

# ***THE CODE OF THE GRAND CHAPTER OF ROYAL ARCH MASONS OF IOWA***

## **PREFACE**

Since the year 1891 the Grand Chapter of Royal Arch Masons of Iowa has operated under a Constitution and Laws which from time to time have been amended and revised. The latest revision was made in 1938 under a committee of Past Grand High Priests, Clyde C. Hunt, C. H. Eckles and George E. Masters. During the past eighteen years many amendments have been adopted as the growth of membership in Royal Arch Masonry has demanded. At the Grand Chapter Convocation in 1953 Ed S. Lofton, Grand High Priest, recommended that a committee be appointed to revise the Code. His recommendation was approved and in 1954 a committee of three members was appointed and later in 1955 the committee was increased to the five members who have inscribed their names hereto.

At the Regular Convocation in 1956 the committee presented its final report, reviewed its work of revision and arrangement to simplify the Code.

The committee did not rewrite the laws but simply revised and divided the contents so that they would have a more orderly arrangement. Any recommended changes were presented in the form of amendments to the Grand Chapter and were adopted in its Regular Convocation. By this procedure the Code maintains its continuity from the beginning to the present edition.

Walter Schwarz, P.G.H.P., Chairman  
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In 2010 a major revision of the Constitution and Code was undertaken at the direction of Grand High Priest W. Charles Smithson. The Committee consisted of Ken Brickman, P. H. P. Donald E. Mosier, P.G.M, Tim S. Anderson, P. H. P. and Jay Cole Simser, P.G.H.P. Grand Chapter approved the Amendments to the Constitution presented in 2010 and to the Code presented in 2011. It is now in full force and effect.

*This current version:*

As adopted at the **2020** Annual Convocation held virtually and at the Cedar Valley York Rite Building in Cedar Falls, IA

Date of Convocation: **August 1, 2020** Certified: **August 15, 2020**



Attested:

*Rusty L. Hill*

Rusty L. Hill, PGC – Grand Secretary

August 15, 2020

Effective Date

# PART ONE: THE CONSTITUTION

## PREAMBLE.

*WHEREAS* a Grand Chapter of Royal Arch Masons has the inherent power to form a constitution as its fundamental law and to prescribe such other laws and regulations for good government as its wisdom may direct for the Capitular Rite within its own jurisdiction.

*NOW THEREFORE* the Grand Chapter of Royal Arch Masons in the State of Iowa, having in view the enactment of a more perfect system of laws and regulations for its own government and that of its constituents does hereby establish and promulgate the following as the constitutional law of its jurisdiction, repealing all former laws.

## ARTICLE I: STYLE AND SEAL

**Section 1. STYLE** – The Grand Chapter is styled and known as "The Grand Chapter of Royal Arch Masons of Iowa".

**Section 2. SEAL** – The Seal of this Grand Chapter shall be in the form shown by the imprint thereof following:



## ARTICLE II: MEMBERSHIP

**Section 3. MEMBERSHIP IN THE GRAND CHAPTER SHALL BE IN TWO CLASSES, MEMBERS AND HONORARY MEMBERS.**

- A. **Members** – The members of the Grand Chapter are:
1. Each of its Officers.
  2. The High Priest, King and Scribe and Secretary of each of its constituent Chapters.
  3. Each Past High Priest of its constituent Chapters.
  4. Past High Priests of Chapters in other Grand Jurisdictions as having affiliated with a Chapter in this Grand Jurisdiction provided, they have been elected to membership in this Grand Jurisdiction by a majority vote thereof.

- B. **Honorary Members** – Such Royal Arch Masons from other Grand Jurisdictions as may have been elected honorary members at any regular convocation of this Grand Chapter. Honorary Membership shall not confer the right to vote.
- C. **Membership and Position** – Membership and official position in the Grand Chapter is dependent upon and coexistent with membership in a Chapter within its jurisdiction.

## ARTICLE III CONVOCATIONS

### Section 4. CONVOCATIONS OF THE GRAND CHAPTER SHALL BE OF TWO (2) CLASSES.

#### A. **Regular**

1. Regular Convocations shall be held annually at such time and place as shall be arranged by the Arrangements Committee with the advice of the Grand High Priest and designated by the Grand Chapter at the preceding Regular Convocation, provided that the place shall be within the territorial jurisdiction of the Grand Chapter, Royal Arch Masons of Iowa which is coextensive with the geographical boundaries of the State of Iowa.
2. **Grand Chapter Opened** – The Grand Chapter, before proceeding to transact any business, must be regularly opened on the Royal Arch Degree.
3. **Place** – The Grand Chapter shall at its Regular Convocation, by action of the Arrangement Committee with the advice of the Grand High Priest by vote of Chapters, designate the place at which the next Regular Convocation shall be held; provided that should there be no invitation received the Grand Council shall select the place for holding the meeting.

#### B. **Special**

1. Special Convocations may be ordered by the Grand Council whenever deemed advisable and necessary for the welfare of the Craft.
2. **Time and Place** – The Grand Council shall determine the time and place for holding a special convocation, provided that said meeting place shall be within the territorial jurisdiction of the Grand Chapter Royal Arch Masons of Iowa which is coextensive with the geographical boundaries of the state of Iowa. The business to be transacted at such special Convocation shall be specified in a notice mailed, at least ten (10) days before the date of said convocation, to each Grand Officer, each Past Grand High Priest and to the High Priest of the Constituent Chapters, addressed to him at his last known place of residence. Notices sent by electronic means will be considered to have fulfilled this requirement.

#### C. **Change of Time or Place** – The time or place of holding Convocations may be changed,

1. **Regular or Special** – In case of epidemic, or other cause dangerous to the health or comfort of the members of the Grand Chapter, the Grand Council may, by suitable notice or sent by electronic means to each member of the Grand Chapter change the time or place of holding a Regular or Special Convocation.

#### D. **Clothing**

1. The clothing or distinctive badge of the Royal Arch Mason shall be an apron of white lambskin, cut square at the bottom with a triangular flap. It shall be bound in scarlet ribbon and on the triangular flap shall be imposed a triple tau within an equilateral triangle, with the triangle circumscribed by a circle.
2. **Apron Worn** – All members of the Grand Chapter and its visitors shall wear Royal Arch Aprons in all of the Convocations of the Grand Chapter.
3. **Constitutional Number** – There shall be a constitutional number present at every convocation of the Grand Chapter as follows:
  - a. **Regular** – For a Regular Convocation, representatives from at least **ten (10) percent** of the constituent Chapters.

- b. **Special** – For a Special Convocation the Grand High Priest, or his duly authorized representative, with a sufficient number of Companions to fill the stations and places may open the Grand Chapter and perform the ceremonies for which it shall have been convened.
- c. **Business** – No business shall be transacted at any Special Convocation save that specified in the notice therefor.
- d. **Proxies** – The High Priest, King, and Scribe of each Constituent Chapter may be represented by a proxy, who is a member of his Chapter, properly made out on a form furnished by the Grand Secretary, and no other officer or member of the Grand Chapter may be so represented.

## ARTICLE IV OFFICERS

### Section 5. THE OFFICERS OF THE GRAND CHAPTER SHALL BE ELECTIVE AND APPOINTIVE.

- A. **Elective** – The Elective Officers shall be a Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, and Grand Secretary.
  - 1. **When** – Immediately after the Grand High Priest has finished his address and it has been referred to the proper Committee or Committees, the Grand High Priest shall declare the ballot open. The Ballot will be collected by the Tellers (appointed) and taken to a secure place for tallying. The Chairman of the Tellers shall report the results to the Grand Chapter as soon as they are counted.
  - 2. **Ballot** – The Ballot will be prepared by the Grand Secretary at the direction of the Grand Council of the Grand Chapter. Should there be only one (1) nominee per office, the Grand High Priest may ask for further nominations (three (3) times) for each office to be balloted on and if there are none, he may declare the ballot to be unanimous and the election complete. In the event more than one (1) nominee for an office a paper ballot for that office will be taken.
  - 3. **Qualification** – To be eligible to an office in the Grand Chapter the Companion must be a Past of priest High Priest, King, Scribe or Secretary thereof, except the Grand Chaplain who must be a Royal Arch Mason.
  - 4. **Election** – Elective Officers shall be elected by the method outlined in Section 2. In the event of a paper ballot a majority of all the ballots cast shall be necessary to a choice.
- B. **Appointive** –
  - 1. The Appointive Officers shall be a Deputy Grand Secretary (added in 2006), Grand Captain of the Host, a Grand Chaplain, a Grand Principal Sojourner, a Grand Royal Arch Captain, a Grand Master of the Third Veil, a Grand Master of the Second Veil, a Grand Master of the First Veil and a Grand Sentinel.
  - 2. **How Made** – All of the Appointive Officers shall be appointed by the Grand High Priest at or before the time of installation.
- C. **Titles** – The title of the Grand High Priest shall be “Most Excellent”, that of the Grand King, Grand Scribe, Grand Treasurer, and Grand Secretary shall be “Right Excellent”, and that of all other officers of the Grand Chapter, “Excellent”.
- D. **Terms** – All officers shall hold office until the next Regular Convocation of the Grand Chapter and until their successors are chosen and installed.
- E. **Installation** – No officers shall officiate in the station or place to which he was chosen until he has been duly installed, except for a temporary appointment.
- F. **Vacancies** – In case of a vacancy in an office of the Grand Chapter it shall be filled as follows:

1. **Grand High Priest** – In case of death, permanent absence from this Grand Jurisdiction, resignation or disability of the Grand High Priest, from any cause to perform the functions of his office, the Grand King, or the Grand Scribe, in order of their rank shall succeed to the office of Grand High Priest, **provided**, that if the unexpired term is six (6) months or more he shall be installed as Grand High Priest, and upon being installed by any Past Grand High Priest, shall thereupon assume the duties of the Grand High Priest and be entitled to all the rights and privileges of a Grand High Priest. A Companion installed into the office of Grand High Priest due to a vacancy in office shall be eligible to be elected for what would have been his regular term.
2. **Others** – Vacancies in all other offices shall be filled by appointment for the unexpired term, by the Grand High Priest.

## ARTICLE V GRAND COUNCIL

**Section 6. GRAND COUNCIL** – The Grand Council of the Grand Chapter shall be composed of the Grand High Priest, the Grand King, and the Grand Scribe.

## ARTICLE VI BOARDS

**Section 7. THE BOARDS OF THE GRAND CHAPTER SHALL BE AS FOLLOWS:**

**A. Trustees**

1. **Composition** – The Board of Trustees shall be composed of ~~three (3)~~ **five (5)** members all of whom shall be members of the Grand Chapter.
2. **Term of Service** – The term of service shall be for three (3) years. One member shall be elected for a full term at each Regular Convocation. **An additional member shall be elected in 2020 and 2021.** *(Amended August 2020)*
3. **Vacancies** – Vacancies in the membership of the Board of Trustees shall be filled **by Grand Council** for the unexpired term. *(Amended August 2020)*

**B. Custodians**

1. **Composition** – The Board of Custodians shall be composed of three (3) members all of whom shall be selected from the members of the Grand Chapter.
2. **Term of Service** – The term of service shall be three (3) years. One member shall be elected for a full term at each Regular Convocation.
3. **Qualifications** – Each member of the Board shall be ~~a District Instructor~~ highly skilled in ~~both the exoteric and esoteric work~~ **the ritual and written floorwork** of the Royal Arch Masonry. *(Amended August 2020)*
4. **Vacancies** – A vacancy on the Board shall be filled by the Grand Council for the unexpired term.
5. **Organization** – After election is held at each Regular Convocation, the Board shall meet and organize for the work of the year, electing from its members a Chairman and a Secretary, and shall report to the Grand Chapter on the second day of said Convocation.

- C. Qualified Members** – In the event that there are no longer three (3) qualified and willing Companions to serve as a Board of Custodians, the Grand Council shall serve as such Board until enough Companions have been certified to fill the vacancy.

## ARTICLE VII

### POWERS AND AUTHORITY

#### **Section 8. THE GRAND CHAPTER IS THE SUPREME POWER, LEGISLATIVE, EXECUTIVE AND JUDICIAL WITHIN THE STATE OF IOWA LIMITED ONLY BY THE PROVISIONS OF ITS LAWS AND REGULATIONS.**

- A. **Powers and Prerogatives** – Among its powers and prerogatives are the following which shall not be construed as any limitations thereof:
1. **Degrees** – It has supreme jurisdiction over the degrees of Mark Master, Past Master, Most Excellent Master and the Royal Arch.
  2. **Order of High Priesthood** – It has supreme jurisdiction over and the government and control of the Order of High Priesthood within this Grand Jurisdiction.
  3. **Laws** – It may enact such laws, rules and regulations as it may consider necessary and desirable to meet the needs of the Companions of this Grand Jurisdiction.
  4. **Dispensations** – It may grant charters, warrants, and dispensations for constituting Chapters of Royal Arch Masons and may suspend or revoke charters of constituent Chapters.
  5. **Control** – It has the exclusive power to make, alter and repeal at pleasure, laws for its government, and for the control of Royal Arch Masons.
  6. **Lodges Part of Chapter** – No lodge of Mark Masters, Past Masters or Most Excellent Masters shall ever be authorized independent of a Chapter of Royal Arch Masons, or open save as part of such Chapter.
  7. **Laws**
    - a. **General** – All laws must be of general application and upon all Chapters and Royal Arch Masons alike.
    - b. **Enactment** – No law shall be enacted by a resolution, a general regulation or other method akin thereto; but to alter, change or amend, the provisions in this Code must be compiled with and conformed to.
    - c. Subsection b shall not apply to Emergent matters which may be presented and considered at any time upon consent of a two-thirds ( $\frac{2}{3}$ ) vote of the members present.
  8. **Lodge Expulsion or Suspension**
    - a. The expulsion or the suspension from Masonic rights of a Royal Arch Mason by a regular Lodge of Ancient, Free and Accepted Masons having jurisdiction shall operate to expel or suspend him from all the rights of Royal Arch Masonry.
    - b. Repealed – All Constitutions, Laws, Statutes and Regulations enacted or passed prior to final adoption of this Code are hereby repealed, except; that the repeal of existing Laws shall not affect any act done, right accrued, offense committed, or proceeding commenced before the time when such repeal takes effect.
    - c. General Laws – In order to give full force and effect to the provisions of this Constitution, to define the duties of its officers, and to facilitate the conduct of its affairs, this Grand Chapter shall adopt General Laws not in conflict herewith; which when adopted shall be binding upon the Constituent Chapters and all Royal Arch Masons of this Grand Jurisdiction as though they were a part of this Constitution.
    - d. Incorporation, if Desired – The Grand Chapter of Royal Arch Masons of Iowa or any constituent Chapter may incorporate under the laws of Iowa Corporations not for Pecuniary Profit.

## ARTICLE VIII WORK

### **Section 9. WORK AND DEGREES OF ROYAL ARCH MASONRY IN THIS GRAND JURISDICTION.**

- A. **Degrees Enumerated** – The degrees and order of conferring are:
  - 1. First – Mark Master
  - 2. Second – Past Master
  - 3. Third – Most Excellent Master
  - 4. Fourth – Royal Arch Mason
- B. **Ritual** – In conferring degrees, and in all meetings of any Chapter, or Lodge of Mark, Past or Most Excellent Masters appendant thereto the Ritual legally approved and adopted by this Grand Chapter shall be used, without innovations.
- C. **Amendments** – Any proposed amendment to the Ritual shall be presented in writing at a Regular Convocation, and then referred to the Board of Custodians who shall consider and report thereon at the next Regular Convocation of the Grand Chapter when final action thereon shall be taken. If the Grand Chapter approves the proposed amendment by three-fourths (¾) vote by ballot the Ritual shall be so amended.

## ARTICLE IX CONSTITUENT CHAPTERS

### **Section 10. CHAPTERS MAY BE FORMED BY AUTHORITY OF A DISPENSATION FROM THE GRAND HIGH PRIEST OR BY A CHARTER FROM THE GRAND CHAPTER.**

- A. **Dispensation** – The Grand High Priest may, upon receiving a petition of fifteen (15) or more Royal Arch Masons, who are residents of the territory proposed for the new Chapter, grant a dispensation to open and hold a Chapter of Royal Arch Masons, and shall appoint therein a High Priest, King, and Scribe.
- B. **Appendants** – There shall be appended to such petition certificates of demission from the petitioners and dispensation fee of Twenty-five (\$25.00) dollars.
- C. **Rights** – Chapters operating under a dispensation may exercise all the rights and privileges of a Chartered Chapter except; electing officers, enacting by-laws, issuing demits, and sending representatives to the Grand Chapter Convocation.
- D. **Termination** – Such dispensation shall terminate thirty (30) days before a Regular Convocation of the Grand Chapter and shall be returned to the Grand Secretary, together with a certified copy of the proceedings, books of accounts and a statement of work done.
- E. **Charter**
  - 1. No charter will be granted to any Chapter until it shall have worked for at least sixty (60) days under a dispensation and shall have exhibited specimens of its skill.
  - 2. **Fee** – No charter shall be granted for a less sum than twenty-five (\$25.00).
  - 3. **Name** – No Chapter shall be named for any living person, or any county, village, town, or city located within this Grand Jurisdiction.
  - 4. **Authority** – No charter shall be granted for instituting lodges of Mark Masters, Past Masters, or Most Excellent Masters independent of a Chapter of Arch Masons.
  - 5. **Certificate** – No charter shall be granted until the Board of Custodians has filed a certificate to the effect that the proposed officers are qualified respectfully for the discharge of their duties in their stations and places.

- F. **Charter Members** – All the Companions named in the charter and all who are members thereof at the time of granting a charter shall be charter members of the Chapter.
- G. **Officers**
  - 1. **All Officers** – The officers of a Chapter shall be a High Priest, a King, a Scribe, a Treasurer, a Secretary, a Captain of the Host, a Principal Sojourner, a Royal Arch Captain, a Master of the Third Veil, a Master of the Section Veil, a Master of the First Veil, and a Sentinel.
  - 2. **Elective** – The elective officers shall be the High Priest, King, Scribe, Treasurer and Secretary, who shall be elected by a majority vote of all the votes cast at such time and in such manner as shall be provided by law.
  - 3. **Appointive** – The remainder of the officers shall be appointed by the High Priest – Elect.

## ARTICLE X AMENDMENTS

### Section 11. THIS CONSTITUTION SHALL NOT BE ALTERED OR AMENDED EXCEPT IN THE FOLLOWING MANNER:

- A. **Proposal** –
  - 1. A proposed amendment shall be submitted in writing; it shall signify the Article, Section and Subsection which it is proposed to amend; it shall show in full the exact and entire reading of such portion affected if amended as proposed.
  - 2, **How** – It shall be offered and presented at a Regular Convocation of the Grand Chapter; it shall be published in the proceedings and lie over for consideration until the next Regular Convocation, when it will be placed before the Grand Chapter for action on adoption.
  - 3, **Adoption** – If it is then adopted by a two-thirds vote of the members present, in the usual manner of voting, it thereby becomes a part of the Constitution of this Grand Chapter.
  - 4, **Effective** – Such amendment will be in full force and effect when it has been adopted by this Grand Chapter.

## PART TWO GENERAL LAWS OF THE GRAND CHAPTER OF ROYAL ARCH MASONS OF IOWA

### CHAPTER I CODE AND AMENDMENTS

#### Section 12. CODE

- A. **Designation** – The Constitution, the General Laws and the laws of constituent Chapters as compiled, adopted and published shall be designated and entitled "The Code of the Grand Chapter of Royal Arch Masons of Iowa" and for the purpose of reference and citation they shall be known as the Code, adding as may be necessary the Article, Chapter, Section, or subdivision thereof.
- B. **Effective** – The Code shall take effect immediately upon its adoption unless otherwise provided.

## **Section 13. AMENDMENTS**

### **A. Form**

1. Proposals for amendment of the General Laws shall be by resolution and in writing.
2. A proposed amendment which amends an existing provision by changing it shall specify the section or subdivision of the section it is proposed to amend and shall be in the form of a substitute of the section which it is proposed to amend.
3. A proposed amendment which adds to the existing law shall refer to the chapter of the General Laws which will be affected.

### **B. Procedure**

1. Four (4) copies of every resolution for amendment to the General Laws shall be filed with the Grand Secretary not later than sixty (60) days prior to the first day of a Regular Convocation of the Grand Chapter. A resolution submitted by email is not required to have four (4) copies.
2. The Grand Secretary shall immediately after such filing mail a copy of the resolution to each member of the Committee on Jurisprudence, each member of the Grand Council, the High Priest and Secretary of each constituent Chapter. Copies sent by email or other electronic means shall be deemed as complying with this requirement.
3. The Committee on Jurisprudence may sponsor an amendment to the General Laws at any time during the Convocation and submit the same for vote of the Grand Chapter.  
*(Amended August 1981)*
4. At the Regular Convocation of the Grand Chapter, the Committee on Jurisprudence shall present as the first item of new business to the Grand Chapter any amendments to the General Law theretofore referred to it or deposited with it. The Committee shall name the sponsor, or sponsors, of each such amendment. Proposed legislation shall be voted on by Grand Chapter prior to final adjournment and after the members have had sufficient opportunity to review the proposed legislation. Compliance with this Section shall be considered compliance with Section 13B.1 and 13B.2. *(Amended August 1981)*
5. The Committee on Jurisprudence shall meet prior to the Regular Convocation of the Grand Chapter for the purpose of considering all proposed amendments and shall make its report thereon during the afternoon of the first day of the Regular Convocation, and its report shall be only on the form and legality of said amendment together with any recommendations the Committee deems necessary for the purposes of promoting Royal Arch Masonry.
6. Unless otherwise provided by the Grand Chapter, all amendments shall take effect upon adoption.
7. Failure of the Grand Secretary to carry out any of the duties prescribed in these General Laws shall not affect the jurisdiction of the Grand Chapter to act on proposals for amendments in accordance with procedure herein provided.

## **Section 14. REVISION**

### **A. Authority**

1. Whenever the Grand Chapter shall have directed the appointment of a committee to revise the Code, said committee shall, without further authority from the Grand Chapter, have the power and the authority in preparing an edition of the Code to:
  - a. Correct therein all misspelled words in original enactments or in the existing Code.
  - b. Correct all manifest grammatical errors, clerical errors, and punctuation marks, without changing the meaning.
  - c. Make necessary rewording to clarify the evident and manifest intent of the law.

- d. Make changes in Chapter numbers and headings and changes in arrangement, combining or renumbering sections and paragraphs, so as to give proper sequence and arrangement for distinct subjects, *provided* no change is made in the meaning.

## CHAPTER II

### INTERPRETATION OF THE LAW

#### Section 15. BY GRAND CHAPTER

- A. Decisions and official opinions govern the particular case in which they are rendered by the Grand High Priest until set aside by the Grand Chapter.
- B. The decisions of the Grand Chapter on the report of a Committee on Appeals and Grievances relating to legal questions involved are judicial in nature and are to be considered as correct interpretations of existing laws.
- C. Action by the Grand Chapter on the report of the Committee on Jurisprudence shall be deemed a correct interpretation of the law.
- D. Opinions of the Grand High Priest, if official and approved by the Grand Chapter, shall have the effect of an approval of the act of the Grand High Priest in the particular instance, *however*, they are not binding as correct expressions of either written or unwritten law.
- E. Any member of the Grand Chapter may request an interpretation of the law by the Grand Chapter by presenting, in writing, a statement setting forth the legal question which he claims is involved. The Grand Chapter shall refer the statement to the Committee on Jurisprudence which shall report thereon; and the action of the Grand Chapter on such report shall be deemed a judicial interpretation of the law bearing on the particular case.

## CHAPTER III

### OPINIONS AND DECISIONS OF GRAND HIGH PRIEST

#### Section 16. OPINIONS

- A. **Official** – An official opinion of the Grand High Priest may be requested by a High Priest of a constituent Chapter as to the law governing his Chapter. The Grand High Priest's answer thereto is official, and he shall report on same to the Grand Chapter.
- B. **Unofficial** – An opinion of the Grand High Priest may be requested in writing by other members of a constituent Chapter on questions as to law or fact. The Grand High Priest's answer thereto is unofficial. Such an opinion how ever does not control or govern either the Chapter or the individual Royal Arch Mason.

#### Section 17. DECISIONS

- A. A request for a decision by the Grand High Priest may arise only on a controverted point or question to which there are parties having conflicting interests with a right to seek a review by the Grand Chapter. The Grand High Priest's answer thereto is a decision, and he shall report on same to the Grand Chapter.

## CHAPTER IV GRAND OFFICERS

### Section 18. GRAND HIGH PRIEST

- A. **Duties, Interim** – In the interim between the Regular Convocations of the Grand Chapter, the Grand High Priest shall have the power to:
1. Issue dispensations to elect or to install officers of a Constituent Chapter at a time other than that fixed by law.
  2. Consider, and approve or reject all proposed bylaws and amendments of Constituent Chapters submitted to him if a Chapter asks him to review the same.
  3. Grant dispensations for the formation of new Chapters as provided by law.
  4. Exercise and discharge the executive functions of the Grand Chapter.
  5. Constitute in person or, by his duly authorized representative, all newly Chartered Chapters and install their officers.
  6. Appoint representatives near other recognized Grand Chapters and receive and accredit representatives from them.
  7. Set the agenda for the Grand Chapter Convocation with the advice of the Grand Secretary. Agenda items shall include only those items that are required by law to be discussed or that further the interests of Royal Arch Masonry.
- B. **Duties, General** – The Grand High Priest shall:
1. Preside in the Grand Chapter and rule on all questions of order therein.
  2. Refer as he sees fit any of his correspondence to the Grand Secretary that has not been previously submitted to the Grand Secretary for retention in the Grand Chapter files.
  3. Submit a written report to the Grand Chapter at Regular Convocation, containing a full account of his official acts during the interim between Regular Convocations, and every exercise of any of the powers or duties under the law and his reasons therefore, and he shall incorporate therein such recommendations as he may deem advisable, necessary or proper and of the state and condition of Royal Arch Masonry in this Grand Jurisdiction.
- C. **Authority** – The Grand High Priest is empowered and authorized to:
1. Require any information from any officer, board or committee of the Grand Chapter, or of a constituent Chapter, respecting such officer, board, committee or constituent Chapter.
  2. Convene, open, preside in, inspect, instruct or close any constituent Chapter.
  3. Call a meeting of the Grand Council and preside therein.
  4. Call a meeting of any board or committee of the Grand Chapter and preside therein.
  5. Exercise general supervision over Capitular Masonry in this Grand Jurisdiction.
  6. Grant a dispensation for a Chapter to move its charter, open a Chapter and confer the Capitular Degrees in this Grand Jurisdiction, in a place other than that named in its charter.
  7. Arrest the jewel of an officer of the Grand Chapter or a Chapter or suspend him from office.
  8. Arrest the charter of a Chapter, revoke its dispensation, or suspend its functions.
  9. Terminate debate on any question pending in the Grand Chapter at any time he pleases.
  10. Exercise all other powers conferred upon him by laws and usages of Royal Arch Masonry.
- D. **Reviews** – The Grand High Priest shall review all questions submitted to him and act as follows:
1. Render an official decision on such actual matters of difference arising in a Chapter on subjects involving the construction and application of the laws of Royal Arch Masonry upon written request of a High Priest of a constituent Chapter.
  2. Render an opinion on written complaints from a member of a constituent Chapter.

## **Section 19. GRAND KING**

### **A. Duties** – The Grand King shall

1. Assist the Grand High Priest at all convocations of the Grand Chapter and in his absence preside.
2. Attend all meetings of the Grand Council.

## **Section 20. GRAND SCRIBE**

### **A. Duties** — The Grand Scribe shall:

1. Assist the Grand High Priest at all convocations of the Grand Chapter and in his absence and that of the Grand King preside.
2. Attend all meetings of the Grand Council.

## **Section 21. GRAND TREASURER**

### **A. Duties** – The Grand Treasurer shall assist the Grand High Priest and the Grand Secretary in carrying out the financial activities of the Grand Chapter.

### **B. Responsibilities** – It shall be the responsibility of the Grand Treasurer to perform the following duties: *(Added August 2019)*

1. Reconcile on a monthly basis the general account of the Grand Chapter. *(Added August 2019)*
2. Provide to the Grand Council Officers and members of the Board of Trustees, on a quarterly basis, a comparative statement of actual receipts and expenses and compared to budgeted receipts and expenses; *(Added August 2019)*
3. Oversee that all payroll reports are submitted to federal and state agencies on a timely basis; *(Added August 2019)*
4. Make arrangements to have yearly compilation reports prepared by an independent accounting firm; *(Added August 2019)*
5. File the annual 990-N tax return with the Internal Revenue Service; *(Added August 2019)*
6. Ensure that the Grand Chapter is in compliance with the requirements of the Sarbanes-Oxley law and all other local, state, and federal laws pertaining to non-profit organizations; *(Added August 2019)*
7. Assist the incoming Grand High Priest in developing a budget; *(Added August 2019)*
8. Serve as an ex-officio member of the Board of Grand Chapter Trustees; and *(Added August 2019)*
9. Perform such other financial duties as requested by the Grand High Priest or the Chairman of the Board of Financial Trustees. *(Added August 2019)*

## **Section 22. GRAND SECRETARY**

### **A. Duties** – The Grand Secretary shall:

1. Attend all convocations of the Grand Chapter.
2. Be the custodian and have charge of all records, rituals, reports, jewels, papers, paraphernalia, certificates and documents belonging to the Grand Chapter.
3. At each Regular Convocation of the Grand Chapter, have at hand all the necessary records and papers of his office and record the proceedings and transactions of the convocation.
4. Receive and deposit all funds in a bank or a trust company approved by the Grand Chapter Trustees, and submit reports to the Grand High Priest and Grand Treasurer.
5. Prepare forms for use by constituent Chapters. Said forms shall be made available on the Grand Chapter Web site.
6. Before being installed in his office, execute a surety bond to cover all of the officers of the Grand Chapter, approved by and payable to the Grand Chapter Trustees, for use and

- benefit of the Grand Chapter in such amount as shall be prescribed as ample security. The cost of the bond to be paid by the Grand Chapter.
7. Keep a file of and conduct any correspondence required of him under orders of the Grand Chapter or the Grand Council.
  8. Prepare, sign and certify all charters, certificates, dispensations and other instruments from the Grand Chapter when necessary and affix the seal of the Grand Chapter thereto.
  9. Keep a proper journal of all the proceedings and transactions of the Grand Chapter and cause such portions of the same, that are approved by the Grand Council, to be properly printed and bound for distribution. Such publications shall be entitled, "Proceedings of the Grand Chapter of Royal Arch Masons of Iowa". The Grand Secretary shall utilize currently available technology for the printing and distribution of publications under this section.
  10. Send one copy of the published proceedings to:
    - a. Each officer and each past Grand High Priest of the Grand Chapter.
    - b. Upon request, to each Grand Chapter recognized by this Grand Chapter and addressed to its Grand Secretary
    - c. The General Grand Secretary of the General Grand Chapter of Royal Arch Masons.
    - d. Upon request, to each representative of this Grand Chapter near other Grand Chapters.
    - e. Each Chapter in this Grand Jurisdiction addressed to its Secretary.
    - f. Libraries when requests received for same are approved by the Grand Council.
    - g. Proceedings shall be posted on the Grand Chapter Web site. In addition, the Grand Secretary shall utilize currently available technology to inform persons entitled or requesting proceedings that the same is available on the Web site and will otherwise be distributed by disk or other appropriate means.
  11. Do and perform all other duties customary to his office and the established usages of Royal Arch Masonry.
  12. Properly account for and turn over to his successor in office all effects and property of the Grand Chapter which may have come into his hands and not otherwise legally disposed of.

### **Section 23. GRAND SENTINEL.**

- A. **Duties** – The Grand Sentinel in addition to the customary duties of his office shall:
1. Have charge and supervision of the place selected for holding the Grand Chapter Convocations.
  2. Have custody of and property care for all jewels, robes, furniture, equipment and paraphernalia of the Grand Chapter during convocations.
  3. Have charge of and be responsible for the outer door to see that none pass or repass that are not duly qualified.

### **Section 24. OTHER OFFICES**

- A. **Duties** – All other officers shall perform the duties usually incumbent on the office and as may be imposed by law, and as directed by the Grand High Priest according to law or for the purposes of furthering Royal Arch Masonry.

## CHAPTER V COMMITTEES

### **Section 25. GRAND CHAPTER COMMITTEES SHALL BE STANDING AND SPECIAL.**

- A. **Standing** – Standing committees shall be appointed by the Grand High Priest, and shall be announced upon announcement of his election or as shortly thereafter as practical. They shall be designated as and have duties as follows:
1. **Credentials/Mileage and Per Diem** – who shall meet to examine and pass on the credentials of members present at Grand Chapter and report thereon. The committee shall also have the following responsibilities:
    - a. Issue a preliminary report after the opening of Grand Chapter stating whether a quorum is present.
    - b. Issue a final report prior to the closing of Grand Chapter.
    - c. Issue a report as to the amount due each member attending the Grand Chapter.
  2. **Chapters Chartered and Under Dispensation** – To which shall be referred the returns of constituent Chapters, and the work, records and proceedings of Chapters under dispensation.
  3. **Jurisprudence** – consisting of all Past Grand High Priests of the Grand Chapter of Iowa who are in good standing in a constituent Chapter, one of whom shall be appointed as Chairman by the Grand High Priest. All proposed amendments to the Code, all decisions and ruling of the Grand High Priest on matters of law, and all matters of legal significance shall be referred to the committee for its opinion on the same. The committee shall annually meet with the Grand High Priest, the Grand King, the Grand Scribe, and any other Grand Chapter officers at the committee's discretion to discuss all relevant decisions, rulings, matters of legal significance, and other issues of relevance to the operations of Grand Chapter. *(Amended August 2013)*
  4. **Arrangements** – Joint Committee
    - a. To consist of the Grand High Priest, Grand King, and Grand Scribe of the Grand Chapter Royal Arch Masons of Iowa and the Grand Master, Deputy Grand Master, and Grand Principal Conductor of the Work of the Grand Council Royal & Select Masters of Iowa.
    - b. To have the authority to make all arrangements for the next regular convocation including location, housing, banquets, schedule, and entertainment.
    - c. The Grand Secretary of the Grand Chapter Royal Arch Masons of Iowa and Grand Recorder of the Grand Council Royal and Select Masters of Iowa shall serve as an ex-officio member of said committee.
    - d. The Chairman will alternate between the Grand Chapter and the Grand Council. *(Amended August 2017)*
  5. **Visitors** – To which shall be referred the entertainment and hosting of distinguished visitors, both from within and without this Grand Jurisdiction.
  6. **Awards and Merits** – To which shall be referred all recommendations of the Grand Chapter for;
    - a. Awards and Merits.
    - b. Certificates, diplomas and other citations.
  7. **Necrology** – To consist of one (1) member only, who shall report the Companions who have died during the preceding year, commenting as deemed advisable.
  8. **Correspondence** – To consist of one (1) member only:
    - a. Who shall perform the duties usually developing upon the committee and present a general report at each Regular Convocation of the Grand Chapter on the general condition of Capitular Masonry throughout the world, with his comments.

- b. All statements made, and opinions expressed in such report are to be considered those of the Companion constituting the committee and they shall not be acted upon by the Grand Chapter.
9. **Division and Reference** – A committee on Division and reference to whom shall be referred the address of the Grand High Priest, the Report of the Grand Secretary and such other papers as the Grand Chapter may direct, who shall divide such papers and recommend the reference of the various parts to appropriate committees and recommend such action as may be proper on matters not so referred.
10. **Masonic Youth** – To consist of one member only to work with the youth of our State and report on the same at each Grand Chapter Convocation.
11. **Education** – to consist of three (3) members to be appointed by the incoming Grand High Priest, one (1) for one year, one (1) for two (2) years, and one (1) for three (3) years. Each incoming Grand High priest shall thereafter appoint one (1) member to Committee. It shall be the duty of this Committee to make available to the Royal Arch Masons of Iowa suitable educational materials, including material prepared by the York Rite Publishing Company, and they shall have charge of any films now owned hereafter purchased or rented by the Grand Chapter and shall arrange for the showing of the same. Educational materials shall be posted on the Grand Chapter Web site, as appropriate.
12. **Grand High Priests** – The Grand High Priest may appoint no more than six (6) Deputy Grand High Priests to assist him in the performance of his duties, to carry out his orders, and implement his directives. The term of a Deputy Grand High Priest shall end with that of the appointing Grand High Priest. A Deputy Grand High Priest may be reappointed. Deputy Grand High Priests shall, as practical, be assigned to the same geographical areas of the state as set out by the Grand Commandery Knights Templar of Iowa.
13. **Joint Technology Committee** – The Technology Committee of the Grand Chapter/Council will be responsible for the development and maintenance of a Web Site that will, at minimum, include calendars of Grand Chapter and Council events, stated communications of local bodies, and links to other sites. Links may include, but are not limited to: educational materials, program development materials, and forms required by Secretary/Recorders. They shall be authorized, through the budgeting process, to purchase a domain sight and the necessary software to facilitate these duties.
- a. This Committee will work closely with the Grand Secretary/Recorder to develop information portals with up-to-date information about the programs of the Grand Chapter/Council.
- b. The Committee will advise on any technology purchases for the Grand Chapter/Council including but not limited to; projectors, recording devices for meetings, Computers and software.
- c. The Committee will consist of the two (2) or more Companions (one from each body) who are conversant with computers and the programs needed to maintain modern communication with the membership. The Grand Secretary/Recorder will serve ex officio on said Committee.
14. **Investment.** There is created an Investment Committee to consist of the Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, and the three (3) members of the Grand Chapter Board of Trustees. The Grand Treasurer shall act as Chair. The Committee shall establish an investment policy for all funds under the control of the Board of Trustees on behalf of the Grand Chapter. Any investments shall be without limitation except as shall be in the best interest of the Grand Chapter. The Committee shall utilize any persons or services in order to develop and maintain a sound investment policy. The investment policy shall be approved by the Grand Chapter Board of Trustees.

*(Added August 2013)*

- B. **Special** – Special committees may be created by resolution of the Grand Chapter at its discretion and shall have only such powers as are prescribed by the Grand Chapter and shall consist of three (3) members unless otherwise provided by the resolution authorizing its appointment. Such committees shall be appointed by the Grand High Priest.
  - 1. **Appeals and Grievances** – A Special on Appeals and Grievances may be appointed by the Grand Council when its necessity is evident, to which may be referred:
    - a. All appeals to Grand Chapter.
    - b. Grievances and complaints which in the judgement of the Grand chapter or the Grand Council shall be referred.
    - c. Questions or reinstatement by Chapters after sentences of expulsion.
    - d. Matters that may be required by law.
- C. **General**
  - 1. Unless otherwise provided, all committees shall consist of three (3) members of the Grand Chapter. However, where the Chapter Convocation is held jointly with the Grand Council, or with the Grand Council and the Grand Commandery, the Committee shall consist of two (2) members from each body, except for the Committee on Visitors and which shall consist of three (3) members from each body.
  - 2. **Reports** – Unless otherwise provided, all Committees, except the Credentials, Jurisprudence, Awards and Merits, Visitors, and the Division and Reference Committees, shall file a written report with the Grand Secretary at least forty-five (45) days prior to the first day of the Grand Convocation.
  - 3. **Discharge** – Except as otherwise provided, all committees acting at a Regular Convocation are discharged at the close of such convocation.

**Section 26. GRAND REPRESENTATIVES**

- A. Grand Representatives of the Grand Chapter of Iowa, near other Grand Chapters shall be appointed by the Grand High Priest.
  - 1. **Duties** – Such Representatives shall discharge such duties as are usually devolved upon like Representatives in other Grand Bodies.
  - 2. **Period of Appointment** – Appointments as Grand Representatives shall be for a three-year period ending January 1, 1958, and on said day each third year thereafter.

**CHAPTER VI  
CONVOCATIONS**

**Section 27. OPENING**

- A. **When** – When the members of the Grand Chapter have assembled for a Regular Convocation and there are at least nine Royal Arch Masons present.
- B. **Who** – Grand Chapter shall be opened in full form by such Companions as directed by the Grand High Priest or designated presiding officer.
- C. **Business** — As soon as a constitutional number of Chapters are represented, the Grand Chapter shall be declared open for business.
- D. **Quorum** – If a constitutional number is present:
  - 1. The business of the convocation shall proceed, and the Grand Chapter shall remain open until the close of the convocation when it shall be closed with full ceremonies or declared closed in the interest of time by the Grand High Priest or designated presiding officer.
  - 2. If a constitutional number is not present the Grand High Priest may call to refreshment, awaiting the arrival of a constitutional number, or, if it appears that a constitutional number will not be present, he may with the consent of a majority of those present, fix a time and place for the next Regular Convocation and close the Grand Chapter.

## Section 28. TEMPORARY APPOINTEES

- A. Should any officer of the Grand Chapter be absent from a convocation, the Grand High Priest shall, before the opening ceremony, appoint some member of the Grand Chapter to temporarily fill the vacant office.
- B. Upon arrival of the officer the appointee shall vacate the office.

## Section 29. VOTING IN THE GRAND CHAPTER

- A. Method of voting in the Grand Chapter shall be by paper ballot or by a show of hands.
  - 1. **Elections** – All elective officers, members of the Board of Trustees and Board of Custodians shall be selected by paper ballot.
  - 2. **Show of Hands** – Voting on all other questions shall be by a show of hands; *provided* should *nine (9)* members present request a vote by ballot the vote shall be taken by paper ballot.
  - 3. **Voting** – Each eligible member present is entitled to cast one (1) vote for each office or motion. A person who is in attendance at Grand Chapter as a proxy is entitled to cast one (1) vote for each office or motion.
  - 4. **Officers and Past Officers** – Each officer of the Grand Chapter and each Companion who, by virtue of past official rank, is a member thereof shall be entitled to one (1) vote and no more, by virtue of such official rank or membership.
  - 5. **Majority** – Except where otherwise provided by law, all questions voted on shall be decided by a majority of the votes cast. A tie vote results in the question as having been deemed failed.
- B. When voting by paper ballot, the Grand High Priest shall designate a time when balloting shall cease and shall notify Grand Chapter of the same prior to the commencement of the voting period. The Grand High Priest shall appoint at least three (3) tellers and no more than five (5), one of whom he shall designate as Chairman of the Tellers Committee. No person shall be appointed as teller if the person's name is also on the ballot or has been nominated for election. If the vote is to determine the outcome of any motion, no teller shall be the person who moved or seconded the motion. *(Amended and Added August 2013)*
- C. After the ballots have been properly tallied, the Chairman of the Tellers Committee shall report on the results of each election by stating the name of the person elected to each office and shall not state any vote totals except in the case of a tie vote. If the vote is to determine the outcome of any motion, the Chairman shall state the vote totals and the Grand High Priest or the Grand High Priest's designate shall declare whether the motion passed or failed. Once the results have been stated for all elections and votes, the Tellers Committee shall be automatically dissolved, and all ballots destroyed. *(Amended and Added August 2013)*

## Section 30. RULES OF ORDER

- A. **Motions**
  - 1. **Presentation** – A motion may be made in writing or orally by a member of Grand Chapter.
- B. **Debate** – Any member desiring to speak shall arise and address the Grand High Priest but shall not proceed until recognized. When so recognized he shall remain standing while speaking; and no member shall interrupt him unless to raise a point of order. After a decision thereon he may continue to speak.
- C. **Divisions** – Any member may call for a division of a question, and it shall be divided, if in the opinion of the presiding officer, the nature of the subject will permit such division.
- D. **Amend** – When a question is under debate, no motion shall be received except to amend it, to refer it to a committee, or to postpone final action until a time certain.

1. A motion to amend may include an entire substitution for the original motion if it relates to the same subject matter, and such motion shall preclude all amendments to the main question.
2. A motion to postpone final action upon a question to a time certain may be made by a member at any time during the debate.
3. Only a member who is one of the majorities which decided a question may be permitted to move to reconsider a question, provided that, in case of a paper ballot any member may move to reconsider.

### **Section 31. CONVENTION EXPENSE**

A. Mileage and Per Diem will be paid by the Grand Chapter as follows:

1. **Mileage** will be paid at the rate of twenty one cents for each mile traveled, both ways, for the distance from the location of the payee's Chapter to the city in which the Grand Convocation is held, the measurement to be taken from the official road map issued by the Iowa State Department of Transportation. If the Grand Council of Royal and Select Masters of Iowa adopts legislation amending the amount of mileage to be paid, the Chairman of the Jurisprudence Committee shall direct that the mileage reimbursement in this paragraph shall be automatically changed to that amount. *(Amended August 2013)*
2. **Per Diem** will be paid at the rate of Fifteen (\$15.00) dollars per day to one delegate from each constituent Chapter, to each Grand Officer, to each Past Grand High Priest, to each secretary of constituent Chapters, and each member of a committee or board of the Grand Chapter for actual attendance at Grand Chapter. If the Grand Council of Royal and Select Masters of Iowa adopts legislation amending the amount of per diem, the Chairman of the Jurisprudence Committee shall direct that the per diem amount in this paragraph be automatically changed to this amount. *(Amended August 2019)*
3. **How Paid** – Mileage and Per Diem will be paid to one delegate from each constituent Chapter, to each Grand Officer, to each Past Grand High Priest, to each secretary of a constituent Chapter, and each member of a committee or board of the Grand Chapter. Mileage and per diem will be paid to such individual in one capacity only, and mileage and per diem shall not be paid to any Companion who is not in actual attendance during the whole convocation except upon order of the Grand High Priest, and in no case shall mileage be paid for travel outside the State of Iowa. *(Amended August 2016)*
4. **Rank** – If there is more than one delegate present from a Chapter, the highest ranking officer, who is personally present, shall be paid mileage and per diem, and if neither of the three highest officers of a Chapter is present then the proxy of the highest rank shall receive the mileage and per diem. Except by order of the Grand High Priest, no representative of a constituent Chapter shall be entitled to mileage and per diem unless the returns of the constituent Chapter have been filed and all per capita dues have been paid to the Grand Chapter. *(Amended August 2016)*
5. **Extra Time** – If the Grand High Priest calls a Grand Officer, a committee or a board to meet prior to a Regular Convocation of the Grand Chapter, such officer, committeeman or board member shall be entitled to receive per diem for the extra time spent, but only in one capacity and only after authorization by the Grand High Priest.
6. **Joint Convocation** – Where the Convocation is held jointly with the Grand Council or with the Grand Council and Grand Commandery and a member of the Grand Chapter is also entitled to mileage from the other body or bodies, the mileage shall be prorated with the other body or bodies from which he is entitled to receive mileage.
7. **Host** – The Grand Chapter shall pay the Chapter or Chapters hosting a regular Convocation such sum as shall have been set aside in the Grand Chapter's budget, which sum shall be used by the host Chapter or Chapters to assist in preparing for said convocation.

**Section 31A. JOINT MEETINGS.** In the event that the Grand Chapter and the Grand Council shall decide to hold their annual sessions jointly, the following rules shall prevail:

- A. The Arrangements Committee, along with the Grand High Priest and Grand Master of the Grand Council, shall establish the schedule for the joint sessions.
- B. Host responsibility shall be on a rotational basis. For a joint Chapter/Council meeting, Chapter would meet first one year, and the Council would meet first on the alternate year. The body meeting first would assume the host responsibility for general receptions and presiding at joint banquet functions.
- C. All appendant orders intending to meet at the time of a Regular Convocation shall first notify the Arrangements Committee, the Grand High Priest, and the Grand Master of the Grand Council and then meet only on dates and time permitted thereby. The Order of High Priesthood and Thrice Illustrious Masters are to be scheduled by the Arrangements Committee, the Grand High Priest, and the Grand Master of the Grand Council.
- D. A school of instruction may to be held in connection with joint sessions.
- E. The day preceding the joint session may be set aside for committee meetings for both bodies.
- F. No committee meetings shall be held during joint sessions other than working committees such as Credentials, Mileage & Per Diem, Jurisprudence, etc. which, of necessity, must work during the session.
- G. A General Arrangements Committee shall be composed of members appointed by the presiding officer of each body on an equal basis with the chairmanship rotating to correspond with the host responsibility.
- H. Enlarged joint committees should be established as necessary by the Grand High Priest or the Grand Master of the Grand Council to carry out the appropriate functions and duties of the Regular Convocation. The Chairmen of these committees will be from the host body.
- I. Banquet expenses for entertaining, decorations, favors, etc., should be divided equally.
- J. A provision for appropriate dress in the sessions should be set forth as follows, with the exception of distinguished guests: red aprons will be worn to Chapter meetings and purple aprons in Council meetings.
- K. Any applicable joint proceedings shall be printed and distributed using currently available technology with any costs shared on an equal basis by the Grand Chapter and the Grand Council. When appropriate, joint proceedings shall be posted on the Web site maintained by the Grand Chapter and the Grand Council.
- L. An appendant order annual report such as K.Y.C.H., Order of High Priesthood, Thrice Illustrious Masters, would be billed on a percentage cost to the appropriate body.
- M. No one is to collect mileage and per diem more than once. If someone represents more than one body, the cost would be prorated. This may make it so the checks would have to be mailed, but in the long run it was felt it would save money.
- N. The joint meetings shall be held in August of each year on such days as the Arrangements Committee, the Grand High Priest and Grand Master of the Grand Council shall agree upon.

## **CHAPTER VII**

### **BOARDS, FUNCTIONS**

#### **Section 32. Board of Trustees**

- A. It shall be the duty of the Board of Trustees to:
  - 1. Hold legal title to all property of the Grand Chapter, real and personal, except that of the Grand Chapter Charity Fund.

2. Exercise a general supervision over said property and hold the legal title thereto as such which title shall be vested in said Trustees and their successors in office, in trust for the Grand Chapter.
  3. Execute all conveyances for and on behalf of the Grand Chapter.
  4. Make such contracts, leases, and agreements in their name as may be authorized under the Code or by acts of the Grand Chapter.
  5. To approve and select the bank, banks or financial institutions as the depository of the Grand Chapter funds and the security given by such banks or financial institutions for the safekeeping of such funds.
  6. To approve the form, amount of, and the sureties of all bonds given the Grand Chapter for its officers which bonds shall run in the name of such Trustees as obligees.
  7. Except in the case of an emergency, the existence of which shall be determined by the Board of Trustees and the Grand Council, or a deficit in the budget as approved at the Grand Convocation, the Board shall make no expenditures for the operation of the Grand Chapter unless such expenditure shall have been previously authorized by the Board and the Grand Council.
  8. Review and approve the proposed budget submitted by any officer of the Grand Chapter.
- B. The Trustees shall have the authority and power to:
1. Institute and prosecute legal proceedings in their own names as such Trustees for the preservation and protection of the property rights of the Grand Chapter and to employ counsel for the prosecution of the same, whenever in their judgment or that of a majority of them, it shall be necessary to do so.
  2. Employ certified public accountants to audit the financial accounts of all officers, boards, and committees of the Grand Chapter.
  3. Make such orders and contracts during the recess of the Grand Chapter as they may, from time to time, deem necessary for the investment, protection and preservation of the funds and property of the Grand Chapter.
  4. Incur the necessary expense in the exercise of the foregoing authority and powers. When said incurred expenses are properly certified by them for payment, they shall be paid by the Grand Chapter in the usual manner for paying accounts.
- C. **Reports** – Annually, at the Regular Convocation, the Trustees shall make a report to the Grand Chapter, to include:
1. In detail all their acts done pursuant to the provisions of the Code.
  2. Such suggestions and recommendations in relation to the property and funds of the Grand Chapter as they may deem necessary for the best interests of the Grand Chapter.
- D. **Compensation** – The Trustees shall receive no compensation for their services rendered as such, but the actual expenses incurred by them in the actual discharge of their duties shall be paid, when said actual expenses are properly certified by the Trustees and approved by the Grand High Priest.

### **Section 33. BOARD OF CUSTODIANS**

- A. It shall be the duty of the Board of Custodians to:
1. Hold such schools of instruction as deemed necessary or as directed by the Grand High Priest. It shall be an aspirational goal to have at least five (5) schools per year.
  2. Promulgate the ritual adopted by this Grand Chapter throughout its Grand Jurisdiction and for such purpose shall hold schools of instruction throughout the year.
- B. **Compensation** members of the Board shall be entitled to mileage and per diem for conducting a school of instruction.
- C. **Reports** – The Board of Custodians shall present a written report at the Regular Convocation of the Grand Chapter concerning its work for the year and said report shall include any recommendations for improving the ritual work.

- D. **Rituals** – Regulations concerning the rituals are as follows:
1. Each Chapter shall maintain sufficient copies of the ritual books for its specific needs. The Grand Chapter shall provide ritual books to Chapters and Companions at a cost that covers Grand Chapter expenses to produce and distribute the ritual books. A constituent Chapter may sell ritual books to its Companions or provide the ritual books free of cost.
- E. **Certificates**
1. **District Instructor** – The Board of Custodians may issue certificates of proficiency to such Companions as may be qualified. Certificates shall be issued only after rigid examination in the entire ritual and if the applicant is found worthy and well qualified, he may be commissioned to teach the ritual and floor work of Capitular Masonry in this Grand Jurisdiction. Holders of such certificates shall be styled, "District Instructors", and the commission shall continue during the pleasure of the Board of Custodians, who may revoke the certificate at any time for reasons deemed sufficient by the Board.
  2. **Royal Arch Ritualist** – The Board of Custodians may issue a certificate of proficiency in any of the following degrees – Mark Master, Past Master, Most Excellent Master, and Royal Arch Degree. The Certificate will state in which degree the holder is proficient and he will be authorized to act or assist in ritual and floor work in that specified degree of Capitular Masonry in this Grand Jurisdiction. Holders of such certificates shall be designated as "Royal Arch Ritualists". The degree of proficiency to be stated and the certificate shall remain in force at the pleasure of the Board of Custodians.

#### **Section 34. GRAND CHAPTER CHARITY FUND AND TRUSTEES**

- A. The Charity Fund belonging to the Grand Chapter shall comprise and be composed of all the money now belonging to said fund, all donations, gifts and bequests of all monies or property made to the Grand Chapter for charitable purposes, together with an annual appropriation of 5% of the gross annual income of the Grand Chapter, provided that when the charity fund reaches the sum of \$115,000.00 the annual appropriation of 5% of the gross annual income shall be discontinued as long as the charity fund remains at or about \$115,000.00.
- B. **Administration**
1. **Trustees** – A board of five (5) Trustees shall be appointed by the Grand Council, to be known as "Trustees Grand Chapter Charity Fund". The term of office shall be five (5) years. The present trustees shall serve for the terms for which they were appointed and the term of one (1) trustee shall terminate with each Regular Convocation. The Grand Council shall fill a vacancy on the trustees at any time it may occur and may remove any trustee from the board for cause.
  2. **Incorporated** – For the better enabling of the Board of Trustees to discharge their duties, they are and shall remain incorporated with full power to renew the existing corporate body, or to reincorporate in strict conformity to the Code.
  3. **Qualifications** – Each trustee must be a High Priest or Past High Priest of some constituent Chapter and must be and remain a member of a Chapter in this Grand Jurisdiction. *(Amended August 2016)*
  4. **Powers** – The trustees shall have power to adopt such bylaws for their own government, as they may deem appropriate; but no bylaw shall take effect until approved by the Grand Chapter. They shall have full power to elect such officers as they may deem necessary for the transaction of their business and shall require of each and all of the members of the Board of Trustees ample bonds for the faithful performance of their duties.
  5. **Title** – The Trustees Grand Chapter Charity Fund shall hold title to all property both real and personal belonging to the Grand Chapter Charity Fund, which title shall be vested in said trustees and their successors in office in trust for the Grand Chapter.
  6. **Procedure** – Procedure in administering the Grand Charity Fund shall be as follows –

- a. **Principal** – The principal sum of the Grand Chapter Charity Fund shall not be drawn upon; except when necessary to protect the assets of said fund.
  - b. **Uses** – The Trustees shall use so much as may be necessary from the income of said Grand Chapter Charity Fund to pay administration costs and expenses thereof and may appropriate the balance or any part thereof as follows:
    - 1. The Trustees of the Grand Chapter Charity Fund may contribute the annual Ten Cents (100 per capita assessment to the Grand Chapter of Royal Arch Masons of Iowa direct to the Iowa DeMolay Foundation, Inc.)
    - 2. Such sums as the Trustees may deem necessary for the assistance of aging and Royal Arch Masons or needy widows and orphans of Royal Arch Masons.
  - c. **Loans** – The Trustees shall securely loan or invest the Grand Chapter Charity Fund, care for it, and pay from the interest and earnings thereof such sums as may be appropriate, and none other. In making loans and investments they shall give preference to government securities or loans upon unencumbered real estate. No investments shall be made in the securities of any state or municipality outside of Iowa, nor shall any loan on real estate exceed one-half of the value thereof.
7. **Trustees** – The Trustees of the Grand Chapter Charity Fund shall maintain a written investment policy to govern the investments held by the Grand Charity Fund.  
*(Added August 2019)*
- C. **Report** – The Trustees shall report to the Grand Chapter at its Regular Convocation a full statement of all funds received, disbursed, on hand, and how invested, and shall include therein a complete statement of all property held both real and personal.

## CHAPTER VIII

### REVENUES

#### Section 35. HOW DERIVED

- A. **Revenues** of the Grand Chapter are derived from, and shall be paid by the several Chartered Chapters as follows-
- 1. For every dispensation for the formation of a new Chapter, twenty-five (\$25.00) dollars to be paid to the Grand Secretary before the dispensation can be issued.
  - 2. For every charter granted or restored; twenty-five (\$25.00) dollars to be paid to the Grand Secretary before the charter can be issued.
  - 3. Commencing January 1, 2015, Grand Chapter shall assess ten (\$10.00) dollars for each companion who is a member of a constituent chapter during any portion of the preceding fiscal calendar year, and this amount shall increase annually by two dollars until the per capita assessment has reached sixteen dollars annually. However, no Grand Chapter dues for a given year shall be assessed for a member: *(Amended August 2013)*
    - a. Whose dues have been remitted on account of inability to pay. However, no Chapter shall be exempted from payment of Grand Chapter dues on a greater number of their members than ten (10%) per cent of the entire membership for the year because of such remission of dues.
    - b. Who has once lawfully paid dues in one (1) Chapter, demitted from that Chapter, and then affiliated with a second chapter.
    - c. Who has been properly reported in the returns of the Chapter as having been a member of a constituent Chapter for fifty (50) years or more.
    - d. One who has been dropped from the roll or suspended for nonpayment of dues.

- e. One who has died during that year and whose dues at the time of death were unpaid.
  - f. One whose request for a demit had been received by the secretary after the regular convocation of the Chapter in December of the previous year, but before January 1st, and was granted a demit at the first regular convocation thereafter.
- B. **Expenditures.** – Each appropriation made from Grand Chapter funds shall be approved by the Grand Secretary and the Grand High Priest. All such transactions shall be made available to the members of the Grand Chapter. At least ten (10%) percent of the Grand Chapter budget shall be annually earmarked for membership growth, leadership development, education, technology, travel reimbursements for officers other than the Grand High Priest, and regalia.
- (Amended August 2013)*
- One (\$1.00) dollar per each dues paying member shall be contributed to the Royal Arch Research Assistance (RARA) of the General Grand Chapter Royal Arch Masons International.
- (Added August 2019)*
- C. **Depository** – All Grand Chapter monies shall be deposited in approved depositories. However, at no time shall there be deposited in any one depository an amount greater than the maximum amount covered by the Federal Deposit Insurance Corporation.

## CHAPTER IX MASONIC GRAND LODGE

### Section 36. MASONIC LAW

- A. In all cases for which the Grand Chapter has not specifically legislated, the Code of the Grand Lodge of Ancient Free and Accepted Masons of Iowa, is hereby adopted for the government of Royal Arch Masonry and the constituent Chapters in this Grand Jurisdiction in so far as the same may be applicable.

## PART THREE LAWS OF CONSTITUENT CHAPTERS

### CHAPTER X

#### Section 37. DEFINITIONS

- A. **Constituent Chapter** – A constituent Chapter is one legally constituted and formally organized under the Code of the Grand Chapter, working under a dispensation or charter which has been issued under authority of the Grand Chapter.
- B. **Council** – A Council of a constituent Chapter shall consist of the High Priest, King and Scribe and shall be referred to by that title.

#### Section 38.

- A. **Existing Chapters** – All constituent Chapters chartered by this Grand Chapter and still existing in this Grand Jurisdiction shall continue and remain such, with all the rights and privileges heretofore held by them, so long as they shall comply with the Code now in force or hereafter enacted; *provided*, that nothing herein contained shall in any way prevent or restrict the Grand Chapter from establishing new chapters in such places and at such times as it may deem expedient.

## Section 39.

- A. **Chapter Constituted** – After the issuance of a charter the Chapter must be constituted under the forms and usages of Royal Arch Masonry by the Grand High Priest, or some Past Grand High Priest duly authorized by him. Should a Companion be authorized to constitute a Chapter, he shall, after discharging the duty imposed on him, make a written report of all of his doings to the Grand High Priest.

## CHAPTER XI SECTION 40. CHARTERS

- A. **Loss of Charter** – A constituent Chapter can lose its charter in only two ways:
1. By surrender of its charter.
  2. By revocation of its charter by the Grand Chapter.
- B. **Duplicate** – Should the charter of a constituent Chapter be lost or destroyed while in effect, the Grand Secretary shall issue a duplicate thereof and report such action to the Grand Chapter at its next Regular Convocation.
- C. **Surrender of Charter** – The procedure for the surrender of a charter is as follows:
1. **Method.** A proposition to surrender a charter shall be made in writing by at least three (3) members of a Chapter.
  2. **Record** – Whenever a proposition to surrender a charter is made it shall be read by the Secretary at the first stated convocation held thereafter, shall be spread at length upon the records, and action shall be deferred thereon until the next stated convocation.
  3. The Secretary of the chapter shall immediately send notice to the Grand High Priest, Grand Secretary, and each member of the Chapter that a proposition for surrender has been filed. The notice shall include the date, time, and place of the meeting upon which the surrender is to be discussed. Notification shall be sent to the last known mailing address or email address of the members.
  4. Action at the appropriate meeting such proposition shall again be read, and action taken thereon.
  5. **Voting** – The vote shall be taken upon the one (1) question, "*Shall this Chapter surrender its charter*"? The vote shall be by paper ballot and upon the ballot shall be written the word "yes" or "no" as the member may desire to vote. For purposes of voting on whether or not to surrender a charter, all provisions concerning quorum for opening the Chapter or conducting business shall be deemed waived. The members of the Chapter that are present at the meeting shall constitute a quorum.
  6. **Majority** – If a majority of the members of the Chapter present vote in favor of surrender of the charter then a full transcript of the proceedings shall be made by the High Priest and Secretary and transmitted to the Grand High Priest and Grand Secretary.
  7. **Non-Majority** – If less than a majority of all the members present vote to surrender the charter then no further action shall be had toward the charter until at least one (1) year shall have elapsed.
  8. **Review** – When the Grand High Priest has received a transcript showing that a Chapter has voted to surrender its charter, he shall either:
    - a. Accept the decision of the majority and declare the charter surrendered.
    - b. Refer the matter to the Grand Chapter for its action thereon.
  9. Members of a surrendered charter shall be placed in Camblin Chapter except for those members who immediately demit or affiliate with another Chapter.
- D. **Revocation of a Charter** — A charter may be revoked,

1. **Procedure** – The Grand Chapter at any Regular Convocation may revoke the charter of any Chapter for:
  - a. Insubordination to its authority.
  - b. Disobedience to its laws rules or orders.
  - c. Whenever the condition of the Chapter becomes such that in the opinion of the Grand Chapter its further existence would be detrimental to the honor or welfare of Royal Arch Masonry.
  - d. Whenever the weakened or depleted condition of the Chapter may have destroyed or seriously impaired its usefulness.
2. The Grand Chapter may also accept the surrender of a charter when the matter is referred to it by the Grand High Priest.

E. **Arrest of a Charter.** A charter may be arrested as follows:

1. **Procedure** – For any of the reasons given above for the revocation of a charter, or for the neglect or misconduct tending to injure the cause of Royal Arch Masonry, the Grand High Priest, during the interim between Regular Convocations, may arrest the charter of a Chapter: but no such action shall be taken unless there is an emergency or until the Chapter shall have been notified of such contemplated action and an opportunity given to show cause against it.
2. **Grand Chapter Action** – Whenever the charter of any Chapter shall have been arrested and work suspended the matter shall be brought before the Grand Chapter by the Grand High Priest as herein provided, and if the Chapter desires it shall be heard in Grand Chapter in its own behalf. The Grand Chapter shall take such action thereon as it may deem just and appropriate as follows:
  - a. It may revoke the charter.
  - b. It may continue the arrest or suspension of the charter.
  - c. It may annul the charter.
  - d. Deeming the penalty already imposed adequate, it may approve the act on and restore the charter to its former standing.

F. **Restoration of a Charter**

1. **Procedure** – Should a Chapter desire to have its charter restored the procedure is as follows:
  - a. **Application** – Fifteen (15) or more members of a defunct Chapter may make application to the Grand Chapter for the restoration of its charter within a period of two (2) years from its surrender or revocation.
  - b. **Action** – The Grand Chapter may, at its discretion, restore the charter of a defunct Chapter, but restoration must be of the same charter and to all unaffiliated members in good standing. A defunct Chapter seeking return of its charter after two (2) years of its surrender or revocation shall be treated the same as a new Chapter applying for a charter and seeking dispensation for the same.

#### **Section 41. DISPOSAL OF PROPERTY**

A. **Procedure** – The property of a defunct Chapter shall be disposed of as follows:

1. **Incidental Property** – When the charter of a Chapter has been surrendered or revoked as herein provided, the Grand High Priest shall in person, or by his duly authorized representative, proceed to the location of such Chapter and collect all the books, records, papers, seals, paraphernalia, monies, credits, funds and all other personal property which shall be properly incident to the holding of a Chapter or to membership therein, and transmit the same to the Grand Secretary.
2. **Other Property** – All other property of the Chapter, if any, shall be placed in the possession of some worthy Royal Arch Mason for safe keeping, taking duplicate receipts therefor, and filing one (1) of such receipts with the Grand Secretary.

3. **Title** – The Grand Chapter shall have title to and retain any property received by it from any Chapter under the provisions above, for one (1) full year from the time of the surrender or revocation of the charter, when, if timely or proper application for the restoration of the charter shall have been made, the Grand Chapter shall continue to hold such property until action is had on such application; provided that, if the charter is restored the Grand Chapter shall return all such property to the Chapter.
4. **Indebtedness** – The Grand Chapter may, in its discretion, devote any part or all of the proceeds of property received from a defunct Chapter to the payment of any debts of such Chapter, but it shall not be liable for any indebtedness incurred by the Chapter before its charter is surrendered or revoked, nor shall it make any claim to any property belonging to any Chapter not incident to the ordinary business of the holding of a Chapter of Royal Arch Masons.

#### **Section 42. MEMBERS OF DEFUNCT CHAPTER**

- A. **Standing** – Whenever the charter of a Chapter shall be surrendered or revoked as provided herein, the standing of each member who is under no financial indebtedness to his Chapter and against whom no complaint has been filed, shall be that of a demitted Royal Arch Mason.
- B. **Certificate** – When the returns of a defunct Chapter are received by the Grand Secretary, each member who is clear and in good standing on the books, shall receive a certificate showing such facts which shall have the same force and effect as a demit.
- C. **Indebtedness**
  1. **Payment** – Each member who was indebted to the Chapter and each member who was suspended for nonpayment of dues at the time its charter was surrendered or revoked may receive such a certificate on payment of all such indebtedness to the Grand Secretary and not otherwise.
  2. **Funds** – The Grand Secretary shall deposit all such monies received in the General Fund of the Grand Chapter.
  3. **Remission** – If the amount of such indebtedness is greater than the amount of one (1) year's dues, the Grand High Priest, if in his judgment the circumstances warrant, may remit all or any part of the amount which is in excess of one's yearly dues.
- D. **Certificates Denied**
  1. **When Denied** – No such certificate shall be issued to any member against whom a complaint shall have been filed with the Grand Secretary charging him with conduct unbecoming a Royal Arch Mason, and alleging that the loss of the charter was in whole or in part occasioned thereby; and in cases where such complaint is made the Grand Secretary shall certify and report the whole matter to the Grand Chapter at its Regular Convocation, which shall investigate the case and issue or deny a certificate at its discretion.
  2. **Loss of Membership** – Should a member have been suspended or expelled from a Chapter prior to the surrender or revocation of its charter, he must pay to the Grand Secretary all his indebtedness at the date of his loss of membership, if any, and petition the Grand Chapter for reinstatement.
    - a. **Investigation** – Such a petition shall be referred to the Grand High Priest, who shall appoint a special committee of investigation, who shall review the case, investigate, find the facts and report to the Grand Chapter.
    - b. **Action** – When the report of the investigating committee is received by the Grand Chapter it may act to issue or deny his petition for reinstatement. A two-thirds ( $\frac{2}{3}$ ) majority vote by paper ballot shall be necessary to reinstate.
    - c. **Certificate** – Should the Companion be reinstated the Grand Secretary shall then issue him a certificate of good standing as above.
- E. **Affiliation by Certificate** – The holder of a certificate in good standing may:

1. **Affiliate** with a Chapter under the same procedure as a demit holder.
2. Should such certificate holder desire to affiliate with a particular Chapter he may apply for affiliation in the usual manner, presenting with his application his certificate of good standing and receipt for dues.

**F. Camblin Chapter.**

1. Camblin Chapter will be formed upon adoption of this legislation by the Grand Chapter; also without compliance with the usual requirements prescribed for the issuance of a Charter. A Charter shall be issued to the office of Grand High Priest and be held by him while he remains in office. The Officers of the Chapter shall be the Grand High Priest, the Grand King, and the Grand Scribe. The Grand Secretary and Grand Treasurer shall act as Secretary and Treasurer of Camblin Chapter respectively and maintain the records of the Chapter. They shall hold office as long as they hold their Grand Chapter Office to be replaced without ceremony by their successors in office. They shall report all transactions of the Chapter to the Grand Chapter at its Annual Convocation.
2. The territorial jurisdiction of such Chapter when formed shall be coextensive with the territorial jurisdiction of this Grand Chapter.
3. The membership shall consist of those Companions who shall have lost membership in a regular Chapter. Membership shall be transferred to Camblin Chapter when a Chapter closes for any reason, unless by lawful consolidation with a currently existing Chapter.
4. Camblin Chapter shall be of limited purposes only and have the right, power, and authority only:
  - a. To Collect Grand Chapter per capita together with a five (\$5) dollar per Companion fee for expenses. Officers of the Chapter shall not be assessed per capita.
  - b. To issue demits upon the request of the Companion by the authority of the Grand High Priest.
  - c. To have such rights and authority as may be necessary to carry on such work. The Chapter shall not have the authority to confer degrees.
  - d. For the purposes of carrying out such rights, powers, and authority, it shall follow the Code of the Grand Chapter of Royal Arch Masons of the State of Iowa.
5. Neither its designation as a Chapter or its organization as such, nor the issuance of Charter shall constitute, or be construed as giving to it or any of its officers or members, any of the Masonic honors, rights, powers, privileges, or authority possessed by a Royal Arch Chapter or by any of its officers or members, except such as are already held by them by service in their former Chapter.
6. No person shall continue to be a member of Camblin Chapter unless he is a Master Mason in good standing in a recognized, chartered Lodge of Master Masons.
7. No person may remain a member of Camblin Chapter for longer than five (5) years after which he shall either immediately affiliate with another Chapter or request a demit. The five (5) year time period may be extended by the Grand High Priest upon majority vote approval of the Grand Chapter. *(Amended August 2013)*

## **CHAPTER XII**

### **CHAPTERS UNDER DISPENSATION**

**Section 43. FORMING A NEW CHAPTER** – The procedure for forming a new Chapter is as follows:

- A. Dispensations** – Dispensations may be issued in two ways:
1. By vote of the Grand Chapter in Regular Convocation.

2. By the Grand High Priest in the interim between Regular Convocations, *provided*, that no Grand High Priest may issue a dispensation in a case where the Grand Chapter has previously refused.
- B. **Must Have Dispensation**
1. **New Chapters** – No new Chapter shall be issued a charter by the Grand Chapter unless it shall have first acted under a dispensation for at least three (3) months, and have presented a full and complete transcript of its records as required by the Code. A dispensation shall only be granted by a Grand High Priest when in his opinion the potential creation of a new Chapter furthers the purposes of Royal Arch Masonry.
- C. **Action** – Action on a petition to form a new Chapter shall be as follows:
1. **Referred** – A petition received for a new Chapter shall be presented at a Regular Convocation of the Grand Chapter to the Committee on Chapters Chartered and Under Dispensation as soon as practical.
  2. **Action** – Final action on such a petition shall be taken after the report on same by the above committee.
- D. **Powers, Restrictions** – Chapters working under dispensation shall possess the same territorial jurisdiction and are subject to the same restrictions, and enjoy the same privileges as constituent Chapters except, they may not adopt bylaws or be represented in Grand Chapter.

## CHAPTER XIII

### CONSOLIDATION

#### Section 44. CONSOLIDATION MAY BE CONSUMMATED

- A. **Conditions** – With the approval of the Grand High Priest any two (2) constituent Chapters located contiguous may consolidate and become one (1) Chapter.
- B. **Action by the First Chapter**
1. **Procedure** – No proposition to consolidate a Chapter with another Chapter shall be entertained by a Chapter to which it is presented unless it shall be in writing, be signed by nine (9) or more members of the Chapter, and specify the Chapter with which it is proposed to consolidate, and the place at which the proposed consolidated Chapter is to be located.
  2. **Lie Over** – Whenever such a proposition is made to a Chapter it shall be read by the Secretary at the first stated convocation held thereafter and spread at length upon the record and action deferred until the next stated convocation.
  3. **Notice** – Immediately after presenting the proposal for consolidation to the Chapter the Secretary shall notify, in writing, each member of the proposed consolidation, giving date and time of the convocation at which action will be taken. In addition, the Secretary shall notify the Grand High Priest and the Grand Secretary of the proposal. Notification shall be sent to the last known mailing address or email address of the members.
  4. **Presentation** – At the next stated convocation after presentation of the proposition for consolidation, the proposition shall again be read by the Secretary and action shall be taken thereon.
  5. **Voting** – The voting on the proposition shall be by paper ballot and if a majority of the votes cast be in favor of such consolidation, the Secretary shall immediately make a transcript of all the proceedings had in relation thereto, have it approved by the High Priest, and transmit the same to the Chapter proposed to be consolidated with. For purposes of voting on whether or not to consolidate, all provisions concerning quorum for opening the Chapter or conducting business shall be deemed waived. The members of

the Chapter that are present at the meeting shall constitute a quorum. The outcome of the vote shall be immediately filed with the Grand High Priest and the Grand Secretary.

C. **Action by the Second Chapter**

1. **Procedure** – The Secretary of the Chapter receiving such a proposition for consolidation from another Chapter, shall present and read the same at its first convocation, spread it at length upon the records, and defer action thereon until the next stated convocation.
2. **Notice** – Upon receiving and recording a proposition for consolidation the Secretary shall immediately notify, in writing, each member of the proposed consolidation, giving date and time of the convocation at which action will be taken. In addition, the Secretary shall notify the Grand High Priest and the Grand Secretary that the proposal for consolidation has been received. Notification shall be sent to the last known mailing address or email address of the members.
3. **Action** – At the next stated convocation after presentation of the proposition for consolidation, the proposition shall again be read by the Secretary and action shall be taken thereon.
4. **Voting** – The voting on the proposition shall be by paper ballot and after the vote is taken thereon the Secretary shall immediately transmit to the Chapter in which the proposition originated the result of the vote in his Chapter. The outcome of the vote shall be immediately filed with the Grand High Priest and the Grand Secretary.

D. **Action** – Upon approval of consolidation by both Chapters, the Grand High Priest shall consult with the Chairman of the Committee on Chapters Chartered and Under Dispensation and the Chairman of Jurisprudence to ensure that the process for consolidation was proper and in the best interest of Royal Arch Masonry. The Grand High Priest shall then either approve the consolidation or disapprove the consolidation. A consolidation that is not approved shall be reviewed by the Grand Chapter for final determination.

E. **Consolidation of Chapters**

1. When Chapters may consolidate after approval of the proceedings of the proposition.
2. **Location** – The location of the consolidated Chapter shall be determined when the vote on consolidation is taken.
3. **Name and Number** – The name and number of the consolidated Chapter shall be that of the oldest consolidated Chapter, provided that by a majority vote of the members present at the time the proposition for consolidation is voted on the name and number of the younger of the consolidated Chapters may be adopted.

F. **Organization** – After consolidation the Chapter shall proceed as follows:

1. **Records and Property** – Upon consolidation of two Chapters the records, property and paraphernalia of both Chapters shall become the property of the consolidated Chapter, except that the charter, seal and rituals of the Chapter losing its identity shall become the property of the Grand Chapter and shall be forwarded to the Grand Secretary. The Grand Chapter will reimburse the consolidated Chapter for the rituals returned to Grand Secretary.
2. **Officers** – The officers of the Chapter which retains its identity shall continue to serve until their successors have been elected and installed.
3. **Election and Installation** – At the first stated convocation held by the consolidated Chapter an election shall be held, and the officers so elected shall be installed at once, or not later than the next stated convocation.
4. **Convocations** – The stated convocations of the consolidated Chapter shall be the time fixed for the convocation of the Chapter retaining its identity.
5. **Report** – When the consolidation of the Chapters shall have been consummated and the officers have been duly elected and installed it shall be the duty of the Secretary to immediately report in duplicate to the Grand Secretary the action that has been taken,

including in such report a complete list of the officers installed in the consolidated Chapter.

## CHAPTER XIV MOVING A CHAPTER

### **Section 45. LOCATION OF CHAPTER MAY BE CHANGED.**

- A. **Method** – Chapter may be removed to another location than that named **in** its charter as follows:
1. **Proposition** – A proposition to remove a Chapter to another location than that named in its charter shall be made in writing and can only be made by a member or members of the Chapter.
  2. **Record**—Whenever such a proposition is received by a Chapter it shall be read by the Secretary and entered upon the records; and action thereon shall be deferred until the next stated convocation of the Chapter.
  3. **Notices**—Immediately after the close of the convocation at which the proposition shall have been presented, the Secretary shall prepare a notice in writing of the forthcoming action to be taken on such proposition setting out the date and time of the next stated convocation at which action will be taken, and shall transmit a copy of the notice to every member of his Chapter, the Grand High Priest and the Grand Secretary, each of which shall be under the seal of the Chapter.
  4. **Action**—At the convocation stated in the above notice the Chapter shall meet and the Secretary shall again read the proposition in full and action shall be taken thereon.
  5. **Voting** – The vote shall be by paper ballot. Should a majority of the votes cast be in favor of such removal, then the High Priest and Secretary shall immediately after the close of the convocation prepare and certify a transcript in duplicate of all the proceedings in relation thereto and transmit one (1) copy to the Grand High Priest and one (1) copy to the Grand Secretary.
  6. **Notice of Removal** – Upon receipt of the certified transcript from a Chapter by the Grand High Priest he shall give notice, in writing, to all Chapters that are affected, of the proposed removal stating that they may have forty (40) days from the date of such notice in which to lay before him, in writing, their reasons, if any, for or against such removal. If written reasons against such removal are received by the Grand High Priest, he shall allow the Chapter which voted to move a reasonable time in which to prepare and present a written answer to such reasons.
- B. **Case Referred to Committee on Chapters Chartered and Under Dispensation.**
1. **Referred** – The Grand High Priest shall refer the entire proceedings to the Committee on Chapters Chartered and Under Dispensation who shall review the case and report thereon to the Grand High Priest with their recommendations.
  2. **Report** – The Grand High Priest shall report all of the proceedings and facts in such a case and his recommendations for or against removal, to the Regular Convocation of the Grand Chapter.
  3. **Action** – After presentation of the case to the Grand Chapter at a Regular Convocation it shall take action thereon by ballot and, should a majority of the votes cast be in favor of removal, the Chapter may move as requested, *provided*, that no Chapter may move from the town, city, or location named in its charter until such proposed removal shall have been approved by the Grand Chapter.
- C. **Summons** – Should any member desire to present a proposition for removal of a Chapter, and be prevented from doing so by reason of the Chapter failing to have a quorum present to hold a stated convocation for more than sixty (60) days, he may file such proposition with the High

Priest who shall thereupon cause the members of his Chapter to be summoned to attend the next stated convocation of the Chapter, at which time he shall cause such proposition to be presented, read and entered at length upon the records.

- D. **Defeated** – Should a proposition to remove a Chapter be defeated then a period of two (2) years shall lapse before a proposition contemplating the same removal shall be entertained, dated from the date of such defeat.

## **CHAPTER XV**

### **CHAPTER'S RIGHTFUL POWERS**

**Section 46. Jurisdiction** – Each Chapter lawfully chartered shall have coextensive jurisdiction with all other lawfully chartered Chapters in Iowa.

**Section 47. Degrees** – Each Chapter is permitted to confer the Chapter degrees at such times and places as is convenient for the candidates and members of the Chapter. Ritual performed shall be as approved by the Board of Custodians.

**Section 48. Membership Provisions** – Each Chapter shall have jurisdiction over its own members. Should two (2) Chapters possess concurrent jurisdiction over the same offender for an offense, the Chapter first assuming jurisdiction by the receipt of charges shall have exclusive jurisdiction thereof.

**Section 49. Membership of Chapters:**

- A. **Number** – Every Chapter shall have at least nine (9) members.
- B. **Qualifications** – No person shall be a member of a Chapter who is not a Royal Arch Mason in good standing. No person shall receive any of the Chapter degrees who is not a Master Mason in good standing.
- C. A member may belong to one (1) or more Chapters.

**Section 50. Administration:**

A. **Officers:**

- 1. **Regular Officers** – A Chapter shall have twelve (12) regular officers as follows:
  - a. High Priest
  - b. King
  - c. Scribe
  - d. Treasurer
  - e. Secretary
  - f. Captain of the Host
  - g. Principal Sojourner
  - h. Royal Arch Captain
  - i. Master of the Third Veil
  - j. Master of the Second Veil
  - k. Master of the First Veil
  - l. Sentinel
- 2. **Additional Officers** – A Chapter may elect or appoint Trustees or additional officers as deemed fit and necessary by the Chapter and to carry out the purposes of Royal Arch Masonry.

3. **Elected** – The High Priest, King, Scribe, Treasurer, and Secretary shall be elected at the annual election of officers. A member may be elected as both the Treasurer and Secretary.
4. **Appointed** – All officers of a Chapter not required to be elected shall be appointed by the High Priest-Elect immediately after his election. An elected officer, except for the High Priest, King, or Scribe may also be appointed to an office.

A. **Elections:**

1. **Time** – The election of officers shall be held at the stated meeting in either the month of November or December. A Chapter that is prevented for good cause from holding an election at a stated meeting in either of those months shall immediately petition the Grand High Priest for a dispensation to hold elections at another date and time. If a dispensation is granted, all members of the Chapter shall be notified of the date and time. Notification shall be sent to the last known mailing address or email address of the members.  
*(Amended August 2013)*
2. **Installation** – Prior to a Companion assuming the duties of office to which he has been elected or appointed he shall be duly installed. Installations shall be after the time of election as set out in paragraph “A” and prior to the assumption of office except by dispensation of the Grand High Priest. However, all installations shall be held prior to the conclusion of January 31 except by dispensation for good cause by the Grand High Priest. An installation may be public or private at the discretion of the High Priest-Elect. An officer who is reelected or reappointed need not be reinstated if he is as an Installing Officer.  
*(Amended August 2013)*
3. **Vacancies** – Any office shall become vacant if the incumbent shall:
  - a. Resign from his office.
  - b. Cease to be a member of his Chapter.
  - c. Be convicted of a Masonic offense by his Chapter.
  - d. Be convicted of a Masonic offense by a Masonic Lodge having jurisdiction.
  - e. The Grand High Priest may declare any Chapter office vacant if the incumbent moves out of the state of Iowa provided that the officer is unable to perform the duties of office.
4. **Filling Vacancy:**
  - a. Whenever a vacancy occurs in an elective office the High Priest, King, or Scribe acting as High Priest shall order an election to fill such vacancy and any other vacancy that may result from such election. The High Priest shall fill a vacancy in an appointed office as soon as practicable.
  - b. The election shall be held at the next stated meeting of the Chapter.
  - c. All officers shall be installed as soon as practicable and prior to assuming office.
  - d. Changes in officers shall be reported to the Grand Secretary.
5. **Duties of Chapter Officers:**
  - a. **High Priest** – It shall be the duty of the High Priest to see all the following:
    - i. The Grand Chapter Code and the bylaws of his Chapter are duly observed and obeyed. The High Priest shall ensure that all elected and appointed officers of the Chapter have either a printed copy of the Grand Chapter Code or are provided the Internet address where the Grand Chapter Code may be electronically accessed.  
*(Amended August 2013)*
    - ii. All the officers of the Chapter perform the duties of their respective offices.
    - iii. Chapter fees and dues are promptly collected.
    - iv. Regular returns be made annually to the Grand Chapter and all monies due the Grand Chapter to be promptly paid.

- v. The Chapter be duly represented at all Regular Meetings of the Grand Chapter.
  - (a). Authority: The High Priest is authorized to:
    - (1). Appoint all of the nonelected officers.
    - (2). Call special meetings.
    - (3). Generally oversee and superintend the doings and affairs of his Chapter.
- b. King – It shall be the duty of the King to:
  - i. Obey the orders of the High Priest.
  - ii. Preside in the absence of the High Priest.
- c. **Scribe** – It shall be the duties of the Scribe to:
  - i. Obey the orders of the High Priest.
  - ii. Preside in the absence of the King and High Priest.
- c. **Treasurer** – It shall be the duties of the Treasurer to:
  - i. Receive all monies for the Chapter from the hands of the Secretary, and keep just and regular account of the same.
  - ii. Pay all orders legally drawn on him by the Chapter.
  - iii. Render just and full accounts of all funds received, paid out and amounts on hand, whenever required by the High Priest or the Chapter.
  - iv. Deliver to his successor in office all funds coming into his hands together with such books, vouchers, and other matters having reference to financial affairs of the Chapter.
  - v. Give a surety bond in such sum and under such conditions as the Chapter may determine.
- d. **Secretary** – It shall be the duties of the Secretary to:
  - i. Observe the High Priest's will and pleasure and record the proceedings of the Chapter.
  - ii. Receive all monies due the Chapter, turn them over to the Treasurer, and take his receipt therefor.
  - iii. Furnish all diplomas, demits, certificates or other documents which the Chapter may order.
  - iv. Keep a register of the members of the Chapter and record therein important facts relative to the Masonic and civil history of each.
  - v. Keep an account with each member and promptly collect all dues.
  - vi. Keep a visitor's book.
  - vii. Attend all trials and meetings for taking evidence.
  - viii. Make complete transcripts of all proceedings had by the Chapter which may be required by the Code.
  - ix. Prepare, sign and transmit to the Grand Secretary the annual returns of the Chapter.
  - x. Preserve the seal of the Chapter and affix it to all official documents.
  - xi. File and preserve all petitions, papers and documents of every character having reference to the business of the Chapter.
  - xii. Promptly deliver to his successor in office, all of the records and property of the Chapter in his possession.
  - xiii. Give a surety bond in such sum and under such conditions as the Chapter may determine and benefit.
  - ivx. Do all other legitimate and proper acts as the Chapter may direct.
- e. **All other officers** of the Chapter shall perform such duties as may be required of them by the Code, the ancient customs and usages of Royal Arch Masonry, and any such other duties as the Chapter may direct.

- f. Each elected and appointed chapter officer is expected to read and familiarize himself with the Grand Chapter Code and the bylaws of his chapter.  
(Added August 2013)
- g. Each Chapter shall have a printed copy of the Grand Chapter Code.  
(Added August 2013)

**Section 51. CHAPTER MEETINGS (CONVOICATIONS)**

- A. **Meeting Types** – The meetings of constituent Chapters are stated, called, or festival.
  - 1. **Stated meetings** are those held at such time as the Chapter may by its bylaws prescribe or as recorded in the proceedings of a Chapter working under a dispensation.
  - 2. **Called meetings** may be held at any time at the discretion of the High Priest as provided by the Code and the usages of Royal Arch Masonry.
  - 3. **Festival meetings** are for social intercourse or for the purpose of conferring all four (4) chapter degrees on one date. Festival meetings may be called a High Priest as provided by the Code and the usages of Royal Arch Masonry.
  - 4. If a stated meeting fails to obtain a quorum, the High Priest may reschedule the meeting at a day and time for that same month. Notice shall be provided to the membership by mail or email.
- B. **Business** – All business of the Chapter must be held at a stated meeting except that degree work may be done at called or festival meetings.
- C. **Quorum** – For all meetings of a constituent Chapter there shall be a quorum.
  - 1. **Stated** – At a stated meeting there shall be present at least six (6) members of the particular Chapter, one (1) of whom shall be the High Priest, King, or Scribe.
  - 2. **Called** – Called meetings for work may be opened and the degrees conferred if there be present a sufficient number of Companions who have received the degree in which work is to be done, one (1) of whom shall be the High Priest, King, or Scribe.
  - 3. **Festival** – Festival meetings are not required to be opened.
- D. **Rules of Order**
  - 1. **Meetings** – The meetings of a constituent Chapter shall be at the time and place provided in its bylaws, and if a quorum be present, it shall be opened in the Royal Arch Degree any of the four (4) Chapter degrees at the discretion of the High Priest or acting High Priest and proceed with the business of the Chapter.  
(Amended August 2017)
  - 2. **Order of Business** – The order of business shall be substantially as follows and may be modified by a Chapter for the proper and expedient disposal of Chapter business:
    - a. **Reading or distribution of the minutes** of the last stated meeting.
    - b. **Unfinished business** brought forward from a previous meeting.
    - c. **Official communications** and others of interest shall be read, and such action taken thereon as each case may require.
    - d. **Reports of committees on petitions** shall be read by the Secretary, and so noted in the minutes but in no case shall the recommendation of the Committee be recorded.
    - e. **Balloting on petitions** shall be had and the results shall be recorded in the minutes.
    - f. **Petitions for the degrees received shall be read** by the Secretary and noted in the minutes, with the names of the committeemen appointed by the High Priest.
    - g. **Reports of standing and special committees** shall be read by the Chairman of the respective committee or distributed prior to the meeting. Reports and action on important matters shall be recorded in full in the minutes. Matters of minor importance, at the discretion of the High Priest, recorded in brief only.

- h. **New business** shall be brought up and disposed of, bills read and acted upon, notice to delinquents ordered, suspension of delinquents, general motions, and remarks of the Companions.
- i. **Minutes of the meeting** shall be read by the Secretary for correction and approval, provided that he may read from notes entering them in the minute book of the Chapter later.
- j. **Closing of the Chapter.**

C. **Records and Property**

- 1. **Records** – Every constituent Chapter must procure, open, and keep full and complete records of all its proceedings, its financial affairs and of the accounts of its members with the Chapter.
- 2. **Books of Marks** – Every constituent Chapter shall maintain a Book of Marks containing the Marks that have been submitted by candidates receiving the Mark Master degree.
- 3. **Chapter Seal** – Every Chapter shall have a seal, a full description of which, and the device thereon together with an impression of same shall be transmitted to the Grand Secretary of the Grand Chapter
- 4. **Clothing** – All Companions shall wear a Royal Arch Mason apron at meetings except when performing degree work or when the wearing of an apron would not be appropriate.
  - a. All Companions shall wear an apron at all stated and called meetings of the Royal Arch Degree.
  - b. Aprons worn by Companions at meetings may be of cloth instead of lamb skin but otherwise as above described.

**Section 52. PETITION FOR THE DEGREES.**

A. **Qualifications** required for petitioning are as follows:

- 1. **Lodge Membership** – A person petitioning a Chapter must be Master Mason affiliated with some Masonic Lodge that is recognized by the Grand Lodge of Iowa Ancient Free and Accepted Masons.
- 2. **Residence** – The residence of the person petitioning shall be as provided by the Code. *(Amended August 2019)*
- 3. **Waiver** – A Chapter may waive any or all of the balloting process set out in the section so long as the candidate is a Master Mason in good standing, has paid all of the required fees and dues, and submitted the proper petition for the degrees. However, the waiver shall be fully explained to the members of the Chapter prior to the balloting process. If a Chapter seeks to use the “secret ballot process,” it shall not waive the negative ballot or objections provisions. *(Amended August 2019)*
- 4. **Fees** – A Chapter may assess candidates taking the chapter degrees an initiation fee. A Chapter may also assess each of its members an annual dues fee except for those members who are exempt under the Grand Chapter Code from paying annual dues. A Chapter assessing fees under this section shall set out such fees in its bylaws.
- 5. **Forms** – Petitions for the degrees shall be for the four (4) degrees made out on official forms prescribed by the Grand Chapter and shall be signed by the applicant. A petition shall contain the following:
  - a. The lodge of which he is a member.
  - b. Whether or not he has been rejected by a Chapter, if so, giving name and location.
  - c. Date and place of birth.
  - d. Residence and occupation.
- 6. **Refusal** – A Chapter may, by a majority vote, refuse to receive a petition for the degrees when presented and such refusal shall have the same effect as a rejection by ballot. In such cases the fee shall be returned to the petitioner.

7. **Withdrawal** – A petitioner for the degrees may withdraw his petition at any time before its reception by a Chapter and reference to a committee on investigation, but not afterwards.
8. **Reception of Petitions** – Every petition for affiliation or reinstatement from suspension for nonpayment of dues shall be presented at a stated meeting with the recommendations of two (2) members of the Chapter. If the petition is in conformity with the requirements of the Code it shall be referred to a committee of three (3) members for investigation, who shall make a report thereon at the same or subsequent stated meeting.
9. **Special Reports** – If a committee on a petition is convinced that the petitioner is barred from acceptance by residence, physical ability, or other special reasons which is an absolute bar to acceptance, such fact shall be especially reported and the petition may be dismissed without a ballot if the Chapter so determines.
10. **Secret Ballots** – A vote on a petition for the degrees shall be by secret ballot as provided herein:
  - a. **Defined** – Whenever the term "Secret Ballot" is used in this Code it means by the use of white balls and black cubes of the same composition and weight, and taken in a ballot box so arranged that the character of an individual ballot shall not become known. A paper ballot may also be used as a "Secret Ballot".
  - b. **How Taken** – When a secret ballot is to be taken it shall be for but one (1) petitioner at a time; provided, that at the discretion of the High Priest one (1) single ballot may be taken on two (2) or more petitioners. In case one (1) or more negative ballots are cast, each petitioner shall then be balloted on separately.
  - c. **Voting Required** – Every member present when a secret ballot is taken shall vote unless excused by a majority vote of the Chapter.
  - d. It shall be unmasonic for any Companion to make known the character of his vote on a secret ballot, or to seek out the character of another Companion's vote as each member of a Chapter is the sole judge of what his vote shall be.
11. **Re-Balloting** – In all cases where but one (1) negative ballot appears on the first spreading of the ballot the High Priest shall not declare the result but shall order a re-ballot and the result of such re-ballot shall be declared and be final.
12. **Objection**
  - a. **Provisions For** – Any member of the Chapter, whether present when the ballot is taken or not, may at any time after the reception of a petition and before the commencement of the conferring of the Mark Master Degree, object secretly to the High Priest to such candidate being further advanced and the said objection shall have the same effect as an unfavorable ballot. If such objection is made before a ballot is taken, then no ballot is required.
  - b. **Procedure** – The High Priest shall not disclose the name of the objector nor shall the objector disclose his identity, but the fact that an objection has been made by a member of the Chapter shall be stated by the High Priest at the next stated meeting of the Chapter by his announcing that such an objection has been made and declaring the candidate rejected and ordering such statement and declaration spread upon the records of the meeting.
13. **Repetition** – A rejected candidate may repetition to the same Chapter at any subsequent stated meeting thereof.
14. **Delays in Work** – Should any petitioner for the degrees be elected and then fail to present himself for initiation within six (6) months thereafter, his election shall be deemed cancelled and the fees forfeited to the Chapter.
15. **Neglect to Appear** – If a Brother who has received one (1) or more of the first three degrees of Royal Arch Masonry fails to appear to receive the succeeding degree within six (6) months of the date of receiving his last degree, he shall make written request for

advancement. Such request shall be received at a stated meeting, lie over until the next meeting without reference, and then pass a majority ballot to enable him to advance.

16. **Delays in Action** – Should any constituent Chapter fail or neglect to receive and ballot on a petition for the degrees within a period of four (4) months after said petition has been filed with its Secretary, or having elected a candidate for the degrees within four (4) months after such election, said petitioner may then petition any other Chapter in this Grand Jurisdiction. All fees paid by the petitioner to the Chapter failing or neglecting to act shall be returned to him.
17. **Candidate from Defunct Chapters** – A Mark Master, Past Master or Most Excellent Master in good standing, whose Chapter is defunct, may petition another Chapter for the remaining degree or degrees.

## B. **Affiliation and Membership**

1. **For Membership** – A demitted Royal Arch Mason apply for membership in any constituent Chapter. A Chapter may waive any or all of the balloting process set out in the section so long as the candidate is a Royal Arch Mason in good standing, has paid all of the required fees and dues, and submitted the proper petition for the degrees. However, the waiver shall be fully explained to the members of the Chapter prior to the balloting process. If a Chapter seeks to use the “secret ballot process,” it shall not waive the negative ballot or objections provisions.
2. **Transfer of Membership** – To continue membership while transferring, a Companion:
  - a. May file his petition with a Chapter in which he desires to obtain membership and with it a certificate of good standing, under the seal from the Secretary of the Chapter of which he is a member showing that his dues have been paid for the current year and also a written application to his Chapter for a demit.
  - b. At the next stated meeting of the Chapter to which his petition is presented it shall be acted upon. If elected the Secretary shall immediately forward his application for a demit to the Companion's Chapter and when the demit is received shall file it with the petition and enter the Companion's name as a member of the Chapter as of even date with the demit, if the petitioner is rejected, his receipt for dues shall be re turned to him.
3. **On Demit** – Should a Companion not affiliated desire membership he shall file his demit with his application for affiliation, provided that if the Chapter of which he was last a member is defunct, other satisfactory evidence of these facts may be submitted in lieu of a demit, and provided further that such Companion must be an affiliated Master Mason.
4. **Form** – Petitions for affiliation shall be on official forms prescribed by the Grand Chapter and must be signed by the petitioner. However, every petition must contain the following:
  - a. Statement that he is a Royal Arch Mason.
  - b. Name of Chapter he is or was last affiliated with.
  - c. Name of Chapter in which he received the degrees.
  - d. Name of Lodge of Master Masons of which he is affiliated.
  - e. Date and place of birth, residence and occupation.
5. **Received and Referred** – Every petition for affiliation must be received at a stated meeting and must then take the course of that as a profane, as to recommenders, time and reference to a committee.
6. **Balloting** – Action on petitions for membership by secret ballot and majority of the number of ballots cast shall be necessary to elect. In the event of election to membership the demit or evidence of former membership of the applicant shall be cancelled by the Secretary by endorsing thereon the fact of such election with the date thereof.
7. **Special Conditions** – A Companion from outside of the United States of America who presents satisfactory evidence of his having received the degree of the Royal Arch in a

regular and lawful manner, according to the form prescribed in the jurisdiction from whence he hails, and who has been elected to membership in a Chapter in this jurisdiction may, by direction of the Grand High Priest, have conferred upon him, without charge, in the Chapter electing him to membership, any of the degrees conferred in this Grand Jurisdiction which he may not have before received.

### **Section 53. Membership Dues**

#### **A. Membership Dues and Procedure Thereon:**

1. Each Chapter shall assess dues and collect them annually from each of its members in an amount sufficient to cover per capita costs and any other Chapter expenses except:
  - a. When a Companion becomes a member by exaltation after the first day of July of any year, the Secretary shall collect one-half the amount fixed as Chapter dues for that year.
  - b. When a member has paid Grand Chapter or constituent Chapter dues for the annual period in one Chapter, and becomes a member of another Chapter during such period, no dues shall be collected from him for the year for which such dues have been paid.
  - c. No annual dues shall be assessed against any member who has been a member in good standing of a constituent Chapter or constituent Chapters, for a period of fifty (50) years or more, as certified by the records on file in the office of the Grand Secretary.
2. All monies due from members shall be collected by the Secretary. Where other York Rite bodies may have their headquarters in the same meeting place or in close proximity it shall be lawful for all of such York Rite bodies to issue one common paid-up dues card to each member provided said card shall have clearly implaced thereon the seal and signature of the Grand Secretary or Recorder of each Grand body and also the seal and signature of each Secretary or Recorder of each local body participating therein.
3. All annual dues shall be due and payable by the first day of January of each year.
4. Should a Companion be financially unable to pay his dues, the Chapter may by motion, duly passed and recorded, exempt him from payment of dues for the current year, but to exempt the Chapter from payment of the Grand Chapter dues upon such member the fact of action by the Chapter and the date thereof shall be included in and certified to the Grand Chapter with the annual returns of such Chapter.
5. Unpaid dues become delinquent on the first day of July of each year. When the dues of a member of a Chapter become delinquent, the Chapter shall remit them upon a proper showing of inability to pay, grant a definite time for payment upon the Companion's request that additional time for payment be granted, or notify the member who is delinquent of the fact and inform him that under the law he will be subject to suspension. Notice of delinquency shall include that payment shall be made on or before the December meeting of the Chapter or that a request for remission be submitted. When a member becomes subject to suspension, he shall have one (1) year to pay his dues or he shall be automatically suspended.

### **Section 54. ATTENDING AND VISITING CHAPTERS.**

- A. It is the right and privilege of every Royal Arch Mason to attend all meetings of the Chapter of which he is a member and to visit all other Chapters within this jurisdiction provided he is able to suitably demonstrate he is a Royal Arch Mason.

### **Section 55. DEMITTING FROM A CHAPTER OF ROYAL ARCH MASONS.**

- A. Every Royal Arch Mason who is a member in good standing of a Chapter in this Grand Jurisdiction and is entitled to demit upon his proper application.

- B. A member shall be granted a demit after submitting a signed application. If he is an officer of the Chapter when the demit application is submitted, he shall be deemed to have immediately resigned his office.
- C. It shall not be necessary for a Companion to demit when joining with other Companions to form a new Chapter.

**Section 56. FORMING A NEW CHAPTER.**

- A. **Conditional Forbidden** – Demits are absolute and cannot be made conditional; *except* when granted for information of a new Chapter.
  - 1. **Procedure** – When any member of a Chapter desires to join with others in forming a new Chapter **in** this Grand Jurisdiction, and desires to demit for that purpose only, and to resume his membership in his old Chapter in the event of failure in the formation of a new Chapter, or of failure to obtain a charter, he may petition his Chapter for demission for such purpose and such petition shall be subject to the conditions for an absolute demit except that in the event the certificate of demission is granted, it shall be sent by the Secretary of the Chapter directly to the Grand High Priest and the Companion's membership in the Chapter issuing it shall be terminated.
  - 2. **Effect** – During the time such new Chapter is working under dispensation the membership of such Companions is in the Chapter working under a dispensation. In the event of failure of the formation of such proposed new Chapter, then the Grand High Priest shall return the conditional demit to the Secretary of the Chapter issuing it, and the Companion's membership in that Chapter shall be resumed as of the date of such demit. Announcement of such resumption shall be made by the High Priest at a stated convocation and it shall be entered in the records
  - 3. **Objections** – When any petition for a demit is presented to a Chapter any Companion who may know for good reasons why any member should not be demitted, may, upon stating that he desires time to prefer charges, have the application for a demit laid over until the next stated convocation. If at or before such next stated convocation charges be presented, the demit shall not be granted unless and until the accused is acquitted.

**Section 57. RETURNS OF CONSTITUENT CHAPTERS.**

- A. **Annual Returns** – x Every constituent Chapter shall make annual returns to the Grand Chapter.
  - 1. **When Made** – On or before the first day of February in each year every Secretary shall make out for his Chapter, cause to be signed by its High Priest, and Secretary under the seal of the Chapter, and transmit to the Grand Secretary full and complete returns of the proceedings of the Chapter for the preceding fiscal year, including therewith the annual dues and revenue due the Grand Chapter.
  - 2. **Forms** – Such returns shall be made upon blanks furnished by the Grand Secretary.
  - 3. **Contents** – The information which shall be entered upon the return forms shall include:
    - a. Names of officers of the Chapter on the first day of January preceding.
    - b. A list, in alphabetical order, of all members of the Chapter, *provided* that; should the membership of a Chapter exceed three hundred (300) such list may be furnished only every third year.
    - c. A list of all persons receiving any of the degrees of Royal Arch Masonry during the preceding calendar year, with the date of birth, residence, date of conferring of each degree, name, number and location of Masonic Lodge in which membership is held.
    - d. List all admissions, reinstatements, demissions, suspensions, expulsions, remissions, and deaths, giving name in full with respective dates.
    - e. Also, such other information as may be requested by the Grand Secretary on such blanks.

4. **Disposition** – Both copies of the returns shall be completed in full. One (1) copy shall be forwarded to the Grand Secretary and the other filed in the permanent records of the Chapter.
  5. **Time Limit**
    - a. If any Chapter fails to make its return to the Grand Secretary and pay its dues on or before the first day of February of any year, said Chapter shall be assessed a penalty fee of Ten (\$10.00) Dollars and an additional fee of Ten (\$10.00) Dollars shall be assessed for each additional fifteen (15) days thereafter until such time as the annual returns and dues are in the hands of the Grand Secretary. In the event the secretary of the Chapter has died, become incapacitated, or not been reelected to that office or for any other reason is not the regularly elected and installed secretary of the Chapter continuously between January first of any year and February first of said year, the Grand High Priest may, at his discretion, waive said penalty.
    - b. Should any Chapter fail or neglect to make its returns and pay dues as required therein, the Grand Secretary shall furnish the Grand High Priest a statement of the Chapters failing to make returns and pay dues, with the reasons which he may have received from the Officers of such Chapter for such delinquency.
  6. **Investigation** – Upon receipt of such information the Grand High Priest shall investigate and inquire into the causes of the delinquency of each such Chapter and shall take such action in regard thereto as will insure prompt returns.
  7. **Penalty** – If the Chapter fails to respond, or responding fails to make a satisfactory showing to the Grand High Priest he may at his discretion arrest the charter of the Chapter or arrest the jewel of the negligent officer or officers, and continue such discipline in force until the next Regular Convocation of the Grand Chapter.
  8. **Representation** – No Chapter whose annual returns have not been filed or whose Grand Chapter dues have not been paid shall be entitled to representation in the Grand Chapter, unless for good cause shown the Grand High Priest shall authorize such representation.
- B. **Monthly Returns** – The secretary of every constituent Chapter shall immediately after the last day of each month, enter or cause to be entered upon forms furnished by the Grand Secretary, a report which shall contain the following information: dates of Advancements, Inductions, Receptions, Exaltations, Reinstatements, Demissions, Deaths, Expulsions, Suspensions, Address changes of members giving names in full with current or last known address, together with such other information as may be called for by the Grand Secretary on said forms. Such reports shall be filled even though the Chapter did not meet or do any work during the preceding month.

## **Section 58. THE GOVERNMENT OF CONSTITUENT CHAPTERS.**

- A. **Constituent Chapters** shall enact bylaws for the government of their local affairs **and** they shall:
  1. Be in harmony and not inconsistent with the Code of the Grand Chapter.
  2. Fix the time for its stated convocation upon a certain day of the week of the calendar month.
  3. In all cases bylaws shall be of a general and uniform nature, and shall, not have any special rules or regulations having a personal or special application.
  4. Not, in any case, *suspend* or temporarily *dispense* with a bylaw.
  5. Not enact or amend any bylaw until the same shall have been before the members of the Chapter at least one (1) month, by having been proposed in writing at a stated convocation recorded in the records thereof, and laid over for final action at a subsequent stated convocation.
  6. Be approved by the Grand Chapter or the Grand High Priest before the bylaws adopted by any Chapter shall take effect.

**B. Funds**

1. **Use by Chapters** – No monies or any other property of a Chapter shall be used for any other than for the Chapter and Royal Arch Masonry; provided that the sponsoring of Chapters of the Order of DeMolay for boys, including financial assistance thereto, shall not be deemed in contravention hereto.

**Section 59. ARREST OF A JEWEL.**

- A. The jewel of an officer of a Chapter may be arrested as follows:
1. During the interim between Regular Meetings of the Grand Chapter, the Grand High Priest may for such conduct as causes injury to the welfare of Royal Arch Masonry or for the commission of any offense against Royal Arch Masonry as defined in the Code, arrest the jewel of the High Priest of any Chapter. For like reasons the High Priest of a Chapter may arrest the jewel of any officer of his Chapter and shall make such arrest if directed by the Grand High Priest to do so and shall promptly report to the Grand High Priest his compliance with such order.
  2. The effect of the arrest of the jewel of an officer is to suspend him from the functions of his office while such arrest remains in force, but it does not affect his standing as a Royal Arch Mason.
  3. Such officer under whose authority a jewel has been arrested may return it whenever, in his judgment, justice and the good of Royal Arch Masonry will be promoted thereby.
- B. Any officer who may have his jewel arrested shall have the right to have his case appealed to the Grand Chapter for revocation of such order.
1. When such an appeal is received by the Grand Secretary, he shall immediately refer the case to a Committee on Appeals and Grievances.
  2. The committee shall then promptly investigate the case, giving full opportunity for all interested to be heard at all stages of the investigation and hearing.
  3. The committee, having investigated the case, shall make a full and complete report of its proceedings and decisions to the Grand Chapter at a Regular Meeting and that body shall then take full jurisdiction over the case, and either affirm or revoke the order of the arrest of the jewel as justice may warrant.

**CHAPTER XVI**  
**OFFENSES, TRIALS AND PUNISHMENTS**

**Section 60. OFFENSES AGAINST ROYAL ARCH MASONRY DEFINED IN THE CODE.**

- A. **Offenses** consist of the following:
1. The violation of any penal statute of the state which involves moral turpitude.
  2. The unlawful communication of any of the esoteric work or secrets of Royal Arch or Ancient Craft Masonry.
  3. The commission of any act contrary to or in violation of the obligations or teachings of any of the degrees of Royal Arch Masonry, or of any of the degrees of Ancient Craft Masonry, which tends to impair the purity or injure the welfare of Royal Arch Masonry.
  4. Disobedience of the Grand Chapter Code, or of any summons or order duly and regularly issued by proper authority.
  5. The attempt, by any motive whatsoever, to hinder the legitimate business or work of the Grand Chapter or of any particular Chapter.
- B. **Charges** – No charges can be entertained unless they are preferred by a Royal Arch Mason affiliated with some constituent Chapter.

- C. **Where** – Charges must be preferred in the Chapter to which the accused belongs except as may be otherwise provided by the Code.
- D. **Grand Chapter** – Charges against the High Priest of a Chapter, while holding such official position, must be presented to the Grand Chapter as by the Code provided.
- E. **Punishment** – Discipline which can be exercised over Royal Arch Masons can only be in three categories—first, reprimand or censure; second, suspension; third, expulsion.
  - 1. **Suspension** – Suspension shall always be indefinite, and until reformation and repentance, and may be terminated as by the Code provided.
  - 2. **Acquittal** – No accused shall, after acquittal, be tried for the same offense again.
  - 3. **Forms and Procedure** – With such necessary changes in forms and procedure as may tend to render the same applicable, the Code of the Grand Lodge of Iowa of Ancient Free and Accepted Masons upon the subjects where this Code remains silent, shall apply to govern and control all action taken by Chapters upon charges preferred, *provided* its provisions for the appointment of a Trial Master shall not apply.

**Section 61. OFFENSES OF CHAPTERS AND JURISDICTION OF GRAND CHAPTER.**

- A. **Complaints Against Chapters**
  - 1. **Procedure** – Any member of a Chapter may complain against his Chapter that it has been acting in violation of the Code, specifying particularly the acts complained of. Such complaint shall be made to the Grand High Priest who shall thereupon forward to such Chapter a copy of such complaint and require an answer thereto in such time as he shall deem proper. Upon receipt of such answer the Grand High Priest may in his discretion, visit the Chapter complained against, hear evidence in the case, or do such other acts as will, in his judgment, disclose a full and fair understanding of the whole matter, and make such decision as shall conduce to the welfare of Royal Arch Masonry. He may, in his discretion, arrest the charter of the Chapter or the jewels of any or all of its officers, or may reprimand the officers or members of the Chapter or advise them what is proper to be done. If, in his opinion, the complaint was maliciously preferred and without sufficient cause, he may reprimand or rebuke the member presenting it or direct charges to be preferred against him.
  - 2. **Jurisdiction** – The Grand Chapter has jurisdiction over all offenses committed by Chapters, its High Priest, or any officer of the Grand Chapter while holding such official position and over offenses committed by Royal Arch Masons when a Chapter having jurisdiction shall refuse to exercise its powers in that respect.
  - 3. **How Invoked** – The jurisdiction of the Grand Chapter can only be invoked upon the complaint of a Royal Arch Mason in good standing and a member of a Chapter in this Grand Jurisdiction.
  - 4. **How Made** – A complaint against a Chapter must be made in writing, clearly and precisely setting forth the facts respecting the particular matter or matters complained of and signed by the complainant.
    - a. **Filing** – Such complaint shall be filed with the Grand High Priest, who shall, after examination of the same, advise the complainant whether he deems the charges sufficient.
    - b. **Action** – If the Grand High Priest advises the complainant that charges are sufficient, the complainant shall at once *serve* a copy of such complaint on the High Priest and Secretary of the Chapter complained against and file proof of such service with the Grand High Priest.
    - c. **Time** – The Chapter accused shall, within forty (40) days after being served with a copy of the complaint, file with the Grand High Priest its answer to the complaint made against it.

- d. **Evidence** – Immediately after the Chapter has answered, or fails to answer within the period allowed, the Grand High Priest shall in person or by his duly authorized representative proceed to hear and cause to be written all such material evidence as may be offered in the case.
  - e. **Reference** – Upon completion of taking evidence, if, in his opinion, sufficient evidence of irregularity has been shown to warrant a trial thereon, the Grand High Priest shall refer the entire matter to some standing or special committee to report to the Grand Chapter thereon at the next Regular Convocation. If the complaint when made is deemed insufficient by the Grand High Priest, he shall dismiss the same at once; and if, after the evidence be taken, it clearly appears that the charges were unfounded, the case shall then be dismissed without reference to a committee.
- B. **Complaints Against Officers and Other Royal Arch Masons.**
- 1. **Charges Against an Officer** – Charges against an officer of the Grand Chapter or the High Priest of a Chapter for offenses alleged to have been committed while holding such official position shall be made in the same manner as complaints are made against a Chapter except that should charges be made against a Grand High Priest, they shall be presented to the Grand King and Grand Scribe, and the procedure therein shall be the same as provided in cases of offenses of Chapters.
  - 2. **Charges Against Other Royal Arch Masons** – Charges against a Royal Arch Mason for an offense committed and over which jurisdiction has been refused to be exercised, must be made in the same manner as complaints are made against a Chapter, except that the accused cannot be required to answer until evidence be procured tending to show that the local Chapter has refused to exercise jurisdiction, nor can the accused be found guilty unless evidence of the Chapter's refusal to act be established.

## CHAPTER XVII

### REINSTATEMENT OF MEMBERSHIP

#### **Section 62. THE FOLLOWING PROCEDURE SHALL BE FOR REINSTATEMENT TO MEMBERSHIP IN A CONSTITUENT CHAPTER.**

- A. **Loss of Membership in Masonic Lodge** – A Royal Arch Mason who has been deprived of his rights as such by reason alone of loss of membership in a Masonic Lodge shall have his membership restored upon restoration of his membership in the Masonic Lodge.
- B. **Evidence** – Personal knowledge that a member of a Chapter has been deprived of his membership in a Masonic Lodge or that the same has been restored followed by the statement of the fact at a stated convocation of his Chapter shall be deemed sufficient for the record, but a Companion's restoration shall date from the time of action of the Masonic Lodge.
- C. **Nonpayment of Dues** – Procedure is as follows:
  - 1. **Delinquency Paid Within One (1) Year** – If within one (1) year from the date of his suspension a Companion shall pay the amount he then owed, or if the Chapter shall, by a two-thirds ( $\frac{2}{3}$ ) vote, remit the same, such payment or remission shall automatically restore him to membership, which fact shall be entered of record; *provided* his dues for the current year are paid or have been lawfully remitted.
  - 2. **After One (1) Year** – If such payment or remission is not made within one (1) year from the date of suspension the Companion must petition for reinstatement. The petition must then take the course of that of a profane as to recommenders, time and reference to a committee. A favorable secret ballot of two-thirds ( $\frac{2}{3}$ ) of the members present and voting shall be necessary for reinstatement; however, no petition may be entertained

except upon payment of the amount due on the date of his suspension, unless the Chapter shall, by a two-thirds ( $\frac{2}{3}$ ) vote, remit the same.

3. **Money Refunded** – If such dues are paid with a view to reinstatement and such reinstatement is not authorized, the money so paid shall be refunded but the Companion shall again have the right to petition for reinstatement at any stated convocation of his Chapter when the same course shall be followed.

D. **Suspension, Unmasonic Conduct** – A Companion suspended for unmasonic conduct, to be reinstated must, at a stated convocation petition the Chapter from which he has been suspended, which petition must then take the course of that of a profane as to recommenders, time and reference to a committee and a favorable secret ballot of two-thirds ( $\frac{2}{3}$ ) shall be necessary for reinstatement.

E. **Expulsion**

1. **Total Exclusion** – Expulsion from a Chapter is a total exclusion from all the rights and privileges of Royal Arch Masonry.
2. **How set aside** – Expulsion can only be set aside in special instances, in which for good cause shown, the Grand Chapter may allow the expelled member to be re-obligated and readmitted to membership.
3. **Procedure** – The procedure in cases of expulsion shall be as follows:
  - a. **Chapter Action** – Should an expelled Royal Arch Mason desire reinstatement he shall petition at a stated convocation of the Chapter and then the Secretary shall read the petition and spread it on the records of the Chapter. The High Priest shall appoint an investigating committee and the petition shall lie over until the next stated convocation of the Chapter when the investigating committee shall report, and action be taken. A unanimous vote by secret ballot is necessary for reinstatement.
  - b. **Grand Chapter Action** – If the Chapter acts to reinstate it shall then petition the Grand Chapter for approval of its action. Such petition shall be forwarded to the Grand High Priest who shall refer the same to a standing or special committee to review the case and report to the Grand Chapter at a Regular Convocation. If, after such report, the Grand Chapter shall approve the action of the Chapter, then the expelled Companion shall be obligated in all of the degrees of Royal Arch Masonry and then reinstated.

## INSTALLATION OF OFFICERS OF A CHAPTER

(The installation of officers of a new Chapter follows immediately after the ceremony of constitution, and is therefore conducted by the Grand Officers or their proxies, with the addition of a Grand Marshal. In a Constituent Chapter, a High Priest or Past High Priest, with the Secretary, a Chaplain and a Marshal can legally install the officers. The ceremony may be either public or private. If public, a Chapter is not opened, but the Secretary shall record the minutes. If private, open in the Royal Arch Degree. On a table in northeast corner of Hall shall be a Bible, a breast plate, square, compass, aprons, jewels, code and bylaws, arranged for convenient use. If the installation follows the constitution ceremony, then the officers-elect will be sitting in their places. The installation will proceed as follows:)

**Installing Officer:** (After any remarks he may care to make)

Companion Secretary, (Secretary rises) announce the names of the officers selected for the ensuing year. Companion Marshal, (Marshal rises) as the names are called, place the officers-elect in position.

(They shall be placed in front of chairs on the south side of the hall in order of their rank with the High Priest nearest the East, and they remain standing) (Diagram 4)

**Marshal:** Excellent High Priest, I have the honor of presenting the officers selected to govern Chapter No. for the ensuing year.

**Installing Officer:** Companions, you have been presented the officers selected to govern this Chapter. If any Companion knows of any just cause why any of these Companions should not be installed into office, he will make it known now.

\* \* \* (All rise)

Before proceeding with this important ceremony let us invoke divine blessing.  
Companion Chaplain lead us in prayer.

**Chaplain:** Most holy and glorious Lord God, the Grand High Priest. of Heaven and Earth; we implore Thy blessing upon these Companions selected to preside over this Chapter. May they bring to their work devotion, loyalty and enthusiasm, with a deep sense of responsibility to Thee and the craft. Grant them firmness of mind, animate their hearts and strengthen their endeavors so that harmony and true companionship may prevail in this Chapter and that it may do its part in the building of Thy Holy Temple. Bless us, O Lord, accept us in mercy and forgive our transgressions. Amen.

**Response**—So mote it be.

\* (Seated)

**Installing Officer:** My Companions, before proceeding to officially invest you, it is necessary for you to take a solemn obligation. You will rise (officers rise), place your right hand upon your left breast, say "I (your name)" and repeat after me: "Do solemnly promise, on my honor as a Royal Arch Mason, that as an officer of \_\_\_\_\_ Chapter No. \_\_\_\_\_ will, to the best of my ability, strictly comply with the Constitution of the General Grand Chapter of Royal Arch Masons, the Code of the Grand Chapter of Royal Arch Masons of Iowa, the Bylaws of this Chapter, and all Capitular Masonic usages so far as they shall come to my knowledge.

\* (All are seated)

Companion Marshal, you will present the High Priest-elect

(Marshal shall be on left side of officers presented, conducts officers direct to the East, to a point at the foot of the dais.)

**Marshal:** Excellent High Priest, I present Companion \_\_\_\_\_ who has been elected to serve this Chapter as High Priest. (Steps back one step.)

**Installing Officer:** My Companion, in inducting you into office I feel much satisfaction in performing a very pleasing duty. This office is highly honorable to those who perform its important duties. I am confident the officers selected to assist you will strengthen your endeavors and add support to your exertions.

Before your investiture it is necessary that you should signify your assent to those ancient charges and regulations which point out your duties as a High Priest of a Royal Arch Chapter. You sincerely promise:

1. That you will use your best endeavors to promote the happiness of your Companions and the welfare of your Chapter.
2. That you will never suffer your Chapter to be opened unless there be present at least nine Royal Arch Masons.
3. That you will never suffer more or less than three brethren to be exalted in your Chapter at one and the same time.
4. That you will promote the general good of our order, and on all proper occasions be ready to give and receive instruction, particularly from proper authority.
5. That you will be cautious in your behavior, courteous to your Companions, preserve the solemnities of our ceremonies and be faithful to your Chapter.
6. That you will not acknowledge or have intercourse with any Chapter that does not work under a dispensation or a legal warrant.
7. That you will not admit any visitor into your Chapter who has not been exalted in a legally constituted or instituted Chapter of Royal Arch Masons, without his being first formally healed.

8. That you will endeavor to have all degrees conferred in your Chapter with that dignity, decorum and perfection so necessary for developing the fundamental principals of Royal Arch Masonry.

Do you submit to these charges and promise to support these regulations as High Priests have done in all ages before you?

(Answers)

**Installing Officer:** My Companion, in consequence of your cheerful assent you will now be installed High Priest of Chapter No. in full confidence of your ability. The High Priest of every Chapter has it in special charge to see that all the officers perform their duties faithfully; that true and accurate records are kept by the Secretary; that the Treasurer keeps and renders just accounts of all monies of the Chapter; and that annual dues to the Grand Chapter be regularly and punctually paid.

It is his privilege and duty, together with the King and Scribe to attend the regular convocations of the Grand Chapter either in person, or by proxy, and this duty should not, on any occasion, be omitted.

You will now be invested with your apron, jewel of office and breast plate (invested by Marshal). The breast plate is an imitation of that upon which were engraven the names of the twelve tribes and worn by the High Priest of Israel. You will wear it to remind you of your priestly office.

I present you with the Holy Bible, Square and Compass, the three great lights of Masonry. May they guide you to all truth, direct your path to the temple of happiness, and remind you of the whole duty of man.

You now receive in charge the charter under which you will work; as its lawful custodian, you are carefully to preserve, and duly transmit it to your successor in office.

Also receive in charge the Code of the Grand Chapter of Royal Arch Masons of Iowa, and the bylaws of your Chapter. (If a new Chapter omit bylaws)

Keep these handy at all times for ready reference.

Companion Marshal, conduct our Companion to his station. (Marshal conducts the Companion to the East; installing officer takes his hand and assists him to the dais) \* \* \*  
(All rise)

**Installing Officer:** I now present you this gavel, an emblem of your rank and authority, wield it, my Companion, with prudence, and discretion. And now, my Companion, I congratulate you on behalf of the craft here assembled in your succession to the honorable station you now fill.

Companions behold your High Priest and remember the success of this Chapter depends on your support, assistance and obedience as much as upon his wisdom and zeal.

\* (All seated by new High Priest who then returns gavel to Installing Officer)

Companion Marshal, you will present the remainder of the Companions selected as officers of this Chapter in the order of their rank. (Marshal presents each officer separately, at foot of dais; except the Three Masters of the Veils who are all presented at one time.)

**Marshal:** Excellent High Priest I present \_\_\_\_\_ who has been elected to serve this Chapter as King.

**Installing Officer:** My Companion, you have been elected King of this Chapter and will now be invested with your apron and jewel of office (Marshal invests him). The Level surmounted by a Crown should remind you of the subordination of earthly nobility to the majesty of religious duties. You are to second and support the High Priest in all the requirements of his office and in his absence shall preside. You will be conducted to your station. (Marshal conducts him.)

**Marshal:** Excellent High Priest, I present \_\_\_\_\_ who has been elected to serve this Chapter as Scribe.

**Installing Officer:** My Companion, you have been elected Scribe of this Chapter and will now be invested with your apron and jewel of office (invested by Marshal). The Plumb surmounted by a Turban is an emblem of rectitude and vigilance, and should ever remind you to walk uprightly in your station, admonishing your Companions to fidelity and industry while at labor and to temperance and moderation while at refreshment. In the absence of your superior officers you shall preside. You will be conducted to your station. (Marshal conducts him.)

**Marshal:** Excellent High Priest, I present \_\_\_\_\_ who has been elected to serve this Chapter as Treasurer.

**Installing Officer:** My Companion, you have been elected to serve as Treasurer of this Chapter and will now be invested with your apron and jewel of office. (Marshal invests him.) The crossed keys are an emblem of security and should ever remind you to

faithfully discharge your duties to the Chapter. You will be conducted to your station.  
(Marshal conducts him.)

**Marshal:** Excellent High Priest, I present \_\_\_\_\_ who has been elected to serve this Chapter as Secretary.

**Installing Officer:** My Companion, you have been elected to serve as Secretary of this Chapter and will now be invested with your apron and jewel of office (invested by Marshal). The crossed pens are an emblem of intelligence, and should ever remind you of promptness in issuing the orders of your superior officers, punctuality in attending convocations of the Chapter, correctness in recording proceedings, judgment in selection of what is proper and improper to be written, regularity in making returns to the Grand Chapter, integrity in accounting for money passing through your hands and promptly paying it over to the Treasurer. You will be conducted to your station. (Marshal conducts him.)

**Marshal:** Excellent High Priest, I present \_\_\_\_\_ who has been appointed to serve this Chapter as Captain of the Host.

**Installing Officer:** My Companion, you have been appointed to serve as Captain of the Host of this Chapter and will now be invested with your apron, sword and jewel of office, a warrior armed with a sword (invested by Marshal). Your office is similar to that of Marshal, or Master of Ceremonies; you will super intend all processions of your Chapter, be ever attentive to the commands of the High Priest and always near at hand to see them executed. You will be conducted to your place in the Chapter. (Marshal conducts him.)

**Marshal:** Excellent High Priest, I present \_\_\_\_\_ who has been appointed to serve this Chapter as Principal Sojourner.

**Installing Officer:** My Companion, you have been appointed to serve as Principal Sojourner of this Chapter and will now be invested with your apron, staff and jewel of office, a Sojourner with his Staff (invested by Marshal). Among your duties the preparation and conducting of candidates is not the least. It is of great importance that as first impressions are durable and hard to erase, you should take care that those impressions should be correct and just, remembering that it is essential that the officer who brings the blind by a way they know not and leads them in paths they have not known, should always be qualified to make darkness light before them and the crooked things straight. You will be conducted to your place in the Chapter. (Marshal conducts him.)

**Marshal:** Excellent High Priest, I present \_\_\_\_\_ who has been appointed to serve this Chapter as Royal Arch Captain.

**Installing Officer:** My Companion, you have been appointed to serve as Royal Arch Captain of this Chapter and will now be invested with your apron, sword, banner and jewel of office, a warrior armed with a sword (invested by Marshal). In conjunction with the Captain of the Host, you will see that none enter this Chapter but such as have traveled the rugged path of trial and that none pass your post without the signet of truth. The white banner placed in your charge is emblematical of that purity of heart and rectitude of conduct which should actuate all those who pass the white veil of the sanctuary. You will now be conducted to your place in the Chapter. (Marshal conducts him.)

**Marshal:** Excellent High Priest, I present ..... , ..... who have been appointed to serve this Chapter as asters of the Veils. (Marshal conducts Master of Third Veil to the foot of the dais, directing the Masters of the Second and First Veil to follow in single file; then all face the East, and Marshal presents them.)

**Installing Officer:** My Companions, you have been appointed to serve as Masters of the Veils in this Chapter and will now be invested with your aprons, swords, banners and jewels of office, guards armed with swords (invested by Marshal). Those who are placed as overseers of any work should be well qualified to judge of its beauties and deformities, its excellences and defects, and should be capable of estimating the former and amending the latter. Let no work receive your approval but such as is calculated to adorn and strengthen the Masonic edifice.

Companion Master of the Third Veil, your banner is scarlet and its rich and beautiful color is emblematic of fervency and zeal. It admonishes us that we should be fervent in the exercise of our devotion to God.

Companion Master of the Second Veil, your banner is purple and it is emblematic of union admonishing us to cultivate and improve that spirit of concord and harmony between the brethren of the symbolic degrees and the Companions of the Royal Arch.

Companion Master of the First Veil, your banner is blue, an emblem of universal friendship and benevolence; let us remember that in the mind of a Mason, these virtues should be as expansive as the blue vault of the Heavens.

Finally, my Companions, let the various colors of the banners entrusted to your care admonish you to exercise the several virtues of which they are emblematic and you are to enjoin the practice of those virtues upon all who shall present themselves or the work of their hands, for your inspection. You will be conducted to your Veils. (Marshal conducts them.)

**Marshal:** Excellent High Priest, I present \_\_\_\_\_ who has been appointed to serve this Chapter as Sentinel.

**Installing Officer:** My Companion, you have been appointed to serve as Sentinel of this Chapter and will now be invested with your apron, sword and jewel of office, an orderly armed with a sword (invested by Marshal).

The success of a Chapter depends to a great extent upon its reputation for hospitality and good fellowship and I admonish you to be courteous to all our members and visitors. It is your duty to guard against the approach of cowans or eavesdroppers and to suffer none to pass or repass but such as are qualified. You will be conducted to your place. (Marshal conducts him and returns to his place.)

**Installing Officer:** (Addressing newly installed High Priest) Excellent High Priest, having been honored by the free suffrage of the members of this Chapter, your demeanor should be such as to repay the honor they have conferred, by an honorable and faithful discharge of your duties in office. This is an important station, not only as it respects the correct practice of our ceremonies, but the public reputation of the Chapter will rise or fall with the skill and fidelity with which you manage its affairs.

You are to see that your officers are capable and faithful in their duties, and that our long established customs suffer no derangement in their hands. Finally, you should be an example to your officers and members, which they need not hesitate to follow; thus securing yourself the favor of heaven, and the applause of your Brethren and Companions.

**Installing Officer:** (Addressing officers generally) My Companions in office, let us remember that precept and example should advance at an equal pace, and that you should never neglect to practice those moral duties which you are required to teach to others.

Be always ready to furnish examples in your conduct toward your superiors, ready to impart instruction to those within your sphere, who stand in need of and are entitled to receive it, and by constant endeavor strive to improve your knowledge in Capitular Masonry that you will be better prepared for advancement, ever remembering that he who performs this duty even in a subordinate station, is as justly entitled to esteem and respect, as he who is invested with supreme authority.

**Installing Officer:** (Addressing the Chapter) My Companions, you have seen the several officers of this Chapter duly inducted, heard their promises as to the conduct of their Chapter, and have seen them conducted to their offices. These promises will come to naught, the Chapter cannot advance, nor will the full purpose of this particular branch of Freemasonry be accomplished unless each of you supports and encourages the officers in their endeavors. See to it that, by attendance, appreciation fully expressed, and by our own endeavors, the standards of this Chapter are not lowered nor its high ideals lost because of your neglect or inattention. May your Chapter become beautiful as the

Temple, peaceful as the Ark and sacred as its most Holy Place. May your hearts be pure as the Altar, and your conduct as acceptable as the offering. May the approbation of heaven be your encouragement and the testimony of a good conscience your support.

\* \* \* (All rise)

We will now pay tribute to the Flag of our Country. Companion Marshal, (Marshal rises and salutes) you will present the flag of the United States of America. (Marshal goes north, takes flag from its stand, thence west to a point one pace west of altar, turns facing south, thence south to a point directly west of center of altar, turns facing east, dips flag over altar, and holds flag during tribute)

**Installing Officer:** (or Companion selected to give tribute)

To Thee, Flag of our Country,

we pay the homage of a free people;

Emblem of our liberty, prophetic of the future

happiness of millions of God's children.

The toiling masses of mankind lift their faces to thee

and see the hope of liberty for their posterity.

In thy folds have been wrapped the mortal remains

of our country's heroes; the eulogies pronounced  
at their tombs are thy praise.

Borne aloft on many a battlefield,

Thou hast ever led a victorious host.

Under thee no sword has ever leaped from its scabbard

save for the holy cause of freedom.

Enshrined in thee are the tears of our women

and the blood of our soldiers.

When all the monarchies of the world shall have crumbled,

Thy red, white, and blue will still wave

over a people blessed with liberty.

Happy is the man who may salute thee as a subject,

O, hope of humanity,

Flag of our Country.

(When tribute is complete, Marshal raises flag, faces north and advances to a point in line with Captain of the Host, faces East, advances and replaces flag in its stand, about faces, thence south to his chair.) (See Diagram No. 5.)

**Installing Officer:** Companion Marshal, you will make the proclamation. (Marshal goes to west side of altar, faces east, raises right hand, and says:) In the name of the Grand Chapter of Royal Arch Masons of Iowa, I now proclaim the officers of Chapter No. duly installed in their respective offices by the Public Grand Honors of Masonry. (All give honors, Marshal goes to his place and Chaplain pronounces the following.)

**Chaplain:** Almighty God, from Whom cometh every good and perfect gift, send down upon Thine servants here assembled, the healthful spirit of Thy grace that they may truly please Thee in all their doings. Grant us the power of mind and understanding unto those who have been clothed with authority to preside over and direct the affairs of this Chapter; and so imbue them with the truths of Masonry and adorn them with humility of life, that by precept and example they may faithfully serve Thee to the glory of Thy holy name and the advancement of our beloved Institution. Amen.

Response—So mote it be.

\* All seated (Installing officer hands gavel to the High Priest who takes over the meeting.)