

CONSTITUTION  
OF THE  
GRAND CHAPTER OF ROYAL ARCH MASONS  
OF FLORIDA

ORGANIZED  
JANUARY 21ST, 1847



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**CONSTITUTION OF THE  
GRAND CHAPTER OF ROYAL ARCH MASONS  
OF FLORIDA**

**ARTICLE I  
Style**

**Section 1. Style**

The Style of this Grand Chapter shall be "THE MOST EXCELLENT GRAND CHAPTER OF ROYAL ARCH MASONS OF FORIDA."

**ARTICLE II  
JURISDICTION AND POWERS**

**Section 1. Jurisdiction Generally.**

This Grand Chapter is a legal, independent body and has jurisdiction and supreme authority over Capitular Masonry within the boundaries of the State of Florida.

**Section 2. Powers Generally.**

This Grand Chapter may enact and enforce laws and regulations for the government of the Craft and of its constituent Chapters, and alter, amend, or repeal the same; it may constitute new Chapters by Dispensation and Charters, and may suspend, amend, or recall the same; it may establish and preserve a uniform Code of Work; it may assess and collect from its constituent Chapters annually, such sums of money as it may find necessary for its maintenance and support; it may hear and determine all disputes between constituent Chapters and all appeals from charges against any of its officers and members; inflict punishment on the guilty; and generally exercise all such power and perform all such acts as are usually exercised and performed by the Grand Chapter within the landmarks and customs of the Craft.

**Section 3. Concurrent Jurisdiction.**

This Grand Chapter freely concedes to Chapters in States adjoining it the privilege of receiving petitions and the conferring of the Capitular Degrees upon citizens of Florida whose residence shall be nearer to such Chapters than to any Chapter in Florida; provided said Chapters in the States adjoining Florida are Chartered by a Grand Chapter with whom it is in fraternal correspondence; and further provided that the same privileges are extended to the Chapters of Florida by said Grand Jurisdictions.

**ARTICLE III  
Grand Officers and Members**

**Section 1. Grand Officers.**

- a. The Elected Officers of this Grand Chapter are: the Grand High Priest, whose title is "Most Excellent; the Grand King, the Grand Scribe, the Grand Treasurer, and the Grand Secretary, the title of each being "Right Excellent. "
- b. The Appointed Officers of this Grand Chapter, appointed by the Most Excellent Grand High Priest, are: The Grand Chaplain, the Grand Historian, the Grand Captain of the Host, the Grand Principal Sojourner, the Grand Royal Arch Captain, the three Grand Masters of the Veils, and the Grand Sentinel whose titles are "Excellent."
- c. A District Deputy Grand High Priest from each Capitular District to be appointed by the Grand High Priest for one year, and whose title is Right Excellent.

d. The Honorary Titles of Most Excellent and Right Excellent shall be retained for life.

**Section 2. Members by Right.**

The members of this Grand Chapter by inherent right are: all Past Grand High Priests, Past Grand Kings, Past Grand Scribes, Past Grand Treasurers, Past Grand Secretaries, and all past High Priests of constituent Chapters of this Grand Jurisdiction who are members in good standing of constituent Chapters under the jurisdiction of this Grand Chapter, and the High Priests, Kings, and Scribes of each Chartered Chapter working under the authority of this Grand Chapter (or their duly appointed proxies, who must be members of the Chapter which they represent).

**ARTICLE IV:  
Grand Convocations**

**Section 1. Time and Place.**

This Grand Chapter shall hold its Annual Grand Convocation in a Grand York Rite Convention with the other two Grand York Rite Bodies at a time and place to be determined by the persons who are expected to be the three Grand Presiding Officers at the time of such Convention. The order of meeting will be on a rotating basis. Nothing herein-contained is intended to preempt any Grand Presiding Officer from taking emergency action to change time, date, or place of such meetings of his Grand Body. The Grand High Priest may call a Special Grand Convocation of this Grand Chapter when, in his discretion, it may be necessary to do so. The representatives of five Chartered Chapters shall constitute a quorum.

**Section 2. Presiding Officer.**

The Grand High Priest shall preside, when present. In his absence, the Grand King or Grand Scribe, in the order named, shall preside; in the absence of all three Grand Officers, the junior Past Grand High Priest present shall preside until one of the three regular Grand Officers shall appear.

**ARTICLE V:  
Officers**

**Section 1. Grand Officers.**

a. The elected Grand Officers of this Grand Chapter are:

<u>Officer:</u>	<u>Title:</u>
Grand High Priest.....	Most Excellent
Grand King.....	Right Excellent
Grand Scribe.....	Right Excellent
Grand Treasurer.....	Right Excellent
Grand Secretary .....	Right Excellent

b. The appointed Grand Officers of this Grand Chapter are not progressive, and are appointed for terms of one year only; they are:

<u>Officer:</u>	<u>Title:</u>
Grand Chaplain.....	Excellent
Grand Historian.....	Excellent
Grand Captain of the Host.....	Excellent
Grand Principal Sojourner.....	Excellent
Grand Royal Arch Captain.....	Excellent
Grand Masters of the Three Veils.....	Excellent
Grand Sentinel.....	Excellent
Grand Organist (optional).....	Excellent

c. A District Deputy Grand High Priest from each Capitular District to be appointed by the Grand High Priest for one year, and whose title is "Right Excellent".

**Section 2. Eligibility.**

a. A Companion shall not be eligible for office in this Grand Chapter who has not been regularly elected, installed, and presided over a Chartered Chapter of this Grand Jurisdiction for one full year, and who must be a member in good standing in some Chartered Chapter of this Grand Jurisdiction.

b. All Offices in this Grand Chapter are clearly incompatible with each other; therefore, no two offices may be held by an individual at one and the same time. If a Companion holding any said office accepts either of the others, such acceptance is a surrender of the office so held, and it is at once declared vacant.

**ARTICLE VI**

**Elections**

**Section 1. Balloting.**

a. The Elective Officers of this Grand Chapter shall be chosen at each Annual Grand Convocation by written ballot, by a majority of all votes cast at said Annual Grand Convocation, except as hereinafter provided.

b. Only one Office shall be balloted on at a time. A nomination may be made from the floor for each office and where there is no objection, the rules may be waived, and a member designated to cast the unanimous ballot of the Grand Chapter for the member nominated for such office.

c. In balloting for Grand Officers, each Chapter represented is entitled to three votes, and each Grand Officer to one vote each. Each Past Grand High Priest and each Past High Priest of Chartered Chapters of this Grand Jurisdiction present, holding either an office in this Grand Chapter or proxy from his Chapter, is entitled to one vote in his own right.

**ARTICLE VII**

**Installation**

**Section 1. Time and Manner**

The Installation of Officers of this Grand Chapter shall take place during the Annual Convocation at which they were elected or appointed. Provided that any such Officer who cannot be present at the regular time for installation may be installed in such Chapter as Grand Chapter or the Grand High Priest may designate. In such case, the Secretary of the Chapter in which the installation shall take place shall forthwith certify the fact to the Grand Secretary and under the seal of the Chapter. No installation shall be necessary in cases of reelection or reappointment to the same office.

**ARTICLE VIII**

**QUALIFIED VOTERS**

**Section 1. Chapters.**

a. It shall be the duty of the Excellent High Priest, and the privilege of the King and Scribe, of each Chartered Chapter to attend all the Convocations of the Grand Chapter, and they shall be the legal representatives of their Chapters. In all elections, and on all questions coming before Grand Chapter, each Chapter represented shall be entitled to three votes to be cast as follows:

b. If the three legal representatives are present, each shall cast one vote. If only two representatives are present, the ranking representative shall have two votes and the other representative one vote. The acting Grand High Priest shall be entitled to one vote in case of an

equal division when voting upon any question, which is determined by the usual voting sign of a Mason.

**ARTICLE IX:  
Proxies**

**Section 1. Preferences.**

When it is impossible for the High Priest, King, and Scribe, or any one of these to attend the Annual Grand Convocation of the Grand Chapter, or any of the Special Convocations thereof, their proxy or proxies shall be given to the Captain of the Host, Principal Sojourner, or Royal Arch Captain in that order, or other member of the Chapter when said officer or officers cannot attend the Grand Convocation.

**Section 2. Contingencies.**

In case of the death, absence, or inability of a constitutional representative of a Chapter, or when anyone of the said Chapter shall refuse to issue his proxy, said Chapter shall authorize one of its other members to represent said officer of the Chapter in Grand Chapter by a resolution reciting such death, absence, inability, or refusal, certified by the Secretary and under the Seal of the Chapter.

**ARTICLE X:  
Grand Council - Who Composes**

**Section 1. Constituency.**

The Grand High Priest, The Grand King and The Grand Scribe shall compose the Grand Council.

**ARTICLE XI:  
Vacancies In Office**

**Section 1. Occurrence of Vacancy.**

Vacancies in the Elective Offices of this Grand Chapter can occur only by:

- a. Death;
- b. Demit (remaining unaffiliated in either Blue Lodge or Chapter)
- c. Permanent removal from this Grand Jurisdiction
- d. Promotion at an election to fill vacancies;
- e. Suspension;
- f. Expulsion; or
- g. Incapacity to perform the duties of the office.

**Section 2. Succession in Office.**

In case of the absence of the Grand High Priest, or his inability to perform the duties of his office, the powers, prerogatives, and duties of the office shall devolve upon the Grand King or the Grand Scribe, in that order named. In the event that death or permanent removal from the State precludes the performance of the duties of this office, or the permanent disability of the Grand High Priest, the Grand King shall succeed to the office and be regularly installed therein. The Grand Scribe shall succeed to the office of Grand King and be installed therein, and the office of Grand Scribe shall remain vacant until the next Annual Grand Convocation of this Grand Chapter. In the absence, for any cause, of all the members of the Grand Council, the Junior Past Grand High Priest willing to act shall succeed to the office of Grand High Priest and be installed therein by the next-junior Past Grand High Priest.

**Section 3. Cessation of Membership.**

Any Grand Officer who shall, during the term of office for which he was elected, cease to be a member of a particular Lodge or of a Chartered Chapter of this State thereby vacates his office, unless the Charter of such particular Lodge or Chartered Chapter has been arrested -- in which case the officer may be permitted to hold office not longer than six months from the date of such arrest of Charter or Charters.

**ARTICLE XII**

**Powers and Duties of Grand Officers**

**Section 1. Grand High Priest.**

It is the duty of the Grand High Priest to attend all Convocations of the Grand Chapter and when present, to preside. In case of his absence or inability to preside, succession to his rights and power shall be as provided in Article XI, Section 2 of this Constitution. In the recess of Grand Chapter, all of the executive powers and authority of the Grand Chapter shall devolve upon the Grand High Priest, who shall have power to:

- a. Issue dispensation for the formation of new Chapters as provided by this Constitution and Regulations and to exercise the executive functions of the Grand Chapter.
- b. Decide all questions of usage and order, or Masonic law as applied to Capitular Masonry.
- c. Convene any Chapter or Chapters of Royal Arch Masons within this jurisdiction, at such time and place as he may designate, and in person or by proxy to preside thereat, inspect the proceedings and work of the same and to require strict compliance with the laws, rules and regulations of Capitular Masonry in this State.
- d. Arrest the Charter or suspend the High Priest or other officers of any other Chartered Chapter within this Jurisdiction, until the Annual Convocation of Grand Chapter, and to revoke such order of arrest or suspension.
- e. Command all Officers of the Grand Chapter, and to call upon them for information, advice, or assistance, or for anything relating to Royal Arch Masonry.
- f. In person, or by proxy, to institute and constitute Chapters and install the Officers thereof.
- g. Grant dispensation to a Chapter to transact business at a special meeting upon petition from the Chapter setting out the specific business to be transacted, provided that each member of said Chapter be given notice of the business proposed to be transacted at least ten days prior to said special meeting and further that only such business as is set forth in the petition, dispensation, and notice may be transacted.
- h. Fill all vacancies, which may occur in the Appointive Offices of Grand Chapter. Such appointees to serve during the pleasure of the Grand High Priest or until the next Annual Convocation
- i. Grant permission to a Florida Chapter to visit a Chapter in another state and exemplify Florida Work, provided that he shall have first obtained permission from the proper authority in the Grand Jurisdiction to be visited; and
- j. When the Grand Chapter is in session, it is the duty of the Grand High Priest to appoint all committees and to make pro tem appointments, appoint all the Subordinate Officers, and install the Grand Officers. He has a general supervision of the books and accounts of the Grand Treasurer and Grand Secretary, and unrestrained access to them, and may suspend or remove either said Officer from office for sufficient cause, and in case of vacancy by death, resignation, removal, or other cause, of the Grand Treasurer or Grand Secretary, to make other appointments until the next Annual Grand Convocation.

**Section 2. Grand High Priest's Report.**

The Grand High Priest shall file, with the Grand Secretary, in writing, at least thirty days prior to the convening of Grand Chapter, his report of his official acts during recess of Grand Chapter. He

shall also make report upon subjects of Masonic interest and recommend such measures, as he may deem expedient. Should any Dispensations for the formation of new Chapters be granted, the Grand High Priest shall report the connection therewith. He shall require Chapters acting under Dispensation to return the same, together with their proceedings at the next Annual Grand Convocation after the same shall have been granted, for such action, as Grand Chapter may deem expedient.

### **Section 3. Grand High Priest, Notices.**

The Grand High Priest shall, when Dispensations are granted for the formation of new Chapters, at once notify the Chartered Chapters whose territorial jurisdictions are affected thereby. On the granting of a Dispensation for the formation of a new Chapter, the territorial jurisdictions of contiguous Chapters are immediately changed as fully and effectively as if a Charter had been granted by the Grand Chapter.

### **Section 4. Grand Chapter Committees**

The Most Excellent Grand High Priest shall appoint Standing Committees as he deems necessary to administer the affairs of the Grand Chapter. The Standing Committees, their members and required numbers are:

1. Distinguished Guests
2. Unfinished Business
3. Charters, Dispensations and Bylaws (1 member will be the Grand Royal Arch Captain)
4. Thanks (2)
5. Printing (1)
6. Jurisprudence (5 Past Grand High Priests)
7. Returns and Credentials (3)
8. Per Diem (3)
9. Custodians of Ritualistic Materials. (Grand Royal Arch Captain and Grand Principal Sojourner will be members.)
10. Masonic Relations (Grand Master of the Second Veil and Grand Captain of the Host will be members.)
11. Triennial
12. Necrology
13. Benevolence (Grand Master of the Third Veil will be a member.)
14. Finance and Budget (4) Ex-officio members to be the Grand King, Treasurer and Secretary (The Grand King is the ex-officio Chairman.)
15. Auditing (4) (The Grand Scribe will be the ex-officio Chairman; Grand Captain of the Host will be a member.)
16. Committee on Work (5)
17. Finance (3) A Chairman, 1 member and the Grand Treasurer. This Finance Committee is charged with the study and oversight of the long term financial matters of this Grand Chapter and proposing appropriate legislation in a timely manner.
18. Constitution Review (3) 1 PGHP, Chairman plus 2 members, one of whom will be the Grand Scribe. The Grand Secretary and a legal Advisor shall be ex-officio members.
19. Investments (3)

### **Section 5. Grand High Priest's Allowance.**

The newly elected and installed Grand High Priest be given a check for one-half of the amount which Grand Chapter allocates as expenses for his term of office, and when he has spent this amount to cover same, he shall be given the other half of the amount allocated as expenses for the Grand High Priest for the year.

### **Section 6. Proceedings, Approval.**

Prior to printing the proceedings the Grand Secretary is directed to mail, by certified mail, a draft of the proceedings to the Presiding Grand High Priest and the junior Past Grand High Priest for their review and corrections. If these proceedings have not been returned to the Grand Secretary within fifteen days from the date material is mailed from his office, he shall proceed with printing them in the original form.

**Section 7. Manual of Procedures.**

The Grand High Priest shall cause a Manual of Procedures to be established and maintained. Such Manual of Procedures to be a guide to the steps and protocol of handling the various routine functions of the Grand Chapter, but such Manual of Procedures shall not interfere with the Constitutional duties of the officers, whether elected or appointed. Such Manual of Procedures to be published by the Grand Secretary s Office for the Grand High Priest and distributed to all Grand Officers with revisions and up-dates as appropriate. (1997 - Effective May 20, 1997.)

**Section 8. Grand Representatives.**

The Grand High Priest is authorized and requested to appoint Representatives of this Grand Chapter near the several Grand Chapters, which have appointed Representatives near this Grand Chapter; provided, that such Grand Chapters have been recognized by this Grand Chapter.

**Section 9. Grand Treasurer.**

It shall be the duty of the Grand Treasurer to take charge of all funds, securities and vouchers of this Grand Chapter; to pay all orders signed by the presiding officer and attested by the Grand Secretary, predicated upon a previous action by the Grand Chapter; to report annually to the Grand Chapter his receipts and disbursements by items, and the amount of securities in his hands and to file such Report with the Grand Secretary as of May 31st of each year. (May 24, 1999)

**Section 10. Grand Secretary.**

It shall be the duty of the Grand Secretary:

- a. To record all transactions of Grand Chapter that are proper to be written, and to superintend the publication of the Proceedings within 180 days after the close of each Grand Convocation. (1997 - Effective May 20, 1997.)
- b. To keep a registry of the members of all Chartered Chapters;
- c. To receive, and duly file and safely keep, all and documents of Grand Chapter;
- d. To keep the Seal of the Grand Chapter and affix the same, with his attestation, to all instruments emanating from Grand Chapter and to all the written official acts of the Grand High Priest, when by him requested;
- e. To receive all moneys due Grand Chapter and to pay the same to the Grand Treasurer, taking his receipt therefor, keeping a just and true account of all moneys received by him, and paid over to the Grand Treasurer, in books provided for that purpose (to which the Grand High Priest shall at all times have free access), and at each Annual Grand Convocation to make out a true and accurate statement and report of the same, to be laid before the Committee on Finance and Budget for examination;
- f. To close his books and cash accounts on the 31st day of May, and report at each Annual Grand Convocation (or as often as required by the Grand High Priest) the amount of moneys received by him and the items of specific source from which received; (May 24, 1999)
- g. To report all Chartered Chapters which have neglected to render proper returns or which are in arrears, and such other general information on the state of the Chapters in this jurisdiction as may be proper for the information or action of Grand Chapter;
- h. To report to the Grand Chapter all communications and correspondence which may have been received or sent by his office during the recess of Grand Chapter and which are pertinent to

be reported on, and furnish the respective Committees with all necessary papers, documents, and records to them referred;

i. To attend, with all necessary books and papers under his control, all Convocations of Grand Chapter.

j. To procure and maintain a permanent surety bond, in an amount to be determined by the Finance Committee, written by a surety company approved by said committee; said bond to cover the Grand Secretary, the Grand Treasurer, and the Secretaries and Treasurers of all constituent Chapters (the amount of coverage on each officer shall be determined by the Finance Committee, and the bond shall be conditioned to save the Grand and constituent Chapters safe and whole for any loss they may sustain because of the misfeasance of any of said officers; the cost of bonding constituent Chapter Officers shall be assessed to the constituent Chapters proportionate to the membership of each);

k. To perform the duties of Registered Agent for the Corporations of the Grand Chapter, R.A.M., of Florida and the constituent Chapters thereof; and, to receive, monitor and forward to the Secretary of State for Florida the Annual Corporate Reports with amount of fees due for constituent Chapters. (1997 - Effective May 20, 1997.)

l. To furnish constituent Chapters with all necessary blank forms as may be prescribed, or may from time to time, be developed and prescribed by the Grand Chapter; and, to provide all necessary blank forms of Charters, dispensations, diplomas, etc., and to cause the same to be properly executed under the seal of the Grand Chapter when required. (1997 - Effective May 20, 1997.)

m. To notify, by the most expedient means, the Grand High Priest, all living Past Grand High Priests, Elective and Appointive Officers of the Grand Chapter, R.A.M., and the several constituent Chapters of the death of a Past Grand High Priest, Elective Grand Chapter Officer, or other prominent York Rite Masonic Person, with the time and place appointed for the funeral. Such notice shall state if an emergent Grand Convocation of the Grand Chapter is called by the Grand High Priest, giving time and place for convening. (1997 - Effective May 20, 1997.)

n. To perform such other duties appertaining to his office as the Grand High Priest or Grand Chapter may direct or require. (1997 - Effective May 20, 1997.)

### **Section 11. Subordinate Officers.**

The duties of the Subordinate Grand Officers (viz.: the Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, three Grand Masters of the Veils, and Grand Sentinel), shall be those duties that are defined in their Installation Charges and Instructions when installed, and such other duties as may be assigned them by the Grand High Priest.

### **Section 12. District Deputies.**

Duties of the District Deputy Grand High Priests shall be as follows:

a. General Duties: Each District Deputy Grand High Priest shall visit ever Chapter in his District at a stated or Called Convocation at least twice during his term of office, and he shall give notice to the High Priest or Secretary of the Chapter of such intended visit at least thirty days prior to said visit. He shall examine the records of the Chapter, and see if they are regularly kept. He shall inform himself of the number of members, inquire into the conditions of the Chapter, and assist the Chapter in any way he can. He shall, so far as is proper, make a report of the state of each Chapter in his District and forward the same to the Grand High Priest immediately after each visit; his second report to be made not later than the first of April each year. He needs no dispensation to hold a District Meeting, but if a Chapter is opened, it must be under the auspices of a Chapter of a District. Should he be called upon to answer a question on Capitular Law, his answer is only advisory, and it must be referred to the Grand High Priest at once for conformation or rejection.

b. Schools of Instruction. Each District Deputy Grand High Priest shall establish dates and locations within the District, both in the last quarter and the first quarter of the year, for a School



of Ritualistic Instruction, such dates to be established by cooperation with the Chairman of the Committee on Work. Planning and accomplishment of these meetings to be reported to the Grand High Priest in timely fashion.

**Section 13. Committee on Work.**

The Committee on Work is charged with holding Schools of Instruction, each year in each district; one School to be held before the close of the Calendar year, and one School to be held after the new Officers of the constituent Chapters have been installed, but before the first of April each year. These Schools shall be conducted by one or more members of the Committee. The Chairman of the Committee shall authorize the dates and places and approve his expense for holding such Schools.

**Section 14. Grand Officers' Jewels.**

The Jewels of all the Grand Officers remain the property of the Grand Chapter. Possession of the Jewels shall be delivered to the various Officers for the term of their office; at the expiration of the term of their office, possession of the Jewels shall be surrendered to the Grand Secretary.

**Section 15. Southeastern Area Meetings.**

The Grand High Priest, Grand King, Grand Scribe, and Grand Secretary are encouraged to attend, in their official capacities, all Southeastern Area Meetings; an allocation shall be made in each Annual Budget toward defraying the expense of each such officer attending. [1990]

**Section 16. Convention Board.**

The Grand High Priest shall cause a member from the delegation to be elected to a York Rite Convention Board; the duties and term of such member shall be established by regulation. [1991]

**Section 17. General Grand Chapter Royal Arch Masons International, Triennial Convocations.**

Triennial Convocation Expenses: The Grand High Priest, Grand King, Grand Scribe, Grand Secretary and Past Grand High Priests shall be allowed travel expense computed on air fare at economy rate, including limousine service to and from the airport, registration fee, banquet ticket, room based on single rate computed one day prior to and for the days in attendance at the official program and actual cost of meals. Funds for such expense shall be appropriated by the Budget and Finance Committee each Triennial year from the Special Triennial Convocation Fund and included in the Budget for each Triennial year. No expense shall be allowed for wife or family member. Request for payment shall be made no later than 1 December of said Triennial year to be honored. Expenses to a maximum of four hundred dollars (\$400.00) for each Companion covered by this Section shall be allowed. [1990]

**ARTICLE XIII  
Chapters**

**Section 1. Formation.**

A Chapter can only be formed by authority of a Dispensation from the Grand High Priest or from a Charter or Dispensation from the Grand Chapter.

**Section 2. Petition to Form.**

No Dispensation or Charter shall be granted for the creation of a new Chapter except on the petition of fifteen or more Royal Arch Masons who are members of some Regular Chapter directed to the Grand Chapter or the Grand High Priest, and recommended by the Chapter nearest the place where the proposed Chapter is located. Attached to this petition must be a certificate from the Secretary of each Chapter to which the subscribing petitioners belong, showing that each of them is clear of all demands and indebtedness to their present Chapter, and that no charges are pending against them.

**Section 3. Ceremonies of Constitution.**

When a Charter is issued authorizing the institution of a new Chapter, the Chapter shall be duly constituted and the officers duly installed by the Grand High Priest or by his authority, previous to which ceremonies no Convocation of such Chapter can be legally held, nor can it be represented in this Grand Chapter.

**Section 4. Dissolution.**

A Chapter can only be dissolved by act of the Grand Chapter or by a voluntary surrender of its Charter pursuant to a vote of a majority of its members when duly summoned for that purpose, with notice of the purpose and object of the Convocation. Such notice to be sent the membership at least fifteen days prior to the date of said Convocation.

**Section 5. Forfeiture, Predicates.**

The acts for which a Charter shall be forfeited are contumacy to the authority of the Grand Chapter or the Grand High Priest; violation of the fundamental principles of Royal Arch Masonry or of this Constitution; membership of less than fifteen Royal Arch Masons; neglecting to hold at least four Convocations in one year; non-payment of dues to the Grand Chapter for one year; or failure to be represented at Grand Chapter for two consecutive years. The incoming Grand High Priest shall order the Grand Secretary to give immediate notice to delinquents and the Charter of same shall be arrested within sixty days after the adjournment of Grand Chapter, unless the High Priest of each such delinquent Chapter shall give the Grand High Priest due assurance of the Chapter's intention and ability to comply with this section.

**Section 6. Disposition of Assets.**

The surrender (or forfeiture, when adjudged necessary by the Grand Chapter) of a Charter shall be conclusive upon the Chapter and its members, and carries with it all the property of the Chapter which must, on demand, be surrendered to the Grand Chapter or its authority.

**Section 7. Action after Refusal.**

When an application for the recommendation of a new Chapter (pursuant to Section 2, hereof) has been refused by the Chapter to which the application was addressed, another application cannot be made for such recommendation to a Chapter in the same locality for a period of twelve months from the date of such refusal.

**Section 8. Limitations of Chapter U.D.**

A Chapter, while working under a Dispensation, shall have all the powers and privileges of a Chartered Chapter except that it may not affiliate any Royal Arch Masons nor grant Demits nor conduct trials for UN-Masonic conduct.

**Section 9. Automatic Transfer of Membership.**

The members of a Chapter under Dispensation cease to be members of the Chapter to which they belonged when Dispensation was granted upon the Chartering and Constituting of the new Chapter unless such members signify their desire to retain membership in their former Chapter;

in which event, they do not become members of the new Chapter. The Secretary of the new Chapter will, immediately after the Chartering and Constitution of the same, notify the Secretaries of the Chapters to which the affected Companions belong or belonged, of their change or non-change in membership.

**Section 10. Revival of Chapters.**

A Dispensation to revive a Chapter whose Charter has been forfeited may be issued by the Grand High Priest, or by the Grand Chapter; provided that all arrears owed to the Grand Chapter will be paid in full, or satisfactory arrangements for settlement thereof be made before such Charter may be revived; provided further, however, that any Chapter that has been defunct for five or more years cannot be restored, and must comply with the provisions for Constituting new Chapters.

**Section 11. Certification or Demit Required.**

The organization of a new Chartered Chapter terminates the connection of its members with their former Chapter or Chapters respectively (except as otherwise provided in Section 9, foregoing), hence the necessity of a Certificate from the Secretary of the Chapter or Chapters (to which the petitioner or petitioners for such Charter belong) that such petitioners are clear upon the records, or else a Demit must accompany the Petition for Charter or Dispensation. Members of other jurisdictions than the jurisdiction of the Grand Chapter of Florida may hold memberships in a Florida Chapter provided that the same procedure is followed when a Demit is filed.

**Section 12. Convocations, Chapters.**

Each Chapter shall designate in its bylaws the time and place of its Regular Convocations, and shall report such designation to the Grand Secretary. All general business, including the reception of petitions and balloting for candidates shall be transacted at Regular Convocations except as otherwise provided by this Constitution. Special or Called Convocations may be held at any time upon the call of the High Priest; provided, that Chartered Chapters may hold Regular or Special Convocations in any Lodge room within its territorial jurisdiction for the purpose of creating interest in Capitular Masonry, and at such Convocations may transact such business as is Prescribed by its bylaws or by this Constitution.

**Section 13. Bylaws, Chapters.**

A Chapter has full power and authority to enact bylaws for its own government, in conformity to this Constitution and the regulations of the Grand Chapter, but any bylaws inconsistent therewith are void.

**Section 14. Dues, Chapters.**

A Chapter may make provision in its bylaws regulating the payment of dues, which shall consist of a sum designated by the particular Chapter plus such sums as the Grand Chapter shall from time to time, prescribe, plus such per capita sum as the General Grand Chapter may prescribe, from its members. Whenever any member shall be six months or more in arrears for dues, the Secretary shall notify such delinquent by written notice by first class mail to last known address, stating therein the amount owing for said dues, and that -- unless the same shall be paid within thirty days after such notification or satisfactory reason given -- such delinquent may be suspended at the discretion of the Chapter. Thirty days after such notice has been given, and said dues remaining unpaid, the Secretary shall issue a Summons or notice to the delinquent to be present for hearing at a regular Convocation of said Chapter to answer the charge of delinquency or neglect, and to show cause why he should not be suspended; such notice to be served at least ten days before the Convocation appointed for the hearing. If the delinquent Companion does not appear after service of the notice, a default shall be entered against him, the Secretary's account being a sufficient charge, and he shall be suspended by action of the Chapter. If a member so suspended pays all delinquent dues (together with dues for the current years)

within one year after he has been suspended, he shall stand reinstated ipso facto. If the member fails to pay the delinquent dues within one year, he shall be required to file an application for reinstatement accompanied by the current and delinquent dues. The said application may be considered at any regular Convocation and shall require a two-thirds vote of the members present for reinstatement.

**Section 15. Emeritus Members, Chapters.**

When a Chapter shall, in its Annual Return, report an aged or infirm Companion as an Emeritus Member thereof, and exempt him from the payment of dues, such Chapter shall have credit therefor in the payment of dues to Grand Chapter.

**Section 16. Armed Services, Chapter Members.**

When a Chapter shall, in its Annual Return, report any member thereof as being in the armed service of the United States of America and exempts such member or members from the payment of dues, such Chapter shall have credit therefor in the payment of dues to Grand Chapter.

**Section 17. Dual Members, Chapters.**

Any member of a constituent Chapter in this Grand Jurisdiction may apply for, and be elected to, membership in any other constituent Chapter or Chapters in this Grand Jurisdiction or any Chapter in another Grand Jurisdiction recognized by the Grand Chapter of Florida which permits Dual or Plural Membership. Involuntary termination of membership in any constituent Chapter will terminate membership in all constituent Chapters in this Grand Jurisdiction. A Dual Member with primal membership in a Chapter in Florida may not hold office in more than one constituent Chapter at one and the same time.

**Section 18. Dual and Plural Membership, Definition.**

This Grand Chapter recognizes and defines both Dual Membership and Plural membership as follows:

- a. Dual Membership refers to belonging to a Chapter in Florida and a corresponding Body in another Grand Jurisdiction.
- b. Plural Membership refers to being a Member of two Chapters within the Grand Jurisdiction of Florida; a Chapter authorizing such Dual or Plural Membership must incorporate the same in its bylaws.

**Section 19. Quorum for Business.**

Nine Royal Arch Masons are necessary to constitute a quorum to transact any business, but such quorum may be made up of five members of any Chartered Chapter of which a Council Officer or a Past High Priest must be one, together with four Companions of any other Chapter. A quorum so composed may open a Chapter of Royal Arch Masons for the transaction of any business or for conferring of Degrees, but nothing shall be done unless by the unanimous consent of the members of the Chapter so meeting.

**ARTICLE XIV  
Officers of Chapters**

**Section 1. Chapter Officers.**

The Officers of each subordinate Chapter, whether Chartered or under Dispensation, shall consist of the following:

- High Priest (titled Excellent)
- King
- Scribe
- Treasurer

Secretary  
Captain of the Host  
Principal Sojourner  
Royal Arch Captain  
Master of the Third Veil  
Master of the Second Veil  
Master of the First Veil  
Sentinel  
Organist (optional)

**Section 2. Election and Appointment.**

The first five named in the last-preceding section shall be elected annually by ballot without nomination, by a majority of the votes cast at the first regular Convocation of the Chapter in December (except those Chapters whose monthly Convocation is in the third or fourth week in the month, such Chapters may hold their election at the November Convocation); except that, by unanimous consent, the rules may be waived, nomination made, and a member designated to cast the unanimous vote of the Chapter for the nominee.

**Section 3. Eligibility to Vote and Hold Office.**

Every member of a Chapter, in good standing, is entitled to one vote; but only High Priests and Past High Priests, Kings and Past Kings, Scribes and Past Scribes, are eligible for election to the office of High Priest. Provided, however, that when there are none such, a member competent and willing to serve may be elected. The Chapter is the sole judge of the competency of its members.

**Section 4. Installation.**

The installation of Chapter Officers shall take place on the Festival of St. John the Evangelist (27th of December), or as soon thereafter as is expedient. Installation cannot be denied on the ground that the Officer-elect is in arrears for dues, his Masonic standing not being affected by any delinquency upon which action has not been taken.

**Section 5. Vacancies In Office.**

Vacancies in elective offices of Chapters can occur only by death, resignation, Demit, or removal after election beyond the jurisdiction of this Grand Chapter, promotion to fill vacancies, and by suspension or expulsion; but the first three elective offices cannot be vacated by resignation except for reason of infirmities of health acceptable to the Most Excellent Grand High Priest.

**Section 6. Filling Vacancies.**

A Chapter may fill vacancies in any of the elective offices, except that of High Priest, by ballot at any Regular Convocation; but, in case of vacancy in the office of High Priest, an election can be held only at a Regular Convocation, the members being duly notified for that purpose, and by virtue of authority from the Grand High Priest -- which authority must be applied for by the King and Scribe and a vote of two thirds of the membership present at a Regular Convocation, and thereafter certified by the Secretary under the Seal of the Chapter.

**ARTICLE XV**

**Powers and Duties of Chapter Officers**

**Section 1. Governing Laws.**

The powers and duties of officers of Chartered Chapters shall conform to ancient usage, the Ceremony of Installation, the Constitution and Edicts of Grand Chapter, and the bylaws of their respective Chapters. They shall be elected, as provided in this Constitution, by a majority of votes,

and shall hold office for one year and until their successors shall have been duly elected and installed.

**Section 2. Treasurer.**

It shall be the duty of the Treasurer, who is the legal custodian of the money and property of the Chapter:

- a. To receive and safely keep all money or property of every kind which shall be placed in his hands by the Secretary, or by order of the Chapter, and to give proper receipts therefor.
- b. To disburse or transfer the same, or any part thereof, upon the vote of the Chapter and the High Priest duly attested by the Secretary.
- c. To keep a book or books which shall contain a correct statement of his receipts from the Secretary and of all disbursements made by order of the Chapter, with dates thereof.
- d. To make to the Chapter annual reports of its receipts, disbursements and financial condition, which report shall be made a matter of record on the minutes of the Chapter.
- e. To perform such other duties appertaining to his office as the bylaws may require or the Chapter at any time direct.
- f. He shall deposit all Chapter funds in a bank to be designated by the Chapter, the account to stand in the name of " \_\_\_\_\_ Royal Arch Chapter No. \_\_\_\_\_, Treasurer, and not in the name of the Treasurer, either officially or individually. Provided that upon agreement by the Chapter, Council, and Commandery, funds may be deposited in a joint fund, in the name of "The York Rite Bodies of \_\_\_\_\_.

**Section 3. Secretary.**

It shall be the duty of the Secretary, under the direction of the High Priest:

- a. To record all the proceedings of the Chapter proper to be written in a record book, and keep proper account of the payment of dues and fees, current receipts, disbursements, and all financial reports.
- b. To submit such record to the Chapter at its next stated Convocation for adoption or correction, and to the High Priest for his signature.
- c. To prepare and transmit a copy of such record, or any part thereof, to the Grand Chapter when required.
- d. To collect from the members who, to the best of his knowledge, are in good standing in a regular Masonic Lodge, the annual dues to the Chapter, issuing to such members such receipt certificate as may be directed by the Grand Chapter; such receipt to bear the Seal of the Chapter.
- e. To collect and receive all moneys due the Chapter, giving his receipt therefor, and to make prompt payment to the Treasurer of all money received, in no event later than the next stated Convocation, taking his receipt for the same.
- f. To make to the Chapter annually, and otherwise as its bylaws may direct, a report of his work, of the condition of its accounts with its officers and members, and of all other matters relating to its finances or business which may be under his charge, which report shall be recorded in the minutes of the Chapter.
- g. To keep the Seal of the Chapter and to affix the same, with his attestation, to all papers issued under its authority or in obedience to the requirements of the Constitution and Regulations of Grand Chapter.
- h. To transmit to the Grand Secretary immediately after each election in the Chapter a certificate thereof in the manner and form prescribed by Grand Chapter.
- i. To transmit to the Grand Secretary the annual return of work and the condition of the Chapter as of December 27th of each year, together with the full amount of money due Grand Chapter as required by this Constitution or Grand Chapter regulations such report and remittance to be made prior to the 15th day of February of each year. In the event these requirements are not met, a fine of five dollars shall be assessed against each negligent Secretary, not against the Chapter,

as a penalty for the neglect of duty. It shall not be in the power of Grand Chapter to remit this penalty.

j. To keep the following books in such form as may be prescribed by regulations:

- (1) A roll of membership for the signature of its members in the order of their admission.
- (2) A ledger, in which he shall record on pages alphabetically arranged and indexed, the names of all members of the Chapter, the dates of their Degrees or affiliation, the name, number and location of the Chapters of which those affiliated were last members; the dates of their deaths, Demits, transfer, suspension, withdrawal or restoration and their individual accounts with the Chapter.
- (3) A register in which the name, number and location of the Chapter of each visitor shall be recorded.
- (4) A properly indexed record of the minutes of all Convocations of the Chapter.
- (5) A suitable book for the registration of Marks.
- (6) Such other duties as the regulations may require or the High Priest directs.

k. To telegraph or telephone the Grand Secretary information concerning the death of any Present or Past Grand Officer or other prominent Royal Arch Mason residing within the jurisdiction of his Chapter.

## **ARTICLE XVI**

### **Charter and Seal**

#### **Section 1. Designation and Custody.**

Every Chartered Chapter shall have a Seal, which shall be in the custody of the Secretary of the Chapter.

#### **Section 2. Charter, Location.**

The place for the Chapter Charter is in the Chapter room in custody of the High Priest. Chapters may have photostatic copies of the Charter and use said copies in the Chapter room instead of the original, placing the original in a safe place for preservation. Photostatic copies may also be placed in each Lodge Room in the jurisdiction of the Chapter.

## **ARTICLE XVII**

### **Ritual**

#### **Section 1. Designation**

The ritual to be used by Chapters Chartered under the Grand Chapter of Florida shall be the ritual adopted, published and distributed by General Grand Chapter, Royal Arch Masons International, together with the Instructions and Guidelines contained in Appendix D to this Constitution, a Book of Essentials and a Key Lecture shall constitute the adopted ritual for this Grand Jurisdiction. (1997-Effective May 20, 1997.)

#### **Section 2. Amendment.**

Proposed changes in the Ritual may be made by any member of the Grand Chapter, but all proposed changes must be made in accordance with Article XXI of this Constitution.

#### **Section 3. Conferrals, Called Meetings.**

The High Priest may call meetings of the Lodges respectively to confer the Lodge Degree upon duly elected candidates, and do the work with the working quorum: Lodge of Mark Masters (5), Lodge of Past Masters (3), Lodge of Most Excellent Masters (2); all of whom shall be Royal Arch Masons; for such purpose the Chapter need not be opened on the Royal Arch Degree.

#### **Section 4. Aprons, How Worn.**

All Companions shall wear their aprons where they can be seen at all times, by all present except those in Robes, when working in the Mark Master, Past Master, Most Excellent Master and the Royal Arch Degree. The presiding Officer must be covered unless appropriate to remove same.

## **ARTICLE XVIII**

### **Monthly Reports and Annual Returns**

#### **Section 1. Annual and Monthly.**

All monthly reports of constituent Chapters must be in the Grand Secretary's Office on or before the 5th of each month, and monthly reports must be submitted each and every month even though there be no change in the status of the constituent Chapter. The Capitular Year shall end December 27th of each year, and each constituent Chapter shall make Annual Returns to the Grand Chapter, which must be in the Office of the Grand Secretary, with fees as the Grand Chapter shall from time to time prescribe, on or before the 1st day of February of each year. Any Chapter failing to make its Annual Return by the 15th day of February shall be considered delinquent, and not entitled to representation in the Grand Chapter at its next Annual Grand Convocation, except by action of the Grand Chapter; if the Annual Return is not made when the Annual Grand Convocation convenes, such delinquent Chapter will be subject to revocation of its Charter, unless the Grand Chapter shall otherwise decide.

#### **Section 2. Audits.**

A complete audit of the financial affairs of each Chapter shall be made at the close of each Chapter year, and pages, in triplicate (one perforated) shall be provided in the annual returns, one copy each furnished to the Grand High Priest and the Secretary showing:

- a. All assets of the Chapter.
- b. All amounts payable for dues.
- c. The amount of the dues of the Chapter.
- d. A line showing how many owe one year's dues, and a line showing how many owe two year's dues.
- e. All indebtedness to the Chapter.
- f. How many meetings per year.
- g. Average attendance.

## **ARTICLE XIX**

### **Petition and Fees for Degrees**

#### **Section 1. Eligibility and Minimum Fees.**

The Degrees of the Chapter shall not be conferred for a less sum than twenty-five dollars, which must be paid before the Degrees can be conferred; and then only upon Master Masons who are members, in good standing, of regular Lodges, and whose petitions have been duly presented in writing at a Convocation and reported upon by a Committee.

## **ARTICLE XX**

### **Candidates and Balloting**

#### **Section 1. Eligibility Procedure.**

No person shall receive the Degrees conferred in a subordinate Chapter unless he be affiliated with some Symbolic Lodge recognized by "The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida," and then only upon a regular petition of application. The petition must be signed by two members of the Chapter petitioned and be referred to a committee of three members; it may be thereafter acted upon at the same meeting at the discretion of the Chapter.



Except, however, in cases of concurrent jurisdiction, in which cases the Constitutional provisions applying thereto must also be complied with.

**Section 2. Eligibility, Physical.**

Physical perfection is not required of candidates for the Degrees of the Chapter. The Chapter is the sole judge of the qualifications of its members.

**Section 3. Eligibility Jurisdiction.**

Every candidate for the Chapter (Capitular) Degrees must be an affiliated Master Mason in good standing; a resident of the State of Florida for at least one year, and of the territorial jurisdiction of the Chapter to which he applies for six months, preceding the presentation of his petition.

**Section 4. Interstate Jurisdiction.**

A Chapter shall not confer the Degrees upon a candidate who resides in another State without consent of the Chapter in whose jurisdiction he resides; except, however, that this Grand Chapter recognizes concurrent jurisdiction with the Grand Chapters of Georgia and Alabama over material residing within five miles of the mutual State Line, provided there be no recognized Chapter in such jurisdiction within ten miles of said State Line.

**Section 5. Intrastate Jurisdiction.**

A chapter shall have exclusive jurisdiction over all material residing within the corporate limits of the Municipality in which it is located; except where two or more Chapters are located in the same municipality, they shall have exclusive concurrent jurisdiction within the corporate limits of such municipality.

**Section 6. Withdrawal of Petition Prohibited.**

After a petition for membership has been received and referred to a committee, it cannot be withdrawn, but must be balloted on for final action.

**Section 7. Balloting.**

The ballot on petitions must be inviolably secret, and once begun, must be completed without postponement. The results of the ballot shall be declared by the High Priest, after exhibiting the ballot to the King and Scribe for inspection. It is the duty of every member of the Chapter present to vote, and one negative ballot shall reject.

**Section 8. Collective Balloting Procedure.**

A collective ballot on two or more petitions may be taken in the discretion of the High Priest and when a separate ballot is not called for. In such case, however, the High Priest shall first announce that if a negative appears a separate ballot on each petition will then be taken.

**Section 9. Landmarks Preserved.**

Each Chapter must preserve the Ancient Landmarks of the ballot. All petitions for Degrees must be acted upon at a regular meeting except by due and timely notice. Such place of ballot shall be in the said Chapter Meeting place and for ballot only excepting conferral of Degrees.

**ARTICLE XXI  
Amendments**

**Section 1. Procedure.**

Amendments to the Constitution, Laws, and Regulations and changes in the ritual of the Grand Chapter shall be made in the following manner:

- a. Each proposed amendment shall recite the Section Number and full title of the Section proposed to be amended. This also applies to recommendations by the Grand High Priest in his report to Grand Chapter.
- b. Each resolution shall include as a part of a proposed amendment an effective date for implementation. [1992]

**Section 2. Filing.**

Each proposed amendment shall be filed with the Grand Secretary so it will reach his office no later than February first of each year. The Grand Secretary will cause said amendment to be duplicated, and a copy of same shall be mailed by the Grand Secretary to all Past Grand High Priests, all Line Officers of Grand Chapter, all District Deputies, and four Copies to each Secretary of each Chartered Chapter, so that said amendment shall reach said Secretary by March 1st of each Year. The Secretary of each Chartered Chapter, upon receipt of said amendment, shall distribute said four copies as follows: One copy each to the High Priest, King, Scribe and retain one copy for the Secretary's file.

**Section 3. Publication Chapters.**

The High Priest of each Chartered Chapter shall cause the said Resolution or Recommendation to be read and discussed at the first Convocation of the Chapter after receipt of the same; the Chapter, after consideration, shall express its collective opinion on each subject and may instruct its Representatives on how to vote at the time the resolution or resolutions are presented at Grand Chapter Annual Convocation. On the first day of such Annual Convocation, any proposed amendments so made shall be read and referred to the Committee on jurisprudence and lie over for one day when said Committee shall report thereon. If carried by two-thirds vote of Grand Chapter, such amendment shall be declared adopted, provided that, in the event that a One Day Session is held, the Committee on Jurisprudence may present its report regarding the amendments on the floor of Grand Chapter, which will require a two-thirds vote for adoption.

**Section 4. Exception to Notice Requirement.**

That any Section or part thereof of the Regulations may be amended at any regular Convocation of this Grand Chapter when properly presented without notice by two-thirds vote of those present and voting on the same day that said amendment or amendments are proposed.

**ARTICLE XXII  
Concurrent Masonic Laws**

**Section 1. Concurrent Masonic Laws.**

The Constitution and Regulations of "The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida" shall govern in all matters so far as practical and when not in conflict with the spirit and plain intent of the Constitution and Regulation and Landmarks established by this Grand Chapter.

**ARTICLE XXIII  
Conflicting Laws Repealed**

**Section 1. Repealing Clause.**

All Constitutions or parts of Constitutions, Edicts or Resolutions, and all Bylaws and Rules of Order heretofore adopted by the Grand Chapter inconsistent with this Constitution are hereby repealed.

**LAWS, RULES and REGULATIONS  
of the**

**GRAND CHAPTER OF ROYAL ARCH  
MASONS OF FLORIDA**

**CHAPTER ONE - -**

**1.01 Supreme Capitular Law.**

The Constitution, Laws, and Regulations of the Grand Chapter of Royal Arch Masons of Florida, as set forth and contained in this document are hereby adopted, ratified, confirmed and declared to be the Supreme Capitular Law of this Grand Jurisdiction.

**1.02 Traditions and Landmarks.**

The Traditions and Landmarks of Ancient York Masonry, as set forth in the Regius Manuscript, and as evolved therefrom through the ages by necessity, are adopted by this Grand Chapter. Provided, however, that the Constitution Laws, and Edicts of the General Grand Chapter of Royal Arch Masons, and the enactments of this Grand Chapter shall govern where in conflict therewith.

**1.03 Rulings and Decisions.**

The Rulings and Decisions of the Grand High Priests of this Grand Chapter, when approved by the Grand Chapter in Grand Convocation convened, and as printed in its Proceedings, are declared to be in full force and effect, and binding unless contrary to later-enacted Laws of this Grand Chapter or further Rulings and Decisions of a Grand High Priest.

**1.04 Grand Lodge Laws -- Effect.**

Wherever not in direct conflict with the spirit and plain intent of the Constitution Laws, Regulations, and Landmarks of this Grand Chapter, the Constitution and Regulations of the Grand Lodge -- as published from time to time in its Digest of Masonic Law -- shall govern in all matters of Capitular Law. Provided however, that nothing herein-contained shall imply that this Grand Chapter presumes any control or jurisdiction over any element of Ancient Craft Masonry, save that part of the Master Mason Degree now contained in the Royal Arch Degree and over which the Grand Lodge asserts no jurisdiction.

**1.05 Grand Lodge Defined.**

Wherever reference is made herein to the "Grand Lodge," such term shall signify "The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida," as incorporated by Chapter 4281, Laws of Florida Acts of 1893; in reference to any Grand Lodge outside the State of Florida, said term shall mean a Grand Lodge of Freemasons in fraternal accord with -- and recognized by -- the forenamed Grand Lodge.

**1.06 Non-Profit Policy.**

The declared policy of this Grand Chapter is that it is not a profit making business nor a profit-making organization, and should not -- and will not -- engage in a profit-making activity for itself nor for its membership. No solicitations of a non-Masonic nor non-charitable character shall be made, except upon authority of this Grand Chapter and by specific vote of the members thereof in Grand Convocation convened. Provided, however, that nothing herein shall prevent support of programs of a generally charitable and benevolent nature, such as the Royal Arch Research Assistance.

**CHAPTER TWO - - NAME AND STYLE**

**2.01 Name and Style.**

The name and style of this Grand Chapter shall be as set forth in Article I of its Constitution, and as set forth in Chapter 28326, laws of Florida, Acts of 1953.

**CHAPTER THREE -- GRAND CHAPTER MEMBERSHIP**

**3.01 Grand Chapter Membership.**

Membership in this Grand Chapter shall be as set forth in Article III, Sec. 2, of its Constitution; Honorary Membership or Rank conferred pursuant to Regulation or Bylaw shall not confer the right to vote on matters before the Grand Chapter.

## **CHAPTER FOUR -- GRAND CHAPTER JURISDICTION AND POWERS**

### **4.01 Jurisdiction and Powers.**

This Grand Chapter shall have such jurisdiction and powers as are set forth in its Constitution and these Regulations.

### **4.02 Jurisdiction over Degrees.**

This Grand Chapter holds exclusive control and jurisdiction over the Masonic Degrees of Mark Master, (Virtual) Past Master, Most Excellent Master, Royal Arch Mason, and Order of High Priesthood within the borders of the State of Florida; it has other jurisdiction and powers as set forth in Article II of its Constitution.

## **CHAPTER FIVE -- GRAND CHAPTER OFFICERS**

### **5.01 Grand Chapter Officers**

The Officers of this Grand Chapter shall be as set forth in its Constitution.

## **CHAPTER SIX -- GRAND HIGH PRIEST**

### **6.01 Chief Executive Officer**

The Grand High Priest shall be the Chief Executive Officer of this Grand Chapter, with such powers, duties, and prerogatives as set forth in its Constitution and these Regulations.

## **CHAPTER SEVEN -- GRAND KING AND SCRIBE**

### **7.01 Grand Council Officers.**

The Grand King and Grand Scribe, together with the Grand High Priest, shall constitute the Grand Council of this Grand Chapter; they shall have such other powers and duties as its Constitution and these Regulations provide.

## **CHAPTER EIGHT -- GRAND TREASURER**

### **8.01 Chief Financial Officer.**

The Grand Treasurer shall be the Chief Financial Officer of this Grand Chapter and shall have such powers and duties as its Constitution and these Regulations provide.

## **CHAPTER NINE -- GRAND SECRETARY**

### **9.01 Chief Clerical Officer.**

The Grand Secretary shall be the Chief Clerical Officer of this Grand Chapter, and shall have direct supervision of all clerical staff; he shall have such other powers and duties as its Constitution and these Regulations provide.

### **9.02 Funds**

All fees, reports, donations (except donations to the Royal Arch Medical Research Assistance Foundation), and all registrations shall be sent through the Grand Secretary's office, who shall keep a proper record thereof and provide copies to the Most Excellent Grand High Priest and the necessary Grand Chapter Committees as required.

## **CHAPTER TEN --CAPITULAR DISTRICTS AND DISTRICT DEPUTY GRAND HIGH PRIESTS**

### **10.01 Capitular Districts**

The Grand High Priest shall divide this Grand Jurisdiction into such number of Capitular Districts as to him may seem desirable and appoint a Deputy to each of said Districts. Such Deputies shall be present or Past High Priests of a Chapter under this Grand Jurisdiction and shall be charged to use all proper effort to increase the interest in Capitular Masonry in their respective Districts. The Deputies shall make such reports and at such times as the Grand High Priest may direct, and as required by Article XII, Section 13, Constitution of this Grand Chapter.

### **10.02 District Deputies' Allowances.**

District Deputies shall be allowed the same mileage for the use of their automobiles in the performance of their duties as allowed by Grand Chapter when attending a Grand Convocation.

They shall render their expense accounts to the Grand High Priest for approval, who in turn shall send them to the Grand Secretary for payment.

### **10.03 Retaining Deputy's Apron.**

The District Deputy Grand High Priest may retain the Apron used during his tenure of office, provided that the Grand Chapter of Royal Arch Masons of Florida is reimbursed for the cost, and provided, further, that the Grand Chapter may designate the type and mode of designating the year of use.

## **CHAPTER ELEVEN -- SUBORDINATE GRAND OFFICERS**

### **11.01 Subordinate Grand Officers.**

The Subordinate Grand Officers of this Grand Chapter shall be as provided in its Constitution and these Regulations, together with the powers and duties therein provided.

### **11.02 Status of Grand Representatives.**

The appointment as Grand Representative does not confer any status as an Officer of this Grand Chapter. The Grand Representative of a Grand Chapter near the Grand Chapter of Florida will be an Associate Member of the Committee on Foreign Correspondence, and is not entitled to mileage and per diem as such.

## **CHAPTER TWELVE -- GRAND CHAPTER CONVOCATIONS AND PROCEEDINGS**

### **12.01 Convocation and Proceedings.**

(A) The Grand Convocation of this Grand Chapter shall be holden as provided in its Constitution and these Regulations, and its Proceedings recorded and published in accord therewith. All Business of the Chapter, with the exception of necessary work by Committees, shall be accomplished on the day of the Grand Convocation.

(B) The printed proceedings of the preceding Annual Convocation, and any intervening Convocations shall be read for adoption, at the Annual Convocation, unless Motion prevails that the reading be dispensed with and that the proceedings be adopted as printed and distributed.

(C) All preliminary reports of the Committees of this Grand Chapter shall be submitted to the Grand Secretary, no later than thirty (30) days following the conclusion of the Annual Convocation of the Grand Chapter.

(D) The proceedings of the Annual Convocation shall be printed and distributed to the proper Companions no later than October 1, following the conclusion of the Annual Convocation.

### **12.02 Per Diem.**

Per Diem shall be governed by the following:

#### **a. General Provisions.**

(1) Each Grand Officer and one Representative of each Chartered Chapter attending the Grand Convocation of this Grand Chapter, all members of Committees, Past Grand High Priests, District Deputies and Distinguished Service Medal Holders, who are in attendance in no other capacity, shall be entitled to receive from the funds of the Grand Chapter such funds for mileage and per diem as may be recommended by the Budget and Finance Committee and approved by the delegates. If on any occasion the Grand Council and/or Grand Commandery should meet on the same day as the Grand Chapter when mileage and per diem are usually paid, and a Companion is also entitled to mileage and per diem from either of the other bodies; the one day's mileage and per diem shall be divided equally by the respective bodies. In no event, shall any Companion of this Grand Chapter receive more than one day's mileage or per diem for any single calendar day. Such mileage to be calculated one way for the distance from the site of their Chapter or their place of residence, whichever is nearer to the place of the Grand Convocation. Those who reside outside the limits of the state will be paid from the site of their Chapter or their place of entry into the state, whichever is nearer to the place of the Grand Convocation. This resolution shall become effective on June 1, 2000.

(2) Service as an Associate Member of the committee on Foreign Correspondence does not qualify a Companion for mileage or per diem.

(3) The Grand Chapter shall advance an amount equal to one-half the annual allowance to the Grand High Priest upon his installation, and after spending same he shall receive the balance. He shall not be required to account for these funds to Grand Chapter.

**12.03 Proceedings Chapter Reference.**

The names of the elected officers of Chapters and the post office address of Secretaries thereof, under the jurisdiction of this Grand Chapter, are required to be printed in the Annual Proceedings.

**12.04 Past Grand Officers.**

The Grand Secretary is required to annex to the Proceedings a list of all Past Grand Officers living, with correct post office addresses.

**CHAPTER THIRTEEN -- GRAND CHAPTER COMMITTEES AND CONVENTION BOARD  
(GENERAL PROVISIONS)**

**13.01 Grand Chapter Committees.**

The Grand High Priest shall appoint such Committees as are required by the Constitution of this Grand Chapter and such other Committees as may be required for the orderly transactions of Grand Chapter.

**13.02 Return of Papers.**

It shall be the special duty of the Chairman of each and every Committee of Grand Chapter to return or have returned to the Grand Secretary all papers referred to his committee.

**13.03 Committee on Work.**

A. The Most Excellent Grand High Priest shall appoint five (5) qualified Companions to act as the Committee on Work. The Committee on Work shall issue card certificates of proficiency to qualified Royal Arch Masons in good standing in a constituent Chapter when in the judgment of the committee the proficiency of said Companion is such as to meet the standards as set forth in this section and as further defined by said Committee.

B. The Committee on Work shall issue a White card certificate of proficiency to a Royal Arch Mason when proficient in the opening and closing ceremonies of a Chapter of Royal Arch Masons.

C. The Committee on Work shall issue a Red card certificate of proficiency with one white stripe to a Royal Arch Mason when proficient in the esoteric work of the Mark Master Degree and the lecture.

D. The Committee on Work shall issue a Blue card certificate of proficiency with two white stripes to a Royal Arch Mason when proficient in the esoteric work of the Past Master Degree and the lecture.

E. The Committee on Work shall issue a Red card certificate of proficiency with three white stripes to a Royal Arch Mason when proficient in the esoteric work of the Most Excellent Master Degree and the lecture.

F. The Committee on Work shall issue a Red card certificate of proficiency with four white stripes to a Royal Arch Mason when proficient in the esoteric work of the Royal Arch Master Degree and the lecture.

G. The Committee on Work shall issue a purple card certificate of proficiency to a Royal Arch Mason when he has demonstrated his proficiency in giving the Key and Apron lectures.

H. The Committee on Work shall issue a blue, purple, red, and white card certificate (Colors of the Veils) of proficiency to a Royal Arch Mason when he has demonstrated his proficiency in giving the work of all four veils in the Royal Arch Degree. Referred to as proficiency in the "passing of the veils".

I. The Committee on Work shall issue a Gold card certificate of proficiency with one red stripe to a Royal Arch Mason when he has demonstrated his proficiency in giving the work in all four degrees of a Royal Arch Mason, including all lectures.

J. The Grand High Priest is authorized to appoint one District Instructor for each District, which District Instructors shall not exceed the District Deputies in number, for a term of one year, to

work in their respective Districts under the supervision of the Grand Chapter Committee on Work, subject to the approval of the Grand High Priest.

1. Each District Instructor shall be found proficient in all ritual by the Grand High Priest, the Grand Chapter Committee on Work and be holder of a white card.

2. The title of District Instructor shall be "District Instructor" and the title of a Past District Instructor shall be "Past District Instructor" for life. District Instructor may be abbreviated "D.I." and Past District Instructor may be abbreviated "P.D.I."

3. Each District Instructor shall hold two Schools of Instruction in each Chapter in his District and send a report to the Committee on Work.

K. All proficiency cards are good for three years from date of issue except for the gold card with one red stripe, it is good for life.

#### **13.04 Bank Accounts**

No committee, except RARA Committee, shall maintain a separate bank account, and all moneys received by any committee shall be forwarded to the Grand Secretary for proper accounting. No funds shall be expended by any Committee either created or described under this chapter, shall expend any funds except in accordance, as more specifically provided in these regulations.

#### **13.05 Joint York Rite Convention Board**

There shall be a Joint York Rite Convention Board (hereafter referred to as the Board) established for planning, promoting and managing the annual York Rite Convention.

a. Duties and Responsibilities – It shall be the Duties and responsibilities of the Board to insure that the Hotel selected by the Time and Place Committee will meet our requirements, and negotiate and sign a contract with the Hotel; and, insure the timely and efficient management of the convention to include, but not limited to, such activities as pre-convention planning and scheduling; promoting convention attendance; promoting convention souvenir program; and managing the functions and activities at the convention.

b. Membership – The Board shall be comprised of 5 members; those three Officers, who will be the Grand Presiding Officers at the time of the convention; the Grand Secretary/Recorder, and one additional member, jointly appointed by those Officers, who shall serve as Convention Manager. The Board shall designate a Chairman (other than the Convention Manager).

c. Convention Manager – The Convention Manager shall be a York Rite Mason who is a current or retired professional in the hospitality industry. He shall have extensive knowledge and experience in hotel and/or meeting planning management. The Convention Manager will act as an advisor to the Board and will serve in an administrative capacity as the "single point of contact" between the hotel and the Grand York Rite during the convention. In addition, he will also serve as an advisor to the Committee Board on matters pertaining to the negotiation of a Best Value contract of the annual Grand York Rite convention.

d. Convention Assistance Committee – The Board will appoint members who shall assist in setting up the meeting rooms, assist other committees if requested by their committee chairman, help the Ladies with the Hospitality room, The grand Secretary's Office and such other duties as required by the Convention Board.

e. Convention Souvenir Program Committee – The Board will appoint one member for each body to develop, plan, promote, sell advertising, obtain voluntary donations, and print a souvenir program for the convention. The Board will set advertising rates at sufficient and reasonable amounts. Promotions for the souvenir program will be made through the Office of the Grand Secretary/Recorder. The Board will select an appropriate publishing company to print the program. The Board will determine the quantity to be printed based on previous-years records.

f. Accountability for Income – The Grand Secretary/Recorder shall receive and handle all income for the convention (including registration and program advertising revenue), make a proper accounting thereof, and turn it over to the Grand Treasurer.

g. Accountability of Expenses – The Grand Treasurer shall receive all monies collected for the convention from the grand Secretary/Recorder, make a proper accounting thereof and deposit said funds in the convention account. Only the account specifically established for the convention

by the Grand Treasurer shall be used for expenditure of convention funds (with the exception of per diem and VIP which are separate accounts). He shall not issue any checks drawn on the convention account without proper warrant.

## **CHAPTER FOURTEEN -- GRAND CHAPTER REVENUE AND FINANCE**

### **14.01 General Provisions.**

The administration of revenues and finances shall be as provided in the Constitution of this Grand Chapter, and as more specifically provided in these Regulations.

### **14.02 Administrative Endowment Fund.**

There is hereby established a Grand Chapter fund to be designated the Grand Chapter Administrative Endowment Fund of the Most Excellent Grand Chapter of Royal Arch Masons of Florida. Said fund is hereby designated and dedicated as a Sacred Trust Fund, the principal amount whereof shall not be expended for any purpose or purposes whatsoever save for investment and reinvestment. The income therefrom may be expended for the use of the Administrative Budget of the Most Excellent Grand Chapter of Royal Arch Masons of Florida. The administration and investment/reinvestment of this fund shall be under the direction and supervision of the Investment Committee.

### **14.03 Administrative Endowment Fund**

There is hereby established a Grand Chapter fund to be designated the Grand Chapter Administrative Endowment Fund of the Grand Chapter of Royal Arch Masons of Florida. Said fund is hereby designated and dedicated as a Sacred Trust Fund, the principal amount whereof shall not be expended for any purpose or purposes whatsoever save for investment and reinvestment. The income therefrom may be expended for the use of the Administrative Budget of the Most Excellent Grand Chapter of Royal Arch Masons of Florida. The administration and investment/reinvestment of this fund shall be under the direction and supervision of the Finance Committee.

## **CHAPTER FIFTEEN -- RELATIONS WITH OTHER JURISDICTIONS**

### **15.01 Statement of Policy.**

Consistent with the Constitution, Laws, and Regulations of this Grand Chapter, it is the policy of this Grand Chapter to maintain fraternal accord with all regular Grand Jurisdictions of Royal Arch Masons, agreeable to requirements of the General Grand Chapter and the Ancient Usages of Capitular Masonry.

## **CHAPTER SIXTEEN -- SUBORDINATE CHAPTERS, CONSOLIDATION AND MERGER**

### **16.01 Consolidation of Chapters.**

Two or more Chapters having concurrent jurisdiction or established in adjoining jurisdictions may be consolidated into one Chapter, provided that the request for such consolidation shall be presented at a Regular Convocation of each Chapter, which request shall be acted upon at a subsequent Regular Convocation, notice of which shall be mailed to all members of each Chapter at least ten days prior to such Convocation. Such consolidation cannot be effected if nine or more members of either Chapter vote against consolidation. A majority vote of those present shall be necessary to adopt the resolution for consolidation, the vote against consolidation being less than nine.

### **16.02 Retention or Replacement of Officers.**

Two or more Chapters having been thus consolidated may unite under the Charter of any one of the said Chapters, retaining the officers thereof, or they may elect new officers under authorization of the Grand High Priest.

### **16.03 Disposition of Assets and Members.**

The title of all property and effects of the consolidated Chapters shall vest in the new Chapter and the new Chapter shall be liable for all indebtedness of the several Chapters consolidating. All members of the consolidated Chapters shall immediately become members of the new Chapter.



#### **16.04 Regulatory Procedures.**

Procedures for proposing, processing, notification, voting and implementing consolidation and/or mergers of Royal Arch Masonic Chapters within this Grand Jurisdiction will be in accord with the provisions prescribed in Chapter 16, Digest of Masonic Law of Florida. (1997 - Effective May 20, 1997)

### **CHAPTER SEVENTEEN -- SUBORDINATE CHAPTERS, CHARTERS**

#### **17.01 Charters and Dispensations.**

The Grand Secretary is required to record the Charter or Warrant heretofore issued to any Chapter in his jurisdiction upon request of the Chapter, on being furnished with such warrant or charter or a copy thereof certified under seal of the Chapter. All warrants or Charters hereafter issued from this Grand Chapter or its authority shall be recorded by the Grand Secretary in a book to be procured and kept by him for that purpose; a column to be added on page in proceedings under heading of Directory of Chapter, showing date of Charter of each Chapter.

#### **17.02 Petitions for Charters, Deadline.**

Petitions for Charters must be filed in the office of the Grand Secretary at least ten days prior to the opening of the Annual Convocation of Grand Chapter.

#### **17.03 Charters, Fees.**

A fee of one hundred dollars shall be paid to Grand Chapter with the petition for Charter.

#### **17.04 Dispensation, Fee.**

The fee for Dispensation to form new Chapter shall be Twenty-five dollars to be paid to Grand Chapter with the petition.

#### **17.05 Lodges not to be Instituted.**

No Dispensation nor Charter shall be granted for instituting Lodges of Mark Masters, Past Masters, or Most Excellent Masters independent of a Chapter of Royal Arch Masons.

#### **17.06 Dormant Chapters.**

A Chapter failing to hold at least four regular Convocations in any one Capitular year shall be considered to be in a dormant state of existence, not fully meeting with the approval of Grand Chapter. The Grand High Priest shall charge the Officers of such Chapter with their duty and responsibility of immediately restoring such Chapter to active duty, under penalty of forfeiture of Charter.

#### **17.07 Forfeiture of Charter.**

A Chapter failing to convene in at least four Convocations in one year, or failing to make returns and payment of dues to The Grand Chapter; or failing to be represented at The Grand Chapter for two consecutive years, forfeits its Charter, and the Grand High Priest shall order the Charter, records and effects of such Chapter sent to the Grand Secretary. (1997 Effective May 20, 1997)

#### **17.08 Surrender of Charter.**

Any Chapter may surrender its Charter at any Regular Convocation, after written notice to all members and to the Grand High Priest, after lying over for at least one month, by a majority vote of its members. The provisions of Reg. 17.01 regarding records and property shall be complied with.

#### **17.09 Grand Chapter Certificates.**

If a Chapter has surrendered its Charter or if the Charter has been arrested and Grand Chapter Certificates have been issued to any who were members at the time of its surrender or arrest, a petition for restoration of Charter must be accompanied by the Grand Chapter Certificates of the petitioners. If no Grand Chapter Certificate has been issued to a Companion who is shown by the Grand Chapter records to have been a member of the Chapter at the time of the loss of Charter and who signs the petition for restoration, no such Certificate is required to be filed.

### **CHAPTER EIGHTEEN -- SUBORDINATE CHAPTERS, JURISDICTION**

#### **18.01 Jurisdiction.**

When a Master Mason removes permanently from the jurisdiction of a Chapter, its jurisdiction over him terminates immediately and the Chapter nearest where he resided cannot receive his petition until after six months residence within its jurisdiction. Consequently, the candidate cannot apply to either Chapter within six months after his removal.

**18.02 Work Commenced by Defunct Chapter.**

When a petitioner shows satisfactorily that he has taken one or more of the Degrees in a Regular Chapter which has become defunct or dormant, the Chapter within whose jurisdiction he resides, and to which he petitions, may confer the remaining Degrees.

**CHAPTER NINETEEN -- SUBORDINATE CHAPTERS, OFFICERS**

**19.01 Chapter Officers.**

Each subordinate Chapter shall have such elected and appointed Officers as provided by the Constitution of this Grand Chapter; the powers and duties of such Officers being as provided by said Constitution and these Regulations.

**19.02 Election.**

The annual election of the officers of all subordinate Chapters shall be held without nomination and by secret written ballot except that, by unanimous consent, the rules may be waived, nominations made, and a member designated to cast the unanimous vote of the Chapter for the nominee.

**19.03 Public Installations.**

In case of Public Installation, the Officers shall collectively assume the Vow of Office. The High Priest-Elect shall answer the twelve questions; at the proper time he shall be presented to his Companions, but will not be tendered private Grand Honors in public, however, will be given public Grand Honors.

**CHAPTER TWENTY -- HIGH PRIEST**

**20.01 Committees.**

The High Priest of a Chapter shall appoint such committees as may be required by the laws of this Grand Chapter, the Bylaws of his Chapter, and as he may otherwise deem necessary to the business of his Chapter.

**CHAPTER TWENTY-ONE -- KING AND SCRIBE**

**21.01 Powers and Duties.**

The King and Scribe of a constituent Chapter shall, together with the High Priest, constitute the Council of that Chapter; they shall have such other powers and duties as provided by the Constitution, Laws, and Regulations of this Grand Chapter, the Bylaws of the Chapter, and Ancient Usage.

**CHAPTER TWENTY-TWO -- TREASURER AND SECRETARY**

**22.01 Treasurer.**

The Treasurer shall receive from the Secretary all the moneys collected by him on account of the Chapter. He shall keep a correct amount of the same and duly pay all orders drawn on him by authority of the Chapter. He shall make regular entries both of receipts and disbursements, and have his books and vouchers always ready for examination, when called upon for that purpose. He shall also report to the Chapter the state of the funds yearly and oftener if required. He shall have such other powers and duties as provided by the Constitution, Laws, and Regulations of this Grand Chapter and the Bylaws of his Chapter.

**22.02 Secretary.**

It shall be the duty of the Secretary to keep a regular list of the members, and record the transactions of the Chapter, which are proper to be converted to writing. He shall receive all moneys paid into the Chapter and shall promptly pay the same over to the Treasurer. He shall give due notice when directed by advertising or otherwise, of the time of holding each

Convocation. He shall make an annual report to the Chapter, at the Regular Annual Convocation, of the state of the funds of the Chapter, embracing an account of the receipts and expenditures, for the preceding year up to and including the Regular Convocation preceding the 27th of December, and oftener if required. He shall have such other powers and duties as provided by the Constitution, Laws, and Regulations of this Grand Chapter and the Bylaws of his Chapter.

**22.03 List of Members Not Supplied.**

It is improper for the Secretary of a Chapter or any member thereof to furnish a list of the names of the members of the Chapter to any person for commercial purposes or to any civic or fraternal organization other than other Regular Masonic Bodies.

**CHAPTER TWENTY-THREE -- APPOINTED CHAPTER OFFICERS**

**23.01 High Priest To Appoint.**

The High Priest of each constituent Chapter shall appoint such appointed Officers as are provided for in the Constitution of this Grand Chapter which Officers shall serve their appointed terms at the will and pleasure of the High Priest. Vacancies in such offices shall be filled by further appointment of the High Priest, who shall install such appointees; vacancies so filled shall be reported to the Grand Secretary by the Secretary of the Chapter, and under its Seal.

**CHAPTER TWENTY-FOUR -- SUBORDINATE CHAPTERS, BYLAWS**

**24.01 Bylaws or Amendments.**

A Chapter has full power and authority to enact bylaws for its own government in conformity with the Constitution and the Regulations of the Grand Chapter. No bylaws or amendments thereto shall be in force until approved by the Grand Chapter or by its authority.

**24.02 Chapter Approval of Bylaws.**

Proposed bylaws or any change in or amendment to existing bylaws shall be submitted in writing at a regular Convocation, and, if approved by a majority vote, shall lie over for one month or to the corresponding regular Convocation in the following month. If two-thirds of all the members of the Chapter then present vote in favor thereof, such change or amendment is adopted and will go into effect upon approval by Grand Chapter or by its authority.

**24.03 Grand Chapter Approval of Bylaws.**

Proposed bylaws, or amendments thereto, shall be submitted to the Grand High Priest in quadruplicate, all four copies to be signed by the High Priest and the Secretary and under the Seal of the Chapter, giving the dates when such bylaws or amendments were first submitted and approved and when adopted by the Chapter. When approved by the Grand High Priest, one copy shall be returned to the Chapter, one filed in the Office of the Grand Secretary, one copy forwarded to the Chairman of the Jurisprudence Committee, and one retained for the files of the Grand High Priest.

**24.04 Optional Bylaw for Emeritus Members.**

Constituent Chapters may incorporate in their bylaws articles reading as follows:

- a. This Chapter may, by two-thirds vote at a Regular Convocation, create as an Emeritus Member such Companions as from age, infirmity, or misfortune have been incapacitated and unable to pay dues, thereby exempting such members from annual dues to the Chapter and the Grand Chapter. The Secretary shall file with the Grand Secretary each year a certificate setting forth the full name and address of the member and a complete statement of the reasons for creating such Emeritus Membership.
- b. "The honorary title of Emeritus Member may be conferred by two-thirds vote at a Regular Convocation on a deserving member for long membership and for distinguished service to the Capitular Rite. This Chapter shall pay to the Grand Chapter all annual dues, taxes and assessments of such member."

**24.05 Uniform Code.**

Except as otherwise provided in these Regulations, all Chapters shall adopt and conform to the Uniform Code of Bylaws for Subordinate Chapters set forth in Appendix A of these Regulations;

upon amendment or revision of same by this Grand Chapter, subordinate Chapters will amend existing bylaws in conformity to such Grand Chapter action. Amendment pursuant to this Regulation shall require only notice to the members of the Chapter of the change in the Uniform Code, entry on the Minutes of the Chapter prior to inclusion in the Bylaws of the Chapter, and notice to the Grand Secretary that such amendment has been made; no vote of the Chapter is required.

## **CHAPTER TWENTY-FIVE --SUBORDINATE CHAPTERS, CONVOCATIONS AND BUSINESS**

### **25.01 Quorum for Business and Work.**

Nine Royal Arch Masons are necessary to constitute a quorum to transact any business, but such quorum may be made up of five members of any Chartered Chapter of which a High Priest, King, Scribe or a Past High Priest must be one, together with four Companions of any other Chapter. A quorum so composed may open a Chapter of Royal Arch Masons for the transaction of any business or for the conferring of Degrees, but nothing shall be done unless by unanimous consent of the members of the Chapter so meeting. The High Priest may call a meeting of the Lodges respectively to confer the Lodge Degrees upon duly elected candidates and do the work with the working quorum Mark Masters' Lodge (5), Past Masters' Lodge (3), Most Excellent Masters' Lodge (2), all of whom shall be Royal Arch Masons. For such purposes the Chapter need not be opened in the Royal Arch Degree.

### **25.02 Form of Opening.**

The Chapter shall always be Opened and Closed with its own peculiar ceremonies. When the Chapter is duly Opened and it is necessary to Open any Lodge, such Lodge may be opened with its own ceremonies or declared open by the High Priest without further ceremony; but, such Lodge having been declared open must be closed in full form.

### **25.03 United States Flag.**

Every Chapter in this Grand Jurisdiction must display the Flag of the United States of America in the East at all Convocations of the Chapter. Immediately after the opening, the Pledge of Allegiance to the Flag shall be given.

### **25.04 Presiding Officer.**

The High Priest shall preside at all Convocations of the Chapter, in case of his absence, the King and the Scribe, in the order named, and no other, shall succeed him. In the absence of all these officers from a Regular or Called Convocation, the Junior Past High Priest of that Chapter present may open the Chapter and preside.

### **25.05 No Appeal to Chapter**

No appeal to the Chapter can be taken from the decision of the High Priest.

### **25.06 Convocations on Sundays.**

A Chapter cannot lawfully meet or work on Sunday, except for funerals or Attendance for Religious Purposes.

### **25.07 Call to Refreshment, Misuse.**

It is improper for Convocations of Chapters to be called to Refreshment from time to time with unlimited discretion. Each Chapter Convocation must be regularly Closed when the business of the meeting is finished. If, from any unavoidable cause, it becomes necessary, for the interest of the Chapter, to postpone, for a few days only, the consideration of any specific subject, the Chapter may be called off to some prudently designated period for the purpose, in which event, any omitted business of the Chapter may be transacted, after which the Chapter shall be closed.

### **25.08 Joint Meetings With Councils.**

A constituent Chapter may provide in its Bylaws for agreement with a consenting Council of Royal and Select Masters to hold its stated or called meetings jointly. The Committee on Work shall provide an appropriate Opening and Closing Ceremony. [1984 note: The Grand Council refused to adopt similar legislation.]

## **CHAPTER TWENTY-SIX -- MEMBERSHIP, RIGHTS, STATUS, AND DUES**

### **26.01 Membership in Chapter.**

A Companion is a Member of the Chapter conferring the Royal Arch Degree upon him, unless it was conferred at the request of another Chapter, in which case he shall be a member of the Chapter making the request.

### **26.02 Certificate of Good Standing.**

Members in good standing in Chapters whose Charters have been surrendered or arrested shall be furnished with a Certificate of Good Standing by the Grand Secretary upon payment of one dollar to Grand Chapter. Members who have been suspended for non-payment of dues in such Chapters may obtain from the Grand Secretary Certificates of Good Standing upon payment of five dollars to Grand Chapter.

### **26.03 Life Membership Program. (1999)**

Chapters may incorporate in their By-Laws provisions for life members subject to the following requirements:

A. Life memberships shall be of three classes.

(1) Life membership conferred by the Chapter upon payment of a fixed fee thereof which life membership shall only exempt the recipient from payment of Grand Chapter Annual Revenue.

(2) Life membership conferred by the Chapter without payment of fee thereof which exempts recipient from payment of Grand Chapter Annual Revenue, and

(3) Life membership conferred by the Chapter which does not exempt the recipient thereof from payment of Grand Chapter Annual Revenue.

B. No Life membership conferred for payment of a fixed fee therefore and which shall exempt the recipient thereof from payment of Grand Chapter Annual Revenue may be conferred for a fee of less than two hundred (\$200.00) dollars, which fee, in whatever amount fixed, shall be deposited or invested as hereinafter set forth.

C. No Life membership which exempts recipient thereof from payment of Grand Chapter Annual Revenue may be conferred by the Chapter without payment of fee thereof except on the condition that the Chapter immediately set aside from its own funds for deposit or investment as hereinafter provided a minimum sum of two hundred (\$200.00) dollars per life membership as all time.

D. All funds derived from fees for Life Membership and all funds set aside by the Chapter upon conferring Life Membership without payment of fee thereof shall be invested in bonds of The United States of America or deposited in Savings Accounts in institutions where such savings accounts are insured, or in such other securities or stocks as shall be approved by the Grand Chapter. The interest derived from such deposit or investment to be deposited in the general fund of the Chapter.

E. Upon the death, expulsion, demit or disappearance of a life member, the Chapter may withdraw the deposit provided for such member or dispose of the government bonds purchased with the proceeds thereof and return said funds to the general funds of the Chapter.

F. Chapters may confer life memberships which do not exempt the recipient thereof from payment of Grand Chapter Annual Revenue without required any payment thereof by the life member, or without making any deposit or investment by the Chapter.

G. Each life member of a Chapter shall be issued an annual dues card evidencing such life membership.

H. No life member of a Chapter shall exempt such Chapter from payment of Grand Chapter Annual Revenue.

I. This Regulation shall be effective on the 1st day of June, A. D. 1999, A. L. 5999, but shall not affect any life membership vested on such date.

#### **26.03.01 Perpetual Membership Program**

Perpetual memberships are authorized by particular Chapters subject to the following terms and conditions:

- A. Any Constituent Chapter of Royal Arch Masons may participate in this plan, subject to the provisions hereinafter set forth.
- B. Any member in good standing and possessing a current dues card in the Symbolic Lodge and in any participating constituent Chapter of this Grand Jurisdiction may become a perpetual member of his Chapter pursuant to the provisions of this section.
- C. The member desiring a perpetual membership shall apply to the Secretary of his Chapter for such a membership on forms prescribed by the Grand Chapter and shall tender therewith a minimum sum of twenty (20) times the annual dues of his Chapter at the time of the application, but in no event less than two hundred (\$200.00) dollars. The Chapter Secretary shall complete his part of the application and shall forward the same together with the full fee due, to the Grand Secretary. The date of the application shall be the date the Grand Secretary certified he received the application.
- D. The application shall be signed by the applicant and have the certification of the Chapter Secretary. The application shall not become effective until the Grand Secretary has certified the applicant's record. The application shall contain thereon the computations upon which the perpetual membership fee is predicated. If the fee tendered is insufficient, the Grand Secretary shall return the application and fee to the constituent Chapter Secretary for correction and re-submittal. A copy of the completed and accepted Perpetual Membership application and a Certificate of Perpetual Membership shall be furnished to the applicant and his Chapter by the Grand Secretary. These provisions shall be construed so as to permit the Grand Secretary to use computerized records.
- E. After the perpetual membership application and fee have been received and accepted by the Grand Secretary, the perpetual membership fee shall not be refundable except under circumstances determined by the Grand Secretary to be mistakes of fact rendering the applicant ineligible for membership as of the date of the application.
- F. After the applicant's perpetual membership has been accepted by the Grand Secretary, the perpetual membership shall be paid over to the Grand Treasurer as required in Article XII, Section 11 of the Constitution. The funds shall be placed collectively in restricted perpetual membership accounts (hereafter referred to as the Fund). These funds shall be accounted for on an individual Chapter basis, listing the amount a person paid into the fund for both Chapter dues and Grand Chapter per capita and any assessments in effect. The Grand Treasurer shall account for the funds separately, from all other Grand Chapter funds. The fund shall be audited annually.
- G. A perpetual member shall owe no further dues to the Chapter of which he is a perpetual member. An annual dues card shall be issued by the Chapter Secretary who shall denote perpetual membership thereon.
- H. The perpetual membership fee, less any amount required to supplement earned interest to pay the constituent Chapter the first year's dues and per capita, to the Perpetual Membership Fund, the word "interest" shall mean all net earned income of the Fund, exclusive of any net profit made from the sale of stocks, bonds, or other securities; any loss resulting from the sale of stocks, bonds, or other securities shall be deducted first from any profit made on the sale of stocks, bonds or other securities and then from other earned income; and the balance remaining shall be net earned income. The net profit of unallocated loss, if any, from the sale of stocks, bonds or other securities shall be allocated to a capital gains account, to remain therein subject only to the following. The interest, less administrative costs, plus such amount from the capital gains account as shall be necessary to add to the interest so as to provide a five percent (5%) return on each perpetual member's account, shall be paid proportionately annually to each constituent Chapter for each member at the time of per capita billing.
- I. The Grand Secretary shall, at the time of the annual interest distribution, submit a statement to the Chapter for an amount covering the proportionate per capita and assessment in effect at the time the member joined the plan. The Chapter shall during the member's lifetime and thereafter pay to the Grand Chapter the amount designated by the Grand Secretary's per capita statement.

J. The obtaining of a perpetual membership in one Chapter by a dual or plural member shall have no effect on his membership in the other Chapter or Chapters which he belongs. Dual or Plural perpetual memberships are permitted.

K. When a perpetual member of this Grand Jurisdiction affiliates within this Grand Jurisdiction, the entire perpetual membership he originally paid shall be transferred to the account of the Grand Chapter to which he a he affiliates. If the affiliation is outside this Grand Jurisdiction, the entire perpetual membership fee shall remain with the Chapter of which he is a perpetual member.

L. Any Certificate of Good Standing issued under Chapter 40 of the Constitution to a perpetual member shall be endorsed thereon the fact that the holder is a perpetual member and the amount of the perpetual membership fee which shall be transferred to the Particular Chapter in Florida with which he affiliates.

M. If a perpetual member shall be suspended, expelled or withdraws and is subsequently restored to good standing, or re-affiliates from out of state, his perpetual membership shall be deemed to be also restored.

N. If a Chapter consolidates, surrenders its Charter or has its Charter arrested, the funds credited to that Chapter in the perpetual membership fund shall follow the members according to the relevant sections of the Constitution an Laws dealing with consolidations, surrendering and arrests of Charters.

O. A memorial perpetual membership may be purchased by any person for a deceased Royal Arch Mason of a Florida Chapter by following the same procedures as outlined in this section. The minimum fee shall be two hundred (\$200) dollars. The total amount of interest derived therefrom shall be paid annually, seventy-five percent (75%) to the Chapter through which application was processed and twenty-five percent (25%) to the Grand Chapter of Florida. Interest derived therefrom shall be returned to the Chapter at the time of the per capita billing.

P. A companion, at any time, may add any amount to his perpetual membership fee through his Chapter Secretary.

Q. Applications for perpetual membership shall be on forms prescribed by the Grand Chapter, and the Grand Secretary shall provide all forms required for the implementation of this section.

R. Where perpetual Members have not been heard from for more than seven (7) years, the High Priest shall direct the Secretary to report the names of such missing Companions to the Grand Chapter on the membership report form as being deceased. Their names shall then be transferred to the rolls of deceased perpetual membership, but, this action shall have no effect on the amount of money paid to the Chapter or Grand Chapter for that perpetual member as set forth in sub-sections (G) and (H).

S. The Perpetual Membership Fund is to be operated and administered by a committee, hereafter called the Fund Committee consisting of three Companions appointed by the Most Excellent Grand High Priest to serve as follows; one member to serve for three years, one to serve for two years and one to serve for one year, at the end of which term all successive appointments are to be for three years.

#### **26.04 Emeritus Members.**

Chartered Chapters may, by two-thirds vote at a regular Convocation, create as Emeritus Members; such members as from old age, infirmity, or misfortune, have become incapacitated or unable to pay dues; such members shall be exempt from the payment of annual dues and the Chapter may take credit for all such members in the annual returns to Grand Chapter.

#### **26.05 Status when Demitted from Lodge.**

While it is the duty of every Royal Arch Mason to be a member of some Symbolic Lodge, the fact of his holding a Demit does not affect his standing in the Chapter for twelve months; after that time, if he fails to affiliate with a Lodge he shall stand suspended from his Chapter.

#### **26.06 Demit.**

A member paying his dues in full and applying for a Demit prior to December 27th, is not chargeable with dues for the following year for want of action by the Chapter, as action thereon should have been taken on or before December 27th.

## **CHAPTER TWENTY-SEVEN -- FINANCES, DUES, SUSPENSION FOR NON-PAYMENT, AND REINSTATEMENT**

### **27.01 Suspension for Non-payment of Dues.**

The High Priest of each Chartered Chapter, immediately upon assuming the duties of Office, shall annually appoint a committee consisting of five or more members, of which the High Priest and Secretary shall be two, to inquire into, consider, and report to the Chapter, its recommendations in reference to Members of the Chapter who, under its bylaws or under Constitutional provisions, are subject to suspension for non-payment of dues. It shall be the duty of the Chapter, before determining and ordering suspension of any of its members for non-payment of dues, first to consider the report of this committee in reference thereto, and show affirmatively that the report of this committee had been considered before passing sentence of Suspension.

## **CHAPTER TWENTY-EIGHT -- CHAPTER PROPERTY, OWNERSHIP AND USE**

### **28.01 Chapter 196, F.S., and IRS Form 990.**

All Chapters in this Grand Jurisdiction are required to comply with Chapter 196, Florida statutes, concerning application for exemption from tax on real and personal property where applicable. All Chapters in this Grand Jurisdiction are required to comply with Federal Internal Revenue Service regulations concerning the filing of Form 990. The Secretary of the Chapter shall certify to the Grand Chapter compliance regularly.

### **28.02 Corporate Reports**

In accord with s.617.1623 F.S., the Grand Chapter, Royal Arch Masons of Florida and the several constituent Chapters, each a corporation under the laws of Florida, will be required to file an Annual Corporate Report with amounts of fees due to the Secretary of State for Florida between January 1 and July 1 of each calendar year. Such Corporate Reports will be forwarded through the Grand Secretary's Office for monitoring and recording purposes. (1997 - Effective May 20, 1997.)

## **CHAPTER TWENTY-NINE -- CHAPTER REPRESENTATIVES TO GRAND CHAPTER**

### **29.01 Chapter Representatives.**

The representatives of each constituent Chapter to the Annual Grand Convocation and Special Convocations of the Grand Chapter shall be the High Priest, King, and Scribe of such Chapter, or their lawfully authorized proxies; the High Priest shall receive per diem as provided herein.

## **CHAPTER THIRTY -- CHAPTER RETURNS AND REPORTS TO GRAND CHAPTER**

### **30.01 Annual Returns.**

A. The Per Capita Tax levied against constituent Chapters and paid with their returns not later than 15 February each year shall be ten Dollars (\$10.00) [Effective Dec. 28, 2010]

B. A Companion who has been a Royal Arch Mason in good standing for a period of fifty or more years, and who has not been disciplined, suspended nor expelled for an offence involving moral turpitude, and if twenty-five years of such service have been in a Florida Chapter or Chapters, shall be exempt from all Grand Chapter annual per capita tax, dues, and assessments.

C. A Companion who has been a Royal Arch Mason in good standing for a period of forty or more years, and who has not been disciplined, suspended nor expelled for an offence involving moral turpitude, and if twenty-five years of such service have been in a Florida Chapter or Chapters, shall be exempt from fifty per cent (50%) Grand Chapter annual per capita tax, dues, and assessments. [ Effective Dec. 28, 2010]

### **30.02 Arrears of Reinstated members.**



When a member suspended for non-payment of dues by a Chartered Chapter is reinstated, the Chapter shall be responsible for and account to Grand Chapter for that portion of arrears of such member as would be due the Grand Chapter for the year in which he was suspended, together with dues for the current year. This section is to apply to all Members suspended for non-payment of dues during and after 1933.

**30.03 Grand Chapter Levies.**

Every Chapter under the jurisdiction of this Grand Chapter shall pay into the Treasury of the Grand Chapter, at such times as may be provided for by the Regulations the following fees and dues: For every Exaltation, ten dollars; For every member of the Chapter who has Membership during the Capitular Year, the sum of eight dollars (\$8.00); [May 2004, effective Dec. 28, 2004] and, until such returns are made, and dues paid or remitted, no Chapter shall be entitled to representation in this Grand Chapter. Provided, however, that Members exempt from payment of dues by provisions of the Constitution and Regulations shall not be included and accounted for in the returns; Provided further, that the Members who have Membership in more than one Chapter during the year shall only be accounted for by the Chapter wherein such members had a membership during the year, except in the case of newly-Chartered Chapters. Members whose names appear upon the returns of the Chapter of which they were former Members and also upon the returns of newly Chartered Chapters shall be accounted for by such newly Chartered Chapters only.

**30.04 Remitting Arrears.**

A Chapter may remit arrears in dues, in whole or in part, when reinstatement is voted, but should have a regulation in their bylaws to permit such action.

**CHAPTER THIRTY-ONE -- CANDIDATES FOR DEGREES**

**31.01 Eligibility**

Candidates for the Capitular Degrees shall be chosen from petitioners who are members, in good standing, of a Regular Lodge of Master Masons and who shall satisfy the jurisdictional requirements of the Constitution and Regulations of this Grand Chapter. While membership in a Regular Lodge is persuasive proof of good character, due inquiry into the fitness of all Candidates will be made.

**CHAPTER THIRTY-TWO -- FEES FOR DEGREES AND REFUNDS**

**32.01 Fees and Refunds.**

No work may be conferred upon, nor communicated to, a candidate unless he shall have first paid the fee prescribed in Article XIX, Sec. 1, of the Constitution of this Grand Chapter, or such greater fee as may be prescribed by the Bylaws of the Chapter petitioned. All fees submitted with a rejected Petition will be forthwith refunded to the petitioner.

**CHAPTER THIRTY-THREE -- PETITIONS FOR DEGREES AND PROCEEDINGS THEREON**

**33.01 Reception of Petitions.**

A petition for the Degrees must be presented at a Regular or Stated Convocation of the Chapter. A petition to the Secretary after the last Regular Convocation may be received at a Special or Called Convocation providing a written notice of such proposed reception has been mailed to each member of the Chapter ten days prior to such meeting and, if received, shall be acted upon at the same meeting at the discretion of the Chapter. Such Special Convocation must be held in the regular meeting place of the Chapter having jurisdiction of the petitioner.

**CHAPTER THIRTY-FOUR -- BALLOTING**

**34.01 Chapter to be Open.**

All balloting shall take place in the Royal Arch Degree, and all Degrees conferred in a Chapter are balloted for at one and the same time.

#### **34.02 Ballot not to be Reopened.**

A dark ballot cannot be reopened on account of any irregularity, and no permission nor authorization from the Grand High Priest shall be granted for such purpose.

### **CHAPTER THIRTY-FIVE -- REJECTION OF CANDIDATES AND EFFECT THEREOF**

#### **35.01 Refund of Fees.**

Rejection of a Petition shall be followed by notification to the Petitioner of such action, and the refund of any and all fees accompanying such Petition.

#### **35.02 Jurisdiction Retained.**

A Chapter retains jurisdiction over rejected material. A Petitioner rejected by a Chapter may not Petition another Chapter absent Waiver of Jurisdiction. A rejected Petition may not be resubmitted within twelve months of the date of its rejection.

### **CHAPTER THIRTY-SIX -- INITIATION AND ADVANCEMENT**

#### **36.01 Failure to Appear for Degrees.**

When the ballot has been passed on the petition of any Brother for the Degrees conferred in the Chapter, and said Brother shall fail to present himself in one year from the date of the ballot, he shall be deprived of the benefit of said ballot and said petition shall be null and void; provided, that said brother shall be duly notified of his election by the Chapter; and provided, further, that for satisfactory reasons shown, the Chapter may in such case retain the fee accompanying the petition and said Brother may again make petition and, upon his election, will be given credit for the fee previously paid. If the applicant is rejected upon a petition, the fee paid by him shall be returned.

#### **36.02 Objection to Advancement.**

An objection to a candidate made by a member of the Chapter petitioned and brought to the attention of the presiding officer before the election of the candidate, or before such candidate has received any of the Degrees, shall have the force and effect of a black cube. It shall stay the action of the Chapter for twelve months, unless objection is sooner withdrawn. After the expiration of twelve months, or upon such objection being withdrawn, the case of such Candidate may be again taken up or the petition renewed as in the case of a rejected Candidate. After a Candidate has been elected and has received one or more Degrees, and a member of the Chapter objects to further progress of such Candidate, such objector shall be required to present his reason for such objection, either to the High Priest in person or to the Chapter; whereupon, the High Priest or the Chapter shall take steps to investigate the matter, and if such objection be well founded, further steps shall be taken to prefer charges and to try the Candidate upon the alleged grounds of objection in the regular way of such proceedings. But, if it should appear to the High Priest of the Chapter after such investigation that such objection is frivolous and not well founded, the Chapter may proceed as if said objection had never been made.

#### **36.03 Festivals.**

There may be selected by the Grand High Priest (in concord with the Presiding Officers of the other Grand York Rite Bodies) a One Day Festival of all the Grand York Rite Bodies of Florida which he may designate as a One Day State Class. The Committee on Work will coordinate the ritual work in conjunction with the Grand Officers and the assistance of the several District Deputy Grand High Priests. The Grand Chapter may contribute the sum of one hundred dollars (\$100.00) to help defray the expenses of the Festival.

### **CHAPTER THIRTY-SEVEN -- FORMS AND CEREMONIES**

#### **37.01 Deviation Forbidden.**

a. No deviation shall be permitted from the work outlined in the Ritual adopted by this Grand Chapter. All ritualistic materials of official nature, namely Appendix D, Instructions and Guidelines, as promulgated by the Committee on Work, Essentials, and Key Lecture, Ritualistic Ceremony of an Antient Craft Table Chapter Convocation of Royal Arch Masons, shall be

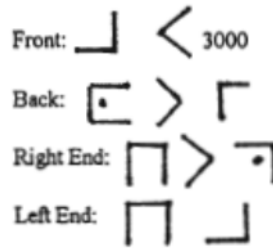
accounted for by each Chapter in a manner to be prescribed by the Grand High Priest under the direction of the Custodian of Ritualistic Records.

b. Ceremony for Antient Craft Table Chapters.

The Ritualistic Ceremony of an Antient Craft Table Chapter Convocation of Royal Arch Masons is the officially adopted form and order for a Tyled Convocation of Royal Arch Masons at the feast or festive board. The Committee on Work is charged to include this ritual in the programs for Schools of Instruction. The Grand Secretary will make this Ritualistic Ceremony available to the constituent Chapters upon request for a nominal cost. [1993]

**37.02 Inscriptions on Ark**

All Chapters in this Grand Jurisdiction are required to adopt and conform to the lettering on the sides of the ark as shown below.



**37.03 Royal Arch Apron.**

The Royal Arch Apron is white, with a scarlet border, and is worn on the Outside of the coat.

**37.04 Workmen in Degrees.**

a. Workmen in Royal Arch Degrees shall be furnished with plain, white Aprons to be worn as appropriate to the Ceremonies. When any degree is opened for work or conferral of the degree, any member not wearing robes shall be properly clothed with the Royal Arch Apron.

b. When any degree is opened for Work or Conferral of the Degree, any member not wearing robes shall be properly clothed with the Royal Arch Apron. (Grand High Priest's Ruling 1997)

**37.05 Degrees Authorized.**

The Masonic Degrees authorized to be conferred under a Charter from this Grand Chapter shall be: Mark Master, Past Master (Virtual), Most Excellent Master, and Royal Arch Mason; and no other.

**37.06 Registration of Marks.**

Each Mark Master Mason shall be required to choose for himself a Mark and have the same recorded in the Book of Marks to be kept by the Secretary of each Chapter. The Degree of Royal Arch Mason shall not be conferred until this requirement shall have been complied with.

**37.07 Degree of Past Master**

The Degree of Past Master (Virtual) is conferred in a Chapter only for the purpose of qualifying the candidate to receive the Degree of Royal Arch.

**37.08 Restrictions upon Past Master Degree.**

No Royal Arch Mason, nor any number of such, shall attempt to confer the Degree of Past Master (Virtual) upon a Master-elect of a Symbolic Lodge, unless said Master-elect has been elected in a Chapter of Royal Arch Masons to receive this Degree and then only after he has had the Degree of Mark Master conferred upon him.

**37.09 Memorials and Markers.**

Memorials and Markers for the purpose of marking the place of interment of Past Grand Officers shall be as provided in the report as adopted in the Proceedings of 1961, page 20, or as may be hereafter established by Resolution of this Grand Chapter. The adopted Grand Royal Arch symbol for Memorial Markers is as illustrated in Appendix C hereto with name, title and year of service inscribed on the Marker. [1990]

## **CHAPTER THIRTY-EIGHT -- COURTESY WORK**

### **38.01 Courtesy Work.**

A Chapter may confer any and all of the Capitular Degrees upon a candidate elected by another Regular Chapter, provided that written avouchment and request for such courtesy work be presented from the Candidate's Chapter and that the Secretary notify said Chapter that its request has been granted.

## **CHAPTER THIRTY-NINE -- VISITATION AND AVOUCHMENT**

### **39.01 Reception of Visitors.**

No one shall be admitted as a visitor unless he shall regularly have taken the Degrees of Mark Master, Past Master, Most Excellent Master and Royal Arch and not then except by unanimous consent of all members present, and after by strict trial or lawful information he shall have found worthy. Provided, that nothing in this section shall exclude Mark Masters, Past Masters and Most Excellent Masters from the right to visit while the Chapter is working in any Degree to which they may have attained. Provided, further, that Companions from without the jurisdiction of the United States of America, who present satisfactory evidence of having received such Degree, may be given the Degrees of Mark Master, Past Master and Most Excellent Master, to the end that they may be healed.

## **CHAPTER FORTY -- DEMITS AND AFFILIATIONS**

### **40.01 Chapter Certificate of Good Standing.**

A member of any Chapter in this or any other Grand Jurisdiction, upon certification from the Secretary that said petitioner is in good standing, may petition for membership in any Chapter in this Grand Jurisdiction without first having obtained a Demit from his Chapter, such petition taking the same course as any other petition for affiliation. If such Petition is approved by unanimous ballot of the Chapter petitioned, such fact shall be certified by the Secretary of the Chapter petitioned to the Secretary of the Chapter of which the petitioner is a member, accompanied by the Petitioner's request for a Demit. Upon such Demit being granted, the same shall be filed with the Secretary of the Chapter petitioned and said petitioner shall then be declared a member of the Chapter petitioned.

## **CHAPTER FORTY-ONE -- CHAPTERS UNDER DISPENSATION**

### **41.01 Authority and Status.**

A Chapter under Dispensation is a creation of the Grand High Priest, by virtue of a Constitutional provision. It possesses no power nor authority except such as is expressly granted in the Dispensation. Its existence extends only to the next Annual Convocation of the Grand Chapter, to which its authority, records, and documents must be surrendered.

### **41.02 Current Dues Required.**

If a Dispensation or Charter be applied for, or a continuation of Dispensation, satisfactory evidence must appear that the petitioners are not in arrears for fees or dues to the Chartered Chapter of which they are respectively members; otherwise, their petition must be refused.

### **41.03 Standards Required.**

The records of a Chapter U.D. should exhibit a fair specimen of that intelligence and regularity of proceedings which are characteristic of a well-regulated Chapter of Royal Arch Masons before a Charter be granted, and there should be evidence of fraternal prosperity.

### **41.04 Status of Officers**

The officers of a Chapter U.D. work under the immediate supervision and control of the Grand High Priest. Such official honors as appertain to duly elected and installed Officers of Chartered Chapters do not accrue to them.

## **CHAPTER FORTY-TWO -- DEFUNCT CHAPTERS**

### **42.01 Disposition of Assets.**

If any Chapter under the authority of this Grand Chapter shall cease to exist, except by consolidation, the last High Priest or King or Scribe of such Chapter shall within thirty days thereafter, transmit to the Grand Secretary all funds, books, papers jewels, furniture, robes, Seal and all other property, together with the Charter of said Chapter if said Charter has not been arrested or removed by order of the Grand High Priest or by Grand Chapter.

## **CHAPTER FORTY-THREE -- RECOGNITIONS AND AWARDS**

### **43.01 Past Rank and Honors.**

At the discretion of the Presiding Officer, the Grand Chapter and constituent Chapters shall extend such honors and privileges to Past Grand Officers and Distinguished Companions of this, and other, Grand Jurisdictions as custom and circumstances may require or permit.

### **43.02 Honorary Rank.**

Honorary rank may be conferred by this Grand Chapter, but not by a Chartered Chapter.

### **43.03 Distinguished Service Medal.**

All Companions who have been honored by receiving the Distinguished Service Medal will be given per diem to attend each Annual Grand Convocation of this Grand Chapter, and those Companions shall be recognized in a manner befitting the honor they have received by being presented in a group at such time as arranged for by the Grand High Priest.

### **43.04 Gold Key Award.**

The Grand High Priest shall, at the Annual Grand Convocation, or at such other times and places as he may select, present Gold Key Awards to Capitular Masons of the several Chapters of this Grand Jurisdiction, which Awards shall be regulated as follows:

a. Criteria: Criteria for choosing recipients of the Award shall be:

- (1) The nominee's regular attendance at the undertakings of the York Rite Bodies (including the Symbolic Lodge);
- (2) His activities in the work of the several committees of his Chapter or Grand Chapter.
- (3) His general support of the fundamentals of the Masonic fraternity, and Capitular Masonry in particular;
- (4) His leadership in matters Masonic, particularly Capitular;
- (5) His efforts toward membership recruitment to the benefit of his, or other, Chapters; and
- (6) His participation in ritualistic matters, whether performance, organization or support.

b. Number of Awards. The maximum number of awards presented during the term of each Grand High Priest shall be one for each twenty-five Exaltations in the Grand Jurisdiction. Such maximum number shall be apportioned to the Capitular Districts on the basis of one per each twenty-five Exaltations in each such District, based upon returns submitted to the office of the Grand Secretary no later than 1 April of each year (for this purpose, the computation of Exaltations shall be from 1 April to 1 April).

c. Nomination. Any Chapter or any Capitular Mason may make nominations for the Award by forwarding same to the office of the Grand Secretary before 1 April of each year. The Grand Secretary shall promulgate a nomination form which, upon approval thereof by the Grand High Priest, shall be timely provided to the Chapters in suitable quantity each year.

d. Selection. All nominations shall be presented by the Grand Secretary to the Grand High Priest, who shall select recipients of the Award in conformity to the numerical limitations and criteria herein provided.

e. Grand High Priest's Prerogative. Notwithstanding anything herein to the contrary, the Grand High Priest shall have the prerogative of presenting three additional such awards each year of his own nomination and of his own choosing.

f. Form and Design. The form and design of the Award shall not hereafter be altered without vote of the Grand Chapter at its Annual Grand Convocation.

### **43.05 Certificates of Longevity.**

Certificates of Longevity shall be of two classes:

- a. A Companion who has been a Royal Arch Mason in good standing for a period of twenty-five or forty years, and who has not been disciplined, suspended nor expelled for an offense involving moral turpitude, and is a member of a Florida Chapter, upon presentation of satisfactory evidence of such length of membership by the Secretary of his Chapter to the Grand Secretary, and said evidence being certified correct and final judgment being given on the eligibility by the Grand Secretary and approved by the Grand High Priest, shall be entitled to receive a Certificate, a Silver Card, and a Silver Lapel Button issued by the Grand Chapter; provided, that the Chapter shall carry the name of the Companion on its regular roll of membership and shall pay to the Grand Chapter all annual per capita taxes and assessments for said Companion.
- b. A Companion who has been a Royal Arch Mason in good standing, for a period of fifty, fifty-five, sixty, sixty-five or seventy years and who has not been disciplined, suspended nor expelled for an offense involving moral turpitude, upon presentation satisfactory evidence of such length of membership by the Secretary of his Chapter to the Grand Secretary, and such evidence being certified correct and final judgment being given on the eligibility by the Grand Secretary, and approved by the Grand High Priest, shall be presented by the Grand Chapter a Certificate, a Gold Card and a Gold Lapel Button and if twenty-five years of such service have been in a Florida Chapter or Chapters, shall be exempt from all Grand Chapter annual per capita tax, dues, and assessments.
- c. Forms for applying for Life Membership class and under the Certificate of Membership (longevity) class will be furnished by the office of the Grand Secretary.
- d. The Certificates for Twenty-five, Forty, Fifty, Fifty-five, Sixty, Sixty-five and Seventy Year Membership, the Silver and Gold Cards, and the Silver and Gold Lapel Buttons shall be obtained from the office of the Grand Secretary.
- e. Presentation Ceremonies
  - (1) At the time of Presentation of the Fifty, Fifty-five, Sixty, Sixty-five and Seventy Year Certificate, Gold Card, and Gold Lapel Button, the Companion receiving same shall be entitled to the Private Capitular Grand Honors; provided that such Grand Honors shall be given only in a Tyled Convocation.
  - (2) When a recognized Grand Jurisdiction requests that one of its members be presented a Fifty, or greater, Year Certificate by a Florida Chapter, the recipient, if presentation is made in a Tyled Chapter Room, shall be accorded the Private Capitular Grand Honors unless the Grand Jurisdiction requests that it not be done.
- f. The Grand Secretary shall maintain a supply of lapel pins in accord with the requirements of this Regulation, which shall be issued as requested by the Secretaries of the several Chapters, which Chapters shall be billed the cost of same. Nothing herein shall preclude the several Grand York Rite Bodies of this State from promulgating a unified design of lapel pin and joint presentation ceremony, which unified design and joint ceremony, if promulgated, shall supersede any provision herein to the contrary.

**43.06 Membership Growth Awards**

- a. The Grand High Priest shall formally recognize each year at the Grand Convocation those outstanding Companions who distinguished themselves in the promotion of Capitular Masonry and Membership recruitment.
- b. The Secretaries of each Royal Arch Chapter will submit to the Grand Secretary the names of each Top Line Signer on petitions for the Royal Arch (Capitular) Degrees of Freemasonry.
- c. The Grand Secretary will tabulate and present those names of Top Line Signers, with the number of petitions signed by each, to the Grand High Priest in a timely manner for scheduling and presentation of awards.
- d. The Grand High Priest is authorized to present awards to Top Line Signers on petitions for Capitular Degrees in accord with the following awards schedule:

**AWARDS SCHEDULE**

TOP LINE SIGNERS AWARD

One	Special Lapel Pin with the Royal Arch Triple Tau
Three	Special Certificates presented by this Grand Chapter. Their name will be read at the Grand Convocation and will be published in the Proceedings of the Grand Chapter, Royal Arch Masons of Florida.
Five	Their Grand Chapter Convocation Registration Fee paid, plus a gift certificate for \$20.00 to the Masonic Order/Supply House of their choice.
Ten -	A Special Plaque in recognition of their dedication and service to Capitular Masonry, plus a Free Ticket to the Men’s Luncheon at the Grand Convocation.
Fifteen -	All of the above awards, plus a free Banquet Ticket at the Grand Convocation, and a specially designed York Rite Watch.
Twenty -	A Guest Banquet Ticket, A Very Special Plaque Announcing dedicated service of the recipient, plus Perpetual Membership as a Royal Arch Mason.

e. Funds for the Membership Growth Awards shall be included in the annual budget for the Grand Chapter, Royal Arch Masons of Florida. (1997- Retroactive to May 20, 1996.)

**43.07 The Four Veils Award**

- a. The Four Veils Award is hereby established to recognize the efforts and accomplishments of the several subordinate Chapters of Royal Arch Masons.
- b. The point system and explanatory material is attached.
- c. The design of the Four Veils Award attached hereunto shall be adopted as the design for the award plaque to be presented to each subordinate Chapter of Royal Arch Masons as it fulfills the requirements for its initial presentation fo the Award, and that a small metal plate, engraved with the name of the High Priest and the Capitular Year during which the award was earned be provided, and that, when the available space on the intial plaque be exhausted, a wooden hanger be provided to expand the space available for future awards, and that the said plaque and hangar be identical in size to that furnished for the Giblimate Award of the Grand Council of Royal and Select Masters of Florida.

The REQUIREMENTS:

THE FOUR VEILS – CHAPTER AWARD PROGRAM

Mandatory Points


Monthly reports to Grand Secretary on time.....	15 points
Annual return to Grand Secretary on time.....	15 points
Religious Affirmation Day Observance.....	10 points
Attendance at Grand Chapter Convocation (at least one dais officer).....	5 points-per dais officer
Attendance at District Meeting (at least one dais officer).....	5 points-per dais officer
Attendance at District School of Instruction by at least one dais officer..	5 points-per dais officer
<b>Mandatory points required.....</b>	<b>55 points</b>

Optional Points

Open in Full Form at stated cconvocations.....	2 points-per opening
100% contribution to R.A.R.A. ....	10 points
Conferral of Chapter Degrees by Constituent Chapter.....	15 points
Attendance at Grand Chapter Convocation by other than dais officers....	1point-per member
Attendance at District Meeting by other than dais officers.....	1point-per member
Attendance at District School of Instruction by other than dais officers...	1point-per member

New Companions Exalted or Affiliated.....5points-per member  
**TOTAL POINTS REQUIRED.....125 POINTS**

The DESIGN

THE FOUR VEILS AWARD		
		
THE GRAND CHAPTER OF ROYAL ARCH MASONS OF FLORIDA		
Holiness to the Lord		
Presented to		
<u>High Priest name</u>	<u>Chapter name</u>	<u>Chapter number</u>
John Smith, HP 2002	<input type="text"/>	<input type="text"/>

**CHAPTER FORTY-FOUR -- PENAL MATTERS**

**44.01 Procedure and Regulations Adopted.**

The regulations of the Grand Lodge shall govern in all cases of charges and trials consequent upon such charges.

**44.02 Original Jurisdiction of Grand Chapter.**

In case of charges against a Chapter or against a High Priest, or by one Chapter against another, such charges shall be referred to Grand Chapter, if in session, or during recess of the Grand Chapter, to the Grand High Priest; and when presented to the latter, he shall immediately appoint a committee of three, one of whom shall be a past Grand High Priest and the other two High Priests or Past High Priests from Chapters not interested in the case, and they shall hear, try, and determine the matter reporting their proceedings, conclusions, and decision thereon to the Grand High Priest; their decision, if approved by the Grand High Priest, shall be final unless appealed from and reversed by Grand Chapter.

**44.03 Loss of Symbolic Lodge Standing.**

a. When the Grand Lodge, or any competent authority in the Craft, shall suspend or expel any Brother who is a Royal Arch Mason, the Chapter of which the Brother is a member, on such suspension or expulsion being communicated to it, shall cause the same to be made a matter of record in the minutes of the Chapter and an entry thereof in the Book of Suspensions and Expulsions. A member so suspended or expelled can be reinstated only by a three-fourths affirmative vote of the Chapter after such member has been reinstated by the Grand Lodge or other competent body in which he was suspended or expelled.



b. In all cases of definite time suspensions inflicted by the Grand Lodge or other competent authority, a Chapter member so suspended returns to his Membership in the Chapter upon expiration of the term of suspension and becomes a member in good standing upon payment of the current year dues when due.

## **CHAPTER FORTY-FIVE - AMENDMENT**

### **45.01 Notice and Procedure.**

Except as otherwise provided in these Regulations, all amendments to the same shall follow such requirements of procedure and notice as are required for amendment to the Constitution of this Grand Chapter.

### **45.02 Amendment Without Notice.**

That any section or parts thereof concerning the Regulations may be amended at any Regular Convocation of the Grand Chapter when properly presented without notice by a two thirds vote of those present and voting, on the same day that said amendment is proposed.

### **45.03 Repealing Clause.**

All regulations heretofore in force are abrogated and repealed.

## **CHAPTER FORTY-SIX - GRAND CHAPTER OF ROYAL ARCH MASONS OF FLORIDA INVESTMENT POLICY STATEMENT**

### **46.01 Investment Purpose and Policy**

The purpose of this statement is to establish and communicate the long-term objectives, goals and the investment guidelines of those funds, which should from time to time be assigned to the Registered Investment Advisor(s), and the selected Registered Representative(s) broker-dealer.

The Strategic Investment Policy of the Grand Chapter of Royal Arch Masons of Florida shall be reviewed and/or revised and set forth for the ensuing Capitular year at the annual budget and finance meeting in the spring of each year.

The actual Asset Allocation among the available investment vehicles/instruments shall remain a decision of the presiding Grand High Priest and in conjunction with the Investment Advisory committee of the Grand Chapter of Royal Arch Masons of Florida.

Funding of the investments shall comprise those monies of the Grand Chapter not considered as operating revenues required to ensure the Grand Chapter to operate one year. This policy is set forth with the intent to protect the Grand Chapter in the event that a loss of one year's projected Per Capita income or equal to the Pro Forma budget based on previous years expenditures, at the presiding fiduciaries discretion.

Expenditures of realized income available from dividends, interest and capital gains shall not exceed seventy-five percent (75) of such gains, retaining twenty-five percent (25) for growth purposes each fiscal year of the Grand Chapter. In the event that market indices are lower than financial objectives in a given year, access to the twenty-five percent of income annually set aside for growth purposes will be made available to meet operating expenses above per capita returns, not to exceed the Pro Forma approved budget in that fiscal year.

An amount equal to the approved Pro Forma budget shall be set aside in a liquid, interest bearing account to ensure fiscal responsibilities are expeditiously funded. This account shall be managed at the discretion of the Grand Treasurer and subject to audit and fiscal reporting.

### **46.02 Investment Objectives**

The primary investment objective for the designated funds is to seek a rate of return comparable to or greater than market indices over a market cycle of three (3) or more years. Average yield for a ten-year market cycle should be managed to achieve the average market indices for that period and such management shall be considered successful and prudent investing for the Craft.

By recommending appropriate Registered Investment Advisor(s)/Manager(s), the Fiduciary and Financial Advisory committee seeks to maintain a moderate to moderately aggressive balanced Portfolio consisting of cash equivalents, fixed income and equity investments, diversified globally for maximum potential long term appreciation.

### **46.03 Investment Strategy**

Maximization of income to augment Per Capita revenue shall be achieved by investment of the available funds of the Grand Chapter. The funds shall be invested in instruments, which mitigates excessive risk, yet provides an opportunity to obtain a yield equal to or greater than the current standard market indices over a market cycle of three (3) or more years. Investment recommendations of the Investment Advisory Committee, together with the Grand Treasurer and Grand Secretary/Recorder shall be taken under consideration by the current Grand High Priest quarterly. Asset allocation strategy which places Forty percent of available funds in minimum risk, principle retaining Fixed income accounts, (e.g. Annuity Mutual Funds, Bonds or similar vehicles) and Sixty percent of available funds placed in moderate risk, maximum yield return on investment Equities, (e.g. Blue Chip Stocks and/or high performance Stock Funds or similar vehicles) shall be a baseline investment position to be reviewed/revised on a quarterly basis.

#### **46.04 Investment Goals**

It shall be the goal of the Grand High Priest, the Grand Treasurer, Grand Secretary/Recorder, the Investment Advisory committee, together with the Registered Investment Advisor/Manager to preserve the principle of the designated funds and maximize yield potential, given the Investment Advisor/Managers investment approach and objectives set forth by the above named officers.

The Grand Chapter acknowledges that the economy and financial markets entail risks, are at times volatile and subject to cycles which can affect performance of the Portfolio, either positively or negatively during any given period.

It shall be the function of the Investment Advisory committee together with the Grand Treasurer and Grand Secretary/Recorder to monitor and recommend any changes in Advisor(s)/Manager(s) and/or the allocation of assets between Advisor(s)/Manager(s) to the Grand High Priest, for his action in order to maintain the objectives of the Investment Advisory committee.

#### **46.05 Procedures**

The Grand Treasurer shall keep separate accounting records of the allocated real income and report quarterly in addition to and with the monthly Income and Expense Report. The report shall contain a listing of the investment instruments and their current value.

The Grand Secretary/Recorder shall receive from the custodian:

- (1) Quarterly performance reports summarizing the Portfolio's results.
- (2) Monthly statements summarizing security holdings

These reports shall be provided to the Grand High Priest, Grand Treasurer and the Investment Advisory committee in a timely manner, ensuring timely financial decisions.

The Registered Representative(s) and each Investment Advisor/Manager will be readily available to discuss Portfolio activities and investment strategy. Quarterly reviews shall be held to discuss and evaluate the Portfolio's status.

The Investment Advisory committee of the Grand Chapter, together with the Grand Treasurer and Grand Secretary/Recorder shall review investment asset allocation quarterly. Reallocation or continued present strategy recommendations shall be made to the Grand High Priest, who serves as fiduciary for the Grand Chapter. Due diligence shall be the watchword of the Grand Officer(s) and the Investment Advisory committeemen, ensuring responsible fiscal accountability to the Craft.

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**APPENDIX A**  
**(Regulation 24.05)**

**UNIFORM CODE OF BYLAWS FOR SUBORDINATE CHAPTERS**

(Note: Parts in Brackets, "[ ]", are comments and instructions; parts in Brackets, "{}", are optional provisions)

**BYLAWS OF** \_\_\_\_\_ **[ NAME ]** \_\_\_\_\_ **CHAPTER NO.** \_\_\_\_\_ **ROYAL ARCH MASONS**

**ARTICLE I**

**Name**

The name of this Chapter shall be \_\_\_\_\_ [ full name ] Chapter No. [number], \_\_\_\_\_ Royal Arch Masons. It exists by virtue of a Charter, dated \_\_\_\_\_ [date] \_\_\_\_\_, from the Most Excellent Grand Chapter of Royal Arch Masons of Florida, and is located at \_\_\_\_\_ [city ], Florida.

**ARTICLE II.**

**Convocation**

The Regular Convocations of this Chapter shall be held \_\_\_\_\_ [place & time of meeting] [Each Chapter shall in its bylaws designate the time and place of its regular Convocations, and shall report the same to the Grand Secretary.]

**Section 1.** All general business, including the reception of petitions and balloting for candidate shall be transacted at Regular Convocations; provided, that Special or Called Convocations may be held at any time upon the call of the High Priest. If business of a general nature is to be considered at such Special or Called Convocation, all members of the Chapter shall have written notice at least ten days prior to such Called Convocation, said notice to state fully the nature of the business to be considered; provided, further, that this Chapter may hold Regular or Special Convocations in any lodge room within its territorial jurisdiction for the purpose of creating interest in Capitular Masonry, and at such Convocations may transact such business as is prescribed by its bylaws or by the Constitution and Regulations of the Grand Chapter.

**ARTICLE III.**

**Officers**

**Section 1.** The Officers of this Chapter shall consist of a High Priest, King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, Chaplain, Master of the Third Veil, Master of the Second Veil, Master of the First Veil, Sentinel and three Trustees [and may include an Organist.]

**Section 2.** The style of the High Priest shall be "Excellent" and of the other officers is "Companion."

**ARTICLE IV.**

**Election and Installation of Officers**

**Section 1.** The Annual Election of Officers shall take place at the first regular Convocation in December of each year [or during November, if the Chapter qualifies under Art. XIV, Sec. 2], or as soon thereafter as practicable, when the first five above named Officers of the Chapter shall be elected by ballot, by a majority of votes cast, and the remaining officers shall be appointed by the incoming High Priest.

**Section 2.** The Annual Installation of Officers shall take place on the Festival of St. John the Evangelist (December 27th), or as soon thereafter as expedient.

## **ARTICLE V**

### **Seal**

The Seal of the Chapter shall be \_\_\_\_\_ [description] \_\_\_\_\_ and be in the custody of the Secretary.

## **ARTICLE VI.**

### **Committees**

**Section 1.** The High Priest, King and Scribe shall be a standing committee of Charity, shall have power to draw warrants on the Treasurer for any sum not exceeding one hundred dollars for the relief of any one applicant, and such action shall be reported to the Chapter at its next ensuing stated Convocation. In addition to the Charity provided above, at each Convocation a charity box shall be passed before the Chapter closes, and the funds collected turned over to the Committee to disburse at its discretion. No restraint shall be placed upon the discretion of the committee and when a contribution is made to an individual, he shall not be informed from whence the charity comes.

**Section 2.** The High Priest, immediately after his installation, shall appoint the following standing committees, who shall hold their offices until their successors are appointed:

a. A Finance Committee, consisting of three members, whose duty it shall be to examine and audit all accounts presented against the Chapter. The King shall chair such committee.

b. A Committee for the Visitation of the Sick, consisting of three members, whose duty it shall be to endeavor to obtain information relative to all sick Companions and to visit them and tender them such care and attention as their case may require; detailing, if necessary, such members of the Chapter as to them shall seem proper, to share with them this fraternal duty.

c. An Entertainment Committee, consisting of \_\_\_\_\_ [number] \_\_\_\_\_ members, to provide suitable programs for social gatherings and to perform such duties enjoined upon it by the Chapter from time to time, for the entertainment of its members.

d. A Vigilance Committee, consisting of three members, to assure that the integrity of the Masonic Fraternity is maintained.

e. A Committee on Delinquency, consisting of five members, of which the High Priest and Secretary shall be two. It shall be the duty of this committee to inquire into, consider and report to the Chapter its recommendations in reference to members of the Chapter who are subject to suspension for nonpayment of dues.

**Section 3.** The High Priest shall, at the time of the annual election of officers, appoint an Auditing Committee, consisting of three members, whose duty it shall be to audit the books and accounts of the Treasurer and the Secretary at the close of the Capitular year and report conditions found at the time of installation or at the following Convocation. The King shall chair this committee.

## **ARTICLE VII.**

### **High Priest**

It shall be the duty of the High Priest to Preside at each Convocation and see that the Constitution, Laws, and Regulations of the Most Excellent Grand Chapter of Royal Arch Masons of Florida, and the customs of Royal Arch Masonry, are duly observed and enforced.

**ARTICLE VIII.**

**Secretary**

It shall be the duty of the Secretary to keep a regular list of the members, and record the transactions of the Chapter, which are proper to be converted to writing. He shall receive all moneys paid into the Chapter and shall promptly pay the same over to the Treasurer. He shall give due notice, when directed, by advertising or otherwise, of the time of holding each Convocation. He shall make an annual report to the Chapter, at the Regular Annual Convocation, of the state of the funds of the Chapter, embracing an account of the receipts and expenditures, for the preceding year up to and including the Regular Convocation, preceding the 27th of December and oftener if required. He shall perform such other duties as may be required of him by the Constitution, Laws and Edicts of Grand Chapter.

**ARTICLE IX.**

**Treasurer**

The Treasurer shall receive from the Secretary all the moneys collected by him on account of the Chapter. He shall keep a correct amount of the same and duly pay all orders drawn on him by authority of the Chapter. He shall make regular entries both of receipts and disbursements, and have his books and vouchers always ready for examination, when called upon for that purpose. He shall also report to the Chapter the state of the funds yearly and oftener if required.

**ARTICLE X**

**Petitions**

The Degrees of the Chapter shall not be conferred for a less sum than \_\_\_\_\_ [at least \$25] \_\_\_\_\_ dollars, which must be paid with the petition, and then only upon Master Masons who are members in good standing of Regular Lodges, whose petitions have been duly presented in writing at a Regular or Special Convocation and reported upon by a Committee of no less than three Companions. At the discretion of the Chapter, Petitions may be acted upon at the time of the report.

**ARTICLE XI.**

**Dues**

The annual dues of this Chapter shall be \_\_\_\_\_ [amount] dollars, plus the annual per capita of the Grand Chapter, plus such additional sums as the Grand Chapter shall from time to time prescribe, payable in advance at the beginning of each Chapter Year, to wit: December 28th of each year.

This resolution shall become effective on 1 June, 2000.

**ARTICLE XII.**

**Failure to Appear for Degrees**

When the ballot has been passed on the application of any Brother for the Degrees conferred in this Chapter, and said Brother shall fail to present himself within one year from the date of the ballot, he shall be deprived of the benefit of said ballot and said application shall be null and void, provided that said Brother shall have been duly notified of his election by this Chapter. Provided, however, that for satisfactory reasons shown, the Chapter may in such case retain the fee accompanying the petition; provided that said Brother may again make application and upon his election, will be given credit for the fee previously paid. If the applicant is rejected upon a repetition, the fee paid by him shall be returned.

**ARTICLE XIII.**

**Suspension for Non-Payment of Dues**

Whenever any member shall be six months or more in arrears for dues, the Secretary shall notify such delinquent, by written notice by first class mail to his last known address, stating therein the amount owing for said dues, and that unless the same shall be paid within thirty days after such notification or satisfactory reason given, such delinquent may be suspended at the discretion of the Chapter. Thirty days after such notice has been given, said dues remaining unpaid, the Secretary shall issue a summons or notice to the delinquent to be present at a Regular Convocation of the Chapter to answer the charge of delinquency or neglect, and show cause why he should not be suspended, such notice to be served at least ten days before the Convocation appointed for the hearing. If the delinquent Companion does not appear after service of the notice, a default shall be entered against him, the Secretary's account being a sufficient charge, and he shall be suspended by action of the Chapter. If a member so suspended pays all delinquent dues together with dues for the current year within one year after he has been suspended, he shall stand reinstated instanter. If the member fails to pay the delinquent dues within one year, he shall be required to file an application for reinstatement accompanied by the current and delinquent dues. The said application may be considered at any regular Convocation and shall require a two-thirds vote of the members present for reinstatement.

**ARTICLE XIV.**

**Marks**

Each candidate shall select and have his Mark recorded in the Book of Marks before exaltation or immediately upon affiliation.

**ARTICLE XV.**

**Demits**

A Demit may be granted to a Companion upon his making application in writing, at a regular Convocation of the Chapter, without vote, provided the said Companion is not in arrears for dues or under charges. The Demit shall date from the time it is applied for.

**ARTICLE XVI.**

**Membership**

**Section 1. Emeritus Members. {Optional Section}**

**a. By Necessity.** This Chapter may, by two-thirds vote at a Regular Convocation, create as an Emeritus Member such Companions as from age, infirmity, or misfortune have been incapacitated and unable to pay dues, thereby exempting such members from annual dues to the Chapter and the Grand Chapter. The Secretary shall file with the Grand Secretary each year a certificate setting forth the full name and address of the member and a complete statement of the reasons for creating such Emeritus membership.

**b. For Merit.** The honorary title of Emeritus Member may be conferred by two-thirds vote at a Regular Convocation on a deserving member for long membership and for distinguished service to the Capitular Rite. This Chapter shall pay to the Grand Chapter all annual dues, taxes and assessments of such member.

**c. Removal from List.** The Chapter may, by a majority vote, take any such member listed pursuant to Subsection a, above, off the Emeritus list when he is able to pay his dues. Special notice shall be immediately given to Grand Chapter of such action.}

**Section 2. Life Membership.** This Chapter may only create Life Members, who remain in affiliation in Lodge, in accordance with Chapter 26 of the Laws, Rules and Regulations of the Most Excellent Grand Chapter of Royal Arch Masons of Florida. This Chapter [elects/does not elect] to participate in the Plan set forth in Regulation 26.03.

**Section 3. Past Rank and Honors.** At the discretion of the Presiding Officer, this Chapter shall extend such honors and privileges to Past Grand Officers and Distinguished Companions of this, and other, Grand Jurisdictions as custom and circumstances may require or permit.

**Section 4. Dual membership. {Optional Section}** Any member of a Constituent Chapter in another Grand Jurisdiction recognized by the Grand Chapter of Florida which permits Dual Membership may apply for, and be elected to, membership in this Chapter.

**Section 5. Plural Membership. {Optional Section}** Any member of a Constituent Chapter in this Grand Jurisdiction may apply for, and be elected to, membership in this Chapter. Provided, however, that such member may not hold office in more than one Chapter at the same time.

**NOTES:**

**Termination.** Involuntary termination of a Dual or Plural Member's membership in any Constituent Chapter will automatically terminate his membership in this Chapter.  
**{Optional Sections}**-- must be enacted by the Chapter if Dual or Plural Membership is permitted –

**ARTICLE XVII.  
 Vacancies in Office**

Vacancies in elective offices can occur only by death, resignation, Demit, removal after Installation beyond the jurisdiction of the Grand Chapter, promotion at an election to fill vacancies, or by Suspension or Expulsion. The first three elective offices cannot be vacated by resignation except for reasons of infirmities of health acceptable to the Most Excellent Grand High Priest.

**ARTICLE XVIII  
 Vacancies, How Filled**

The Chapter may fill vacancies in any of the elective Offices except that of High Priest, by ballot at any regular Convocation but, in case of a vacancy in the office of High Priest, an election may be held only at a Regular Convocation, the members being duly summoned for that purpose, and by virtue of authority from the Grand High Priest, which must be applied for by the King and Scribe, with a vote of two-thirds of the members present at a Regular Convocation, to be certified by the Secretary, under the Seal of the Chapter. Vacancies in appointed offices shall be filled by the High Priest. After such vacancy is filled the Secretary shall certify the name and address to the Grand Secretary.

**ARTICLE XIX.  
 No Appeal**

There can be no appeal to the Chapter from the decision of the High Priest; however, three or more members of Chapter may appeal to Grand Chapter or to the Grand High Priest from a decision of the High Priest.

**ARTICLE XX.  
 Funds**

The funds of this Chapter shall be deposited by the Treasurer in a bank that will be designated by the Chapter. The account must always stand in the name of            [the Chapter from Art. I ]                                  and not in the name of the Treasurer, either officially or individually. Provided that, upon mutual agreement between the Chapter, Council and Commandery, funds may be deposited in a joint fund in the name of the York Rite Bodies of                                  [name ]                                 .

**ARTICLE XXI.  
 Annual Returns**



The Secretary shall make Annual Returns to the Grand Secretary, upon blanks furnished by the Grand Secretary. Such returns shall be signed by the newly installed High Priest, and shall be forwarded to the Grand Secretary on or before the 15th day of February each year; together with the full amount of per capita tax and fees due Grand Chapter.

## **ARTICLE XXII.**

### **Amendments**

**Section 1. By Chapter.** No alteration or amendment to these bylaws shall be made unless the same be proposed in writing at a regular Convocation, when such proposed amendment shall be entered in the minutes and lay over until the next regular Convocation, when if approved by two-thirds majority of the members present, the amendment shall be submitted for inspection and approval to Grand Chapter or to the Grand High Priest, whereupon, if approved, it shall be in force.

**Section 2. Amendments to Uniform Code.** Amendments to these bylaws because of changes made in the Uniform Code of Bylaws by the Grand Chapter shall become effective after Notice to the members, entry in the minutes of the Chapter, and entry in the written Bylaws of the Chapter; no vote shall be required. The Secretary shall notify the Grand Secretary of such amendment.

## **ARTICLE XXIII**

### **Books**

This Chapter shall adopt and keep a Code of Bylaws, a Record Book of the Proceedings of the Chapter, a Ledger of the payments of its members and a Book of Marks.



## APPENDIX B

### 28326, Laws of Florida, Acts of 1953

An Act to Incorporate the  
Most Excellent Grand Chapter of Royal Arch Masons of Florida  
and all Subordinate or Particular Chapters Chartered thereby.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF FLORIDA:

**SECTION 1.** That the Grand High Priest, Grand King and Grand Scribe of the most Excellent Grand Chapter of Royal Arch Masons of the State of Florida, as such order now exists and as its officers are now constituted, consisting exclusively of Royal Arch Masons, and their successors in office, be and they are hereby declared to be a body politic and corporate by the name and Style of The Most Excellent Grand Chapter of Royal Arch Masons of Florida," and such shall be capable and liable in law to sue and be sued, to contract and be contracted with, to plead and be impleaded and to acquire, own, hold, possess and convey property, either real, personal or mixed, either by purchase, gift or devise; and to issue charters according to its own constitutions, bylaws, rules and regulations to such subordinate, particular or individual chapters of Royal Arch Masons, in such places in the State of Florida as it may see fit, and with full power according to its own Constitution, rules, bylaws and regulations, at any time to recall, abrogate, revoke or annul for misuser or nonuser of any such charter that it may have issued or granted to any such subordinate, particular or individual chapter, or which it may hereafter issue or grant to any such subordinate, particular or individual chapter; and it shall have perpetual succession.

**SECTION 2.** The said corporate officers of such Grand Chapter shall be elected annually, at the annual meeting of the Grand Chapter, in such manner, and at such time and place as its constitution, bylaws, rules or regulations shall provide.

**SECTION 3.** The High Priest, King and Scribe, and their successors in office of any and all subordinate, particular or individual chapters of Royal Arch Masons that have heretofore, or which may hereafter be organized and chartered in the State of Florida by the Grand Chapter, mentioned in Section 1 of this Act, according to the constitution, bylaws, rules and regulations of such Grand Chapter, are hereby declared to be separate and independent bodies politic and corporate, under such general corporate names and styles as may be assigned to them respectively in their charters, granted to them by such Grand Chapter, with the right of corporate succession, so long as the charters granted to them by the Grand Chapter shall remain unrevoked by such Grand Chapter; and as such, by their several and respective corporate names, they shall be capable and liable in law to contract and be contracted with; to sue and be sued; plead and be impleaded; and to acquire, own, hold, possess and convey, property of all kinds, either real, personal or mixed, either by purchase, gift or devise so long as their charters shall remain unrevoked by such Grand Chapter; and to elect their corporate officers at such times and places as their own constitutions, bylaws, rules and regulations, not in conflict with the rules and regulations properly laid down for them by such Grand Chapter may provide.

**SECTION 4.** All properties real, personal or mixed, now held in trust for such Grand Chapter, mentioned in Section 1 of this Act shall be conveyed by the trustees thereof, express, resulting or constructive, by deed or other instrument, to such Grand Chapter, in its corporate name, when and as directed by such Grand Chapter, subject to any and all obligations to which it may be subject in the hands of such trustees.

**SECTION 5.** All properties, real, personal or mixed, now held in trust for any said subordinate, particular or individual Chapter mentioned in Section 3 of this Act, shall be conveyed by deed or other instrument by the trustees thereof, express, resulting, or constructive, when so directed by such subordinate, particular or individual Chapter, or by the Grand Chapter, directly to such chapters in their

corporate names, subject, however, to all obligations to which it may be subject in the hands of such trustees.

**SECTION 6.** Whenever the charter of any subordinate particular or individual Chapter mentioned in section 3 of this Act, shall be recalled, abrogated, revoked or annulled by the Grand Chapter, mentioned in Section 1 of this Act, such subordinate, particular or individual Chapter shall cease to have corporate existence, except for the purpose of being sued for its legal obligations; and upon cessation of its corporate existence, all of its properties, real, personal or mixed, shall revert to and belong to the said Grand Chapter, subject to any debts that may have been lawfully contracted by such subordinate, particular or individual chapter; but such Grand Chapter shall in no event be responsible or liable for any indebtedness created by any subordinate, particular or individual Chapter.

**SECTION 7.** All charters of incorporation, whether by the General Incorporation Laws of this State, or by Special Acts of the Legislature heretofore issued to any subordinate, particular or individual chapter, mentioned in Section 3 of this Act, are hereby revoked, abrogated, annulled and repealed; and the provisions of this Act shall stand in lieu thereof; provided, that all property, real, personal or mixed then belonging to any body corporate hereby dissolved, shall become the property of its successor hereby created, and any and all obligations and liabilities of such body corporate shall become obligations and liabilities of said successor.

**SECTION 8.** All laws and parts of laws in conflict herewith are hereby repealed.

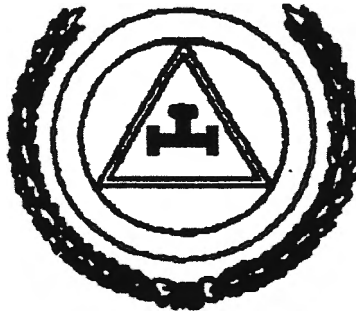
**SECTION 9.** This Act shall take affect upon its becoming a law. [Became a law June 15, 1953.]



## APPENDIX C

( REGULATION 37.09 )

The adopted Grand Royal Arch symbol for Memorial Markers is illustrated hereon:



The above symbol is a Triple Tau, in a triangle within a circle, surrounded by a wreath of laurel branches held together by a cord with bow, open at the top.

This design is adopted by the Grand Chapter, Royal Arch Masons of Florida, as its official emblem to be used and engraved on stones or markers indicating the final resting place of Past Grands, Present Grands and/or Grand Line Officers of this Grand Chapter, together with name, title and year of service inscribed on the markers.

This emblem is to be used and engraved on occasions where markers of graves are contrived of stone, granite or marble. In cases where bronze markers are involved, the emblem shall be molded appropriately for suitable installation..

The installation or engraving on grave markers shall be only with the express consent of the deceased's family or heirs.

Funds for installation or engraving shall be appropriated by this Grand Chapter as necessary for each occasion. (1997 - Also see 1961 Proceedings for Grand Convocation of this Grand Chapter)

GRAND CHAPTER CONSTITUTION & REGULATIONS - 1997

**APPENDIX D**  
**INSTRUCTIONS AND GUIDELINES**  
**FOR CONFERRAL OF**  
**ROYAL ARCH DEGREES AND CEREMONIES**

Your Committee on Work has consolidated the  
General Grand Chapter Red Book,  
Grand Chapter Red Book of Florida Revision, 1977,  
Key Lecture, etc. into this Appendix D

Revised May 20, 1997  
(Adopted May 20, 1998)  
(Updated May, 2004)

Most Excellent Companion, James W. MacDonald, Chairman  
Most Excellent Companion, Duane B. Young  
Most Excellent Companion, Richard I. Lanier  
Most Excellent Companion, Vernon H. Miller  
Most Excellent Companion, Harvey L. Ward  
Rt. Excellent Companion, Raul Reyes  
Rt. Excellent Companion, Wm. Robert Young

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## PREFACE

This Appendix D of the Constitution and Regulations as established at the May 20, 1997 Grand Convocation replaces the Redbook and constitutes a set of guidelines established by the present and previous Committees on Work sanctioned by the **GRAND CHAPTER of ROYAL ARCH MASONS of FLORIDA** over the years.

The guidelines provided herein are intended to establish consistency of work by the Constituent Chapters within Florida. These guidelines speak to subjects upon which the ritual is normally silent, and as such are not intended to conflict with the recognized Ritual. Where conflict may exist, Appendix D [1997] shall take precedence.

It is virtually impossible to specifically answer questions that may be asked by any or every Royal Arch Mason, and as such no attempt is made to do so. Should additional questions arise, the appointed Committee on Work is obligated to provide guidance where requested.

The Committee on Work is further obligated to hold two Schools of Instruction per year for the benefit of each Chapter. The Committee intends that these guidelines and Schools of Instruction shall be beneficial to the proficiency of work within the Constituent Chapters.

### 1. GENERAL INFORMATION

#### 1.1 Rituals

##### 1.1.1 Official Rituals

Rituals published in 1965 and subsequent years are officially adapted by Florida Grand Chapter. Rituals published prior to 1997 should not be used.

##### 1.1.2 Ritual Use

Rituals are intended for rehearsal and separate study. Rituals should not be used during Chapter openings, degrees, or closings except by the Director of Work, who, in turn, should be the only prompter. It is incumbent upon the High Priest (Active or Pro-Tem) to assure such usage of the Ritual.

#### 1.2 Room Arrangement

1.2.1 General - The room should be arranged to present minimum interference with the activity that is occurring. For example, as a simple courtesy and a means of providing dignity to the working team and the candidates, there should not be any construction or destruction of stage settings while any portion of the work is in progress.

1.2.2 Specific - Room arrangement for the Degrees and openings are treated in the Ritual and/or in specific paragraphs related to the Degrees in this book.

#### 1.3 Opening (See 5.0 for Detail)

##### 1.3.1 Short Form Opening

There is no provision for short form opening of Constituent Chapters. In all cases the Constituent Chapters should be opened in the manner prescribed in the Ritual in combination with the instructions provided in this book.

##### 1.3.2 Flag Ceremony

The Flag Ceremony, including the Pledge of Allegiance, is compulsory during the opening. The preferred time to hold the Flag Ceremony is at the completion of the opening, just prior to seating the members.

### 1.3.3 Square & Compass Placement

The placement of the Square and Compasses in all Degrees is in the center of the left page. The Bible is to be opened approximately in the center, (within Old Testament) except for during Mark Master degree, where it is to be opened to Matthew 20, Verse 1.

## 1.4 Business Meeting

### 1.4.1 Conduct

Conduct the meeting with good pace, decorum, and under general Parliamentary Procedure.

### 1.4.2 Balloting

In balloting, the Companions DO NOT salute the ballot box.

## 1.5 Degree Work

### 1.5.1 Robes

The Mark Master, Most Excellent Master, and Royal Arch Degrees should be conferred in Robes.

### 1.5.2 Charge

When the Charge is given in any Degree, the Candidates should be East of the Altar in lines, standing. The Charge shall be read and not recited.

### 1.5.3 Multiple Candidates

When there are more than five (5) candidates, exemplars may be used (three for Royal Arch, one for other Degrees). Seating locations for the remainder of the candidates is optional, but should maximize the opportunity for the candidates to view the ceremony.

## 1.6 Closing

1.6.1 See section 7.0 of this book for details regarding closing ceremony.

## 1.7 Miscellaneous

### 1.7.1 Prayer

Should the Lords Prayer be used in the opening or at other times, the words shall be debts rather than trespasses, in concurrence with the Grand Encampment of Knights Templar of the USA.

### 1.7.2 Change of Degrees

When Chapter is formally opened in the Royal Arch Degree, (such as for a business meeting), Degree work in the preceding degrees may proceed after a declaration of suspension of work in the Royal Arch Degree and that the selected proceeding is opened for work. The Sentinel must be so informed. When the work in a Degree is complete, that Degree shall be closed and a different Degree is opened. Action in a Degree, once suspended, must be resumed and formally closed. In each case, the

Sentinel shall be advised of the Change of Status. As an alternative to suspending work in one Degree to do work in another, it may be more desirable to close and reopen in another to avoid having to return to suspended Degree to perform final closing.

### 1.7.3 Officer Dress & Decorum

It is desirable that in any Degree the officers be uniformly clothed where appropriate. When any Degree is opened, any member not wearing the appropriate robes shall be properly clothed with the Royal Arch Apron. To further add to the dignity of the officers and/or Degree team, it is recommended that these personnel, when seated, sit erect with both feet on the floor. Communication should be accomplished in an orderly fashion with dignity and respect, and with levity minimized.

## 2. MARK MASTER DEGREE

### 2.1 Room Arrangement & Floor Work

#### 2.1.1 Overseers' Stations

Station of the M.O. shall be in the N but E of the Altar. Station of the Sr. O. shall be in the W at the Inner Door, but in front of the Marshal. Station of the J.O. shall be in the S but W of the Altar.

#### 2.1.2 Marshal's Station

Marshal's Station is at Inner Door. When assembling Craft, he shall proceed from his Station by way of the S to the SE corner, then facing W gives and says "Craftsmen....."

#### 2.1.3 Floor Work

Candidates on admission shall be placed in the NW facing E.

Each Candidate shall be received with Chisel and Mallet before explanation. Each shall receive 4 taps, not hard.

Be sure Stone is heaved over left shoulder of M.O.

Both times when S.D. stops Marshal, he should do so by grasping Marshal's arm.

After attempt for wages, Marshal conducts candidate to the E by way of S. In so doing, Marshal retains his sword in his right hand, taking Candidate with his left. J.O., S.O., M.O. and S.D. follow Marshal and Candidate in this order. In the E, the J.O. crosses towards the N behind the Marshal and Candidate.

After receiving wages, Candidates are led towards the S. The Craftsmen form a semi-circle W of the Altar, with the ends to the N and S and the circle to the W. When finally formed, the semicircle shall be open toward the R.W.M.

Marshal then passes from the N end of the semi-circle to the S end, then to the S.D. and Candidate, asking \_\_\_\_\_.

#### 2.1.4 Obligation Reminders

LEARN correct Due Guard and Sign.

LEARN the true Grip.

At Obligation, Companions shall form two lines, one on either side of the Altar, from E to W.

### 2.2 Robes

When this degree is conferred in robes, the R.W.M. does not, at any time, remove his crown during prayers, Obligation, Traditional Law or Charges.

If this Degree is not conferred in robes, when the time arises for The Traditional Law, the R.W.M. removes his hat. Whether or not the Degree is conferred in robes, the R.W.M. goes to the Altar and reads the Law from a small Bible. The R.W.M. always stays E of the Altar and the Great Lights are never disturbed.

## 2.3 Large Classes

### 2.3.1 Classes Composed of Less Than Six

In classes of under six, all Candidates shall participate in all floor work and all shall kneel at Altar for Obligation.

### 2.3.2 Classes Composed of Six or More

In classes of over five, one Candidate may be used for the whole class, balance of class to be seated, preferably on the NE side line. Except that all Candidates must be received and all Candidates must receive the Obligation at the Altar.

In classes of over five, only one Candidate needs to have Cable-Tow.

At Obligation, in classes of over five, place one Candidate at the Altar kneeling, balance in even lines from N to S, standing with right hand over heart.

There should be adequate Bibles available for the SD and assistants to use after the Obligation.

## 3. PAST MASTERS DEGREE

### 3.1 General Decorum

In conferring this degree, there should be no levity or horse play. All work should be performed in a very solemn manner.

### 3.2 Floor Work

SD (after preparing candidate, enters without alarm, placing candidate in west facing east). (Past Master Candidate uses Master Masons Apron).

Each Candidate MUST be inducted into the Oriental Chair, including the receiving of the jewel, crown, and gavel. (Seat the Candidate one time). However, it is not necessary for the R.W.M. to give his explanations to each, only to the last one.

After induction into the chair, Candidates should be placed on the NE side of the Lodge. Last Candidate should receive jewel, crown and gavel with R.W.M. giving explanation through line 5, page 51. Then, taking Candidates by the hand, passes other Candidates, asking them to join hands, and leads them W of the Altar and leaving them, (preferably in a semi-circle) goes to E side of the Altar, where he begins with line 6, page 51.

### 3.3 Obligation Reminder

At the Obligation, lines will be formed by the Companions on either side of the Altar, from the E to W.

### 3.4 Ritual Modification

Insert the following ritual into the General Grand Ritual; page 47, after Rubric, between lines 2 and 3.

S.D. recites -- My Brothers: The Past Master s Degree, unlike all other degrees of Freemasonry, sheds no light upon itself. It was formerly conferred only on Masters of Lodges, to instruct them in the duties they owed the Lodges over which they were called to preside, and likewise the duties of the Brethren to the Chair; but we, as Royal Arch Masons, confer this degree, not only as a preliminary step, but also for the more important purpose of guarding us against a breach of our Masonic Obligations. The conferring, at this time, of a degree which has no historical connection

with the other Capitular degrees is an apparent anomaly, which, however, is indebted for its existence to the following circumstances:

Originally, when Royal Arch Masonry was under the government of Symbolic Lodges, in which the Royal Arch Degree was then always conferred, it was a regulation that no one could receive it unless he had previously presided as the Master of that or some other Lodge, and this restriction was made because the Royal Arch was deemed too important a degree to be conferred only on Master Masons. But, by confining the Royal Arch to those only who had been elected as the presiding officer of their Lodges, the extension of the degree would have been materially circumscribed, and its usefulness greatly impaired and the Grand Master often granted, upon due petition, his dispensation to permit certain Master Masons to (although not elected to preside over their Lodge) Pass The Chair, which was a technical term, intended to designate a brief ceremony, in which the candidate was invested with the mysteries of a Past Master, and, like him, entitled to advance in Masonry as far as the Royal Arch, or the perfection and consummation of the third degree. When, however, the control of the Royal Arch was taken from the Symbolic Lodges and entrusted to a distinct organization—that, namely of Chapters—the regulation continued to be observed, for it was doubtful to many if it could legally be abolished, and as the law still requires that the August degree of Royal Arch shall be restricted to Past Masters, our candidates are required to Pass The Chair simply as a preparation and qualification towards being invested with the solemn instructions of the Royal Arch.

Your receiving this degree confers upon you no official rank outside of the Chapter. The honors and peculiar privileges belonging to the Chair of Symbolic Lodges are confined exclusively to those who have been duly elected to preside over and govern such Lodges, and who have been called Actual Past Masters, whereas, those who receive the degree in the Chapter are termed Virtual Past Masters, for, although they are invested with the secrets of the degree, yet they are not entitled to the rights and prerogatives of Actual Past Masters.

The brief explanation is made in order that you may understand why this degree is being conferred upon you, and you permitted to preside as Master in the Chair.

S.D. (Continues) Advance on the step of an EA, give the due guard and penal sign, advance on the step of a FC, give the due guard and penal sign, advance on the step of a MM, give the due guard and penal sign, advance on the step of a Mk M, give the due guard and penal sign, advance (SD continues with line 4, page 47 of the Ritual). (SD should inspect each step, due guard and sign, and correct if necessary).

S.D. (At command of R.W.M., page 49, line 34, conducts Candidates toward the East, but on the South side of the Lodge, having Candidates in a line from East to West, and facing East.)

R.W.M. It is proper, at this time, that you be instructed how to use the gavel. One rap (demonstrates), calls the Lodge to attention, abates all discussion in process at that time, restores order during confusion and moderates decorum. Two raps (demonstrates) calls up the Craft for devotions, to honor dignitaries and such other usages as prescribed by Masonic Law. (Craft arises). One rap at this time seats the Craft. SD conducts Candidate to the R.W.M. (R.W.M. continues with line 35, page 49. He should remove his Jewel, by removing his hat with right hand and Jewel with left, then investing candidate—only a regulation Master's Jewel should be used).

R.W.M. (Continues with Ritual to line 2, page 50, and presents Gavel. At this time there should be confusion, this confusion should consist only of shuffling of feet.) After confusion, R.W.M. continues with----

You have witnessed the force contained in the Master's Gavel. You have also observed how confusion can be controlled by the Master when a Lodge is convened.

When the Master first used the Gavel in opening the Lodge, he was saying, in effect, by Virtue of the Authority in me vested—by election and installation—I now take possession of this Lodge and this possession remains with me during my tenure of office.

Complete obedience to the Gavel is one of the ancient customs of our Order. Rarely, if ever, is it questioned, and when it is—that Brother stands in a position of being requested to leave the Lodge room. His refusal to respond makes him liable to Unmasonic Conduct and Trial. When that

brother was raised to the Sublime Degree, he assumed its obligations and responsibilities—which he never relinquished as long as he is a Mason.

A Master, in his Lodge, has complete jurisdiction. He may refuse a motion, declare a Brother out of order, limit debate or permit it, declare a Lodge at recess, and many other things, all with the Gavel.

No Master may pay a higher tribute to a Brother than to hand him the Gavel, as we have entrusted to you. The fundamental duty of a Master is the peace and harmony of the Lodge. His success depends upon how he uses the Gavel. How important it is, then, that he use this great power sparingly and with a hand of justice to all Brothers.

R.W.M. The Gavel is the symbol of Authority. This symbolism began in the E.A. degree. It is one of two simple instruments, the twenty-four-inch gauge and common gavel. However, the Speculative Mason is taught not to smooth and polish the marble for the Builder's use, but to cleanse and purify his heart from every vice and imperfection that would render it unfit for a place in the Spiritual Temple of his body.

Such is the nature of the Gavel which you hold in your hand. It should be regarded with great respect. It should lead us in paths of peace and bind us together in unity.

How will you be tried? Asks our Ritual.  
By the Gavel.  
Why by the Gavel?  
Because it is an emblem of power  
and the Working Tool of a Past Master.

R.W.M. (Resumes with line 22, page 50—Use it wisely, etc.)

### 3.5 Large Classes

Classes of over five shall be handled for floor work as in the Mark Master.

## 4.0 MOST EXCELLENT MASTER

### 4.1 Room Arrangement Note

For freedom and access of processions, The Sacrificial Altar should always be in the SE corner of the Lodge Room.

### 4.2 Floor Work

#### 4.2.1 The J.D. always remains at his Station.

#### 4.2.2 Processions

Both processions enter from the NW door and proceed to the NE corner, then to the SE corner, then to the SW corner, then to the middle of the Lodge Room in the W, then up the middle of the Lodge Room towards the E. When proceeding up the middle of the Lodge Room from the W, the procession should open order, each line aligning itself on the columns of the Arch in the E. No orders should be given by the Marshal to the procession while entering and taking position. Only orders given are after the Stone is seated, after the Ark is seated and again when retiring.

Processions on retiring from the Lodge Room should always exit by the SW door.

The M.O. is always in charge of setting the Keystone and is assisted by the S.O. and J.O. When setting the Keystone, the M.O. should use a setting maul and strikes the Stone three times on each side of the top. After setting the Stone, the Overseers return to their places in the procession. In doing so, they should walk backwards, always keeping their eyes on the Stone.

After the Ark has been seated, and while the H.P. is lighting the candles, the procession, under direction of the Marshal, proceeds to the SE corner, then towards the W. The procession

stops in the S, (Candidates and Craftsman participating remove aprons) and the Marshal greets the Candidates. After the greeting, the procession proceeds to the SW corner, then to the middle of the Lodge Room in the W, then up the middle of the Room as before.

#### 4.2.3 K.S. Prayer

KING SOLOMON S PRAYER—King Solomon's place shall be between the lines, standing, facing E, looking up at the Arch, with hands raised. After the Prayer, the procession retires from the Lodge Room.

If music or singing is not used in this degree, K.S. should memorize the five stanzas of the verse included in the outline in the ritual.

#### 4.3 Dress

Candidates and Craftsmen participating in this degree shall be clothed in aprons.

So that full benefit may be received from this degree, it should be conferred in robes. Suitable objects should be on hand to be used as Sacred Treasures.

Each Chapter should make an extended effort to equip itself with the necessary paraphernalia.

Only Candidates and Craftsmen participating in degree work remove their aprons when Candidate is Greeted. When removing aprons, be sure they are not placed where procession has to march. Don't walk on your aprons.

#### 4.4 Large Classes

In classes of over five, same procedure as to floor work and receiving Obligation may be used as in the Mark and Past Master Degrees.

### 5. ROYAL ARCH DEGREE OPENING

#### 5.1 General Guidelines

##### 5.1.1 SALUTES:

We salute with a military salute (\*) while the Great Light is closed. With due guard and sign (\*\*\*) when open. (Gavel raps or door knocks are indicated by a # sign. In the following, the presence of a \* means salutes are simultaneously exchanged, and \*\*\* means that the due guard and sign is simultaneously exchanged. No words should be spoken while in the process of exchanging salutes or signs.)

When an officer (other than the H.P.) is called on, he rises and salutes. When the conversation is complete, he salutes and is seated (unless otherwise stated).

Each conversation exchange should be preceded and followed by a salute exchange. The High Priest may initiate the ending salute exchange signifying the end of the conversation. Repeat: There should be no conversation while saluting, thus sufficient time must be allowed in the conversation pattern for this to be so.

##### 5.1.2 SWORDS:

No swords shall be used in the opening.

##### 5.1.3 OFFICERS DECORUM

Officers in stations should speak clearly when conversing, and should sit erect with feet flat on the floor when seated.

##### 5.1.4 BUSINESS MEETING

The business meeting should be conducted with purpose and at a pace such that it should not be boring. The dignity of the Chapter functions should be preserved, though not at the expense of becoming stilted.



All announcements, business, etc. should be complete prior to the reception of Official Visitors.

#### 5.1.5 COURTESY TO OFFICIAL VISITORS

Official Visitors are, by protocol, typically granted the special courtesy that no action except the closing ceremony takes place after the visitors address.

#### 5.1.6 ROOM ARRANGEMENT

5.1.6.1 Veils Location—The Third Veil should be located directly North of the Altar, with the other stations spaced accordingly.

5.1.6.2 Banner Display—The Banners should be properly displayed during the Opening. The banner staff should be north of each chair, near the front edge of the chair, and rotated such that the banners face south.

#### 5.2 OPENING PROCESS

RITUAL PAGE 85.

1. H.P.: (Standing) #Companions, I am about
2. To open a Chapter of Royal Arch Masons and
3. Shall require your attention and assistance. (H.
4. P. Seated.) Comp. R.A.C., (R.A.C. rises, takes one side-step to the right, and simultaneously salutes with the H.P.).\*
5. You will see that the Sentinel is at his post, invite in all
6. R.A.M.s and close the door.\* (R.A.C. and H.P. exchange salutes and R.A.C. about faces and proceeds west, south, and west to the door, invites in all R.A.M.s and then closes the door.)
7. R.A.C.: E.H.P., \* That duty is performed.\* (R.A.C. stands at the Junior Deacons place until the C. of H. says You will ascertain if all present are Royal Arch Masons. )
8. H.P.: Comp. C. of H. (C. of H. Rises, turns to face the H.P. and salutes)\* Are all present R.A.M.s?
9. C. of H.: I will ascertain and report.\* Comp.
10. R.A.C., \*You will ascertain if all present are
11. R.A.M.S.

Note: If the Captain of the Host recognizes all present, he may forego calling on the R.A.C. and answer the question directly.

The R.A.C. should recognize all present or challenge them or seek those who could vouch for anyone he does not recognize.

(The R.A.C. should also determine that all present are properly clothed.)

After the R.A.C. makes the necessary examination, he reports from the Junior Deacon s place.

12. R.A.C.: (After making the necessary examination)
13. Comp. C. of H., All present are
14. Royal Arch Masons.\* (R.A.C. remains standing.)
15. C. of H.: E.H.P. \* All present are R.A.M.s.
16. H.P.: Is there a constitutional number present
17. to open a Chapter of R.A.M.s?

18. C. of H.: There are three times three.
19. H.P.: You will see that the outer courts of
20. the Tabernacle are duly guarded and inform
21. the Sentinel that I am about to open \_\_\_\_\_
22. Chapter No. \_\_\_\_\_, R.A.M.s, and direct him
23. To guard accordingly. \*
24. C. of H.: Comp. R.A.C. \* You will see that
25. the outer courts of the Tabernacle are duly
26. guarded and inform the Sentinel that the H.P.

RITUAL PAGE 86.

1. is about to open \_\_\_\_\_ Chapter No. \_\_\_\_\_.
2. R.A.M.s and direct him to guard accordingly. \*  
(The R.A.C. goes to the door, opens it,  
and informs the Sentinell, closes door,  
battery ### ### #, which is answered by  
the Sentinel in the same manner. R.A.C.  
returns to the right of his station. Veils  
do not rise.)
3. R.A.C.: Comp. C. of H. \* The outer courts of
4. the Tabernacle are duly guarded. \*  
(R.A.C. left steps into his station and  
is seated.)
5. C. of H.: E.H.P., \* The outer courts of the
6. Tabernacle are strictly guarded and the Chap.
7. is duly tiled.
8. H.P.: Comp. C. of H., are you a Royal Arch
9. Mason?
10. C. of H. I Am that I Am.
11. H.P.: How shall I know you to be a Royal
12. Arch Mason?
13. C. of H.: By three times three, under a living
14. arch and over a triangle.
15. H.P.: Why in that manner?
16. C. of H.: Because in that manner only can
17. the principle secret of this degree be communicated.
18. H.P.: What makes you a Royal Arch
19. Mason?
20. C. of H.: My Obligation.
21. H.P.: Where were you made a Royal Arch
22. Mason?
23. C. of H.: In a legally constituted Chapter of
24. R.A.M.s, assembled in a place representing
25. the Tabernacle erected by our ancient
26. brethren near the ruins of King Solomon s
27. Temple.
28. H.P.: How many constitute a Chapter of
29. Royal Arch Masons?
30. C. of H.: Nine or more.

RITUAL PAGE 87.

1. H.P.: When composed of nine, who are they?
2. C. of H.: The High Priest, King, Scribe,
3. Capt. Of the Host, Principal Sojourner, Royal
4. Arch Captain, and the three Masters of the
5. Veils.
6. H.P.: Whom do the first three represent?
7. C. of H: Jeshua, Zerubbabel, and Haggai,
8. who formed the first Grand Council at Jeru-
9. salem and held their meetings in a Tabernacle.
10. H.P.: Whom do the last three represent?
11. C. of H. : Those three of our ancient brethren
12. who discovered and brought to light the
13. principal secret of this degree, and who, as a
14. reward for their labors, were appointed Masters
15. of the Veils.
16. H.P.: How many veils were there?
17. C. of H.: Four
18. H.P.: To what do they allude?
19. C. of H.: To the four principal tribes of
20. Israel—Judah, Ephraim, Reuben, and Dan—
21. who bore their banners in the wilderness, on
22. which were delineated a Lion, an Ox, a Man
23. and an Eagle, denoting the strength of the
24. Lion, the patience of the Ox, the intelligence
25. of Man, and the swiftness of the Eagle.
26. H.P.: Where were the veils placed?
27. C. of H.: In the outer courts of the Tabernacle.
28. H.P.: For what purpose?
29. C. of H.: To serve as coverings for the Tabernacle
30. and stations for the guards.
31. H.P.: Why were guards placed there?
32. C. of H.: To see that none were admitted
33. into the presence of the Grand Council except
34. such as were duly qualified and had permission.

RITUAL PAGE 88

1. H.P.: The station of the Master of the
2. First Veil?
3. C. of H.: Within the First Veil. \*
4. (C. of H. Faces west)
5. H.P.: ## (All officers except Grand Council
6. rise) Comp. Master of the First Veil, \* (M. 1<sup>st</sup>
7. V rises, sidesteps right and salutes)
7. Your duty?
8. M. 1<sup>st</sup> V.: To guard the First Veil
9. and admit none except such as are duly
10. Qualified and have the passwords.
11. H.P.: What are the passwords?
12. M. 1<sup>st</sup> V.: I Am that I Am.
13. H.P.: What is the color of your banner?

14. M. 1<sup>st</sup> V.: Blue emblematic or Friendship
15. which is the peculiar characteristic of Ancient
16. Craft Masonry.
17. H.P.: The station of the Master of the Second
18. Veil?
19. M 1<sup>st</sup> V.: Within the Second Veil. \* (M 1<sup>st</sup>
20. V salutes then left steps into station)
21. H.P.: Companion Master of the Second
22. Veil \* (M 2<sup>nd</sup> V. sidesteps right and
- salutes.) Your duty?
23. M. 2<sup>nd</sup> V.: To guard the Second
24. Veil and admit none except such as are duly
25. qualified and have the Passwords.
26. H.P.: What are the Passwords?
27. M. 2<sup>nd</sup> V.: Shem, Ham, and Japeth
28. H.P.: What is the color of your banner?
29. M. 2<sup>nd</sup> V.: Purple, denoting union. It being
30. a due admixture of blue and scarlet, is,
31. therefore, placed between the 1<sup>st</sup> and 3<sup>rd</sup>
32. Veils, which are of those colors, to remind
33. us of the intimate connection existing between
34. Ancient Craft Masonry and the Royal
35. Arch.

RITUAL PAGE 89

1. H.P.: The station of the Master of the
2. Third Veil?
3. M. 2<sup>nd</sup> V.: Within the Third Veil. \* (M. 2<sup>nd</sup> V.
4. salutes, then sidesteps left into station.)
5. H.P.: Companion Master of the Third Veil. \*
- (M. 3<sup>rd</sup> V. Sidesteps right and salutes)
6. Your duty?
7. M. 3<sup>rd</sup> V.: To guard the Third Veil and
8. admit none except such as are duly
9. qualified and have the Passwords.
10. H.P.: What are the Passwords?
11. M. 3<sup>rd</sup> V.: Moses, Aholiab, and Bezaleel.
12. H.P.: What is the color of your banner?
13. M. 3<sup>rd</sup> V.: Scarlet, emblematic of that fervency
14. and zeal which should actuate all Royal
15. Arch Masons.
16. H.P.: The station of the Royal Arch Captain?
17. M. 3<sup>rd</sup> V.: Within the Fourth Veil. \* (M. 3<sup>rd</sup> V.
18. salutes, sidesteps left in front of his station.)
19. H.P.: Companion Royal Arch Captain. \* (R.A.C.
20. sidesteps right and exchanges salutes.)
21. Your duty?
22. R.A.C.: To guard the Fourth Veil and admit
23. none except such as are duly qualified
24. and have the Passwords, together with
25. the signet of Zerubbabel, which means Truth.

26. H.P.: What are the Passwords?
27. R.A.C.: Jeshua, Zerubbabel and Haggai.
28. H.P.: What is the color of your banner?
29. R.A.C.: White, emblematic of that purity
30. of life and rectitude of conduct which are so
31. essentially necessary for all those who seek to
32. gain admission to the Holy of Holies above.
33. H.P.: The station of Principal Sojourner?
34. R.A.C.: On the left and in front of the Grand
35. Council. \* (R.A.C. exchanges salutes with  
the H.P., sidesteps in front of his station.)

RITUAL PAGE 90

5. H.P.: Companion Principal Sojourner. \* (Principal  
Sojourner faces H.P. and exchanges salutes.)
2. Your duty?
3. P.S.: To bring the blind by a way that
4. they know not, to lead them in paths that
5. they have not known, to make darkness light
6. before them and crooked things straight; these
7. things to do unto them and not forsake them.
8. H.P.: The station of the Captain of the
9. Host?
10. P.S.: On the right and in front of the Grand
11. Council. \* (P.S. salutes and faces west.)
12. H.P.: Companion Captain of the Host. \* (C. Of  
H. Faces H.P. and exchanges salutes.)
13. Your duty?
14. C. of H.: To obey the commands of my
15. chief and preside at the introduction of
16. strangers among the workmen.
17. H.P.: The station of the Scribe?
18. C. of H.: On the left of the High Priest.
19. H.P.: His duty?
20. C. of H.: To assist the H.P. in the discharge
21. of his duties and, in his absence and that of
22. the King, to preside.
23. H.P.: The station of the King?
24. C. of H.: On the right of the High Priest.
25. H.P.: His duty?
26. C. of H.: To assist the High Priest in the
27. discharge of his duties, and in his absence, to
28. preside.
29. H.P.: The station of the High Priest?
30. C. of H.: In the center of the Grand Council
31. in the east.
32. H.P.: His duty?
33. C. of H.: To preside over the Chapter, read
34. and expound the law, and devise plans for the
35. workmen.

1. H.P.: Companion Captain of the Host, you
2. will assemble the Companions around the
3. Altar to assist me in opening \_\_\_\_\_ Chapter,
4. No. \_\_\_\_\_, Royal Arch Masons. \* (C. of H. exchanges salutes with H.P. and turns back west.)
5. C. of H.: ### Companions, you will assemble
6. around the Altar to assist the High Priest in
7. opening \_\_\_\_\_ Chapter, No. \_\_\_\_\_, Royal
8. Arch Masons.  
(The Companions assemble in a circle around the Altar, leaving a space in the east to be filled by the Council.)  
At all meetings, all Companions shall enter into the circle (unless prevented by infirmity.) If necessary, several circles may be formed. In taking places around the Altar, the C. of H. should be the first in the circle on his side, with the R.A.C. next. The P.S. shall be first on his side, with the Chaplain next. Then the H.P., King and Scribe fill the spaces between the C. of H. and the P.S. The Chaplain shall remain in the circle to give prayer.
9. C. of H.: Excellent High Priest, \* Your orders
10. have been executed. \* (C. of H. salutes and faces west.) (The Council then descends and fills space in the east.)
11. H.P.: Companions, you will form a chain with
12. the right arm over the left. Kneel on right
13. knee. Companion Chaplain, you will lead us
14. in prayer.  
(When kneeling, balance is easy if left arm is allowed to rest on left knee.)  
PRAYER
15. Supreme High Priest of Heaven and Earth,
16. we humbly beseech Thy blessing upon the purpose
17. of our present assembly. Grant us wisdom
18. to contrive, strength to support, and the
19. beauty of harmony to so administer the affairs
20. of this Chapter, that all our doings may be
21. acceptable in Thy sight. Amen.
22. Response: So Mote it Be.  
(The above prayer or the Lord s prayer may be used.)
23. H.P.: Balance three times three. (Done.)
24. Arise.
25. H.P.: Companion Captain of the Host, you

1. will form the Companions in groups of threes.
2. (The C. of H. forms the groups of threes, starting with the R.A.C. at the east point of the first triangle, and continues to form threes as he moves counter clockwise around the circle. If there are exactly threes without the C. of H., he returns to his place. If there are two extras [himself and the P.S.], they will stand in their place. If there are exactly threes, including the C. of H., he will assume a place in the last three, and report.)

Suggested approach to interlocking arms when forming the groups of threes:

Step 1. Each of the three places his left forearm horizontally across his chest, palm down.

Step 2. Pivot the left arm at the elbow until left palm is over left wrist of the companion on his right.

Step 3. Close left hand, gripping left wrist of the man on the right.

Step 4. Slightly lower mutually gripped left arms.

Step 5. Each of the three place the right forearm across his chest, palm down.

Step 6. Pivot the right arm at the elbow until the right palm is over the right wrist of the Companion on the left.

Step 7. Close the right hand, gripping right wrist of the man on the left.

3. C. of H.: Excellent High Priest, the groups
4. are formed.
5. H.P. As we three did agree in Peace, Love,
6. and Unity, the Sacred Word to search, as we
7. three did agree in Peace, Love and Unity the
8. Sacred Word to keep, so we three now agree
9. in Peace, Love and Unity to raise a Royal
10. Arch. Companions, balance three times three.
11. (The Grand Royal Arch Word is communicated.)  
(Grand Council resumes their stations, the Companions reform circle around the altar.)
13. H.P.: Companion Captain of the Host, it is
14. my order that \_\_\_\_\_ Chapter, No. \_\_\_\_\_,
15. Royal Arch Masons be now opened for the
16. dispatch of such business as may regularly
17. come before it. This order you will communicate
18. to the Companions for their government.
19. C. of H.: Companions, it is the order of the
20. High Priest that \_\_\_\_\_ Chapter, No. \_\_\_\_\_,
21. Royal Arch Masons be now opened for the
22. dispatch of such business as may regularly

23. come before it. Take due notice thereof, and
24. govern yourselves accordingly.
25. H.P.: Together Companions. \*\*  
(The D.G. and P.S. of the Royal Arch are given.)
26. Battery
27. H.P. ### ### #
28. King ### ### #
29. Scribe ### ### #
30. H.P.: Companion Principal Sojourner, \*
31. attend at the Altar. (The P.S. opens the Bible and properly places the implements thereon.)  
P.S. kneels while attending the Altar.  
The Bible may be opened at any Old Testament page except one with a picture.  
It is suggested that it be opened at approximate center to achieve balance.  
During the opening of the Bible, the Companions come to the Sign of Fidelity.  
(Right Hand Over Heart.)  
(H.P.) I now declare \_\_\_\_\_

RITUAL PAGE 93

1. Chapter No. \_\_\_\_\_, Royal Arch Masons, erected
2. to God and dedicated to Zerubbabel, opened
3. in form. Companion Royal Arch Captain \*\*  
(The R.A.C. steps back out of the circle and exchanges the due guard and sign with the H.P. \*\*)
4. Inform the Sentinel. \*\*  
(The P.S. displays the Great Lights as in Master s Degree and returns directly to his station. R.A.C. waits until P.S. attends at the Altar, then R.A.C. goes to the door, gives ### ### #, answered by the Sentinel in the same manner. R.A.C. opens door, informs Sentinel, closes door, gives ### ### #, answered by the Sentinel in the same manner, then returns to his station.)  
NOTE: The R.A.C. should not let late Companions enter when he is informing the Sentinel.

5.2.1 Flag Ceremony—the Pledge of Allegiance or other Flag ceremony should be conducted just prior to seating the Companions at the end of the opening ceremony.

H.P.: # (All are seated.)

5.3 Answering Alarms



When an alarm is heard at the door, the Royal Arch Captain (at an opportune time,) arises, steps out, calls the attention of the H.P., exchanges salutes (due guard) with the H.P. and reports the alarm.

When the Royal Arch Captain arises, the Veils simultaneously rise. The H.P. normally requests the R.A.C. to attend the alarm. Should this be the case, the R.A.C. completes the conversation with the H.P., exchanges salutes with the H.P., and does an about face. When the R.A.C. does the about face, the Veils do a right face. Upon completion of his about face, the R.A.C. raises his arm in salute as do the Veils.

The R.A.C. proceeds past the Veils at salute and drops the salute when past the First Veil. When the R.A.C. drops his salute, the Veils do likewise. The R.A.C. answers the alarm with the prescribed knocks and opens the door to ascertain the cause of the alarm. Having so determined the cause of the alarm, (if the R.A.C. determines that he must seek further instruction from the H.P., he does not knock. If the conversation with the Sentinel is conclusive, he exchanges knocks with the Sentinel, thus assuring reclosure of the lodge.) the R.A.C. returns via the same route he went out. Upon approaching the Stations of the Veils, the R.A.C. raises his arm in salute and the Veils do likewise simultaneously. When the R.A.C. has passed the Third Veil, all drop the salute.

Should the conversation be inconclusive, the R.A.C. stops in his reporting position, (at the Blue Lodge, Junior Deacons station) calls the attention of the H.P. at an opportune time, exchanges salutes with the H.P., and reports the cause of the alarm. Dependent upon the H.P.'s direction, he may finish the conversation, exchanges salutes with the H.P. and return to his station and be seated, in which case, the Veils do a left face when the R.A.C. steps left, and all are seated simultaneously.

## 6.0 ROYAL ARCH DEGREE

### 6.1 First Section

#### 6.1.1 Room Arrangement

First section to be set up as in the opening.

#### 6.1.2 Living Arch

The Living Arch should be no lower than the level of the elbows when standing erect.

#### 6.1.3 Obligation

During Obligation, three Candidates shall always kneel at the Altar. Any additional Candidates shall remain standing, west of the Altar, with right hand over heart... At the conclusion of the Obligation and removal of the hood-winks, the cable tows are also removed by order of the Captain of the Hosts. [last sentence adopted by Grand Chapter 5-20-97.]

#### 6.1.4 P.S. Lecture

At least three, but typically not more than five, Candidates must attend the P.S. during the Journey and Lecture.

### 6.2 Second Section

#### 6.2.1 Room Arrangement

The placement of paraphernalia and equipment in the second section shall conform to the diagram in the Ritual on page 94, with this addition; the three Masters of the Veils shall take their stations on the north side of the Veils in line with the R.A.C., and facing south.

#### 6.2.2 Timing

The elapsed time from the conclusion of the first section to beginning of second section shall not exceed twenty (20) minutes, providing no recess is declared.

The time interval for the several discoveries shall be the reasonable minimum.

### 6.2.3 Key Lecture

The Key Lecture shall be given during the conferring of this degree. The Lecture is to replace lines 8 and 17 on page 127 Ritual

The words of the Key Lecture, as written, may be added to in such manner as to assure understanding of the intent of the Key Lecture by the Candidate(s).

## 7.0 ROYAL ARCH DEGREE CLOSING

### RITUAL PAGE 137

26. H.P.: Companion Royal Arch Captain, \*\*
27. you will see that the outer courts of the Tabernacle
28. Are duly guarded, and inform the Sentinel
29. that I am about to close \_\_\_\_\_ Chapter,
30. No. \_\_\_\_\_, Royal Arch Masons and direct him to
31. guard accordingly. \*\*  
R.A.C. goes to the door,--  
(Veils rise when R.A.C. rises. When R.A.C. about faces to go to the door, the Veils right face and give \*\* as he passes by and R.A.C. responds with \*\*)  
--gives ### ### #, waits until the Sentinel responds in like manner, opens the door, informs Sentinel, closes the door, gives ### ### # and waits until the Sentinel responds in like manner, advances to the place of the Junior Deacon in the Blue Lodge, and reports from that place, and remains standing.)
32. R.A.C.: Excellent High Priest \*\*

### RITUAL PAGE 138

1. The outer courts of the Tabernacle are duly
2. guarded. \*\*
3. H.P.: ### (Recites the following prayer)  
(Companions come to the Sign of Fidelity during the prayer.)

### PRAYER

4. By the wisdom of the Supreme High Priest
5. may we be directed, by His strength may we
6. be enabled, and by the beauty of virtue may we
7. be incited, to perform all the Obligations here
8. enjoined on us: to keep inviolably the mysteries
9. here enfolded to us and invariably to practice

10. all those duties out of the Chapter which are
11. inculcated in it. Amen.
12. Response by the Companions: So Mote It Be
13. H.P.: Companions, I now declare \_\_\_\_\_
14. Chapter, No. \_\_\_\_\_, Royal Arch Masons, closed
15. Companion Principal Sojourner \*\* Attend at
16. \_\_\_\_\_ the Altar. \*\* Companion Royal Arch Captain,
17. \*\* Inform the Sentinel. \*\*

Companions come to the Sign of Fidelity while the P.S. attends the Bible.

(P.S. goes to the Altar, kneels, removes the implements and closes the Bible. He then arises and returns to his station.

R.A.C. waits until the P.S. has returned to his station and then opens door, informs the Sentinel that the Chapter is closed, leaves the door open and returns to his station.)

18. H.P.: #

Note: The Prayer at the Closing shall be memorized and recited by the H.P.

## 8.0 SPECIAL CEREMONIES

### 8.1 Grand Honors

#### 8.1.1 Who May Receive Grand Honors

GRAND HONORS – According to Masonic Protocol and the ruling of the Most Worshipful Grand Lodge of Free and Accepted Masons of Florida, the following procedure is to be followed.

The Constituent Chapters are required to receive the visits of the Grand High Priest, the Grand King, the Grand Scribe, and Past Grand High Priests with the Private Grand Honors of Capitular Masonry. When on official visit, the District Deputy Grand High Priest (when he is in his own district) also receives Private Grand Honors.

A regularly elected High Priest of any Chapter is entitled to receive the Private Grand Honors only at the time of his installation.

None others are entitled to be received with the Private Grand Honors.

IMPORTANT – Should the M.W. Grand Master of the Grand Lodge be present, he should be brought in by himself, separately from all other committees, and his introduction shall be the last to take place.

#### 8.1.2 Specific Times for Grand Honors

According to Masonic Protocol, the Grand High Priest should be received with the PRIVATE GRAND HONORS OF CAPITULAR MASONRY ANYTIME HE VISITS A CHAPTER.

#### 8.1.3 How to Give Grand Honors

CORRECT MANNER TO GIVE PRIVATE GRAND HONORS. GIVE DUE GUARD AND FIRST SIGN OF A MARK MASTER, THEN THREE TIMES TO YOUR LEFT SIDE, RIGHT HAND ON TOP.

GIVE DUE GUARD AND SIGN OF A MOST EXCELLENT MASTER, THEN THREE TIMES TO YOUR RIGHT SIDE, LEFT HAND ON TOP.

GIVE DUE GUARD AND SIGN OF A ROYAL ARCH MASON, THEN THREE TIMES TO YOUR LEFT SIDE, RIGHT HAND ON TOP.

## 8.2 RECEPTION OF GRAND OFFICERS

### 8.2.1 Official Visit Notification

Whenever a Grand Officer intends to make an official visitation to a Chapter, he should notify the Excellent High Priest and Secretary of the Chapter by mail of the date of intended visit, whenever possible.

### 8.2.2 Grand Officers Titles

Correct titles to be used when introducing Grand Officers.

Most Excellent Companion	<u>Full Name</u>	Grand High Priest
Right Excellent Companion	<u>Full Name</u>	Grand King
Right Excellent Companion	<u>Full Name</u>	Grand Scribe
Right Excellent Companion	<u>Full Name</u>	Grand Treasurer
Right Excellent Companion	<u>Full Name</u>	Grand Secretary
Right Excellent Companion	<u>Full Name</u>	Grand Chaplain
Excellent Companion	<u>Full Name</u>	Grand Captain of the Host
Excellent Companion	<u>Full Name</u>	Grand Principal Sojourner
Excellent Companion	<u>Full Name</u>	Grand Royal Arch Captain
Excellent Companion	<u>Full Name</u>	Grand Master of 3 <sup>rd</sup> Veil
Excellent Companion	<u>Full Name</u>	Grand Master of 2 <sup>nd</sup> Veil
Excellent Companion	<u>Full Name</u>	Grand Master of 1 <sup>st</sup> Veil
Excellent Companion	<u>Full Name</u>	Grand Sentinel
Excellent Companion	<u>Full Name</u>	Grand Organist
Right Excellent Companion	<u>Full Name</u>	District Deputy Grand High Priest

### 8.2.3 Official Reception Ceremony

CEREMONY  
FOR RECEPTION OF GRAND OFFICERS  
AND DISTINGUISHED GUESTS  
WHEN MAKING OFFICIAL VISITATIONS

(After the Chapter is opened on the Royal Arch Degree, and when the Most Excellent Grand High Priest wishes to be admitted, the Sentinel makes an alarm at the door. The Royal Arch Captain salutes and says;)

R.A.C. – Excellent High Priest, there is an alarm at the door.

E.H.P. – Attend the alarm.

(Royal Arch Captain goes to door, opens it, and Sentinel says☺)

Sentinel – Most Excellent Companion Full Name, Grand High Priest of the Grand Chapter, Royal Arch Masons of Florida (and his party, if any) is about to enter.

(Royal Arch Captain closes door, advances two or three steps from door, approximately where the Junior Deacon s place is in the Blue Lodge, salutes and says☺)

R.A.C. – Excellent High Priest, the Most Excellent Grand High Priest of the Grand Chapter of Royal Arch Masons of Florida (and his party, if any) is about to enter.

E.H.P. Companion Captain of Host, (rises and salutes, then says☺)

C. of H. – Excellent High Priest

E.H.P. – Retire to the anteroom, present my compliments to the Most Excellent Grand High Priest, and escort him (and his party, if any) into the Chapter room WEST OF THE ALTAR.

(Captain of Host retires, presents the compliments of the E.H.P., lines up party according to rank, with the Grand High Priest at the head of the line, makes an alarm, door opened by the R.A.C. The E.H.P. calls up the Chapter as party enters. R.A.C. closes door and brings up the end of line. The Captain of Host, to the left of and escorting the Most Excellent Grand High Priest, moves east to approximately the center of the room, turns north, moves west of altar, stops, then, facing east, salutes.)

Should any Grand or Past Grand Officer other than The District Deputy, or any other distinguished guests present themselves, the Sentinel should use their correct title, followed by their name and the station they hold, or may have held. The Captain of the Host should use the same procedure when presenting them at the Altar.)

(The District Deputy, when making an official visit to a Chapter in his own district, is entitled to be at the head of the line and be received the same as the Grand High Priest with the Private Grand Honors.)

C. of H. – Excellent High Priest, I have the pleasure of introducing to you, and through you to the Companions present, Most Excellent Companion, Full Name, Grand High Priest of the Grand Chapter of Royal Arch Masons of Florida and his party.

(E.H.P. then makes such a welcome as he desires, then says to the Chapter☺)

E.H.P. – Companions, assist me in extending the PRIVATE GRAND HONORS of Capitular Masonry to our Most Excellent Grand High Priest (and other distinguished guests entitled to the same) by three times three.

(Private Grand Honors to be given as instructed per 8.1.3.)

Note: When Grand Honors are given, the Captain of the Host and the Royal Arch Captain are attending the visitors. As a courtesy to provide focus upon the recipients of the Grand Honors, they should step back one step during the giving of the Honors. No one in the Grand Honor line, including the Captain of the Host and the Royal Arch Captain, is to give Grand Honors.

E.H.P. – Companion Captain of Host, conduct the Most Excellent Grand High Priest to the EAST, on my right.

(E.H.P. then presents the gavel to the M.E.G.H.P. The Grand High Priest then may, if he wishes, introduce the ones whom accompany him, or he may return the gavel and instruct the E.H.P. to have the Captain of Host continue with the introductions. He may also, if he wishes, instruct the E.H.P., that after the introductions have been completed, he will speak to the Chapter, or he may say that he will address the Chapter at some later time. REMEMBER, it is the prerogative of the Grand High Priest that he may conduct the ceremony from this point on in any manner he may desire.)

Regarding introductions, aside from these basic guidelines, the Chapter Officers should remain sufficiently flexible to reasonably accommodate the wishes of the visiting dignitaries.

#### 8.2.4 Open Installation Ceremony

The Grand Marshal should see that the Officers are wearing the proper apron of the office in which they are to be installed, before (when instructed by the Installing Officer) presenting them west of the altar, with the High Priest in front of the others and directly west of the altar.

Installing Officer: Companion Ex. Grand Marshal, you will present the officers elected and appointed WEST of the altar for installation.

Grand Marshal: M.E. Grand High Priest, I present before you the High Priest and other officers of this Chapter who are ready for installation.

Installing Officer: (Calls up Assembly \*\*\*) Ex. Grand Marshal you will open the Holy Bible. (Done)

I.O.: My Companions, as Masons we are taught never to enter upon any great or important undertaking without first invoking the Blessing of Deity. Excellent Grand Chaplain leads our devotion.

Chaplain: Most Holy and Glorious Lord God, the Great High Priest of Heaven and Earth, we approach Thee with reverence, and implore Thy blessing on these Companions who are to preside over this Chapter. Fill their hearts with Love, that their tongues may pronounce Thy Glory. Make them steadfast in Thy service; grant them firmness of mind; animate their hearts and strengthen them, O Lord, and bless the work of their hands. Accept us in mercy, Hear Thou from Heaven, Thy dwelling place, and forgive us our transgressions. Amen. (Response: So mote it be.)

Installing Officer: You will now unite with me in giving the Pledge of Allegiance to the Flag of our country. (Seats assembly except members.)

Installing Officer: You behold before you these worthy Companions who have been chosen to serve as the officers of this Chapter for the ensuing year, and now declare themselves ready for installation. Before being inducted into their respective stations, it will be necessary that they assume the oath of office.

I.O. Each of the chosen officers will, therefore, place his right hand over his heart, say I, pronounce his name, and repeat after me; I, \_\_\_\_\_, do promise and swear, that I will serve this Chapter, in the office to which, and for the term I have been chosen. That I will perform all the duties appertaining thereto to the best of my ability. That I will support and maintain the Constitution, Laws and Regulations of the Grand Chapter of Royal Arch Masons of Florida, and the Bylaws and Rules of \_\_\_\_\_ Chapter, So Help Me God.

(Seat Assembly) \*

Marshall: Most Excellent Grand High Priest, I have the pleasure of presenting to you, and through you to the Companions and guests here assembled, Companion \_\_\_\_\_ Full Name, who has been elected to serve this Chapter as Excellent High Priest for the coming year.

I.O. My Companion, previous to your investiture as High Priest of this Chapter, it is necessary that you should signify your assent to those Ancient Charges and Regulations which point out the duty of a High Priest of a Chapter of Royal Arch Masons.

1. Do you solemnly promise that you will redouble your endeavors to correct the vices, purify the morals and promote the happiness of your Companions who have attained the Sublime Degree?
2. That you will never permit your Chapter to be opened unless there shall be present nine regular Royal Arch Masons?
3. That you will never permit more or less than three Brothers to be Exalted in your Chapter at one and the same time?
4. That you will not Exalt anyone to this Degree who has not shown a charitable and humane disposition, or who has not made a reasonable proficiency in the preceding Degrees?
5. That you will promote the general good of our order, and on all proper occasions be ready to give and receive instructions, particularly from the General and State General Officers?
6. That, to the utmost of your power, you will preserve the solemnity of our ceremonies, and behave in open Chapter with the utmost profound respect and reverence, as an example to your Companions?
7. That you will not acknowledge or have intercourse with any Chapter that does not work under a constitutional warrant or dispensation?
8. That you will not admit any visitor into your Chapter who has not been Exalted in a Chapter legally constituted, without his being first formerly healed?
9. That you will observe and support such by-laws as may be made by your Chapter, in conformity to the Constitution and General Regulations of the Grand Chapter of the State of Florida?
10. That you will pay respect and due obedience to the instructions of the State Grand Officers, particularly relating to the several lectures and charges, and resign the Chair to them, severally, when they visit your Chapter?
11. That you will support and observe the Constitution and General Regulations of the Grand Chapter of Royal Arch Masons of Florida?
12. That you will bind your successor in office to the observance of these rules to which you now assent?

Do you submit to all these things, and do you promise to observe and practice them faithfully?

Answer: I do.

Installing Officer: Excellent Companion, the office of High Priest, to which you have been chosen, is a highly honorable estate, hallowed by time and the laws and customs of our ancient and noble order.

Your reputed Masonic knowledge precludes the necessity of any enumeration of the duties incident to this high station to which your Companions have elevated you.

I am confident that the Companions who are chosen to preside with you will add the strength of their endeavors to yours, and will support your exertions to the best of their abilities.

I now present to you the Holy Bible, the great light in all Masonry, which will guide you to all truth, direct your paths to the Temple of happiness and point out to you the whole duty of man.

I also present to you the Charter under authority of which this Chapter is held. At no time should it be out of your immediate control. This you are carefully to preserve and duly transmit it to your successor.

(Insert personal remarks as desired.)

Companion Grand Marshal, you will invest the High Priest with the jewel of his office and conduct him to his station.

(After the High Priest has been conducted to his station, call up Assembly.)\*\*\*

Installing Officer: E.H.P., I also present to you this Appendix D of the Constitution and Regulations of the Grand Chapter Royal Arch Masons of Florida, containing information compiled

by the Committee on Work. This you are to study and inform your Companions of the information contained therein. I also present to you this Book of Essentials and a copy of the Key Lecture and admonish you to, immediately after this installation, sign the card that your Secretary has, that it may be returned to the Committee on Ritualistic Materials.

Companions and friends, I present to you Excellent Companion, Full Name, who has been chosen to preside over this Chapter for the ensuing year. I find him to be skilled in the Royal Art, and attentive to the moral precepts of our forefathers, and have every confidence that he will discharge the duties of his office with fidelity. (Seat Assembly)\*

Marshal: Presents King.

Installing Officer: Companion \_\_\_\_\_, as King of this Chapter, you are to second and support your chief in all the requirements of his office, and should circumstances at any time prevent his attendance, you are to succeed him in the performance of his duties. Your office teaches a sterling lesson in humility. The institutions of political society teach us to consider the King as chief of the political state, and that the first duty of his subjects is to obey his mandates, but the institutions of our sublime Degrees, by placing the King in a position subordinate to that of the High Priest, teaches us that our duty to God is paramount to all other duties, and should ever claim priority of our obedience to man; and that however strongly we may be bound to obey the laws of civil society, yet those laws, to be just, should never interfere with matters of conscience, nor dictate articles of faith. You are entitled to the second seat in the Council of your Companions, and the Ex. Grand Marshal will now invest you with the jewel of your office and conduct you to your station.

I now present to you this Appendix D, a copy of the Essentials and the Key Lecture. Please see your Secretary, sign for these and duly transmit them to your successor.

Marshal: Presents Scribe.

Installing Officer: Companion \_\_\_\_\_, the office of Scribe to which you are chosen, is very important and respectable. In the absence of your superior officers, you are to succeed them, and to perform their duties. The emblem with which you are about to be invested is calculated to remind you that the harmony and unanimity of the Chapter should be your constant aim; and to this end, you should, by all means in your power, endeavor to establish a permanent union and good understanding among all Orders and Degrees of Masonry. You are entitled to the third seat in the Council of your Companions, and the Ex. Grand Marshall will now invest you with the jewel of your office and conduct you to your station.

I now present you this Appendix D, a copy of the Essentials and the Key Lecture, please see your Secretary, sign for these and duly transmit them to your successor.

Marshal: Presents Treasurer. (In case of re-election of the Treasurer, suitable remarks may be made.)

Installing Officer: Companion \_\_\_\_\_, you have been elected Treasurer of this Chapter. It is your duty to receive all moneys from the hands of the Secretary, keep just and regular account of the same, and pay them out by order of the High Priest and the consent of the Chapter. I trust your regard for the Fraternity will prompt you to the faithful discharge of the duties of your office. The Ex. Grand Marshal will now invest you with your jewel of office and conduct you to your station.

Marshal: Presents Secretary.

(In case of re-election of the Secretary, suitable remarks may be made.)



Installing Officer: Companion \_\_\_\_\_, you have been elected Secretary of this Chapter. It is your duty to observe all the proceedings of the Chapter; make a fair record of all things proper to be written; receive all moneys due the Chapter and pay them over to the Treasurer of this Chapter. Your good inclination to Masonry, I hope, will induce you to discharge the duties of your office with fidelity, and by so doing; you will merit the esteem and applause of your Companions.

The Ex. Grand Marshal will now invest you with your jewel of office and conduct you to your station.

Marshal: Presents the Captain of Host.

Installing Officer: Companion \_\_\_\_\_, the office with which you are entrusted is of great importance, and demands your zealous consideration. Your office corresponds with that of Marshal, or Master of Ceremonies. You are to superintend all processions of your Chapter, when moving as a distinct body, either in public or private; and, as the world can only judge us of our private discipline by our public deportment, you should be careful that the utmost order and decorum be observed on all occasions. You will ever be attentive to the commands of your chief, and always be near at hand to see them duly executed.

The Ex. Grand Marshal will now invest you with your jewel of office and conduct you to your station.

Marshal: Presents Principal Sojourner.

Installing Officer: Companion \_\_\_\_\_, the office confided to you, though subordinated in degree, is equal in importance to any in the Chapter, that of your chief, alone, excepted. Your past exertions can be considered as a pledge of your future assiduity in the faithful discharge of your duties, and so your Companions regard and can look forward with complete confidence to the zeal with which you will perform the work of your station.

You will now be invested with the jewel of your office and conducted to your station.

Marshal: Presents the Royal Arch Captain.

Installing Officer: Companion \_\_\_\_\_, the duties of Royal Arch Captain require little in the way of elucidation to you, as your past performances have left no doubts in the minds of your Companions, of your knowledge and abilities. It is your province co-jointly with the Captain of the Host, to attend to the examination of all visitors, and to take care that none are permitted to enter the Chapter, but such as have evidenced their title to our favor and friendship. I give it to you strictly in charge, never to permit anyone to pass your post who have not so satisfied you.

You will now be invested with the jewel of your office and conducted to your station.

Marshal: Presents Master of Third Veil.

Installing Officer: Companion \_\_\_\_\_, you have already exhibited those capabilities which have lead to your advancement to this important station. Although subordinate in degree, you must never minimize the importance of the duties with which you are charged, and should ever be conscious of the fact that the efficiency with which your Companions administer the duties of their offices are likewise dependent upon the faithfulness and ability which you display in the discharge of yours.

You will now be invested with the jewel of your office and conducted to your station.

Marshal: Presents Master of the Second Veil.

Installing Officer: Companion \_\_\_\_\_, as Master of the Second Veil, you have advanced another station in the line of officers of this Chapter. May you continue to exhibit the zeal which you have displayed in the work of our Order, and may you continue to reflect the friendship and benevolence which is so closely associated with our Order.

You will now be invested with the jewel of your office and conducted to your station.

Marshal: Presents the Master of the First Veil.

Installing Officer: Companion \_\_\_\_\_, as Master of the First Veil, you have entered officially upon the work of the Chapter. May the ability which has caused your selection to this position of honor among your Companions enhance, rather than diminish your zeal, and may you move forward to the councils of this body in the years to come.

You will now be invested with the jewel of your office and conducted to your station.

Marshal: Presents Chaplain.

Installing Officer: Companion \_\_\_\_\_, as Chaplain of this Chapter, the discharge of your duties faithfully and regularly will have much to do with the orderly procedure of the meetings. Your office is, therefore, of great importance to the Chapter, and from your well known abilities and energy, I am confident that the duties of your office will be well and faithfully discharged.

You will now be invested with the jewel of your office and conducted to your station.

Marshal: Presents Sentinel.

Installing Officer: Companion \_\_\_\_\_, as Sentinel of this Chapter, the first application from visitors is generally made to you. Your friendliness and affability in greeting them is well known and reflects creditably upon the welcome which we desire to extend to those who seek our hospitality. As the sword is placed in the hands of the Sentinel, (*Sword should be at base of altar and presented by Ex. Grand Marshal at this time. Installing Officer should pause momentarily while sword is placed in hands of Sentinel.*) to enable him effectually to guard against the approach of cowans and eavesdroppers, and suffer none to pass or repass but such as are duly qualified, so it should admonish us to set a guard over our every thought, a watch at our lips, post a Sentinel over our actions; thereby preventing the approach of every unworthy thought or deed, and preserving conscience void of offense toward GOD and man.

The Ex. Grand Marshal will now invest you with your jewel of office and conduct you to your station.

Now my Companions, due to the nature of our institution, some, of necessity, must rule and govern, while others must, of course, submit and obey. The Officers chosen to preside over this Chapter are sufficiently conversant with the rules of propriety and the rules of Order to avoid exceeding the power with which they are entrusted, while you are of too generous a disposition to envy their preferment. I trust, therefore, that you will have but one aim, to please each other and unite in that grand design of being happy and communicating happiness.

Companion Grand Marshal, you will make the proclamation.

Marshal: In the name of the Most Excellent Grand Chapter of Royal Arch Masons of the State of Florida, I proclaim the Officers of \_\_\_\_\_ Chapter, Number \_\_\_\_\_, duly installed.

Installing Officer: And now, to all these newly installed officers, may I extend my pleasure and gratification in being accorded the honor and privilege of serving as your installing officer, and may I wish you a very successful year.

## 8.2.5 Fifty and Sixty Year Presentation Ceremonies:

### 8.2.4.1 Fifty Year Presentation:

**Presenting Officer:** My Companions, this is a very special occasion for all of us as we will now honor a Companion who has reached a milestone in his Masonic life. He has wrought in our quarries and been a member of our noble craft for fifty years and his labors continue. The Committee will please present our distinguished companion at the Altar. \*(See note)

**Presenting Officer:** To obtain the Fifty-Year Certificate of the Grand Royal Chapter of Florida is a goal very few Royal Arch Masons reach, and is a very noteworthy occasion in the life of the Companion who receives it. To be in attendance at the Convocation when we honor the veteran of fifty years is a great inspiration in itself but to have the privilege of presenting the Certificate and Pin is a most gratifying experience. We welcome you to this select group of highly revered Royal Arch Masons. As this is a most important occasion, let us look to our Heavenly Father above and invoke His divine blessing.

\* \* \* (Calls up Chapter)

**Chaplain:** Our Gracious and Loving Heavenly Father, the giver of every good and perfect gift. We thank Thee for the gift of more than fifty years of Masonic service from this Companion who has exceeded the allotted three score and ten years of earthly life. As we are honored with his presence here this evening we thank Thee for the companionship he has afforded, and for the precepts which he has upheld during this span of Masonic heritage. May his remaining years continue to be pleasant, and may we enjoy many more years of his acquired wisdom. This we pray in Thy Holy Name. AMEN

**Presenting Officer:** \* (Seats Chapter) The Committee will please present our Companion in the East and let him be seated here. \*(See note) Companion Secretary, you will read the Masonic Record of our Companion. (The Secretary reads his record as a Royal Arch Mason and other Masonic records and honors if desired)

Our years are numbered, our tasks are many, our talents are varied; but during a lifetime, they will multiply many times when nurtured and cultivated in the fertile fields of service for the good of mankind. For fifty years you have had the heritage of Royal Arch Masonry entrusted in your care. You have worn with dignity the mantle of a society for which our forefathers were willing to risk their lives to keep pure and unsullied.

You have demonstrated in your daily life for fifty years the Tenets of Freemasonry. Therefore, our communities, States and nation have been made better places in which to make our homes and rear our families because of the fact that you were a Royal Arch Mason.

As the sun of life slowly starts to settle in the West, the dazzling glow of each morning's rising sun reminds us that others are climbing to the zenith of life's ambition with the privilege of obtaining the rewards of our Fraternity, because you have filled those fifty years with Masonic service. May your remaining years be many, may your reflections be ones of joy, and may your usefulness to our Fraternity continue to be exemplified in your daily life.

\*Note: This is a suggested ceremony and may be changed to suit the occasion. If the recipient is infirm or if he so desires, he may be seated in the East for the entire presentation. The Presenting Officer may wish to salute the Companion when he is presented in the East.

### 8.2.5.2 Sixty Year Presentation:

**Presenting Officer:** My Companion, this is a very special occasion for all of us as we will now honor a Companion who has reached a milestone in his Masonic life. He has wrought in our

quarries, and been a member of our noble craft for three score years; and his labors continue. The Committee will please present our distinguished guest at the Altar. \*(See note)

**Presenting Committee:** We are Honored to present, to you and the Companions present, Companion \_\_\_\_\_ who has been a Royal Arch Mason for sixty years.

**Presenting Officer:** Companion \_\_\_\_\_, you have honored us by our presence and having attained this singular distinction. This is a pinnacle that few of our members have opportunity to reach. We welcome you to this select group of highly revered Royal Arch Masons. As this is a most important occasion, let us look to our Heavenly Father above and invoke his divine blessing. \* \* \* (Calls up Chapter)

**Chaplain:** Supreme High Priest of Heaven and Earth. We praise thy holy name for Thy majestic greatness and wonderful works. We bless Thee, O God, that Thou has given us life and life in abundance. We especially thank Thee for extending to this good Companion length of days of more than four score years. This has enabled him to devote sixty years of his life to your service an that of the Craft. We beseech Thee, O Lord that he may be like the leaf in falling which serves to nourish the tree upon which it has been sustained. Continue to render his future years active in our order and beneficial to all mankind. May he find satisfaction, happiness and peace of mind as he travels toward the evening sun. We pray. O God that when we all journey beyond the sunset to the Celestial Grand Chapter above, we may enter that Holy City with Thee, eternal in the heavens. AMEN.

**Presenting Officer:** (Seats Chapter) The Committee will please present our Companion in the East, and let him be seated here. \*(See note) Companion Secretary, you will read the Masonic Record of our Companion. (The Secretary reads his record as a Royal Arch Mason and other Masonic records and honors if desired)

**Presenting Officer:** Companion \_\_\_\_\_, it is a great inspiration to all of us to honor you, a Companion who has reached the lofty heights of sixty years in Ancient Craft Masonry. To us, it is another inducement to continue steadfast and immovable in the discharge of our respective duties.

Early in Masonry we alluded to obtaining useful knowledge in youth, to applying our knowledge in manhood and enjoying many happy reflections in old age. We know that you have obtained and applied much useful knowledge through the years. We hope that you are now enjoying many happy reflections consequent to a well spent life. We trust that your future will continue to be filled with abounding happiness, peace and health.

On behalf of the Grand Chapter of Royal Arch Masons of Florida, I am privileged and delighted to present you a Sixty-Year Certificate and Pin. We hope that you will accept it as a token of that Friendship, Union, Fervency, Zeal and Purity of Heart which characterizes our Society. May you wear it with great pleasure to yourself and joyful reflections upon the years that made you eligible for this coveted award. May the God of peace and love bless you in all your laudable undertakings and give you many more years of service to Him and Royal Arch Masonry.

\*Note: This is a suggested ceremony and may be changed to suit the occasion. If the recipient is infirm or if he so desires, he may be seated in the East for the entire presentation. The Presenting Officer may wish to salute the Companion when he is presented in the East.

There is no formal Short Form for degree communication. Circumstances rarely arise whereby such an alternative becomes an absolute necessity. When no other avenue is possible, (usually dictated by time) such communication of a Degree must include as a minimum The Obligation, The Grips and Words, and the Historical Lecture.

The act of communication of a Degree places an incumbency on the new Companion s High Priest to provide a timely opportunity for that or those Candidates to participate in the Degree in Full Form.

#### 10.0 Burial Service

The following service, entire, may be performed at the grave, or, if convenient,, Part I may be performed in the Chapter room, or at the home of the deceased and Part II at the grave.

This service is not intended to supersede or interfere in any particular with that of the Lodge, but was prepared for use in case a companion should specially request to be buried by the Chapter.

### ROYAL ARCH COMPANION FUNERAL CEREMONIES

#### PART I

H.P.—If a man die, shall he live again?

*Response by Chaplain or Companions*—The dust shall return to the earth as it was, and the spirit to God who gave it.

H.P.—When he dieth shall he carry anything away with him?

*Response*—He brought nothing into the world, and it is certain he can carry nothing out.

H.P.—The Lord gave, and the Lord hath taken away; blessed is the name of the Lord.

*Response*—God is our God forever. He will be our guide and support through the valley of the shadow of death.

H.P.—Dearly beloved friends and brethren know this that Almighty God is the Lord of life and death, and of all things to them pertaining; whether in youth or age, in strength or weakness, in health or sickness, the issues are all with him. Wherefore, whatsoever your affliction may be, know you certainly that it is God's visitation. And for what cause so ever this sorrow may be sent upon you, and though it be grievous to bear, yet the Lord is merciful and gracious, yea, plenteous in mercy.

For as heaven is high above the earth, so great is his mercy towards them that fear him. For he knoweth our frame, he remembereth that we are dust. He healeth the broken in heart, and bindeth up their wounds. God is our refuge and strength, a very present help in trouble.

As in life our brother and companion was true and steadfast, so in death do we inscribe the records of his memory and his virtues upon the tablets of our hearts, where friendship still lingers in sad yet pleasant reminiscence.

*The Secretary may now read the record upon which has been inscribed the name, date of death, and age of the deceased companion, together with such other particulars in his Masonic history, or remarks as will be proper.*

Chaplain—I heard a voice from Heaven, saying unto me, Write: From henceforth blessed are the dead who die in the Lord; even so saith the Spirit; for they rest from their labors. Almighty Father, in thy hands we leave, with humble submission, the soul of our deceased companion. Amen.

The will of God is accomplished.

*All say*—Amen.

SING—*Pleyel's Hymn*

Hear my prayer, Jehovah, hear.  
Listen to my humble cries;  
See the day of trouble near,  
Heavy on my soul it lies.

Hide not, thy gracious face.  
When the storm around me falls;  
Hear me, O thou God of Grace,  
In the time the servant calls.

*Prayer by Chaplain*

O blessed Lord, the Father of all mercies, and the God of all comfort, we beseech thee, look down in pity upon us, and especially upon this afflicted and bereaved family. O merciful God, thou who hast written thy Holy Word for our instruction, that we through patience and the comfort of thy Holy Scriptures might have hope, give us a right understanding of ourselves and of thy promises, that we may not lose confidence in Thee. Give to us and to those near and dear to our deceased companion, strength against all distress of body, and mind, and spirit. Break not the bruised reed. Shut not up thy tender mercies, but make us to know thy goodness, and that thou will come again with gladness. Lift upon us the light of thy countenance and save us with everlasting salvation. Amen.

*Response*—As it was in the beginning, is now and ever shall be, world without end. Amen.

BENEDICTION

Chaplain—The Lord bless us and keep us; the Lord make his face to shine upon us, and be gracious unto us; The Lord lift upon us the light of his countenance, and give us peace.

PART II

The procession will now be reformed and escort the body of the deceased to the grave; the High Priest, Chaplain and Officers take their station at the head, the mourners at the foot of the grave.

The companions should form in a circle around the grave, if possible.

The following may be read by the Chaplain—or, if well sung, the effect will be good.

LESSON

Lord, make me to know mine end, and the measure of my days, what it is; that I may know how frail I am. Behold, thou hast made my days as a hand-breadth; and mine age is nothing before thee; verily every man at his best state is altogether vanity. Surely every man walketh in a vain show; surely they are disquieted in vain; he heapeth up riches, and knoweth not who shall gather them.

And now, Lord, what wait I for? My hope is in thee. Remove thy stroke away from me; I am consumed by the blow of thy hand. When thou with rebukes dost correct man for iniquity, thou makest his beauty to consume away like a moth, surely every man is vanity. Hear my prayer, O Lord, and give ear unto my cry; hold not thy peace at my tears; for I am stranger with thee, and a sojourner, as all my fathers were. O spare me, that I may recover strength, before I go hence and be no more.

[OR THIS]

Lord, thou hast been our dwelling-place in all generations. Before the mountains were brought forth, or ever thou hadst formed the earth and the world; even from everlasting to everlasting, thou are God. Thou turnest man to destruction; and sayest, Return, ye children of men. For a thousand years in thy sight are but as yesterday when it is past, and as a watch in the night. Thou carriest them away as with a flood; they are as asleep; in the morning they are like grass which groweth up, in the morning it flourisheth, and groweth up; in the evening it is cut down, and withereth. The days of our years are threescore and ten; and if by reason of strength they be fourscore years, yet is their strength labor and sorrow; for it is soon cut off, and we fly away. So teach us to number our days that we may apply our hearts unto wisdom.

H.P.—Man that is born of a woman is of few days, and full of trouble.

*Response*—He cometh forth like a flower, and is cut down, he fleeth as a shadow and continueth not.

H.P.—See his days are determined; the number of his months are with thee; thou hast appointed his bounds, that he cannot pass.

Companions, man goeth forth to his work and to his labor until the evening of his day. The labors of our companion are now ended; with him there is now no more counsel or device; and we are here assembled to introduce him to the place prepared for all living; solemn and impressive as is the survey of human life, its lights and shades are so blended as to teach us that all on earth is change. As the lightning writes its fiery path on the dark cloud and soon expires, so the race of man, walking amid the shades of mortality, glitters for a moment through the dark gloom, then vanishes from our sight forever.

But, is this the end of man, and the expiring hope of faithful Masons? No; thanks be to God, who giveth us the victory! As the embers of mortal life are feebly glimmering in the socket of existence, the doctrines contained in the Great Light of our profession remove the dark cloud, draw aside the sable curtains of the tomb, and awaken hope and joy to sustain and cheer the departing spirit.

Forasmuch as it has pleased Almighty God to take unto himself the soul of our departed brother, we therefore commit his body to the ground; earth to earth, dust to dust, ashes to ashes, in the sure and certain hope that this corruption must put on incorruption, and this mortal put on immortality.

*The High Priest will now deposit the white apron or lambskin in the grave and say:*

Naked came I into the world and naked I return. The Lord gave and the Lord hath taken away; blessed be the name of the Lord.

This sprig of evergreen which we are about to deposit in the grave of our departed companion is an emblem of hope—and teaches us to look forward to the enjoyment of that far better and immortal part which survives the grave, and which shall never, never die.

*The companions will now move around the grave, deposit the evergreen and again halt in place, during which the following may be sung:*

8s. & 7s. M.

Brother, rest from sin and sorrow  
Death is o'er, and life is won;  
On thy slumber dawns no morrow;  
Rest! thy earthly race is run.

Brother, wake! the night is waning;  
Endless day is round thee poured;  
Enter thou the rest remaining  
For the people of the Lord.

Fare thee well! though woe is blending  
With the tones of early love.  
Triumph high and joy unending  
Wait thee in the realms above!

Chaplain—The Lord bless us and keep us; the Lord make his face to shine upon us and be gracious unto us; the Lord lift upon us the light of his countenance and give us peace. Amen.

The Procession returns to Chapter Room



**The Most Excellent Grand Chapter  
Royal Arch Masons of Florida  
APPENDIX "E"  
Masonic Capitular Protocol**

Presented to The Most Excellent Grand Chapter  
Royal Arch Masons of Florida for Consideration  
and Adoption at The Grand Convocation

May, 15th, 2007

By the  
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## Appendix “E” Masonic Capitular Protocol

GRAND CHAPTER R.A.M. – Constitution & Regulations – May 15, 2007

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The Most Excellent Grand Chapter Royal Arch Masons of Florida  
Appendix "E" Masonic Capitular Protocol  
(Presented to and adopted by the Grand Chapter R.A.M. of Florida  
May 15, 2007. Effective date 5-15-07.

1.0. General Information:

The committee applauds the Grand High Priest for his decision to appoint a committee to study and implement a program on PROTOCOL. The specific matter of Protocol was last addressed in the Grand Chapter R.A.M. PROCEEDINGS of 2000. This report contains many excerpts from the 2000 report. Previous to that, it had been about sixteen years, since the standing committee was abolished. During that time many members of the Craft have matured and been chosen by the Craft to become leaders of the York Rite of Freemasonry and passed through this veil to sleep with their fathers. Much of their experience and knowledge has been lost. It is the belief of our Most Worshipful Past Grand Master, who is currently serving this Grand Chapter as our Most Excellent Grand High Priest, Michael A. Padron, Jr. that the wealth of knowledge and experience related to Masonic Protocol should be specifically written for the benefit of the continually newer members of our beloved and ancient fraternity lest the knowledge of our Masonic etiquette, manners and practices, i.e. PROTOCOL be lost as time unfolds. Similar to the loss of THE WORD due to highly restricted use and the Craft never having seen or heard the correct one. You may have heard the word PROTOCOL, but it was probably never explained.

1.1.

Protocol defined: PROTOCOL, as defined in Webster's Unabridged Dictionary is as follows: an original copy, draft, minutes, or a record document, more specifically it is referred to as a civil law system. However, the Spanish, Dutch, and Romans more specifically referred to its usage as DIPLOMACY. The definition of diplomacy has been accepted as the art and practice of conducting local, national, or international intercourse with skill and tactfulness. Perhaps a more permanent definition is provided in Webster's Ninth New Collegiate Dictionary: A code describing strict adherence to correct ETIQUETTE and PRECEDENCE.

1.2.

Protocol in York Rite: From the latter two definitions we can form a definition that is most applicable to the diplomatic performance of our activities in York Rite. Ergo, PROTOCOL for our application shall be defined as the "Art and Practice of conducting local, state, and national meetings with skill and tactfulness by following a code describing strict adherence to correct ETIQUETTE and PRECEDENCE.. PROTOCOL applies to all situations and at all times. Correct PROTOCOL may be further described as adroitness, kindness, fineness, distinction, courtesy and chivalry, which, by the way, have been hallmarks of our fraternity from time immemorial. If each of us would practice the foregoing and develop a more refined sense of PROTOCOL, the fraternity may once again attain some of the enviable position it held in bygone years.

1.2.1.

Masonic Law: Since PROTOCOL is about behavior, all Companions are reminded of our Ancient Charges as recorded in **The Digest of Masonic Law of Florida**, Chapter 1, Article VI, at pages 95, 96 and 97. These are hereby incorporated in this Appendix "E" by reference.

1.3.

Protocol comprehensive: The subject of protocol is so broad and comprehensive that a large volume could be written about it. As you are aware, much of our conduct in the York Rite of Freemasonry is governed by tradition, custom, and usage. There should not be a need to enforce the use of proper PROTOCOL or to penalize for infringement of good practice, but all should be aware of what it constitutes.

1.4.1.

Unique creation: Our fraternity is a unique creation. The presence of the HOLY BOOK on the altar makes it inconceivable how any Brother, Companion, or Sir Knight could allow an atmosphere of slovenliness or undignified activity to be permitted within the walls of the respective body. Within these walls the HOLY BOOK opened is truly a "place whereon thou standest is HOLY ground." Within these walls there should be a sacredness and reverence to the fraternity in all its facets.

That reverence should be sufficiently manifest to impress one as he enters. A great portion of the dignity that emphasizes reverence hinges on PROTOCOL.

## 2.0. STYLE and TITLE

The following are some examples as they should apply within our bodies:

2.1. Style: Brother, Companion or Sir Knight is known as the style of an individual of our organization. Within these walls of the respective body the individual should always be addressed by the proper style, followed by the Surname. For example, Sir Knight Jones, never Jones, or Mr. Jones, or even Sir Knight James Jones. Amplifiers or Modifiers of the style might be such as Worshipful, Right Worshipful, Most Worshipful, Right Excellent, Most Excellent, or just plain Excellent as the case may be; even Illustrious, Right Illustrious, Most Illustrious, Eminent, Right Eminent, or in the case of the Grand Master of the Grand Encampment, Most Eminent Grand Master. These modifiers should precede the style where appropriate. For instance, one might address Right Excellent Companion Jones without making reference to his title.

### 2.1.1.

Titles: Titles signify the station the individual occupies or has occupied. Titles might be Captain of the Host, or Conductor of the Council, or Senior Warden, or any of the appropriate TITLES that abound. It follows then that to address a member you should use the style and surname, while to introduce you should use the style and full name followed by his title and organization. For example: When Most Excellent Companion John Doe is being introduced in United Commandery Number 99, it would likely be proper to introduce him as Sir Knight John Doe, Past Commander of Whistle Stop Commandery Number Twenty One, currently serving as the Most Excellent Grand High Priest of the Most Excellent Grand Chapter of Royal Arch Masons of Florida. Introduce him by his title in the respective body first, then honor him with any currently prominent title in a sister body.

### 2.1.2.

Highest title: The titles of officers vary by Jurisdiction, but the following are preferable in this Jurisdiction. A visitor retains the highest title he has received in the organization he is visiting. Thus a Grand Illustrious Master being introduced in the Grand Chapter Convocation portion of the Grand Convention would be introduced as Most Illustrious Companion \_\_name\_\_. Most Illustrious Grand Master of the Grand Council of \_state\_\_\_\_\_. If a companion has been the head of any organization, he is introduced as “ Most Illustrious Past Grand Master” or “Most Excellent Past Grand High Priest” etc. The following titles are appropriate for the introductions in the corresponding sections.

### 2.1.3.

Introductions: Additional Introduction instructions are listed at Section 7 and Section 10.

## 3.0.

Offhand remarks: When introductions are being made, announcements read, or statements made, it shows a complete lack of PROTOCOL to make any form of remarks, especially derogatory remarks.

### 3.1.

Rise to be recognized: If someone is speaking, wait until he is finished before you rise to be recognized. You should always rise to be recognized.

#### 3.1.1.

Allotted time: If a guest speaker is running past his allotted time, it is the duty of the presiding officer and no one else to gently remind him that his time is up and that no other business is to be handled (no remarks or giggling from the sidelines).

## 4.0.

Some guidelines for written communications:

### 4.1.

Envelope address: Do not use Style prefixes as a part of the envelope address. If you are writing to a Brother Freemason it is appropriate to use the preface Honorable or HON. (implying honorable), but be sure you put a period after the n; otherwise just the name is appropriate. **(The profane do not understand Masonic titles.)** Example of envelope:

Honorable T.H. Thanmost  
1200 Elsewhere St.  
Somewhere, Fl. 123456

4.1.1.

Letter salutation: It is most appropriate to use the Style prefix in the salutation beginning the letter. This is an example of proper PROTOCOL when you properly recognize the Style and the current title that the individual has earned.

Example of letter:

Most Excellent T. H. Thanmost  
Most Excellent Grand High Priest  
Grand Chapter R.A.M. of Florida  
1200 Elsewhere St.  
Somewhere, Fl. 123456

Dear M.E. Companion Thanmost,

4.2.

Letter closing: When closing the letter to a Masonic family member there are particular closings that are often used and considered Masonic.

4.2.1.

Masonic closings often read as follows:

4.2.3.

Terms for Closing: Zealously or Courteously for Chapter correspondence, Zealously or Respectfully for Council correspondence, Courteously or Courteously and Fraternally, or Zealously and Courteously for Commandery correspondence, Fraternally for Symbolic Lodge correspondence, and Fraternally when in doubt.

4.2.3.4.

Eloquence: Examination of Masonic documents of the past reveals that our forebears tended to use considerably more flowery and eloquent terms. This may have been a way of separating the educated Masons from the less educated profane, or as a way of promoting the education of the Craft. Remember, Masonry has always fought illiteracy. While currently not in vogue, the use of intelligent and eloquent remarks probably could help restore the fraternity to the elevation it once held. For example the addition of the words "Your humble and obedient servant" could be added to any of the closings above.

5.0.

Admonish: A prime example of respect and PROTOCOL Is found in the admonition "Congratulate in public, admonish in private."

5.1.

Posture: When a Brother, Companion or Sir Knight is seated on the dais or on a front row he should be especially aware of his posture. Sit erect; keep both feet on the floor; do not cross your legs; nor sit in an unsightly or slouchy position.

5.1.1.

Dais: The word is properly pronounced as it is spelled, "DA-IS".

5.1.2.

Vote vs. Ballot: A Vote is taken by giving “the voting sign of a Mason at the sound of the gavel in the East”. A Ballot is taken or “spread” with the use of a proper box containing white balls and black cubes; or, as a “written ballot”.

#### 5.1.2.3.

**Must vote:** As in our Grand Lodge, all members present **must** signify their decision by casting their vote or ballot. Otherwise the vote or ballot is irregular. Counting by the dais officers is proper.

#### 5.1.2.3.4.

Motions: When a motion is in order, for example to pay the bills, a Companion shall rise and say “Excellent High Priest **I Move** we pay our bills.” (Never say I make a motion.) He is seated. Another shall rise and say “Excellent High Priest, I second that Motion.” The EHP then shall say “, Companions you have heard the Motion and its second. Is there any discussion?” (If so it commences. If not he continues.) “Hearing none we will now vote on the motion as made and seconded. (The HP repeats the Motion.) Then says “All Companions eligible, vote by the sign of a Mason at the sound of the gavel in the East. All opposed, same sign, same sound.” The EHP then gives the results of the voting.

#### 5.1.2.3.4.5.

Balloting on Petitions: Prior to the opening be sure the Ballot Box is within the Chapter Room. At the proper time the EHP shall read the petition. He then asks the C.O.H. to prepare the Ballot Box. The C.O.H. then picks up the Box and opens it or separates it and displays the empty chamber to the Companions present and says “ Companions behold the Ballot Box.” He then closes the box and takes it to the East giving it to the EHP. The EHP places it on his pedestal, declares the ballot open. The dais officers proceed to ballot. The EHP then directs the C.O.H. to present the Box to all eligible members of this Chapter. The C.O.H places the box in his arm so as only the balloting area is clear and proceeds to each member with his back toward the member. The members rise to their feet as the Box approaches and are seated after casting their Ballot. After all eligible members have cast their Ballot the C.O.H. proceeds west of the Altar and after casting his Ballot states “Excellent High Priest all eligible to Ballot have Balloted.” The EHP then states “ I declare the Ballot closed. Present the Ballot Box to the East.” The EHP receives the Box and places it on his pedestal. He then requests the Scribe and King individually to examine the Ballot. Then he examines the Ballot. He then asks the Scribe, “How find ye the Ballot?” Scribe replies “EHP I find the Ballot (clear or dark). The EHP then asks the King, “ How find ye the Ballot?” The King replies “EHP I find the Ballot (clear or dark).” The EHP then says “I too find the Ballot clear. Companions by your clear Ballot you have elected Brother Full Name to receive the Degrees of Capitular Masonry. Companion Secretary notify Brother Full Name in writing when to appear to receive the Degrees and suggest the proper attire.” (The EHP destroys the Ballot by reuniting the contents together in the other portion of the Box and returns it to the C.O.H. for putting away. Should the Ballot be dark, follow the rules written in the Laws and Regulations. It is also proper for the Secretary to precede the written response with personal contact to the petitioning Brother, even by phone.

#### 6.0.

Official Visitation is a proper term. It is the terminology used for the visitation of a grand officer to a Chapter. The term “official visit” is a slang term and should be avoided.

#### 6.0.1

Grand Officer Official Visitation Procedure:

When the Grand Officer makes a scheduled visitation he should be met by the presiding officer or his dais officer at the hotel or some place previously agreed upon and the presiding officer should, unless the District Deputy has requested the duty, take charge of the hospitality of the visiting Grand Officer. If there is no dinner planned for the meeting, then that officer should take the visiting officer to some restaurant.

#### 6.1.

Served first: At Masonic dinners, see that your distinguished guests are served first. That is proper PROTOCOL.

6.1.2.

Leaving early: Those members who attend dinner of an official visitation and then leave before the meeting exhibit ill manners and most improper PROTOCOL.

6.2.

Late arrival: If a member arrives late, he should not indulge in loud talking in the building.

6.2.1.

Mirth: No joshing of the candidates while work is being conferred, nor during the breaks. Mirth has no place in our degree work.

6.2.2.

Applause: There should never be applause during degree conferral. It detracts from the ceremony. When you applaud a ritualist, you reduce the Ritual to the level of a stage play. Give the outstanding Ritualists /members a congratulatory pat on the back or a warm handclasp after the work has been concluded. It embarrasses a good Ritualist to receive applause. While the applause is well meant it is an improper exercise that has lately crept into our solemn ceremonies.

6.2.3.

Prayers should never be offered in an offhand manner. Although Masonry is not a religion, it is religious in nature. The Chaplain or Prelate should perform his duty with earnestness and sincerity, not in haste.

6.2.3.4.

Prayers in the Chapter: Prayers are preferably offered at the Altar while kneeling.

6.3.

Dropped from line: No officer should be dropped from the line for light or frivolous reasons; but if an officer is dropped from the line he should not take offense. He may not be qualified. He then should find where he can best serve the York Rite.

6.4.

Trust: Always remember, whether you are in public, at work, with your family, or even when you are alone, you are a Mason. A non-Mason that might know you, will judge you and all Masonry by the way you conduct yourself. So you have in trust the reputation of every one of us. DO NOT BETRAY THAT TRUST.

7.0.

PROTOCOL FOR OPENING THE MOST EXCELLENT GRAND CHAPTER ROYAL ARCH MASONS OF FLORIDA:

1. Option 1: Local Bodies Open in full form. Grand Officers introduced. Replace local officers.

7.1

1. Option 1: Local Bodies Open in full form.

7.1.2.

Grand Officers enter led by the M.E.G.H.P. clothed with Apron, Jewel and Cover.

7.1.2.3.

E.H.P. immediately uncovers.

7.1.2.3.4.

Grand Officers advance to west of the Altar and make the signs.

7.1.2.3.4.5.

The Grand Officers are introduced by the Captain of the Host of the opening body. or by the Distinguished Guest Committee.

7.2. E.H.P. welcomes them from his station and causes Capitular Grand Honors to be rendered to the G.H.P., G.K. & G.S. (Grand Council).



7.3.

At the direction of the GHP his officers will replace the local officers in their stations and places. The M.E. GHP will formally declare The Most Excellent Grand Chapter Royal Arch Masons of Florida open.

7.3.1

The GHP will close the previously opened constituent Chapter by Declaration. (This does not change the C. R. & R. nor does it set precedence but records the actual practice over many years.)

7.4.1. A

Option 2: Grand Officers enter and open The Most Excellent Grand Chapter in full form.

7.4.1.

Grand officers should be announced / introduced as they enter by a person of the GHP's choosing.

7.5.

The following are the Officers of the Most Excellent Grand Chapter of Florida:

Most Excellent Companion ( FULL NAME)\_\_\_\_\_, Grand High Priest.

Right Excellent Companion \_\_\_\_\_, Grand King.

Right Excellent Companion \_\_\_\_\_, Grand Scribe

Right Excellent Companion \_\_\_\_\_, Grand Treasurer

Right Excellent Companion \_\_\_\_\_, Grand Secretary

Excellent Companion \_\_\_\_\_, Grand Chaplain

Excellent Companion \_\_\_\_\_, Grand Captain of the Host

Excellent Companion \_\_\_\_\_, Grand Principal Sojourner

Excellent Companion \_\_\_\_\_, Grand Royal Arch Captain

Excellent Companion \_\_\_\_\_, Grand Master of the 3<sup>rd</sup> Veil

Excellent Companion \_\_\_\_\_, Grand Master of the 2<sup>nd</sup> Veil

Excellent Companion \_\_\_\_\_, Grand Master of the 1<sup>st</sup> Veil

Excellent Companion \_\_\_\_\_, Grand Sentinel

7.5.1.

From Option 1 or 2 The Most Excellent Grand High Priest opens the Grand Chapter R.A.M.

8.0

PROTOCOL FOR THE RECEPTION OF ALL GUESTS AT GRAND CHAPTER R.A.M OF FLORIDA

Note: Generally, the Introduction and formal reception of distinguished guests is handled by the Distinguished Guest Committee. The guests are escorted into the Grand Convocation by a member(s) of the Committee and placed west of the Altar. The proper signs are given. The introductions are made to the M.E.G.H.P., and through him to the Companions by a member of the Committee. The M.E. often descends the dais and personally greets the guest(s). The G.H.P., at his pleasure, invites the guest(s) to accompany him to the dais or allows the Committee to seat them in the Grand Chapter room. The Reception often requires many seats in the east.

8.0.1.2

The Most Illustrious Grand Master and Right Eminent Grand Commander are introduced and escorted to the east.

8.0.2

4. Most Illustrious Grand Master declares the Grand Council open for the reception of Guests.

5. Right Eminent Grand Commander declares the Grand Commandery Reconvened for the reception of Guests.

8.0.3

6. Florida's Past Grand High Priests enter, are introduced and seated.

7. Florida's Most Illustrious Past Grand Masters enter, are introduced and seated.

8. Florida's Past Grand Commanders enter, are introduced and seated.

9. Current Chapter, Council and Commandery Grand Officers from other jurisdictions enter, are introduced and seated.
10. Past Grand Chapter, Council and Commandery Officers from other jurisdictions enter, are introduced and seated.
11. Appendant Orders Officers received at one time - Highest ranked Officers Only - preferably at one time in the following order: (Outstanding Florida officers may be recognized separately.) AAONMS, AASRSJ, AMD, SYRCNA, KYCH, RCC, HRAKTP.
12. General Grand Chapter Medal Holders introduced and seated.
13. General Grand Council and Grand Encampment Officers are introduced and seated.
14. General Grand Chapter Officers introduced and seated.
15. Past Grand Masters of Florida and other jurisdictions introduced and seated.
16. Florida Appointed Grand Lodge Officers introduced and seated.
17. Florida Elected Grand Lodge Officers (EXCEPT GRAND MASTER) introduced and seated. Where deemed appropriate the above steps may be combined upward. (for example, when few of a category are present)
18. The M. W. GRAND MASTER OF Masons in Florida is escorted west of the Altar; receives Grand Honors of Symbolic Masonry...
19. The Most Illustrious Grand Master of the Grand Council declares the Grand Council Closed.
20. The Grand Commander declares the Grand Commandery Adjourned.

Section 2. (After either option 1 or 2.)

The M.E.G.H.P. opens the Grand Chapter R.A.M.

Section 3.

Both the M. I. G.M. and the R.E.G.C. are together escorted west of the Altar. The signs are made. They are individually introduced: Most Illustrious Companion \_full name\_\_\_\_\_, Most Illustrious Grand Master of the Grand Council Royal and Select Masters of Florida.

Sir Knight \_\_full name\_\_\_\_\_, Right Eminent Grand Commander of the Grand Commandery of Knights Templar of Florida

The G.H.P. causes the Public Grand Honors of Masonry to be rendered them by 3x3.

The M.E. and his party descend the dais and personally welcomes them bringing them to the East with him.

Section 4.

The Most Illustrious Grand Master Declares the Most Illustrious Grand Council Open for the Reception of Distinguished Guests.

Section 5.

The Right Eminent Grand Commander reconvenes the Grand Commandery for the Reception of Distinguished Guests.

Section 6.

The following are Florida's Most Excellent Past Grand High Priests by year: ( Begin at oldest year work to latest year.)

Most Excellent Companion \_Full Name oldest year\_.

Most Excellent Companion \_\_Full Name \_\_ next oldest year.

“ “ “

ETC.

Following their introduction, the G.H.P. will cause Capitular Grand Honors to be rendered them.

Section 7.

The following are Florida's Most Illustrious Past Grand Masters by year: ( Begin at oldest year work to latest year.)

Most Illustrious Companion \_first \_ \_mi \_last name\_ oldest year\_\_.

Most Illustrious Companion \_first \_\_mi \_last name\_ next oldest year.

“ “ “ “

“ “ “ “

ETC.

(\* Introduction information is also listed at 2.0 – 2.1.3; Section 7; Section 10.)

Section 8.

The following are Florida's Right Eminent Past Grand Commanders of the Grand Commandery of Knights Templar of Florida: ( Begin at oldest year work to latest year.)

Sir Knight \_Full Name \_\_\_\_\_ Right Eminent Past Grand Commander \_\_\_oldest year\_\_\_.

Sir Knight \_Full Name \_\_\_\_\_ Right Eminent Past Grand Commander \_next oldest year.

“ “ “ “

“ “

ETC.

Section 9. Current Chapter, Council & Commandery Officers from other jurisdictions enter, introduced & seated. Public Grand Honors of Masonry are often rendered to these distinguished guests, especially in group form.

Grand Chapter Officers if introduced individually are as follows:

Most Excellent Companion, Full Name, Most Excellent Grand High Priest of the Grand Chapter of state .

Right Excellent Companion, full name, Right Excellent Grand King of the Grand Chapter of state .

Right Excellent Companion, full name, Right Excellent Grand Scribe of the Grand Chapter of state (Continue using this format with the titles of the several officers as if in Florida.)

Grand Council Officers if introduced individually are as follows:

(Some states use Puissant instead of Illustrious. Determine that prior to bringing into Chapter room.)

Most Illustrious Companion \_\_\_\_\_name\_\_\_\_\_ Most Illustrious Grand Master of the Grand Council of Royal and Select Masters of \_\_\_STATE\_\_\_\_\_.

Right Illustrious Companion, name, Deputy Grand Master of the Grand Council of Royal and Select Masters of \_\_\_STATE\_\_\_\_\_ .

Right Illustrious, name, Grand Principal Conductor of the Work of the Grand Council of Royal and Select Masters of \_\_\_STATE\_\_\_\_\_ .

(Continue using this format with the titles of the several officers as if in Florida.)

Grand Commandery Officers if introduced individually are as follows:

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Commander of the Grand Commandery of Knights Templar of \_\_\_STATE\_\_\_\_\_ .

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Very Eminent Deputy Grand Commander of the Grand Commandery of Knights Templar of \_\_\_STATE\_\_\_\_\_ .

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Eminent Grand Generalissimo of the ---- ETC. ---- ETC.

(Continue using this format with the titles of the several officers as if in Florida.)

Section 10.

Past Presiding Officers of this or other jurisdictions are introduced with the word Past inserted after the name in title per the example below: ( \* Introduction information is also listed at 2.0 – 2.1.3; Section 7; Section 10.)

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Past Grand Commander --- ETC.

Most Illustrious Companion \_\_\_\_\_name\_\_\_\_\_ Most Illustrious Past Grand Master --- ETC.

Most Excellent Companion \_name\_\_\_\_\_ Most Excellent Past Grand High Priest ---ETC.

Section 11.

Top Officers of the Appendant bodies listed here are

Introduced and Seated in the following order:

(Outstanding Florida officers may be introduced separately.)

AAONMS – RANKING OFFICER(S) OF THE IMPERIAL DIVAN OR LOCAL SHRINE TEMPLES.

\_\_\_\_NAME\_\_\_\_\_ Imperial Potentate of the Ancient Arabic Order of Nobles of the Mystic Shrine.

AASR SJ - Illustrious Brother \_\_\_\_\_name\_\_\_\_\_ Sovereign Grand Commander of the Ancient Accepted Scottish Rite Supreme Council 33rd Degree Southern Jurisdiction.

(State Level)

Illustrious Brother \_\_\_\_\_name\_\_\_\_\_ Sovereign Grand Inspector General of the Ancient Accepted Scottish Rite for the state of Florida.

KNIGHT MASONS - - Cousin \_\_\_\_\_name\_\_\_\_\_ Most Excellent Great Chief of the Grand Council of Knight Masons of the United States of America.

ALLIED MASONIC DEGREES - - - Brother name\_\_\_\_\_ Most Venerable Sovereign Grand Master of the Grand Council of Allied Masonic Degrees of the USA.

YORK RITE COLLEGE - - Most Preeminently Distinguished Knight Companion \_\_\_\_\_name\_\_\_\_\_ Governor General of the York Rite Sovereign College of North America.

KYCH - - Eminent Knight \_\_\_\_\_name\_\_\_\_\_ Most Eminent Grand Master General of Convent General of the Knights of the York Rite Cross of Honor.

KYCH - - Eminent Knight \_\_\_\_\_name\_\_\_\_\_ Personal Representative of the Grand Master General of the Knights of the York Rite Cross of Honor.

R.C.C. - - - Knight Companion \_\_\_\_\_name\_\_\_\_\_ Most Illustrious Grand Sovereign of the United Grand Imperial Council of the Knights of the Red Cross of Constantine and Appendant Orders for the United States of America, Mexico and the Philippines.

HRAKTP - - - Knight Priest George A. Chipouras (Feb. 2006 –Feb. 2007.) Most Eminent Grand Preceptor of the Grand College of America of the Holy Royal Arch Knight Templar Priests.

#### Section 12.

General Grand Chapter Medal Holders:

Right Excellent Companion Marvin W. Gerhard\_, Honored Recipient of the General Grand Chapter R.A.M. International Silver Distinguished Service Medal,1986.

Most Excellent Companion Vernon H. Miller , Honored Recipient of the General Grand Chapter R.A.M. International Silver Distinguished Service Medal,1999.

#### Section 13.

General Grand Council Officers:

Most Puissant Companion \_\_\_\_\_name\_\_\_\_\_ Most Puissant General Grand Master of the General Grand Council of Cryptic Masons International.

Right Puissant Companion \_\_\_\_\_name\_\_\_\_\_ Right Puissant Deputy General Grand Master of the Grand Council of Cryptic Masons International.

Right Puissant Companion \_\_\_\_\_name\_\_\_\_\_ Right Puissant General Grand Principal Conductor of the Work of the General Grand Council of Cryptic Masons International.

Companion \_\_\_\_\_name\_\_\_\_\_ Right Puissant General Grand Treasurer of the General Grand Council of Cryptic Masons International.

Companion \_\_\_\_\_name\_\_\_\_\_ Right Puissant General Grand Recorder of the General Grand Council of CrypticMasons International.

(titles are : R.P. Chaplain, Marshal, Conductor of the Council, Sentinel).

Right Puissant Companion Charles L. Hollinger, Right Puissant General Grand Steward General Grand Council Cryptic Masons International ('05-'08).

Grand Encampment Officers:

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Most Eminent Grand Master of the Grand Encampment of Knights Templar of the United States of America.

Sir Knight Robert E. Burleson, ('06-'09) Right Eminent Department Commander of the Southeastern Department of the Grand Encampment of Knights Templar of the United States of America.

Sir Knight George A. Chipouras, ('06-'09) Right Eminent Department Commander of Subordinate Commanderies of the Grand Encampment of Knights Templar of the United States of America.

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Deputy Grand Master of the --- ETC.

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Generalissimo of the --- ETC.

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Captain General of --- ETC.

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Prelate of the --- ETC.

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Treasurer of the --- ETC.

Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Recorder of the --- ETC.  
Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Senior Warden of the --- ETC.  
Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Junior Warden of the --- ETC.  
Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Standard Bearer of the--- ETC.  
Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Sword Bearer of the --- ETC.  
Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Warder of the --- ETC.  
Sir Knight \_\_\_\_\_name\_\_\_\_\_ Right Eminent Grand Sentinel of the --- ETC.

Section 14.

Most Excellent Companion \_\_\_\_\_name\_\_\_\_\_, The Most Excellent General Grand High Priest of the General Grand Chapter Royal Arch Masons International.  
Right Excellent Companion \_\_\_\_\_name\_\_\_\_\_ Right Excellent General Grand King of the General Grand Chapter Royal Arch Masons International.  
Right Excellent Companion \_\_\_\_\_name\_\_\_\_\_ Right Excellent General Grand Scribe of the General Grand Chapter Royal Arch Masons International.  
Right Excellent Companion \_\_\_\_\_name\_\_\_\_\_ Right Excellent General Grand Treasurer of the General Grand Chapter Royal Arch Masons International.  
Right Excellent Companion \_\_\_\_\_name\_\_\_\_\_ Right Excellent General Grand Secretary of the General Grand Chapter Royal Arch Masons International.

Typical Junior Officer

Right Excellent Companion Steven Q. Steele Right Excellent Southeast Regional Deputy General Grand High Priest General Grand Chapter Royal Arch Masons International.

AND

General Grand \_\_JUNIOR OFFICER TITLE\_(General Grand Captain of the Host)\_ General Grand Chapter Royal Arch Masons International.

Section 15. P.G.M. of Florida and other jurisdictions:

Most Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Past Grand Master of the Most Worshipful Grand Lodge of State.  
Most Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Past Grand Master of the Most Worshipful Grand Lodge of State.  
Most Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Past Grand Master of the Most Worshipful Grand Lodge of State.  
“ “ “

Section 16. Florida Appointed Grand Lodge Officers.

Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Worshipful Grand Chaplain of the Most Worshipful Grand Lodge F&AM of Fl.  
Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Worshipful Grand Marshal of the --- ETC.  
Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Worshipful Senior Grand Deacon of the ---  
Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Worshipful Junior Grand Deacon of the ---  
Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Worshipful Senior Grand Steward of the -  
Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Worshipful Junior Grand Steward of the -  
Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Grand Tyler

Section 17. Elected Grand Lodge Officers EXCEPT THE GRAND MASTER.

Right Worshipful Brother \_\_\_name\_\_\_ Deputy Grand Master of the Most Worshipful Grand Lodge F&AM of Fl.  
Right Worshipful Brother \_\_\_name\_\_\_ Senior Grand Warden of the Most Worshipful Grand Lodge F&AM of Fl.  
Right Worshipful Brother \_\_\_name\_\_\_ Junior GrandWarden of the Most Worshipful Grand Lodge F&AM of Fl.  
Right Worshipful Brother \_\_\_name\_\_\_ Grand Treasurer of the Most Worshipful Grand Lodge F&AM of Florida.  
Right Worshipful Brother \_\_\_name\_\_\_ Grand Secretary of the Most Worshipful Grand Lodge of F&AM of Florida.

(Note: the above introductions may be combined upward if appropriate)

Section 18. THE GRAND MASTER

Most Worshipful Brother \_\_\_\_\_name\_\_\_\_\_ Most Worshipful Grand Master of Masons in Fl.

(Note: The M.W.G.M. may choose to have his Grand Marshal handle the introduction of the G.L. officers including himself.)

The M. W. GRAND MASTER OF THE GRAND LODGE OF FLORIDA is escorted west of the Altar; He receives Grand Honors of Symbolic Masonry rendered by the G.H.P. and the Companions. The M.E.G.H.P. and his party advance to the G.M. and after a personal welcome they ascend the dais. The M.E.G.H.P. should extend the gavel to the M.W.G.M. The M.W. should seat the Companions and briefly state his preference to speak later.

Section 19. The M.I.G.M. Declares the Grand Council Closed.

Section 20. The R.E.G.C. Declares the Grand Commandery Adjourned.

**Appendix F**  
**Grand Chapter Royal Arch Masons**  
**State of Florida**

**Ritualistic Ceremony of an Antient Craft Table Chapter Convocation of Royal Arch Masons**

Respectfully submitted to the Grand Chapter Committee on Work in 1993  
M.E. James W. MacDonald, M. E. Duane B. Young, M. E. Vernon H. Miller, R. E. Richard V. Pelton, R. E. Lee Taylor

**Adopted By the Grand Chapter Royal Arch Masons of Florida May 17, 1993**

The Ritualistic Ceremony of an Antient Craft Table Chapter Convocation may be conferred or held by any duly constituted Chapter of Royal Arch Masons after obtaining special dispensation from the Most Excellent Grand High Priest.

**Antient Craft Table Terms**

<b>Table cloth:</b>	Standard	<b>Meals:</b>	Materials
<b>Napkins:</b>	Flags	<b>Bread:</b>	Rough Ashler
<b>Table:</b>	Tracing Board	<b>Red Wines:</b>	Strong Red Powder
<b>Dishes:</b>	Great Plates	<b>White Wine:</b>	Strong White Pwdr.
<b>Plates:</b>	Tiles	<b>Water:</b>	Weak Powder
<b>Spoons:</b>	Trowels	<b>Beer:</b>	Yellow Powder
<b>Knives:</b>	Swords	<b>Brandy/Liquers:</b>	Fulminating Pwdr.
<b>Forks:</b>	Pickaxes	<b>Coffee:</b>	Black Powder
<b>Bottles:</b>	Casks	<b>Salt:</b>	White Sand
<b>Glasses:</b>	Cannons	<b>Pepper:</b>	Cement
<b>Lights:</b>	Stars	<b>To Eat:</b>	To Masticate
<b>Snuffers:</b>	Pincers	<b>To Drink:</b>	To Fire
<b>Chairs:</b>	Stalls	<b>To Carve:</b>	To Hew

# Table Chapter Diagram



H.P.

Chap



King

Scribe

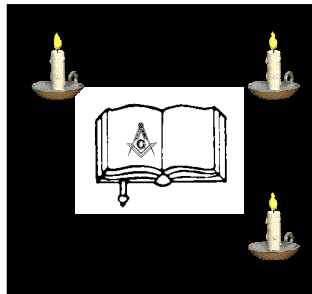
RAC

V3V

M2V

M1V

Secretary



C.H.

P.S.

Treasurer



Sentinel

**Note:** The King and C.H. are seated at the ends of the North column. The Scribe and P.S. are at the ends of the South Column. The Companions should be seated at the outside of the tables so that all may see each other.



## Preface

**“Raison D’Etre”:** If at any point our American Lodges [and Royal Arch Chapters] have fallen below our early Lodges, it is at this point. We have Lodge lunches, Lodge smokers, Lodge dinners, but almost never a Lodge feast ... in the 18th Century (as it had done for centuries), the feast stood close to the very heart of the Lodge, and was one of the fundamental things in the Lodge ... in the 18th Century Lodge, the feast bulked so large in the life of the Lodge that, in many of them the members were seated at the table when the Lodges were opened and remained at it throughout the entire communication, even when the degrees were conferred. The result was that Masonic fellowship was good fellowship. In it, as in warm and fruitful soil, acquaintanceship, friendship, and affection could flourish. There was no grim and silent sitting on a bench staring across at a wall.” (Brother H.L. Haywood, John Mauk Hilliard, The Philalethes Society , Feb.22 1991.)

“The purpose of a Table Lodge has always been to provide in the festivities of the banquet, enjoyment and instruction. The instruction is designed to enlighten the mind, touch the heart, and engage the will of man. It is a summary of Masonic doctrine -- the dependence on God, the dignity of man as a co-worker with God, and the blessedness of human fellowship.” (Anonymous, The Philalethes Society , Feb. 22,1991.)

"... The Brothers who desire to propagate these festive boards among Craft institutions believe that such "table lodges" or after-proceedings should be held several times a year in all lodges, chapters and other Masonic bodies because it adds a much-needed element of grace, civility, and conviviality to the work, life, and mission of our beloved Gentle Craft. I firmly believe that the Table Proceedings, no matter what form it may take, (unhindered and unfettered by the shallow notions of grand lodge fiends and custodians of the work) is essential to successful and productive Masonic life, and is seminal to the Gentle Craft's ultimate survival, regeneration and renewal." John Mauk Hilliard, The Philalethes Society, Feb. 22,1991.)

An Antient (not ancient) Craft Table Chapter Convocation is a feast wherein the Sons of Light may enjoy a greater degree of fellowship and kinship in Freemasonry. The Table Chapter is designed to promote that greater degree of fellowship and kinship by its convivial atmosphere where affection of friends and love of the fraternity may flourish. It is a place of reunion and restoration and a time of celebration and inspiration to the Craft. It prescribes reverence for Deity; it strengthens the devotion that Freemasons hold for the fraternity; it increases the unity of the Craft.

There are seven **traditional** toasts made in a prescribed manner, and each Companion present is encouraged to zealously take part in the proposal of other toasts as he may see fit, as well as the fervent singing of songs.

(3)

Since time immemorial wine has been the traditional beverage served at the antient feasts of the Craft. The Giblem are reminded of the antient charges against overindulgence. In this age of medically safe beverages non-alcoholic drink is provided for those Giblem who prefer it. The Most Worshipful Grand Lodge of Free and Accepted Masons of Florida has, in its wisdom, approved the use of wine for ceremonial purposes in the Rite.

This Ritualistic Ceremony of an Antient Craft Table Chapter Convocation is a combination of parts and of rituals for Table Lodges or Chapters found from our Grand Lodge, the Philalethes Society, Mackey's Revised Encyclopedia of Freemasonry , Freemasonry And Its Etiquette by William Preston Campbell-Everden, Freemasons'Guide And Compendium by Bernard E. Jones as well as a Table Chapter ritual that has an unknown author and jurisdiction that has been used in Gainesville Chapter No. 2 perhaps since time immemorial. Extensive research has gone into this compilation. It is designed and meant for the enjoyment and pleasure of all Royal Arch Masons.

## Ritualistic Ceremony of an Antient Craft Table Chapter Convocation

Notes:

1. A Table Chapter is a regularly tiled Chapter. Dispensation must be obtained from the Most Excellent Grand High Priest to hold such a Convocation. It is for Royal Arch Masons only.
2. This Table Chapter may be held at a facility other than Masonic-owned property with dispensation from the Grand High Priest.
3. As all Masonic work is greatly enhanced when the principal workers are well prepared, it is **imperative** that the Excellent High Priest and Captain of the Host become thoroughly familiar with the letter of the ceremony herein prior to convening the table chapter. It is highly recommended that all other companions involved also familiarize themselves with the text.
4. A diagram of the Table Chapter is attached, showing the proper placement of officers and paraphernalia. See Page 2.
5. The list of terms peculiar to the Table Chapter is attached, and should be found interesting and informative. See page 1.
6. The Excellent High Priest may appoint a Companion to lead the singing. The songs found herein are, of course, suggestions. The Excellent High Priest may substitute others as he sees fit. Accompaniment by piano (or other musical instrument) is highly encouraged.
7. The Excellent High Priest will announce whether the officers will wear full Royal Arch clothing or the collars of office.
8. The Table Chapter Convocation will be opened according to ceremony.
9. Necessary business will be handled as rapidly as possible.
10. After business the Excellent High Priest will place the Chapter "at ease"; leaving the Sacred Book of the Law open and cause the removal of the working tools therefrom.
11. The Companions will then be able to fill their tiles and begin to hew and masticate the materials at hand.
12. During dinner the Excellent High Priest may "take wine" with various Companions. This action will be announced and presided over by a Past High Priest. The announcement of the "wine taking" is made by the Past High Priest in a single sentence, i.e.: "Companions the Excellent High Priest will take wine with \_\_\_\_\_." Whereupon, the Excellent High Priest and the companions) designated for the honor rise, **silently** salute one another with their glasses and drink, then resume their seats.
13. The containers which the wine or other beverages come in should never appear in the dining hall. Beverages should be served in pitchers or "casks" as the ritual calls for. The casks should be placed on the table or "board" at the serving of the meal.
14. Taking Wine: The Excellent High Priest may take wine with several Companions or groups of Companions during the course of the meal. **Only those who are called upon to take wine will stand. The remainder of the companions will remain seated. Should a Past High Priest or the current High Priest call for the Companions to take wine with a particular Companion, all stand.** It is considered polite for short applause to follow each Wine Taking:

15. Toasting: **TOASTING SHOULD NOT BE CONFUSED WITH TAKING WINE!** Toasting is giving an honor, whereas taking wine is merely a social grace. A toast is drunk by the assembled company while standing. If an individual is toasted he remains seated and may drink at the board if he so desires, and will rise only when called to make a response. In this way, the individual who is being toasted receives honor from his fellows and then expresses his thanks and any other thoughts he may have **with brevity.**

16. It is highly recommended to use only table wines with an alcohol content of no more than 12% by volume. Fortified wines should not be present. **If the Table Chapter is conducted in a building owned by a Florida Blue Lodge, wine is not permitted, and an appropriate non-alcoholic beverage must take its place.** (If the Table Chapter is to be conducted in a jurisdiction other than Florida, please consult Grand jurisdictional guidelines in this regard.)

17. When the Companions have completed their meal and the board cleared of food, the Chapter will be declared at labor and properly tiled. The Excellent High Priest will then cause the Great Lights to be properly arranged.

## OPENING

- High Priest: ***(one rap to seat the Table Chapter)*** Companions let us come to order.  
***(High Priest takes his seat)***
- Companion Captain of the Host, are all present Royal Arch Masons?
- Capt. Host: I will ascertain and report. Companion Royal Arch Captain, you will ascertain if all present are R.A.Ms.
- R.A.C.: *(After making the necessary examination)* Companion Captain of the Host, all present are R.A.Ms. *(R.A.C. takes his seat.)*
- Capt. Host.: Excellent High Priest, all present are R.A.Ms.
- High Priest: Is there a constitutional number present to open a Chapter of R.A.Ms.?
- Capt. Host: I find the number three times three.
- High Priest: Companion Captain of the Host, you will see that our Tabernacle is securely guarded and inform the Sentinel to permit no interruption in our Convocation of Antient Craft Table Instruction.
- Capt. Host: Companion Sentinel, You will satisfy yourself that the outer courts of the Tabernacle are secure from interruption.
- Sentinel: *(examines and secures the entrances)* Companion Captain of the Host, the outer courts are secure and the Convocation is safe from interruption.  
*(Sentinel seated)*
- Capt. Host: Excellent High Priest, the outer courts are secure and the Convocation is safe from interruption.
- High Priest: Companions Captain of the Host and Principal Sojourner, *(they rise)* Invite our Companions in the columns of the North and South to assist us in opening a Special Convocation of Royal Arch Masons for the purpose of Antient Craft Table Instruction.
- Capt. Host: (\*\*\*) Companions in the column of the North, assist us in opening a Special Convocation of Royal Arch Masons for the purpose of Antient Craft Table Instruction.
- Principal Sojour.: Companions in the column of the South, assist us in opening a Special Convocation of Royal Arch Masons for the Purpose of Antient Craft Table Instruction.
- High Priest: Companion Captain of the Host, are you a Royal Arch Mason?
- Capt. Host: Excellent High Priest, all my Companions know me as such.
- High Priest: How may I know you and your Companions to be Royal Arch Masons?
- Capt. Host: By the triangle, the arch, and the mystic three, traditionally divisible by three.
- High Priest: Companion Captain of the Host, are the Tracing Boards prepared for the purpose of Antient Craft Table Instruction?

Capt. Host: Excellent High Priest, the Tracing Boards are prepared and the Stalls are occupied by Royal Arch Masons sincere in their desire to acquire Antient Craft Table Instruction.

High Priest: Companions Captain of the Host and Principal Sojourner, how are the Tracing Boards prepared?

Capt. Host: The Tracing Boards are decorated with Standards.

Principal Sojour.: And with Flags.

Capt. Host: Tiles.

Principal Sojour.: Trowels.

Capt. Host: Swords.

Principal Sojour.: Pickaxes.

Capt. Host: And with Cannons for Weak Powder, Strong Black Powder, Weak Red Powder, and Strong Red and White Powders.

Principal Sojour.: The Great Plates are in readiness for the Materials, together with Rough Ashlers, White Sand and Cement

Capt. Host: There are also Casks of Strong Black Powder, Weak Red Powder, and Weak Powder.

High Priest: Companions Masters of the Veils, you will see that the Stars are in Place and burning so that they may punch holes in the darkness.

Veils: *(Veils together walk on the square single file to the inner area of the table configuration. The Master of the 3rd Veil will go to the North column, Master of the 2nd Veil to the East or head table and the Master of the 1st Veil to the South column. Each Veil goes to the center of his column. Each column should have three candles previously placed on it, one near each end and one at about the center. The Masters of the Veils light the center candles first, then the candle on their left, then on their right. They then return on the square to their stations.)*

King: Companions, join with me in giving the Pledge of Allegiance to the Flag. *(All together give Pledge)*

Scribe: Companions, Let us sing with great rejoicing and zeal the first verse of 'America The Beautiful'. *(All sing with meaning and enthusiasm)*

America The Beautiful

O beautiful for spacious skies,	America, America
For amber waves of grain	God shed His grace on thee
For purple mountain majesties	And crown thy good w/ brotherhood Above the fruited plain
plain	From sea to shining sea.

High Priest: Companion Principal Sojourner, you will attend at the Altar.

Principal Sojour.: *(Advances and kneels at the altar. Tends the Sacred Book of the Law, working tools and candles. Rises, gives D.G. and P.S. and returns to his station.)*

High Priest: Companion Chaplain, you will lead us in prayer to the Supreme High Priest of Heaven and Earth.

Chaplain: *(Chaplain goes to Altar, Kneels and offers prayer.)*  
Supreme High Priest of Heaven and Earth, we humbly beseech thy blessing upon the purposes of our present Convocation. Grant us wisdom to contrive, strength to support, and the beauty of harmony to so administer the affairs of this Chapter that all our doings may be acceptable in thy sight. Bless this food to the nourishment of our bodies and us to thy glorious service. Amen.

All: So Mote It Be. *(Chaplain returns to his place.)*

High Priest: Companion Captain of the Host, it is my order that this Special Convocation of Gainesville Chapter No. 2 Royal Arch Masons be now opened for necessary and pressing business and the enjoyment of the antient festive ceremonies. You will communicate this to the Companions for their government.

Capt. Host: Companions, It is the order of the Excellent High Priest that this Special Convocation of Chapter No. \_\_\_ Royal Arch Masons be now opened for necessary business and enjoyment of the antient festive ceremonies. Govern yourselves accordingly.

High Priest: Together Companions.

All: *(The D. G. and P.S. of the Holy Royal Arch are given.)*

High Priest: **( \* )** Companion Secretary, is there any pressing business that requires the attention of the Chapter at this time?

Secretary: Excellent High Priest, yes we have bills incurred for this heartwarming occasion and other pressing business. (or No, because of the help of God and your leadership our business is not pressing.)

*(When business is completed continue.)*

High Priest: Companions, the Tracing Boards are in readiness, The Stars burn brightly. Now, let the Great Plates rattle and tingle and the Tiles be served to filling that all may begin to Hew, Masticate, and prepare to Fire the Cannons. I declare the Chapter at ease until the gavel of authority calls us back for more formal Table Instruction.

**(\*\*\* )** Companion Principal Sojourner, attend at the Altar.

*(P.S. kneels and removes the Working Tools from the SBL leaving it open and returns to his Station.) ( \* )*

*(Serve and eat the meal. When the meal is finished, the tables may be cleared quickly, except for the glasses of punch. The table settings should include a fairly large, heavy glass, or cup for the punch. Caution the Companions not to over-indulge the punch as it is to be extensively used later. The R.A.C. and the three Veils should serve as stewards of the punch to assist with the filling and refilling. Should the uninitiated be involved in serving the meal, make sure they understand that when the doors are closed they cannot enter the dining room again.)*

High Priest: (\* ) Companion Captain of the Host, You will again see that our Tabernacle is secure from interruption that we may resume our Antient Craft Table Chapter Convocation.

Capt. Host. Companion Sentinel, you will again satisfy yourself that our Tabernacle is secure from interruption.

Sentinel: *(again examines and secures the entrances)* Companion Captain of the Host, The Tabernacle is secure.

Capt. Host: Excellent High Priest, The Tabernacle is secure.

High Priest: (\* ) I declare this Antient Craft Table Chapter Convocation at labor. Companion Principal Sojourner, attend at the Altar. (\*\*\*)

Principal Sojour: *(P.S. goes to the Altar, kneels, and replaces the Working Tools on the SBL and returns to his Station.)*

### **Reception of Dignitaries and Guests**

High Priest: *(Should there be dignitaries present, this form is suggested.)* Companion Captain of the Host, present those Companions who, through Election or selection by our Masonic Fraternity deserve to be especially honored at this festive occasion. Companion Royal Arch Captain, assist the Captain of the Host. (R.A.C. accompanies the C.H. and is the last person in both groups.)

Capt. Host: *C.H. assisted by R.A.C. assembles the Companions for presentation. (Those to be presented may prefer to wait outside the door while the Chapter is being re-tiled.) He should write down the names and correct titles of those to be presented immediately after the meal.*

*Group I. Received and introduced in the following order: Appointed Grand Chapter Officers; Grand Lodge; Grand Council; Grand Commandery Officers, and other Dignitaries designated by the E.H.P. The C.H. introduces each man. E.H.P. welcomes them and receives them with a hearty applause. This group is seated in the columns of the North or South, unless the E.H.P. should request a designee to come to the East.*

*Group II. Received and introduced in the following order: M.E. Grand High Priest; D.D. Grand High Priest (in his district); R.E. Grand King, R.E. Grand Scribe, R.E. Grand Treasurer; R.E. Grand Secretary; M.E. Past Grand High Priests. C.H. introduces each man. E.H.P. welcomes the G.H.P., D.D.G.H.P., E.H.P.; then receives all of them with Private Capitular Grand Honors.*

*Group III. Should the M. W. Grand Master of the Grand Lodge be present, he should be brought in by himself, separately from all other committees and his introduction shall be the last to take place.*

*Should the Grand High Priest, his deputy, a Past Grand High Priest, or a special representative of the Grand High Priest not be present but other elected officers of the York Rite be present then they are entitled to the Public Grand Honors to be rendered them by 3 X 3. Capitular Honors, Public or Private are all that are proper to be rendered at the Antient Craft Table Chapter.*

*The E.H.P. invites the M.E. Grand High Priest to the East on his right; the D.D.G.H.P. on his left; and the M. W. Grand Master on his right. ( M.W.G.M. is invited to the right even if the D.D.G.H.P. is not there.) Other distinguished guests designated by the E.H.P. may be invited to the East on his left. Those from group II who are not invited to the East shall take a seat among the Craft in the columns of the North or South.*

Capt. Host:           Excellent High Priest, I have the pleasure of introducing to you and through you to the Companions present Most Excellent Companion \_\_\_\_\_, Grand High Priest of the Grand Chapter of Royal Arch Masons of Florida. He is accompanied by \_\_\_\_\_... (or) He will introduce his party.

High Priest:           *(EHP makes such a welcome as he desires, then speaks to the Chapter.)*  
Companions assist me in extending the Private Grand Honors of Capitular Masonry to our Most Excellent Grand High Priest by three times three. ...

Companion Captain of the Host, conduct the Most Excellent Grand High Priest to the East on my right.

*The E.H.P. should present the gavel, as a matter of courtesy, to the M.E.G.H.P. or his deputy or the M.W.G.M. upon his arrival in the East or whomever is on the immediate right of himself. The normal practice is for the gavel to be returned after a rap so that the EHP may continue the program. The EHP should be previously prepared to give the visiting guest(s) a place in the program later. All concerned should realize that in this ceremonial ritual others may speak after the M.E.G.H.P.) **(Should there be no visiting dignitaries or should they have stated they wish not to be so presented then disregard all since re-tiling the Chapter after the Meal.)***

High Priest:           Companions, welcome to this Special Convocation of an Antient Craft Table Chapter. It provides instruction in the often forgotten "old" ways. We meet in imitation of our ancient Brethren and Companions in France, England, Scotland, and Ireland who gave birth to the Table Lodge and Table Chapter. It is one of the oldest traditions in the Masonic Fraternity. The Table Lodge was created to provide a festive board around which the Brethren could exchange the knowledge of their special crafts and professions, discuss ideas, plan and build for the future and aid in the relief of distressed Brethren and their families.

Inspired fellowship, food and refreshment were then, as now, the principle ingredients.

Laurence Dermott, (1720-1791) Deputy Grand Master of the "Antients" for 24 years of his life believed strongly in singing in the Lodge and Chapter. He was the author of the Ahiman Rezon (Constitutions of Masonry), in 1751. His remark on the Table Lodge was " It was expedient to abolish the old custom of studying Geometry in the Lodge, and some younger Brethren made it appear that a good knife and fork, in the hands of a dexterous Brother, over proper materials (food), would give great satisfaction and add more to the conviviality of the Lodge than the best Scale and Compasses in Europe."

Our Table Chapter is based on the ritual and festive formalities of the Table Lodge. Sufficient time will be provided later for comments for the Good of the Order. Please remember that permission to speak to the Companions must be obtained in the usual manner, by rising and requesting permission of the High Priest. We would like every Companion to feel good and to participate in the fellowship and conviviality of the evening. Traditional decorum will be maintained.

Masonic etiquette allows Companions to approach the East at the close of the Table Chapter Convocation to shake hands and to express personal regards to those seated there. Others about the room may be approached who may have made a well researched presentation during the Convocation, rather than hurrying out the door.

## The Toasts

High Priest:           One of the more enjoyable formalities of the Table Lodge or Table Chapter is the drinking of toasts. "The custom of proposing certain regular toasts, and occasionally of drinking to the health of any particular Brother, or



Brethren who may be present, if not universal, is still general as of old.... We profess to be, and we are, very properly tenacious of 'The Ancient Landmarks of the Order.' The custom of toasts at our festive meetings is so old as to have become a social landmark--it should not be lightly abandoned or tampered with to any serious extent." Dr. Desaguliers, Grand Master (Moderns) in 1719 believed that Masonic toasts were of great value to the Craft.

With the help of the Captain of the Host, we will demonstrate the manner in which the toasts are proposed.

Capt. Host: Excellent High Priest, I wish to propose a toast to our city.

High Priest. (\*\*\*) Proceed Companion Captain of the Host.

Capt. Host: Companions, are the Cannons (*glasses*) charged?

Companions: They are charged, Companion Captain of the Host.

Capt. Host: Then bring your Cannons to the ready. (*The Companions pick up their glasses and hold them shoulder high at arms length.*) Companions, I propose a Toast to the city in which we observe this traditional festivity. May its residents and its leaders live in peace and harmony as they work together for the common good of all. Now, with me

Companions: Fire the Cannons to Gainesville. (*name of city*)

Companions: (*The Companions repeat the last phrase.*) To the City of Gainesville (*name of city*) (*they take a sip of the punch and return the Cannons to the Tracing Boards together and loudly.*)

High Priest: Companions, when grounding the cannons we should return them to the Board enthusiastically, with a sharp

report. Let's rehearse it once more so that we get together on the manual of arms. (*Have Captain of the Hosts repeat the same toast.*)

There are seven traditional toasts - To Our Country and the Craft; To The First Grand Council; To Our Departed Companions; To Our Grand High Priest; To our Chapter; To Our Visiting Companions; and To All Freemasons Wheresoever Dispersed. Other toasts are appropriate and we welcome them so long as the punch holds out.

(*The E.H.P. should now introduce the distinguished guests except for the Grand High Priest. The GHP should be introduced just before the toast to him is proposed.*)

*The Toasts should be given in the following order. They may be assigned to whomever the High Priest chooses but they should be rehearsed and committed to memory - - not read. The High Priest should also arrange that a few minutes are allowed to elapse between each toast by: introducing Past High Priests; oldest member present; members present with 40, 50, 60, or 70 years in Symbolic or in Capitular Masonry; oldest Past High Priest; visiting Companions; give a rundown on future meetings; programs or events; have a report on the sick or distressed, etc. It is important to encourage the Companions present to have something to say and for **all** to take part in the occasion: Toasting is **NOT LIMITED** to the seven traditional toasts. This is an opportunity for the Companions to say good things about those in the Chapter whom they admire; and toast them, comment on the spread of Freemasonry around the world, comment on a Companions efforts and or achievements*

*and toast whatever is appropriate, always in a positive manner. Songs accompanied by music interwoven in the evening is always uplifting. Keep the meeting moving.*

### **First Toast**

Royal Arch Capt.: Excellent High Priest, I wish to propose a toast.

High Priest: (\*\*\*) Proceed Companion Royal Arch Captain.

Royal Arch Capt.: Companions, are the Cannons (*glasses*) charged?

Companions: They are charged, Companion Royal Arch Captain.

Royal Arch Capt.: Then bring your Cannons to the ready (*glasses held shoulder high at arms length*). I have the honor to propose a Toast To Our Country and the Craft:  
May our

land long be bright with Freedoms Holy Light; Protect our Craft by thy  
Might, Great God Our King: Now, with me Companions. Fire the Cannons  
To Our Country and the Craft!

Companions: To Our Country and the Craft! (*all drink and return glasses to the table, resoundingly.*)

All: **"America"**  
My country tis of thee, Sweet land of liberty, Of thee I sing: Land where my  
fathers died, Land of the Pilgrim's pride, From every mountain side Let  
freedom ring.

My native country thee, Land of the noble free, Thy name I love; I love thy  
rocks and rills, thy woods and templed hills; My heart with rapture thrills  
Like that above.

Let music swell the breeze, And ring from all the trees Sweet freedom's  
song; Let mortal tongues awake; Let all that breathe partake; Let rocks their  
silence break, the sound prolong.

Our fathers' God to thee, Author of liberty, To thee we sing: Long may our  
land be bright With freedoms holy light; Protect us by thy might, Great God,  
our King!

High Priest: (\* )

**The Other Toasts** (utilizing *the prescribed format*):

**To the First Grand Council** (*by the Scribe*):

Let us now drink a Toast to the memory of those three who formed the First Grand Council; Solomon, King of Israel, Hiram, King of Tyre, and Hiram Abif. May their heroic qualities of leadership and devotion to the highest principles and ideals inspire each of us to live a life of more exalted usefulness. Now, with me Companions: Fire the Cannons, to the Memory of our First Grand Council! (*All: To the Memory of Our First Grand Council!*)

**To Our Departed Companions** (by the King):

*It is suggested that the Secretary prepare and be asked to read a list of the names of those Companions who may have died within the year.)*

I propose a Toast to the memory of our departed Companions. May their contribution to our Brotherhood inspire us more earnestly to dedicate our lives to our fellow man. Now, with me Companions: Fire the Cannons, to the Memory Of Our Departed Companions! *(All: To The Memory Of Our Departed Companions!)*

**(Suggested song) "That Old Gang Of Mine"**

Gee but I'd give the world to see	Good-bye forever old sweethearts
That old gang of mine	And pals. (God bless them)
I can't forget that old quartette	Gee but I'd give the world to
That sang "Sweet Adeline"	See that old gang of mine.
Good-bye forever old fellows and gals	

**To Our Grand High Priest (by the High Priest):**

Companions, I have the honor to propose a Toast to the Grand High Priest of Royal Arch Masons in Florida: A symbol of our continuing relationship to an Ancient Craft; to the Grand Chapter over which he has been called to preside. May he direct with wisdom, decide with justice, and plan with a vision worthy of the fraternity he serves. Now, with me Companions: Fire the Cannons, To Our Grand High Priest! *(All: To Our Grand High Priest!)*

**"For He's a Jolly Good Fellow"**

For he's a jolly good fellow	Which nobody can deny
For he's a jolly good fellow	Which nobody can deny
For he's a jolly good fellow	Which nobody can deny

Yes he's a jolly good fellow  
Yes he's a jolly good fellow  
Yes he's a jolly good fellow  
Which nobody can deny.

**To Our Chapter ( by the Captain of the Host):**

Companions, it gives me a special pleasure to propose a Toast to Gainesville Chapter No. 2 , Royal Arch Masons. To the Chapter so close to our hearts. It has commanded, through long years, an interest and loyalty that is unshaken by adversity and unspoiled by prosperity. So may we reflect the same integrity and stability in our daily lives. Now, with me Companions: Fire the Cannons, To Our Chapter! *(All: To Our Chapter!)*

**"When Irish Eyes Are Smiling"**

When Irish Eyes are smiling,	When Irish hearts are happy,
Sure it's like a Morn in Spring,	All the world seems bright and gay,
In the lilt of Irish laughter,	And when Irish Eyes Are Smiling,
You can hear the Angels sing.	Sure they steal your heart away.

**To Our Visiting Companions (by the Principal Sojourner):**

Companions, I am delighted to propose this Toast to our visiting Companions. We are pleased to welcome all visiting Companions to the fellowship we here at Gainesville Chapter No. 2 enjoy. May peace, prosperity and the blessings of the Supreme High Priest accompany each of you. We are pleased by your attendance and stimulated by your participation. May you never doubt the cordial hospitality of our welcome. May this occasion persuade you to share our hospitality whenever your circumstances permit. Now, with me Companions: Fire the Cannons, To Our Visiting Companions! *(All: To Our Visiting Companions!)*

**"Hail Hail The Gang's All Here"**

Hail ! Hail ! The gang's all here,  
What the heck do we care?  
What the heck do we care?

Hail ! Hail! the Gang's all here!  
What the heck do we care now?

## **Closing**

Treasurer: Excellent High Priest, It was a custom among the Antient Craft in a Lodge or Chapter of Table Instruction to pass the box of fraternal assistance to aid some worthy cause such as a distressed worthy Brother, his widow or orphans. With your permission, I propose that we now pass the Box of Fraternal Assistance with each Companion encouraged to place no less than 25 cents, one fourth of a dollar, in the Box.

High Priest: Companions, let us see what the Treasurer has in mind. I will place my donation in the Box of Fraternal Assistance to start it on its rounds. Companions Masters of the Veils: You will deliver the Box of Fraternal Assistance to the East and to the columns of the North and South, then present it to the Treasurer.

*(Three Boxes - covered cigar boxes or similar to make attractive collection boxes should be available. after passing the boxes the Masters of the Veils take them to the Treasurer and assist him in counting the collection. They will deliver it to the Secretary and take their seats. The Treasurer will then say...)*

Treasurer: Most Excellent Grand High Priest, we realize that this amount is but a small token of our esteem for the Masonic Fraternity. It is an evidence of our good fortune and our devotion to the principles of the institution. We ask that you name the Masonic charity of your choice so that our Chapter may send a check reflecting the sum of our collection here, to that charity, in honor of you.

*(Grand High Priest responds as he chooses. If he is not in attendance, it should be presented to the next ranking officer.)*

High Priest: **( \* )** Companion Captain of the Host, what is the hour?

Capt. Host: Almost Midnight and the designs upon the Tracing Board have been enthusiastically and warmly embraced. The Cannons have Powder for only one more firing.

High Priest: Companion Chaplain, you will lead us in prayer.

Chaplain: *(goes to the Altar, kneels)* By the wisdom of the Supreme High Priest may we be directed, by his strength may we be enabled, and by the beauty of virtue may we be incited, to perform the obligations here enjoined on us; to keep inviolably the mysteries here unfolded to us, and invariably to practice all those duties out of the Chapter which are inculcated in it. Amen.

All: S.M.I.B. *(Chaplain returns to his place)*

High Priest: Companion Principal Sojourner, you will attend at the Altar. *(kneels, removes working tools and closes HBL, returns to his Station)*

Companion Sentinel, it is time for your Toast.

Sentinel: Excellent High Priest, I would like to paraphrase a portion of one of Brother Rudyard Kipling's poems:

'Then 'ere's to the sons o' the Widow,  
Wherever, 'owever they roam.  
'Ere's all they desire, an' if they require

A speedy return to their 'ome."

Companions, "According to ancient custom among Freemasons, before rising from this Festive Board, let us turn our thoughts to those of our Brethren who are scattered over the face of the earth. Let us wish solace to those who suffer, a speedy recovery to those in sickness, an improvement in their lot to those in misfortune, humility to the fortunate, and to those who stand before the Gates of Death, firmness of heart and peace in the Eternal East."

*(with glass in hand at opening of horseshoe between the columns)*  
Companions, are the Cannons charged?

Companions: They are charged, Companion Sentinel.

Sentinel: Companions, I propose a Toast To All Freemasons Wheresoever Dispersed. This is our final toast tonight, our glasses freely drain, Happy to Meet, sorry to part, Happy to Meet Again. The Mason's social Brotherhood, around the Festive Board, reveals a truth more precious far, than the

Misers hoard. We freely share the bounteous gifts,  
that generous hearts contain, Happy to Meet, sorry to Part,  
Happy To Meet Again. We Meet as Masons free and true,  
and when our work is done, the merry song and social  
glass is not unduly won. And only at our farewell pledge,  
is pleasure mixed with pain, Happy To Meet, sorry to part,  
Happy To Meet Again. Now Companions, bring your  
Cannons to the ready. The night is waning fast, our work is  
done, our feast is o'er, this toast must be our last. Good  
night, good night to all, once more that farewell strain,  
Happy To Meet, sorry to part, Happy To Meet Again.  
Now, with me Companions: Fire the Cannons, To All  
Freemasons Wheresoever Dispersed.

All: To All Freemasons Wheresoever Dispersed.

High Priest: Companions Captain of the Host and Principal  
Sojourner, Inform all of our Companions in the Columns  
of the North and South that we are about to close the  
Tabernacle on this Special Convocation of an  
Antient Craft Table Chapter.

Capt. Host:: Companions in the Column of the North, The Excellent  
High Priest is about to close the Tabernacle on this  
Special Convocation of an Antient Craft Table Chapter.  
May you part in Brotherly Love.

Principal Sojour.: Companions in the Column of the South, The Excellent  
High Priest is about to close the Tabernacle on this  
Special Convocation of an Antient Craft Table Chapter.  
May your Hearts be filled with Peace and Harmony.

High Priest: Companions, join with me in remembering our antient  
Companion and Poet Laureate of Freemasonry, Robert  
Burns while we sing his verse: "Auld Lang Syne." All join Hands!  
*(All join hands for the last song.)*

All: Should auld acquaintance be forgot  
And never brought to mind

Should auld acquaintance be forgot  
And days of Auld Lang Syne  
For Auld Lang Syne, my dear  
For Auld Lang Syne

And here's a hand my trusty friend  
And here's my hand in thine  
We'll take a cup of kindness yet  
For Auld Lang Syne  
For Auld Lang Syne, my dear  
For Auld Lang Syne  
We'll take a cup of kindness yet  
For Auld Lang Syne

High Priest: Companions, this Antient Craft Table Chapter  
Convocation is closed. (\* )

This document was assembled, edited and, in many cases, created by Companion Harvey L. Ward of Gainesville Chapter No.2, R.A.M., Grand Principal Sojourner, Grand Chapter R.A.M. of Florida, 1992-93.

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