



**CONSTITUTION,  
STATUTES, AND REGULATIONS OF  
THE GRAND ROYAL ARCH CHAPTER  
OF THE STATE OF GEORGIA**

REVISED UNDER THE AUTHORITY OF  
THE MOST EXCELLENT GRAND HIGH PRIEST,  
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**NOVEMBER 27, 1822**  
**ACT TO INCORPORATE GRAND ROYAL ARCH CHAPTER OF**  
**GEORGIA**

---

To incorporate the Grand Royal Arch Chapter of the State of Georgia.

Whereas, William Schley, David Clarke, William Bivins, George M, Wolcott, B. D. Thompson, Daniel Hook, Thomas Darley, Asa Holt, and Caleb Cooksey, officers of the Grand Royal Arch Chapter of the state of Georgia, have, by their memorial, stated that there exists divers Mark Masters, Lodges, and Royal Arch Chapters in this state, over which there is a presiding or superintending Grand Chapter, composed of the memorialists as members, and divers others, who have joined in promoting the good of the craft founded on the ancient usages of their society, the principles of which are charity and universal benevolence. To the end, therefore, that charitable institutions may be promoted and secured in their rights and privileges.

Be it enacted by the Senate and House of Representatives of the State of Georgia in General Assembly met, and it is hereby enacted by the authority of the same, that the several persons herein before named, and others who are or may become members of the Grand Chapter, and their successors. shall be and they are hereby deemed to be a body corporate and politic in name and deed, by the style of "The Grand Royal Arch Chapter of the State of Georgia," and by the said name and style, shall have perpetual succession of officers and members, and a common seal to use; and shall have full power to make, alter, amend, and change such bye-laws as may be agreed on by the members of the same: Provided, such bye-laws be not repugnant to the laws or Constitution of this state or of the United States.

Sec. 2. And be it further enacted by the authority aforesaid, That they shall have full power and authority, under the style and name of "The Grand Royal Arch Chapter of the State et Georgia," to take, hold, and enjoy real and personal property, to sue and be sued, plead and be impleaded, answer and be answered unto, at any court of law, or at any tribunal having jurisdiction thereof; and also to receive, take, and apply bequests or donations that may he made to and for the uses and purposes intended by the said institution; and shall be, and are hereby declared to be vested with all powers and advantages, privileges and emoluments of a society of people incorporated to the purpose and intentions of their laudable institution.

Sec. 3. And be it further enacted by the authority aforesaid, That all regular constituted Chapters under the power and jurisdiction of the said Grand Chapter, are hereby declared to be bodies corporate and politic in name and deed, by whatsoever style or name they may be called and known in their constitution, with equal powers to those which are hereby given to the said Grand Royal Arch Chapter of the state of Georgia, so long as the said Chapters remain under the power and jurisdiction of the said Grand Chapter, and in all things abide by and conform themselves to the resolutions and by-laws of the same, and no longer.

Sec. 4. And be it further enacted by the authority aforesaid, That this act shall be, and is hereby declared to be deemed and considered a public act, to all intents and purposes whatever.

ALLEN DANIEL,  
Speaker of the House of Representatives-

MATTHEW TALBOT,  
President of the Senate

Assented to November 27, 1822.

JOHN CLARK,  
Governor

## **CONSTITUTION, STATUTES, AND REGULATIONS OF THE GRAND ROYAL ARCH CHAPTER OF THE STATE OF GEORGIA**

### **CONSTITUTION**

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#### **1.0. CONSTITUTION OF THE GRAND CHAPTER OF GEORGIA**

##### **1.1. GENERAL CONSTITUTIONAL PROVISIONS**

**1.1.1. Title.** This Grand Chapter shall be entitled: "The Grand Royal Arch Chapter of the State of Georgia." (1822 Georgia Law 46), Royal Arch Masons.

**1.1.2. Authority.** The Grand Chapter is the supreme Capitular Masonic power and authority in this State; possessing 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 of Royal Arch Masons, International within the limitations now expressed therein.

**1.1.3. Grand Chapter Regulation – Definition.** By a regulation of the Grand Chapter is meant any resolution, edict, law, or



ordinance of any kind whatever, other than this Constitution, which it may adopt.

**1.1.4. Jurisdiction.** The Jurisdiction of the Grand Chapter includes all Chapters and Chapter Masons in this State. No Chapter can exist or exercise any Masonic privilege or duty in this State without the sanction of this Grand Chapter, either by Charter or Dispensation duly granted for that purpose. All Convocations or assemblies of persons calling themselves "Chapters of Royal Arch Masons," and assuming to exercise the duties or perform the ceremonies of Capitular Masonry in this State, without the sanction of this Grand Chapter first had and obtained, are hereby declared to be spurious or clandestine, and of no Masonic authority whatever.

**1.1.5. Seal.** It shall have a seal bearing such devices and inscriptions as by it have heretofore been, or may here-after be determined, which shall be affixed to all instruments issued by, or under its authority.

## **1.2. CONSTITUTIONAL POWERS**

**1.2.1. Legislative Powers.** Its legislative powers extend to every case of legislation not expressly delegated by itself to the subordinate Chapters and not expressly reserved in the Constitution of General Grand Chapter, and also to the Constitution, and uniform code of By-Laws for subordinate Chapters, which it has an inalienable right to adopt and promulgate at its own convenience, and to alter, amend or repeal at its own pleasure. Under the limitations herein imposed, these are final and binding upon all Chapters and Royal Arch Masons within its jurisdiction until so altered, amended or repealed.

**1.2.2. Executive Powers.** Its executive powers include the granting of Dispensations and Charters to establish and perpetuate Chapters within this State; the revocation or suspension thereof; the issuing of special Dispensations for all purposes permitted by any of the provisions of this Constitution; and the exercise generally of all such authority as may be necessary to carry its own legislation into complete effect.

**1.2.3. Judicial Powers.** Its judicial powers are of two kinds:  
(A) Original. Including the decision of all controversies between the Chapters, or between one of them and a member or members of another; and the enforcement of discipline upon its own members, and upon the Chapters under its jurisdiction; and  
(B) Appellate. Embracing 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 it has not retained original jurisdiction.

**1.2.4. Government of Subordinate Chapters.** The Grand Chapter shall have the power to adopt and promulgate, and to alter, amend or repeal at its pleasure, By-Laws to govern its own deliberations and to regulate subordinate Chapters. No Committee report shall be construed as amending any section of this Constitution or other Sections.

### **1.3. OFFICERS, ELECTIONS, APPOINTMENTS**

**1.3.1. Members, Titles, and Definitions.** This Grand Chapter shall be composed of the following Officers and Members, with the following ranks and titles:

1. Most Excellent Grand High Priest
  2. Right Excellent Grand King
  3. Right Excellent Grand Scribe
  4. Right Excellent Grand Treasurer
  5. Right Excellent Grand Secretary
  6. Excellent Grand Chaplain
  7. Excellent Grand Organist
  8. Excellent Grand Captain of the Host
  9. Excellent Grand Principal Sojourner
  10. Excellent Grand Royal Arch Captain
  11. Excellent Grand Master of the Third Veil
  12. Excellent Grand Master of the Second Veil
  13. Excellent Grand Master of the First Veil
  14. Excellent Grand Sentinel
  15. All Past Grand High Priests, Past Grand Kings, Past Grand Scribes, and Past High Priests, by service in this Jurisdiction.
  16. All High Priests, Kings, and Scribes of the several Chartered and duly constituted Chapters, subordinate to this Grand Chapter, or their regularly appointed proxies.
- The titles and terms used herein are restricted by the following definitions:

(A) Grand High Priest: This title applies, not only to him who has been elected and installed as Grand High Priest, but to either of the Grand Officers who, under the provisions hereof, shall have succeeded to the powers and duties of the Grand High Priest.

(B) High Priest: This Title applies not only to him who was elected and installed a High Priest, but to the King or Scribe, who under the provisions hereof shall have succeeded to the powers and duties of the High Priest.

(C) Past Grand Officer: This Title applies only to one who has been regularly elected, installed and who has served his Term as such in this Grand Chapter and who remains a member in good standing.

(D) Past High Priest: This Title applies only to one who has been

regularly elected, installed and who has served a term as High Priest of a Chartered Chapter within the jurisdiction of this Grand Chapter and who remains a member in good standing of one of its subordinates; provided, that one who has been regularly elected or named in a Charter and installed and has served a term as High Priest of a Chartered Chapter within the jurisdiction of any other Grand Body recognized by the Grand Chapter, and who has affiliated with or become a member of a subordinate Chapter in this jurisdiction and who remains a member in good standing of one of its subordinates, is a Past High Priest, but shall not thereby become a member of the Grand Chapter, unless by Resolution, duly approved at the Annual Convocation.

### **1.3.2. Elections and Appointments.**

Section (1) The Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary, Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, and the Grand Masters of the Three Veils shall be elected by written ballot, or by acclamation if approved by a majority of those present, on the first day of the Annual Convocation, and a majority of all votes cast shall be necessary to a choice. The Grand Chaplain, Grand Organist and Grand Sentinel shall be appointed by the newly elected Grand High Priest, before his installation.

Section (2) Candidates for the lowest open elected offices, after the above election has taken place, shall be nominated from the floor by a proposer, the nominating speeches being limited to two minutes each. If more than one candidate is to be nominated, the proposers shall make themselves known and arrange among themselves the order of nomination. There being no further nominations, the candidates shall present themselves jointly west of the Holy Altar for the information of those present.

Section (3) A Candidate may not nominate himself.

Section (4) Balloting, if required, shall be only for those candidates nominated, and any ballots cast for other candidates shall be discarded by the Tellers, and not counted in the total number of votes.

Section (5) A majority of the votes cast for the nominated candidates shall be necessary to a choice.

Section (6) Nothing in these provisions shall affect the necessary qualifications for Grand Office.

**1.3.3. Term of Office.** All Grand Officers, when installed shall hold their offices until their successors are duly elected or appointed, and installed.

**1.3.4. Eligibility for Office.** A Companion shall not be eligible to office in this Grand Chapter who has not been regularly elected, installed and presided over a Chartered Chapter, provided however, that this requirement shall not apply to the

office of Grand Sentinel, Grand Chaplain, or Grand Organist.

**1.3.5. Cannot Resign.** An Officer of the Grand or of a Subordinate Chapter cannot be recognized as such until he shall have been installed, and, after installation, an Officer cannot resign his office. However, if the Officer indicates his inability or unwillingness to continue serving in writing, the Grand High Priest may declare the position vacant and the Office shall be filled according to the By-laws of this Code.

**1.3.6. Officer Cannot Serve as Dais Officer of Subordinate Chapter.** Neither of the First Three Grand Chapter Officers can serve as High Priest, King or Scribe of a Subordinate Chapter.

#### **1.4. MEETINGS**

**1.4.1. Place of Meeting.** The Grand Chapter shall meet annually in May, in the City of Macon, Georgia, Grand Chapter Building, as provided by Code Section 2.1.1 unless some special exigency shall arise to prevent; in that case, the Grand High Priest, or Grand Officer acting in his stead, shall summon the Grand Chapter at such place as he may deem proper.

**1.4.2. Special Convocations.** Special Convocations may be ordered by the Grand High Priest upon an application therefor in writing, setting forth the causes which demand it, and signed by the High Priests of at least five (5) Chartered Chapters.

**1.4.3. Notice of Special Convocation.** Every order for a Special Convocation shall designate the object thereof, so far as the same is proper to be written, and, unless such convocation be called merely for the performance of some Masonic ceremony, notice shall be issued to each Chapter and Grand Officer at least thirty (30) days before the day named for meeting. No business shall be transacted thereat other than that for which the Grand Chapter has been convened.

**1.4.4. Quorum.** Representation from fifteen (15) Chapters is necessary to constitute a quorum for the transaction of business.

#### **1.5. MISCELLANEOUS**

**1.5.1. Questions not Covered by this Constitution.** In questions where the Laws of the Grand Chapter and this Grand Constitution are silent, the Laws of the Grand Lodge, covering similar questions will obtain and govern the case.

**1.5.2. Meetings of Grand Officers and District Grand Deputies.** The Grand Chapter Officers, the State Chairman of the District Grand Deputies, and the District Deputies are directed to meet once during the first four months of the Grand Chapter year, and may at the discretion of dais officers

meet three times during the recess of the Grand Chapter, at a time and place to be designated by the Grand High Priest, at which time they shall discuss the individual Chapters by Districts, and formulate plans to promote the work in the Chapters in the areas of greatest need, helping such Chapters to attain a high standard of proficiency on a broad scale.

## **1.99. AMENDMENTS TO THE CONSTITUTION**

**1.99.1. Amendments, How Made.** This Constitution Section of the Royal Arch Mason Code, upon the concurrence of three-fourths of its members present at any Annual Convocation, may be revised, amended, or altered, provided, however, that a written copy of the motion so to revise, amend or alter, shall be filed with the Grand Secretary by March 1st. Provided further, that with the unanimous consent of the members present, any member may introduce such an amendment in writing, on the first day of the Annual Convocation, and before the election of Officers has been concluded.

## **2.0. BY-LAWS OF THE GRAND CHAPTER**

### **2.1. GRAND CHAPTER CONVOCATIONS**

**2.1.1. Regular Convocations.** The Grand Chapter shall meet annually in May in the City of Macon, Georgia, in the Grand Chapter Building. Beginning in 2015, the Opening of the Grand Chapter, Grand Council and Grand Commandery will be rotated among the three bodies. In 2015, the Grand Chapter will open at 8:00 A.M. on the First Monday in May, followed by the Grand Council and Grand Commandery at times to be determined. In 2016 the Grand Council will open at 8:00 A.M. on the First Monday in May, followed by the Grand Commandery and Grand Chapter at times to be determined. In 2017, the Grand Commandery will open at 8:00 A.M. on the First Monday in May, followed by the Grand Chapter and Grand Council at times to be determined. This rotation shall continue on a yearly basis unless changed by amendment.

**2.1.2. Divine Homage.** All meetings shall be opened with Prayer.

**2.1.3. Who Shall Preside.** When the Grand High Priest is absent from the Grand Chapter, the chair shall be taken by the Grand King, or if he be likewise absent, the Grand Scribe shall take the chair. If these Officers are absent the Junior Past Grand High Priest shall preside. If no such Officer be present, the duties will devolve on the High Priest of the oldest Chapter present.

**2.1.4. Each Chapter Entitled to Three Votes.** Each Subordinate Chapter shall be entitled to three votes on all questions when represented in the Convocations of this Grand Chapter by its High Priest, King and Scribe. If the three ranking elective officers are in attendance, each is entitled to one vote and cannot delegate his

voting power to another. But the Representatives of a Chapter shall not vote upon any questions, when that Chapter or its conduct is before the Grand Chapter for action.

**2.1.5. Proxies.** If either the High Priest, King or Scribe, or all of them be not present, and if through them or either of them, the Chapter is to be represented by Proxy, it shall be necessary for the Proxy to have a legal proxy from said officer or officers, duly signed, and the holding of said proxy shall disqualify the holder from the right to cast his own vote as a past High Priest. A proxy of either of the above named Chapter Officers may be held by a Secretary or other member of the same Chapter who may not be a Past High Priest, but he shall have no vote in his own name.

**2.1.6. Grand Officers and Permanent Members Have One Vote.** Each Grand Officer or permanent member of Grand Chapter shall have one vote only.

**2.1.7. Dispensation Members Cannot Vote.** The Representative of a Chapter under Dispensation shall not be entitled to vote at any Grand Convocation until it shall have been regularly constituted, and the officers installed.

**2.1.8. Representation Limited.** No person shall represent more than one Chapter at any one time. Such Chapter must be the one of which he is a member.

## **2.2. COMMITTEES OF GRAND CHAPTER**

**2.2.1. Permanent Committees Named.** Immediately before the close of each Grand Convocation, the newly installed Grand High Priest shall appoint the following Committees, and name the Committee Chairman, who shall serve until the close of the following Grand Convocation:

- (A) Finance
- (B) Foreign Correspondence
- (C) Enrollment
- (D) Committee on Work, or Grand Custodian

**2.2.1.1. Committee on Finance.** The Committee on Finance shall consist of three Companions appointed by the incoming Most Excellent Grand High Priest, one of whom he shall designate as chairman of the committee. Two members of the committee shall constitute a quorum for the dispatch of business. The committee on finance shall meet at least once annually. The committee on finance shall prepare a full and complete report of the financial condition of the Grand Chapter and shall present a balanced budget proposal for the next year to be acted upon by the Grand Chapter at its annual Convocation.

**2.2.1.2. Committee on Foreign Correspondence.** The Committee on Foreign Correspondence shall consist of at least one member and that Committee shall make a report at the Annual Convocation of this Grand Chapter. The

Committee on Foreign Correspondence shall receive as compensation for its services such sum as this Grand Chapter may, from time to time, determine.

**2.2.1.3. Committee on Enrollment.** The Chairman of the Committee on Enrollment must attend one day before the opening of the Annual Convocation of the Grand Chapter, and make a report immediately after the opening thereof, and before any business is transacted, and this report must contain full and complete information as to who is entitled to vote, and what the total number of voters present, provided, however, that his report may be amended by the addition of the names of the late comers.

**2.2.1.4. Committee on Work or Grand Custodians.** The Committee shall consist of two members whose title shall be Grand Custodian. It shall be their duty to superintend, with the cooperation of the District Deputies, the holding of at least one School of Instruction per year in each District; to grant cards of proficiency to qualified Royal Arch Masons, and to maintain general supervision over the Ritualistic work. They shall be allowed travel expense to the extent that the Grand Chapter from time to time shall authorize. They shall make an annual written report to the Grand Chapter and shall report to the Grand High Priest at such times as he may direct.

**2.2.2. Special Committees Named.** At each Regular Convocation of the Grand Chapter and as soon as practicable after his election, the incoming Grand High Priest shall appoint the following Committees:

**2.2.2.1. Committee on Grand High Priest Address.** This Committee shall consist of three (3) members. It shall be the duty of this Committee to study the Annual Address of the Grand High Priest, make a written report to the Annual Grand Convocation immediately following delivery of the same with the Committee's recommendations.

**2.2.2.2. Committee on Jurisprudence.** This Committee shall consist of three (3) members. All matters pertaining to Capitular Jurisprudence shall be referred to this Committee. This Committee shall study and report on Bills and Resolutions presented at each Annual convocation. The Chairman of this Committee shall serve as legal advisor to the Grand High Priest between Annual Grand Convocations.

**2.2.2.3. Committee on Charters and By-Laws.** This Committee shall consist of three (3) members. All matters pertaining to all dispensations for new Chapters and applications for Charters together with By-Laws of subordinate Chapters and amendments thereto shall be referred to this Committee which shall study same

and report with its recommendations at the Annual Grand Convocation.

**2.2.3. Attendance by Committee Chair.** The Chairman of the several Committees shall attend one day before each Grand Convocation when required to do so by the Grand High Priest.

**2.2.4. Reference to Committees.** All communications, returns, petitions, motions, resolutions and documents, unless otherwise ordered, shall be referred to appropriate committees, who shall report thereon in writing.

**2.2.5. Eligibility for Committee Appointment.** Only present or Past High Priests shall be eligible to serve on Committees.

### **2.3. RULES OF ORDER OF THE GRAND CHAPTER**

**2.3.1. Address.** When a member desires to address the Grand Chapter or present any matter for its consideration, he shall rise and respectfully address himself to the Most Excellent Grand High Priest, and confine himself to the subject under consideration.

**2.3.2. Form.** All motions, resolutions or propositions of any description shall be reduced to writing, and if seconded, shall be considered as before the Grand Chapter for its action; but the mover may, at any time, with the consent of his second, withdraw the same before a decision is had, or before an amendment is passed.

**2.3.3. Division.** Any member may call for a division of the question, if logic will admit such division. In the event of a division being called for at any Grand Convocation each subordinate Chapter represented shall have three votes on the question then pending.

**2.3.4. Last Amendment First Put.** A motion to amend an amendment shall preclude all further propositions to amend, until it shall have been decided, and the question of the proposition to amend, shall be put first.

**2.3.5. Speech Limited.** No member shall speak on any subject more than twice without permission.

**2.3.6. Order of Putting Questions.** All questions shall be put in the order in which they are moved, and in filling blanks, the largest sum or quantity, or the longest time, shall be put first.

**2.3.7. Vote When.** The call of the vote on any question shall not be entertained until every member present shall have had an opportunity of speaking on the same.

**2.3.8. All Vote.** When the question is put, every member present shall vote, unless excused by the Grand High Priest.

**2.3.9. Reconsideration.** When a question has been decided in the affirmative or negative, it shall be in order for any



member to move a reconsideration thereof, on the same day on which the decision was had, provided some other business has intervened.

**2.3.10. Parliamentary Law.** In all discussions the same rules of parliamentary law that prevails in other legislative bodies shall control, unless otherwise provided for.

**2.3.11. Persons Attending Grand Chapter.** All Royal Arch Masons in good standing may sit as visitors at any Convocation of the Grand Chapter.

**2.3.12. Introducing Bills to Amend Royal Arch Masonic Code and Resolutions for Expenditure of Money.** Any member of the Grand Royal Arch Chapter of Georgia desiring to have a bill or resolution considered, adding to or changing the Royal Arch Code, or concerning the expenditure of money, shall file not less than an original and three (3) copies of such bill or resolution with the Grand Secretary no later than March 1st in order for such bill or resolution to be acted upon at the Grand Chapter Convocation next following. No such bill or resolution shall be considered exempt from the provisions of this section.

## **2.4. GRAND CHAPTER OFFICERS**

### **2.4.1. Grand High Priest.**

**2.4.1.1. Power and Authority.** The Grand High Priest, during the interval between sessions of the Grand Chapter, may exercise, when occasion requires, all the executive powers of the Grand Chapter, as herein defined, except the granting of Charters. By virtue hereof, authority is given him, among other things:

(A) To grant Dispensations for the formation of new Chapters, as prescribed in these regulations.

(B) To grant Dispensations for the holding of elections of an Officer, or Officers, at times other than the regular election.

(C) To grant Dispensations to do any other thing, which under the provisions hereof cannot be done without a Dispensation.

(D) To convene any Chapter, preside therein, inspect its proceedings, compel its obedience and conformity to the requirements of the Constitution and Regulations, and to give such orders and instructions as he may deem necessary.

(E) To transfer the trial of an accused Companion from the Chapter having Jurisdiction, or wherein the charges have been presented, to some other Chapter, when, from an application of the High Priest of the Chapter to whom the charges were presented, or, when charges have been ordered by the Grand High Priest it shall appear from attending circumstances that a fair and impartial trial cannot be had in such Chapter.

(F) To arrest the Charter or Dispensation of a Chapter, for good

reasons, and suspend the operation thereof until the next Annual Grand Convocation.

(G) To suspend the High Priest of any Chapter from the exercise of the powers and duties of his office, for good reasons, until the next Annual Grand Convocation.

**2.4.1.2. Duties.** It shall be the duty of the Grand High Priest

(A) To preside in the Grand Chapter at all Convocations.

(B) At each Annual Convocation, to present a written report of all his official acts during the preceding year, and of the conditions of Royal Arch Masonry within his jurisdiction, together with such recommendations as he may deem conducive to the prosperity of the order.

(C) To constitute, both in person or by proxy, all newly chartered Chapters, and install the Officers.

(D) To exercise a general and careful supervision over all Chapters and Royal Arch Masons within the State and see that the Constitution and Regulations, and orders of the Grand Chapter are strictly maintained, supported and obeyed.

**2.4.2. Grand King and Grand Scribe.**

**2.4.2.1. Duties, Preside When.** It shall be the duty of the Grand King and the Grand Scribe to assist the Grand High Priest at all Convocations of the Grand Chapter; and in his absence to preside therein in the order of their rank; and, in the case of death, absence from the State, or inability from any cause to act, they shall, in the order of their rank, succeed to and be charged with all the powers and duties of the Grand High Priest.

**2.4.3. Grand Treasurer.**

**2.4.3.1. Duties.** It shall be the duty of the Grand Treasurer:

(A) To take charge of and receive all monies, bonds, stocks, evidences of securities for debt, and other property of the Grand Chapter, (except such as is to be kept by the Grand Secretary).

(B) To deposit all monies immediately on receipt thereof, to the credit of "Grand Chapter, R.A.M., of Georgia", in a bank to be selected as the depository with the approval of the Grand High Priest; and shall be withdrawn and paid out only on warrants or drafts signed in the name of the "Grand Chapter, R.A.M., of Georgia," and countersigned by the Chairman of the Committee on Finance and the Grand Secretary.

(C) To maintain and keep true and accurate books of account, showing his receipts and disbursements, together with his other transactions, which shall at all times be open to the inspection of the Grand Chapter, its Officers, and its Committees, appointed for the purpose.

(D) To attend Grand Chapter at all of its' Convocations; to attend the Grand High Priest Meetings, or any Committee Meeting, which has been appointed to act in relation to its'

fiscal concerns, with all his papers, books, and vouchers, when required.

(E) To report at each Annual Convocation a detailed statement of all receipts and disbursements, showing proper vouchers for the latter, and to present a full statement of the existing conditions of the property and finances of the Grand Chapter.

**2.4.3.2. Bond and Salary.** The Grand Treasurer shall file with the Grand High Priest a bond in the sum of ten thousand dollars, or such other amount as may be fixed by the Finance Committee, conditioned upon the faithful performance of duties of that office, such bond to be approved by the Grand High Priest. The cost of this bond shall be paid by this Grand Chapter.

The Grand Treasurer shall receive for his services such sum as this Grand Chapter may, from time to time, determine.

**2.4.3.3. Investments.** All funds and investment monies of the Grand Chapter of Georgia held in charge of the Grand Treasurer shall be invested in accordance with the investment guidance of such investment fund manager or trust manager as may from time to time be selected by the permanent Educational Foundation Committee of Grand Commandery of Georgia.

**2.4.4. Grand Secretary.**

**2.4.4.1. Duties.** It shall be the duty of the Grand Secretary:

(A) To record the transactions of the Grand Chapter, which is proper to have written, to superintend the publication thereof immediately after the close of each Convocation, under such instructions as may be given by the Grand Chapter.

(B) To receive, file, and safely keep all papers and documents addressed to the Grand Chapter, and to present such as may require its action at the first Annual Convocation thereafter.

(C) To keep the seal of the Grand Chapter, and to affix the same, with his attestation, to all instruments emanating from the Grand Chapter, and to all written official acts of the Grand High Priest, when by him required.

(D) To collect all monies due the Grand Chapter; keep a correct account thereof in proper books, open at all times to the inspection of the Grand Chapter, its officers, and its committees appointed for the purpose; and from time to time and immediately upon receipt thereof, to transmit all such collections to the Grand Treasurer.

(E) To report at each Annual Convocation a detailed account of all money received during the year, with a specified statement of the sources from whence they were derived, and to present the receipts of the Grand Treasurer therefor.

(F) To report at the Annual Convocation, all Chapters, which are in arrear, or which have neglected or refused to comply with the Laws of the Grand Chapter.

(G) To conduct the correspondence of the Grand Chapter, and to submit copies thereof at each Annual Convocation, for its inspection, if desired.

(H) To attend the Grand Chapter Convocations with the books and papers appertaining to the Office.

(I) To keep in the office a full and complete list and record of all rejections, expulsions, suspensions, exclusions, and restorations of which he has been notified by the several Chapters.

(J) To issue notices of any Special Convocation, ordered by the Grand High Priest, to each Chapter and Grand Officer within the Jurisdiction. (K) To take charge of the jewels, furniture, clothing, and other paraphernalia of the Grand Chapter, during its recess.

(L) To report to the Grand Chapter, at each Annual Convocation, all unfinished business, and to present all such other matters to its notice as may properly come within his province.

(M) To draw warrants upon the Treasurer for all appropriations of the Grand Chapter, and for orders of the Grand High Priest, in case of any emergency arising during a recess of the Grand Chapter.

(N) Unless otherwise ordered by the Grand Chapter, he will have the journal of the Proceedings of the Grand Chapter published. Which may be in printed book format, compact disk, or other available media. He will, as soon as possible, forward one copy to the Grand and Past Grand Chapter officers, one copy to the several Chapters, and one copy each to the General Grand Chapter and the Grand Chapters of such foreign states as may be in communication with this Grand Chapter.

(O) To append to the journal of Proceedings a list of all the Grand Officers, Past Grand Officers, and members of the Grand Chapter present at its convocation.

(P) To perform such other duties appertaining to his office as the Grand Chapter may direct or require.

#### **2.4.4.2. Bond and Salary.**

(A) The Grand Secretary shall file with the Grand High Priest a bond in the sum of five thousand dollars, or such other amount as may be fixed by the Finance Committee, conditioned upon the faithful performance of duties of that office, such bond to be approved by the Grand High Priest. The cost of this bond shall be paid by this Grand Chapter.

(B)The Grand Secretary shall receive for his services such sum as this Grand Chapter may, from time to time, determine

**2.4.5. Grand Chaplain.** The Grand Chaplain shall attend the Regular Convocations of the Grand Chapter and perform the Regular Services.

**2.4.6. Grand Captain of the Host.** The Grand Captain of the Host shall introduce the Representatives of Foreign Grand Chapters, and other distinguished visiting Companions, or cause the same to be done, conduct processions of the Grand Chapter and perform such other duties as may be imposed on him by the Grand Chapter.

**2.4.7. Other Grand Officers.** The Grand Organist, The Grand Principal Sojourner, Grand Royal Arch Captain, Grand Masters of the Veils, and Grand Sentinel shall perform all the duties assigned to them in their installation charges.

**2.4.8. Vacancies in Office.**

(A) In case of a vacancy in the Office of Grand High Priest, Grand King, Grand Scribe, Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, Grand Master of the 3rd Veil, Grand Master of the 2nd Veil, caused by death, permanent disability, or other causes the Officer of next lower rank, in the order named, shall succeed to such office, its title and prerogatives, and each of such Officers of lower rank shall likewise be advanced. Each Office, or Offices, thus made vacant at the foot of such list shall remain vacant until the next Annual Convocation, provided, however, that the Grand High Priest may appoint a Past Grand High Priest to fill such vacant Office, or Offices, until the next Annual Convocation.

(B) In the event of a vacancy in any other Elective Grand Office between Annual Convocations, such vacancy shall be filled by appointment of the Grand High Priest, effective until the next Annual Convocation.

**2.5. GRAND CHAPTER FEES AND FUNDS**

**2.5.1. General Fees.** There shall be paid to the Grand Chapter:

For a Charter Application

\$100.00

For a Charter where Chapter has worked under Dispensation

\$70.00

For a Dispensation to hold a Chapter

\$30.00

For a Dispensation to hold elections out of time, and to receive, read and ballot on petitions at one and the same Convocation, either stated or called

\$2.00

For every member Marked by a Chartered Chapter or by a Chapter under Dispensation

\$7.00

For every member Reinstated  
\$7.00

**2.5.1.1. Marking Fees.** The Marking Fee shall be divided as follows: (1) \$3.50 to the General Fund; (2) \$3.50 to the Building' Maintenance Fund

**2.5.2. Dispensation Fees.** Dispensation fees shall be charged to the Chapter as part of its dues to the Grand Chapter.

**2.6. GRAND CHAPTER PROPERTY**

**2.6.1. Grand Chapter Building.** On August 27, 1969, this Grand Chapter acquired from the Grand Lodge of Georgia, F. & A. M., the property known as No. 811 Mulberry Street, Macon Georgia, which for many years was known as the "Grand Lodge Building." This Building shall be hereafter known as the "Grand Chapter Building." The building and the land upon which it is located shall be administered by a Board of Trustees, whose number, selection, terms of office, powers and duties shall be as follows:

**2.6.1.1. Board of Trustees, Number and Method of Appointments.** The Board of Trustees of the Grand Chapter Building shall be composed of the Chairman of the Finance Committee, the Grand Secretary, and three present or Past High Priests with staggered terms. Said three Trustees shall be appointed by the incoming Grand High Priest as follows: one for a one year term, one for a two year term, and one to a three year term. Each year thereafter the incoming Grand High Priest shall appoint one Trustee for a three year term to succeed the Trustee whose term expires that year. Any vacancy occurring shall be filled by the Grand High Priest in office at the time the vacancy occurs.

**2.6.1.2. Duties of Trustees.** This Board of Trustees shall be responsible for the maintenance, preservation, and operation of the Grand Chapter Building and Grounds

**2.6.1.3. Meetings of Trustees.** The Board of Trustees shall meet as often as it deems necessary. This Board shall hold an organizational meeting immediately following the Grand Chapter Convocation for the purpose of selecting a Chairman and a Secretary. This Board shall also hold a meeting at least ninety (90) days before the Annual Grand Chapter Convocation for the purpose of adopting a budget to be submitted to the Grand Chapter and making recommendations for repairs and/or improvements.

**2.6.1.4. Grand High Priest Ex Officio Member of the Board.** The Grand High Priest shall be an Ex Officio member of this Board.

**2.6.1.5. Quorum.** Three Trustees shall constitute a quorum for the transaction of business.

**2.6.2. Officers Aprons and Paraphernalia.** Each Grand Chapter Officer is required to give the Grand Secretary a receipt for the Grand Chapter Apron received by him and agreeing to return same at the end of his term of Office and further agreeing to be responsible for the replacement cost of the Apron in the event of its loss, destruction, or his failure to return it.

## **2.7. AWARDS AND RECOGNITION**

**2.7.1. Card of Proficiency.** A "Card of Proficiency" shall be granted to all Royal Arch Masons, who meet the following requirements:

(A) Be able to confer any Capitular Degree, without use of the Ritual.

(B) Demonstrate by examination before the Grand Custodian or one designated by him, proficiency in the Ritualistic work. Said Card of Proficiency shall indicate in which degree or degrees the Companion is proficient, as well as the date of the examination.

**2.7.2. Certificate of Merit.** A "Certificate of Merit" may be awarded to Chapters with a well-rounded Masonic program, which meets the standards set by the Grand Chapter. The Grand High Priest, on recommendation of the District Grand Deputies, is authorized to grant such Certificates on a point basis. Any Chapter attaining a rating of at least eighty points from April 1 through March 31 shall be entitled to such Certificate. The Chapter with the highest points, with a tie-breaker determined by programs and activities completed, will receive recognition by the Grand High Priest as the "Chapter of the Year". The program contemplated by this provision shall consist of three parts:

(A) Opening and conferring of degrees.

(B) Interesting, inspirational, and informative Convocations.

(C) Community Projects sponsored and completed.

Points to be awarded shall be earned in the following manner:

(A) Part One:

1. Opening in full form, each time. Limit 10 points.

2. Conferring each different degree without use of Ritual, 10 points for each degree. Limit 40 points.

(B) Part Two: Special Programs when degrees are not conferred: 2 points each. Limit 20 points.

(C) Part Three: Special programs such as youth development, school, or Church support, sponsoring of Bible Study for school age Children, Science or Language Study, etc.; A minimum of 5 points for any such Program sponsored and completed. Limit 30 points.

Total 100 Points.

The Grand Officers and the District Deputies are charged with the responsibility of promoting the program.

**2.7.3. Distinguished Service Award.** The Grand High Priest, may present one Distinguished Service Award, given annually by the General Grand Chapter, Royal Arch Masons, International, to any Royal Arch Mason of a subordinate Chapter of this Grand Chapter, who, in his opinion, has served and promoted Capitular Masonry with honor and distinction. The Presentation of this Award shall take place at the Annual Convocation of the Grand Chapter. Present and Past Grand Chapter Officers shall be ineligible for this Award.

## **2.8. CHARTERS**

**2.8.1. Duplicate Warrant.** Where a Charter has been lost or destroyed, the Grand Secretary, on being satisfied of the fact, shall furnish a copy at cost, plus handling charges.

**2.8.2. Forfeiture of Charter, How.** The Charter of a Chapter may be forfeited by:

- (A) Disobedience of any provision of the Constitution, or Regulations of the Grand Chapter;
- (B) Disregard of the lawful authority of the Grand High Priest;
- (C) Violation or neglect of the ancient and recognized usages of the Craft;
- (D) Failure to meet during a period of six successive months; and
- (E) Reduction of its membership to a number less than nine.

**2.8.3. Forfeiture of Charter, Effect on Members.** In all cases where the Charters of Subordinate Chapters are, or shall be, declared forfeited, the Grand Secretary is authorized, upon application, to issue each Companion Royal Arch Mason a Letter of Good Standing in such extinguished Chapter a Certificate of Membership, authorizing him to affiliate with any Chapter, on condition that the applicant pay to the Grand Secretary his annual Per Capita Tax due the Grand Chapter from the time his Chapter failed to pay and make returns, up to the time of the forfeiture of Charter of said Chapter.

**2.8.4. Forfeiture of Charter, Effect on Candidates for Degrees.**

If a Chapter confers part of the degrees and forfeits its Charter, some Chapter, to be designated by the Grand High Priest, may confer the remaining degrees. After this is done, the Secretary of said Chapter shall so certify to the Grand Secretary, who shall then issue to such Companion a Certificate that he is a duly exalted Companion, and is entitled to apply to any Chapter for affiliation; and until affiliation, the Companion is a non-affiliated Royal Arch Mason.

**2.8.5. Forfeiture of Charter, Disposal of Property.** When a Chapter forfeits its Charter, all property except real estate, owned by the Chapter, becomes the property of the Grand



Chapter. The Grand Chapter has no control of the title of a subordinate Chapter's real estate unless the conveyance vests title or control in the Grand Chapter. The conveyance should prescribe to whom the property should go in event the Chapter ceases to exist.

**2.8.6. Restoration of Charter.** A Chapter reviving its Charter, reinstates all members on its roll who were in good standing at the time it forfeited its Charter.

**2.8.7. Restriction on Granting of Charter.** There shall not be any Charter granted to a new Chapter located within seven miles of one already in existence, except in cities of 10,000 population and over, and when two or more are established in the same place they shall have concurrent jurisdiction.

## **2.9. BY-LAWS**

**2.9.1. Every Chapter to Have.** Each Chapter is governed by its own By-Laws and may enforce them independently of every other Chapter.

**2.9.2. Copy to Grand Chapter.** Each Chapter shall transmit to the Grand Secretary a copy of its By-Laws as soon as adopted. Such By-Laws, and any subsequent amendment thereto, shall not be deemed valid until approved by the Grand Chapter, although they may be acted under until the next Annual Grand Convocation, if approved by the Charters and By-Laws Committee.

**2.9.3. Not Suspended.** A Chapter cannot suspend its By-Laws or any part of them.

## **2.10. SUBORDINATE CHAPTERS**

**2.10.1.1. Officers and Members.** Each Subordinate Chapter shall consist of a High Priest, King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, Three Masters of the Veils, Sentinel and other members, but not less than nine regular Royal Arch Masons.

**2.10.1.2. Officer Can-not be Petitioner for Chapter Under Dispensation.** An Officer of a Subordinate Chapter cannot be a petitioner for a Chapter under Dispensation. He cannot resign, cannot demit, and cannot sever connections with the Chapter of which he is an Officer during his term of office.

**2.10.1.3. Vacancies in the Office of High Priest, King, or Scribe.** In the event the office of High Priest, King, or Scribe becomes vacant by reason of death or disqualifying causes on or before October 1st following his regular installation, upon application of the Chapter the Grand High Priest shall declare such office vacant, and shall issue his Dispensation authorizing an election to fill the vacancy thus occasioned and to fill all resulting vacancies. Only those serving as High Priest

at the time of the Annual Election shall be entitled to the honors of Past High Priest.

**2.10.1.4. Seal.** Every Chapter shall have a Seal engraved with its name and number, and such device as each body may choose for itself. An impression of such seal, with a written description, shall be lodged with the Grand Secretary, and the description copied by him in a book kept for that exclusive purpose. A document from a subordinate Chapter shall not be considered, except under the seal aforesaid.

**2.10.1.5. Returns to Grand Chapter.** The Grand York Rite Bodies adopted a new database effective July 8, 2019. The new database mandates that the Secretary/Recorders update and maintain current roster information on the database. Additionally, the Secretary/Recorders are mandated to Confirm Maintenance between the 1<sup>st</sup> and 5<sup>th</sup> of each month. Failure to make returns or pay dues for two consecutive years subjects the Chapter to forfeiture of its Charter unless otherwise ordered by the Grand Chapter.

**2.10.1.6. Dues to Grand Chapter.** Every subordinate Chapter shall pay to the Grand Chapter \$21.00 for every Royal Arch Mason, except those elsewhere excluded, members of said Chapter on the last day of December of each year, and the General Grand Chapter per capita tax as may be adopted from time to time. An additional increase of \$1.00 per year shall automatically be added beginning in 2018 and continuing for five (5) years unless changed or amended by this Grand Chapter. These dues must be received by the Grand Secretary not later than March 1st. Chapters failing to make such payments shall be assessed a ten percent penalty for such delinquency. This Legislation to amend the Per Capita Tax shall be effective beginning on January 1, 2017. One Dollar (\$1.00) of the Georgia per capita tax will be paid into the Grand Chapter Building and Maintenance Fund. The per capita tax due General Grand Chapter shall be collected in addition to the per capita collected for the Grand Chapter of Georgia.

**2.10.1.7. Penalty for Non-Payment of Dues to Grand Chapter.** No Officer of a subordinate Chapter nor his proxy shall be entitled to vote at the Grand Chapter nor take part in the deliberations thereof, unless dues have been paid on or before March 1st. Any Chapter in arrears at any Annual Convocation shall be liable to forfeiture of its Charter, or to any other Masonic discipline at the discretion of the Grand Chapter.

**2.10.1.8. Chapter Under Dispensation not Liable for Per Capita Tax.** Chapters under Dispensation are not liable for Per Capita Tax, but are required to pay the Marking Fee of new members.

**2.10.1.9. Meetings Not Held Elsewhere.** A Chapter cannot be removed from the place of its location without an order of the Grand Chapter, but on the application of the High Priest and a majority of its members, the Grand High Priest may grant a dispensation for removing any Chapter until the next Annual Grand Convocation.

**2.10.1.10. Open and Preside Over by Whom.** When the High Priest is absent, his duties must be performed by the King and Scribe in succession. If neither of these are present, the Chapter may be opened and the duties performed by a Past High Priest who must be a member thereof.

**2.10.1.11. Adjourned Meetings.** Chapters opened at one Convocation must be closed before the next Convocation, and a Convocation cannot last over twenty-four hours.

**2.10.1.12. Quorum.** A Chapter cannot be opened in the Royal Arch Degree unless there be nine regular Royal Arch Masons present.

**2.10.1.13. Business May be Transacted in Any Degree.** Business may be transacted, except balloting, in a Lodge of Mark, Past, or Most Excellent Masters Degrees.

**2.10.1.14. Book of Marks Required.** Each Chapter shall keep a book of Marks, and every Brother advanced to that degree must select a mark and have it entered within one month.

## **2.10.2. New Chapters.**

**2.10.2.1. Dispensation or Charter Required.** A Chapter can only be formed by authority of a Dispensation from the Grand High Priest, or a Charter from the Grand Chapter. Every new Chapter must be constituted by the Grand High Priest or by his Dispensation, issued to a present or Past High Priest. During the recess of the Grand Chapter, the Grand High Priest or Officer acting as such, may grant Dispensations for new Chapters to be valid until the Annual Grand Convocation, at which time the Officer granting the Dispensation shall make a report of the same, when a Warrant may be issued, at the discretion of the Grand Chapter.

**2.10.2.2. Dispensation for Chapter Granted Nine Members, When.** No dispensation shall be granted for the creation of a New Chapter except on the petition of nine or more Royal Arch Masons, who are members of some regular Chapter, directed to the Grand Chapter and recommended by the Chapter, nearest the place where the New Chapter is to be located. Attached to this petition must be a Certificate from the Secretary of each Chapter to which said petitioners belong, showing that each of them is clear of all demands and indebtedness to their old Chapter, and that there are not any charges pending against them.

### **2.10.2.3. Recommendation of Nearest Chapter Refused.**

When an application for the recommendation of the New Chapter has been refused by the Chapter to which the recommendation was addressed, another application cannot be made for such recommendation in the locality for a period of twelve (12) months from the date of such refusal.

**2.10.2.4. Chapter Under Dispensation.** A Chapter, while working under Dispensation, shall have all the powers and privileges of a Chartered Chapter except it may not grant demits nor conduct trials for un-masonic conduct.

**2.10.2.5. Membership as Between Old and New Chapters.** The members of a Chapter under Dispensation continue to be members of the Chapter to which they belonged when the dispensation was granted. Any Petitioner for a Dispensation for a new Chapter may sever his connection with such new Chapter at any time before a Charter is granted by notice to the Grand Secretary, and the new Chapter, and his Certificate of Good Standing or Demit shall be returned; and his membership shall remain with his former Chapter. Whenever the new Chapter is chartered and constituted, the members immediately become members of the new Chapters, and their membership in the former Chapter ceases without the necessity of obtaining a demit. Such member may signify their desire to hold dual membership and they will continue as dual members. The Secretary of the new Chapter shall notify the Secretary of the former Chapter to which the Companion belonged of their intention to hold dual membership.

**2.10.2.6. Revival of Chapter Which Has Been Forfeited.** A Dispensation to revive a Chapter whose Charter has been forfeited may be issued by the Grand High Priest, or by the Grand Chapter providing that all arrearage that may be owing to the Grand Chapter be paid in full, or satisfactory arrangements for settlement be made before such Chapter may be revived, the fee for such revival in either case to be thirty dollars (\$30.00). Provided, however, that any Chapter that has been defunct for five years cannot be restored. In such event a new Chapter can only be organized in the way herein before set forth.

**2.10.2.7. Naming a Chapter.** No Chapter shall be named for, nor may a Chapter change its name, to that of a living person or any person who has been deceased less than 3 years, nor a name held by an active Chapter of this Grand Jurisdiction.

### **2.10.3 Membership.**

**2.10.3 1. Blue Lodge Affiliation Required.** Any Companion who shall remain unaffiliated with some Symbolic Lodge for as long as six months, without any effort to become affiliated, shall forfeit his membership in the Chapter.

### **2.10.3.2. Membership in More than One Chapter.**

Companion may be a member of more than one Chapter; provided, however, that he must pay full dues to each Chapter and not hold emeritus membership in more than one Chapter, and that he may not be a voting representative to the Grand Chapter from more than one Chapter at the same time.

**2.10.3.3. Right to Demit or Transfer Certificate.** A member of a subordinate Chapter against whom charges are not pending in either Chapter or Symbolic Lodge and who is not indebted to the Chapter, shall be entitled to a demit upon application therefore, the vote then to be taken by a show of hands. In the event of a failure on the part of his Chapter to hold a Convocation for three months the High Priest shall order the demit issued to him, upon a Certificate from the Secretary that he is entitled to it under the provisions of this regulation. Provided further, if a Companion wishes to move his membership from one Chapter to another in Georgia he may request a demit. Upon receipt of the demit, attach a petition for affiliation and submit it to any Chapter of his choice. If there is less than ninety (90) days lapse between the time a demit was issued and the date of election by affiliation in the new Chapter there shall be no loss of time. Provided further, if a Companion, against whom no charges are pending and who is otherwise in good standing with current dues paid, desires to transfer his membership to or affiliate with another Chapter without taking a demit, he shall be entitled to a Certificate of Good Standing upon application therefore, the vote as for a demit. In the event of a failure on the part of his Chapter to hold a Convocation for three months or in the event the vote does not grant the Certificate and no charges are preferred against the Companion by the end of the next regular Convocation, the High Priest shall order the Certificate of Good Standing issued to him. The Companion may then attach such certificate to a petition for affiliation and submit it to any Chapter with which he desires to affiliate, and if his petition is granted, the Secretary of the affiliating Chapter shall notify the Secretary of the Chapter that issued the Certificate and the Grand Secretary of the affiliation and whether the affiliation is a transfer of membership or for membership in more than one Chapter.

### **2.10.3.4. Non-Affiliate May Apply to Any Chartered Chapter.**

A subordinate Chapter may affiliate any regular Royal Arch Mason in good standing who is a member of some Symbolic Lodge of this jurisdiction, or of any other lodge with which the Grand Lodge of Georgia holds fraternal relations, against whom no charges are pending, either in any Chapter or Symbolic Lodge having jurisdiction

**2.10.3.5. Visitation Limited.** An unaffiliated Royal Arch Mason residing in Georgia, shall not be allowed to visit any Chapter in this Grand Jurisdiction more than three times.

**2.10.4. Elections.**

**2.10.4.1. Election, When.** Election of officers in all chartered subordinate Chapters shall take place annually at the regular Convocation on or next preceding the Festival of St. John the Evangelist. Such elections shall be held in open Chapter, in the Royal Arch Degree, a majority of the votes cast being necessary to election.

**2.10.4.2. Postponement of Election.** If, from unavoidable circumstances, such an election is prevented, it may take place at a subsequent Convocation, regular or called, for the purpose of which due notice must be given and for which Dispensation must be had.

**2.10.4.3. Installation of Officers.** The officers-elect, all of whom must be members of such Chapter, shall be installed as soon after the election as convenient, by some Past or Present High Priest of that or some other Chapter; and the Secretaries of the subordinate Chapters shall furnish to the Grand Secretary the names of the Officers elected within ten days thereafter.

**2.10.5. Dues to Constituent Chapters.**

**2.10.5.1. Remission of Dues.** Subordinate Chapters may remit the dues of worthy members who are not able to pay, and they will not be liable to the Grand Chapter for per capita tax on such members. The fact that a Companion is a Life Member or a Minister of the Gospel does not relieve the Chapter to which he belongs from his Annual Dues to the Grand Chapter, notwithstanding the Chapter may enact a By-law or pass a resolution relieving such members from dues to subordinate Chapter to which they belong, and this applies to Sentinels, Treasurers, Secretaries, Chaplains, et al. Each Secretary of a subordinate Chapter in his returns should set out specifically the reason why dues of its members are remitted.

**2.10.5.2. Suspension for Non-Payment.** A companion in arrears for dues for two years may be suspended, after due notice, without trial. If said dues together with fee for restoration are paid within twelve (12) months from such suspension, he shall be reinstated automatically; if more than twelve (12) months elapse before payment of arrearages, the reinstatement must be by petition and unanimous ballot.

**2.10.5.3. Emeritus Members.** A Companion having been a contributing member for fifty (50) years, or reached the age of seventy-five (75) years and having been for twenty-five (25)

years a contributing member may upon request be granted Emeritus Membership, and the Chapter to which he belongs shall not be required to pay per capita tax thereon. Provided, however, an affiliated Companion coming from another Grand Jurisdiction who may be otherwise entitled to emeritus status, shall not be eligible for emeritus status in this Grand Jurisdiction until he shall have been a dues paying member in a constituent Chapter in Georgia for not less than five (5) years, regardless of his age at the time of affiliation. Effective July 1, 2013 Emeritus membership was discontinued. Those members holding emeritus membership will continue to hold Emeritus Membership Status and will continue to be exempt from Per Capita Tax.

**2.10.5.4. Dues Payable on January 1.** The dues of Constituent Chapters are payable on January 1 of each year, in advance.

**2.10.5.5. Perpetual Membership.** Provided similar action is approved by the Grand Council of Georgia, Royal and Select Masters and the Grand Commandery of Georgia, Knights Templar, this Grand Chapter does hereby authorize the creation and the joint operation of a Perpetual Membership Program under the name and style of the York Rite Perpetual Membership Fund of the Grand York Rite Bodies of Georgia. This Fund shall be administered by a joint committee of the said three Grand Bodies which committee shall be known as the Fund Committee.

The Most Excellent Grand High Priest shall appoint one companion for a term of one year, another companion for two years, and another companion for three years who shall serve on the joint Fund Committee. Annually thereafter the incoming Most Excellent Grand High Priest shall appoint one Companion for a three year term. The Grand Secretary and the Grand Treasurer shall be ex-officio members of this Fund Committee. The Fund Committee shall make an annual report to this Grand Chapter.

The joint Fund Committee shall be responsible for setting up the program of Perpetual Memberships, prescribing rules for determining eligibility costs, transfers, terminations and other matters; and shall also be responsible for investing the funds received and prescribing the amounts to be paid annually to each Chapter, Council, and Commandery. Provided, however that no funds may be withdrawn from the corpus funds paid to obtain a Perpetual Membership, except under such emergency conditions as may be determined and approved by Vote of the Grand Body.

The Fund Committee may alter, amend and/or revise its rules and regulations from time to time in order to maintain a sound program.

## **2.11. JURISDICTION OF CANDIDATES**

**2.11.1. General.** Any qualified Master Mason may petition for the Capitular Degrees in any Chapter within the County in which he

has his legal residence, or in a Chapter in any other County which borders the County of legal residence; i.e., all Chapters located within a County of this State will enjoy concurrent jurisdiction over candidates with all other Counties which border said County. Provided, however, that any qualified Master Mason who resides in a County in which there is no Chapter and which County is not bordered by a County in which there is a Chapter may petition the Chapter nearest to him in this State.

**2.11.2. Penalty for Violation of Jurisdiction.** Should any Chapter confer such degrees in violation of this section, the fees for the same shall be paid by said delinquent Chapter to the Chapter within whose jurisdiction the candidate may reside; and the delinquent Chapter may also be suspended or otherwise punished at the discretion of the Grand Chapter.

**2.11.3. Waiver.** Upon application and for good cause shown the Grand High Priest may grant a waiver of jurisdiction and allow a Chapter to accept, receive, and confer the degrees upon a candidate notwithstanding the provisions of Sections 2.11.1 and 2.11.2.

**2.11.4. Blue Lodge Membership Not a Factor.** The Chapter nearest the residence of a Master Mason holds jurisdiction irrespective of the location of his Blue Lodge.

**2.11.5. Non-Resident May Apply to Nearest Chapter, When.**

This Grand Chapter freely concedes to Chapters in States adjoining ours, the privileges of receiving petitions and conferring Chapter degrees upon citizens in Georgia whose residence shall be nearer to such Chapters than to any Chapter in Georgia, provided Chapters are chartered by a Grand Chapter with whom we are in correspondence; provided also that the same privileges are extended to the Chapters of this State by said jurisdiction.

## **2.12. CANDIDATES**

**2.12.1. Application.** No person shall receive the degrees conferred in a subordinate Chapter unless he be affiliated with some Symbolic Lodge recognized by the Grand Lodge of Georgia, and then only upon a regular petition of application. The application must be vouched for by two members, and be referred to a Committee of three members, and must lie over until the next Regular convocation for consideration; provided, however, the Grand High Priest shall have authority in emergency, the urgency of which is to be judged by him, to grant his dispensation, allowing subordinate Chapters to receive and ballot upon applications for membership at one and the same convocation.

**2.12.2. Requirements.** Every candidate for the Capitular Degrees must be an affiliated Master Mason in good standing, a resident of the State of Georgia, for one year, and of the



territorial jurisdiction of the Chapter to which he applies for six (6) months, next preceding the presentation of his petition. If the petitioner is physically defective by reason of deformities or being maimed, and is still able to earn a livelihood and honestly acquire a means of subsistence and can conform substantially to the forms and ceremonies of Masonry and be instructed in its mysteries, eligibility shall be determined by the Chapter to which the candidate has applied, and if determined favorable will be eligible to receive the Capitular Degrees after the action of the Chapter has been approved by the Grand High Priest in writing.

**2.12.3. Failure to Take Degrees.** If an applicant is elected to take the degrees and fails to present himself for initiation within six months thereafter without acceptable excuse to the Chapter, his election shall be null and void. A Chapter cannot confer the degrees unless such person is re-elected upon a new application.

**2.12.4. Minimum Fees.** No Chapter shall confer the degrees for less sum than \$20.00, and no portion of it can be returned; either as a loan, donation, or otherwise. Provided, however, that any subordinate Chapter in obedience to this Grand Chapter may collect and pay over to any Council of the Cryptic Rite having territorial jurisdiction, the fee for the degrees in order that the degrees of said Cryptic Rite may be conferred on an applicant for the Capitular degrees. If and when a Chapter collects the fee for the Cryptic Rite, the minimum fee collected by the Chapter must be at least \$20.00 plus the amount of the regular fee charged by the Council involved.

This provision, however, is only to be in force or effect if said applicant petitions for the Cryptic degrees within thirty days after his exaltation, and said Cryptic degrees are conferred within six months after the application is received. The subordinate Chapter may divide its fee for each degree, or it may require the payment of the entire fee for the four degrees with the application for the degrees; in case the fee is divided the entire fee must be paid before the Royal Arch Degree shall be conferred.

**2.12.5. Eligibility Determined, When.** A candidate's eligibility is to be determined by his condition at the time he applies for the degrees, and at the time of conferring the same. If, after taking some of the degrees, he becomes ineligible, he is debarred from taking the remainder.

**2.12.6. Withdrawal of Petition.** After an application for membership has been received and referred to a Committee, it cannot be withdrawn, but must be balloted on for final action.

**2.12.7. Rejected Applicants.** An applicant who has been rejected by any Chapter shall not be eligible to receive the degrees until after six months from said rejection, and then only upon a new application addressed to the original Chapter which shall retain jurisdiction.

### **2.13. BALLOT**

**2.13.1. In Royal Arch Degree.** Ballots for membership and officers can only be taken in the Royal Arch Degree. All other business may be transacted in Mark, Past, or Most Excellent Degrees, only Royal Arch Masons being present.

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

**2.13.3. One Ballot for All Degrees.** There shall be one ballot for all of the Capitular degrees.

**2.13.4. Collective Ballot.** A collective ballot on two or more petitioners may be taken, at the discretion of the High Priest, and when a separate ballot is not called for. The High Priest shall first announce that if a negative ballot appears, a separate ballot on each petitioner will be taken.

**2.13.5. No Balloting at District Conventions or York Rite Festivals.** No petition shall be balloted upon at a District Convention or York Rite Festival. All candidates for the degrees conferred at District Conventions or York Rite Festivals shall be elected by their respective Chapter at a regular communication. Candidate's election must be attested to by the Secretary of his Chapter to the Secretary of the convention or festival.

### **2.14. OBJECTIONS**

**2.14.1. Objections after Election of Candidate.** If, after a candidate has been elected to receive the degrees in Chapter, and before he shall have received the degree of Mark Master, an objection may be made by a member of the chapter in good standing to his receiving the degrees. If the objection be recorded upon the minutes, it holds for twelve months, unless withdrawn. If made to the High Priest, it holds during his term of office, but may be withdrawn. The High Priest should inquire of the objecting Companion whether his objection is based upon a violation of the moral law or the laws of the land involving moral turpitude, and if not, it is not valid. The High Priest may, in his discretion, delay the advancement of any candidate without an objection should the circumstances require it.

If, after a candidate shall have received the degree of Mark Master and before he has received the Royal Arch degree, further

advancement may be stopped by charges or written objection. If by objection, the reason shall be based upon a violation of the moral law, the laws of Masonry, or the laws of the land involving moral turpitude. Such objection shall terminate at the expiration of three months unless charges have been preferred or the objection has been withdrawn. If charges are preferred further advancement is stopped until such time as the charges are adjudicated and a verdict of not guilty returned

## **2.15. DEGREES**

**2.15.1. What Degrees Are Allowed.** The degrees of Mark Master, Past Master, Most Excellent Master, and Royal Arch are the only degrees which can be conferred by any Chapter in this jurisdiction.

**2.15.2. Use of Substitute on Royal Arch Degree.** One or two substitutes, as necessity may require, may be used in conferring the Royal Arch Degree, and the name of each substitute shall be entered on the records of the Chapter.

## **2.16. DISTRICT CONVENTIONS**

**2.16.1. How Constituted.** There shall be several Royal Arch Districts in the State in which there shall be held annually, a Royal Arch Masonic Convention. These Districts shall be established or closed or merged with other districts as deemed appropriate by the Grand High Priest.

(The Second and Third Districts were merged in 2003)

**2.16.2. Membership.** All Chapters in a respective District shall be members of that District Convention unless permitted by Grand Chapter, upon written request, to affiliate with another District Convention.

**2.16.3. Officers.** The officers of a District Convention shall be the same as those of a subordinate Chapter. They shall be first nominated and then elected in the manner prescribed by the By-Laws of the Convention. Eligibility to hold office in the Convention shall be determined by the Convention By-Laws.

**2.16.4. By-Laws.** The By-Laws governing Royal Arch Masonic District Conventions shall be subject to the same laws and provisions of the Code as are those of Subordinate Chapters.

**2.16.5. Sessions.** Conventions may assemble as an ordinary deliberative body, or a Chapter may be opened by the duly qualified and regular officers of a local Chapter with which the Convention meets. At the close of the Convention, the Chapter should be closed by the Convention Officers or by the Officers of the local Chapter. The same precautions as to security from the presence of unauthorized persons should be exercised as by a Subordinate Chapter. While the work of any or all degrees may be exemplified by the Officers of the Convention,

no actual candidate shall be marked, inducted, received and acknowledged, or exalted unless the regular Chapter has been duly opened therefor. In such event, if the sessions of the Convention be held elsewhere than at the Chapter room of the local Chapter, a special dispensation must be procured from the Grand High Priest.

**2.16.6. Functions of District High Priests, etc.**

**2.16.6.1. High Priests.** The High Priest may provide for the exemplification of one or more degrees at such convention and shall: (A) Cause Masonic Instruction in the traditions and principles of the Order to be given to the craft on the occasion of the session of the Convention and provide the same for the craft of the District between sessions.

(B) Appoint Instructors in the Work when certified by the District Grand Deputy as proficient, and assign same, upon the request of the High Priest of a Chapter, to such Chapter or Chapters as may be in need of and find their services useful.

(C) Appoint a Committee on Program and Education. This Committee shall assist the High Priest and his Officers working in harmony with the District Grand Deputies, in providing the Chapters of the District with Masonic Information and Education, and in helping to organize the Program when called upon.

(D) Assign Chapters to each District Officer for visitation by him, and if deemed advisable, select and appoint other well versed Royal Arch Masons to assist.

(E) Secure the help of the District Deputy for Schools of Instruction and such other Programs as may be needed by the Chapters and the Convention.

(F) Secure the services of the Grand Chapter Officer when needed.

(G) Hold meetings of the District Officers at least two times each year between Convention Sessions to review the condition of the Chapters in the District and all other matters of Royal Arch Masonic Welfare and to devise plans and programs to promote the best interests of the Craft.

(H) Plan well in advance the District Convention, and include in the planning, the Grand Chapter Officer nearest and the District Grand Deputy.

**2.16.6.2. Line Officers.** The Line Officers of the District Convention and appointive visitors shall:

(A) Visit quarterly such Chapters as are assigned to them.

(B) Make written report of the true condition of the Chapter to the District High Priest.

(C) Arrange, with the consent of the District High Priest, for a school or Schools of Instruction as needed.

(D) Secure the help of the District Grand Deputies to the Grand High Priest and the Committee on Program and Education in obtaining Masonic literature and assistance as needed in aiding the Chapters in preparing programs promoting the purposes, traditions, and principles of Masonry, particularly Royal Arch Masonry.

**2.16.6.3. Constituent Chapter Officers and Members.** The High Priest, Officers, and Members of the Chapters in the District are requested to give close cooperation to the District High Priest and those others herein provided and assigned for work in the quarry of Royal Arch Masonry.

**2.16.7. Reports.** It shall be the duty of the High Priest of each District Convention to forward to the Grand High Priest a report of the proceedings of Sessions held in his District and the condition of the Craft in such District. Following the meeting of the District Convention, the Secretary shall send to the Grand Secretary as soon as possible, notification of the new District Officers and the date, time and location of the next Convention

## **2.17. DISTRICT GRAND DEPUTIES AND STATE CHAIRMAN**

**2.17.1. Appointment of District Grand Deputies.** The Most Excellent Grand High Priest shall appoint District Grand Deputies who shall be a liaison between the Grand High Priest and the subordinate Chapters. There shall be at least one District Deputy in each District and the total shall not exceed 22 Deputies. It shall be the duty of the District Grand Deputy, when called upon, to assist the District and local Chapters in his District in planning programs and for degree work. It shall also be his duty to visit the Chapters assigned to him in his District at least twice each year and review the condition of the Chapter and make a report on or before September 1 and April 1 of each year to the State Chairman of the District Deputies on forms furnished by the Grand Secretary.

**2.17.1.1. Appointment of State Chairman of District Deputies.** The Most Excellent Grand High Priest may appoint a State Chairman of the District Grand Deputies. He shall be a Past High Priest who is well versed in the knowledge of the customs, laws, ritual, and usages of Capitular Masonry. He does not have to be, or have been, one of the District Grand Deputies. The State Chairman shall coordinate the activities and work of the District Grand Deputies, and perform such other duties as the Most Excellent Grand High Priest may request. He shall report annually on the activities of the District Grand Deputies.

**2.17.2. Disposition of Reports.** When the visitations have been completed the reports shall be forwarded to the State Chairman of the District Deputies. The State

Chairman shall furnish the Most Excellent Grand High Priest, the Grand King and Grand Scribe a copy.

**2.40. MISCELLANEOUS**

**2.40.1. Minutes to be Recorded and Confirmed.** It is the duty of the Secretary of subordinate Chapters to enter upon the minute book of the Chapter, during the Convocation, the proceedings of the same, and the High Priest of the Chapter shall cause them to be read and confirmed at the close of each Convocation.

**2.40.2. Minutes of Regular Convocation Not Altered at a Called Convocation.** A Chapter cannot alter or expunge the written proceedings of a regular Convocation at a called convocation.

**2.99. AMENDMENTS TO THE BY-LAWS**

**2.99.1. Amendments, How Made.** This By-Laws Section of the Royal Arch Mason Code, with the concurrence of two-thirds of its members present at an Annual Convocation, may be revised, amended, or altered, provided, however, that a written copy of the motion so to revise, amend, or alter, shall have been filed with the Grand Secretary by March 1st. It is provided further, that with the unanimous consent of all members present in an Annual Convocation, that a Member may introduce legislation in writing, to revise, amend, or alter this By-Laws Section.

**PENAL CODE**

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**3.0. PENAL CODE OF THE GRAND CHAPTER OF GEORGIA**

**3.1.** The Grand Chapter and its subordinate Chapters will accept the discipline inflicted on Royal Arch Masons of this Jurisdiction by the Grand Lodge of Georgia under the provisions of its Penal Code.

**INSTALLATION OF GRAND CHAPTER OFFICERS**

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At the time appointed for installation, the chair shall be taken by the Most Excellent Grand High Priest or a Past Grand High Priest, selected by the Grand High Priest-elect who will be assisted by the Installing Grand Captain of the Host. (Aprons may be placed at the stations in advance if desired and the words amended as required.)

**Installing Officer:**

Companions, Ladies and Guests of the Grand Chapter of Royal

Arch Masons of the State of Georgia. We are now to install the Grand Chapter Officers for the ensuing term.

**USE THIS IF NO INSTALLATION OF THESE OFFICERS:**

*The Grand Secretary, Right Excellent Companion and the Grand Treasurer, Right Excellent Companion and the Grand Organist, Excellent Companion have previously been installed and need no further installation.*

Right Excellent Grand Secretary, you will announce the names of the companions who have been elected and appointed to fill the several stations and places in this Grand Chapter. As the names are called the officers elected and appointed will take positions as indicated by the Installing Grand Captain of the Host, with the Grand High Priest elect at the Holy Altar.

**Installing Grand Captain of the Host:**

Installing Grand High Priest, the officers elected and appointed now stand before you.

**Installing Officer:**

Companions: You have heard the names of the Officers, both elected and appointed, as reported by the Grand Secretary. If any member of the Grand Chapter knows a just reason why any of these Officers should not be installed, let him speak now, or forever after be silent.

If no objection, I shall proceed.

We are pleased to observe that you still approve the choice made, and we will now proceed with their installation. Masonry teaches that before entering upon any great or important undertaking, we should invoke the blessing of God. Let us, therefore, bow in prayer with our Installing Grand Chaplain. Companion Installing Grand Captain of the Host: You will present the Installing Grand Chaplain at the Holy Altar.

**Installing Grand Chaplain:**

Let us pray. Most holy and glorious Lord God, the Great High Priest of Heaven and Earth; we approach Thee with reverence, and implore thy blessing on the Companion chosen to preside over our ancient Fraternity; fill his heart with the spirit of Thy Service, that his tongue and actions may pronounce Thy Will; make him steadfast; Grant him firmness of mind and kindness of disposition: Teach him to rule his brethren with justice and equity; Animate his heart and strengthen his endeavors to do good. May he inculcate Thy Judgments and Thy laws, and do all that his high office requires, with an eye to Thy Glory and the good of the Craft! Bless him and his associate Officers, and bless those that Thou

hast put under him. And grant that when we shall have finished the work of this earthly temple of our bodies, we may be admitted to the glories of that second Temple of the Spirit, eternal in the Heavens. Amen.

**RESPONSE:**

So mote it be.

*Installing Grand Captain of the Host then conducts Installing Grand Chaplain back to his seat.*

**Installing Officer:**

It is a distinct pleasure to assist in these Installation Ceremonies. It is hoped that these Officers - elected and appointed - are fully aware of the high honors and serious responsibilities which are now to be conferred upon them. Your specific duties and responsibilities are written into the obligations, charges and lectures in our ritual, and in the Royal Arch Masonic Code of Georgia. Broadly speaking, your duties are to know, teach and follow. We cannot teach or follow without knowledge. Knowledge can be obtained only by study and experience. It must therefore be apparent to your mind that your first responsibility is to study your duties and rehearse your procedures so that you may be able to comply with your obligations.

It is not necessary to recapitulate at this time all of the responsibilities of the Grand Officers, however, each of you are required to assent to the following:

- That you will redouble your endeavors to correct the vices, purify the morals, and promote the happiness of those of your Companions, who have attained this sublime degree.
- That to the utmost of your power, you will preserve the solemnities of our Ceremonies; behave in open Chapter with the most profound respect and reverence, as an example to your Companions.
- That you will bind your successor in Office to the observance of the same rules to which you have now assented.

Being mindful of these responsibilities: If you are ready and willing to assume the duties of your Office, each of you will place your right hand over your heart. Each of you will say I, pronounce your Name in full and repeat after me.

**OBLIGATION**

I, do promise and swear that I will serve the Grand Chapter of Georgia, in the Office to which I have been elected or appointed, and will perform all the duties of that Office to the best of my abilities, and that I will support and maintain the Constitution and



Regulations of the Grand Chapter of Georgia, and those of the General Grand Chapter of Royal Arch Masons, International. So help me God and keep me steadfast.

**Installing Officer:**

Installing Grand Captain of the Host: You will invest the Grand High Priest-elect with the Apron of his Office and conduct him to the East.

**CHARGE TO THE MOST EXCELLENT GRAND HIGH PRIEST**

**Installing Officer:**

Most Excellent Grand Companion \_\_\_\_\_ by the voice of your Companions you have been chosen to occupy the most important and the most honorable Office in their power to bestow.

Their action proves the perfect confidence that they repose in your rectitude and wisdom. The responsibilities of the Office to which you have been elected are extensive and require from its occupant the exertion of extraordinary talents. Were it not for the faithful assistance of those chosen to work with you, you would doubtless find your cares and duties an excessive burden. You may, however, rest assured that their co-operation will render your term in Office a period of happiness.

It is my honor to invest you with the 1904 Y. A. Wright Jewel, worn by your predecessors in this office since 1974. Receive in charge the Holy Bible, which will guide you to all truth, direct your path to the temple of happiness and point out to you the whole duty of man. Also receive the Constitution and By Laws of this Grand Chapter, which will guide you in your official duties. Accept this gavel, the emblem of Masonic authority, and with it my heartfelt welcome to the East of the Most Excellent Grand Chapter of Royal Arch Masons of the state of Georgia. \*\*\*

Companions: Behold your Most Excellent Grand High Priest. Most Excellent Grand High Priest: Behold your companions.

Companions: You will join with me in according him Public Grand Honors. Three times three. \*

Companion Installing Grand Captain of the Host: You will present the Grand King - elect at the altar.

**CHARGE TO THE RIGHT EXCELLENT GRAND KING**

**Installing Officer:**

Companion \_\_\_\_\_: You have been elected as Right Excellent Grand King of the Grand Chapter and will now be invested with the jewel and apron of your office.

The important station to which you have been elected requires from you exemplary conduct; and your duties demand your

utmost attention. In the absence of the Grand High Priest, you are to preside; in his presence you are to strengthen and support his authority, and to aid him by your counsel and advice. You will now be conducted to your station.

Companion Installing Grand Captain of the Host: You will present the Grand Scribe - elect at the altar.

### **CHARGE TO THE RIGHT EXCELLENT GRAND SCRIBE**

**Installing Officer:**

Companion \_\_\_\_\_: You have been elected as Right Excellent Grand Scribe of the Grand Chapter and will now be invested with the jewel and apron of your office.

The office to which you have been elected is very important and respectable. In the absence of your superior officers you are bound to succeed them, and to perform their duties. You are, by all means in your power, to endeavor to establish a permanent union and good understanding among all orders and degrees of Masonry; and as the glorious sun, at its meridian height, dispels the mists and clouds which obscure the horizon, so may your exertions tend to dissipate the gloom of jealousy and discord whenever they may appear. You will now be conducted to your station.

### **USE ONLY IF NEW OFFICER TO BE INSTALLED**

*Installing Officer:*

*Companion Installing Grand Captain of the Host: You will present the Grand Treasurer-elect at the altar.*

### **CHARGE TO THE GRAND TREASURER**

**Installing Officer:**

Companion \_\_\_\_\_: You have been elected to the important office of Grand Treasurer, and will now be invested with the jewel and apron of your office.

It is your duty to receive all monies from the Grand Secretary, make due entries of the same, and pay them out on order of the Most Excellent Grand High Priest, with the consent and approbation of the Grand Chapter. In the discharge of these duties, your interest in this Grand Chapter and your attachment to the Craft will reflect credit upon yourself and honor on the body that you represent. You will now be conducted to your station.

### **USE ONLY IF NEW OFFICER TO BE INSTALLED**

*Installing Officer:*

*Companion Installing Grand Captain of the Host: You will present the Grand Secretary-elect at the altar.*

## **CHARGE TO THE GRAND SECRETARY**

### **Installing Officer:**

Companion \_\_\_\_\_: You have been elected to the important office of Grand Secretary, and will now be invested with the jewel and apron of your office.

It is your duty to receive all monies due the Grand Chapter, and pay them over to the Grand Treasurer; to observe the proceedings of the Grand Chapter, and to make a true record of all things proper to be written. You are also the official organ of the Grand Chapter, and in that capacity will conduct its various correspondences, and act as the medium of intercourse between the Fraternity and their presiding officer. In the discharge of these extensive duties, let your carriage and behavior be marked with that promptitude and discretion that will at once reflect credit upon yourself and honor on the body that you represent. You will now be conducted to your station.

Companion Installing Grand Captain of the Host: You will present the Grand Chaplain-appointed at the altar.

## **CHARGE TO THE RIGHT EXCELLENT GRAND CHAPLAIN**

### **Installing Officer:**

Companion \_\_\_\_\_: You have been selected as Excellent Grand Chaplain of the Grand Chapter, and will now be invested with the jewel and apron of your office.

In the discharge of your duties you will be required to conduct the devotional exercises of our Grand convocations, and to perform the sacred functions at our public and private ceremonies.

Though Masonry be not a Religion, it is emphatically Religion's handmaid; and I am sure, in ministering at its altar, the services you may perform will lose nothing of their vital importance because they are practiced in that spirit of universal tolerance which distinguishes our Institution. You will now be conducted to your station.

## **USE ONLY IF NEW OFFICER TO BE INSTALLED**

### **Installing Officer:**

*Companion Installing Grand Captain of the Host: You will present the Grand Organist appointed at the altar.*

## **CHARGE TO THE EXCELLENT GRAND ORGANIST**

### **Installing Officer:**

Companion \_\_\_\_\_: You have been appointed as Excellent Grand Organist of the Grand Chapter, and will now be invested with the jewel and apron of your office.

Your duty, as the title implies, is to provide music for the Grand Chapter at appropriate times, such as prelude music prior to the opening of Grand Chapter, during introductions of distinguished

guests, installation of officers and at other times when requested. You will now be conducted to your station.  
Companion Installing Grand Captain of the Host: You will present the Grand Captain of the Host-elect at the altar.

**CHARGE TO THE EXCELLENT GRAND  
CAPTAIN OF THE HOST**

**Installing Officer:**

Companion \_\_\_\_\_: You have been elected as Excellent Grand Captain of the Host of the Grand Chapter, and will now be invested with the jewel and apron of your office. The office with which you have been entrusted is of great importance, and requires much skill and attention for the faithful discharge of its duties. You will ever be attentive to the commands of the Most Excellent Grand High Priest and always be near at hand to see them duly executed. We are certain that you will give to your duties all the study and attention which their importance demands. You will now be conducted to your station.  
Companion Installing Grand Captain of the Host: You will present the Grand Principal Sojourner-elect at the altar.

**CHARGE TO THE EXCELLENT GRAND PRINCIPAL  
SOJOURNER**

**Installing Officer:**

Companion \_\_\_\_\_: You have been elected as Excellent Grand Principal Sojourner of the Grand Chapter, and will now be invested with the jewel and apron of your office. This office is one of great importance though subordinate in degree. For that reason attention, obedience, and promptitude are essentially necessary for the faithful performance of its duties. Let the staff of your office support and assist you during the coming year, and May it remind you ever to support and strengthen your superior officers. You will now be conducted to your station.  
Companion Installing Grand Captain of the Host: You will present the Grand Royal Arch Captain-elect at the altar.

**CHARGE TO THE EXCELLENT GRAND ROYAL ARCH  
CAPTAIN**

**Installing Officer:**

Companion \_\_\_\_\_: You have been elected as Excellent Grand Royal Arch Captain of the Grand Chapter, and will now be invested with the jewel and apron of your office. It is your duty to see that the external avenues of the Grand Chapter are securely guarded, and that none are permitted to pass or repass but such as are duly qualified and have the requisite permission. Let vigilance and attention, therefore,

actuate you in the discharge of the functions of your important office. You will now be conducted to your station.  
Companion Installing Grand Captain of the Host: You will present the Grand Masters of the Veils-elect at the altar.

### **CHARGE TO THE EXCELLENT GRAND MASTERS OF THE VEILS**

**Installing Officer:**

Companion \_\_\_\_\_ and \_\_\_\_\_: You have been elected as Excellent Grand Masters of the Veils of the Grand Chapter, and will now be invested with the jewels and aprons of your offices.

As Veils have been placed for the purpose of protecting the approaches of our sacred tabernacle, so it is necessary to have guards stationed to see that none who are unworthy be admitted. You will, therefore, permit none to pass except those who are qualified to beautify and adorn the Temple. Then, although every rod should become a serpent and every serpent an enemy to our Institution, yet shall their utmost exertions to destroy its reputation or to sap its foundation become as impotent as the leprous hand, or as water spilled upon the ground, which cannot be gathered up again. You will now be conducted to your respective stations.

Companion Installing Grand Captain of the Host: You will present the Grand Sentinel appointed at the altar.

### **CHARGE TO THE GRAND SENTINEL**

**Installing Officer:**

Companion \_\_\_\_\_: You have been selected as Grand Sentinel of the Grand Chapter, and will now be invested with the jewel and apron of your office.

It is your duty to guard the door of the Grand Chapter on the outside; to report to the Grand Royal Arch Captain those who desire to be admitted. The sword which is symbolically placed in your hand, enables you to repel the approach of Cowans and Eavesdroppers, and to guard against surprise. Your punctual attendance is essentially necessary to every convocation. You will now be conducted to your station.

Companion Installing Grand Captain of the Host, you will now make the proclamation.

**Companion Captain of the Host:**

In the name of the Most Excellent Grand Royal Arch Chapter of Georgia, I proclaim the Grand Chapter Officers of this Grand Chapter to be duly installed into their respective Stations.

## CONSTITUTION OF A NEW A CHAPTER

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The new Chapter will meet in its hall, and open on the Royal Arch degree; the Grand Officers will meet in any convenient room, not distant, and on being notified by a committee of the new Chapter that its members are ready for their reception, they will proceed to the Chapter room, where, being received by the new Chapter with the Grand Honors, the officers of the new Chapter will resign their stations to the Grand Officers. A procession will then be formed by the Grand Captain of the Host, as follows, which, if the ceremonies are to be public, will repair to the place designated for their performance:

- Sentinel
- Royal Arch Masons, by threes
- Members of the new Chapter, as follows:
  - Three Masters of the Veils
  - Royal Arch Captain, Principal Sojourner, and Captain of Host
  - Secretary, Treasurer, and Chaplain carrying the Pot of Incense
  - Four Companions carrying the Ark
  - A Companion carrying the Great Lights
  - Scribe, High Priest, and King
- Grand Sentinel
- Three Grand Masters of the Veils
- Grand Royal Arch Captain
- Grand Principal Sojourner
- Grand Secretary and Grand Treasurer
- Grand Chaplain
- Grand Scribe and Grand King
- Past Grand High Priests
- Grand High Priest

On arriving at the place where the ceremonies are to be performed, the procession halts, faces inward, and the Grand Officers and others pass through. All being seated, the ceremonies commence as follows:

### **ANTHEM, PRAYER**

#### **Grand Chaplain:**

Almighty and Supreme High Priest of Heaven and Earth! Who is there in heaven but Thee! And who upon earth can stand in competition with Thee. Thine Omniscient Mind brings all things in review, past, present, and to come; Thine Omnipotent Arm directs the movements of the vast creation; Thine Omnipresent Eye penetrates the secret recesses of every heart; Thy boundless

beneficence supplies us with every comfort and enjoyment; Thine unspeakable perfections and glory surpass the understanding of the children of men! Our Father, who is in heaven, we invoke Thy benediction upon the purposes of our present assembly.

May this Chapter be established to Thine honor and consecrated to Thy glory; may its officers be endowed with wisdom to discern its true interests and fidelity to pursue them; and may its members be ever mindful of the duty they owe to their God, the obedience they owe to their superiors, the love they owe to their equals, and the good-will they owe to all mankind.

GLORY BE TO GOD ON HIGH.

**Response:**

As it was in the beginning, is now, and ever shall be, world without end. So mote it be. Amen.

*(There will be music or an ode. The Grand Captain of the Host then forms the new Chapter in front of the Grand High Priest, and says:)*

**Grand Captain of the Host:**

Most Excellent Grand High Priest, a number of companions, duly instructed in the sublime mysteries, being desirous of promoting the honor, and propagating the principles of the Art, have applied to the Grand Chapter of Royal Arch Masons in this place; which having been obtained, they are now here assembled for the purpose of being constituted and having their officers installed in due and ancient form.

**Grand High Priest:**

Let the Charter be read. *(Grand Secretary reads it.)*

**Grand High Priest:**

Companions: Do you still approve of the officers herein named?

**Companions:**

We do.

**Grand High Priest:**

Then, by virtue of the high powers in me vested, I do herewith form you, my respected Companions, into a regular Chapter of Royal Arch Masons. From henceforth you are authorized and empowered to open and hold Lodges of Mark Masters, Past Masters, and Most Excellent Masters, and a Chapter of Royal Arch Masons; and to do and perform all such things as thereunto may appertain; conforming in all your doings to the Constitution and the General Regulations of the Grand Chapter of this State and the Constitution and General Regulations of the General Grand Chapter Royal Arch Masons, International. And may the

God of your father be with you, and guide you and direct you in all your doings.

The Ark or the Covenant, and the furniture, clothing, jewels, and implements, belonging to the Chapter (having been previously placed in the center, in front of the Grand High Priest) are now uncovered and the dedication proceeds.

### **DEDICATION**

*(The Grand Chaplain takes the Pot of Incense in hand.)*

#### **Grand Chaplain:**

To our Most Excellent Patron, Zerubbabel, we solemnly dedicate this Chapter. May the blessing of our Heavenly High Priest descend and rest upon its members, and may their felicity be immortal. *(Lights and places incense on the Ark.)* Glory be to God on high.

#### **Response:**

As it was in the beginning, is now, and forever shall be, world without end. Amen.

*(There will be music or an ode. The Grand Captain of the Host then presents the High Priest-elect of the new Chapter to the Grand High Priest.)*

### **INSTALLATION**

#### **Grand Captain of the Host:**

Most Excellent Grand High Priest, I present you Companion \_\_\_\_\_, who has been nominated by this new Charter to serve as high priest and now declares himself ready for installation. I find him to be skillful in the Royal Art, and attentive to the moral precepts of our forefathers, and have therefore no doubt but he will discharge the duties of his office with fidelity. At the annual installation of the officers of a Chapter, the retiring High Priest or some Past High Priest will perform the duties of Installing Officers, as herein provided, for the Grand High Priest. A Past High Priest, if one be present—if not, some other suitable Companion—will present the High Priest-elect to the Installing Officer (who will be addressed by his proper title) in the following words:

#### **Past High Priest:**

Most Excellent Grand High Priest, I present you Companion \_\_\_\_\_, who has been duly elected to serve this Chapter as High Priest for the ensuing Masonic year, and who now declares himself ready for installation. The High Priest-elect then turns and faces the companions.



**Installing Officer:**

Companions, you behold before you Companion \_\_\_\_\_, who has been elected to serve this Chapter as High Priest, and who now declares himself ready for installation. If any of you have any reasons to urge why he should not be installed, you will make them known now, or else forever hereafter hold your peace. Hearing no objections, I shall proceed to install him. *(By changing the titles, this formula can be used for the other officers.)*

**Grand High Priest:**

Excellent Companion: I feel much satisfaction in performing my duty on the present occasion, by installing you into the office of High Priest of this Chapter. It is an office highly honorable to all those who diligently perform the important duties which belong to it. Your reputed Masonic knowledge, however precludes the necessity of a particular enumeration of those duties. I shall therefore only observe, that by a frequent recurrence to the Constitution and General Regulations, and a constant study of our sublime science, you will be best able to fulfill them; and I am confident that the Companions who are chosen to assist you will give strength to your endeavors and support to your exertions. I shall now propose certain questions to you relative to the duties of your office, to which I must request your unequivocal answer.

- Do you solemnly promise that you will redouble your endeavors to correct the vices, purify the morals, and promote the happiness of those of your Companions who have attained this sublime degree?
- That you will never suffer your Chapter to be opened unless there be present nine regular Royal Arch Masons?
- That you will never suffer either more or less than three brethren to be exalted in your Chapter at one and the same time?
- That you will not exalt any one to this degree who has not shown a charitable and humane disposition; or who has not made a considerable proficiency in the foregoing degrees?
- That you will promote the general good of our fraternity, and on all proper occasions, be ready to give and receive instructions, and particularly from the General and State Grand Officers?
- That to the utmost of your power, you will preserve the solemnities of our ceremonies, and behave, in open Chapter, with the most profound respect and reverence, as an example to your Companions?
- That you will not acknowledge or have intercourse with any Chapter that does not work under a constitutional charter or

dispensation?

- That you will not admit any visitor into your Chapter who has not been exalted in a Chapter legally constituted, without his being first formally healed?
- That you will observe and support such by-laws as may be made by your Chapter, in conformity to the Constitution of the General Grand Chapter of Royal Arch Masons International, and the Constitution and General Regulation of the Grand Chapter of this State?
- That you will pay due respect and obedience to the instructions of the General and State Grand Officers, particularly relating to the several lectures and charges, and will resign the chair to them, severally, when they may visit your Chapter officially?
- That you will support and observe the Constitution of the General Grand Chapter of Royal Arch Masons International, and the Constitution and General Regulations of the Grand Royal Arch Chapter under whose authority you act?
- That you will bind your successor in office to the observance of the same rules to which you have now assented?

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

*(These questions being answered in the affirmative, the Grand Captain of the Host will cause the High Priest-elect to kneel at the Altar and escort the Grand Chaplain to the Alter.)*

### **Installing Grand Chaplain:**

Most Holy and Glorious Lord God, the Great High Priest of heaven and earth! We approach Thee with reverence, and implore Thy blessing on the Companion elected to preside over this Chapter, and now prostrate before Thee; fill his heart with Thy fear, that his tongue and actions may pronounce Thy glory. Make him steadfast in Thy Service; grant him firmness of mind, animate his heart, and strengthen his endeavors; may he teach Thy judgments and Thy laws; and may the incense he shall put before Thee, upon Thine altar, prove an acceptable sacrifice unto Thee. Bless him O Lord, and bless the work of his hands. Accept us in mercy. Hear Thou from heaven, Thy dwelling place, and forgive our transgressions. Glory be to God on high.

### **Response:**

As it was in the beginning, is now, and ever shall be, world without end. So mote it be. Amen.

*(The Grand High Priest will then administer the following obligation.)*

**Grand High Priest:**

I, \_\_\_\_\_, do promise upon my honor as a Mason that I will serve this Chapter, as High Priest, for the term for which I have been elected; that I will perform all the duties, appertaining to that office to the best of my abilities, and will support and maintain the Constitution and General Regulations of the Grand Chapter of the State of Georgia, and those of the General Grand Chapter of Royal Arch Masons, International. *(The Grand High Priest will then cause the High Priest-elect to be invested with his clothing, badges, etc.; after which he will address him as follows.)*

**Grand High Priest:**

Excellent Companion: In consequence of your cheerful acquiescence with the charges, which you have heard recited, you are qualified for installation as the High Priest of this Royal Arch Chapter; and it is incumbent upon me, on this occasion, to point out some of the particulars appertaining to your office, duty and dignity.

The High Priest of every Chapter has it in special charge to see:

- That the By-Laws of his Chapter, as well as the Constitution of the General Grand Chapter of Royal Arch Masons, International and the Constitution and General Regulations of the Grand Chapter are duly observed;
- That all the officers of his Chapter perform the duties of their respective offices faithfully and are examples of diligence and industry to their companions;
- That true and accurate records of all the proceedings of the Chapter are kept by the Secretary;
- That the Treasurer keeps and renders exact and just accounts of all the monies and other property belonging to the Chapter;
- That the regular returns be made monthly to the Grand Chapter; and
- That the annual dues to the Grand Chapter be regularly and punctually paid.
- He has the right and authority of calling his Chapter together at pleasure upon any emergency or occurrence which, in his judgment, may require their meeting.
- It is his privilege and duty, together with the King and Scribe, to attend the meetings of the Grand Chapter, either in person or by proxy; and the well-being of the institution requires that this duty should on no occasion be omitted.

Let the Mitre with which you are crowned remind you of the dignity of the office you sustain, and its inscription impress upon your mind a sense of your dependence upon God; that perfection is not given unto man upon earth, and that holiness belongeth unto the Lord alone.

The Breastplate with which you are decorated—an imitation of that upon which were engraven the names of the twelve tribes and worn by the High Priest of Israel—is to teach you that you are always to bear in mind your responsibility to the laws and ordinances of the institution, and that the honor and interests of your Chapter and its members should be always near your heart. The various colors of the Robes you wear are emblematical of every grace and virtue which can adorn and beautify the human mind; each of which will be briefly illustrated in the course of the charges to be delivered to your subordinate officers.

I now deliver into your hands the Charter under which you are to work. You will receive it as a sacred deposit, and never permit it to be used for any other purposes than those expressed in it, and safely transmit it to your successor in office.

*(There will be music or an ode.)*

You will now take charge of your officers, standing at their right, and present them severally in succession to the Grand Captain of the Host, by whom they will be presented to me for installation.

*(The High Priest of the Chapter will then present each of his officers in succession to the Grand Captain of the Host, who will present the officer to the Grand High Priest, in the words already used in presenting the High Priest, making the necessary variation for the office. The Officers will then be obligated, severally or together, as may be preferred, and the appropriate charge will be delivered to each.)*

#### AT ANNUAL INSTALLATIONS:

##### Installing Officer:

*You will now assume your station in the East and proceed with the installation of your Subordinate Officers.*

The High Priest will proceed with the installation or request the installing officer to continue the ceremony.

#### CHARGE TO THE KING

##### **Installing Officer:**

Companion: The important station to which you are elected in this Chapter requires from you exemplary conduct; its duties demand your most assiduous attention; you are to second and support your chief in all the requirements of his office, and should casualties at any time prevent his attendance, you are to succeed him in the performance of his duties.

Your badge, the Level - surmounted by a Crown, should remind you that, although you are the representative of a King, and exalted by office above your companions, yet that you remain upon a level with them, as respects your duty to God, your

neighbor, and yourself; that you are equally bound with them to be obedient to the laws and ordinances of the institution, to be charitable, humane, and just and to seek every occasion of doing good.

Your office teaches a striking lesson of humility. The institutions of political society teach us to consider the King as the chief of created beings, and that the first duty of his subjects is to obey his mandates; but the institution of our sublime degrees, by placing the King in a situation subordinate to the High Priest, teach us that our duty to God is paramount to all other duties, and should ever claim the priority of our obedience to man; and that, however strongly we may be bound to obey the laws of civil society, yet that those laws, to be just, should never intermeddle with matters of conscience, nor dictate articles of faith.

The Scarlet Robe, an emblem of imperial dignity, should remind you of the paternal concern you should ever feel for the welfare of your Chapter, and the fervency and zeal with which you should endeavor to promote its prosperity.

In presenting to you the crown, which is an emblem of royalty, I would remind you that to reign sovereign in the hearts and affections of men must be fair more grateful to a generous and benevolent mind than to rule over this preeminence with honor and satisfaction, you must subject your own passions and prejudices to the domination of reason and charity.

You are entitled to the second seat in the council of your Companions. Let the bright example of your Illustrious predecessor in the Grand Council at Jerusalem stimulate you to the faithful discharge of your duties; and when the King of kings shall summon you into his immediate presence, from his hand may you receive a crown of glory which shall never fade away.

*(There will be music or an ode.)*

### **CHARGE TO THE SCRIBE**

#### **Installing Officer:**

Companion: The office of Scribe, to which you are elected, is very important and respectable. In the absence of your superior officers, you are bound to succeed them, and perform their duties. The purposes of the institution ought never to suffer for want of intelligence in its proper officers; you will therefore perceive the necessity there is of your possessing such qualifications as will enable you to accomplish those duties which are incumbent upon you in your appropriate station, as well as those which may occasionally devolve on you by the absence of your superiors. The Purple Robe, with which you are invested, is an emblem of Union, and is calculated to remind you that the harmony and unanimity of the Chapter should be your constant aim; and to this

end you are studiously to avoid all occasions of giving offense, or countenancing anything that may create divisions or dissensions. You are, by all means in your power, to endeavor to establish a permanent union and good understanding among all orders and degrees of Masonry; and as the glorious sun, at its meridian height, dispels the mists and clouds which obscure the horizon, so may your exertions tend to dissipate the gloom of jealousy and discord whenever they may appear.

Your badge, a Plumb-rule surmounted by a Turban, is an emblem of rectitude and vigilance; and while you stand as a watchman upon the tower, to guard your Companions against the approach of those enemies of human felicity, intemperance and excess, let this faithful monitor ever remind you to walk uprightly in your station; admonishing and animating your Companions to fidelity and industry while at labor, and to temperance and moderation while at refreshment. And when the great Watchman of Israel, whose eye never slumbers nor sleeps, shall relieve you from your post on earth, may he permit you in heaven to participate in that food and refreshment which is: "Such as the saints in glory love, And such as angels eat."

*(There will be music or an ode.)*

### **CHARGE TO THE TREASURER**

#### **Installing Officer:**

Companion: You are elected Treasurer of this Chapter, and I have the pleasure of investing you with the badge of your Office.

The qualities which should recommend a Treasurer are accuracy and fidelity—accuracy, in keeping a fair and minute account of all receipts and disbursements; fidelity, in carefully preserving all the property and fund of the Chapter that may be placed in his hands, and rendering a just account of the same whenever he is called upon for that purpose. I presume that your respect for the institution, your attachment to the interests of your Chapter, and your regard for a good name, which is better than precious ointment, will prompt you to the faithful discharge of the duties of your office.

### **CHARGE TO THE SECRETARY**

#### **Installing Officer:**

Companion: I with pleasure invest you with your badge as Secretary. The qualities which should recommend a Secretary are promptitude in issuing the notifications and orders of his superior officers; punctuality in attending the convocations of the Chapter; correctness in recording its proceedings; judgment in discriminating between what is proper and what is improper to be committed to writing; regularity in making his monthly returns to

the Grand Chapter; integrity in accounting for all monies that may pass through his hands; and fidelity in paying the same over into the hands of the Treasurer. The possession of these good qualities, I presume, has designated you as a suitable candidate for this important office; and I cannot entertain a doubt that you will discharge its duties beneficially to the Chapter, and honorably to yourself. And when you shall have completed the record of your transactions here below, and finished the term of your probation, may you be admitted into the Celestial Grand Chapter of saints and angels, and find your name recorded in the book of life eternal.

### **CHARGE TO THE CHAPLAIN**

#### **Installing Officer:**

Companion: The sacred position of Chaplain has been entrusted to your care, and I now invest you with the jewel of your office. In the discharge of your duties, you will be required to conduct the devotional exercises of our convocations, and to perform the sacred functions at our meetings. Though Masonry be not religion, it is emphatically religion's handmaid; and I am sure that, in ministering at its altar, the services you may perform will lose nothing of their vital importance because they are practiced in that spirit of universal tolerance which distinguishes our institution. The doctrines of morality and virtue will form the appropriate lessons which you are expected to communicate to your Companions. The confidence expressed in your appointment as Chaplain of this Chapter is the best guaranty that you will discharge the duties with steadfastness and perseverance in well-doing.

### **CHARGE TO THE CAPTAIN OF THE HOST**

#### **Installing Officer:**

Companion: The office with which you are entrusted is of high importance, and demands your most zealous consideration. The preservation of the most essential traits of our ancient customs, usages, and landmarks is within your province; and it is indispensably necessary that the part assigned to you, in the immediate practice of our rites and ceremonies, should be perfectly understood and correctly administered. Your office corresponds with that of Marshal, or Master of Ceremonies. You are to superintend all processions of your Chapter, when moving in a distinct body either in public or private; and as the world can only judge of our private discipline by our public deportment, you will be careful that the utmost order and decorum be observed on all occasions. You will ever be attentive to the commands of your chief, and always near at hand to see them duly executed.

I invest you with the badge of your office, and arm you with a sword, and I presume that you will give to your duties all that study and attention which their importance demands.

### **CHARGE TO THE PRINCIPAL SOJOURNER**

#### **Installing Officer:**

Companion: The office confided to you, though subordinate in degree, is equal in importance to any in the Chapter that of your chief alone accepted. Your office corresponds with that of Senior Deacon in the preparatory degrees, and I now invest you with your badge of office.

Among the duties required of you, the preparation and introduction of candidates are not the least. As, in our intercourse with the world, experience teaches that first impressions are often the most durable, and the most difficult to eradicate, so it is of great importance, in all cases, that those impressions should be correct and just; hence it is essential that the officer who brings the blind by a way that they know not, and leads them in paths that they have not known, should always be well qualified to make darkness light before them, and crooked things straight.

Your robe of office is an emblem of humility; and teaches that, in the prosecution of a laudable undertaking, we should never decline taking any part that may be assigned us, although it may be the most difficult or dangerous.

The rose-colored Tessellated Border adorning the robe is an emblem of ardor and perseverance, and signifies that when we have engaged in a virtuous cause notwithstanding all the impediments, hardships, and trials we may be destined to encounter, we should endure them all with fortitude and ardently persevere unto the end; resting assured and receiving, at the termination of our labors, a noble and glorious reward. Your past exertions will be considered as a pledge of your future assiduity in the faithful discharge of your duties.

### **CHARGE TO THE ROYAL ARCH CAPTAIN**

#### **Installing Officer:**

Companion: The well-known duties of your station require but little elucidation. Your office in the preparatory degrees corresponds with that of Junior Deacon. It is your province, conjointly with the Captain of the Host, to attend the examination of all visitors and to take care that none are permitted to enter the Chapter but such as have traveled the rugged path of trail, and evinced their title to our favor and friendship. You will be attentive to obey the commands of the Captain of the Host during the introduction of strangers among the workmen; so that should they be permitted to pass your post, they may, by him, be introduced into the presence of the Grand Council.



The White Banner, entrusted to your care, is emblematical of that purity of heart and rectitude of conduct which ought to actuate all those who pass the white veil of the sanctuary. I give it to you strongly in charge, never suffer anyone to pass your post without the Signet of Truth. I present you the badge of your office, in expectation of your performing your duties with intelligence, assiduity, and propriety.

### **CHARGE TO THE MASTER OF THE THIRD VEIL**

#### **Installing Officer:**

Companion: I invest you with your badge and present you with the scarlet Banner, which is the ensign of your office, and with a sword to protect and defend the same. The rich and beautiful color of your banner is emblematical of fervency and zeal, and is the appropriate color of the Royal Arch degree; it admonishes us that we should be fervent in the exercise of our devotion to God, and zealous in our endeavors to promote the happiness of man.

### **CHARGE TO THE MASTER OF THE SECOND VEIL**

#### **Installing Officer:**

Companion: I now invest you with your badge, and present you with the Purple Banner, which is the ensign of your office, and arm you with a sword to enable you to maintain its honor. The color of your banner is produced by a due mixture of blue and scarlet; the former of which is the characteristic color of the symbolic, or first three degrees of Masonry, and the latter that of the Royal Arch degree. It is an emblem of union, and is the characteristic color of the intermediate degrees. It admonishes us to cultivate and improve that spirit of union and harmony, between the brethren of the symbolic degrees and the Companions of the sublime degrees, which should ever distinguish the members of a society founded upon the principles of everlasting truth and universal philanthropy.

### **CHARGE TO THE MASTER OF THE FIRST VEIL**

#### **Installing Officer:**

Companion: I invest you with your badge and present you with the Blue Banner, which is the ensign of your office, and a sword for its defense and protection. The color of your banner is one of the most durable and beautiful in nature. It is the appropriate color adopted and worn by our ancient brethren of the three symbolic degrees, and is the peculiar characteristic of an institution which has stood the test of ages, and which is as much distinguished by the durability of its materials, or principles, as by the beauty of its superstructure. It is an emblem of universal friendship and benevolence; and instructs us that, in the mind of a Mason, those virtues should be as expansive as the blue arch of heaven itself.

*(Three Masters of the Veils form a triangle immediately behind the altar and upholding their banners.)*

Companions: Those who are placed as overseers of any work should be well qualified to judge of its beauties and deformities—its excellences and defects; they should be capable of estimating the former and amending the latter. This consideration should induce you to cultivate and improve all those qualifications with which you are already endowed, as well as to persevere in your endeavors to acquire those in which you are deficient. Let the various colors of the banners committed to your charge admonish you to the exercise of the several virtues of which they are emblematic. You are to enjoin the practice of those virtues upon all who shall present themselves, or the work of their hands, for your inspection. Let no work receive your approbation but such as is calculated to adorn and strengthen the Masonic edifice. Be industrious and faithful in practicing and disseminating a knowledge of the true and perfect work, which alone can stand the test of the Grand Overseer's Square, in the great day of trial and retribution. Then, although every rod should become a serpent, and every serpent an enemy to this institution, yet shall their utmost exertions to destroy its reputation, or sap its foundations, become as impotent as the leprous hand, or as water spilled upon the ground, which cannot be gathered up again.

### **CHARGE TO THE SENTINEL**

#### **Installing Officer:**

Companion: You are appointed Sentinel of this Chapter and I invest you with the badge and this implement of your office. As the sword is placed in the hands of the Sentinel, to enable him effectually to guard against the approach of all cowans and eavesdroppers, and suffer none to pass or repass but such as are duly qualified, so it should morally serve as a constant admonition to us to set a guard at the entrance of our thoughts, to place a watch at the door of our lips, to post a sentinel at the avenue of our actions, thereby excluding every unqualified and unworthy thought, word, and deed, and preserving consciences void of offense toward God and toward man.

As the first application from visitors for admission into the Chapter is generally made to the Sentinel at the door, your station will often present you to the observation of strangers; it is, therefore, essentially necessary that he who sustains the office with which you are entrusted should be a man of good morals, steady habits, strict discipline, temperate, affable and discreet. I trust that a just reward for the honor and reputation of this institution will ever induce you to perform with fidelity the trust reposed in you; and

when the door of this earthly tabernacle shall be closed may you find an abundant entrance through the gates into the temple and city of our God.

*(There will be music or an ode.)*

### **CHARGE TO THE TO THE HIGH PRIEST**

#### **Installing Officer:**

Excellent Companion: Having been honored with the free suffrages of the members of this Chapter, you are elected to the most important office in their power to bestow. This expression of their esteem and respect should draw from you corresponding emotions; and your demeanor should be such as to repay the honor which they have so conspicuously conferred upon you, by an honorable and faithful discharge of the duties of your office. The station which you are called to fill is important, not only as it respects the correct practice of our rites and ceremonies, and the internal economy of the Chapter over which you preside, but the public reputation of the institution will be generally found to rise or fall according to the skill, fidelity and discretion with which its concerns are managed, and in proportion as the characters and conduct of its principal officers are estimable or censurable. You have accepted a trust to which is attached a weight of responsibility which will require all your efforts to discharge honorably to yourself and satisfactorily to the Chapter. You are to see that your officers are capable and faithful in the exercise of their offices. Should they lack ability, you are expected to supply their defects; you are to watch carefully the progress of their performances, and to see that the long-established customs of the institution suffer no derangement at their hands. You are to have a careful eye over the general conduct of the Chapter; see that due order and subordination are observed on all occasions; that the members are properly instructed; that due solemnity be observed in the practice of our rites; and that no improper levity be permitted at any time, but more especially at the introduction of strangers among the workmen.

In fine, you are to be an example to your officers and members which they need not hesitate to follow; thus securing to yourself the favor of Heaven and the applause of your brethren and companions.

Companions in Office: Precept and example should ever advance with equal pace. Those moral duties which you are required to teach unto others you should never neglect to practice yourselves. Do you desire that the demeanor of your equals and inferiors toward you should be marked with deference and respect? Be sure that you omit no opportunity of furnishing them with examples in your own conduct toward your superiors.

Do you desire to obtain instruction from those who are wiser or better informed than yourselves? Be sure that you are always ready to impart of your knowledge to those within your sphere who stand in need of and are entitled to receive it. Do you desire distinction among your companions? Be sure that your claims to preferment are founded upon superior attainments; let no ambitious passion be suffered to induce you to envy or supplant a companion who may be considered better qualified for promotion than yourselves; but rather let a laudable emulation induce you to strive to excel each other in improvement and discipline; ever remembering that he who faithfully performs his duty, even in a subordinate or private station, is as justly entitled to esteem and respect as he who is invested with supreme authority.

### **ADDRESS TO THE CHAPTER**

#### **Installing Officer:**

Companions: The exercise and management of the sublime degrees of Masonry in your Chapter hitherto are so highly appreciated, and the good reputation of the Chapter so well established, that I presume these considerations alone, were there no others of greater magnitude, would be sufficient to induce you to preserve and perpetuate this valuable and honorable character. But when to these is added the pleasure which every philanthropic heart must feel in doing good, in promoting good order, in diffusing light and knowledge, in cultivating Masonic charity, which are the great objects of this sublime institution, I cannot doubt that your future conduct, and that of your successors, will be calculated to increase still more the luster of your justly esteemed reputation.

May your Chapter become as beautiful as the Temple, as peaceful as the Ark, and as sacred as its most holy Place. May your oblation of piety and praise be as grateful as the Incense; Your Love as warm as its Flame; and your Charity as diffusive as its fragrance. May your Hearts be as pure as the Altar, and your Conduct acceptable as the Offering. May the exercise of your Charity be as constant as the returning wants of the distressed widow and helpless Orphan. May the approbation of Heaven be your encouragement, and the testimony of a good conscience your support; may you be endowed with every good and perfect gift, while traveling the rugged path of life, and finally be admitted within the veil of Heaven, to the full enjoyment of Life eternal. Amen.

#### **Response:**

So mote it be.

*(The officers and members of a new Chapter will then pass in*

*review in front of the Grand Officers, with their hands crossed on their breasts, bowing as they pass. The Grand Captain of the Host then makes the following proclamation.)*

### **PROCLAMATION**

#### **Grand Captain of the Host:**

In the name of the Most Excellent Grand Chapter of the State of Georgia, I proclaim \_\_\_\_\_ Chapter No. \_\_\_\_\_, to be legally constituted and consecrated, and the officers thereof duly installed, with the Grand Honors of Royal Arch Masonry.

If the ceremonies are public, public Grand Honors will be given.

### **BENEDICTION**

#### **Grand Chaplain:**

*(Ad libs closing prayer.)*

*(The procession, in case the ceremonies have taken place in a church or public place, will then return in the same order as before to the Chapter room, and the Grand Officers retiring, the Chapter will be closed by its officers. At the annual installation of the officers of a Chapter the following proclamation will be used:)*

In the name of the Most Excellent Grand Chapter of the State of Georgia, I proclaim the officers of Chapter No. \_\_\_\_, to be duly installed into their respective offices. *(Then private Grand Honors are then given.)*

If the installation takes place in public, the expression will be "with the public Grand Honors of Masonry by three times three," and the public Grand Honors will be given.

### **OPTIONAL ABBREVIATED INSTALLATION CEREMONIES FOR INSTALLATION OF CHAPTER OR DISTRICT OFFICERS**

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*(Installing Officers for these Ceremonies are: High Priest, Captain of the Host, and Chaplain. The principal Installing Officer must either be a Past High Priest, a Grand or General Grand Officer. The Installing Officers should be addressed with titles in line with their rank. Upon instructions from the Installing Officer, the Officers-elect are presented by the Captain of the Host with High Priest West of Altar, others back of him.)*

#### **Captain of the Host:**

\_\_\_\_\_, High Priest I present before you the Companions who have been duly elected or appointed to serve this Chapter (No. \_\_\_\_\_ District of Royal Arch Masons) as the Officers for the ensuing year, and who now declare themselves

ready for installation.

**Installing Officer:**

Companions, there are before you these Companions who have been elected or appointed to serve this Chapter (District) for the ensuing year, and who are now ready for installation. If any of you have a lawful or valid reason why either of them should not be installed, please make it known now, or else forever hereafter hold your peace. Hearing no objection I shall proceed.

As Freemasons, we are taught never to enter upon any great or important undertaking without first invoking the aid of Deity.

Therefore, Companion Chaplain please advance to our Holy Altar and invoke the blessings of Almighty God upon our earnest and worthy endeavors.

**Chaplain:**

Most Holy and Glorious Lord God, the Great High Priest of heaven and earth: We bow before Thee in reverence and with thanksgiving for thy great love and manifold blessings. We implore thy continued care and blessings upon these companions who are about to assume the responsibilities for the welfare and advancement of Capitular Masonry in this area. Give them wisdom to know TRUTH and DUTY: STRENGTH and COURAGE to meet their responsibilities and perform their duties, and good judgment to walk humbly before God and man. AMEN.

**Installing Officer:**

It is an honor, a privilege, and a distinct pleasure to assist in these installation ceremonies. It is hoped that these Officers-elect are fully aware of the high honors and serious responsibilities which are now to be conferred upon them.

Your specific duties and responsibilities are written into the obligations, charges and lectures in our ritual, in the By-Laws of this Chapter, and the Royal Arch Masonic Code of Georgia. Broadly speaking, your duties are to know, teach and follow. We cannot teach or follow without knowledge. Knowledge can be obtained only by study and experience. It must therefore be apparent to your mind that your first responsibility is to study your duties and rehearse your procedures so that you may be able to comply with your obligations. It should not be necessary to recapitulate at this time all the responsibilities of the High Priest, in which the other officers are duty bound to support him, however, you are required to assent to the following:

1. That you will redouble your endeavors to correct the vices, purify the morals, and promote the happiness of those of your Companions who have attained this sublime degree.
2. That to the utmost of your power, you will preserve the solemnities of our ceremonies; behave in open chapter with

the most profound respect and reverence, as an example to your companions.

3. That you will pay due respect and obedience to the instructions of the General Grand and State Grand Officers, particularly relating to the several lectures and charges, and will resign the chair to them, severally, when they may visit your Chapter officially.
4. That you will bind your successor in office to the observance of the same rules to which you have now assented.

Being mindful of these responsibilities: If you are ready and willing to assume the duties of your office each of you will place your right hand over your heart, say I, pronounce your name in full and repeat after me.

I solemnly promise to perform the duties of the Office to which I have been elected or appointed to the best of my ability. So help me God and keep me steadfast.

Companions, the success of this Chapter depends not alone on its Officers, but greatly upon all members. If you will support these Officers, by your ATTENDANCE and COOPERATION, please say I WILL.

Companion Captain of the Host, please clothe the Excellent High Priest and conduct him to the East. \*\*\*

Excellent High Priest, behold your Companions. Companions, behold your Excellent High Priest and salute him with Grand Honors. (*Seat Chapter after Grand Honors.*) Companion Captain of the Host, please clothe the other officers and conduct them to their respective stations.

Excellent High Priest, I now deliver into your hands the Charter under which you are to work. You will receive it as a sacred deposit; never permit it to be used for any other purposes than those expressed in it, and safely transmit it to your successor in office. May I remind you at this time of an important fact: Your station designates you as the leader in this Chapter, and when the record of the accomplishments or failures of the ensuing year have become history it will be a measure of your zeal and fidelity. Look well to the East. Companion Captain of the Host, you will make the proclamation.

**Captain of the Host:**

In the name of the Most Excellent Grand Chapter, Royal Arch Masons, State of Georgia, I proclaim the Officers of \_\_\_\_\_, Chapter No. \_\_\_\_\_(or District) to be duly installed into their respective Stations.