youth, Manhood and Age, to spend your youth in the attainment of useful knowledge, your manhood in the discharge your duties to your God, your neighbor and yourself, so that in age as a Master Mason you might enjoy the happy reflection consequent upon a life well spent.

Your search for all the light to which you are entitled to receive as a Master Mason led you to the door of a Chapter of Royal Arch Masons, where you learned additional valuable lessons to enrich your spiritual and moral edifice. Those lessons included the admonition to never accept pay for labor not performed; that while authority to govern a lodge of Masons is an awesome responsibility, such authority is useless without the respect and admiration of your brethren; that effective leadership demands of us reasonable preparation and careful attention to those credentials from which our authority is derived, and our human limitations without the guidance of a greater power granted us by a loving and caring God.

Other lessons included the expressed hope of your Companions that you would become a true brother among them, a perfect Ashlar – a master workman, careful in your conduct, attentive to the rules, and the putting aside of jealousies and envies which might impede your progress toward virtue, inner peace and happiness.

And, upon being exalted a Royal Arch Mason, your search for more light in Masonry ended with the revelation of the true word for which you were given a substitute upon being raised a Master Mason in your Lodge.

These lessons have served to guide your life and adorn your very soul as a man and as a Companion Royal Arch Mason for fifty years. Let us give thanks to God for your life, and implore his blessings upon this convocation that we might please Him in all of our doings.

Companion Chaplain, please lead us in prayer. (*Call up the Chapter*)

CHAPLAIN: Almighty and merciful God, in whom we live and move and have our being, we humbly bow before Thee to ask Thy blessings upon this convocation of Companions and friends. We thank you for the life of this Companion (those Companions) whom we now honor and for the years that you have permitted him (them) to dwell in our midst. We pray that you will continue to bless him (them) with life, strength, health, happiness and prosperity in all things throughout the days months and years of your divine providence. Grant unto him (them) the dwelling of Thy Holy Spirit that his life (their lives) might reflect daily walks with Thee.

These things we pray in the name of our Supreme High Priest of the Universe, to whom we give glory and honor forever. Amen.

MOST EXCELLENT HIGH PRIEST: Please be seated. (Continues)

*Companions, it is now my privilege to present Right Excellent _____,
District Deputy Grand High Priest of Capitular District No. _____ of the Most Excellent Grand Royal Arch
Chapter of Texas, who, for and on behalf of the of the Most Excellent Grand Royal Arch Chapter will present
the Grand Royal Arch Chapter Fifty-Year Award to Companion(s)_____.*

DISTRICT DEPUTY GRAND HIGH PRIEST: Most Excellent High Priest, Guests and Companions
of _____ Chapter No. _____ we have heard the reading of the Masonic record of Companion
_____.

Companion(s) _____, it has been your privilege to dwell among your Royal Arch
Companions for fifty years. During those years, in some measure you have given of yourself, your time, your
talents and your support. The question isn't so much whether your support has been in a manner often
described as an "active member," but the simple fact is you have maintained your membership for a time
sufficient to accumulate fifty years of service to Capitular Masonry. Your life has served as a beacon to guide
those who might otherwise have faltered, and for your example our Most Excellent Grand Royal Arch
Chapter and your home Chapter of Royal Arch Masons are most appreciative.

Therefore, my Companion(s), it is by the authority in me vested, for and on behalf of the Most
Excellent Grand Royal Arch Chapter of Texas that I present to you this visible token of our appreciation of
your Fifty Years of service to Capitular Masonry.

INVEST COMPANION WITH PIN AND CERTIFICATE

It is our sincere prayer and wish that you wear this emblem in health, happiness and prosperity
with much pleasure to yourself, and with honor to our Grand Royal Arch Chapter, and all Companions
throughout the world. We congratulate you upon this high and distinguished recognition.

Companion Royal Arch Captain, please conduct our honored Companion to a seat in the East upon
the left of the Most Excellent High Priest.

(Most Excellent High Priest seats the Chapter.)

A response by the honoree is appropriate if he wishes to do so.

The meeting is then closed with prayer.

THE CORNERSTONE AWARD

SETTING: This award should be presented in a regularly convened Royal Arch Chapter, and after called from labor, the ladies and other guests invited in for the ceremony. Introductions and announcements may be made at this time to afford the audience recognition of our activities.

In the event the recipient is unable to attend a Chapter meeting, the award may be presented at his domicile (*home or care facility*) and the ceremony adapted to the situation.

Photographs are appropriate as a memento of the occasion.

CEREMONY

H. P. OR PRESIDING OFFICER: Companions, Ladies and Guests. We have gathered on this occasion to present an award honoring one of our distinguished Companions. How many in the room has received the Cornerstone Award? (*Counts, and announces the number, and introduces the previous recipients.*) The presentation will be made by Companion_____

PRESENTING OFFICER: (*From the East or from the east side of the altar*) Most Excellent High Priest, Distinguished Honoree, Officers, Members and Guests:

From the first degree in Masonry, Freemasons are reminded that honest and fruitful labor is the very cornerstone of the lessons taught in every Masonic degree.

The lesson of the northeast corner instructs the Entered Apprentice that ideally his character – his morality – should be based upon a solid foundation. While standing in the northeast corner he receives those instructions upon which to build a life that reflects the moral lessons taught in every Masonic degree. Thus, the cornerstone is the focal point of the lessons of Freemasonry.

When we recognize a Companion for his contribution to Freemasonry in one way or another, we think of the word “Honor.” It is a high honor to be selected by a Masonic Lodge to become a Mason. It is a high honor to be advanced through the degrees of a Royal Arch Chapter. Honor also brings to mind words like “esteem,” “high regard,” or “recognition.”

To be honored is to be highly regarded – not only for what a person has done, but also for what he is capable of doing.

On this occasion, _____ Chapter No. _____ is pleased to recognize a distinguished Companion whose life is a tribute to the confidence reposed in him by his Companions when they accepted his work as good and square. A Companion who seeks neither recognition nor reward for what he does. He seeks only to serve, and that alone is the reason for our recognition of him.

The award is called the “Cornerstone Award.” A cornerstone has been described as the most basic element of a building. It is from the cornerstone that the rest of the building is laid out. According to “Masonry Defined,” in its basic form, a cornerstone, when set in place with Masonic ceremony, upon application of the square, level and plumb is declared well formed, true and trusty. To the Mason, the square teaches morality, the level equality, and the plumb rectitude of conduct.

The Cornerstone Award is intended to recognize the special Companion of a Chapter of Royal Arch Masons who has received more light in Masonry through the degrees of Capitular Masonry; the Companion who has diligently applied himself toward his duties to his God, his country, his neighbor and to himself. It recognizes dedicated and unselfish service to Freemasonry, and our recognition of Companion _____ for his unselfish devotion to the principles of Freemasonry is most appropriate. He has demonstrated those unusual qualities of dedication and devotion to those valuable and impressive lessons taught us in every Masonic degree.

His life – the way he lives it; his time – the way he gives it, is instructive to each of us. It points out that the best way to benefit from the light of Freemasonry is to allow Masonry to benefit from our time, our talent and our participation.

Companion _____ is a symbol of what a Mason should be, and his life is emblematic of the lessons of Masonry ----- well learned, and well lived.

Companion Royal Arch Captain, you will escort Companion _____ (and his lady if present) to the west side of the Altar. (Done.) (R.A.C. stays at Altar one step behind the recipient to assist the Presenting Officer.)

(Presenting Officer, at the east side of the Altar, reads the citation on award stone and presents it to recipient. Also describes the lapel pin and hands it to recipient's Lady (if present) for her to install on lapel)

(Presenting Officer may ask for favorable comments from the audience.)

(Presenting Officer may ask recipient for his comments.)

PRESENTING OFFICER: Companion Royal Arch Captain, you will return our honored Companion *(and his Lady)* to his seat. (Done.)

Most Excellent High Priest, this concludes the ceremony. *(Returns to his seat.)*

MOST EXCELLENT HIGH PRIEST: Companion Chaplain, you will dismiss us with a word of prayer. *(Done.) (Gavel.)*

CODE OF BY-LAWS

Adopted for use of Chapters,
Particularly for Chapters U.D.

Article C-057 (198)

CODE OF BY-LAWS

Adopted by the M:E: Grand Royal Arch Chapter of Texas for the use of Chapters under its jurisdiction, 1874. Amended December, 1911, 1936, 1951, 1986, 1987, 1999, and 2000.

These By-Laws are to be used by Chapters until such time as they may adopt others, and have same approved by the Grand Chapter. (See Articles C-012 (158) and C-028e (174e))

By-Laws of _____ Chapter No. _____, R.A.M.

ARTICLE I Name of the Chapter

This Chapter shall be styled "_____ Chapter No. _____, (or U.D., as the case may be), Royal Arch Masons", under the jurisdiction of the Grand Royal Arch Chapter of Texas.

This Chapter subscribes to and shall be governed by the Constitution, Laws, Resolutions and Edicts of the Grand Royal Arch Chapter of Texas, and the By-Laws as hereinafter set forth.

ARTICLE II Convocations of the Chapter

Section 1. The Stated Convocation shall be held on the _____ of every month at _____ o'clock P.M. (Or other appropriate description) (Amended 1998)

Section 2. Special Convocations may be called by the High Priest, or in his absence or inability to serve, by the King, or in the absence of both, by the Scribe at such times as they, or either of them, having the right to act, may think important, or to the interest of the Craft.

Section 3. Notice of Special Convocations shall be communicated to as many members as possible, and no business shall be transacted at such Convocations other than that specified in the call and legally authorized to be acted upon at a Special Convocation.

ARTICLE III Officers of the Chapter

The Officers of this Chapter shall be those specified in the Laws of the Grand Royal Arch Chapter of Texas for Subordinate Chapters, and none other. Art. C-080 (220).

ARTICLE IV
Elective and Appointive Officers

Section 1. The High Priest, King, Scribe, Treasurer, and Secretary shall be elected by the Chapter; all other officers shall be appointed by the High Priest elect. Art. C-084 (224).

Section 2. In the election of Officers, should only one name be placed in nomination, the vote may be by acclamation; but should more than one name be placed in nomination, the vote shall be by written ballot, which shall be counted at the Secretary's desk; the number of votes received by each Companion shall be reported to the presiding officer, who shall declare the Companion receiving majority of all votes cast duly elected.

Section 3. In the event no Companion has such a majority the ballot will be repeated until such result is attained. Blank ballots shall not be considered in determining the result.

ARTICLE V
Duties of Officers

Section 1. High Priest - It shall be the duty of the High Priest to exercise all the powers and perform all the duties prescribed by the Constitution and Laws of the Grand Chapter; to see that the By-Laws of this Chapter are duly observed, and that the officers attend strictly to their duties Art. C-096 (236), C-097 (237), C-100 (240), C-103 (243) and C-104 (244).

Section 2. Treasurer - In addition to the duties prescribed by the Laws of the Grand Chapter, it shall be the duty of the Treasurer to keep in a safe and secure place all the deeds, certificates of stock, notes, bonds, or other securities or monies belonging to this Chapter, account for the same from time to time, and deliver same to his successor in office; to collect and receive all monies from the hands of the Secretary, passing his receipt for same; and to pay them out upon order of the High Priest and consent of this Chapter Expenditures for charitable purposes may be made as provided by the Laws of the Grand Chapter. Art. C-100 (240).

Section 3. The Treasurer shall keep an accurate account of all receipts and disbursements and make a full report of the financial affairs of the Chapter at the Stated Convocation next succeeding the 24th. day of June each year, and oftener if required by the Chapter or High Priest. Art. C-100 (240).

He shall submit his books and accounts for audit annually and/or when requested and be bonded as prescribed in Art. C-100 (240) of the Constitution and Laws of the Grand Chapter of Texas. The expense of such bond shall be borne by the Chapter.

Section 4. For his services he shall receive an amount as voted by the Chapter from time to time and may be exempt from the payment of dues.

Section 5. Secretary - In addition to the duties prescribed by the Laws of the Grand Chapter, it shall be the duty of the Secretary: Art.C-101 (241).

(a) To observe carefully all the proceedings of the Chapter; to make a correct record of all transactions of an official nature; to collect and receive all monies due the Chapter, and promptly pay them over to the Treasurer, taking his receipt for the same.

(b) To keep securely all books and papers relating to the proceedings of the Chapter.

(c) To authenticate all official papers and documents emanating from the Chapter with the seal of the same.

(d) To issue all summonses, notices and demits as he may be directed.

(e) To make out and transmit to the Grand Secretary the Annual Returns of the Chapter within the time required by the Laws of the Grand Chapter; also to remit to him all dues and fees as prescribed by the Law.

(f) To read aloud before the Chapter all official Communications received and note same in the minutes.

(g) To submit his books and accounts for audit annually or when requested by the Chapter, High Priest, or Audit Committee.

(h) He shall be bonded as prescribed in Art. C-101.9 (241.9) of the Constitution and Laws of the Grand Chapter of Texas. The expense of such bond shall be borne by the Chapter.

Section 6. For his services he shall receive an amount as voted by the Chapter from time to time and may be exempt from the payment of dues. Art. C-101.10 (241.10).

Section 7. Guard - It shall be the duty of the Guard to see that the Chapter room is kept clean and in order; that the various articles of furniture are in their appropriate places; that all members and visitors sign the register before entering the Chapter room; to strictly guard the door during the Convocations; to summons the members to meetings when requested by the High Priest or Secretary; and to be punctual in attendance upon all Stated or Special Convocations of the Chapter. Art. C-103 (243).

Section 8. For the performance of the foregoing and all other duties assigned to him, the Guard shall receive an amount as voted by the Chapter from time to time and may be exempt from the payment of dues.

ARTICLE VI

Standing Committees

Section 1. The High Priest, King, and Scribe shall constitute a standing committee on Fraternal assistance, a majority of whom may at all times act. Their duties shall be as follows:

(a) Fraternal Assistance - It is their duty to examine all claimants for assistance and, if necessary, they may draw upon the Treasurer, in each instance, for an amount as set by vote of the Chapter at its next Stated Convocation. Art C-105 (245.2)

Section 2. The High Priest shall appoint the following Committees, whose duties shall be as follows:

(a) Sickness - It shall be their duty to visit all sick Companions (unless it would be dangerous or imprudent to do so) and ascertain their condition and necessities, and to report such recommendations to the Chapter or to the High Priest as they may deem proper and necessary in regard to both the Companion and his family.

(b) Finance - It shall be the duty of the High Priest, at the first Stated Convocation after the 24th. of June each year, to appoint a Standing Committee of Finance to be composed of three discreet, competent Companions. It shall be the duty of this committee, as soon as it is appointed, to examine carefully and verify the reports, books, and vouchers of the Secretary and Treasurer, and any other financial matters referred to them; and make a full and accurate report not later than 90 days thereafter. Should any inaccuracies be found, they shall recommend the necessary steps for correction. In the matter of ordinary accounts referred to them, they may report instant. The reports of the Committee on Finance shall be read in open Chapter and spread upon the minutes, noting the action taken by the Chapter. Art. C-105 (245)

(c) Special Committees - It shall be the duty of any Special Committee appointed by the High Priest to diligently carry out the duties as assigned to it and report promptly to the High Priest its findings, recommendations, or actions.

ARTICLE VII

Fees and Dues

Section 1. The fees for the Capitular Degrees shall be an amount not less than that prescribed in Art. C-123 (261) of the Constitution and Laws of the Grand Chapter of Texas and as set by this Chapter from time to time, and which must be paid in advance.

Section 2. Dues - Each member of the Chapter shall, unless exempted, pay dues at the rate as set by the Chapter from time to time, however, in all cases not less than the amount as prescribed in Art. C-108 (248) of the Constitution and Laws of the Grand Chapter of Texas, which must be paid to the Secretary on or before the 23rd. of June.

Dues to be paid by those initiated or affiliated shall be paid pro rata from the time of such initiation or affiliation for the unexpired time of the current fiscal year.

Section 3. Endowed Membership - Any member of this Chapter may purchase and Endowed Membership in accordance with the provision of Art. C-109 (248A) of the Constitution and Laws of the Grand Chapter of Texas.

Section 4. Demits - A member requesting a Demit must pay dues to the time his application is filed with the Secretary, and before issuance of the same. Art. C-111 (250)

ARTICLE VIII

Visitors

Section 1. A visitor shall not be admitted except upon due examination or lawful avouchment. Art. C-193 (342)

Section 2. In the event that the visiting Companion is a stranger or sojourner and hails from a Chapter in another Grand Jurisdiction, it shall be the duty of the Secretary to notify the Chapter of which the visitor is a member that we have had the pleasure of a visit by one of its members, giving the name and date.

ARTICLE IX

Order of Business

Section 1. After the Chapter is opened in due form in the Royal Arch Degree, all business matters have precedence in the following order unless otherwise ordered by a majority vote of the members present:

- (a) Reading and approving of minutes of all Convocations not previously read and approved.
- (b) Receiving and balloting on petitions.
- (c) Reports of Special Committees.
- (d) Reports of Standing Committees.
- (e) Unfinished business.
- (f) Motions, resolutions, and new business.

Art. C-067 (207) (Amended 1987, 1998, 1999)

ARTICLE X

Rules of Business

The Rules of conducting the business of this Chapter shall be as nearly as possible the same as those prescribed for the Grand Chapter and Subordinate Chapters in the Constitution and Laws of the Grand Chapter, and in addition the following:

Section 1. When a question is decided, the same matter shall not again be acted on during that meeting unless on motion to reconsider, which can only be made by a member voting in the majority, and at that or the next Stated Convocation when there must be an equal or greater number of members pre-sent than when the action was had.

Section 2. All questions of order shall be decided by the High Priest without appeal or debate; but the High Priest may ask the advice of any member before deciding; and he has the right at any time to declare the Chapter closed or called off for the purpose of stopping angry debate or confusion.

Section 3. Any Companion may appeal from the decision of the High Priest to the Grand High Priest during recess of the Grand Chapter, but such an appeal shall not suspend the decision of the High Priest pending such an appeal.

ARTICLE XI

Amendment of By-Laws

Section 1. No amendments of these By-Laws, either by alteration or addition, shall be made unless in the following manner:

Section 2. The proposed amendment must be in writing, signed by the proposer, and presented and read at a Stated Convocation of this Chapter, at which time it may be discussed and amended, if necessary.

Section 3. At the next Stated Convocation of this Chapter, it shall again be considered and voted upon without further amendment; and if approved by two-thirds of the votes of the members present, it shall become a part of the By-Laws upon compliance with the other provisions of this article. Art. C-058 (199)

Section 4. All amendments of these By-Laws must be submitted to the Grand Chapter for its approval before they take effect, except the following:

(1) Amendments changing the time of Stated Convocations. All such changes shall be promptly reported to the Grand Secretary.

(2) Amendments relating to dues and to fees, provided dues and fees are not made less than the minimum prescribed by the Grand Chapter.

(3) Amendments exempting members from dues. Art. C-059 (200)

ARTICLE XII

Certification of By-Laws

This is to certify that _____ Chapter No. _____, R.A.M., located at _____, Texas, has on this the _____ day of _____, A.D. _____, adopted the above By-Laws; and the same have been approved by the Most Excellent Grand Royal Arch Chapter of Texas on this the _____ day of _____, A.D. _____.

(Seal)

Secretary

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FORMS

APPROVED FOR USE BY

SUBORDINATE CHAPTERS

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Application Admission for Texas Masonic Retirement Center (Contact Superintendent for latest Application and Rules).

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Form of Certificate of Recommendation

To the M:E: Grand High Priest of the Grand Royal Arch Chapter of Texas:

This certifies that _____ Chapter, No.____, Royal Arch Masons, being fully satisfied that the Companions whose names are appended to the accompanying petition for a Dispensation to form and open a new Chapter, to be held at _____, in the county of _____, and to be called _____ Chapter, are Royal Arch Masons in good standing, and being prepared to vouch for their moral characters and Masonic abilities, and that the facts set forth in their petition are true, do therefore recommend that the Dispensation prayed for be granted them.

We further certify that the aforesaid petition was presented at a Stated Convocation of _____ Chapter, No.____, held on the _____ day of _____, A.D.20____, A.I.25____, and was read and laid over until the Stated Convocation held on the _____ day of _____, A.D.20____, A.I.25____, when it was taken up and voted on; that there were present _____ members of this Chapter; and _____ votes were given for, and _____ votes against, the prayer of the petitioners.

The precise distance from _____ to _____, in direct line, is _____ miles.

Witness our hands and the Seal of the Chapter, this _____ day of _____, A.D.20____, A.I.25____.

(Seal) _____ High Priest.

Attest: _____ Secretary.

NOTE: When the above Form is used in a petition for a Charter, it should be addressed to the "M:E: Grand Royal Arch Chapter of Texas" and the word "Charter" used instead of "Dispensation".

**Form of Proxy Authorizing a Past High Priest to Constitute a New Chapter
and Install Its Officers**

To all Whom it may Concern:

But more especially to Companions _____ Most Excellent High Priest elect;
_____ Excellent King elect; _____ Excellent Scribe elect; and
the other Companions who have been empowered by a warrant of Constitution issued under the authority of
the Most Excellent Grand Royal Arch Chapter of Texas, to assemble as a Regular Chapter at _____,
in the County of _____, State of Texas, and to be known and designated as _____ Chapter,
No. ____.

Know Ye, That reposing all trust and confidence in the skill, prudence and integrity of our Most Excellent
Companion _____, I have thought proper, being myself unable to attend, to nominate and appoint
the said Most Excellent Companion _____ to constitute, in form, the Companions aforesaid into a
regular Chapter, and to install the officers-elect according to the ancient usages of the Craft, and for so
doing this shall be his sufficient warrant.

Given under my hand and seal at _____, Texas, this _____ day of _____, A.D.20 ____, A.I.25
_____.

(Seal)

Grand High Priest

Form of Chapter Minutes

At a Stated Convocation of _____ Chapter, No. _____, R.A.M., held in the Masonic Hall of _____, Texas, on the _____ day of _____ A.D.20_____, A.I.25_____, the following officers and Companions were present:

Officers

Most Excellent _____, H.P. Companion _____, P.S.
Excellent _____, King Companion _____, R.A.C.
Excellent _____, Scribe Companion _____, M.3rd V.
Companion _____, Treasurer Companion _____, M.2nd.V.
Companion _____, Secretary Companion _____, M.1st.V.
Companion _____, C.H. Companion _____, Guard

Companions present: Jno. Smith, Jas. Brown, W. Johnson, etc., etc.

Visiting Companions:

V:E: S. M. Williams, P.G.H.P., Washington No. 2, Texas
R:E: J. R. Parson, P.D.G.H.P., Missouri No. 1, Missouri
Companion J. C. Jones, Waco Chapter No. 45, Texas, etc.

The Chapter was opened in the R. A. Degree in due and ancient form, at _____ o'clock ____M.

(If it is a Stated Convocation, follow order of business as laid down in By-Laws. The minutes of previous meeting were read and approved, etc.)

(If it is a Called Convocation for work, then as follows)

Labor was then dispensed with in the R.A. Degree, and a Lodge called to labor in the Mark Master's degree, for the purpose of work, when Bro. A.B. was introduced and "advanced to the honorary degree of Mark Master" in due and ancient form.

Labor was then dispensed with in the Mark Master's degree and a Lodge called to labor in the Past Master's degree, for the purpose of work, when Bro. A.B. was introduced and "regularly seated in the oriental chair" in due and ancient form.

Labor was then dispensed with in the Past Master's degree and a Lodge called to labor in the Most Excellent Master's degree, for the purpose of work when Bro. A.B. was introduced and "received and acknowledged Most Excellent Master" in due and ancient form.

Labor was then dispensed with in the Most Excellent Master's degree, and resumed in the Royal Arch Degree, when Bros. A., B., and C. were introduced and "exalted to the sublime degree of Royal Arch Mason" in due and ancient form.

(The following closing language is used in minutes of both "called" and "stated" Convocations.)

Nothing further appearing for attention, the Chapter was closed in due and ancient form at _____ o'clock ____M.

_____, Secretary _____, H.P.



Petition for Capitular Masonry

"Holiness to the Lord"

_____ Texas, _____, 20____

TO THE OFFICERS AND MEMBERS OF

_____ Chapter No. _____ Royal Arch Masons.

The undersigned _____, a Master Mason, states that:

- (1) I was born _____, in _____, _____
- (2) I am a member in good standing of _____ Lodge No. _____ A.F.& A.M. located at _____ under the jurisdiction of the Grand Lodge of _____
- (3) I have been a resident of the State of Texas, and of the jurisdiction of your Chapter for the required period of twelve months.
- (4) I have never petitioned any other Chapter. (If otherwise fill in No. 5.)
- (5) I have petitioned _____ Chapter No. _____ R.A.M located at _____, _____, on or about _____, and was _____.
- (6) I pray, that your Honorable Body confer on me the degree of MARK MASTER, PAST MASTER, MOST EXCELLENT MASTER AND ROYAL ARCH MASON, promising, if this petition be granted to conform to all the usages and customs of your ANCIENT ORDER.

Signed in full the _____ day of _____ 20____

(occupation)

(address)

(city)

(state)

(zip)

(telephone)

(e-mail)

(mailing address if different from above)

(sign name in full)

RECOMMENDED BY:

**PETITION FOR AFFILIATION BY CERTIFICATE
OF GOOD STANDING OR DEMIT**

_____, Texas _____, 20____

To the M:E: High Priest, E: King, E: Scribe and Companions of _____ Chapter
No. _____ R.A.M. _____, Texas.

The petition of the subscribed respectfully represents that he was made a Royal Arch Mason in
_____ Chapter No. _____, working under the jurisdiction of the Grand Royal Arch
Chapter of _____. That he is now in good standing and a member of _____ Chapter
No. _____, in the town of _____ and State of _____, a certificate or demit
from the Secretary of said Chapter (or, if petitioner is from another Grand Jurisdiction, certificate or demit
from the Grand Secretary of the Grand Chapter of _____) accompanies this, his petition;
and he now prays for admission as a member of your Chapter, if found worthy,

As a single member of your Chapter.
As a plural member of your Chapter.
(strike out line not applicable)

He further represents that he was born in _____, State of
_____, on the _____ day of _____, 19____; that he has lived in this Grand
Jurisdiction _____ years, and in the jurisdiction of this Chapter for _____ months _____ years; that
he has last lived before coming to this Grand Jurisdiction at _____.

Signed in full this _____ day of _____, 20____

(occupation)

(address)

(city)

(state)

(zip)

(telephone)

(sign in full) _____

RECOMMENDED BY:

This is to certify that Companion _____, to whom your
Chapter issued a Certificate of Good Standing, or Demit, dated the _____ day of _____, 20____,
was on the _____ day of _____, 20____, affiliated as a (single) (plural) (strike our word not
applicable) member with _____ Chapter No. _____, located at _____, as authorized by
Articles C-187 (339a) of the Constitution and Laws of the Grand Royal Arch Chapter of Texas.

Given under my hand and the seal of the Chapter, this _____ day of _____, 20____.
(seal) _____

Secretary

APPLICATION FOR DEMIT

To the M: E: High Priest, Officers and Companions of _____ Chapter No. _____
R.A.M.

The undersigned, a Royal Arch Mason, and a member in good standing in your Chapter, respectfully
requests to withdraw from membership, and that a demit be issued to him certifying such fact.

My Chapter dues have been paid for the period ending _____, A.D. 20 _____.

Dated _____, 20_____

Applicant: _____
(Sign name in full)

Address: _____

City State Zip

APPLICATION FOR WITHDRAWAL
FROM PLURAL MEMBERSHIP

To the M: E: High Priest, Officers and Companions of _____ Chapter No. _____
R.A.M.

I hereby petition for withdrawal from (Parent) (Plural) membership in your Chapter, and attach hereto my receipt card showing dues paid to the _____ day of _____, 20____. This card is to be cancelled upon granting my petition.

My (Parent) (Plural) membership is in:

_____, Chapter No. _____ ,

_____, Chapter No. _____ ,

Applicant: _____

Address: _____

City State Zip

CERTIFICATE OF WITHDRAWAL
FROM PLURAL MEMBERSHIP

This is to certify that Companion _____, a (Parent) (Plural) member of
this _____ Chapter No. _____, at City _____, State _____

who also hold membership in:

_____ Chapter No. _____,

City _____ State _____

_____ Chapter No. _____,

City _____ State _____

_____ Chapter No. _____,

City _____ State _____ has on this date withdrawn his
membership in this Chapter.

The only purpose of this certificate is to evidence such withdrawal of membership from this Chapter. It is not
a Demit and cannot be used as a Certificate of Good Standing to apply for affiliation in any Chapter.

Given under my hand and the seal of the Chapter this _____ day of _____, 20_____.

(seal) _____
Secretary

To the Secretary of _____ Chapter No. _____, located at

City, _____ State _____.

This is to certify that Companion _____, who is a (Parent) (Plural) member of
your Chapter, has on this day withdrawn his (Parent) (Plural) membership from this
_____ Chapter No. _____ located at _____, Texas, as authorized by
Article C-187 (339A) of the Laws of the Grand Chapter of Texas.

Given under my hand and the seal of the Chapter this _____ day of _____, 20_____.

(seal) _____
Secretary

CERTIFICATE OF GOOD STANDING

Dated _____ day of _____, 20____

To the M: E: High Priest, Officers, and Companions of _____ Chapter No. _____
at _____, State _____.

This is to certify that Companion _____ whose name appears at the
bottom of this certificate, written by himself, is a Royal Arch Mason, and is a (Parent) (Plural) (strike out
the word not applicable) member in good standing in this _____
Chapter No. _____, located at _____, TX under the jurisdiction of the
Grand Royal Arch Chapter of Texas.

He has applied for and been granted this Certificate in order that he may:

- ☐ Transfer his membership to your Chapter
- ☐ Apply for plural membership in your Chapter

and we do commend him to your favorable regard.

He was Marked _____
Passed _____
Received _____
Exalted _____ in _____ Chapter No. _____
located in _____ State of _____.

Dues have been paid to the _____ day of _____, 20____.

This Certificate automatically expires on the 23rd day of June, 20____. Unless on or before that date the
Companion files with your Secretary his application for membership listing one of the reasons above with this
Certificate attached thereto.

(seal)

Attest: Secretary: _____

Ne Varietur _____

APPLICATION FOR CERTIFICATE OF GOOD STANDING

Dated _____, A.D. 20____

To the M:E: High Priest, Officers, and Companions of _____ Chapter No. _____,
_____, Texas:

I hereby apply to your Chapter, of which I am a member, for Certificate of Good Standing for the purpose of:

_____ Transferring my membership to _____ Chapter No. _____ located at _____

State of _____

_____ Obtaining a plural membership in _____ Chapter No. _____ located at _____

State of _____

Enclosed please find my check for the sum of \$ _____ which you will place to my credit for dues.

Signed: _____

Address: _____

City

State

Zip



Notice of Election

(To Candidate)

.....

_____, Texas _____ 20__

To _____

Dear Sir:

I have the pleasure to inform you that at a Stated Convocation of _____ Chapter

No. ____ R.A.M., held on _____, 20__,

You were elected to receive the Degrees in this Chapter.

Please present yourself for initiation on _____ evening _____, 20__,

at _____ o'clock.

Respectfully yours,

_____ Secretary

CHAPTER DEMIT



To all Companions, Royal Arch Masons
To Whom These Presents May Come - Greeting:

This is to certify that Companion _____ whose name appears in the margin hereof, is
a Royal Arch Mason in good standing.

That he was born at _____ State of _____ on the _____ day of _____, 20____.

That he received the Chapter degrees in _____ Chapter No. ____ at _____ under
the jurisdiction of the Grand Chapter of _____ on the dates here given:

Marked _____, Passed _____, Received _____, Exalted _____.

That he has been an acceptable member of _____ Chapter No. ____, at _____, under
the jurisdiction of the Grand Royal Arch Chapter of Texas, and regularly demitted, at a Stated Convocation
held on the _____ day of _____, 20____, and we commend him to the fraternal regard of all
Royal Arch Masons wherever dispersed.

Witness my official signature and seal of the Chapter this _____ day of _____, A.D. 20____.

(seal)

(Attest:) Secretary, _____

**FORM OF CERTIFICATE OF ELECTION OF A DELEGATE TO REPRESENT
THE CHAPTER BEFORE THE COMMITTEE ON WORK**

This is to certify that at a (Stated or Special) Convocation of _____ Chapter No. _____, R.A.M., held in Masonic Hall, in _____, Texas, on the _____ day of _____, A.D. 20____, A.I. 25____, Companion _____ was duly and constitutionally elected as a delegate from this Chapter, to receive esoteric instruction for this Chapter from the Committee on Work, at its next session, to be held in Waco, Texas, commencing on the _____ day of _____ A.D. 20____, A.I. 25____.

Given under my hand and seal of the Chapter at _____, this _____ day of _____, A.D. 20____, A.I. 25____.

_____, Secretary.

FORM OF CERTIFICATE FOR REPRESENTATIVE IN GRAND CHAPTER

To All Whom It May Concern - Greeting:

Be it known, that at a (Stated or Special) Convocation of _____ Chapter No. _____, R.A.M., held in its Chapter room in _____, on the _____ day of _____, A.D. 20____, A.I. 25____, our worthy Companion _____ was duly elected as the Representative of said Chapter in the M:E: Grand Royal Arch Chapter of Texas, at its next Annual Convocation, as fully appears on the minutes of our Chapter for said Convocation.

In witness whereof I have hereunto set my hand and affixed the seal of the Chapter, this _____ day of _____, A.D. 20____, A.I. 25____.

(seal)

Attest: _____
Secretary

TRAVELER'S CERTIFICATE



To all Companion Royal Arch Masons to whom these presents may come - Greeting:

This is to certify that Companion _____ is a Royal Arch Mason, in good standing, and a member of _____ Chapter No. _____, Royal Arch Masons, located at _____ under the jurisdiction of the Grand Royal Arch Chapter of Texas, and as such, is recommended to the kind attention of Royal Arch Masons wherever he may sojourn.

His dues have been paid to the _____ day of _____, A.D. 20____, A.I. 25____, after which this Certificate becomes null and void.

In testimony whereof, we have granted him this Certificate under the Seal of our Chapter, first causing him to write his name in the margin, that he alone may have the benefit thereof.

Given at _____, Texas this _____ day of _____, A.D. 20____, A.I. 25____.

(seal) _____,
Secretary

This is to Certify that _____ Chapter No. _____ is a regularly constituted Chapter, working under a Charter granted by the Most Excellent Grand Royal Arch Chapter of Texas.

In testimony of which, I have hereunto affixed my official signature and the Seal of the Most Excellent Grand Royal Arch Chapter of Texas, this _____ day of _____,

A.D. 20____, A.I. 25____.

(seal) _____
Grand Secretary

FIRST NOTICE
NON-PAYMENT OF DUES

~~~~~

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

To Companion \_\_\_\_\_

You are hereby notified that you are indebted to \_\_\_\_\_ Chapter No., R.A.M. for dues for the current year in the sum of \$ \_\_\_\_\_.

This notice is given in compliance with Art. C-112 (251) of the Statutes of the Grand Chapter of Texas by the terms of which you are hereby notified that unless these dues are paid on or before June 23, 20\_\_\_\_, you will be automatically suspended from membership in this Chapter.

If you hold membership in any other Texas Chapter, you are further notified that under the provisions of Art. C-113 (251A) of the Statutes of the Grand Chapter of Texas your suspension from membership in this Chapter will automatically suspend you from membership in your other Texas Chapter.

In accord with Art. C-122 (260A) if you are unable to pay your dues because of sickness, loss of job, or other hardship, notify this Chapter of the circumstances, and your dues will be remitted for the current year. Please do not remain silent on this issue.

Given under my hand, and the seal of said Chapter, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

(Seal)

\_\_\_\_\_,  
Secretary

ART. C-112 (251). SUSPENSION FOR NON-PAYMENT OF DUES. A Chapter may suspend a member for non-payment of dues without formal charges. The action in each case shall be entered in the minutes and shall be promptly reported to the Grand Secretary provided, that when the post office address of such member is not known, he may, nevertheless, be suspended upon motion to that effect made in open Chapter.

## **SECOND NOTICE**

### **NON-PAYMENT OF DUES**

Hall of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M. \_\_\_\_\_, 20 \_\_\_\_\_

To Companion \_\_\_\_\_

You are hereby notified to appear before the Chapter at its Convocation to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, and show cause why you should not be suspended for non-payment of dues.

By order of the High Priest.

Given under my hand, and the seal of said Chapter, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_.

(seal)

Secretary \_\_\_\_\_,

Amount of dues unpaid \$ \_\_\_\_\_.

## **NOTICE OF SUSPENSION FOR NON-PAYMENT OF DUES**

Hall of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M. \_\_\_\_\_, Texas, \_\_\_\_\_,

20\_\_\_\_

To \_\_\_\_\_

Dear Sir:

You are hereby notified that at a Regular Convocation of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M., held  
\_\_\_\_\_, 20\_\_\_\_ you were suspended for non-payment of dues.

By Order of the Chapter.

(Seal)

\_\_\_\_\_  
Secretary



## **NOTICE OF SUSPENSION FOR N.P.D. IN LODGE**

Hall of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M. \_\_\_\_\_, Texas, \_\_\_\_\_, 20\_\_\_\_

To \_\_\_\_\_

Greetings:

You are hereby notified that information has been furnished this Chapter of your suspension by Lodge of which you are a member. Under the Laws of the Grand Chapter your membership in the Chapter ceases until you are restored to good standing by your Lodge.

Please take due notice and govern yourself accordingly.

Your former Companions sincerely trust that you will restore yourself to good standing.

(Seal)

\_\_\_\_\_,  
Secretary

## **NOTICE OF SUSPENSION AFTER TRIAL**

Hall of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M. \_\_\_\_\_, Texas, \_\_\_\_\_,  
20\_\_\_\_

To \_\_\_\_\_

Dear Sir:

You are hereby notified that at a Regular Convocation of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M., held  
\_\_\_\_\_, 20\_\_\_\_, you were after due trial, suspended for \_\_\_\_\_.

By order of the Chapter.

(Seal)

\_\_\_\_\_,  
Secretary

## PETITION FOR REINSTATEMENT

To the M·E· High Priest, Officers and Companions of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R.A.M.

The undersigned respectfully represents that he received the Chapter degrees in

\_\_\_\_\_ Chapter No. \_\_\_\_\_ under the jurisdiction of the Grand Chapter of  
\_\_\_\_\_.

That he was suspended by your Chapter for non-payment of dues on the \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, and hereby makes application for reinstatement. Attached hereto is the sum of \$ \_\_\_\_\_,  
the amount dues owing at the date he was suspended.

He is now a member in good standing in \_\_\_\_\_ Lodge No. \_\_\_\_\_ A.F. &  
A. M. at \_\_\_\_\_.

Are you now in position to continue to pay dues? \_\_\_\_\_

Occupation \_\_\_\_\_ with \_\_\_\_\_

Residence \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Fraternally,

\_\_\_\_\_  
(Sign Name in Full)

(If for other than non-payment of dues give all facts, date, and cause,)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Special Summons

●●●●●●●●●●

Hall of \_\_\_\_\_ Chapter No. \_\_\_\_\_ R.A.M.  
\_\_\_\_\_ Texas, \_\_\_\_\_, 20 \_\_\_\_\_

You are hereby summoned to attend a \_\_\_\_\_ Convocation of this Chapter, to be held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_ M., at the usual place of meeting.

This Convocation is called for the purpose of

---

---

---

---

**By Order of the High Priest.**

(Seal)


\_\_\_\_\_  
Secretary

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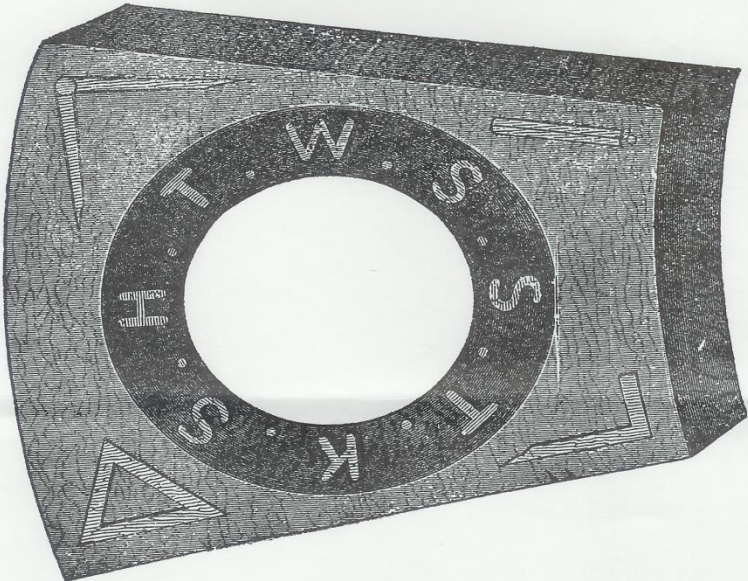


## Official Receipt for Dues

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>GRAND CHAPTER CERTIFICATE</b></p> <p style="text-align: center;">This certifies that this Chapter is a regularly<br/>Chartered and Constituted Chapter under the<br/>Jurisdiction of the Grand Royal Arch Chapter of<br/>Texas.</p> <div style="display: flex; align-items: center; justify-content: center; margin-top: 20px;">  <div style="margin-left: 10px;"> <p style="text-align: center;">Attest:</p> <p style="font-size: 1.2em; font-family: cursive;"><i>David L. Nail</i></p> <p style="text-align: center;">GRAND SECRETARY</p> </div> </div> | <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>COMPANION</p> <p>NO. _____ I.D. _____</p> <p>DATE PAID _____</p> <p>DUES PAID TO _____</p> </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>THIS CERTIFIES COMPANION</p> <p style="text-align: center; font-size: 2em;">△</p> <p>NO. _____ HAS PAID DUES TO _____ I.D. _____</p> <p>SIGNATURE OF MEMBER _____ SECRETARY _____</p> </div> |
| <p>DUES FOR THE YEAR 20 _____ \$ _____</p> <p>DUES IN ARREARS \$ _____</p> <p>TOTAL . . . \$ _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p style="text-align: center;">YOU MAY DETACH THIS STUB TO FIT CARD<br/>EASILY INTO YOUR WALLET</p>                                                                                                                                                                                                                                                                                                                                                        |



Mark Record Sheet with Replica of Keystone



Mark of

Description

Date

## Letter Regarding Mark

Mr. \_\_\_\_\_

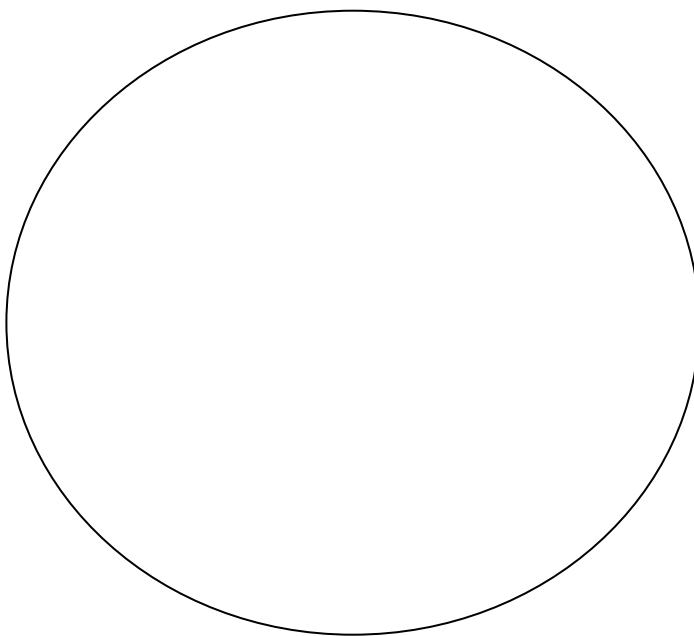
Dear Companion:

This is to remind you that the Laws of the Grand Royal Arch Chapter of Texas require that every Mark Master shall choose a "MARK" and have it recorded and that a Companion record his "MARK" with each Chapter of which he becomes a member.

Your "MARK" may consist of your monogram, crest, some Masonic symbol or any other design that may strike your fancy.

You will therefore, please cause your mark to be drawn within the circle below, and hand or sent it to me at your earliest convenience.

WE MUST GET OUR MARK BOOKS UP TO DATE.



**NOTICE TO FORMER MEMBERS - SUSPENDED N.P.D.**

This Chapter earnestly desires to have its former members who have been suspended for non-payment of dues, restored to good standing among our Companions.

The Chapter has authorized me to solicit your reinstatement, and I am taking the liberty of enclosing a petition, which we hope you will fill out and return to me with your check in the amount of \$ \_\_\_\_\_.

You are cordially invited to reinstate at once.

(Seal)

\_\_\_\_\_  
Secretary

## CHAPTER MINIMUM AUDIT FORM

To the M:E: High Priest, E: King, E: Scribe, and members of

\_\_\_\_\_ Chapter No. \_\_\_\_\_ R.A.M.

We, your Auditing Committee, in accordance with the provisions of Articles C-055 & C-105 of the Constitution and Laws of the Grand Royal Arch Chapter of Texas, having audited the books and records of the Treasurer and Secretary, submit our report.

\_\_\_\_\_ Chapter No \_\_\_\_\_ R.A.M located at \_\_\_\_\_, Texas, District No. \_\_\_\_\_.

### Statement of Receipts and Disbursements for the Year Ended June 23, 20\_\_\_\_

Cash on Hand and in Bank, June 23, 20 \_\_\_\_ \$ \_\_\_\_\_

#### Receipts:

|                       |    |  |
|-----------------------|----|--|
| Dues                  | \$ |  |
| Fees                  | \$ |  |
| Rent                  | \$ |  |
| Other                 | \$ |  |
|                       | \$ |  |
| <u>Total Receipts</u> | \$ |  |

Total Beginning Cash and Receipts \$ \_\_\_\_\_

#### Disbursements:

|                              |    |  |
|------------------------------|----|--|
| Printing and Office Expense  | \$ |  |
| Newspaper Notices            | \$ |  |
| Charity and Flowers          | \$ |  |
| Aprons, etc                  | \$ |  |
| Salaries                     | \$ |  |
| S.S. and other Taxes         | \$ |  |
| Refreshments                 | \$ |  |
| Utility bills                | \$ |  |
| Insurance                    | \$ |  |
| Note Principal               | \$ |  |
| Interest                     | \$ |  |
| Rent                         | \$ |  |
| Maintenance and Repairs      | \$ |  |
| Grand Chapter Annual Returns | \$ |  |
|                              | \$ |  |
| <u>Total Disbursements</u>   | \$ |  |

Cash on Hand and in Bank June 23, 20 \_\_\_\_ \$ \_\_\_\_\_

**Statement of Net Worth    June 23, 20** \_\_\_\_\_

**Assets:**

|                          |           |              |
|--------------------------|-----------|--------------|
| Cash on Hand and in Bank | \$        | _____        |
| Land                     | \$        | _____        |
| Building                 | \$        | _____        |
| Furniture and Fixtures   | \$        | _____        |
| Other:                   |           |              |
|                          | \$        | _____        |
|                          | \$        | _____        |
| <b>Total Assets</b>      | <b>\$</b> | <b>_____</b> |

**Liabilities:**

|                                        |           |              |
|----------------------------------------|-----------|--------------|
| Accounts Payable                       | \$        | _____        |
| Notes Payable                          | \$        | _____        |
| Taxes Payable                          | \$        | _____        |
| Other:                                 |           |              |
|                                        | \$        | _____        |
|                                        | \$        | _____        |
| <b>Total Liabilities</b>               | <b>\$</b> | <b>_____</b> |
| <b>Net Worth</b>                       | <b>\$</b> | <b>_____</b> |
| <b>Total Liabilities and Net Worth</b> | <b>\$</b> | <b>_____</b> |

\_\_\_\_\_  
**Chairman**

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

**PLEASE NOTE:**

**SUBMIT THIS STATEMENT UPON COMPLETION OF AUDIT**

## Dues Notice Statement (Front)



Dear Companion



As an indication of the cooperative spirit of our Chapter towards its members, comes this handy statement envelope. It will help you to pay your dues promptly. Will you slip your check inside and mail? DO IT NOW!

YOUR DUES HELP SUPPORT THE HOME FOR AGED MASONS

Address to:  
Member's name and  
Member's address

Chapter Name and No., R.A.M.  
Council Name and No., R.&S.M.  
Address

STATEMENT OF DUES TO \_\_\_\_\_

|                  |          | Endowed<br>Membership |
|------------------|----------|-----------------------|
| Chapter Dues     | \$ _____ | \$ 300.00             |
| Dues in Arrears  | \$ _____ | _____                 |
| Council Dues     | \$ _____ | \$ 200.00             |
| Dues in Arrears  | \$ _____ | _____                 |
| Total Amount Due | \$ _____ | \$ 500.00             |

REMEMBER that the Law of the Grand Chapter and Grand Council requires prompt payment of Dues,  
otherwise AUTOMATIC SUSPENSION must be enforced  
against the Companion who procrastinates.

**Dues Notice Statement**  
**(Back)**

**SAMPLE**

From \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

**PLACE  
STAMP  
HERE**


**Secretary-Recorder's name or  
Chapter and Council name and number  
complete mailing address**





Past High Priest Certificate

**The Grand Chapter of Texas**  
**R. A. M.**



**Past High Priest**

This is to Certify that Companion

\_\_\_\_\_

is a Past High Priest

\_\_\_\_\_

\_\_\_\_\_

having served for the year ending A.D. \_\_\_\_\_


and as such is recommended to the Craft wherever dispersed.

In Testimony Whereof I have hereunto subscribed my name  
and affixed the seal of the Grand Chapter of Texas  
R. A. M. in the city of Waco, this \_\_\_\_\_ day of  
\_\_\_\_\_ A.D. \_\_\_\_\_, A. Inv. \_\_\_\_\_.

Attest:

\_\_\_\_\_

Grand Secretary



# THE GRAND ROYAL ARCH CHAPTER OF TEXAS

## GOLDEN KEYSTONE AWARD

NOMINEE: \_\_\_\_\_  
(First) (Middle) (Last) (Wife's Name)

ADDRESS \_\_\_\_\_ ( ) \_\_\_\_\_  
Street (City) (Zip) (Telephone)

BIRTH PLACE & DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(City) (State) (Mo) (Day) (Year)

| NAME | NO. | OFFICE HELD |
|------|-----|-------------|
|------|-----|-------------|

LODGE: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

COUNCIL: \_\_\_\_\_

COMMANDERY: \_\_\_\_\_

CURRENT OR PREVIOUS PROFESSION: \_\_\_\_\_

CIVIC HONORS, MEMBERSHIPS, COMMUNITY SERVICES: \_\_\_\_\_

MASONIC HONORS, RANKS, OR POSITIONS TO THOSE ABOVE: \_\_\_\_\_

CHURCH MEMBERSHIP & ACTIVITIES: \_\_\_\_\_

Basis for your nomination shall be in writing. Use additional sheets, if necessary, and attach to this form.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

Mailing Address & Telephone No.: \_\_\_\_\_

## **ELIGIBILITY REQUIREMENTS** **FOR GOLDEN KEYSTONE AWARD**

This award will be presented to not more than two (2) Companion in any one year. No present Elective or Appointive Grand Council Officer and no Past Elective Grand Officer is eligible for consideration for the Award See Art. B-083 (77-A). (Amended 2013).

A Companion or group of Companions may submit a NAME on the appropriate form (available at Grand Recorder's office) with substantiating factual information accompanied by supporting letters and/or stories sufficient to determine worthy and deserving recipients. The nominee is not to be told, and the nomination shall remain secret until the award is made by the Grand Chapter. Nominations are to be mailed to each member of the Committee. The Committee will screen the nominations (including those previously submitted) and submit six (6) to the Grand High Priest from which he will select the required number.

Nominations are to be mailed to the Grand Secretary no later than July 15<sup>th</sup>.

The Award may be presented to any Royal Arch Mason in good standing in a Chapter operating under the jurisdiction of the Grand Chapter of Texas.

Nominations will be considered for those who, without fanfare, have rendered yeoman service to the Craft in one or more of the following categories:

1. One who has given unselfishly of his time, effort, and/or finances for some years for the promotion and on-going of Capitular Masonry.
2. One who is always available to :
  - A. Visit the sick.
  - B. Counsel depressed and troubled Companions.
  - C. Care for the welfare of distressed Companions and Widows.
3. One who is Mr. Mason, and has been for some time the cornerstone of Masonry in the area.
4. One who has made salient contributions to the civic community while holding high the banner of York Rite Masonry.
5. Mr. Dependable who is always there to open the door, see that the physical property is well maintained, and is in suitable array for the smooth operation of conferrals and activities of the Council.

Submit to Grand Secretary-Recorder, P.O. Box 296, Waco, Texas 76703

**THE GRAND ROYAL ARCH CHAPTER OF TEXAS**  
**CORNERSTONE AWARD**

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME: \_\_\_\_\_  
(First) (Middle) (Last)

NAME TO BE ENGRAVED ON AWARD: \_\_\_\_\_  
(Print or type)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NAME OF CHAPTER: \_\_\_\_\_ CHAPTER NUMBER: \_\_\_\_\_

DATE EXALTED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

OFFICE HELD: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTRIBUTES OF COMPANION TO THE CRAFT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF STATED CONVOCATION CHAPTER VOTED ON AWARD: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DATE FORM SENT TO GRAND SECRETARY: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DATE OF SPECIAL CONVOCATION FOR PRESENTATION TO COMPANION: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

AWARD TO BE MAILED TO THE FOLLOWING:

\_\_\_\_\_  
(Name Please Print or Type)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

## **ELIGIBILITY REQUIREMENTS**

### **CORNERSTONE AWARD**

A Subordinate Chapter of the Grand Royal Arch Chapter of Texas may select a worthy member of their Chapter to receive the Cornerstone Award.

No present Elective or Appointive Grand Officer, and no Past Elective Grand Officer is eligible for consideration for this award.

The recipient shall have no knowledge of this Award in advance of the presentation.

The High Priest of a Subordinate Chapter shall appoint a Committee to select and recommend a Worthy Companion to the Chapter for its consideration and vote. The selection shall be recorded in the minutes of the Chapter's Stated Convocation. A majority vote of the members present shall approve the selection. The selection together with the cost of the award shall be forwarded to the Grand Secretary who will prepare the Award and forward the Award to the Chapter for presentation. The date of the presentation must be forwarded to the Grand Secretary's office for the recording of that data on the form. A copy of the Cornerstone Award will be forwarded to the Committee on Recognitions, Honors and Awards of the Grand Royal Arch Chapter of Texas.

The Companion to be considered for this award must be an outstanding Companion of the Chapter with some of the following attributes as examples:

1. One who has rendered great service to the Chapter, beyond the normal call of service and duty.
2. One that does not expect the hope of fee or reward in any task he performs in service to the Chapter or members.
3. One that promotes his Chapter and Capitular Masonry at every opportunity.
4. One who is present without asking, or helps behind the scenes unnoticed.
5. One who freely gives of his talents, time and efforts without asking to do so.
6. One who might keep the Chapter room clean and neat or in order for the meetings of the Chapter.
7. One who might keep the door open when others arrive or greet members or visitors as they arrive.
8. One who might see that the table for refreshment is set and ready for any occasion.
9. One who sees that the Chapter room, kitchen and other areas are clean before and after the meetings.
10. One who might see that a bulletin or newsletter is prepared for the Chapter or prepares the mailing of material to the members.
11. One who looks after the building and grounds without asking.
12. One who does not have to be asked for whatever task is needed by the Chapter.
13. One who is the cornerstone of the Chapter that would sorely be missed when not at the meetings of the Chapter.

At a {<sup>STATED</sup><sub>CALLED</sub>} Convocation of \_\_\_\_\_ Chapter No. \_\_\_\_\_, R. A. M., held in  
the Masonic Hall, in \_\_\_\_\_, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_,  
A. D. \_\_\_\_\_, A. I. \_\_\_\_\_, the following Officers and Companions were present:

OFFICERS:

|             |
|-------------|
| M. E. H. P. |
| E. King     |
| E. Scribe   |
| Treasurer   |

|           |
|-----------|
| Secretary |
| C. of H.  |
| P. S.     |
| R. A. C.  |

|           |
|-----------|
| M. 3rd V. |
| M. 2nd V. |
| M. 1st V. |
| Guard     |

Companions Present—

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|                               |             |
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|                       |                            |
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|                 |                            |
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|-----------------|----------------------------|

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|                    |                           |
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|                         |                 |
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|                         |                            |
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|-------------------------|----------------------------|

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|                             |             |
|-----------------------------|-------------|
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|-----------------------------|-------------|

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|                                                      |                           |
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|               |           |
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| Duties .....                  | (Const., Art. IV, Sec. 8)  |
| Honorary title .....          | (Const., Art. IV, Sec. 1)  |
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| To adopt uniform Ritual .....                   | (Const., Art. II, Sec. 9)                |
| To fix territorial limits .....                 | (Const., Art. II, Sec. 4)                |
| To grant Charters .....                         | (Const., Art. II, Sec. 3)                |
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|-------------------------------------------|---------------------------|
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| Honorary title .....                      | (Const., Art. IV, Sec. 1) |
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| Preside in Chapter, etc. ....             | B-029 (30)                |
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|                               |             |
|-------------------------------|-------------|
| Trial code, govern when ..... | C-229 (382) |
|-------------------------------|-------------|

#### GRAND MARSHALL:

|                          |                           |
|--------------------------|---------------------------|
| Appointive officer ..... | (Const., Art. IV, Sec. 4) |
| Duties .....             | (Const., Art. IV, Sec. 8) |

#### GRAND MASTER OF THE FIRST VEIL:

|                          |                           |
|--------------------------|---------------------------|
| Appointive officer ..... | (Const., Art. IV, Sec. 4) |
| Honorary title .....     | (Const., Art. IV, Sec. 1) |

Member of Grand Chapter ..... (Const., Art. III, Sec. 1)

GRAND MASTER OF THE SECOND VEIL:

Appointive officer ..... (Const., Art. IV, Sec. 4)

Honorary title ..... (Const., Art. IV, Sec. 1)

Member of Grand Chapter ..... (Const., Art. III, Sec. 1)

GRAND MASTER OF THE THIRD VEIL:

Appointive officer ..... (Const., Art. IV, Sec. 4)

Honorary title ..... (Const., Art. IV, Sec. 1)

Member of Grand Chapter ..... (Const., Art. III, Sec. 1)

GRAND OFFICERS:

All others, and their duties ..... B-061 (59)

GRAND OFFICERS' REPORTS:

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GRAND ORATOR:

Appointive officer ..... (Const., Art. IV, Sec. 4)

Duties ..... (Const., Art. IV, Sec. 8)

GRAND ORGANIST:

Appointive officer ..... (Const., Art. IV, Sec. 4)

Duties ..... (Const., Art. IV, Sec. 8)

GRAND PHOTOGRAPHER:

Appointive officer ..... (Const., Art. IV, Sec. 4)

Duties ..... (Const., Art. IV, Sec. 8)

GRAND PRINCIPAL SOJOURNER:

Appointive officer ..... (Const., Art. IV, Sec. 1)

Honorary title ..... (Const., Art. IV, Sec. 1)

Member of Grand Chapter ..... (Const., Art. III, Sec. 1)

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GRAND ROYAL ARCH CAPTAIN:

Appointive officer ..... (Const., Art. IV, Sec. 4)

|                               |                            |
|-------------------------------|----------------------------|
| Honorary title .....          | (Const., Art. IV, Sec. 1)  |
| Member of Grand Chapter ..... | (Const., Art. III, Sec. 1) |

#### GRAND SECRETARY:

|                                                         |                           |
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| Books shall close when .....                            | B-052 (52)                |
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| Compensation of, how paid .....                         | B-056 (56)                |
| Demit, may issue when .....                             | C-208 (356)               |
| Duties of .....                                         | B-038 (39)                |
| Special may be assigned .....                           | B-055 (55)                |
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| Preside in Chapters, may .....            | B-029 (30)                |
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|                                    |            |
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|                                               |                          |
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#### HOME FOR AGED MASONS: (See TEXAS MASONIC RETIREMENT CENTER)

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|------------------------------|-------------|
| Chapter may grant .....      | C-213 (362) |
| May be terminated, how ..... | C-213 (362) |

#### HONORARY TITLE:

|                         |                           |
|-------------------------|---------------------------|
| Of Grand Chapter .....  | B-001 (1)                 |
| Of Grand Officers ..... | (Const., Art. IV, Sec. 1) |

#### INSANE MEMBERS:

|                                       |             |
|---------------------------------------|-------------|
| Insane members exempt from dues ..... | C-115 (253) |
|---------------------------------------|-------------|

#### INSIGNIA:

|                              |                           |
|------------------------------|---------------------------|
| Of Grand Officers .....      | B-122 (130)               |
| Clothing .....               | B-142 (146)               |
| Jewels .....                 | B-122 (130)               |
| Past Grand High Priest ..... | B-139 (145), B-140 (145A) |

#### INSTALLATION:

|                                                          |                         |
|----------------------------------------------------------|-------------------------|
| Appear in public at .....                                | C-088 (228)             |
| Dispensation for .....                                   | C-083 (223)             |
| Failure to .....                                         | C-089 (229)             |
| In public, when .....                                    | B-009 (10), C-088 (228) |
| Must take place on or before August 1st, or result ..... | C-089 (229)             |
| None in Chapters under dispensation .....                | C-011 (157)             |
| No, of re-elected officers .....                         | C-093 (233)             |
| Of appointed officer, may be by proxy .....              | C-091 (231)             |
| Of elected officers, must be in person .....             | C-091 (231)             |
| Of officer appointed to fill vacancy .....               | C-092 (232)             |
| Of officers of a Chapter, when .....                     | C-083 (223)             |
| Refusal to be .....                                      | C-090 (230)             |
| When Charter restored, officers installed .....          | C-036 (181)             |
| When held .....                                          | C-087 (227)             |
| Who may install .....                                    | C-094 (234)             |

#### INSTITUTE CHAPTER UNDER DISPENSATION:

|                                            |             |
|--------------------------------------------|-------------|
| Grand High Priest, shall .....             | B-010 (11)  |
| At which no election or installation ..... | C-011 (157) |
| Ceremonies of .....                        | C-011 (157) |

#### INSTRUCTION, SCHOOL OF:

|                                      |                          |
|--------------------------------------|--------------------------|
| Certificates, when granted .....     | B-101 (95), B-113 (105)  |
| Compensation of Committee .....      | B-114 (106), B-116 (108) |
| How held and by whom .....           | B-096 (89), B-114 (106)  |
| Authority to instruct, who .....     | B-104 (96)               |
| Warrants for:                        |                          |
| Grand Chapter, must approve .....    | B-110 (102)              |
| Grand Secretary to draw .....        | B-110 (102)              |
| Grand Treasurer to pay .....         | B-110 (102)              |
| Who entitled to attend .....         | B-106 (98)               |
| Expenses of .....                    | B-110 (102)              |
| One capacity, only .....             | B-111 (103)              |
| Representatives, who .....           | B-105 (97), B-107 (99),  |
| .....                                | B-111 (103)              |
| Roll kept .....                      | B-108 (100)              |
| Soliciting employment, penalty ..... | B-115 (107)              |

#### INTOXICATING LIQUOR:

|                                                    |              |
|----------------------------------------------------|--------------|
| May not be sold on premises owned by Chapter ..... | C-049 (192A) |
|----------------------------------------------------|--------------|



#### JEWEL:

|                                         |                           |
|-----------------------------------------|---------------------------|
| Past Grand High Priest, presented ..... | B-139 (145), B-140 (145A) |
| To be worn, when .....                  | B-122 (130)               |

#### JUNIOR PAST GRAND HIGH PRIEST:

|                                           |                           |
|-------------------------------------------|---------------------------|
| Succeeds to Grand High Priest, when ..... | (Const., Art. IV, Sec. 7) |
|-------------------------------------------|---------------------------|

#### JUNIOR PAST HIGH PRIEST:

|                              |             |
|------------------------------|-------------|
| May open Chapter, when ..... | C-080 (220) |
|------------------------------|-------------|

#### JURISDICTION:

|                                                     |                          |
|-----------------------------------------------------|--------------------------|
| Election to degrees, when, and how long .....       | (Repealed 1998)          |
| Of new Chapter .....                                | C-021 (167)              |
| Over rejected candidates .....                      | C-128 (274)              |
| Over rejected candidates moving .....               | (Repealed 1998)          |
| Over rejected candidates another jurisdiction ..... | C-131 (277)              |
| Part of degrees conferred .....                     | C-130 (276)              |
| Rejected candidates, cannot petition .....          | C-132 (278)              |
| Rejected candidate reported .....                   | C-133 (279)              |
| Territorial Jurisdiction and Waiver of .....        | C-127 (265), C-134 (280) |
| Proration of fees, when .....                       | C-123 (261)              |

#### JURISPRUDENCE:

|                                    |                         |
|------------------------------------|-------------------------|
| Committee on, appointed when ..... | B-070 (68), B-071 (68A) |
| (For duties see "Committee on")    |                         |

#### KING:

|                                                     |                           |
|-----------------------------------------------------|---------------------------|
| Protest, notified of .....                          | (Repealed 1998)           |
| Representative before Committee on Work, when ..... | B-106 (98)                |
| Succeeds to duties of High Priest, when .....       | C-080 (220)               |
| Title and duties of .....                           | C-080 (220), C-097 (237), |
| .....                                               | C-098 (238), C-099 (239)  |

#### LABORS OF CHAPTER:

|                                     |            |
|-------------------------------------|------------|
| Grand High Priest may suspend ..... | B-014 (15) |
|-------------------------------------|------------|

#### LANDS:

|                         |             |
|-------------------------|-------------|
| May be sold, when ..... | D-011 (119) |
|-------------------------|-------------|

#### LAWS:

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|----------------------------------------|---------------------------|
| Code of, amended how .....             | B-137 (143)               |
| Conflicts with Constitution void ..... | (Const., Art. IX, Sec. 1) |
| Grand Chapter, power to .....          | (Const., Art. II, Sec. 1) |
| Of Grand Chapter, how construed .....  | B-134 (140)               |
| Repealed, former .....                 | B-138 (144)               |

## LEDGER OF GRAND SECRETARY:

Shall be closed, when ..... B-052 (52)

## LEGAL INFORMATION:

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## LEGAL TITLE:

Of Grand Chapter ..... B-001 (1)

## LEGISLATION:

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## LIVING PERSON:

Chapter shall not be named for ..... C-001 (147)

## LOANS:

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## LODGE MEMBERSHIP:

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## LORD'S DAY:

Chapters shall not meet on, except ..... C-068 (208)

## MARK:

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In each Chapter where membership may be ..... C-174 (324)

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## MARK MASTER'S DEGREE:

Conferred jointly, how ..... C-171 (321)

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High Priest may exclude visitor ..... C-070 (210)

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May order summons ..... C-064 (205)

Month ..... C-069 (209)

|                                        |                          |
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| If cannot at, what .....               | C-065 (206)              |
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|                                                  |                            |
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| Of Chapter, when Charter restored, who are ..... | C-042 (186)                |
| Of Grand Chapter .....                           | (Const., Art. III, Sec. 1) |
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#### MILEAGE:

|                                                  |             |
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| Who entitled to, before Committee on Work .....  | B-106 (98)  |
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#### MEMORIALS:

|                                                      |                        |
|------------------------------------------------------|------------------------|
| Committee on, in Grand Chapter, appointed when ..... | B-070 (68)             |
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|                                        |             |
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|               |             |
|---------------|-------------|
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|---------------|-------------|

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|                                             |            |
|---------------------------------------------|------------|
| Grand High Priest may authorize, when ..... | B-021 (22) |
|---------------------------------------------|------------|

|                                                       |                             |
|-------------------------------------------------------|-----------------------------|
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| MOST EXCELLENT MASTER'S DEGREE:                       |                             |
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| A Chapter may move, in same town, when and how, ..... | C-050 (193)                 |
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| NEW CHAPTER:                                          |                             |
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| Charter for .....                                     | (Const., Art. VIII, Sec. 1) |
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| .....                                                 | C-001 (147)                 |
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| Members of, who are .....                             | C-007 (153)                 |
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| Committee on .....                                    | B-070 (68), B-073 (70),     |
| .....                                                 | B-087 (82)                  |
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| NON-AFFILIATION IN LODGE:                             |                             |
| Voluntary, effect of .....                            | C-192 (341)                 |
| Defined .....                                         | C-192 (341)                 |
| NON-PAYMENT OF DUES:                                  |                             |
| Procedure .....                                       | C-112 (251)                 |
| If remitted, what .....                               | C-122 (260A)                |
| May be suspended for .....                            | C-112 (251)                 |
| After two years, what .....                           | C-119 (258)                 |
| Do not accrue during .....                            | C-117 (254)                 |
| Effect of .....                                       | C-114 (252)                 |
| Insane members cannot .....                           | C-115 (253)                 |
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Suspension of Chapter, effect on ..... C-121 (260)

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OFFENSES:

Abandonment of family ..... C-224 (377)  
Amenable, for, who ..... C-215 (364)  
By Chapters, what ..... C-218 (367), C-221 (370)  
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OFFICERS OF GRAND CHAPTER:

Appointed by Grand High Priest ..... B-007 (8),  
..... (Const., Art. IV, Sec. 1, 3)  
Duties ..... (Const., Art. IV, Sec. 8)  
    Grand High Priest ..... B-006 (7), C-009 (155),  
        ..... C-010 (156)  
    Deputy Grand High Priest ..... B-025 (26)  
    Grand King and Scribe ..... B-028 (29)  
    Grand Treasurer ..... B-032 (33), B-037 (38)  
    Grand Secretary ..... B-028 (39), B-055 (55)  
    Grand Stewards ..... B-057 (57)  
    Grand Orator ..... B-058 (57A)  
    Grand Photographer ..... B-059 (57B)  
    Grand Guard ..... B-060 (58)  
    District Deputy Grand High Priest ..... B-065 (63)  
    Other Grand Officers ..... B-061 (59)  
Elective ..... (Const., Art. IV, Sec. 3)  
Eligibility ..... (Const., Art. IV, Sec. 6)  
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Suspended may be, how ..... (Const., Art. IV, Sec. 3)  
        ..... B-017 (18)  
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## OFFICERS OF CHAPTERS:

|                                                  |                           |
|--------------------------------------------------|---------------------------|
| Appointed, may be installed by proxy .....       | C-091 (231)               |
| Duties of .....                                  | C-096 (236), C-103 (243)  |
| Elected, appointed, which are .....              | C-084 (224)               |
| Elected and installed, when .....                | C-083 (223), C-087 (227)  |
| Elected how, vote required .....                 | C-082 (222)               |
| Elected, must be installed in person .....       | C-091 (231)               |
| Eligibility to be .....                          | C-081 (221)               |
| Failure to install, what .....                   | C-089 (229)               |
| High Priest, duties and powers .....             | C-095 (235), C-096 (236)  |
| Hold over, when .....                            | C-089 (229)               |
| Installed when Charter of Chapter restored ..... | C-036 (181)               |
| Installed when .....                             | C-087 (227)               |
| Officers, must wear .....                        | C-107 (247)               |
| Re-elected, not installed .....                  | C-093 (233)               |
| Refusal to be installed, what .....              | C-090 (230)               |
| Suspended, may be, how, subject to appeal .....  | B-018 (19)                |
| Suspension of .....                              | C-086 (226)               |
| Reported to Grand Chapter .....                  | C-086 (226)               |
| Titles and duties of .....                       | C-080 (220)               |
| To be examined, when .....                       | C-009 (155)               |
| Vacancy in elected, filled how .....             | C-085 (225), C-086 (226), |
| .....                                            | C-090 (230)               |
| In appointed, filled how .....                   | C-092 (232)               |
| Who may install .....                            | C-094 (234)               |

## OFFICERS OF CHAPTERS, UNDER DISPENSATION:

|                                    |             |
|------------------------------------|-------------|
| How selected .....                 | C-010 (156) |
| Not installed .....                | C-011 (157) |
| Not members of Grand Chapter ..... | C-011 (157) |
| To be examined .....               | C-009 (155) |

## ORDER:

|                                    |                          |
|------------------------------------|--------------------------|
| Motions .....                      | B-127 (135)              |
| Not divided, except .....          | B-128 (136)              |
| To reconsider .....                | B-130 (137)              |
| Of business, Grand Chapter .....   | B-119 (127), B-120 (128) |
| May be suspended .....             | B-121 (129)              |
| Speeches in .....                  | B-123 (131)              |
| Limited .....                      | B-124 (132)              |
| Of business of Chapters .....      | C-067 (207)              |
| Questions of, decided by .....     | B-131 (137A)             |
| Violations of rules, penalty ..... | B-126 (134)              |

## PAST GRAND HIGH PRIEST:

|                                |                               |
|--------------------------------|-------------------------------|
| Honorary title .....           | (Const., Art. IV, Sec. 2)     |
| Jewel, presented to .....      | B-139 (145), B-140 (145A)     |
| Junior, to preside, when ..... | (Const., Art. IV, Sec. 7)     |
| Member of Grand Chapter .....  | (Const., Art. III, Sec. 1, b) |

#### PAST HIGH PRIEST:

|                                                 |                                 |
|-------------------------------------------------|---------------------------------|
| Loses membership in Grand Chapter, when .....   | C-106 (246)                     |
| Loses title, when .....                         | C-036 (181), C-212 (361)        |
| Member of Grand Chapter .....                   | (Const., Art. III, Sec. 1, c,f) |
| Retains membership in Grand Chapter, when ..... | C-106 (246)                     |

#### PAST MASTER'S DEGREE:

|                                        |              |
|----------------------------------------|--------------|
| Blue Lodge Conferral .....             | C-142 (290A) |
| Conferred jointly, how .....           | C-171 (321)  |
| Ritual of, adopted, to be taught ..... | B-098 (91)   |

#### PAYMENT OF DUES:

|                                     |                      |
|-------------------------------------|----------------------|
| Must be in money only .....         | C-110 (249)          |
| Reinstates, when .....              | C-122 (260A)         |
| After two years, how .....          | (259A) Repealed 1994 |
| Members demised Chapters, how ..... | C-120 (259)          |
| When demit granted, amount of ..... | C-111 (250)          |

#### PETITIONS:

|                                                      |                    |
|------------------------------------------------------|--------------------|
| Committee on, in Grand Chapter, when appointed ..... | B-070 (68)         |
| Duties .....                                         | B-073 (70),        |
| .....                                                | (81) Repealed 1994 |

#### PETITIONS FOR AFFILIATION:

|                                           |              |
|-------------------------------------------|--------------|
| Applicant, must be member of Lodge .....  | C-182 (333)  |
| Applicant, must visit Chapter first ..... | C-184 (335)  |
| Balloting, collective .....               | C-150 (301)  |
| May be presented after rejection .....    | C-155 (305)  |
| Must be in writing .....                  | C-185 (336)  |
| Requisites of .....                       | C-185 (336)  |
| Suspension, effect of .....               | C-191 (340)  |
| Transfer of membership .....              | C-201 (349A) |
| Vote on, who may .....                    | C-148 (299)  |

#### PETITION FOR DEGREES:

|                                                   |             |
|---------------------------------------------------|-------------|
| After rejection, may again be acted on when ..... | C-132 (278) |
| By a non-resident, cannot be received .....       | C-135 (283) |
| Candidate, physical requirements .....            | C-180 (331) |
| Residence, time necessary .....                   | C-138 (286) |
| Failing to appear, after election .....           | C-181 (332) |
| For Council Degrees, must accompany .....         | C-141 (290) |
| May be entertained, when .....                    | C-138 (286) |
| New, required after twelve months lapse .....     | C-149 (300) |
| Protest, sets aside ballot on .....               | C-166 (316) |
| Requisites of, presented when .....               | C-141 (290) |
| Vote on, who may .....                            | C-148 (299) |
| Negative, result of .....                         | C-152 (302) |
| Withdrawn, cannot be when .....                   | C-143 (291) |
| Dismissed when .....                              | C-143 (291) |

## PHYSICAL REQUIREMENTS:

Of candidates ..... C-136 (285), C-180 (331)

## PLURAL MEMBERSHIP:

Permitted, requisites ..... C-187 (339A)

## POWERS:

Of Grand Chapter to enact laws ..... (Const., Art. IX, Sec. 2)  
Of Grand Chapter general ..... (Const., Art. II, Sec. 1-12)  
Of Grand High Priest ..... B-006 (7), B-024 (25)  
Of District Deputy Grand High Priest ..... B-065 (63)  
Of Chapters ..... C-045 (189)  
Of Chapters U. D. .... C-013 (159)  
Of High Priest ..... C-095 (235)

## PRINTED PROCEEDINGS OF GRAND CHAPTER:

Certificate members published in ..... B-113 (105)  
Distributed, how ..... B-050 (50)  
Shall contain, what ..... B-049 (49)  
    New laws, printed in ..... B-144 (146B)

## PRINTING:

Committee on, in Grand Chapter, when appointed ..... B-070 (68)  
Duties ..... B-073 (70), B-085 (78)

## PROCEEDINGS:

Certificate members in ..... B-113 (105)  
Printed Proceedings ..... B-049 (49)  
    Distributed by ..... B-050 (50)  
    New laws printed in ..... B-144 (146B)  
    Shall contain what ..... B-049 (49)

## PROCEDURE:

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In Suspension for non-payment of dues ..... C-230 (384)  
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## PROCESSION:

Public, dispensation required for, except ..... B-009 (10), C-088 (228)

## PROPERTY OF GRAND CHAPTER:

Grand Secretary to keep, and deliver to successor ... B-047 (47)  
Grand Treasurer to deliver to his successor ..... B-034 (35)



PROPERTY OF CHAPTER:

May be owned, conjointly, etc. .... C-048 (192)  
When Chapter demised, deliver to whom ..... C-043 (187)  
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PROTEST:

Affiliation, does not operate against ..... C-168 (318)  
Definition of ..... C-158 (308)  
Effect of ..... C-160 (310)  
High Priest shall notify, King Scribe ..... C-165 (315)  
Made known to Chapter ..... C-161 (311), C-167 (317)  
Made known to Secretary ..... C-165 (315)  
Make, who may ..... C-164 (314)  
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Not effective, when ..... C-166 (316)  
Reason for, cannot be required ..... C-163 (313)  
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PURPOSES AND POLICIES:

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At election of officers ..... C-082 (222)  
For business, for degrees ..... C-067 (207)  
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QUESTIONS:

Not acted upon again, except ..... B-130 (137)  
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Grand Secretary, to prepare ..... C-118 (256)

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Same question requires motion, to ..... B-130 (137)  
By whom made ..... B-130 (137)

#### REGALIA:

Not to be worn in public, except ..... C-088 (228)  
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Clothing ..... B-142 (146)

#### REINSTATEMENT:

By Lodge, effect in Chapter ..... C-191 (340)  
Notice of, given to Grand Secretary ..... C-235 (395)  
One suspended for non-payment of dues, how ..... C-119 (258)  
When no appeal has been made to Grand Chapter ..... C-233 (390)  
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Gives jurisdiction how long ..... C-132 (278)  
Notice to be given to Grand Secretary ..... C-133 (279)  
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|                                          |             |
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|                              |                           |
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|------------------------------|---------------------------|

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|                                         |              |
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|                                      |                           |
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|------------------------------|-------------|
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#### TREASURER:

|                                           |                         |
|-------------------------------------------|-------------------------|
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|                        |             |
|------------------------|-------------|
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|                              |                           |
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|                                                            |                         |
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|                                                               |             |
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|                                                    |                              |
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|-------------------------|--------------------------|
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|                                       |                          |
|---------------------------------------|--------------------------|
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|                                                       |                         |
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| Committee on Work .....                               | B-097 (90), B-116 (108) |
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|                                    |                             |
|------------------------------------|-----------------------------|
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YORK RITE ASSOCIATIONS AND YORK RITE COLLEGES:

|                   |              |
|-------------------|--------------|
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|                             |              |
|-----------------------------|--------------|
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