

Constitution
Standing Regulations & Statutes
Of The
MOST EXCELLENT GRAND CHAPTER ROYAL ARCH
MASONS OF WASHINGTON

With
Digest of Edicts, Rulings and Decisions
of the Grand High Priest

Published by Authority of the
Grand Chapter Royal Arch Masons of Washington

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REVISION - B

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PART ONE – GRAND CHAPTER CONSTITUTION

- SEC. 1. Name: This Grand Chapter Royal shall be entitled: "The Most Excellent Grand Chapter Royal Arch Masons of Washington"
- A. Constitution: This Constitution, together with the appended bylaws, shall be known as the official Code of the Grand Chapter Royal Arch Masons of Washington.

GRAND CHAPTER AND CONSTITUENT CHAPTER SEALS

- SEC. 2. The Seal of this Grand Chapter and the Seal of Constituent Chapters shall consist:
1. Of a devise that shall emboss the image and may be a self-inking stamp or an electronic media seal providing that the image and inscription shall not be changed from the original.
 2. There shall be two (2) Seals maintained by this Grand Chapter. The Grand Secretary shall affix his to all instruments issued by or under the authority of this Grand Chapter. The Grand Chapter must approve any changes to the Seal, including devises and inscriptions.
 3. The Grand High Priest shall control the second seal. He shall affix his seal to all instruments under his authority.
 4. The design of the "SEAL of the Grand Chapter" is hereby revised to be a "Circle of Stars" surrounding a circle consisting of the words "Grand Chapter Royal Arch Masons of Washington" and the date "A.I. 2414"; all of which surround a circle containing a triangle with the "Triple Tau" at its center.

AFFILIATION WITH GENERAL GRAND CHAPTER

- SEC. 4. This Grand Chapter shall be a member of the General Grand Chapter of Royal Arch Masons International and shall appropriate such funds annually as shall be necessary.
- SEC. 5. Voting members of this Grand Chapter in the General Grand Chapter of Royal Arch Masons International, shall be: The Grand High Priest, Deputy Grand High Priest, Grand King, or their duly appointed proxies, together with those who otherwise qualify under the Masonic body rules.

RECOGNIZED MASONIC DEGREES

- SEC. 6. The degrees recognized by this Grand Chapter and to be conferred by the Chapters within the jurisdiction of this Grand Chapter are: Mark Master; Past Master; Most Excellent Master and Royal Arch Mason.
- SEC. 7. We recognize no degrees except those conferred by or under the authority of regularly constituted Masonic bodies of the United States of America and those of like rank in foreign bodies, to wit:
1. Grand Lodges of Free and Accepted Masons of the several states and territories.
 2. The General Grand Chapter of Royal Arch Masons International and the Grand Chapters of the several states and territories.
 3. The General Grand Council Cryptic Masons International and the Grand Councils of Royal and Select Masters or Cryptic Masons recognized by the General Grand Council International.
 4. The Grand Encampment of Knights Templar of the United States and the Grand Commanderies of the several states and territories.
 5. The Supreme Councils of Ancient and Accepted Scottish Rite of Freemasonry for the Southern and Northern jurisdictions of the United States, and Supreme Councils recognized by them.
 6. Together with all degrees recognized by the General Grand Chapter of Royal Arch Masons International.

GRAND CHAPTER GENERAL POWERS AND JURISDICTION

- SEC. 8. This Grand Chapter is the Supreme Capitular Masonic power and authority in the State of Washington and possess all the attributes of sovereignty and government: Legislative, Executive and Judicial, limited only by a strict adherence to the Ancient Landmarks of Freemasonry; by the provisions of its own constitution and regulations and the Constitution of the General Grand Chapter International within the limitations hereinafter expressed.

SEC. 9. This Grand Chapter has supreme jurisdiction over all matters of Royal Arch Masonry within the State of Washington and over the chapters therein and lodges of Mark Master, Past Master and Most Excellent Master Masons and has authority to settle controversies between them. Authority extends to prescribe laws and regulations for their government and to review, confirm or annul their decisions.

SEC. 10. It has the power, under the seal and signature of the Grand High Priest, attested by the Grand Secretary, to institute new chapters of Royal Arch Masons, and the right to open and hold lodges of Mark, Past and Most Excellent Masters, and may revoke, suspend and annul such chapters and lodges. It may reprimand, suspend or expel any of its members for violation of any of its laws. It may require from constituent chapters such fees and dues as will be required by the Grand Chapter.

FOUNDATIONS OF CAPITULAR LAW

SEC. 11. The following is a brief summary of the foundations of Capitular Law and is designed to prevent error and enable all to judge a particular decision or edict. Further understanding may be obtained from the various textbooks written on the subject. The governing laws of the Grand Chapter are:

1. The Constitution, Bylaws, Regulations and Edicts of the Grand Chapter.
2. When the Code of the Grand Chapter does not answer the question, the Code of the Grand Lodge of Washington, F. & A. M. shall be followed.
3. Where the constitutional provision of the Grand Lodge Code is the same as that of this Grand Chapter, the Grand Chapter decision shall be followed.
4. The provisions of the Constitution of the General Grand Chapter International and its decisions and regulations shall be followed, if applicable, in such matters peculiar to Capitular Law, subject to the following restriction, viz., that none of the provisions relating to the General Grand Chapter International shall have the force of regulations until adopted or approved by this Grand Chapter but when they or any of them are followed, our own law being silent, the action shall, in that particular and in that only, be as effectual and binding as if one of the decisions or regulations of this Grand Chapter had existed and been followed.
5. The Landmarks including the ancient charges and general regulations of Freemasonry adopted in 1722 and prior thereto.
6. The bylaws of the chapter.
7. The Ritual and Monitor so far as they relate to matters they contain.
8. The Constitution of the General Grand Chapter International is binding on Grand Chapters only so far as it deals with their formation and structure. Its decisions and other laws are not binding on this Grand Chapter or its constituent chapters unless adopted as law by this Grand Chapter.

GRAND CHAPTER PARTICULAR POWERS

SEC. 12. The Legislative powers extend to every case of legislation not reserved in the Constitution of the General Grand Chapter International, the Constitution, Regulations and Uniform Code of Bylaws for constituent chapters, and the inalienable right to adopt and promulgate any law, edict or regulation and to alter, amend or repeal them at its pleasure. Under the limitations herein imposed, these powers are final and binding upon all chapters and upon all Royal Arch Masons within its jurisdiction until altered, amended or repealed.

SEC. 13. The Executive powers of this Grand Chapter include:

1. Granting dispensations and charters to establish and perpetuate chapters within its jurisdiction.
2. Revocation or suspension thereof.
3. Issuance of special dispensations for all purposes permitted by any of the provisions of the Constitution.
4. The exercise generally of all such authority as may be necessary to carry its own legislation into complete effect.

SEC. 14. Judicial powers of this Grand Chapter are of two kinds:

1. Original Powers include the decisions of all controversies between chapters or between chapters and members thereof or between a member and the members of another chapter and the enforcement of discipline upon its own members and upon the chapters within its jurisdiction.
2. Appellate Powers of this Grand Chapter include the revision of all matters of controversy or discipline, proper for Masonic investigation, which may have arisen in any of the chapters and over which the Grand Chapter has not retained original jurisdiction.

GRAND CHAPTER OFFICERS AND MEMBERS

SEC. 15. This Grand Chapter shall consist of the following officers and members:

GRAND HIGH PRIEST	GRAND ROYAL ARCH CAPTAIN
DEPUTY GRAND HIGH PRIEST	GRAND MASTER OF THE THIRD VEIL
GRAND KING	GRAND MASTER OF THE SECOND VEIL
GRAND SCRIBE	GRAND MASTER OF THE FIRST VEIL
<u>GRAND TREASURER</u>	GRAND ORATOR
GRAND SECRETARY	GRAND HISTORIAN
GRAND CHAPLAIN	GRAND MUSICIAN
GRAND LECTURER	GRAND SENTINEL
GRAND CAPTAIN OF HOST	
GRAND PRINCIPAL SOJOURNER	

together with the:

1. Designated deputies of the Grand High Priest.
2. All Past Grand High Priests, Past Deputy Grand High Priests, Past Grand Kings, Past Grand Scribes and Past High Priests for service in this jurisdiction.
3. High Priests, Kings and Scribes of the several duly chartered and constituted chapters.
4. Past High Priests of other jurisdictions who are members of a chapter of this Grand jurisdiction who have been duly elected to membership in this Grand Chapter.

ELIGIBILITY TO GRAND CHAPTER OFFICE

SEC. 16. All elective and appointive Grand officers must be members of this Grand Chapter excepting only that any member of a constituent Chapter of this jurisdiction, even though not a member of this Grand Chapter, may serve as Chaplain or Musician.

SEC. 17. Any eligible member of the Grand Chapter desiring to serve as Grand Scribe shall, on or before the first day of February preceding the annual convocation, file with the Grand Secretary a Statement of Availability containing a resume of his service to his chapter and to the Grand Chapter. All statements shall be printed by the Grand Secretary and forwarded to all constituent chapters for study prior to the next annual convocation. This action does not preclude the right of the Grand Chapter to elect any eligible member without such a statement. If no one files for the position of Grand Scribe the Grand High Priest may bring this issue on the floor of our Grand Convocation for action. Every third year a worthy companion from the area east of the Cascade Mountain range of Washington shall be selected for the office of Grand Scribe. If no one is available from that area, then any eligible individual may be elected as Grand Scribe. Likewise, any qualified person may be elected if no one is available from the west side.

SEC. 18. No companion shall be elected to the office of Grand High Priest; Deputy Grand High Priest; Grand King; Grand Scribe or Grand Secretary who has not been elected and installed as High Priest over a regularly constituted chapter of Royal Arch Masons of Washington.

SEC. 19. Should an Excellent High Priest be elected as Grand High Priest, his rights and powers as High Priest of the constituent Chapter of which he is a member, shall cease and the duties of the office shall devolve upon the officer next in line.

GRAND OFFICERS' TITLES

SEC. 20. The duly elected and installed Grand High Priest shall bear the title "Most Excellent" which shall be retained for life. If he is removed from office for "Cause" his title is lost.

SEC. 21. The titles of the Deputy Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, and Grand Secretary duly elected and installed, shall be "Right Excellent" and shall be retained for life or until elected and installed into a higher office. Section 20 applies as it pertains to removal from office for "Cause."

SEC. 22. The title of a Deputy of the Grand High Priest, duly appointed, shall be "Very Excellent." The permanent status of this title shall be acted upon only at the end of the appointment and shall be dependent upon his

actions while in office.

SEC. 23. The elected and installed High Priest of a chapter shall be "Excellent" and shall be retained for life or until duly attaining a higher office. Section 20 applies for removal from office for "Cause."

SEC. 24. Each of the above officers and members must be a member of a constituent chapter of this Grand jurisdiction and with the cessation of such membership, his office will be declared vacant and his membership in this Grand Chapter shall cease.

SEC. 25. Any Royal Arch Mason who has attained the rank of High Priest in another jurisdiction may be selected as an honorary member of this Grand Chapter. He shall have the right of visitation and discussion on any subject before the Grand Chapter but shall have no vote or other privilege.

SEC. 26. In addition to the active membership of the Grand Chapter of Washington, the Grand Chapter in regular convocation, by unanimous vote of the members present and voting, may elect to honorary membership in this Grand Chapter any distinguished members of Grand Chapters of other jurisdictions recognized by the Grand Chapter. Granting honorary membership in this Grand Chapter shall not confer nor grant any of the rights or privileges of regular members. The honorary title is without representation or actual membership.

POWERS AND DUTIES OF GRAND OFFICERS

SEC. 27. Powers may not be exercised without expressed or delegated authority except as set forth below:

GRAND HIGH PRIEST — POWERS

SEC. 28. POWERS:

1. To exercise all Executive Powers as required on occasion between annual sessions of the Grand Chapter except granting of charters.
2. To grant dispensations for the formation of new chapters. The Grand High Priest shall make a report thereof at the next stated annual convocation of the Grand Chapter at which time the Grand Chapter may either continue or recall the dispensation or may grant petitioners a charter of constitution.
3. To grant dispensations for the holding of the election of an officer(s) at times other than the regular election.
4. To grant dispensations for conferral of any degree in a place other than in the regular lodge room(s), provided the work is done in a secure and properly guarded place.
5. To grant discretionary dispensation for large classes of candidates where the entire ritual may be exemplified on three or more candidates but where the entire class shall assume the obligations and shall take the lectures and charges together. In the Royal Arch Degree candidates must be exalted in groups of three. When granted, such dispensations shall not be for the mere purpose of rapid advancement but only when the council of the chapter or chapters requesting such dispensation shall be satisfied, in their sound discretion, that such conferral of the entire ritual is for the good of Royal Arch Masonry and such opinion shall be so stated in their request for dispensation.
6. To grant discretionary dispensations.
7. To convene, preside over, or inspect the proceedings of any chapter in this Grand jurisdiction and to compel its obedience and conformity to the bylaws of the chapter and the constitution and regulations of the Grand Chapter and to give such orders and instructions, as he may deem necessary.
8. To arrest the charter or dispensation of any chapter for good cause and suspend official activities of that chapter until the next Grand Chapter annual convocation.
9. To remove the High Priest or any other officer of a chapter or appointive officer of the Grand Chapter, for good reasons shown, from the exercise of the powers and duties of his office until the next annual convocation of this Grand Chapter.
10. To commission representatives of this Grand Chapter near other Grand Chapters and to receive and accredit representatives of other recognized Grand Chapters near this Grand Chapter. Any representative so appointed who fails to attend three consecutive Grand convocations shall be replaced.
11. To cancel and annul the membership of an applicant elected by a Chapter not having jurisdiction over such applicant and to compel the Chapter so electing to return all fees to the applicant.
12. To sever and suspend, between annual convocations, for good cause shown, fraternal relations between this Grand jurisdiction and any jurisdiction violating Capitular law and comity. While such suspension is in effect members of the offending jurisdiction cannot visit any chapter within this Grand jurisdiction nor can members thereof visit chapters within the offending jurisdiction.

13. To fill a vacancy in the office of the Grand Secretary of this Grand Chapter. The appointee shall not be installed and shall serve pro tempore until the next annual election. He shall receive the compensation normally paid the Grand Secretary during that period.
14. To grant dispensation to a constituent chapter to meet in a place other than that stated in their bylaws, should any emergency arise such as fire, earthquake, flood or destruction of the temple, or in circumstances where no meeting could be held without endangering the companions lives, and then only until a permanent meeting place is located and approved by vote of its members.

GRAND HIGH PRIEST — POWERS DENIED

SEC. 29. The Grand High Priest is without power:

1. To review actions of the Grand Chapter.
2. To change, alter or dispense with the bylaws or any portion thereof of a constituent chapter when not in conflict with the constitution and bylaws of this Grand Chapter.

GRAND HIGH PRIEST – DUTIES

SEC. 30. It shall be the duty of the Grand High Priest to:

1. Preside over the Grand Chapter at all convocations.
2. Present a written report at each annual convocation of all of his official acts during the preceding year, and of the condition of Royal Arch Masonry within this jurisdiction, together with such recommendations as he may deem conducive to the prosperity and advancement of Royal Arch Masonry, and such recommendations shall be presented to the Grand convocation as resolutions.
3. Constitute, either in person or by his special deputy, all newly chartered chapters and install their officers.
4. Exercise a general and careful supervision over the chapters, either personally or through duly appointed deputies, and all Royal Arch Masons within this jurisdiction. See that the Constitution, Edicts, Bylaws and Regulations of the Grand Chapter are strictly maintained, supported and obeyed.
5. Furnish each member of the Jurisprudence Committee and Board of General Purposes a copy of his annual report, not less than ten days prior to the annual convocation of the Grand Chapter.
6. Appoint a deputy for each Royal Arch Masonic district as prescribed by the bylaws of this Grand Chapter.
7. Appoint such officers and committees as may be required under the Constitution and Bylaws of this Grand Chapter with respect to which he may act as ex-officio chairman of any committee so appointed. Such officers or committeemen shall serve at the will and pleasure of the Grand High Priest.
8. Appoint all appointive officers of the Grand Chapter before the close of the Grand Chapter as well as all standing committees as provided by the bylaws.
9. Keep a current copy of all chapter bylaws.

DEPUTY GRAND HIGH PRIEST

SEC. 31. The Deputy Grand High Priest shall:

1. Assist the Grand High Priest in the discharge of his duties at all convocations of the Grand Chapter.
2. Preside over the Grand Chapter should the Grand High Priest die, be absent for any reason, or be unable to perform the functions of his office, and to succeed and be charged with all of the Grand High Priests powers and duties.
3. Make a brief report of his activities to the Grand Chapter at the annual convocation.

GRAND KING AND GRAND SCRIBE

SEC. 32. DUTIES:

1. Assist the Grand High Priest at all Grand Chapter convocations.
2. Preside should both superiors die, be absent for any reason or be unable to perform the functions of their office, and succeed in order of their rank and be charged with the powers and duties of the respective office.
3. Make a brief report of their activities to the Grand Chapter at its annual convocation.

JUNIOR PAST GRAND HIGH PRIEST TO PRESIDE

SEC. 33. If all four of the principal Grand Officers are absent from any Grand Convocation, the Junior Past Grand High Priest present shall preside and be charged with the powers and duties of the Grand High Priest. He shall maintain that position until one or more of the principal officers returns.

Grand Treasurer

SEC. 33a. DUTIES: The Grand Treasurer shall:

1. Receive all moneys from the Grand Secretary and keep a correct account thereof in proper account books. They shall be open for inspection at all times to the Grand Chapter, its officers and auditing Committee. The books will be closed on the last day of April yearly. All monies shall be deposited in appropriate banking facilities to the credit of the Grand Chapter Royal Arch Masons of Washington.
2. Report at each annual convocation a detailed account of all monies received by him during the year, specifying the source.
3. Report to the Grand Secretary all chapters that are in arrears to the Grand Chapter.
4. Attend all convocations of the Grand Chapter with appropriate books and papers of his office.
5. Control and store the furniture, clothing and other paraphernalia of the Grand Chapter.
6. Draw upon the proper funds and pay authorized bills of the Grand Chapter. Pay emergency expenses arising between annual convocations when authorized by the Grand High Priest and approved by the Board of General Purposes and Finance Committee. Purchase and insure the renewal of a "Directors and Officers Liability Insurance Policy" with respect to the Grand Chapter Royal Arch Masons of Washington, its Officers and Auxiliary Staff.
7. Perform such other duties pertaining to his office as the Grand Chapter may direct.
8. Only one signature will be required on any check written by this Grand Chapter. The Grand Treasurer will be the primary signatory with the Grand High Priest or Deputy Grand High Priest as alternates. All three officers will have their signatures registered at the bank as soon as practical after the Annual Grand Sessions. In the absence of the Grand Treasurer, the Grand High Priest or Deputy Grand High Priest has the authority to sign checks.
9. Provide financial data to the Finance Committee of this Grand Chapter and other committees as directed by the Grand High Priest to assist in the formation of a budget for the coming year.

GRAND SECRETARY

SEC. 34. DUTIES: The Grand Secretary shall:

1. Record all transactions of the Grand Chapter that are proper to be recorded and to superintend preparation, signing, printing, and distribution thereof prior to December 31st of the year in which the annual convocation occurred, under such instructions as may be given by the Grand Chapter.
2. Secure the seal and attest and affix it to all instruments emanating from the Grand Chapter. Affix it to all official documents of the Grand Chapter/Grand High Priest when required.
3. Collect all monies due the Grand Chapter handing them over to the Grand Treasurer, taking his receipt therefore, and keep a correct account thereof in proper account books. They shall be open for inspection at all times to the Grand Chapter, its officers and auditing Committee. The books will be closed on the last day of April yearly. All monies shall be deposited in appropriate banking facilities to the credit of the Grand Chapter Royal Arch Masons of Washington.
4. Report at each annual convocation a detailed account of all monies received by him during the year, specifying the source.
5. Coordinate with the Grand Treasurer and Report at each annual convocation all chapters that are in arrears to the Grand Chapter or who have neglected or refused to comply with any of the provisions of this Constitution or Bylaws.
6. Handle all official correspondence of the Grand Chapter.
7. Attend all convocations of the Grand Chapter with appropriate books and papers of his office.
8. Keep in his office an accurate and complete record of all expulsions, suspensions, exclusions and restorations of which the several chapters shall notify him. If he receives this information from another source he shall notify the chapter secretary immediately.
9. Issue notices to each chapter and Grand officer within this Grand jurisdiction of any special convocation ordered by the Grand High Priest. Notify each chapter in writing of the date and place of the annual Grand Chapter convocation at least thirty days prior to the date of said convocation.
- ~~10. Control and store the furniture, clothing and other paraphernalia of the Grand Chapter.~~
- ~~10. 11.~~ Report all unfinished business of the Grand Chapter and present all other matters of importance that are

within his province at each annual convocation.

- ~~11. 12. Draw upon the proper funds and pay authorized bills of the Grand Chapter. Pay emergency expenses arising between annual convocations when authorized by the Grand High Priest and approved by the Board of General Purposes and Finance Committee. Purchase and insure the renewal of a "Directors and Officers Liability Insurance Policy" with respect to the Grand Chapter Royal Arch Masons of Washington, its Officers and Auxiliary Staff.~~
12. 13. Issue to any Grand High Priest or Past Grand High Priest of this Grand jurisdiction, upon application, a certificate signed by the Grand Secretary and under the seal of the Grand Chapter of the State of Washington, showing his time in office and dates as Grand High Priest.
13. 14. Grant requests for conferring one or more capitular degrees by courtesy when requested by another Grand jurisdiction and request other Grand jurisdictions to confer courtesy degrees on candidates elected by chapters of this jurisdiction.
14. 15. Drop the names of all Grand Representatives who are absent from three consecutive annual convocations without explanation and notify the Grand High Priest of such vacancies so another representative may be commissioned.
15. 16. Superintend the electronic recording and compilation of all Proceedings ordered by this Grand Chapter. Said compilation shall be permanently preserved electronically as a PDF and as a PAPER DOCUMENT. He shall also Annually transmit an electronic PDF (Portable Document Format) copy of such to the Secretary of General Grand Chapter International and to the Secretary of each Grand Chapter with whom we maintain fraternal correspondence and to each living Past Grand High Priest of Washington and to each currently serving Elected or Appointed Grand Chapter Officer and to each Elected or Appointed Grand Chapter Officer for the year that he served and to the Secretary of each Constituent Chapter within this Grand Jurisdiction and to the currently presiding Most Illustrious Grand Master of Washington and to the Right Eminent Grand Commander of Washington. Upon request and payment of \$10.00 (Ten Dollars), a paper copy of the Proceedings shall be mailed to any of the persons or parties identified in this section of the Grand Chapter Code.
16. 17. Make a photostatic copy of all charters issued to new chapters by this Grand Chapter.
17. 18. Procure a Past Grand High Priest's apron and case for presentation to the outgoing Grand High Priest during or after the annual installation ceremony.
18. 19. Send each Grand Chapter officer and each constituent chapter a list of all newly elected High Priests and officers along with their mailing addresses, phone numbers and e-mail addresses as soon as such list has been compiled.
19. 20. Standardize, revise as needed, and make available for electronic download from the Grand Chapter Website, a PDF copy of forms to be used by the Constituent Chapters and Deputies of the Grand High Priest. The Chapters and Deputies will endeavor to utilize the latest revision of said forms as then currently posted on the Grand Chapter Website. Upon request and payment of \$5.00 (Five Dollars), a paper copy of the requested current form shall be mailed to the person or party making said request. All changes to forms must be approved by the Grand High Priest and one other Grand Officer such as Deputy Grand High Priest, Grand King, or Grand Scribe.
20. 21. Maintain minutes reflecting the results of the Board of General Purposes on any matter submitted to the Board, favorable or unfavorable, and all actions recommended by the Board. They shall be printed in the annual proceedings of the Grand Chapter.
21. 22. Perform such other duties pertaining to his office as the Grand Chapter may direct.
- ~~23. Only one signature will be required on any check written by this Grand Chapter. The Grand Secretary will be the primary signatory with the Grand High Priest or Deputy Grand High Priest as alternates. All three officers will have their signatures registered at the bank as soon as practical after the Annual Grand Sessions. In the absence of the Grand Secretary the Grand High Priest or Deputy Grand High Priest has the authority to sign checks.~~
22. 24. Promptly and as soon as practical following the close of each Annual Grand Chapter Convocation at which changes or revisions to the Grand Chapter Code have been made, record said changes and revisions in a NEW MASTER COPY of the code as a MS WORD DOCUMENT with the date of revision prominently displayed on the Title Page of the document. He shall then permanently preserve said document both electronically as a PDF and as a PAPER DOCUMENT. An electronic PDF copy of the Master file shall be then made available for download from the Grand Chapter Website. Upon request and payment of \$15.00 (Fifteen Dollars), a paper copy of this document shall be mailed to the person or party making said request.
23. 25. Prepare an appropriate plaque to be awarded to all chapters that have exalted a number of new members equal to 5% or more of their total membership at the beginning of the calendar year. It will be presented at the annual convocation of Grand Chapter,
24. 26. Maintain the official Grand Chapter copy of the constituent Chapters' Bylaws.
25. 27. At the expiration of his term of office, he shall transfer to his successor all funds, books of account, vouchers and other property of the Grand Chapter which may have come into his possession.

26. 28. The Grand Secretary is authorized to and shall appoint an assistant to the Grand Secretary, with the approval of the Grand High Priest, who shall serve at the will and pleasure of the Grand Secretary.'

27. 29. Upon his first installation as an Elected or Appointed Grand Chapter Officer or as a Deputy of the Grand High Priest, the Grand Secretary shall present him a copy of the RITUAL and the MONITOR free of charge for his use and permanent possession. Should the RITUAL and/or MONITOR be revised prior to or during his tenure as an Elected Grand Officer or Deputy of the Grand High Priest, the Grand Secretary shall present him a copy of the new edition free of charge for his use and permanent possession.

28. Be responsible for the filing of 990's and other necessary filings with the Internal Revenue Service to preserve the non-profit status of the Grand Chapter.

SEC. 35. ASSISTANT TO THE GRAND SECRETARY:

1. It shall be the duty of the "ASSISTANT TO THE GRAND SECRETARY" to familiarize himself in the affairs of the Office of Grand Secretary and to assist the Grand Secretary as he may direct.
2. The "ASSISTANT TO THE GRAND SECRETARY" is not an "Installed Officer" of the Grand Chapter. He shall retain such Royal Arch Title as he may hold as there is no advanced Royal Arch Title appertaining to this position.
3. Should the then serving "ASSISTANT TO THE GRAND SECRETARY" resign his appointment or otherwise be unable to fulfill the duties of his position, the Grand Secretary shall, with the approval of the Grand High Priest, appoint his replacement as soon as possible.
4. The "ASSISTANT TO THE GRAND SECRETARY" shall receive a stipend of \$20.00 per month of service. Said amount shall be considered a Budget Item and as such it may be increased in the Annual Budget as approved by the Grand Chapter.

GRAND CHAPTER ELECTIVE OFFICER ALLOWANCES

SEC 36

The following amounts are set forth as a minimum standard, expended from the per capita tax of Grand Chapter. Checks shall be issued to the Grand High Priest and Grand Secretary quarterly with the first installment at close of business of the Grand Chapter Annual Convocation, and once quarterly as follows: 15 August, 15 November and 15 February. In the event of the death or incapacitation of the Grand High Priest, Grand Treasurer, or the Grand Secretary, remaining quarterly installments shall be paid to the officer assuming his duties, as they become due. The Deputy Grand High Priest shall receive his allowance semi-annually with the first installment at close of business of the Grand Chapter Annual Convocation, and the final installment on 15 November. The Grand King and Grand Scribe will receive their entire allowance at the close of Grand Chapter Annual Convocation.

Grand High Priest	\$ 1.00
Deputy Grand High Priest	\$ 0.50
Grand King	\$ 0.13
Grand Scribe	\$ 0.13
<u>Grand Treasurer</u>	<u>\$ 0.15</u>
Grand Secretary	\$ 1.50

GRAND LECTURER

SEC. 37. The Grand Lecturer shall provide instructions to the chapters under the direction of the Grand High Priest. As a minimum he shall conduct at least one training session on each side of the Cascade Mountains during his term of office. He shall chair the Chapter Education and Training Committee and provide feedback to both the Grand High Priest and Deputy of the Grand High Priest on training deficiencies within the chapters.

DEPUTIES OF THE GRAND HIGH PRIEST

SEC. 38. The Grand High Priest shall appoint at each annual convocation or as soon thereafter as possible, a Deputy of the Grand High Priest for each district enumerated and set forth hereafter. Each such deputy shall receive a certificate of his appointment signed by the Grand High Priest and attested by the Grand Secretary under the seal of the Grand Chapter. If any member who has served as Deputy of the Grand High Priest wishes to purchase and wear a jewel representing his current or past position he may do so.

SEC. 39. The jurisdiction of each deputy of the Grand High Priest shall be limited to his assigned district.

SEC. 40. Such deputy shall be known as "Deputy of the Grand High Priest in District No. " His style and title shall be "Very Excellent" and he shall take rank and precedence next to and immediately above the appointive Grand officers.

SEC. 41. Any deputy may be removed from office at any time by the Grand High Priest and any vacancy so occurring shall be filled by appointment by the Grand High Priest. If removed, by the Grand High Priest, for any un- Masonic reason, the title shall be lost.

SEC. 42.

1. Every deputy of the Grand High Priest shall be well skilled in the work and lectures as adopted by this Grand Chapter and shall be knowledgeable in the customs, usages and regulations of Royal Arch Masonry. He shall be a High Priest or Past High Priest of a chapter in good standing and a member in the district to which he is assigned. He shall conduct at least one training session yearly for the chapters within his district. He may conduct this training with another district if approved by the Grand High Priest
2. He shall provide recommendations to the Grand High Priest for the General Grand Chapter Bronze Medal before January 15th annually.

SEC. 43. No one shall be eligible to hold office as Deputy of the Grand High Priest for more than two successive terms but he shall be eligible for reappointment after a lapse of one year.

SEC. 44. Each district deputy shall make one official visit, and as many other visits as would not work a hardship on him, to each chapter within his district during the year. At each official visit he shall have the right to preside over the chapter with the High Priest on his right.

- SEC. 45. He shall examine the books, records and property of each chapter on the occasion of his official visit and shall ascertain:
1. That the minutes of all meetings have been properly written and that they have been attested by the High Priest and secretary.
 2. That all books of account are in proper order and bank accounts properly reconciled.
 3. That all paraphernalia including aprons are clean and presentable.
 4. That all candidates exalted and all affiliates elected during the past calendar year have signed the bylaws and in case no record is provided for that purpose he shall instruct the chapter to establish and maintain such record.
 5. That all officers appointed or elected to fill vacancies are properly installed.
 6. That the Grand High Priest and Grand Secretary are informed of any important changes taking place in the chapter, such as change of meeting place, meeting time or death or removal of any elected personnel.
 7. That a school or class of instruction consisting of the principal officers of each chapter in his district shall be conducted by him at least once each year, preferably in the spring, before the annual convocation of the Grand Chapter and after the newly elected officers have been installed.
 8. That the Book of Marks is complete and contains the marks of all candidates exalted and affiliates elected within the past calendar year.
- SEC. 46. He shall report to the Grand High Priest after each official visit on forms to be furnished by the Grand Secretary on the general condition of the chapter visited and shall make recommendations in connection therewith he may deem proper. Duplicate copies shall be sent to the Deputy Grand High Priest, Grand King and Grand Scribe. He shall also perform such other duties as the Grand High Priest may elect.
- SEC 47. (Empty of all wording)
 (NOTE: All wording moved to Bylaws Section 103 A. by Hold-Over Resolution 2011-04 approved 2012.)
 (NOTE: Resolution 2015-05 deleted and replaced all wording Section 103.)

VOTING PROXIES AT GRAND CHAPTER CONVOCATION

- SEC. 48. Each member of this Grand Chapter shall be entitled to one vote.
- SEC. 49. The High Priest, King and Scribe of any chartered chapter may be represented by a duly authenticated proxy who must be a member of that chapter and who may cast the vote of the absent officer or officers upon presentation of his or their signed proxies to the Committee on Credentials.
- SEC. 50. No Grand Officer, Past Grand High Priest or Past High Priest, as such shall be entitled to vote by proxy.
- SEC. 51. Each chartered chapter shall have three votes in this Grand Chapter.
- SEC. 52. When a chapter is represented by only one of its proper officers or his proxy, such Chapter shall have only one vote. Should only two of such officers or their proxies be present, then the chapter shall have only two votes.
- SEC. 53. A proxy can be used only in the absence of the one giving it. No rank is conferred on the holder of a proxy.
- SEC. 54. All questions in the Grand Chapter, excepting an amendment to the Constitution or Bylaws, of the Grand Chapter, shall be decided by a majority vote.
- SEC. 55. A majority shall consist of any number of votes greater than one-half of the total number of votes cast.
- SEC. 56. In case of a tie vote, except in the case of a written ballot, the Grand High Priest in the Grand Chapter and the High Priest in a constituent chapter shall have the deciding vote.

GRAND CHAPTER OFFICER - ELECTION – INSTALLATION - VACANCY

SEC. 57. The Grand High Priest; Deputy Grand High Priest; Grand King; Grand Scribe; Grand Treasurer and Grand Secretary shall be elected at each annual convocation by a majority vote which must be by secret ballot, all other officers shall be appointed by the Grand High Priest.

SEC. 58.

1. All officers present, both elective and appointive, shall be installed before the closing of the Grand Chapter. If any are not present, he or they shall be installed as soon as possible after the close of the Grand Chapter by the Grand High Priest or by a Special Deputy designated by the Grand High Priest for that purpose, provided that such installation shall cause no expense to the Grand Chapter.
2. The Grand Secretary shall produce ten (10) copies of the Installation of the Grand Officers of the Grand Chapter Royal Arch Masons of Washington. The Deputy Grand High Priest shall submit to the Grand Secretary, forty five (45) days prior to installation, a list of the Installing Officers. The Grand Secretary shall issue copies of the installation ritual for the Grand Chapter Officers to the members of the installing team thirty (30) days prior to the installation of the Grand Officers. Upon the completion of the Grand Officers, the installing rituals will be returned to the Grand Secretary for future use.
3. The Grand High Priest Elect will be installed by either the current Grand High Priest or a Past Grand High Priest.

SEC. 59. All officers of the Grand Chapter, except the Grand High Priest, who shall be separately obligated and installed, before entering upon the duties of their offices or stations, shall take the following oath of office:

- A . I do solemnly swear that I will serve this Grand Chapter as (office) to the best of my ability and will support and maintain the Constitution and Regulations of the Grand Chapter Royal Arch Masons of the State of Washington and the Constitution of the General Grand Chapter of Royal Arch Masons International, wherever adopted by this Grand Chapter.
- B. The Grand High Priest shall take the following obligation:
"I (pronounce name in full) do solemnly promise and swear that in the Office of Grand High Priest of Royal Arch Masons of Washington, I will, to the best of my ability, faithfully perform all the duties incumbent upon me; that I will strictly comply with, abide by and enforce the Constitution, Bylaws and Regulations of the Grand Chapter, Royal Arch Masons of Washington and the Constitution of the General Grand Chapter, Royal Arch Masons International insofar as this Grand Chapter has subscribed thereto; and that I will endeavor to enforce obedience to them from all subject to my authority". (Grand Chapter Installation Ceremony, adopted 1960)

SEC. 60. When a time is fixed for an election of officers it is not legal to hold the election at any other time.

SEC. 61. All officers, elective and appointive, shall hold their offices until their successors are elected or appointed and installed. If an officer dies in office or moves out of this Grand jurisdiction, the Grand High Priest shall fill the vacancy. The appointee shall remain in office until properly relieved.

GRAND CHAPTER - REVENUES – FEES

SEC. 62. Grand Chapter revenue sources are:

1. From dispensations to open a new chapter, the fee shall be \$95.00. Five dollars of the total shall be deposited in the Grand Chapter Endowment Fund.
2. For granting a charter, the fee shall be \$15.00. Five dollars shall be deposited in the Grand Chapter Endowment Fund.
3. For each degree conferred by a chapter, the fee shall be two dollars. One dollar shall be deposited in the Grand Chapter Endowment Fund.
- 4.A. From each chartered chapter an annual fee of nineteen dollars plus the General Grand Chapter per Capita Tax for each Royal Arch Mason on the rolls at the date of the annual return, as per capita tax. Further, using the same criteria, the additional sum of one dollar shall be collected from the membership of each chapter as a contribution to the "Royal Arch Masons Children's Heart Foundation", except those who have purchased a Life Membership in the Foundation. No chapter shall pay such contributions or per capita tax on any of its members who are qualified members of the Masonic Retirement Center or who are carried on its rolls as indigent. Likewise, all fifty year members are exempt from these charges. All fees and assessments levied on this Grand Chapter by the General Grand Chapter of Royal Arch Masons International shall be paid with the annual return of the Grand Chapter.

4. B. An additional fee of three dollars shall be paid to the Grand Chapter annually for our participation in the yearly reception for the Grand Master of Masons of Washington. The time and place of that reception will be determined by the Grand High Priest.
5. From the funds, dues and proceeds of dissolved chapter property.
6. From investment income of Grand Chapter funds.
7. From interest earned in the endowment fund. It shall be withdrawn at the close of each fiscal year. That interest shall be used to fund the annual expenses required under Section 101 and Section 102. Moneys deposited in the endowment fund shall be derived from sources set forth elsewhere in the constitution and bylaws. All moneys and accrued interest deposited before the year 2000 A.D. (AI 2530) shall remain on deposit perpetually.
8. Gifts and bequests designated by the donors to be deposited in the Grand Chapter Endowment Fund.
9. From membership in the Royal Arch Masons of Washington, Grand Chapter Endowment Fraternity. It will be open to all Royal Arch Masons, their families and friends. Membership will continue in perpetuity and commence upon receipt of a one time payment of \$25.00 to the Endowment Fund. Members shall receive an appropriate membership card and their names printed in a permanent roster showing date of admission. This list shall be an addendum to the Code.
10. Gifts and bequests designated by donors to be deposited in the Charity Fund of the Grand Chapter.

SEC. 63. Chapters under dispensation shall not be required to pay dues but shall be required to pay one dollar for each degree conferred.

SEC. 64. Chapters shall not be required to pay per capita tax on indigent members whose dues have been remitted by the Chapter.

SEC. 65. No chapter shall pay less than \$25.00 per capita tax.

SEC. 66. Methods of levying and collecting revenue, disbursements of revenue and funds of the Grand Chapter shall be regulated by the bylaws.

SEC. 67. All requests for special dispensation must be sent to the Grand High Priest.

CONSTITUENT CHAPTER - CHARTER - OFFICERS

SEC. 68. Every chapter in this jurisdiction shall exist by virtue of a charter from this Grand Chapter or under dispensation issued by the proper authority.

SEC. 69. The officers of a chapter shall consist of a High Priest; King; Scribe; Treasurer and Secretary who shall be elected by a secret written majority ballot. The office of Treasurer and Secretary may be combined at the option of the constituent chapters. There shall be appointed by the High Priest elect a Chaplain; Captain of Host; Principal Sojourner; Royal Arch Captain; Master of the Third Veil; Master of the Second Veil; Master of the First Veil; Musician (Optional) and Sentinel.

SEC. 70. A High Priest, King or Scribe cannot resign after being legally installed. If the King or Scribe dies in office or moves out of this Grand jurisdiction, the High Priest shall fill the vacancy. The appointee shall remain in office until properly relieved.

SEC. 71. A vacancy in an elective office, except that of High Priest, King or Scribe, may be filled by ballot at any stated convocation after due notice to the members and any officer so elected shall be duly installed.

SEC. 72. A vacancy in an appointive office shall be filled by the High Priest and such officer so appointed shall be duly installed.

CONSTITUENT CHAPTER POWERS

SEC. 73. The Judicial powers of a chapter are such as enable it to discipline its own members, except the High Priest or a Past High Priest for misconduct during his term of office, as well as all other Royal Arch Masons within its jurisdiction for infractions of Masonic Law and the commission of Masonic offenses and the settlement of controversies between Royal Arch Masons when submitted to it by them, subject always to a decision by the Grand Chapter on appeal.

CONSTITUENT CHAPTER PROPERTY

SEC. 74. All property of a chapter shall vest in the Grand Chapter upon the demise of any chapter in this Grand jurisdiction. It shall be the duty of the last presiding officer and of the treasurer and secretary to surrender all property of the defunct chapter to the Grand Secretary without delay.

RITUAL

SEC. 75. The Ritual adopted by this Grand Chapter at its 68th annual convocation, held in May 1952, and amendments thereto subsequently adopted by the Grand Chapter, shall be the standard work of this jurisdiction. Every chartered chapter shall use the official Ritual and no other, and any chapter violating the provisions of this section, without express authority of the Grand Chapter, shall be subject to discipline. The adopted Ritual of this Grand Chapter cannot be used for work outside this jurisdiction, nor may any other Ritual be used in this jurisdiction for the initiation of candidates.

EXCEPTION: For degree festivals of which the Royal Arch is a part, or where all three York Rite Bodies are meeting jointly, the chapter may open and close by proclamation providing; a constitutional number of companions are present and the High Priest, King or Scribe of the chapter makes such proclamation. These openings will not account for the necessity of opening the chapter by the standard ritualistic work at no more than three month intervals.

SEC. 76. Proposed changes in the Ritual of the Grand Chapter shall be submitted in writing to the Grand Secretary at any time.

SEC. 77. The key lecture of the Royal Arch Degree may or may not be given at the conferral of the Royal Arch Degree. The decision rests with the High Priest.

GRAND CHAPTER - CONVOCATIONS - QUORUM

SEC. 78. The stated annual convocation of this Grand Chapter shall be held during the month of May of each year on a day and at a place as recommended by the Time and Place Committee, and approved by the Grand Chapter, unless otherwise ordered by the Grand Chapter.

SEC. 79. If no invitation shall have been presented at the annual convocation, the Time and Place Committee may then select ~~such the~~ time and place and, if approved by the Grand High Priest, the Grand Chapter shall open in ample form at such time and place ~~BETWEEN THE HOURS of 8:00 A.M. and 9:00 A.M., BUT UNDER NO CIRCUMSTANCES LATER THAN 9:00 A.M.~~ Opening to be announced to the constituent chapters at least 30 days in advance.

SEC. 80. In case of great emergency, the Grand High Priest with the consent of the Deputy Grand High Priest, Grand King, Grand Scribe and Grand Secretary shall have the power to change the time and place of holding the annual convocation. If such change is made, it shall be the duty of the Grand Secretary to give thirty days notice of the time and place so changed to each constituent chapter and Grand officer.

SEC. 81. Special convocations of the Grand Chapter shall be ordered by the Grand High Priest upon application thereof in writing setting forth the cause which demands it and which application shall be signed by the High Priest of at least five (5) chartered Chapters.

SEC. 82. Every order for a special convocation, unless such convocation be called merely for the performance of some Masonic ceremony, shall designate the object thereof so far as it is proper to be written. The notice shall be issued to each constituent chapter and Grand officer at least thirty days prior to the day named for the convocation. No business shall be transacted thereat other than that for which the special convocation has been convened.

SEC. 83. The representatives of 51% of the chartered chapters, convened on due notice to all chapters, shall be indispensably necessary in order to transact any business in Grand Chapter convocations; however, upon occasion of ceremony only, the Grand High Priest or his duly authorized representative with a sufficient number of companions to fill the stations and places, may at any time open the Grand Chapter and perform the ceremonies for which it was convened.

MISCELLANEOUS

SEC. 84. The clothing of a Royal Arch Mason is defined to be as follows: it shall consist of a white lambskin apron approximately fifteen (15) wide and thirteen (13) inches deep, lined with scarlet silk and with a narrow edging of scarlet silk, together with a triple tau cross within a triangle and that within a circle and which shall be placed on the flap. Except that, for general use, suitable materials other than lambskin and silk may be substituted, provided that adornments (with the exception of lining, which may be omitted) shall conform to the specifications above as to color.

SEC. 85.

- A. When a collar is worn in connection with the apron, it shall be scarlet velvet coming to a point in front, and attached to the point shall be suspended the jewel of office. A cord of appropriate color may also be used to suspend the jewel. A name badge designating Grand Chapter office may also be worn. When it is, the badge, collar, jewel and apron are considered regalia
- B. The case containing the fore mentioned items will also be considered as part of the regalia.
 1. The assignment of the cases containing the various officer's regalia shall be the responsibility of the Grand Secretary or his designee. The companion receiving the case will sign for said case duly noting that all items are in the case when he received it. Some cases will contain additional items such as rituals, monitors, essentials, etc., which also are accountable items.
 2. As such it is the responsibility of the officer in that office to see that all accountable items are returned or replaced at the completion of his term of office. Officers assigned cases are also responsible for conditions of the accountable items.

SEC. 86. The Sunday on or next after October 24th shall be designated Religious Affirmation Day. All chapters are urged to attend divine services clothed as Royal Arch Masons. Exception: At a funeral or installation of officers of non-Masonic fraternities, neither chapters nor Royal Arch Masons shall appear in Capitular clothing without special dispensation of the Grand High Priest. Nor shall any robes be worn in public processions, public meetings or public places without special dispensation. However, Royal Arch Masons are encouraged to wear their regalia at meetings of the International Order of Rainbow for Girls, the International Order of Job's Daughters or the International Order of DeMolay.

SEC. 87. The Grand Chapter shall present an appropriate lapel pin and certificate, without charge, to each companion of a constituent chapter who has been a Royal Arch Mason for 50 years or more. This may be presented at any time in the calendar year that his 50th year is obtained. Each chapter is authorized to present appropriate certificates and lapel pins to members who have 25 and 40 years respectively and at 5 year increments after 50 years as Royal Arch Masons.

GRAND CHAPTER CODE AMENDMENTS AND RESOLUTIONS

SEC. 88. This Constitution may be altered or amended only in the following manner: the proposed alternations or amendments must be submitted in writing at an annual convocation and, if passed by a majority of votes, it shall be entered upon the minutes and held over until the next annual convocation at which time the Grand High Priest shall put the question of its adoption and if concurred in by a two-thirds majority of all votes cast, it shall be declared adopted. Provided that any proposed amendment to the constitution, after being referred to the Board of General Purposes for study and report, and to the Jurisprudence Committee, which shall pass on its legality and report thereon, at any annual convocation, may be adopted by a 90% majority of all votes cast. Provided further: A proposed amendment to change the Constitution necessitating a correlating change of a bylaw(s), may include the bylaw(s) change and may be submitted as one resolution; provided the necessary vote for adoption remains as a constitutional amendment and the necessary bylaw(s) change remains as a part of the proposal.

SEC. 89. All amendments to this Constitution shall be in full force and effect immediately upon their adoption.

SEC. 90. Resolution requirements:

1. All resolutions, whether amendments, additions or deletions to the Constitution or Bylaws of this Grand Chapter shall be submitted in writing to the Grand Secretary 90 days prior to each annual Grand convocation. The Grand Secretary shall transmit a copy of such to each member of the Board of General Purposes, the Jurisprudence Committee and the Finance Committee.
2. After each committee has deliberated on the issue, the chairman of each shall collate all opinions and submit a copy of such with the report of the Board of General Purposes, Jurisprudence and Finance Committees to the Grand Secretary 60 days prior to the Annual Grand Convocation.
3. The Grand Secretary shall transmit a copy of the resolutions and reports to the Secretaries of all constituent chapters not later than 45 days prior to the Annual Grand Convocation.
4. The secretaries of the constituent chapters shall read all such resolutions and reports at a Stated Convocation prior to the next annual convocation of Grand Chapter.
5. Amendments to resolutions may be submitted to the Jurisprudence Committee and Board of General Purposes not later than 30 days prior to the Annual Grand Convocation.
6. Copies of emergent resolutions shall be distributed to each delegate upon registration. If its emergent nature is approved by the Board of General Purposes, Jurisprudence and Finance Committees it may be introduced on the floor of the annual Grand convocation.

SEC. 91. If a resolution to this Constitution is introduced and not passed at an annual convocation it shall be carried over to the next year. A 50% vote will be required to carry it over. Furthermore, any resolution which is submitted in the proper time may be amended during the one month period preceding distribution to the chapters by the Grand Secretary.

PART TWO - GRAND CHAPTER BYLAWS

GRAND CHAPTER ORDER OF BUSINESS

- SEC. 92. After roll call, the order of business at each convocation of the Grand Chapter shall be:
1. Reading and approval of the preceding convocation minutes, unless dispensed with.
 2. Credentials Committee report not ~~later than 10:45 A.M.~~ more than 1 hour past the opening of this Grand Chapter;
 3. Appointment of Session Committees and filling of vacancies, if any, in the Standing Committees.
 4. Committee reports.
 5. Consideration of amendments to the Constitution and Bylaws.
 6. Other business: Old; New.
 7. Election of officers shall commence immediately after the report of the Credentials Committee on the first day of the annual convocation of this Grand Chapter. The first ballot will close ~~at 11:00 A.M.~~ as soon as all members present at the opening of the Ballot have had an opportunity to vote. Subsequent ballots, if needed, will commence immediately after the report of the tellers' committee and will close ~~30 minutes later~~ as soon as all members present at the opening of the Ballot have had an opportunity to vote.
 8. The report of the Royal Arch Masons Children's Heart Foundation and other business of the Foundation required in Section 322 will commence at ~~11:00 am on the first day~~ the time specified in the printed schedule of the annual convocation or as soon thereafter as practicable.

STANDING COMMITTEES

- SEC. 93. The Grand High Priest, just before the close of each annual convocation, shall appoint three members to each of the following Standing Committees:
1. Jurisprudence Committee: Its duties shall be limited to all questions of Capitular or other Masonic Law except as to the bylaws of the chapters, and which shall consider and report on all appeals from the decisions of chapters or High Priests and on all controversies between chapters and shall review all Capitular trial records. It shall consist of at least one Past Grand High Priest, who shall be Chairman.
 2. Finance Committee: Its duties shall be
 - ~~A. To prepare at the end of each fiscal year detailed spreadsheets of all financial activities for the fiscal year using the following forms:~~
 - ~~Form 1 A single financial form of the annual returns of the chapters, including membership details, Per Capita Tax, Assessments and Fees~~
 - ~~Form 2 A complete detailed financial form of receipts for the fiscal year showing amounts, source And purpose.~~
 - ~~Form 3 A financial form of all expenditures of the grand Chapter, listing recipient of the expenditure, amount paid and detailing the category and purpose of the expenditure~~
 - ~~Form 4 A composite financial form of all funds balances, including last year's balance, loss or gain and the current balance.~~
 - ~~B. to prepare and set up a budget in detail for the financial operation of the Grand Chapter. The proposed budget shall be submitted to the Grand Secretary and the Grand Treasurer 90 days prior to each annual convocation. The budget shall include all fixed appropriations as set forth in these bylaws. This budget to be examined by the Grand Treasurer, the Grand Secretary, Board of General Purposes and the Jurisprudence Committee before being presented for adoption. After the close of the fiscal period each year, and no later than the Saturday preceding that annual convocation of the Grand Chapter for that year, the Finance Committee shall audit the books and accounting records of the Grand Secretary and the Grand Treasurer. The audit shall include an examination of the financial statements and such tests of the accounting records and other procedures as the committee shall deem necessary in order to determine that the financial affairs of the Grand Chapter are being managed prudently and consistent with sound management practices and that the annual budget of the Grand Chapter is being observed. A written report of the results of the audit shall be provided to the Grand Treasurer, the Grand Secretary and the Grand High Priest prior to the annual convocation of the Grand Chapter and a report will be made by the Audit Committee to the annual convocation of the Grand Chapter.~~
 3. Time and Place Committee: It will consist of the Deputy Grand High Priest, Grand King and Grand Scribe. They will confer with similar committees, if appointed, by the Grand Council, Royal and Select Masters of Washington and Grand Commandery of Knights Templar. They will insure that the members of the Sessions Committee, established to handle the affairs of the Grand Sessions, are instructed to issue complementary banquet tickets (allowable within the sessions budget) to visiting General Grand Chapter Officers and their Ladies, the Most Worshipful Grand Master of Free and Accepted Masons of Washington

- and his Lady, to all visiting Grand High Priests or their duly designated representative and their Ladies and those tickets required by each of the other Grand York Rite Bodies of Washington present at the Grand Sessions.
4. Chapter Education and Training Committee: Its chairman is the Grand Lecturer. They will conduct training seminars and provide individual training for local chapters as directed by the Grand High Priest or requested by a chapter. They will assess chapter proficiency and provide individual training as necessary to maximize that proficiency.
 5. Membership Committee
 - A. A committee of three on Membership, Cultivation and Retention. To be filled with a three year, two year and one year appointment. The one year position is to be chair of the committee.
 - B. Membership, Cultivation & Retention. The committee shall research, develop and promote programs to cultivate and increase membership among member Chapters; and to assist the Chapters in creating interesting and viable programs for its meetings and activities to promote and create an interesting Masonic environment for greater attendance and participation among its enrolled membership; and shall make an annual report and recommendations to Grand Chapter concerning its activities and findings.
 6. Credentials Committee: They shall examine and report on the credentials of each representative attending the annual convocation, his name, rank and chapter, and refer such as are proper to the Grand Chapter.
 7. Chapter Activities Committee: Headed by the Grand King or a Past Grand High Priest. They shall provide inputs to the Grand High Priest on unique chapter activities and distribute that information to other chapters in the form of programs.
 8. Bylaws Committee: They shall review proposed chapter bylaws and amendments thereto and make recommendations to the Grand High Priest as to approval or disapproval thereof. They shall assure that all chapters have codified and ratified bylaws. Any problems thereto will be brought to the attention of the Grand High Priest. They shall report to the Grand Chapter at the annual convocation a list of the bylaws and bylaw amendments submitted for consideration. The chairman will maintain a copy of all chapter bylaws.
 9. Long Range Planning Committee: They will study and evaluate the current status of Royal Arch Masonry in this Grand jurisdiction, project trends and identify problems and recommend long range goals and courses of action which will promote the qualitative and quantitative growth of Royal Arch Masonry within this Grand jurisdiction. This committee, comprised of the elected Grand officers, shall report its observations, conclusions and recommendations to the Grand Chapter each year at its annual convocation and assist the Grand High Priest, as requested.

BOARD OF GENERAL PURPOSES

- SEC. 94. The Grand High Priest shall appoint a Board of General Purposes before the close of each annual convocation. It shall consist of five members. Not less than two shall be Past Grand High Priests. A Past Grand High Priest shall be designated as chairman.
- SEC. 95. Members shall serve at the will and pleasure of the Grand High Priest.
- SEC. 96. At each annual convocation of the Grand Chapter all motions and resolutions involving the expenditure of Grand Chapter funds, excluding operational expenses provided in the Code, shall, after approval by the Jurisprudence Committee, be referred to the Board of General Purposes, which will make a thorough investigation of the proposed legislation and submit a report which shall include a recommendation to approve or reject it. No legislation involving the expenditure of Grand Chapter funds as set forth in Section 101 shall be considered by the Grand Chapter or acted upon until after the report and recommendation of the Board of General Purposes has been presented. The Board may meet at the pleasure of the chairman provided written notice be sent to each member and to the Grand High Priest.
- SEC. 97. The Board of General Purposes shall report its recommendations on any proposed amendment to this Constitution at the Annual Convocation after the Jurisprudence Committee has determined legality and reported thereon. Adoption will be by Section 88 of this Code.
- SEC. 98. Legislation submitted to the Board may also be considered by the Board members individually. Their conclusions shall be embodied in a written report which shall be sent to the Board chairman, together with the member's vote on the approval or rejection of each matter considered. When this procedure is followed, it shall be the duty of the chairman to reduce the opinions of the Board members to a condensed written report and to tally the votes c

SESSION COMMITTEES

SEC. 99.

- A. Recognition of the YORK RITE WASHINGTON LLC. The Grand Chapter of Royal Arch Masons in Washington will recognize the YORK RITE WASHINGTON LLC as the organization to arrange and develop the Grand Sessions of the York Rite Bodies in the State of Washington.
- B. Participation in the YORK RITE WASHINGTON LLC. The Grand Chapter of Royal Arch Masons in Washington authorizes participation in the YORK RITE WASHINGTON LLC and appoints the [names of the officers by position] to the YORK RITE WASHINGTON LLC.
- C. The Grand High Priest, per Section 92(3) of this Code, shall appoint three members each to the following Session Committees:
 1. A Committee on New Chapters shall examine and report on the books and work of chapters under dispensation and the issuance and re-issuance of charters.
 2. A Committee on Distinguished Visitors shall ascertain the presence of any distinguished visitors and, when directed, present them to the Grand High Priest.

TRUSTEES FOR THE LIFE MEMBERSHIP - MEMORIAL FUND

SEC. 100. During the Grand Chapters annual convocation, the members of the Grand Chapter Royal Arch Masons of Washington shall elect a Board of Trustees consisting of three members in the following manner: For the first year, one for three years, one for two years and one for one year. Thereafter, one for three years, plus and vacancies which may occur. They may succeed themselves if elected again. The Grand High Priest shall be an ex-officio member of the Board. The Board of Trustees shall report to the Grand Chapter annually as to its activities.

ANNUAL APPROPRIATIONS

SEC. 101

- A. The annual fixed appropriations of Grand Chapter shall consist of the following items:
 1. Grand High Priest's Allowance
 2. Grand High Priest's Postage Allowance
 3. Deputy Grand High Priest Allowance
 4. Deputy Grand High Priest Postage Allowance
 5. Grand King Allowance
 6. Grand Scribe Allowance
 7. Grand Treasurer's Allowance
 87. Grand Secretary's Allowance
 98. Triennial Expense Fund
 109. Grand Chapter Entertainment expense
 110. Western Conference of Grand York Rite Bodies dues
 124. General Grand Chapter Per Capita Tax in accordance with Sec. 4 of the Constitution
 132. Refurbishing and/or Replacement of Grand Chapter Officers Regalia
 143. Grand Master's Reception expense
 154. YORK RITE WASHINGTON LLC.
- B. The Grand High Priest, or the ranking elected officer of the Grand Chapter, attending General Grand Chapter Triennial, pursuant to Sec. 5., shall be the only person of this Grand Chapter entitled to reimbursement of expenses. The annual appropriation for the Triennial Fund shall be \$350.00. All annually appropriated and accumulated monies set aside for the Triennial Sessions, or such portion as is necessary to defray the expense of transportation and housing shall be allowed. All monies remaining in such fund after Triennial Session shall be returned to the general fund.

SEC. 102. Appropriations for the following items shall be submitted by the Finance Committee as an annual budget based on current needs and/or past expenditures:

1. Grand Secretary's Office Expense
2. Grand Secretary's Office Rent
3. Grand Secretary's Travel Expense
4. Printing of Proceedings
5. Grand High Priest's Apron and Case
6. Directors and Officers Liability Insurance

7. Meals for Distinguished Guests *
8. Grand Lecturer's expense allowance for seminar materials
9. Code Revisions
10. Audit Expense
11. Web Site Expense
12. Publication of the Grand Chapter portion of the York Rite paper FOCUS.
13. Grand Treasurer's Office Expense
14. Grand Treasurer's Office Rent
15. Grand Treasurer's Travel Expense

* Banquet tickets shall be furnished to visiting General Grand Chapter Officers and their ladies, the Most Worshipful Grand Master of Free and Accepted Masons of Washington and his lady or his duly designated representative and lady, to all Grand High Priests and their ladies or their duly designated representative and their ladies. Banquet tickets will be furnished to the Grand Master of Royal and Select Masters of Washington and his lady, and to the Grand Commander of the Grand Commandery of Washington and his lady only when separate banquets are held. See Sec. 93, 3.

SEC 103 Expenditure Authorization. The Grand Chapter shall annually authorize an expenditure for the YORK RITE WASHINGTON LLC as a budget item.

CHAPTER - POWERS

SEC. 104. Chapter powers are prescribed in it's charter or dispensation and by the Constitution and Bylaws of the Grand Chapter and are defined as follows:

Executive. The High Priest is the primary executive authority of the chapter and in the direction and performance of its work is responsible to the Grand Chapter for keeping the acts of the chapter within proper and legal bounds.

Legislative. The chapter has the right to legislate on all matters relating to its internal concerns which shall not be in violation of the General Regulations of Freemasonry, the Constitution and Bylaws of the Grand Chapter or the Bylaws of the Chapter itself.

Judicial. The chapter has the right to discipline its own members, except the High Priest, and all other Royal Arch Masons for infractions of Masonic Law and the commission of Masonic offenses and the settlement of controversies between Royal Arch Masons when submitted to it by them, subject always to revision by the Grand Chapter on appeal.

CHAPTER OFFICERS - ELECTION

SEC. 105. The High Priest, King, Scribe, Treasurer and Secretary or Secretary/Treasurer of chartered chapters shall be elected by majority, written secret ballot at any stated convocation of the Chapter following the close of the annual Grand Chapter communication but not later than December 31.

SEC. 106. All officers of the chapter must be members thereof except the Sentinel, Chaplain and Musician who must be members in good standing in some chapter in this Grand jurisdiction.

SEC. 107. If, at the time prescribed, a chapter shall fail to elect its High Priest, King, Scribe, or any of them, or if, having elected them or any of them, and he, or they, shall refuse or fail to be installed, the chapter shall forthwith lay the matter before the Grand High Priest, who, for good reason shown, may grant dispensation to hold an election as soon thereafter as practicable and such dispensation shall be made a record in the minutes of the chapter.

CHAPTER HIGH PRIEST — POWERS

SEC. 108. The High Priest has power to:

1. Convene his chapter whenever he shall deem it proper, in accordance with chapter bylaws.

2. Issue or cause to be issued all summons or notices which may be required.
3. Discharge all the executive functions of his chapter.
4. Perform such other acts which are, by ancient usage, proper to his office as shall not be in contravention of any provision of the Constitution or Bylaws of the Grand Chapter.
5. Cast the deciding vote, where a tie exists, in elections other than by secret ballot.

6. Fill a vacancy during the unexpired term of an appointive officer.
7. Direct the secretary to draw a warrant for Grand Chapter per capita tax without a vote of the chapter.
8. Assume custody of the funds of the chapter if the office of Treasurer becomes vacant.
9. Appoint committees. This is a prerogative of the High Priest.
10. Grant Demits at a stated convocation without a vote of the chapter.
11. Declare an appointive office vacant upon the death, inability to perform or for continued neglect of an appointive officer and to appoint a successor who shall hold office at the pleasure of the High Priest.

CHAPTER HIGH PRIEST — POWERS DENIED

SEC. 109. High Priest Powers Denied:

1. He may not convene a stated convocation of his chapter at a time other than that fixed by the bylaws.
2. He may not transfer his duties to any companion when he is present, but he may call any competent companion to preside.
3. He may not demand or receive compensation for installing his successor nor may he suspend the bylaws.
4. He may not order the secretary to change the approved minutes.

CHAPTER HIGH PRIEST - DUTIES

SEC. 110. It shall be the duty of the High Priest to:

1. Preside at all convocations of his chapter.
2. Examine the record of the proceedings of each convocation of his chapter. When fairly transcribed by the secretary and found to be correct, subscribe his approval thereto.
3. Superintend the official acts of all chapter officers and see that their respective duties are properly discharged.
4. Guard against any infraction by chapter members of its own bylaws or of the Constitution and Bylaws of the Grand Chapter.
5. Prefer charges when a violation of this constitution or bylaws is brought to his attention.
6. Be covered when presiding over his chapter.
7. Appoint a committee at the annual convocation in November to personally interview members who are delinquent in their dues, ascertain the cause and report findings to the chapter.
8. Appoint and be responsible for the Committee on Membership.
9. Appoint a Committee on Chapter Activities with the King as its chairman.
10. Appoint a Committee on Special Gifts for the Royal Arch Masons Children's Heart Foundation with the Scribe as its chairman.

CHAPTER HIGH PRIEST - OTHER

SEC. 111. The High Priest is subject to deprivation of office, suspension or expulsion if he violates his duties as imposed by this constitution or bylaws.

SEC. 112. No individual may appeal the decision of the High Priest of a chapter. EXCEPTION: Any five members of the chapter may appeal High Priest decisions or conduct to the Grand Chapter or the Grand High Priest.

SEC. 113. The High Priest shall not participate in debate without first calling the King, Scribe or competent companion to the chair.

SEC. 114. The office of High Priest does not become vacant by the failure of the chapter to elect nor if the High Priest elect fails to qualify.

SEC. 115. When a summons is given by order of the High Priest, it is not necessary that the order appear on the face of the summons.

SEC. 116. A Companion receiving a summons has no right to question its legality or refuse to obey it.

HIGH PRIEST - HOLY ORDER OF HIGH PRIESTHOOD

SEC. 117. The Order of High Priesthood shall be conferred annually at a time and place selected by the Most Excellent President of the Order of High Priesthood.

SEC. 118. In conformity with the custom prevailing in this Grand jurisdiction, a High Priest should be anointed, consecrated and set apart to the Holy Order of High Priesthood.

CHAPTER KING, SCRIBE DUTIES AND SUCCESSION

SEC. 119. The King and Scribe shall perform their assigned duties by the traditional usages of the order. In the absence of the High Priest they shall, in the order of their rank, assume and be charged with his duties and powers.

SEC. 120. If the High Priest dies, the King assumes the office and discharges the duties thereof.

CHAPTER TREASURER DUTIES

SEC. 121. The Treasurer shall:

1. Receive and secure all monies and property, which may be placed in his keeping by the chapter.
2. Disburse or transfer monies or property by order of the chapter.
3. Keep accurate books with a correct account of receipts and disbursements.
4. Present a statement of the finances of the chapter when required.
5. Deposit all funds in a separate account in the name and number of the chapter, in an approved depository.
6. Perform all duties of his office as set forth in the Bylaws.
7. See Section 122 where the offices of Treasurer and Secretary are combined.

CHAPTER SECRETARY DUTIES

SEC. 122. The Secretary shall:

1. Compile and furnish to the Grand Secretary every fifth year commencing with the year 1946, a complete roster in alphabetical order of the membership of the chapter.
2. Send annually to the Grand Secretary and the Editor of the FOCUS, immediately after election, on forms furnished for that purpose, the name, address, phone number and email address (if applicable) of the newly elected Chapter Officers.
3. Collect and receive all monies due the chapter and pay them over to the Treasurer promptly, taking his receipt therefore.
4. Keep the seal of the chapter and affix it, with his attestation, to all documents issued under the chapter's authority or as required by the Constitution or Bylaws of the Grand Chapter.
5. Transmit the annual report to the Grand Secretary on forms furnished for that purpose.
6. Keep the following chapter books on such forms as may be prescribed.
 - A. A minute or Record Book which shows:
 - (1) A concise record of all proceedings of the chapter, proper to be written, including a list of officers present. Such record or minutes shall be submitted to the chapter at that or the next stated convocation for approval or correction.
 - (2) An itemized list of all bills submitted to and approved by the chapter for payment.
 - (3) The action taken on each application for degrees. Failure to make this record is a serious omission and if done by design of the chapter or its members may endanger the charter.
 - B. A Book of Bylaws in which the bylaws of the chapter shall be recorded together with such amendments thereto which shall have been approved by the Grand High Priest. Such book shall have space provided for the signature of newly exalted members in order of their admission. Every newly exalted candidate shall sign the book of bylaws at the time of his exaltation and each affiliate as soon as practical after his election
 - C. A Book of Marks in which he shall record the full name of all members of the chapter, the date they were advanced to Mark Master; and a description of their mark.

- D. A Register to be kept in the Sentinel's room in which all members shall record their names, and all visitors shall record their name, rank, chapter name(s), number(s) and location(s) before entering the chapter room.
7. Keep a clear and accurate account of each chapter member and of all receipts and payments of the Secretary to the Treasurer. He shall preserve the Constitution and Regulations of the Grand Chapter and make due and accurate changes thereto. He shall also maintain the printed proceedings of the Grand Chapter as promulgated annually.
 8. Prepare and transmit to the Grand Chapter a copy of the minutes of the chapter or any part thereof when required.
 9. Pay over to the Treasurer all funds received as soon as practicable, taking his receipt therefore.
 10. Place the names of all Grand Chapter elective officers and the Deputy of the Grand High Priest in his district on the mailing list of the chapter.
 11. Notify all chapter members twice yearly, between the first day of July and the first day of December, who are indebted for more than the current year's dues, of the state of their account and of the provisions of Section 260.
 12. Perform the offices of Treasurer and Secretary if they are combined by the chapter.

CHAPTER SECRETARY - OTHER

- SEC. 123. The Secretary delivers his books and reports to the committee appointed to examine them at a mutually agreed on location. The committee has no power to summon him to appear elsewhere.
- SEC. 124. The chapter is bound by the Secretary's receipt for dues. No private transactions with chapter funds are authorized.
- SEC. 125. The Minutes cannot be amended after approval.

CHAPTER APPOINTED OFFICERS DUTIES

- SEC. 126. Appointed officers duties. All appointive officers shall perform their duties according to the usages of the Craft pertaining to his office and other such duties as required by the bylaws or by the order of the High Priest or chapter.

CHAPTER FINANCES, FUNDS AND PROPERTY

- SEC. 127. A chapter must retain control of its own funds and property. A chapter may, through trustees provided for in a standing resolution and who shall always be under the control of the chapter, hold, mortgage, sell and otherwise dispose of its property and funds. Funds may be invested and reinvested by the chapter but only as hereinafter provided.
- SEC. 128. All chapter funds shall be deposited in a sound and responsible bank or banks in the name and number of the chapter. If the chapter votes that any portion of its funds be invested in securities, then such investments shall be prescribed by the laws of the State of Washington as legal investments. Furthermore, if a chapter desires to invest in some Temple Association or Corporation owning or proposing to own a building or land, details must be submitted in writing to the Grand High Priest and the Finance Committee of the Grand Chapter, whose approval must be obtained before any such investments are made.
- SEC. 129. Alcoholic beverages shall not be purchased from Chapter funds nor allowed in any chapter room.
- SEC. 130. All moneys paid for Life Memberships shall be deposited without service charge in a federally approved banking institution whose deposits are guaranteed. However, Chapters that participate in the York Rite Life Membership Memorial Fund shall forward all moneys to the Life Membership Memorial Foundation. In either case only the accrued interest may be used by the chapter.

- SEC. 131. No money shall be drawn from Chapter funds, without the express consent of the Chapter as recorded, except that dispensed for charity and that due the Grand Chapter. No warrant shall be drawn there from without sufficient funds.
- SEC. 132. No chapter within this Grand jurisdiction shall confer the degrees of Mark Master, Past Master, Most Excellent Master, and Royal Arch Mason on any person for a sum less than \$40.00. No petitions shall be received and referred unless accompanied by the fee for the Mark Master Degree. Additionally, the minimum fee for degrees is established in the Chapter Bylaws. Each Chapter shall be required to pay five dollars of each petition to the Grand Secretary with the annual returns after a favorable ballot is attained on his petition. The Grand Secretary will deposit this surcharge in the Grand Chapter Endowment Fund.
- SEC. 133. A chapter may segregate fees in their bylaws.
- SEC. 134. Dues are assessed annually, but will not be less than four dollars, due and payable at the beginning of each calendar year.

FORMATION OF NEW CHAPTERS

- SEC. 135. A chapter may be formed only by dispensation from the Grand High Priest or a charter from the Grand Chapter. No charter shall be granted until the chapter has worked under dispensation and exhibited to the Grand Chapter satisfactory evidence of its Masonic ability. When granted, the charter shall be recorded in the minutes of the chapter. The Grand High Priest has the authoritative power, during recess of the Grand Chapter, to grant letters of dispensation under his hand and seal to nine or more competent petitioners, empowering them to open a chapter of Royal Arch Masons and Lodges of Mark Master, Past Master, and Most Excellent Master until the next annual convocation of the Grand Chapter.
- SEC. 136. Every companion Royal Arch Mason petitioning for dispensation to form a new chapter must file his Demit or Certificate of Good Standing with the petition, accompanied by a certificate from the nearest chapter to where the intended chapter is to be located. The certificate shall vouch for the moral and Masonic ability of the petitioners and recommend that a dispensation be granted to them. The Grand High Priest shall make a report thereof at the next Annual Convocation of the Grand Chapter at which time the Grand Chapter may either continue or recall the Dispensation or may grant petitioners a Charter of Constitution.
- SEC. 137. If the charter is granted, the first fees deposited shall be credited in payment thereof. Should a charter or dispensation not be granted, the fees shall be refunded to the petitioners, except that part expended in processing the application.
- SEC. 138. The officers of a chapter under dispensation shall not be installed.
- SEC. 139. A chapter under dispensation does not require a seal.
- SEC. 140. A chapter under dispensation has all the rights of a chartered chapter, but it may not discipline its members or be represented in Grand Chapter.
- SEC. 141. Chapters under dispensation must transmit an itemized statement of receipts and disbursements when surrendering its dispensation to the Grand Chapter.
- SEC. 142. Each chapter shall, previous to commencing work under its charter, be duly constituted and its officers installed by the Grand High Priest or his special deputy appointed under his hand and seal.
- SEC. 143. Each chapter shall within three months from the date of its charter, provide a suitable seal, bearing such devices as may be deemed proper and having inscribed thereon the name and number of the chapter, the date of its charter and its venue.
- SEC. 144. The name of the new chapter shall be approved by the Grand High Priest but shall not be the name of any living person or chartered chapter.
- SEC. 145. No dispensation or charter shall be granted to lodges of Mark Master, Past Master or Most Excellent Master exclusive of a chapter of Royal Arch Masons.

- SEC. 146. The ceremony of constituting a new chapter and installing its officers shall be as prescribed in the Washington Monitor of Royal Arch Masons. The High Priest must be present.
- SEC. 147. The Grand Chapter may issue a Charter to the Chapter after its work and proceedings have been satisfactorily examined, it is free of indebtedness and has complied with all constitutional provisions. The Chapter shall be assigned an appropriate name and number on the registry. If the Chapter is not duly constituted within ninety days its Charter shall be forfeited.
- SEC. 148. The petition may be refused if an examination is unsatisfactory or a validating certificate is not produced. Alternatively, a continuance of the dispensation may be extended until the next annual convocation. It may not be continued a second time.
- SEC. 149. The Grand Secretary will issue, without charge, a duplicate dispensation or charter that has been lost or destroyed.
- SEC. 150. The Grand Secretary should list the first three officers recommended by the chapter under dispensation on the charter. They should be members of the proposed chapter but need not be petitioners for the dispensation.
- SEC. 151. Petitioners for a dispensation and companions exalted or affiliated before the charter is granted are considered charter members.
- SEC. 152. Royal Arch Masons who are not members of a petitioning chapter under dispensation but are otherwise qualified may be included as petitioners.

CHAPTER INSTALLATIONS

- SEC. 153. The installation of the officers of a chartered chapter shall take place as soon as practical after the election. An officer must be present and assents to the responsibilities of his office to be installed. No installation is valid unless the High Priest-elect is present and installed.
- SEC. 154. All officers must be installed annually by approved Grand Chapter ceremonies before exercising any functions of their office.
- SEC. 155. All protests made against the installation of an officer will be made in writing before the installation. The Grand High Priest will handle all un-reconcilable protests.
- SEC. 156. Installation is necessary to confer rank.
- SEC. 157. It is the retiring High Priest's prerogative to install his successor in office, who, on assuming the East, may install his remaining officers. However, any competent and well qualified Past High Priest of a Chapter may, on proper request, act as installing officer. If the Grand High Priest or his Deputy are present, deference and respect are to be shown to his will and pleasure.
- SEC. 158. Installations may be public.
- SEC. 159. Installations outside the Body of the Chapter are null and void.

CHAPTER MEMBERSHIP

- SEC. 160. A Royal Arch Mason, not having received the Past Master Degree, must receive that degree before signing the Bylaws of the Chapter. Membership in a regularly constituted Chapter may be acquired by any one of the following:
1. Being exalted to the degree of Holy Royal Arch.
 2. Being duly elected for affiliation.
 3. By consolidation into one of two or more chapters, one of which he was a member.
 4. By becoming Plural Member.
- SEC. 161. Every companion must sign the bylaws of the chapter after being exalted. Every affiliate must sign the bylaws as soon as practical after being elected.

SEC. 162. Any companion who changes his symbolic lodge membership shall notify the secretary of his chapter as soon as possible.

SEC. 163. Chapter membership coexists with symbolic lodge membership. If a companion is dropped for non-payment of dues, suspended or expelled from his symbolic lodge, chapter membership automatically ceases. Furthermore, if he demits from his symbolic lodge, unless he holds dual membership, he has until the end of his current paid up dues period to rejoin. If he doesn't rejoin his Royal Arch membership is terminated.

CHAPTER MEMBERSHIP - LIFE - HONORARY - PLURAL

SEC. 164. Chapters in this Grand jurisdiction may grant the following classes of membership:

1. Life Memberships for exceptional or distinguished service to the Craft.
2. Honorary Life Memberships.
3. Honorary Memberships.

SEC. 165. The Grand Chapter and other York Rite Bodies within the State of Washington have co jointly formed a Life Membership Memorial Fund under the corporate laws of Washington State, It is known as the York Rite Life Membership/Memorial Foundation. The Foundation shall be administered by a Board of Trustees elected from each York Rite Body per the bylaws of the Foundation. Grand Chapter participation shall be as follows:

1. No chapter shall adopt any Life Membership Plan except that adopted by Grand Chapter in May 1986.
2. Life membership plans existing before May 1986 may continue and may be amended. Amendments must be approved by the Grand High Priest before they are effective. No amendment shall deprive the holder of any life membership invested legal rights there under.
3. Any member in good standing of this jurisdiction may purchase a Chapter Life Membership through the Life Membership Memorial Foundation and thereby be relieved from further dues payments. Assessments are not exempt.
4. A chapter may collect annual regular dues in addition to the Life Membership Fee for the first year of enrollment in the Life Membership Memorial Fund.
5. The chapter member paying the required fees shall receive a Life Membership Certificate from the Life Membership Memorial Foundation.
6. The holder of a Life Membership Certificate may transfer membership to another chapter within this Grand jurisdiction. The Foundation shall transfer credit of that Life Membership, including fees, to the new chapter. The new chapter may collect Grand Chapter Per Capita Tax from the transferring member if its Life Membership Fees are significantly higher than that of the original chapter.
7. If a companion is a life member of a dissolved chapter, he may affiliate and transfer that life membership to another chapter in this Grand jurisdiction. Funds credited to the dissolved chapter shall be added to the total principal of those funds contributed by all chapters.
8. If two or more chapters consolidate, all moneys in the Life Membership Memorial Fund shall be combined and credited of the consolidated chapter.
9. Life Membership rights shall not be transferred by Demit to other Grand jurisdictions. All fees paid for life memberships shall remain in the Life Membership Memorial Fund to the credit of the companions former chapter.
10. The holder of a Life Membership Certificate is subject to all the laws, rules and regulations as provided in the Constitution and Bylaws of the Grand Chapter of Royal Arch Masons of Washington. Loss of membership by suspension or expulsion shall automatically abrogate one's life membership and any claims against fees paid for such life membership. The chapter which the companion was last a member shall continue to receive the income from such funds.
11. A chapter shall adopt a scale of prices which, at its option, may be larger than the minimum specified herein.
12. An applicant may contribute a larger sum than is required to enhance the account of his chapter or as a memorial.
13. Chapter secretaries shall forward all monies received for Chapter Life Memberships to the Life Membership Memorial Foundation. The Foundation shall notify the Grand Secretary of all Chapter Life Memberships and/or Memorials purchased.
14. Interest earnings of the Life Membership Memorial Fund shall be distributed to participating chapters based on their fund share. A percentage not to exceed one percent of the earnings will be retained to manage the Fund, as stipulated in the Foundation bylaws.
15. All Life Membership funds shall remain in the Foundation when a member is dropped for non-payment of dues.

- SEC. 166. A life membership may be granted to any chapter member by paying a minimum \$150.00, regardless of age. This payment schedule applies to pre-existing chapter life membership programs, those who participate in the York Rite Life Membership - Memorial Fund and all life memberships purchased after June 1, 1991. Chapters granting such memberships shall pay Grand Chapter per capita taxes and any special assessments levied on each member.
- SEC. 167. Any Royal Arch Mason may be elected as Honorary member to a chapter he is not a member of. In such cases the chapter granting this membership shall not be required to pay per capita tax. If the member is granted an Honorary Life Membership in his own chapter then the per capita tax must be paid. An Honorary member but not a regular chapter member shall have the right of visitation and discussion before the chapter but no other privileges.
- SEC. 168. A Royal Arch Mason may hold concurrent membership in as many chapters in this jurisdiction as he desires. However, he shall not hold the office of High Priest or exercise High Priests power in more than one chapter at a time. If one is expelled or suspended from any chapter it shall apply to all chapters. A Plural member who is dropped for non-payment of dues in one chapter loses membership in all chapters. The Grand Secretary must certify in writing the standing of all companions who apply for Plural Membership in a chapter before any petition may be voted on.
- SEC. 169. A Royal Arch Mason may hold membership in this jurisdiction and a foreign jurisdiction concurrently. Expulsion or suspension of membership in one constitutes expulsion or suspension in both. Plural members dropped for non-payment of dues in foreign jurisdictions also lose membership in this jurisdiction.
- SEC. 170. Members holding plural membership shall be eligible to hold proxies of and represent the officers of only one chapter in any convocation of the Grand Chapter.
- SEC. 171. Applications for plural membership shall be made on forms furnished by the Grand Secretary.
- SEC. 172. Chapters may grant Honorary Life Membership for distinguished service. That membership is terminated if the companion is suspended, expelled or demits from his regular chapter. If he applies for membership within six months of the demit date to a chartered chapter or chapter under dispensation the Honorary membership is still valid.
- SEC. 173. A chapter may elect any of its members in good standing as Honorary Past High Priest. Such elections shall be by secret ballot at a Stated Convocation and must be approved by a two-thirds majority of those present.
- SEC. 174. All Chapter Life Members in this Grand jurisdiction shall receive a dues card, from their respective Chapter, showing their good standing for the current year.
- SEC. 175. When granting honorary membership, by a Chapter, the secretary shall issue the customary certificate. In the case of a Life Member the Secretary shall issue the regular yearly receipt.

CHAPTER CONVOCATIONS AND BUSINESS

- SEC. 176. All convocations of a chapter are either stated or special. Stated convocations are those provided for fixed periods by the chapter's bylaws. Special convocations may be called by the High Priest at a time of his choice.
- SEC. 177. Business may be transacted at a special convocation provided the members are given timely written notice of the date, time, and reason for such special convocation.
- SEC. 178. Unless otherwise provided for, all questions before the chapter shall be decided by majority vote. The voting sign of a Royal Arch Mason shall be the uplifted left hand. The High Priest votes only if there is a tie.
- SEC. 179. Chapters may provide an alternate date in their bylaws for holding its stated convocation when the regular date is a legal holiday.
- SEC. 180. The High Priest, King or Scribe must be present to open and/or conduct the business of a chapter for either a stated or special convocation. A quorum to conduct business must consist of one Officer entitled to open the Chapter, three voting members and two other Royal Arch Masons — a total of six.

- SEC. 181. The Grand High Priest may appoint a special deputy to preside over the chapter in the absence of the High Priest, King and Scribe.
- SEC. 182. The chapter minutes must be read and approved either on the date of the meeting or at the next stated convocation.
- SEC. 183. The Presiding Officer may call to the East any competent Royal Arch Mason and permit him to confer degrees in the presence of the High Priest or acting High Priest.
- SEC. 184. Each chapter shall read all Grand Chapter official communications and the FOCUS at the first stated convocation following receipt.
- SEC. 185. Each chapter shall provide the secretary and treasurer with the necessary books to perform their duties.
- SEC. 186. Each chapter chartered by this Grand Chapter will convene at least once every three months with a constitutional number of members present, unless excused by the Grand High Priest. Failure to meet for six consecutive months shall constitute sufficient grounds for forfeiture of its charter.
- SEC. 187. No chapter shall hold a meeting during the Grand York Rite Bodies annual convocation except by special dispensation from the Grand High Priest.
- SEC. 188. An election, except for the secretary or treasurer, is void if held on any other day than that fixed in the bylaws without dispensation.

CHAPTER BALLOTING — VOTING

- SEC. 189. Petitions for degrees or affiliation may be balloted on at any stated convocation. All members present must vote unless individuals are excused by unanimous consent. Proposals for degrees or affiliation are allowed. Individuals may be proposed and voted on by secret ballot at a stated convocation. However, a petition shall be sent to the individual and must be completed and returned with the necessary fees before any degree work is started.
- SEC. 190. Voting on degree petitions or affiliations shall be by secret ballot.
- SEC. 191. If a person declines election to the position of High Priest he is still eligible for any position. The chapter must then vote for someone else to fill that position. If no one accepts the position of High Priest then dispensation must be requested from the Grand High Priest for an out of cycle election.
- SEC. 192. The companion elected as High Priest must be of good repute and have proper habits.
- SEC. 193. Voting on ballots for the degrees or for affiliation must be done at a stated convocation, except as provided in Sec. 194.
- SEC. 194. The Grand High Priest may issue a special dispensation to vote on degree petitions at a Special Convocation. Chapter members must be notified in writing of any special meetings with the meeting purpose stated in the letter.
- SEC. 195. All petitions for the degrees or for affiliation must be voted by secret ballot. If for some reason a chapter determines they have no jurisdiction over a petitioner then all monies shall be returned with a written explanation.
- SEC. 196. Collective balloting is permissible if no objection is made provided that in case of an unfavorable ballot, then a ballot must be taken on each individual petition.

DEMITTS FROM A CHAPTER

- SEC. 197. Issuance of a demit constitutes severance of membership.
- SEC. 198. The demit must be in accord with the law of the issuing jurisdiction.

- SEC. 199. Once a demit is granted it cannot be reconsidered. Subsequent application for affiliation must be done on the proper forms.
- SEC. 200. All demit applications shall be made in writing or orally at a stated convocation. They shall be read in open chapter. The High Priest will grant the Demit on the date it was presented to the Chapter if all dues are current and there are no charges against the petitioner.
- SEC. 201. The secretary shall record the date of receipt of all demits. The companion shall be made a member of the chapter from the date of his election to membership.
- SEC. 202. A companion may be granted a duplicate Demit or a Certificate showing the date and place of approval of that Demit if he loses the original, a full record of which shall be made in the minutes.
- SEC. 203. The secretary may issue a Certificate of Good Standing if requested. It may be used in lieu of a Demit when applying for affiliate membership.
- SEC. 204. A High Priest, King or Scribe may not demit.
- SEC. 205. The General Grand Chapter International or the Grand Chapter may issue a certificate under its seal showing that a defunct chapter previously existed and that the applicant was a member in good standing at that time. This would be in lieu of a demit

CHAPTER PETITIONS

- SEC. 206. Degrees. Every petition for the degrees shall be presented at a stated convocation. It shall be made in writing, signed by the applicant and contain the following minimum information:
1. Applicants Full name.
 2. Name and number of the members lodge.
 3. When and where born.
 4. Occupation.
 5. Place and length of residence in Washington.
 6. Whether or not he had been previously rejected by another Chapter, and date of rejection.
 7. Address, phone number and zip code and e-mail address.
 8. Spouses name.
- SEC. 207. Any Master Mason in good standing may be proposed for chapter degrees on the proper form. He must be recommended by three companions of the chapter. This proposal should show the lodge, occupation and any other available information. The signatures certify that the proposed individual is a Master Mason in good standing of the Most Worshipful Grand Lodge of F. & A. M. of Washington or a Grand Lodge with which it has fraternal communication. No further investigation of a Master Mason is required.
- SEC. 208. A petitioner must wait six months to repetition a chapter after being rejected in this Grand jurisdiction.
- SEC. 209. All petitions shall be accompanied by the fees required in the chapter bylaws. The recommendation will be made by two chapter members. Those recommending shall ascertain and certify that the petitioner is a Master Mason in good standing in a lodge subordinate to the Most Worshipful Grand Lodge of F. & A.M. of Washington or a Grand Lodge with which it has fraternal communication. No further investigation of a Master Mason is required.
- SEC. 210. If a Master Mason demits and does not apply for affiliation in a lodge within six months, he is ineligible to petition for chapter degrees.
- SEC. 211. A petitioner must apply for all four Capitular degrees, not selected ones.
- SEC. 212. A petition is considered received once it is read at a chapter Stated Convocation.
- SEC. 213. No petition shall be withdrawn nor fees returned once accepted by the chapter. However, if no notification has been sent the petitioner after a period of six months or the petition has been balloted on and rejected, the fees shall be returned to the petitioner, provided that the Chapter shall when directed by the Grand High Priest, for valid reasons shown, return the fee when the petitioner has been elected to receive but has not taken the degrees.

- SEC. 214. If a petitioner dies before receiving any chapter degrees then all fees shall be returned to his estate.
- SEC. 215. Petitions for affiliation will be accompanied by the necessary fees and dues. It shall be signed by the petitioner and contain his full name, occupation, when and where born, name and number of his lodge, and name, number and location of his chapter accompanied by a Demit or Certificate of Good Standing. He shall be recommended by two chapter members. No further investigation of a Master Mason is required. The chapter may then have a closed ballot on the proposal.
- SEC. 216. Royal Arch Masons with dementia may not petition for affiliation.
- SEC. 217. Whenever a Royal Arch Mason's petition for affiliation is rejected, his rights as a Royal Arch Mason remain intact. He has the right to petition that or any other chapter at any time he desires after that rejection.
- SEC. 218. An applicant who has been rejected must fill out a new application. The old one may not be used again, even if applying to the same chapter.
- SEC. 219. A petitioner for affiliation may reside in any jurisdiction.

OBJECTIONS TO CHAPTER PETITIONS

- SEC. 220. Any objections concerning a candidate that arise after election to receive the degrees must be made in confidence to the High Priest only. This matter will not be discussed openly. If the objection is not withdrawn within 60 days it will be entered into the chapter records and be deemed equivalent to a rejection. The fee shall be returned to the applicant. The applicant may not reapply for the degrees in any chapter in this jurisdiction for a period of six months from the date of rejection.
- SEC. 221. If an objection is made by one member and adhered to by another, it should continue to be regarded as valid even though the original objection is withdrawn by the original objector.
- SEC. 222. In case an objection arises to the advancement of a brother who has received any of the Chapter Degrees, the High Priest must put the question to the Chapter — "Shall the objection be sustained?" A secret written ballot must be taken. If one-third of the members present favor the objection, it shall be entered into the Chapter's records. The remaining degrees shall not be conferred unless there is a unanimous consent of Chapter members present expressed by ballot at a Stated Convocation of which all members shall have been notified in writing at least ten (10) days prior to such balloting.
- SEC. 223. If the objection is not sustained by a one-third vote of the members present, the High Priest may proceed to confer the remaining degrees. If charges are preferred then everything must stop until the charges are resolved.
- SEC. 224. If a brother does not present himself for the degrees within six months a new ballot must be taken.
- SEC. 225. Only members of the requesting chapter have the right to object to the advancement of a candidate. If another Royal Arch Mason objects to the conferral it should be referred to the requesting chapter.
- SEC. 226. Only the objection of a member of the Chapter operates as a stay but the High Priest is derelict in his duty if he does not give attention to an objection stated by a member of another Chapter or from any reliable source.
- SEC. 227. Members should not object without personal knowledge of unworthiness. This evidence could arise after the degrees are received.
- SEC. 228. The approved minutes of the convocation should corroborate any objection and provide evidence for future action, if necessary.

PAST MASTER DEGREE NEEDED TO VISIT OR AFFILIATE WITH A CHAPTER

- SEC. 229. Any Royal Arch Mason, subordinate to a Grand Chapter with fraternal correspondence to this Grand Chapter, who does not possess the Past Master Degree, may visit one of our chapters without being healed, provided:
1. Such visitor is present at a convocation where the Past Master Degree is being conferred and presents himself as a candidate for that degree. He shall be given proof of his induction into the Oriental Chair.
 2. He receives the Past Master Degree before affiliating with a chapter of this jurisdiction and before signing the bylaws or receiving a dues card.

QUALIFICATIONS TO TAKE CHAPTER DEGREES

- SEC. 230. Any degree candidate must be a Master Mason in good standing and physically qualified for all degree requirements. He must reside within this Grand jurisdiction for six months preceding the application date.
- SEC. 231. The chapter shall judge any physical qualifications of the petitioners.
- SEC. 232. A companion forfeits his membership in the chapter if he demits from his lodge and does not affiliate with another for a period of one year. His name shall be dropped and he becomes an unaffiliated Royal Arch Mason Without Demit.. If proof of certification from his lodge is subsequently received he shall be reinstated in his chapter. The High Priest shall announce that fact, and it shall be recorded in the minutes.
- SEC. 233. A member who desires to change his membership from one chapter to another must first obtain a Demit or Certificate of Good Standing from the chapter secretary. He then applies to the new chapter by providing the Demit and his Application For Affiliation.
- SEC. 234. A Companion who desires to change Chapters may do so by presenting a Letter of Good Standing from his present Chapter along with a Petition for Affiliation to the Chapter in which he desires membership. After being accepted by that Chapter, he must then request a demit from his original Chapter, containing a copy of his Mark along with his Masonic History. He must then submit this information to the Secretary of his newly chosen Chapter. Alternatively he may change Chapters by initially securing a demit from his original Chapter to submit with his petition for affiliation
- SEC. 235. In exceptional cases the chapter High Priest may give written permission for an unaffiliated companion to attend the chapter and then for a period not to exceed six months.
- SEC. 236. A petitioner must establish legal residence in this jurisdiction before applying for the degrees. His business address will not be considered for residency requirements.
- SEC. 237. Only seafaring men or permanent military personnel of the armed forces of the United States will be exempt from residency requirements. All other applicants must reside in this jurisdiction for a period not less than six months.
- SEC. 238. A brother who has received one or more degrees in another Grand jurisdiction may petition a chapter of this jurisdiction for the remaining degree work. The chapter receiving such a petition must first satisfy itself that the brother's request is valid. Before proceeding, our Grand Secretary must request a letter from the Grand Secretary of the jurisdiction which stipulates the degrees conferred and that they have no further claim on the individual. Once approved, the brother may petition the chapter and pay the necessary fees.
- SEC. 239. A Master Mason holding membership in a lodge under dispensation is eligible for chapter degrees.

CHAPTER DEGREES BY CONFERRAL

- SEC. 240. Candidates shall receive degrees in their own chapter. Chapters shall confer all degrees of this Grand Chapter at least once every three years. Chapters may request degrees by courtesy from another chapter. Such requests must be made under the seal of the chapter and certified by its secretary.
- SEC. 241. No chapter in this jurisdiction shall confer degrees on Sunday. Degrees shall not be conferred free of cost nor shall such fees be returned to the candidate under any pretext. Fees for affiliation shall not be donated to the applicant, if elected, for any reason.
- SEC. 242. To assure that the degrees are completed in a reasonable length of time, the High Priest of a Chapter may authorize the use of two substitutes when conferring the Royal Arch Degree.
- SEC. 243. One or more degrees may be conferred during the same evening.
- SEC. 244. The Charge in each degree may be either recited or read.
- SEC. 245. The entire work of conferring a degree must be completed at the Convocation at which it began.

SEC. 246. Chapters are granted permission to confer Mark Master, Past Master and Most Excellent Master Degrees in any regularly constituted lodge in close proximity to the chapter. The Royal Arch degree, however, may only be conferred in the Chapter Room of a legally constituted chapter. On special occasions the Grand High Priest may grant dispensation to confer any chapter degree in a place that is secure and properly guarded.

SEC. 247. The standing of a Master Mason is established by his lodge and may not be altered by any chapter.

CHAPTER DEGREES BY COURTESY

SEC. 248. All requests for courtesy work from other Grand jurisdictions must be sent to our Grand Secretary. He must validate the request and verify the Chapter's regularity, in the foreign jurisdictions.

SEC. 249. Any chapter may request courtesy degrees from any other chapter in this jurisdiction. Such requests must be made in writing and under the seal of the chapter making the request.

SEC. 250. The secretary of the chapter that conferred the courtesy degrees shall notify the requesting chapter of the name or names of candidates and date the degree or degrees were conferred. The certification letter shall bear the chapter seal.

SEC. 251. No fees shall be given to any chapter for conferring degrees by courtesy in this or any other Grand Jurisdiction. The fees shall be retained by the chapter who elected the candidate.

CHAPTER JURISDICTION

SEC. 252. Every chartered chapter in this State shall hold concurrent jurisdiction within this Grand jurisdiction.

SEC. 253. One's residence is normally their home. Domicile and residence are congruent and largely depend on intent. One's name on a voting register is considered conclusive evidence of intent.

SEC. 254. The Grand High Priest may issue a special dispensation to receive, ballot and confer the degrees at a Stated or Special Convocation on any Master Mason in good standing on leave or furlough near his home lodge and presently serving in the Armed Forces of the United States outside the continental limits of the United States and who desires to petition a chapter of Royal Arch Masons for membership.

REPRIMAND, SUSPENSION OR EXPULSION OF CHAPTER MEMBER

SEC. 255. Any member of a chapter of Royal Arch Masons may be reprimanded, suspended or expelled for violations of the Constitution or Bylaws of the Grand Chapter as provided below.

SEC. 256. Every chartered chapter has the right, with certain exceptions, to discipline any Royal Arch Mason or any of its members for violations of Masonic Law. Any chapter member may prefer charges against an offender. If the charges are accepted by a majority vote of the chapter, the accused shall be put on trial. The chapter must ballot on all possible penalties should the accused plead guilty or be found guilty by a two-thirds vote of the chapter on one or all of the specifications charged. Penalties must be balloted in the following order: expulsion, indefinite suspension or definite suspension for a stated period. A two-thirds vote is required to inflict the penalty. Should the chapter fail to expel or suspend, the High Priest shall reprimand the offender in open chapter unless a new trial or appeal is granted.

SEC. 257. The Penal Code of the Washington Masonic Code shall be used to prepare charges and to conduct trials and other matters..

SEC. 258. The following shall be observed when inflicting penalties:

1. Reprimands are communicated by the High Priest orally and in open chapter.
2. Suspension deprives the accused of all rights and privileges and prohibits them from holding Capitular relations with any Royal Arch Mason or chapter until legally restored. Suspensions may be indefinite or for a stated period.
3. Expulsion is the harshest penalty in Capitular Law. It is an absolute deprivation of all rights and privileges of the order and prohibits all Royal Arch Masons and chapters from holding any Capitular relations with the accused forever, unless he is restored at a later date.

SEC. 259. A mentally incompetent companion may not be dropped from chapter rolls.

SEC. 260. Any member who is in arrears to his chapter shall be dropped from the rolls if he owes two year's dues including the current year. Reference date for such action shall be at the close of the Stated Convocation for the Annual Election of Officers. He is then indebted to his Chapter for one year's dues and, if not paid on or before the close of December 31st following or if his Chapter does not vote to remit his dues, he will then cease to be a member of said Chapter and his name shall be dropped from the rolls.

SEC. 261. The charter of a chapter may be suspended or forfeited for neglect or any violation of its duties. Such suspension is an arrest of its charter. Chapters may not assemble or work as a legal chapter until authorized to do so by the Grand High Priest or the Grand Chapter. Chapter members are also suspended during this period.

RESTORATION OF CHAPTER MEMBERSHIP

SEC. 262. If a companion is dropped for non-payment of dues and his chapter surrenders its charter, he must first obtain a Certificate of Good Standing from the Grand Secretary of his jurisdiction absolving him from all dues and assessments should he desire to reinstate his membership and affiliate with an active chapter. This Certificate shall be used in this Grand Jurisdiction in lieu of a Demit along with his Petition For Affiliation.

SEC. 263. The Grand Chapter may restore any member dropped for non-payment of dues after a chapter surrenders its charter upon payment of all back dues.

SEC. 264. A chapter may remit any or all of a companions dues and restore him to good standing.

SEC. 265. The secretary must accept a payment in part which is sufficient to avoid dropping a member for non-payment of dues after notice of arrearage has been given.

SEC. 266. A companion is entitled to receive a certificate from the secretary showing the date and state of his account when dropped for non-payment of dues, including all dues and/or assessments owed. The companion may submit that certificate in lieu of a demit along with a Petition For Affiliation to any chapter provided that proof of payment of all indebtedness to his former chapter is also submitted.

SEC. 267. Any companion ceases to be a member of a chapter when his membership lapses and he is considered an Unaffiliated Royal Arch Mason Without Demit. His membership may be restored by paying all dues or by having such dues remitted within 25 months after being dropped. He must notify the chapter in writing or orally in open chapter of his desire to resume membership. He must submit a Petition For Affiliation to any chapter in this jurisdiction if the 25 months has passed.

SEC. 268. Any Royal Arch Mason of this State who is suspended or expelled as a Master Mason or who remains a voluntary non-affiliate in his lodge for six months is excluded from his chapter, by order of the High Priest, unless the chapter takes direct action in the matter or he is restored to good standing by his lodge or the Grand Lodge.

SEC. 269. Reversal of any chapter action by the Grand High Priest or Grand Chapter restores a member to his former standing within the chapter.

CONSOLIDATION OF CHAPTERS

SEC. 270. Two or more chapters located near each other, may consolidate into one on such terms and conditions as may be prescribed by the Grand Chapter. All chapter members shall have at least three months written notice before the consolidation proposal may be acted on. That meeting must be a Stated Convocation and requires two-thirds of all members present and voting to approve the proposed consolidation.

SEC. 271. The chapter thus formed may bear the name and number of one of the chapters composing it. In that case it may retain the charter and seal of such chapter. Or, it may select a new name and number upon approval of the Grand High Priest or Grand Chapter. In case of a new name or number a new charter will be provided without charge. However, the new Chapter must provide a new seal.

SEC. 272. No consolidation shall go in effect until all proceedings relative thereto have been submitted to and approved by the Grand Chapter or Grand High Priest between annual convocations of the Grand Chapter.

- SEC. 273. The chapter formed by such consolidation is responsible for all contracts and debts of the chapters consolidating, including those for Life Membership. All assets of the consolidating chapters shall become the property of the new chapter.
- SEC. 274. All Past High Priests of the consolidating chapters are Past High Priests of the new chapter. Likewise with Life Members.
- SEC. 275. Election of officers will take place after the consolidation is approved. The District Deputy or an officer appointed by the Grand High Priest will preside over the chapter only during that period of election.

DISSOLUTION OF CHAPTER

- SEC. 276. A chapter may be dissolved by:
1. Voluntary surrender of its charter, when such surrender is accepted by the Grand Chapter.
 2. Revocation or forfeiture of its charter by the Grand Chapter.
- SEC. 277. The charter may be surrendered if:
1. Notice is given at a Stated Convocation and presented at the succeeding convocation.
 2. All members shall be duly notified in writing.
 3. Nine members are not available who oppose this resolution.
 4. A majority of the members present approve the surrender.
 5. The Grand Chapter has approved and accepted the surrender.
- SEC. 278. The charter of a chapter may be revoked or declared forfeit by the Grand Chapter for any of the following reasons:
1. Disobedience of any provisions of the Constitution or regulations of the Grand Chapter.
 2. Disregard of the lawful authority of the Grand High Priest.
 3. Failure to meet during a period of six successive months.
 4. Reduction of the members to a number less than nine.
- SEC. 279. No chapter may forfeit its charter until any charges have been presented and investigated by the Grand Chapter or Grand High Priest. The accused chapter shall have due written notice. A charter may be arrested by the Grand High Priest until the next annual convocation of the Grand Chapter for just cause.
- SEC. 280. When the charter of a chapter is forfeited or arrested all of its members are suspended from the rights and privileges of Capitular Masonry.
- SEC. 281. The last High Priest, treasurer or secretary of a chapter that has revoked or forfeited its charter shall surrender its charter, books, papers, jewels, furniture, monies and all other property belonging to the chapter to the Grand High Priest or his special deputy. The defunct chapter will be subject to all legal and equitable rights of creditors in and to such properties.
- SEC. 282. Any members of a chapter who refuse to surrender such items shall be liable to Masonic discipline for violating the laws and regulations of the Grand Chapter. All monies accruing from the property of the chapter shall be paid to the secretary of the Grand Chapter.

TERMINATION OF CHAPTER MEMBERSHIP

- SEC. 283. Chapter membership may be terminated by one of the following methods:
1. Dissolution of the chapter.
 2. Consolidation of a member's chapter with another chapter.
 3. Voluntary withdrawal as discussed in this Grand Code.
 4. Death, suspension or expulsion.
- SEC. 284. All chapter members in good standing when a charter is surrendered are entitled to receive a certificate of good standing from the Grand Secretary. That certificate shall have the same effect as the regular recommendatory certificate of withdrawal issued by an existing chapter.

REVIVAL OF CHAPTER

SEC. 285. The Grand Chapter may revive a chapter's charter. Only petitioners for membership in the revived chapter shall be considered as members. Former members shall have no status unless they also petition for membership.

CHAPTER ANNUAL RETURNS TO GRAND CHAPTER

SEC. 286. Every chartered chapter within the jurisdiction of this Grand Chapter shall complete and forward to the Grand Secretary annually, on forms furnished by the Grand Secretary, a statement of all work completed from the first day of January to the last day of December. The report shall include: number of exaltations, affiliations, reinstatements, demits, suspensions, expulsions, 50-year members, plural members, deaths, non-affiliations in Lodge, suspensions for non-payment of dues, and Royal Arch Masons Children's Heart Foundation Life Members.

SEC. 287. The Annual Report shall be completed and forwarded with the Grand Chapter per capita tax to the Grand Secretary not later than the first day of March yearly. Each Chapter shall be fined five dollars per day for reports submitted after the first day of March. Any or all chapter representatives who do not submit their annual report may be debarred from all privileges of the Grand Chapter. Furthermore, a chapter's charter may be forfeited by vote of the Grand Chapter.

SEC. 288. The annual returns of the chapter must be signed by the newly elected and installed High Priest and Secretary.

CHAPTER REPRESENTATION AT GRAND CHAPTER

SEC. 289. Each chartered chapter must be represented at every annual convocation of the Grand Chapter by one or more of its three principal officers or their proxies. Proxies must be members of such chapter.

SEC. 290. Every chartered chapter that is not represented by one of its three principal officers or their proxies at the annual convocation of this Grand Chapter for three consecutive years, or neglects for two years to pay its Grand Chapter per capita tax, shall be suspended from all rights and privileges of Royal Arch Masonry.

CHAPTER CHANGE OF MEETING PLACE

SEC. 291. Any chartered chapter who desires to change its meeting place shall notify its members in writing of the proposed action. A two-thirds majority vote must occur at a regular convocation to validate the change.

SEC. 292. Any chartered chapter who votes to move its meeting place to another town must obtain consent of the Grand Chapter prior to the move.

SEC. 293. A chapter must amend its bylaws before moving from one hall to another in the place named in its dispensation or charter.

CHAPTER - ATTENDANCE - VISITATIONS

SEC. 294. Any member is entitled to be present at and participate in the proceedings of the chapter as long as he conducts himself with dignity and propriety. The High Priest may refuse admission to anyone for breaches of decorum.

SEC. 295. Any closed chapter visitor must be a legally exalted Royal Arch Mason in good standing and produce written evidence, under the seal of his lodge and chapter, of his good standing. He shall also prove himself to be a Royal Arch Mason by examination, by authority of the High Priest under the test oath or by avouchment.

SEC. 296. No Royal Arch Mason shall vouch for a visiting companion unless he shall have sat with him in open chapter or has examined him under proper authority.

SEC. 297. Private examinations and lecturing a visitor in the work without authority are forbidden. A visitor may not be admitted if valid objection to such admission is made by a member of the chapter. Such objection shall be made privately to the High Priest. The High Priest shall not disclose to the visitor, any member or any other person, the name of the companion objecting. He shall privately inform the visitor that a companion objects.

SEC. 298. Masonic visitation is a favor, not a right. A Royal Arch Mason in good standing may visit a chapter, but he may be refused entry. The High Priest may, at any time and on his discretion, request that a visitor retire.

SEC. 299. The Grand High Priest is given authority to permit chapters of this Grand jurisdiction to visit chapters of other jurisdictions when so invited. They may exemplify the Washington work on those visits but not confer actual degrees. Chapters may request permission from the Grand High Priest to invite chapters outside this Grand jurisdiction to exemplify their own ritual in Washington.

OTHER CODE ITEMS PERTAINING TO A CHAPTER

SEC. 300. The term indigent applies only to such companions who are financially unable to pay their dues. Their status shall be determined by a committee appointed by the High Priest of the members chapter. The committee shall file a written report with the secretary. No companion shall be continued as indigent from year to year unless his status is verified annually by a committee appointed by the High Priest for that purpose.

SEC. 301. This Grand Chapter authorizes all chartered chapters in this Grand jurisdiction to incorporate, if they so desire, provided that the funds of any chapter so incorporating shall be used for Masonic purposes only.

SEC. 302. It shall be the duty of every Royal Arch Mason to be a member of some chapter. All non-affiliated Royal Arch Masons have two years, after moving to this State, to apply for membership in some chapter. Failure to do so shall deny them the right of visitation, and they will neither be entitled to nor receive the privileges or benefits of Capitular Masonry.

SEC. 303. No chapter shall solicit pecuniary assistance from chapters or Masons of this or any other jurisdiction. Royal Arch Masons within this jurisdiction will not circulate any petition seeking financial aid for anything whatsoever that is not purely Masonic, no matter how worthy its objective. Additionally, chapters will not communicate formally about pending legislation of this Grand Chapter or its election of officers.

SEC. 304. Number of companions required to open lodges in this Grand Chapter:

1. Mark Master 8
2. Past Master 7
3. Most Excellent Master 9

SEC. 305. If a Mark Master Mason fails to select a Mark within 90 days after taking the degree then the Secretary will insert the new members initials in the Book of Marks. They shall be considered his mark.

SEC. 306. Two or more members of the same chapter may have identical marks.

SEC. 307. It is illegal to accept post dated checks or promissory notes as payment for degree fees.

SEC. 308. The Grand Lodge considers the following as offenses:

1. Abuse of the Masonic name and emblem.
2. Business or begging letters.
3. Use of alcoholic beverages in lodge rooms.

SEC. 309. All constituent chapters of this Grand jurisdiction are directed to display, during chapter convocations, the Great Lights of Masonry on the altar, to the exclusion of all other symbols.

SEC. 310. Any Royal Arch Mason in good standing, his widow or orphans, who are in distress may seek relief from the member's chapter, another chapter, the Charity Fund of the Grand Chapter of Royal Arch Masons of Washington, or from any Royal Arch Mason able to render assistance.

SEC. 311. The High Priest may grant emergency relief if it is provided for in their bylaws.

SEC. 312. A chapter may attend, wearing Capitular attire, the funeral of a Royal Arch Mason in good standing, when conducted by any regular Masonic body or Grand Lodge. His or their position in the procession may be assigned by the person or organization in charge of the ceremonies.

SEC. 313. Each constituent chapter of this Grand Jurisdiction may apply to the Grand Secretary for not more than two copies of the authorized Essentials. A deposit of \$10.00 per copy will accompany the request. The Chapter Secretary is responsible for all copies issued and shall account for them in the annual report. The deposit shall be returned when the Essentials are surrendered. Each Grand Chapter Elective Officer and each Deputy of the Grand High Priest shall be assigned one copy of the Essentials. These copies shall be returned to the Grand Secretary after completion of the Grand Officers or Deputy's term of office. A presiding High Priest may procure an extra copy of the revised Essentials after depositing \$10.00 with the Grand Secretary. This extra copy must be returned to the Grand Secretary upon completion of the purchasing High Priest's term of office. His deposit shall be returned.

SEC. 314. Officers in Capitular Masonry are entitled to the following rank:

1. Mark Master Lodge:
 - a. Master, whose title shall be Right Worshipful Master,
 - b. Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon, Junior Deacon, Master Overseer, Senior Overseer, Junior Overseer and Tyler whose titles shall be Brother.
2. Past Master Lodge:
 - a. Master, whose title shall be Right Worshipful Master,
 - b. Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon, Junior Deacon and Tyler whose titles shall be Brother.
3. Most Excellent Master Lodge:
 - a. Master, whose title shall be Right Worshipful Master,
 - b. Senior Warden, Treasurer, Secretary, Senior Deacon, Junior Deacon and Tyler whose titles shall be Brother.
4. Chapter:
 - a. High Priest, whose title shall be Excellent High Priest,
 - b. King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, Master of the Third Veil, Master of the Second Veil, Master of the First Veil and Sentinel whose titles shall be Companion.

SEC. 315. Chapters in this Grand jurisdiction are permitted to sponsor the Order of DeMolay, Rainbow for Girls and Jobs Daughters.

SEC. 316. Any member of a constituent chapter within this Grand jurisdiction may purchase any Grand Chapter publications, except the Essentials, including the annual proceedings, Ritual or Monitor, by paying the cost of printing plus postage.

SEC. 317. One's rank in the degree of the Royal Arch determines one's rank in chapter lodges. The Captain of the Host acts as Master of Ceremonies during floor work.

SEC. 318. The laws of this Grand jurisdiction require payment of the fees in advance. Any member or officer who is party to the giving credit for fees violates the laws of Capitular Masonry and should be disciplined.

SEC. 319. A chapter cannot return a portion of the degree fees to a candidate who, after receiving the degree of Mark Master, fails through his own neglect to present himself for the remaining degrees.

SEC. 320. It shall be the duty of the Grand Council of this Grand Chapter to select a companion each year, from the nominees, for the General Grand Chapter International Bronze Service Award. Such nominees are recognized for their outstanding service in Royal Arch Masonry. Companions in the elective Grand line of this Grand Chapter and Past Grand High Priests are not eligible for this award.

ROYAL ARCH MASONS CHILDREN'S HEART FOUNDATION

SEC. 321. The Grand Chapter Royal Arch Masons of Washington established the "Royal Arch Masons Children's Heart Foundation" on May 26, 1961 for the charitable purpose of raising funds to provide necessary medical and surgical relief to needy children suffering from HEART DEFECTS, with the exception of HEART TRANSPLANTS, under the age of 18 at the time of approval of the application, without regard to race, color or creed so that these children might be restored to active and useful lives. The Foundation's Trustees may, from time to time, authorize and contribute money from operating funds as they deem practical to search organizations or to doctors that are studying techniques and methods in congenital heart problems of children.

SEC. 322. A non-profit corporation is hereby established under the laws of the State of Washington, to be known as the "Royal Arch Masons Children's Heart Foundation, Incorporated." The corporation shall be governed by a Board of Trustees consisting of twenty members elected by the attending members of the Grand Chapter Royal Arch Masons at its annual convocation, plus the Grand High Priest and the Grand Secretary who shall be ex-officio members of the Board, all to be Royal Arch Masons. During the Grand Chapter's annual convocation, the members of the Grand Chapter Royal Arch Masons of Washington shall elect four members, each to serve for a term of five years, plus any vacancies which may occur. The Board of Trustees shall report to the Grand Chapter annually as to its activities. Any non-elected member of the Grand Chapter may be nominated to serve as a trustee, including members who are up for re-election, must first submit a short summary including his Royal Arch Chapter number, area, and a history of his service to Royal Arch Masonry. Such summaries should be submitted to the secretary of the Heart Foundation in time for them to be submitted to the Grand Secretary so they may be forwarded to all constituent chapters for study prior to the next annual convocation. This action does not preclude the right of Grand Chapter to elect any eligible member without such statement. A Trustee elected for an area must be a member of a Chapter in his area. A Trustee Elected shall be responsible for the performance of all duties of his area. The trustee is also required to attend the meetings of the Board of Trustees unless excused for good reason. Any trustee unable to perform such duties will be brought to the attention of the Board of Trustees. After review the trustee will be contacted and a possible solution will be attempted. If no solution is forthcoming the trustee may be relieved of his duties by a vote of the trustees, and a new trustee from the same area may be appointed to fill the position until the next Grand convocation. For purposes of Trustee responsibility the jurisdiction of this Grand Chapter will be divided into 20 Areas which shall include such chapters as are described and enumerated below:

Area - Chapters

- 1 Vancouver 9
- 2 Centralia 44
- 3 (NONE)
- 4 (Trustee at large)
- 5 Tacoma 4, Olympus 27
- 6 Angeles 38
- 7 Issaquah 39, Falls City 54
- 8 Oriental 19
- 9 Triple Tau 66
- 10 Enumclaw 42, Robert B. Palmer 46
- 11 University 32
- 12 Fellowship 61
- 13 Snohomish County 15, Research 68
- 14 Bellingham Bay 12, Anacortes 59
- 15 Wenatchee 22, Okanogan Valley 41
- 16 Ellensburg 11, Yakima 21
- 17 (Trustee at large)
- 18 Pasco 33
- 19 Walla Walla 1, Dayton 5, Evergreen 10
- 20 Spokane 2

SEC. 323. The Foundation is authorized to accept gifts, donations and bequests from wills, life insurance policies, real estate and trusts; this to be in addition to the annual contributions by members of Grand Chapter.

SEC. 324. For each Royal Arch Mason carried on the rolls of each Chapter at the close of each calendar year the sum of one dollar shall be collected from the membership of each constituent chapter as a contribution to the Royal Arch Masons Children's Heart Foundation, Inc., "General Fund" and shall be paid with the annual return to the Grand Chapter. All qualified members of the Masonic Home, those carried on its rolls as indigent or those who obtained paid-up Life Memberships in the chapter prior to the establishment of this Foundation are exempt from the one dollar assessment which is additional to the Grand Chapter per capita tax.

SEC. 325. All monies, properties and revenues of whatever nature, received by the Foundation shall be under the control of the Board of Trustees of the Foundation. This Board shall have the authority to establish such banking accounts as it may deem advisable. The Board shall make a complete report of all receipts and disbursements at each annual convocation of the Grand Chapter.

SEC. 326.

1. A special fund to be known as the "Royal Arch Masons Children's Heart Foundation Endowment Fund" is hereby created, into which shall be paid all money or property donated to or for the benefit of said fund, by gift, bequest or devise, the principal of which shall constitute, be and remain a permanent trust fund. Any property, real or personal which is not impressed with specific conditions of use or disposition, or the proceeds from the sale thereof, shall become a part of the Royal Arch Masons Children's Heart Foundation Endowment Fund, and all income derived there from shall be used for the benefit of the Royal Arch Masons Children's Heart Foundation, Inc. Monies derived from the annual assessment of one dollar for each Royal Arch Mason is not a part of this Fund. "The Board of Trustees of the Royal Arch Masons Children's Heart Foundation, Inc.", shall keep the principal sum of this fund invested in interest bearing bank deposits or such securities as are legal investments for trust funds under the laws of the State of Washington.
2. The Heart Beat Box is the property of the Grand Chapter and the responsibility of the Grand Scribe , along with promoting 100% Life Membership in the Heart Foundation. A Heart Beat Box was issued to each Chapter to be placed in or about the chapter room to facilitate individual donations to the Heart Foundation by companions or any other individuals desiring to do so. Donations placed in the Heart Beat Box become the property of the Royal Arch Masons Children's Heart Foundation Endowment Fund. Each Chapter shall turn it's donations in to the Grand Scribe at each Annual Communication of the Grand Chapter. The committee shall make a record and report to the Grand Chapter after which the funds will be forwarded to the Royal Arch Masons Children's Heart Foundation and deposited to the Endowment Fund.

SEC. 327. Any Royal Arch Mason may become a Permanent Contributing Member to the Royal Arch Masons Children's Heart Foundation by paying in advance the amount of 30 times the annual contribution, which amount, so paid, shall relieve him of the necessity of making any further payments to said Foundation and shall be added to and become an integral part of the Endowment Fund. It shall be the duty of the secretary of said chapter to report to the Grand Secretary the name of each companion annually who so becomes a Permanent Contributing Member and furnish a complete alphabetical list of such members with each annual report in those years divisible by 5. The annual return will also note any member who has become deceased during the year.

ROYAL ARCH MONITOR

SEC. 328. The Monitor adopted by the 122nd Annual Convocation of this Grand Chapter shall be the official Monitor of the Grand Chapter Royal Arch Masons of Washington.

GRAND CHAPTER CODE AMENDMENTS

SEC. 329. Any resolution to amend these bylaws, or any part thereof, shall be made in writing and shall be referred to the Committee on Jurisprudence who shall report thereon as to its legality. It shall also be referred to the Board of General Purposes for study. If two-thirds of the members of the Grand Chapter present shall vote for the amendment, as approved by the Committee on Jurisprudence or as recommended by the Committee and the Board, it shall be adopted and become a part of these bylaws. If passed by a majority of votes cast, it shall be entered upon the minutes and held over until the next annual convocation at which time the Grand High Priest shall put the question of its adoption and if concurred in by a majority of all votes cast, it shall be declared adopted

SEC. 330. All amendments to these bylaws shall be in force and effect immediately upon adoption.

SEC. 331. All resolutions, edicts and decisions heretofore made and adopted and all that have become obsolete which are in conflict herewith are hereby annulled and repealed.

CONSTITUENT CHAPTER BYLAW AMENDMENTS

SEC. 332. A chapter has full power and authority to enact laws for its own government that are not in conflict with the bylaws and constitution of the Grand Chapter. Such bylaws shall be effective when approved by the Grand High Priest, unless rejected by Grand Chapter at its next annual convocation. Chapters shall codify their bylaws every year divisible by the number 10. Codified bylaws shall be ratified by a simple majority of the members of the chapter present at the convocation at which they are submitted for ratification; except that, if amendatory matter is contained therein, a two-thirds majority is required. The members of the chapter shall be given 30 days written notice in advance of the meeting at which the codified bylaws will be presented for ratification. Codified Bylaws shall be submitted to the Grand High Priest not later than January 31 of the following year. The procedure established in Sec. 333 for the processing of proposed bylaws and amendments thereto shall apply. No chapter shall submit in their chapter, an amendment to their bylaws, covering the same subject, more often than once in a 12 - month period.

SEC. 333. Any proposed bylaw or amendment thereto must be read at a Stated Convocation. The proposed bylaw or amendment shall be sent to all members after the first reading and within the 30 day period preceding the Stated Convocation at which it is to be voted on. If passed by a two-thirds vote of the members present, a copy of the bylaw or amendment shall be sent to the Grand High Priest in quadruplicate. The Chapter High Priest and secretary shall sign below the certification on all four copies. One copy shall be plainly marked: "ORIGINAL." The three remaining shall be marked: "COPY." The chapter seal shall be affixed to all four copies. The following certification shall be entered on the final page of all four copies of the proposed bylaws or amendments thereto:

CERTIFICATION

1. Date of first reading
2. Date of passage
3. Percentage of Members voting for

The Grand High Priest will forward copies of the proposed bylaws or amendments to the chairman of the Bylaws Committee for review. The chairman of the Bylaws Committee will advise the Grand High Priest whether to approve or disapprove the proposed bylaws or amendments. The Grand High Priest's decision will be marked on all four copies and his seal affixed thereto. The copies of the approved/disapproved bylaws or amendments shall be distributed as follows:

1. Original to the Chapter concerned.
2. Copy to the Bylaws Committee.
3. Copy to the Grand Secretary.
4. Copy to the Grand High Priest's files.

SEC. 334. When an amendment to the bylaws is offered and lies over, it may be amended.

SEC. 335. When the Grand Chapter amends its Uniform Code, such amendment becomes the bylaw of the constituent Chapters. All Chapters must then amend their bylaws accordingly.

PROFICIENCY OF THE ROYAL ARCH WORK

SEC 336. The Grand Chapter of Royal Arch Masons of Washington recognizes that an appropriate standard of Proficiency in the Ritual Work, Chapter Business, and General Knowledge should be the goal of all Royal Arch Masons; therefore:

- A. The Grand High Priest shall from time to time, with the advice and assistance of the Grand Secretary and such other sources as he shall deem appropriate, establish or revise Procedures, Tests, and Certifications of Proficiency in the Ritual Work, Chapter Business, and General Knowledge of Royal Arch Masonry in this Grand Jurisdiction.
- B. The Grand Secretary shall publish the form for said Procedures, Tests, and Certifications of Proficiency on the Grand Chapter Website and by other means as he may deem appropriate.

SEC 337 (Deleted May 14, 2015 by RESOLUTION 2015-06)

GRAND CHAPTER CHARITY FUND

SEC. 338.

1. The Grand Chapter, Royal Arch Masons of Washington hereby establishes a Charity Fund as a separate segregation of Grand Chapter funds specifically reserved for charitable purposes. Constituent Chapters may, at their option, establish similar funds at Chapter level. Funds once designated as a part of the Charity Fund are irrevocably committed to such purposes and may be disbursed only to satisfy a bona fide charitable need or to transfer to another Charity Fund.
2. This Fund shall not exceed \$25,000 at the end of fiscal year and any excess will be donated to the Heart Foundation.
3. Requests for relief shall be submitted by the Chapter to the Grand Secretary and referred to the Grand High Priest who, with the other elected officers, shall determine the amount, if any, to be extended to the applicant. Thorough investigation will be made of each application, as far as time and circumstances will allow, with the help of the district deputy, other grand officer, past grand officer, or other trusted individual who could provide the information necessary to make a prompt and just decision.

GRAND CHAPTER JURISDICTION BY DISTRICT

SEC. 339 The jurisdiction of this Grand Chapter shall be divided into Districts, including such Chapters as listed below:

District 1

Research #68
Bellingham Bay #12
Anacortes #59

District 3

Issaquah #19
Falls City #54
Oriental #19

District 5

Tacoma #4
Olympus #27
Angelus #38

District 7

Ellensburg #11
Pasco #33

District 9

Okanagan Valley #41
Spokane #2
Wenatchee #22

District 2

Snohomish County #15
Fellowship #61
University #32

District 4

Robert B. Palmer #46
Enumclaw #42
Triple Tau #66

District 6

Centralia #44

District 8

Evergreen #10
Dayton #5
Walla Walla #1

APPENDIX – A - (Part 1 of 2)

Grand High Priest Edicts, Rulings and Decisions

- A. The Executive powers of a Chapter are such as enable it to perform its proper work under control of its High Priest and in accordance with law.
- B. The Legislative powers of a Chapter are such as enable it to enact any legislation relative to its own affair not in conflict with the constitution and bylaws of the Grand Chapter or the customs and usages of Capitular Masonry.
- C. There is nothing un-Masonic in holding a dancing party or other social function in the Chapter Hall but the members should not appear in Capitular clothing
- D. Resolutions introduced in the Grand Chapter and signed by one not a member thereof are null and void.
- E. The High Priest should cause charges to be preferred against the secretary for neglect of duty or failure to account for money received.
- F. Under no circumstances shall the funds of the chapter be deposited in the name of an individual.
- G. The treasurer outranks the secretary. The position of treasurer must be filled.
- H. Suppressing any document or record while acting as secretary and/or allowing a person not a member of his chapter, excepting the Grand High Priest or his special deputy, to see his books, are both offenses.
- I. Officers and visitors do not sufficiently record their name in the Sentinel=s register by signing in lead pencil.
- J. A Companion may not act as secretary of more than one chapter.
- K. Dues Card: Standard Form. Proposed dues card form submitted by chapter not in conformity with Form No. 12 adopted by Grand Chapter.
- L. No chapter shall be permitted to levy assessments on its members for purposes not purely Masonic. (Jurisprudence Committee report 1960).
- M. Trustees are not responsible for the loss of chapter funds, invested by them, if they exercise their best judgment and act in good faith.
- N. The chapter cannot make a loan of its funds secured by mortgage on the residence of the widow of one of its members.
- O. Chapter funds may be used to help defray the expenses connected with the formation of a new lodge in its jurisdiction, the amount of the donation being such as the chapter can reasonably afford.
- P. The investment of chapter funds in government bonds is recommended.
- Q. Those named in the dispensation cannot receive petitions for degrees or vote on them until chartered. A chapter under dispensation exists from the date of the dispensation and is subject to the rules and regulations governing chartered chapters. If the High Priest named in the dispensation dies in office, the Grand High Priest shall name a new High Priest, properly qualified by the Deputy of the Grand High Priest. He may also appoint a new council for the chapter if appropriate.
- R. The nearest chapter may consent by simple resolution at the same convocation a request is received. Petitioner demits or letters of good standing are required only when petitions are acted upon by the Grand High Priest, not when applying to the nearest chapter. A sponsoring member may vote on the application for recommendation if he is a member of the nearest chapter. A Royal Arch Mason who holds a demit from a Capitular jurisdiction which our Grand Chapter has severed or suspended fraternal relations with is eligible to join other companions of our jurisdiction in petitioning for a dispensation to form a new chapter.
- S. Without exception the Grand High Priest or his Deputy must examine all petitioners for dispensation to form a new chapter and assure their competency to confer the degrees of Royal Arch Masonry according to the standard work of this jurisdiction.
- T. It is usual, but not necessary, to name as the council of the chapter the first three names on the petition.
- U. The use of "Pro Tempore" is not valid during installation ceremonies in this Grand jurisdiction. Missing officers, except the High Priest, may be installed at a later date.
- V. If the objection is made to the High Priest only and cannot be resolved, it shall then be presented to the Grand High Priest for action.
- W. Any competent chapter Past High Priest within this jurisdiction may install chapter officers. They shall use the installation ceremony adopted by the Grand Chapter.
- X. If a candidate has taken the obligation of the Royal Arch Degree, but cannot continue the ceremony, he shall be entitled to membership but cannot sit in the chapter until further instructed. Any brother not receiving the Most Excellent Master Degree is not eligible for exaltation to the Royal Arch Degree.
- Y. Companions must pay dues in all chapters where they are members.
- Z. Chapters may not hold Stated Convocations on dates other than those specified in their bylaws.

APPENDIX - A – (Part 2 of 2)

Grand High Priest Edicts, Rulings and Decisions

- AA. Any business transacted at a stated convocation before the hour specified in the bylaws is null and void.
- BB. There is no law that prevents a maimed person from being elected as High Priest.'
- CC. The High Priest shall order a second ballot if one black cube appears on any vote to determine whether a mistake exists. If another black cube appears there will be no third ballot.
- DD. It is a violation of Sec. 200 for chapters to issue and date demits at other than Stated Convocations.
- EE. A petition may be received in Washington State if the petitioner has resided the requisite time and whether or not he has been rejected in another State. The six month restriction does not apply in this case.
- FF. It is unwise to use arbitrary rules for determining physical qualifications.
- GG. An applicant does not have to observe the first day of the week as a day of rest to qualify for the degrees.
- HH. A receipt for dues is not sufficient evidence for election to membership by affiliation.
- II. Candidates are exalted at the time the G*R*A*W and S*N* are communicated in the East.
- JJ. If a companion shall have been elected in one chapter to receive any or all of the degrees and shall at the request of such chapter receive the degree or any of them in another chapter, no petition, reference or ballot shall be necessary by the last named chapter and his exaltation therein shall not make him a member of the last named chapter.
- KK. A companion in the Masonic Home should not be dropped. The chapter must determine a companions ability to pay and allow reasonable time to respond before dropping members from their rolls.
- LL. A chapter shall not be liable for Grand Chapter per capita tax on any suspended or dropped member. A suspended or dropped Royal Arch Mason is not liable for chapter dues during his period of suspension.
- MM. A companion cannot be restored after his death, but if he sends the requisite amount while living, it will restore him even though it does not reach the secretary until after death.
- NN. After a lapse of two years, a member is not liable for dues from the time he was dropped until he petitions for restoration.
- OO. A charter may be revoked or forfeited for violation or neglect of the ancient and recognized usages of the Craft.
- PP. Shrine Club: Chapters are prohibited from soliciting members for benefit of "Shrine Night" baseball game.
- QQ. Page and Section numbers are for reference only and are not considered a part of the Grand Code requiring a vote of the Annual Convocation of the Grand Chapter to change. In order to reduce confusion, once a Section number is assigned it will never be reassigned to any other section. Pages in the Code will be numbered (Arabic) sequentially and not appended with letters or Roman numbers.
- RR. The decision of a previous Grand High Priest that forbade a Companion from serving more than one Chapter as Secretary was rescinded. Paragraph J, Appendix A is rescinded effective December 27, 2007.

APPENDIX B

Extracts From The Constitution of The General Grand Chapter International

It has only the powers indispensably necessary to the exercise of its general powers and consistent with relations between it and the State Grand Chapters. It can exercise no doubtful powers nor any by implication merely. All powers not granted by its Constitution to it, are reserved to the Grand Chapters and to Royal Arch Masons individually. It has jurisdiction over Chapters established by itself in States, Districts, Republics and Territories which recognize its jurisdiction where no Grand Chapter exists. It has the power to decide all questions of Masonic Law, usages or customs between its own subordinates and all matters referred to it by formal vote of Grand Chapters and its decisions made shall be deemed and regarded as those of the Supreme Judicial Tribunal of Royal Arch Masonry in the last resort.

It has no power of discipline, admonition, censure or instruction over the Grand Chapters, nor any legislative powers not granted specifically. It cannot suspend the proceedings of Grand Chapters. It can entertain no complaint against the Grand Chapter by its subordinates or any Mason in the jurisdiction, but may upon proper reference to it, settle a controversy between Grand Chapters. It may judge of the qualifications of its own members. It shall see that the Ancient Work of the Order is preserved, establish uniform formulae for installation of its own officers and those of Grand and subordinate Chapters and for the consecration and constitution of Chapters and the opening of Grand Chapters. It may suspend the proceedings of Chapters in its own jurisdiction.

Three subordinate Chapters may form a Grand Chapter, provided the approbation of the General Grand High Priest is obtained, which when established, shall have all the powers granted Grand Chapters.

A Grand Chapter has the sole government of the several constituent Chapters within its jurisdiction, except as specifically provided in the Constitution of the General Grand Chapter International, assigns their limits, settles controversies between them and may establish new constituent Chapters therein.

Grand Chapters may also concede territorial jurisdiction to each other over territory nearer to a Chapter in another jurisdiction than the one in their own.

That the provisions of its Constitution as to subordinate Chapters are primarily binding only on such as work under Charters or Dispensation, emanating from it and that its provisions as to individual Royal Arch Masons are primarily binding only on such as are members of Chapters under its immediate jurisdiction.

APPENDIX C

Index of Available Forms

- F. 1 What Is The Difference Between A Proposal And A Regular Royal Arch Petition
- F. 2 Petition for Chapter Degrees Form
- F. 3 Petition By Proposal for Chapter Degrees Form
- F. 4 Petition for Plural Membership Form
- F. 5 Petition for Chapter Affiliation Form
- F. 6 Petition for Reinstatement Form
- F. 7 Demit Form
- F. 8 Proxy of High Priest, King or Scribe Form
- F. 9 RAM Chapter Officer Election Form
- F. 10 Deputy of the GHP Report Form
- F. 11 RAMCHF Life Membership Application Form
- F. 12 York Rite Life Membership Memorial Foundation Application Form

Note: All of the above forms are available on the Website of the Grand Chapter Royal Arch Masons of Washington – FORMS TAB
Other Forms may be available from the Grand Chapter Secretary

APPENDIX D

ROYAL ARCH MASONS OF WASHINGTON GRAND CHAPTER ENDOWMENT FRATERNITY

LOUIS E. BARTRAND
MOIRA BARTRAND
ALAN L. SHAW
ALBERT W. SHAW
JO ANN SHAW
KENNETH R. SHAW
L. MERLE BLY
WILMA BLY
THOMAS L. DAHL
JAMES SIMON
T. H. "DICK" DICKASON
JAMES T. STEPHENS
DOROTHY STEPHENS
R. DALE FLUAITT
GLORIA FLUAITT
JACK TILNER
TED R. FONIS
EDITH A. TOMKINS
HAROLD L. TOMKINS
DORIN FRANCIS
DONALD J. BECK
MARCIA BECK
WILLIAM C. HARKER
RODNEY H. TOMKINS
JERRY R. KUNKLE
JUDIE KUNKLE
HARRY B. WARNICK
PAUL WEAMIRE
LINDA K. TOMKINS MC CLUSKY

JERRY E. WHITNEY
ROSALIE WHITNEY
EDWIN A. OPSTAD
SHIRLEY T. OPSTAD
FALLS CITY CHAPTER NO. 54
R. DALE FLUAITT
LEE G. SCHUIRMAN
EUGENE D. ALEXANDER
CARLA HOUCHIN ALEXANDER
CHARLIE L. CHAPMAN
MARIE CHAPMAN
PHILLIP WOODLAND
CAROL WOODLAND
DAVID C. FLOOD
MARGARET ELLA B. REHBERG
(MEMORY OF WALLACE REHBERG)
TRIPLE TAU CHAPTER NO. 66
(MEMORY OF GENE MILES,
CHARLES TOWNE
CHARLES KILBURY)
JEFFERY S. BARTOW
MARIE-CLAUDE BARTOW
ROBERT J. JOHNSON
ROBERT PRATT
LAURA PRATT
JOHN L. PURCELL
EVERELL PURCELL
LYNN L. BAILEY

PERMANENT ROLL OF THOSE WHO HAVE DONATED \$25.00 OR MORE TO THE GRAND CHAPTER OF ROYAL ARCH MASONS OF WASHINGTON ENDOWMENT FUND.

ADDENDUM – 2015

SUMMARY OF ALL CHANGES TO THE GRAND CHAPTER CODE

REVISED BY RESOLUTIONS CONSIDERED AT GRAND CHAPTER CONVOCATION MAY 14 2015

SEC. 2 - Amended by Resolution 2015-02 to add Sub-Section 4:

Changed and defined the form of the Grand Chapter Seal

SEC. 34. SUBSECTIONS 16, 20, 24 – Amended by Resolution 2015-07:

Subsection 16

Provides for electronic recording, compilation, and transmittal of the Annual Grand Chapter Proceedings.

Subsection 24

Requires that promptly after the close of the Annual Grand Chapter Convocation, all Grand Chapter Code Revisions be incorporated into the Master Copy of the Code and that it be permanently preserved as a PAPER DOCUMENT and as a electronic PDF copy available for free download on the Grand Chapter Website. A fee of \$15 is required for a paper copy of the document.

Subsection 34

Authorizes Grand Secretary to standardize, revise, and make available electronic PDF forms used by the Chapters and District Deputies and authorizes a \$5 charge for paper hard copies of them. Requires approval of Form Revisions by the Grand High Priest and one other Grand Chapter Line Officer.

SEC. 35 – Amended by Resolution 2015-03:

Better defined procedure following death or incapacitation of Grand High Priest.

(NOTE: Concurrently the Wording of Subsections 1 & 8 of Bylaws Section 101-A was deleted)

SEC. 62 SUBSECTION 4 A – Amended by Holdover Emergent Resolution 2014-01:

Grand Chapter Per-Capita Tax Increased to \$19 (Nineteen Dollars)

SEC. 101.A. – Amended and renumbered by Resolution 2015-04:

Defines the annual fixed appropriations of the Grand Chapter.

NOTE: The wording of Subsections 1 & 8 of Section 101 had been previously deleted by Resolution 2015-03.

SEC. 103. – Amended by Resolution 2015-05:

Authorized expenditure for the Grand York Rite Session LLC as a budget item.

SEC. 337 - Deleted in its entirety by Resolution 2015-06:

Removed all reference to “Washington York Rite Educational Foundation” as it was underutilized by the Chapters.

SEC. 329 – Amended by Resolution 2015-08:

Provided HOLDOVER Grand Chapter Bylaw Resolutions require only a simple majority of votes cast to be approved.

ADDENDUM – 2016

SUMMARY OF ALL CHANGES TO THE GRAND CHAPTER CODE

REVISED BY RESOLUTIONS CONSIDERED AT GRAND CHAPTER CONVOCATION MAY 16 2016

SEC. 34 - Amended by Holdover Resolution 2015-01 to add a new Subsection 28:

Authorizes the Grand Secretary to appoint his Assistant, with the approval of the Grand High Priest.

SEC. 34 - Amended by Resolution 2016-02 to add a new Subsection 29:

To provide a RITUAL and MONITOR to each Grand Chapter Officer and to the Deputies of the Grand High Priest.

SEC. 35 - Amended by Holdover Resolution 2015-01

Moved the “entire existing wording” of SEC. 35 to the “empty SEC 36.

Titled SEC. 35 “ASSISTANT TO THE GRAND SECRETARY” and added 4 Subsections to define the office.

SEC. 36 - Amended by Holdover Resolution 2015-01

Now contains the wording previously contained in SEC. 35

SEC 62 Subsection 11 – Deleted in its entirety by Resolution 2016-05

Deleted the \$3 fee for “Special Dispensations”

SEC. 78 - Amended by Resolution 2016-04

Deleted the “\$10 Registration Fee for Grand Session”

SEC. 99. SUBSECTIONS A & B and SEC. 101 and SEC 103 – Amended by Resolution 2016-06:

Replaced all instances of the wording “Grand York Rite Session LLC” with “YORK RITE WASHINGTON LLC”.

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