

**THE CONSTITUTION**  
OF  
**SUPREME GRAND CHAPTER**  
OF  
**ROYAL ARCH MASONS OF VICTORIA**

Published by the authority of the  
Supreme Grand Chapter of Royal Arch Masons of Victoria

\*

October 2014

**A Pathway of Enlightenment**

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Wayne L. Smith, PDGZ  
Grand Scribe Ezra  
2017

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# **SUPREME GRAND CHAPTER OF ROYAL ARCH MASONS OF VICTORIA**

in conjunction with the  
United Grand Lodge of Free and Accepted Masons of Victoria

## **ARTICLES OF UNION**

The Supreme Grand Chapter was formed on the following basis, which was read and declared at the opening thereof:

The Principals and Past Principals of the several Chapters in the Colony of Victoria having been duly summoned and been authorised by their respective Chapters shall meet at Freemasons' Hall, Melbourne, on Thursday, the 21st day of March, 1889, at two o'clock p.m., and form themselves into a Supreme Grand Chapter in connection with the United Grand Lodge of Victoria. The Supreme Grand Chapter, when formed, shall act in accordance with the General Regulations of the Supreme Grand Chapter of England, as far as the same may be applicable, until otherwise decided. (Under these Regulations Comp. Sir William J Clarke, as Grand Master of the United Grand Lodge, will be First Grand Principal).

The several Chapters, until otherwise decided, shall possess all the powers they are at present entitled to, and work in the manner to which they have hitherto been accustomed.

Whatever rank any Companion holds or has held shall be confirmed, and Past Provincial or District Grand Officers shall be entitled to rank as Past Grand Officers.

The first officers of the Supreme Grand Chapter, (with the exception of those who shall be entitled by the General Regulations of the Order to any office on account of the office they may hold in the United Grand Lodge) shall be nominated by the Executive Committee for confirmation by the Supreme Grand Chapter and appointed by the Most Excellent the First Grand Principal.

## **INAUGURATION OF GRAND CHAPTER**

By a solemn act of Union the Principals and Past Principals of the several Royal Arch Chapters in the Colony of Victoria holding under the English, Irish and Scottish Constitutions, being duly authorised by the respective Chapters, unanimously made declaration at a meeting duly summoned and held at Freemasons' Hall, Collins Street East, Melbourne, at two o'clock p.m. on

Thursday the 21st day of March, 1889, that a Supreme Grand Chapter of Royal Arch Masons is hereby formed in connection with the United Grand Lodge of Victoria, and that it shall act in accordance with the General Regulations of the Supreme Grand Chapter of England, so far as the same may be applicable until otherwise decided.

(Under these Regulations Sir William J Clarke, Baronet, as Grand Master of the United Grand Lodge, was installed as First Grand Principal).



# THE GRAND CHAPTER CONSTITUTION

## **Title**

1. This CONSTITUTION is called the Grand Chapter Constitution.

## **Unity Rule**

2. The Supreme Grand Chapter of Royal Arch Masons of Victoria hereby declares that Freemasonry consists of the following Degrees:  
the Entered Apprentice;  
the Fellow Craft;  
the Master Mason;  
the Mark Master Mason;  
the Supreme Order of the Holy Royal Arch.

## **The binding effect of this Constitution**

3. This CONSTITUTION binds all CHAPTERS and all COMPANIONS.
- 3A. This CONSTITUTION remains binding on a person even if he ceases to be a member of the ORDER by:
  - (a) exclusion; or
  - (b) resignation;
4. Save for breach of any statute or delegated legislation binding on GRAND CHAPTER this CONSTITUTION is binding upon all COMPANIONS and cannot be challenged by:
  - (a) writ; or summons; or
  - (b) motion; or
  - (c) judicial review; or
  - (d) any other proceedings;

in any court whatsoever unless and until all procedures provided for by this Constitution have been undertaken and exhausted.

### **Matters not otherwise provided for**

5. If any matter not provided for in this CONSTITUTION is provided for in Laws Rules and Regulations of the United Grand Lodge of Antient Free and Accepted Masons of Victoria that provision must be applied save insofar as it is so inappropriate to the ORDER that the FIRST GRAND PRINCIPAL after consulting with the Grand Registrar rules it to be inapplicable.

### **Amendments to Constitution**

6. This CONSTITUTION may be amended repealed or replaced by resolution at a GRAND CONVOCATION.
7. Notice of a proposed amendment must be given unless the FIRST GRAND PRINCIPAL or the SUPREME COMMITTEE OF GRAND CHAPTER directs to the contrary
8. Notice of replacement of the whole of this CONSTITUTION must be given at a prior GRAND CONVOCATION.

## Definitions

9. In this CONSTITUTION the undermentioned words and phrases bear the following meanings:

Word or Phrase	Meaning
APPEAL COMMITTEE	the Appeal Committee appointed under this CONSTITUTION
CHAPTER	a body comprised exclusively of COMPANIONS and authorised to meet as such by a warrant under the seal of GRAND CHAPTER
CLAUSE	a clause of the CONSTITUTION
COMPANION	a member of the ORDER
CONSTITUTION	the constitution of GRAND CHAPTER as in force from time to time
CONVOCATION	A meeting of a CHAPTER
COUNTRY CHAPTER	a CHAPTER which meets at a place more than 50 kilometres radially from the Melbourne Town Hall at the corner of Swanston and Collins Streets
EXECUTIVE OFFICER	the Executive Officer of Chamar Pty Ltd
FIRST GRAND PRINCIPAL	the elected head and leader of the ORDER and (except when the context otherwise requires) includes the PRO FIRST GRAND PRINCIPAL

<b>Word or Phrase</b>	<b>Meaning</b>
GRAND CHAPTER	the body known as the Supreme Grand Chapter of Royal Arch Masons of Victoria and comprised of those COMPANIONS referred to in CLAUSE 13
GRAND CONVOCATION	a convocation of GRAND CHAPTER
GRAND LODGE	The body known as THE UNITED GRAND LODGE OF ANTIENT FREE AND ACCEPTED MASONS OF VICTORIA
GRAND MARK	The body known as THE UNITED GRAND LODGE OF MARK MASTER MASONS OF VICTORIA
GRAND OFFICER	a COMPANION who holds or has held office in GRAND CHAPTER or who has had past grand rank conferred upon him
INSTALLATION CONVOCATION	the CHAPTER convocation at which its Principals are to be installed and officers invested
JUDICIARY COMMITTEE	the Judiciary Committee appointed under this CONSTITUTION
METROPOLITAN CHAPTER	any CHAPTER other than a COUNTRY CHAPTER
ORDER	the Supreme Order of the Holy Royal Arch in Victoria

Word or Phrase	Meaning
PRO FIRST GRAND PRINCIPAL	a GRAND OFFICER elected to act on behalf of the FIRST GRAND PRINCIPAL when the FIRST GRAND PRINCIPAL is Governor-General of the Commonwealth or Governor of the State of Victoria
REGISTER	the register kept by Grand Scribe Ezra recording the names and numbers of all CHAPTERS
SCHEDULE	a schedule to this CONSTITUTION
SUPREME COMMITTEE	the SUPREME COMMITTEE OF GRAND CHAPTER
WRITING/WRITTEN	any form of written or printed communication and includes facsimile, email or other electronic communication
YEAR	the period from one Grand Installation to the next or from one INSTALLATION CONVOCATION to the next (as the context requires)

10. In this CONSTITUTION words of:

- (a) plural number include the singular; and
- (b) singular numbers include the plural.

10A. Notwithstanding anything in this CONSTITUTION the colours of the ORDER are purple, crimson and pale blue.

## **GRAND CHAPTER**

### **Grand Chapter is the governing body**

11. GRAND CHAPTER is the governing body of the ORDER in Victoria.
12. All CHAPTERS and all COMPANIONS owe allegiance and loyalty to GRAND CHAPTER.

### **Membership of Grand Chapter**

13. GRAND CHAPTER is comprised of all:

- (a) GRAND OFFICERS; and
- (b) Principals in office; and
- (c) Past First Principals

who are not disqualified from membership of GRAND CHAPTER by this CONSTITUTION.

14. A member of GRAND CHAPTER is disqualified from membership of GRAND CHAPTER if he is:
  - (a) four months in arrears in payment of any fee subscription or other payments due by him to GRAND CHAPTER or to a CHAPTER;  
or
  - (b) a member of a CHAPTER which 4 months after it has been notified by the Grand Scribe Ezra of its default is still 12 months or more in arrears in;
    - (i) lodging returns with the Grand Scribe Ezra; or
    - (ii) paying any fee subscription or other payment due by it to GRAND CHAPTER or to Chamar Pty Ltd; or

(c) under exclusion or suspension by:

(i) GRAND CHAPTER; or

(ii) GRAND LODGE; or

(iii) GRAND MARK.

15. A former member resumes membership of GRAND CHAPTER immediately upon his re-affiliation after the disqualifying factor is cured.

## **GRAND OFFICERS**

### **FIRST GRAND PRINCIPAL**

#### **Nomination for election as First Grand Principal**

16. Except in the case of a:

(a) Governor-General; or

(b) State Governor; or

(c) past Governor-General; or

(d) past State Governor;

no COMPANION can be nominated for election as FIRST GRAND PRINCIPAL unless he has served in the office of:

(a) Deputy First Grand Principal; or

(b) Second Grand Principal; or

(c) Third Grand Principal.

17. Ordinarily nomination of a COMPANION for election as FIRST GRAND PRINCIPAL will be by selection by the Past First Grand Principals with the nomination (if for a successor) being made by the FIRST GRAND PRINCIPAL.

18. If the Past First Grand Principals have agreed upon a nominee they must inform GRAND CHAPTER no later than the October GRAND CONVOCATION.
19. Any GRAND OFFICER may nominate a qualified candidate should the Past First Grand Principals fail to agree on a nominee.
20. A nomination under CLAUSE 19 must be:
  - (a) in writing; and
  - (b) signed by the nominator and by the nominee; and
  - (c) state in respect of the nominee:
    - (i) his full name; and
    - (ii) the CHAPTER or CHAPTERS of which he is a member; and
    - (iii) his current rank; and
    - (iv) his acceptance of nomination for election as FIRST GRAND PRINCIPAL; and
  - (d) lodged with the Grand Scribe Ezra no later than the second Friday in September.
21. Unless the Past First Grand Principals resolve that there is a special reason for his serving a third consecutive year of office no FIRST GRAND PRINCIPAL may be nominated for a third consecutive term.
22. If a COMPANION elected to or serving in the office of FIRST GRAND PRINCIPAL:
  - (a) dies; or
  - (b) is declared by resolution of the Past First Grand Principals to have become incapable of holding that office or discharging its duties; or
  - (c) decides or desires for any reason not to accept or continue in the office;

the Past First Grand Principals must as soon as possible but not later than



the next GRAND CONVOCATION select and nominate a qualified COMPANION for election as FIRST GRAND PRINCIPAL.

23. If the Past First Grand Principals fail to nominate a qualified COMPANION in accordance with CLAUSE 22 any GRAND OFFICER may do so no later than five weeks before the next GRAND CONVOCATION but otherwise in accordance with CLAUSE 19.

### **Election as First Grand Principal**

24. A FIRST GRAND PRINCIPAL will ordinarily be elected at the October GRAND CONVOCATION.
25. An election in any of the circumstances set out in CLAUSE 22 must be:
  - (a) if the Past First Grand Principals have made a nomination - at the next GRAND CONVOCATION after one or other of those circumstances occurs; or
  - (b) if the Past First Grand Principals have not made a nomination by the end of that GRAND CONVOCATION - at the next GRAND CONVOCATION.
26. If there is only one nominee he must be declared elected and no vote is necessary. If there are two or more nominees then the election shall be by ballot.

### **First Grand Principal's powers**

27. The FIRST GRAND PRINCIPAL may do all such things appertaining to his office as are not in conflict with this CONSTITUTION.
28. With the exception of the JUDICIARY COMMITTEE the FIRST GRAND PRINCIPAL is by virtue of his office automatically a member of every GRAND CHAPTER committee and of all their subcommittees.
29. The FIRST GRAND PRINCIPAL may appoint a Ritual and Ceremonial Committee and such Committee shall report directly to the FIRST GRAND PRINCIPAL.
30. After considering a recommendation from the SUPREME COMMITTEE the FIRST GRAND PRINCIPAL may:
  - (a) grant a charter for a new CHAPTER; or

- (b) grant a travelling charter to a CHAPTER; or
- (c) authorise an amalgamation of two or more CHAPTERS; or
- (d) authorise two or more CHAPTERS which have amalgamated to be reconstituted into their previously existing separate CHAPTERS.

31. The FIRST GRAND PRINCIPAL may grant dispensations in accordance with this CONSTITUTION.

32. The FIRST GRAND PRINCIPAL may confer Grand Rank on or promote any eligible COMPANION whom he considers worthy of the honour.

32A. The FIRST GRAND PRINCIPAL may propose or second any candidate for Exaltation in any CHAPTER.

### **Delegation of First Grand Principal's powers**

33. The Deputy First Grand Principal must exercise any of the FIRST GRAND PRINCIPAL's powers and privileges and perform any of his duties when directed so to do by him or, if by absence or illness or injury or other cause, the FIRST GRAND PRINCIPAL is unable to give such a direction.

### **Communications to the First Grand Principal**

34. All communications intended for the FIRST GRAND PRINCIPAL must be addressed to him through the Grand Scribe Ezra.

### **Past First Grand Principals' Meetings**

35. (a) The Past First Grand Principals shall meet at least four times in a year so that there is at least one meeting in each quarter.

(b) The FIRST GRAND PRINCIPAL and the DEPUTY FIRST GRAND PRINCIPAL shall be entitled to attend any meeting of the Past First Grand Principals.

(c) Should the FIRST GRAND PRINCIPAL attend a meeting of Past First Grand Principals he shall preside over such meeting unless he directs otherwise.

(d) The quorum of a meeting of Past First Grand Principals is three.

## GRAND OFFICERS

### Ranks and designations of rank

36. GRAND OFFICERS' ranks and the abbreviations designating those ranks are:

Rank	Abbreviation	Entitlement to Rank
Most Eminent COMPANION	MEmComp	FIRST GRAND PRINCIPAL; and PRO FIRST GRAND PRINCIPAL; and Past First Grand Principals; and Past Pro First Grand Principals.
Right Eminent COMPANION	REmComp	All other GRAND OFFICERS above the rank of Grand Scribe Ezra.
Very Eminent COMPANION	VEmComp	All other GRAND OFFICERS above the rank of Deputy Grand Director of Ceremonies.
Eminent COMPANION	EmComp	All other GRAND OFFICERS

### Order of precedence and designations

37. The order of precedence and the abbreviations designating the offices held by GRAND OFFICERS and the past offices conferred on PAST GRAND OFFICERS are:

Precedence	Abbreviation
FIRST GRAND PRINCIPAL	69
PRO FIRST GRAND PRINCIPAL	ProGZ
Past First Grand Principals and Past Pro First Grand Principals	PGZ
Deputy First Grand Principal	DGZ
Past Deputy First Grand Principals	PDGZ
Second Grand Principal	GH
Third Grand Principal	GJ
Past Second Grand Principals	PGH
Past Third Grand Principals	PGJ
Grand Scribe Ezra	GSE
Grand Scribe Nehemiah	GSN

<b>Precedence</b>	<b>Abbreviation</b>
Past Grand Scribes Nehemiah	PGSN
Grand Treasurer	GTreas
Past Grand Treasurers	PGTreas
Grand Registrar	GReg
Past Grand Registrars	PGReg
President of the Supreme Committee	PSC
Past Presidents of the Supreme Committee	PPSC
Grand Inspector of Workings	GIWkgs
Past Grand Inspectors of Workings	PGIWkgs
Grand Lecturer	GLect
Past Grand Lecturers	PGLect
Grand Director of Ceremonies	GDC
Past Grand Directors of Ceremonies	PGDC
Grand Organist	GOrg
Past Grand Organists	PGOrg
Deputy Grand Director of Ceremonies	DGDC
Past Deputy Grand Directors of Ceremonies	PDGDC
Assistant Grand Director of Ceremonies	AGDC
Past Assistant Grand Directors of Ceremonies	PAGDC
Principal Grand Sojourner	PGSoj
Past Principal Grand Sojourners	PPGSoj
First Assistant Grand Sojourner	FAGSoj
Past First Assistant Grand Sojourners	PFAGSoj
Second Assistant Grand Sojourner	SAGSoj
Past Second Assistant Grand Sojourners	PSAGSoj
Assistant Grand Scribe Ezra	AGSE
Grand Sword Bearer	GSwdB
Past Grand Sword Bearers	PGSwdB
Grand Standard Bearer	GStdB
Past Grand Standard Bearers	PGStdB
Assistant Grand Organist	AGOrg
Past Assistant Grand Organists	PAGOrg
Grand Choirmaster	G ChrMstr
Past Grand Choirmasters	PG ChrMstr
Grand Herald	GHer
Past Grand Heralds	PGHer
Grand Steward	GStwd

<b>Precedence</b>	<b>Abbreviation</b>
Past Grand Stewards	PGStwd
Grand Janitor	GJan
Past Grand Janitors	PGJan

38. When the Grand Team enters or leaves a CONVOCATION, its members take precedence according to their office.

### **Eligibility for Grand Rank**

39. The requirements for eligibility for Grand Rank are:

<b>Office</b>	<b>Requirement</b>
Deputy First Grand Principal	Performance of the duty of the active office of Second Grand Principal or of Third Grand Principal.
Grand Organist	Acceptance of the duty of playing the organ at: <ul style="list-style-type: none"> <li>(a) Grand Installations; and</li> <li>(b) GRAND CONVOCATIONS; and</li> <li>(c) ceremonies performed by the Grand Team; and</li> <li>(d) CHAPTER convocations.</li> </ul>
Grand Choirmaster	Acceptance of the duty of encouraging the formation or continuance of a Grand Choir; and conducting it at GRAND CONVOCATIONS; and at Grand Installations.
Grand Herald	Acceptance of the duty of playing the trumpet at: <ul style="list-style-type: none"> <li>(a) Grand Installations; and</li> <li>(b) GRAND CONVOCATIONS; and</li> <li>(c) ceremonies performed by the Grand Team.</li> </ul>

<b>Office</b>	<b>Requirement</b>
Grand Janitor	Acceptance of the duties of Grand Janitor as prescribed by this CONSTITUTION.
All other offices below that of Third Grand Principal	Past First Principal of a CHAPTER.

### **Eligibility for Past Grand Rank**

40. The requirements for eligibility for Past Grand Rank are:

<b>Office</b>	<b>Requirement</b>
Past Grand Organist	Performance of the duty of Grand Organist.
Past Grand Choirmaster	Performance of the duty of Grand Choirmaster.
Past Grand Herald	Performance of the duty of Grand Herald.
Past Grand Janitor	Performance of the duty of Grand Janitor.
All other offices	Performance of the duty of the active office; or Past First Principal of a CHAPTER.

### **Elected Grand Officers**

41. The elected GRAND OFFICERS are:

- (a) Grand Treasurer; and
- (b) Grand Janitor.

42. Nominations for a vacancy in an elected Grand Office must be:

- (a) made by:
  - (i) the FIRST GRAND PRINCIPAL; or
  - (ii) the SUPREME COMMITTEE; or
  - (iii) any other COMPANION who by CLAUSE 195 is entitled to attend each GRAND CONVOCATION and take part in its proceedings; and

- (b) lodged with the Grand Scribe Ezra:
  - (i) no later than the third Wednesday in September; or
  - (ii) if a vacancy occurs during a YEAR, within 28 days after it occurs.

### **Appointed Grand Officers**

43. At his installation or proclamation the FIRST GRAND PRINCIPAL must appoint:

- (a) Deputy First Grand Principal; and
- (b) Second Grand Principal; and
- (c) Third Grand Principal; and
- (d) Grand Scribe Ezra; and
- (e) Grand Scribe Nehemiah; and
- (f) Grand Registrar; and
- (g) President of the SUPREME COMMITTEE; and
- (h) Grand Inspector of Workings; and
- (i) Grand Director of Ceremonies; and
- (j) Grand Organist; and
- (k) Deputy Grand Director of Ceremonies; and
- (l) Assistant Grand Director of Ceremonies; and
- (m) Principal Grand Sojourner; and
- (n) First Assistant Grand Sojourner; and
- (o) Second Assistant Grand Sojourner; and
- (p) Grand Sword Bearer; and

- (q) Two Grand Standard Bearers; and
- (r) as many Grand Heralds as he thinks appropriate;
- (s) up to six Grand Stewards as he thinks appropriate;

44. The FIRST GRAND PRINCIPAL may appoint:

- (a) Grand Lecturer; and
- (b) as many Assistant Grand Organists as he thinks appropriate; and
- (c) Grand Choirmaster; and
- (d) Assistant Grand Scribe Ezra; and
- (e) Associate Grand Officers who are not invested officers.

45. If an appointed GRAND OFFICER:

- (a) dies: or
- (b) becomes incapable of holding the office to which he has been appointed or discharging its duties; or
- (c) decides or desires for any reason not to continue in his office; or
- (d) does not give a satisfactory performance of the duties of his office;

The FIRST GRAND PRINCIPAL may:

- (a) direct the Grand Scribe Ezra to remove the appointed GRAND OFFICER's name from the list of those in the current Grand Team; and
- (b) recall a GRAND OFFICER under CLAUSE 51; or
- (c) fill the vacancy by appointing a replacement.



**Eligibility for appointment to Grand Offices**

46. To be appointed to a Grand Office specified in this CLAUSE it is desirable that a COMPANION have the qualification set out against it:

<b>Grand Office</b>	<b>Qualification</b>
Grand Treasurer	Qualified as an accountant.
Grand Registrar	Qualified as a lawyer.
President of the Supreme Committee	At least two YEARS experience as a member of the SUPREME COMMITTEE.

but the FIRST GRAND PRINCIPAL may dispense with that qualification if he considers it necessary to do so.

**Term of office of Grand Officers**

47. GRAND OFFICERS other than those listed in CLAUSE 48 or CLAUSE 50 will ordinarily hold their office for one YEAR only.
48. GRAND OFFICERS who will ordinarily hold office for more than one YEAR and (subject to CLAUSE 50) their maximum consecutive YEARS of holding office are:

<b>Officer</b>	<b>Maximum term of office (subject to CLAUSE 47)</b>
Grand Treasurer	Three YEARS consecutively
President of the Supreme Committee	Three YEARS consecutively
Grand Inspector of Workings	Three YEARS consecutively
Grand Lecturer	Three YEARS consecutively

49. The prescription of a maximum term of office in CLAUSE 48 does not create an entitlement to hold office for that term.
50. GRAND OFFICERS whose term of office will ordinarily have no maximum are:
- (a) Grand Scribe Ezra; and
  - (b) Grand Registrar; and

- (c) Grand Organist, and
- (d) Assistant Grand Scribe Ezra
- (e) Assistant Grand Organists; and
- (f) Grand Heralds; and
- (g) Grand Janitor.

51. Nothing in CLAUSE 47 or CLAUSE 48 precludes the FIRST GRAND PRINCIPAL from:

- (a) extending a GRAND OFFICER's holding of his office for one additional YEAR only; or
- (b) recalling a GRAND OFFICER if the office he held becomes vacant during his successor's term of office; or
- (c) appointing a GRAND OFFICER to a different office immediately on completing his term of office or in any subsequent YEAR; or
- (d) re-appointing a GRAND OFFICER to his former office after a lapse of at least one YEAR.

## Grand Officers’ duties

52. The duties of the following GRAND OFFICERS are:

<b>Grand Officer</b>	<b>Duties</b>
<p>Grand Scribe Ezra</p>	<p>Sign:</p> <p>(a) all certificates charters patents warrants and other such documents; and</p> <p>(b) all correspondence with sister Grand Chapters; or</p> <p>(c) arrange for Assistant Grand Scribe Ezra to sign any documents or correspondence for him.</p> <p>(d) Keep and maintain the REGISTER; and</p> <p>(e) Keep and maintain electronic and paper based master copies of the Procedures of Grand Chapter Ceremonies, the EMM Ritual and the Exaltation Ritual.</p>
<p>Grand Treasurer</p>	<p>(a) Provide all appropriate financial statements to each GRAND CONVOCATION and to each meeting of the SUPREME COMMITTEE and report upon them; and</p> <p>(b) Give appropriate guidance in relation to financial management and investments.</p>
<p>Grand Registrar</p>	<p>(a) Sign all certificates charters patents warrants and other such documents; and</p> <p>(b) Draft all such motions notices of motion and amendments as may be necessary or desirable; and</p> <p>(c) Keep this CONSTITUTION under review and advise as to any necessary or desirable changes and</p> <p>(d) Draft all amendments to this CONSTITUTION that may be necessary or desirable; and</p>

	<ul style="list-style-type: none"> <li>(e) Consider and if necessary advise upon any notice of motion amendment or petition under consideration by GRAND CHAPTER or by the SUPREME COMMITTEE; and</li> <li>(f) Advise the JUDICIARY COMMITTEE and the APPEAL COMMITTEE.</li> </ul>
Grand Inspector of Workings	<ul style="list-style-type: none"> <li>(a) Select train and encourage Inspectors of Workings of CHAPTERS; and</li> <li>(b) Visit as many CHAPTERS as possible to advise and assist their Principals their officers and their COMPANIONS; and train those appointed to Exemplification Teams; and</li> <li>(c) Conduct training sessions for CHAPTER Principals and officers; and</li> <li>(d) keep the FIRST GRAND PRINCIPAL informed upon: <ul style="list-style-type: none"> <li>(i) the state and workings of CHAPTERS; and</li> <li>(ii) the work of Inspectors of Workings; and</li> <li>(iii) the work of the Exemplification Teams.</li> </ul> </li> </ul>
Grand Lecturer	<ul style="list-style-type: none"> <li>(a) Give lectures to GRAND CONVOCATIONS and to CHAPTERS; and</li> <li>(b) Conduct or speak at meetings of Master Masons or other functions designed to attract candidates for exaltation into the ORDER; and</li> <li>(c) Supervise and assist members of the Grand Lecturer's panel of speakers.</li> </ul>

Grand Director of Ceremonies	<ul style="list-style-type: none"> <li>(a) Train the Grand Team; and</li> <li>(b) Direct: <ul style="list-style-type: none"> <li>(i) GRAND CHAPTER proceedings and ceremonies; and</li> <li>(ii) CHAPTER consecrations re-consecrations and installations; and</li> </ul> </li> <li>(c) Keep the FIRST GRAND PRINCIPAL informed as necessary or desirable on all matters relating to or affecting the Grand Team.</li> </ul>
Grand Janitor	<ul style="list-style-type: none"> <li>(a) See that all Volumes of the Sacred Law, all furniture, cushions, candles and other necessary things are properly arranged at all GRAND CONVOCATIONS; and</li> <li>(b) Preserve order within the porch before during and after all GRAND CONVOCATIONS and GRAND INSTALLATIONS; and</li> <li>(c) Ensure that only those are admitted to a GRAND CONVOCATION who: <ul style="list-style-type: none"> <li>(i) have duly completed the appropriate attendance record; and</li> <li>(ii) are properly clothed; and</li> <li>(iii) are properly qualified for admission.</li> </ul> </li> </ul>

**Grand Officers’ jewels, regalia and responsibilities**

- 53. The Deputy First Grand Principal must be invested with a crimson robe and must wear it when attending any CONVOCATION.
- 54. Every GRAND OFFICER to whom a chain collar and jewel of office or banner are entrusted:

- (a) holds them in custody for Grand Chapter Nominees Limited; and
  - (b) must exercise care to ensure their good order and condition; and
  - (c) must return them to the Grand Scribe Ezra or to such other COMPANION as may be appointed for that purpose immediately the holder ceases to hold the office to which they relate.
  - (d) is the property of Grand Chapter Nominees Limited; and
  - (e) banners must be returned by the Grand Herald to the Grand Director of Ceremonies (or to whoever is acting in that capacity at the convocation) as soon as the Grand Team retires from the convocation at which the banner is in use.
55. Reserved
56. The robes chains and jewels of office, sword, standard, banners, censer, and other accoutrements are the property of GRAND CHAPTER NOMINEES LIMITED and must be returned to the Grand Director of Ceremonies or to such other COMPANION as may be appointed for that purpose by the end of the GRAND CONVOCATION at which the Grand Director of Ceremonies ceases to hold office.
57. A Past First Grand Principal, a Past Pro First Grand Principal and a present GRAND OFFICER when appearing in his official capacity or when visiting must wear a gold or gilt chain, the bands of which at shoulder level must be comprised of three bands of royal blue or purple, crimson and pale blue respectively, the royal blue or purple being nearest the shoulder and the pale blue being nearest the chest.
58. A collarette may only be worn by the FIRST GRAND PRINCIPAL, Past First Grand Principals, the Deputy First Grand Principal, Past Deputy First Grand Principals, the Second Grand Principal (whilst in office), the Third Grand Principal (whilst in office), and holders of the Order of Service. Only the collarette worn by the FIRST GRAND PRINCIPAL, PRO FIRST GRAND PRINCIPAL, Deputy First Grand Principal and Past First Grand Principals are to be edged in gold braid.

59. Any collarette worn by the Second Grand Principal or the Third Grand Principal shall not be or form part of any investiture of such a Principal.
60. A PAST GRAND OFFICER must wear a collar:
  - (a) approximately 100 mm (4") wide; and
  - (b) comprised of three bands of purple or royal blue, crimson and pale blue respectively, the purple or royal blue being nearest the shoulder and the pale blue being nearest the centre of the chest.

## **GRAND CHAPTER REPRESENTATIVES**

### **Appointment**

61. The FIRST GRAND PRINCIPAL may:
  - (a) appoint GRAND CHAPTER representatives near recognised Grand Chapters of other jurisdictions; and
  - (b) terminate their appointments; and
  - (c) substitute an appointment near another Grand Chapter.

### **Duties**

62. The duties of a GRAND CHAPTER representative are:
  - (a) to develop and strengthen the relationship of GRAND CHAPTER and the Grand Chapter to which he is appointed; and
  - (b) to inform the FIRST GRAND PRINCIPAL of any developments or occurrences in that Grand Chapter knowledge of which would be useful to him.

## **ORDER OF SERVICE**

### **Qualifications**

63. The First Grand Principal's Order of Service may be conferred upon any COMPANION who-
- (a) has rendered outstanding service to the ORDER; and
  - (b) has not been installed as a First Principal of a CHAPTER.

### **Nature of Order of Service**

64. The First Grand Principal's Order of Service is recognition by the FIRST GRAND PRINCIPAL of the recipient's outstanding service.
65. The Order of Service is not a rank and does not preclude the recipient from subsequently being installed as a First Principal or attaining Grand Rank.

### **Privileges of Order of Service**

66. The privileges of a recipient of the Order of Service are the rights to:
- (a) have the letters OS placed after his name or after his designation of rank; and
  - (b) be introduced as the holder of the Order of Service at any CHAPTER convocation; and
  - (c) wear the jewel of the Order of Service at:
    - (i) GRAND CONVOCATIONS and the festive board thereof; and
    - (ii) CHAPTER convocations and the festive board thereof; and
    - (iii) on any other occasion expressly directed or permitted by the FIRST GRAND PRINCIPAL.



67. No fee is payable by the recipient in respect of the conferral of the Order of Service upon him.

## **ADMINISTRATION OF GRAND CHAPTER**

### **Corporate Structure**

68. The companies incorporated to assist in the administration of GRAND CHAPTER and its assets are Grand Chapter Nominees Limited and Chamar Pty Ltd.

### **Grand Chapter Nominees Limited**

69. The directors of Grand Chapter Nominees Ltd must:
- (a) as to any property of any kind vested in it subject to a particular trust - hold invest and otherwise deal with that property in fulfillment of that trust;
  - (b) as to all other property of any kind vested in it - hold invest and otherwise deal with it:
    - (i) on trust for the maintenance benefit and advancement of the ORDER; and
    - (ii) if consistent with that trust, as from time to time directed by:
      - 1. a GRAND CONVOCATION; or
      - 2. the SUPREME COMMITTEE;
  - (c) abstain from carrying on any business other than that of fulfilling those trusts.
70. (a) The directors of Grand Chapter Nominees Limited shall be the FIRST GRAND PRINCIPAL, the Deputy First Grand Principal, the Second Grand Principal, the Third Grand Principal, the President of the SUPREME COMMITTEE, the Grand Registrar, and the Grand Treasurer.
- (b) In the event of any director being unwilling, unable or ineligible for any reason whatsoever to be or remain a director of Grand Chapter

Nominees Limited, his place shall be filled by a Past Grand Principal appointed by the SUPREME COMMITTEE, who shall hold office as a director until the next INSTALLATION CONVOCATION meeting of GRAND CHAPTER.

71. All monies received by or on behalf of Grand Chapter Nominees Limited must be banked forthwith in such account or accounts as the SUPREME COMMITTEE shall from time to time approve.
72. Grand Chapter Nominees Limited must:-
  - (a) meet at least twice in each year; and
  - (b) report on its affairs to the SUPREME COMMITTEE; and
  - (c) present its audited accounts to GRAND CHAPTER at the first available GRAND CONVOCATION.
73. For as long as the office administration of Grand Chapter Nominees Limited is by Chamar Pty Ltd reports and the presentation of its audited accounts will be by the EXECUTIVE OFFICER.

### **Chamar Pty Ltd**

74. Unless and until:
  - (a) the SUPREME COMMITTEE decides to the contrary; and
  - (b) that decision takes effect;

the office administration of GRAND CHAPTER will be carried out jointly with that of the GRAND MARK by Chamar Pty Ltd and that company will carry out the office administration of Grand Chapter Nominees Limited.
75.
  - (a) The GRAND CHAPTER directors of Chamar Pty Ltd shall be the FIRST GRAND PRINCIPAL, the Deputy First Grand Principal, and the Immediate Past First Grand Principal.
  - (b) In the event of any director being unwilling, unable or ineligible, to be or remain a director, his place shall be filled by a Past First Grand Principal appointed by the SUPREME COMMITTEE, who shall hold office as a director until the next installation convocation of GRAND CHAPTER.

## **Service of documents on the Grand Scribe Ezra**

76. Any document required to be served upon or lodged with the Grand Scribe Ezra may be:
- (a) handed to him personally; or
  - (b) posted to his office; or
  - (c) handed to any member of his staff whether full time or part time and whether paid or honorary.

## **SUPREME COMMITTEE OF GRAND CHAPTER**

### **Members of the Supreme Committee**

77. The members of the SUPREME COMMITTEE are:
- (a) FIRST GRAND PRINCIPAL; and
  - (b) PRO FIRST GRAND PRINCIPAL; and
  - (c) Immediate Past First Grand Principal; and
  - (d) Deputy First Grand Principal; and
  - (e) Second Grand Principal: and
  - (f) Third Grand Principal; and
  - (g) Grand Treasurer; and
  - (h) Grand Registrar; and
  - (i) President of the Supreme Committee; and
  - (j) Grand Scribe Ezra; and
  - (k) Grand Inspector of Workings
  - (l) three elected COMPANIONS each of whom:
    - (i) is a financial member of a METROPOLITAN CHAPTER;  
and

- (ii) is a First Principal or a Past First Principal; and
  - (iii) has his principal place of residence less than the radial distance from the Melbourne Town Hall at the corner of Swanston and Collins Streets, that is specified for a COUNTRY CHAPTER: and
- (m) three elected COMPANIONS each of whom:
- (i) is a financial member of a COUNTRY CHAPTER; and
  - (ii) is a First Principal or a Past First Principal; and
  - (iii) has his principal place of residence at least the radial distance from the Melbourne Town Hall at the corner of Swanston and Collins Streets, that is specified for a COUNTRY CHAPTER; and
- (n) The FIRST GRAND PRINCIPAL may, in his discretion annually appoint one COMPANION to the SUPREME COMMITTEE, which COMPANION shall hold such position on the SUPREME COMMITTEE until the next Grand Installation.

78. With the exception of the elected members all membership of the SUPREME COMMITTEE is by virtue of holding one or other of the Grand Offices specified in CLAUSE 77.

### **Nomination for election to the Supreme Committee**

79. To be eligible for election to the SUPREME COMMITTEE a COMPANION must:
- (a) be nominated by a CHAPTER by resolution carried at a convocation; and
  - (b) be a financial member of that CHAPTER; and
  - (c) not be under exclusion or suspension by:
    - (i) GRAND CHAPTER; or
    - (ii) GRAND LODGE; or
    - (iii) GRAND MARK.

80. No CHAPTER may nominate more than one (1) COMPANION in any YEAR.
81. A nomination must:
- (a) state the full name rank and address of the nominee; and
  - (b) bear the nominee's signed acceptance of his nomination; and
  - (c) be accompanied by a copy of the resolution certified and signed by:
    - (i) two of its Principals in office; or
    - (ii) one of its Principals and its Scribe Ezra; and
  - (d) be lodged with the Grand Scribe Ezra no later than 4 pm on:
    - (i) the 1st day of September preceding the Grand Installation; or
    - (ii) if that day is a Saturday Sunday or public holiday - the Friday before it.
82. The nominating CHAPTER must not be 12 months or more in arrears in:
- (a) lodging returns with the Grand Scribe Ezra; or
  - (b) paying any fee subscription or other payment due by it to GRAND CHAPTER or to Chamar Pty Ltd.

## **Election**

83. If the election for metropolitan members is uncontested those nominated will be declared elected at the next GRAND CONVOCATION after nominations close.
84. If the election for country members is uncontested those nominated will be declared elected at the next GRAND CONVOCATION after nominations close.
85. If the number of COMPANIONS nominated in either of those categories exceeds the number to be elected an election for those in that category will be held at the next GRAND CONVOCATION after nominations close. Any such election shall be by ballot.

86. If the number of COMPANIONS nominated in either of those categories is less than the number to be elected the FIRST GRAND PRINCIPAL may appoint COMPANIONS to fill the vacancies.

### **Term of office**

87. Elected members of the SUPREME COMMITTEE hold office for three years.
88. Elected members of the SUPREME COMMITTEE who are not in breach of this CONSTITUTION and are duly qualified are eligible for re-election but may not serve on the SUPREME COMMITTEE for more than a maximum of nine years.
89. (a) Should any elected member of the SUPREME COMMITTEE resign, die or be removed there from, the vacancy caused thereby shall be filled by a COMPANION appointed by the FIRST GRAND PRINCIPAL. The COMPANION so appointed shall hold a position on the SUPREME COMMITTEE until the expiry of the term of the elected member whose place he has been appointed to fill.
- (b) Should an elected member of the Supreme Committee be appointed to an office making him a member of the Supreme Committee in accordance with clause 77 his term of elected membership continues for its normal term but the First Grand Principal may appoint a replacement for such elected member during the period of his appointment or until his elected period would normally expire (whichever first occurs).
90. Members other than elected members retain membership of the SUPREME COMMITTEE only for so long as they hold a Grand Office specified in CLAUSE 77 unless they are elected to the board on ceasing to hold such an office.

### **Duties of Supreme Committee**

91. The duties of the SUPREME COMMITTEE include:
- (a) investigate all matters brought before it affecting CHAPTERS or COMPANIONS; and
- (b) consider and if necessary advise or report on notices of motion petitions or other matters for a GRAND CONVOCATION;

- (c) inform each GRAND CONVOCATION of any alterations with respect to charters (whether as to granting amalgamating suspending returning altering or otherwise);
- (d) inspect and give orders and directions with respect to all books of account documents and other records (including computerised records) of GRAND CHAPTER and summon before it and question or advise any COMPANION having custody or control of any such records;
- (e) subject to any contrary provision in the CONSTITUTION direct all matters relating to the furniture and property of GRAND CHAPTER;
- (f) make recommendations to the FIRST GRAND PRINCIPAL with respect to GRAND CONVOCATIONS and other ceremonies and functions of the ORDER;
- (g) control the GRAND CHAPTER finances in conjunction with the Grand Treasurer;
- (h) recommend to the FIRST GRAND PRINCIPAL the names of Past First Principals considered suitable to fill vacancies as GRAND CHAPTER representatives; and
- (i) present a report to each ordinary GRAND CONVOCATION.

### **Powers of Supreme Committee**

92. The SUPREME COMMITTEE may require all or any of the officers of a CHAPTER to attend before it and to:
- (a) produce its charter; and
  - (b) produce all its records whatsoever (including computerised records) as specified by the committee; and
  - (c) answer questions as to:
    - (i) its position as to its:
      - 1. membership; and

2. candidates; and

3. finances; and

(ii) any other matters relating to its conduct.

93. The powers exercisable under CLAUSE 92 do not include:

(a) matters of nonconformity examinable by a COMPANION under CLAUSE 95; or

(b) matters within the jurisdiction of the JUDICIARY COMMITTEE or the APPEAL COMMITTEE.

### **Supervisory and Disciplinary Powers**

94. The President of the Supreme Committee may appoint a Past Deputy First Grand Principal a Past Second Grand Principal or a Past Third Grand Principal to exercise the supervisory powers in respect of a specified CHAPTER as to which the President has concern.

95. The COMPANION appointed under CLAUSE 94 may:

(a) direct the Grand Scribe Ezra to summons the COMPANIONS of a CHAPTER specified under CLAUSE 94 to a special convocation of that CHAPTER; and

(b) preside over that convocation; and

(c) inspect all records whatsoever (including computerised records) of the CHAPTER; and

(d) require the attendance of and information from any COMPANION of the CHAPTER; and

(e) require the CHAPTER and its COMPANIONS to conform to:

(i) Masonic practices rules and rituals authorised by GRAND CHAPTER or by the SUPREME COMMITTEE; and

(ii) this CONSTITUTION; and



- (f) for just cause suspend its charter until such time as a decision of the JUDICIARY COMMITTEE has been given and has taken effect or the APPEAL COMMITTEE has made a decision on the matter that has caused the suspension.

### **Standing committees**

- 96. The GRAND CHAPTER standing committees are:
  - (a) APPEAL COMMITTEE; and
  - (b) JUDICIARY COMMITTEE; and
  - (c) such other standing committees as a GRAND CONVOCATION or the FIRST GRAND PRINCIPAL may appoint.
- 97. If a standing committee (other than the APPEAL COMMITTEE and the JUDICIARY COMMITTEE) is appointed its chairman and members are appointed by the FIRST GRAND PRINCIPAL.

### **JUDICIARY COMMITTEE**

- 98. The FIRST GRAND PRINCIPAL must appoint at least five COMPANIONS to be members of the JUDICIARY COMMITTEE and must designate one of them as its chairman.
- 99. The COMPANIONS to be appointed members of the JUDICIARY COMMITTEE must be selected from GRAND OFFICERS other than:
  - (a) the Grand Principals; and
  - (b) the Past First Grand Principals; and
  - (c) the members of the SUPREME COMMITTEE.
- 100. If the Grand Scribe Ezra becomes aware of any matter of possible masonic complaint or irregularity on the part of a CHAPTER or of a COMPANION he must:
  - (a) investigate the matter to ascertain whether it can be resolved tactfully and in accordance with accepted practices and procedures of the ORDER and this CONSTITUTION; or

- (b) bring the matter to the attention of the Grand Registrar for formal advice and act in accordance with the advice provided; or
  - (c) refer the matter to the JUDICIARY COMMITTEE.
101. If the Grand Scribe Ezra refers a matter to the JUDICIARY COMMITTEE he must give or post WRITTEN notice of:
- (a) the matter he has referred; and
  - (b) the fact that he has referred it; and
  - (c) the date and time when and the place where the JUDICIARY COMMITTEE will sit to investigate consider and decide upon the matter to each CHAPTER or COMPANION concerned.
102. The notice required by CLAUSE 101 must be given or posted:
- (a) in the case of a CHAPTER to its Scribe Ezra; or
  - (b) in the case of a COMPANION to that COMPANION;
  - (c) not less than 21 days before the date when the JUDICIARY COMMITTEE will sit.
103. The notice required by CLAUSE 101 must give the CHAPTER or the COMPANION 16 days from the date when the notice is given or posted within which to lodge with the Grand Scribe Ezra a WRITTEN statement in summary form of all facts matters and explanations the CHAPTER or the COMPANION desires the committee to consider.
104. A statement by a CHAPTER may be resolved upon by:
- (a) the CHAPTER at a convocation or special convocation; or
  - (b) the Principals in office of that CHAPTER; or
  - (c) the Principals in office and the Past First Principals of that CHAPTER.

105. When a matter of possible masonic complaint or irregularity on the part of a CHAPTER is referred to it by the Grand Scribe Ezra or it otherwise becomes aware of such a matter the JUDICIARY COMMITTEE may require the Principals in office of the CHAPTER to:

- (a) attend before it; and
- (b) produce its charter, books of account, minute books and other records.

Failure to comply with a requirement under this CLAUSE is itself a matter of masonic complaint.

106. The Principals in office of the CHAPTER may invite:

- (a) not more than three of the Past First Principals of the CHAPTER; and
- (b) the Inspector of Workings of the CHAPTER; and
- (c) the Scribe Ezra of the CHAPTER;

to accompany them to and assist them before the JUDICIARY COMMITTEE.

107. Whether or not the Principals in office of the CHAPTER appear before it, the JUDICIARY COMMITTEE must consider anything put to it or produced on behalf of the CHAPTER and may:

- (a) decide that the matter does not call for further action; or
- (b) offer guidance to avoid the cause of the matter recurring; or
- (c) admonish the CHAPTER; or
- (d) reprimand the CHAPTER; or
- (e) fine the CHAPTER; or
- (f) suspend the charter of the CHAPTER for a specified period not exceeding 6 months; or
- (g) revoke the charter; or

- (h) refer the matter to the SUPREME COMMITTEE; or
  - (i) take any other action deemed appropriate within the terms of this CONSTITUTION.
108. When a matter of possible masonic complaint or irregularity on the part of a COMPANION, is referred to it by the Grand Scribe Ezra or it otherwise becomes aware of such a matter the JUDICIARY COMMITTEE may require the COMPANION to:
- (a) attend before it; and
  - (b) produce any relevant documents including electronic documents.
109. Failure to comply with a requirement under CLAUSE 108 is itself a matter of masonic complaint.
110. The COMPANION may invite a COMPANION to accompany him to and assist him before the JUDICIARY COMMITTEE.
111. Whether or not the COMPANION appears before it, the JUDICIARY COMMITTEE must consider anything put to it or produced to it on his behalf and may:
- (a) decide that the matter does not call for further action; or
  - (b) offer guidance to avoid the cause of the matter recurring; or
  - (c) admonish him; or
  - (d) reprimand him; or
  - (e) fine him; or
  - (f) remove him from any office held by him; or
  - (g) suspend him for a specified period; or
  - (h) prohibit him from holding office in the ORDER for a specified period; or
  - (i) exclude him from the ORDER.

## **Right of appeal from Judiciary Committee**

112. If the JUDICIARY COMMITTEE makes any decision adverse to a CHAPTER or to a COMPANION, it or he may appeal to the APPEAL COMMITTEE.
113. A CHAPTER decision to appeal may be made by:
- (a) the CHAPTER at a convocation or special convocation; or
  - (b) its Principals in office; or
  - (c) a meeting of Principals in office and Past First Principals.
114. A notice of appeal must:
- (a) be in writing; and
  - (b) be signed on behalf of the CHAPTER or by the COMPANION appealing; and
  - (c) if by a CHAPTER - signed by:
    - (i) two of its Principals in office; or
    - (ii) one of its Principals in office and its Scribe Ezra; and
  - (d) specify the grounds of appeal and any facts relied on in support of the appeal;
  - (e) be lodged with the Grand Scribe Ezra.
115. The time limit for appealing expires on the 21st day after the date on which the JUDICIARY COMMITTEE:
- (a) announced its decision to the COMPANION or to a representative of the CHAPTER; or
  - (b) gave or posted its decision to the COMPANION or to the Scribe Ezra of the CHAPTER.
116. Once an appeal is duly lodged with the Grand Scribe Ezra it can only be withdrawn by leave of the APPEAL COMMITTEE.

## **APPEAL COMMITTEE**

117. The members of the APPEAL COMMITTEE are:
- (a) the FIRST GRAND PRINCIPAL; and
  - (b) the Deputy First Grand Principal; and
  - (c) the Second Grand Principal; and
  - (d) the Third Grand Principal; and
  - (e) three Past First Grand Principals appointed by the FIRST GRAND PRINCIPAL.
118. The chairman of the APPEAL COMMITTEE is:
- (a) if he is present the FIRST GRAND PRINCIPAL; or
  - (b) if the FIRST GRAND PRINCIPAL is not present the Deputy First Grand Principal; or
  - (c) if neither the FIRST GRAND PRINCIPAL nor the Deputy First Grand Principal is present the most senior of the three Past First Grand Principals who is present.
119. If a notice of appeal has been duly lodged with him the Grand Scribe Ezra must give or post written notice of the date, time place where the APPEAL COMMITTEE will sit to hear the appeal.
120. The notice required by CLAUSE 119 must be given or posted:
- (a) in the case of a CHAPTER - to its Scribe Ezra; or
  - (b) in the case of a COMPANION - to him;
- not less than seven days before the date when the APPEAL COMMITTEE will sit.
121. The Principals in office of an appellant CHAPTER may invite:
- (a) not more than three of the Past First Principals of the CHAPTER; and

- (b) the Inspector of Workings of the CHAPTER;
- (c) the Scribe Ezra of the Chapter if he is not also a Past First Principal;

to accompany them and assist them before the APPEAL COMMITTEE.

122. An appellant COMPANION may invite a COMPANION to accompany him to and assist him before the APPEAL COMMITTEE.

123. The APPEAL COMMITTEE may:

- (a) exercise any of the powers conferred upon the JUDICIARY COMMITTEE by CLAUSES 108 and 111; and
- (b) consider anything put to it or produced to it notwithstanding that it had not been put or produced to the JUDICIARY COMMITTEE; and
- (c) allow the appeal; or
- (d) exercise any of the powers (except that of deciding that the matter does not call for further action) conferred upon the JUDICIARY COMMITTEE by CLAUSES 107 and 111.

### **Quorum**

124. The quorum of the JUDICIARY COMMITTEE and of the APPEAL COMMITTEE is five.

### **Disruptive or disorderly behaviour**

125. If any person present at a meeting of the JUDICIARY COMMITTEE or of the APPEAL COMMITTEE:

- (a) disrupts its proceedings; or
- (b) is of disorderly behaviour; or
- (c) fails or refuses to comply with a ruling or direction by its chairman;

the chairman may require that person to leave the meeting and not to return to it unless he makes adequate apology to the committee.

126. If any person is required under CLAUSE 125 to leave the meeting and after returning to it with adequate apology is subsequently again required to leave the meeting the chairman may prohibit him from returning to it.
127. If any person required under CLAUSE 125 or CLAUSE 126 to leave a meeting fails or refuses to leave the chairman may require him to be removed from it.
128. The chairman may refuse to readmit to the meeting any person who has been removed from it.
129. If the person required to leave the meeting is a COMPANION who is:
- (a) a respondent before the JUDICIARY COMMITTEE; or
  - (b) an appellant before the APPEAL COMMITTEE;
- the committee must appoint a GRAND OFFICER to represent his interests and must not proceed with the meeting until that GRAND OFFICER is present.
130. If the requirement to leave the meeting applies to all of the Principals of a CHAPTER who are present and that CHAPTER is:
- (a) a respondent before the JUDICIARY COMMITTEE; or
  - (b) an appellant before the APPEAL COMMITTEE;
- the committee must appoint a GRAND OFFICER to represent the interests of that CHAPTER.

### **Grand Registrar's participation**

131. The Grand Registrar may:
- (a) attend any meeting of the JUDICIARY COMMITTEE or of the APPEAL COMMITTEE; and
  - (b) advise that committee:
    - (i) orally at the meeting; or
    - (ii) in WRITING at any time.



132. The Grand Registrar must not be present with the JUDICIARY COMMITTEE or the APPEAL COMMITTEE whilst either such committee is considering or making its decision; but this CLAUSE does not preclude the Grand Registrar from advising either such committee if either such committee interrupts deliberation or decision making for such purposes.
133. If any COMPANION required or permitted to attend before the JUDICIARY COMMITTEE or the APPEAL COMMITTEE is present any oral advice by the Grand Registrar must be given in his presence.
134. If the Grand Registrar's advice is given in WRITING a copy of it must be given to any Principal in office or COMPANION required to attend and in fact in attendance at that meeting.
135. If the Grand Registrar's advice is given in WRITING before the meeting opens or before it resumes after an adjournment a copy of it must be given or posted:
- (a) in the case of a CHAPTER - to its Scribe Ezra;
  - (b) in the case of a COMPANION - to that COMPANION;
- not less than three days before the date of the meeting or the date to which the meeting has been adjourned.

### **Grand Scribe Ezra's attendance**

136. The Grand Scribe Ezra:
- (a) may attend any meeting of the JUDICIARY COMMITTEE or of the APPEAL COMMITTEE; and
  - (b) must record the minutes of any meeting of the committee at which he is present; but
  - (c) must not be present with the committee while it is considering its decision or making its decision.

### **Judiciary Committee and Appeal Committee decisions**

137. Before considering its decision the JUDICIARY COMMITTEE or the APPEAL COMMITTEE must require any COMPANION required or permitted to attend before it and in fact present to retire from the room

and to remain beyond hearing range of the committee's discussion until called upon to re-enter the room.

138. A member of the JUDICIARY COMMITTEE or of the APPEAL COMMITTEE must not be present with the committee while it is considering its decision or making its decision:
- (a) if he was not present throughout the whole of the meeting; or
  - (b) if the matter before the committee concerns a CHAPTER of which he is a member; or
  - (c) if the matter before the committee concerns a COMPANION of a CHAPTER of which he is a member.
139. In arriving at a decision of the JUDICIARY COMMITTEE or of the APPEAL COMMITTEE:
- (a) the members vote by show of hands or by ballot; and
  - (b) the chairman has in addition to his primary vote a casting vote.
140. A JUDICIARY COMMITTEE decision does not take effect until:
- (a) if no appeal is brought against it - the day after the time limit for an appeal has expired; or
  - (b) if there is an appeal:
    - (i) the day after the appeal is withdrawn by leave of the APPEAL COMMITTEE; or
    - (ii) the day after the appeal is dismissed by the APPEAL COMMITTEE.
141. A decision
- (a) of the JUDICIARY COMMITTEE which has taken effect under CLAUSE 140; or
  - (b) of the APPEAL COMMITTEE:
- is final and is binding upon the CHAPTER or COMPANION.

142. There is no appeal to GRAND CHAPTER from a decision of the JUDICIARY COMMITTEE or the APPEAL COMMITTEE.

### **OCCASIONAL COMMITTEES**

143. Occasional committees (to serve a particular purpose and then be dissolved) may be appointed by a GRAND CONVOCATION or the FIRST GRAND PRINCIPAL.
144. The chairman and members of occasional committees are appointed by the FIRST GRAND PRINCIPAL.

### **SUBCOMMITTEES**

145. Subcommittees may be created and their chairman and members appointed by-
- (a) the SUPREME COMMITTEE ; or
  - (b) the FIRST GRAND PRINCIPAL.

### **Powers and duties of boards and committees and subcommittees**

146. Except for the APPEAL COMMITTEE and the JUDICIARY COMMITTEE the powers and duties of GRAND CHAPTER committees and subcommittees are prescribed by:
- (a) In the case of the SUPREME COMMITTEE - this CONSTITUTION; and
  - (b) other committees - the FIRST GRAND PRINCIPAL; and
  - (c) subcommittees - the FIRST GRAND PRINCIPAL or the committee constituting it.
147. Every GRAND CHAPTER committee (other than the APPEAL COMMITTEE and the JUDICIARY COMMITTEE) and subcommittee is responsible to and under the control of the FIRST GRAND PRINCIPAL.

## **Agenda for board and committee and subcommittee meetings**

148. Except-

- (a) with respect to the SUPREME COMMITTEE, the JUDICIAL COMMITTEE and the APPEAL COMMITTEE; or
- (b) where otherwise provided by this CONSTITUTION; or
- (c) in matters of emergency;

at least three days written notice of any ordinary meeting of any GRAND CHAPTER committee or subcommittee must be given to every member of such committee or subcommittee by Grand Scribe Ezra ( should he be a member thereof) or by the chairman thereof. Any such notice must contain the agenda thereof.

149. With the exception of the APPEAL COMMITTEE and the JUDICIARY COMMITTEE, any matter referred to committee or subcommittee by the FIRST GRAND PRINCIPAL must be considered by it immediately after receiving the apologies and confirming the minutes and in advance of any other business.

150. Because of his membership of the APPEAL COMMITTEE the FIRST GRAND PRINCIPAL must not refer any matter to the JUDICIARY COMMITTEE.

### **Absence of committee or subcommittee chairman**

151. If for any reason the COMPANION appointed to chair a meeting of a committee or a subcommittee is not present or is unable to act, the committee or subcommittee may appoint an acting Chairman.

### **Quorum**

152. The quorum at a meeting of any GRAND CHAPTER committee (other than the APPEAL COMMITTEE or the JUDICIARY COMMITTEE) is five.

153. The quorum at a meeting of any GRAND CHAPTER subcommittee is three.

## **Ordinary and special meetings of committees and subcommittees**

154. Unless it or its president otherwise determines ordinary meetings of the SUPREME COMMITTEE are held on the Third Wednesday of the months of March, June, September and December.
155. Meetings of the APPEAL COMMITTEE and the JUDICIARY COMMITTEE are held on such day as its chairman determines.
156. The ordinary meetings of any other GRAND CHAPTER committee or subcommittee are held on such day as it or its chairman determines.
157. A special meeting of any GRAND CHAPTER committee (other than the APPEAL COMMITTEE or the JUDICIARY COMMITTEE) or subcommittee may be required by:
  - (a) the FIRST GRAND PRINCIPAL; or
  - (b) the Grand Scribe Ezra; or
  - (c) the SUPREME COMMITTEE; or
  - (d) its president or chairman; or
  - (e) any three of its members.
158. A requirement under CLAUSE 157 if made by anyone other than the Grand Scribe Ezra:
  - (a) is made to him;
  - (b) may be oral or in WRITING;
  - (c) must inform him of the business to be transacted at that meeting.
159. The Grand Scribe Ezra will give notice of a meeting of any GRAND CHAPTER committee or subcommittee of which he is a member to each member thereof:
  - (a) ordinary meeting - in WRITING;
  - (b) special meeting - by telephone or other oral communication or in WRITING.

160. Non-receipt by any member of a notice of meeting of his committee or subcommittee does not invalidate or in any way affect the right to proceed with the meeting and its business.

### **Voting on motion or amendment**

161. Except at meetings of the APPEAL COMMITTEE and the JUDICIARY COMMITTEE the provisions of CLAUSES 219-222 and 228 relating to motions and amendments must be applied at committee and subcommittee meetings.

### **Meeting procedure**

162. Except at meetings of the APPEAL COMMITTEE and the JUDICIARY COMMITTEE the provisions of CLAUSES 185, 209 and 211-218 relating to meeting procedure must be applied at committee and subcommittee meetings.

## **GRAND CONVOCATIONS**

### **Ordinary and special Grand Convocations**

163. A GRAND CONVOCATION shall be held at least twice a year at such time and place as directed by the FIRST GRAND PRINCIPAL.
164. The Grand Scribe Ezra must convene a special GRAND CONVOCATION if he is:
- (a) directed to do so by
    - (i) the FIRST GRAND PRINCIPAL; or
    - (ii) if the FIRST GRAND PRINCIPAL is unavailable or is incapable of acting;
      - 1. the Deputy First Grand Principal; or
      - 2. the Past First Grand Principals; or
      - 3. the SUPREME COMMITTEE; or
  - (b) petitioned to do so by at least 15 CHAPTERS.

165. A petition to convene a special GRAND CONVOCATION must:
- (a) be authorised by a motion carried by each of the CHAPTERS; and
  - (b) be in writing; and
  - (c) be on the SCHEDULE A form; and
  - (d) be signed on behalf of each CHAPTER by:
    - (i) two of its Principals in office; or
    - (ii) one of its Principals in office and its Scribe Ezra; and
  - (e) specify the business to be included on the agenda; and
  - (f) be lodged with the Grand Scribe Ezra.
166. The fact that a petition specifies the business to be included on the agenda of a special GRAND CONVOCATION does not preclude the Grand Scribe Ezra from including other business approved by any of those who could direct the convening of a special GRAND CONVOCATION.
167. The date for which a special GRAND CONVOCATION is convened by the Grand Scribe Ezra must be:

<b>Why Convened</b>	<b>Date</b>
Direction to do so	If the direction specifies a date - the date specified; or if no date is specified - not less than 10 days or more than eight weeks after the direction is given.
Petition to do so	Not less than four weeks or more than 13 weeks after the petition is lodged.

168. If after notice has been given convening a GRAND CONVOCATION it is impracticable or undesirable to hold it on the date for which it is convened:
- (a) the FIRST GRAND PRINCIPAL; or
  - (b) if the FIRST GRAND PRINCIPAL is unavailable or is incapable of acting:

- (c) the Deputy First Grand Principal; or
- (d) a majority of the Past First Grand Principals;

may direct the Grand Scribe Ezra to change the date to a specified date not more than 14 days before or after the date for which notice had been given.

169. In an emergency:

- (a) the FIRST GRAND PRINCIPAL; or
- (b) if the FIRST GRAND PRINCIPAL is unavailable or is incapable of acting
  - (i) the Deputy First Grand Principal; or
  - (ii) a Past First Grand Principal;

may direct the Grand Scribe Ezra to cancel a GRAND CONVOCATION.

170. If the GRAND CONVOCATION, which is cancelled under CLAUSE 169, is one convened in response to a petition CLAUSE 167 must be applied as if the petition had been lodged on the day after the cancelled GRAND CONVOCATION would have been held.

### **Presiding over a Grand Convocation**

171. Unless he is absent a GRAND CONVOCATION is presided over by the FIRST GRAND PRINCIPAL.

172. If the FIRST GRAND PRINCIPAL is absent the COMPANION to preside over the GRAND CONVOCATION is (in the following order):

- (a) the Deputy First Grand Principal;
- (b) the Immediate Past First Grand Principal;
- (c) the most senior Past First Grand Principal willing to preside over it;
- (d) the most senior Grand Principal present willing to preside over it.



173. All three Grand Principals' chairs must be occupied at a GRAND CONVOCATION.
174. If the Second Grand Principal is absent his chair must be occupied by a Past Grand Principal of the same or higher rank.
175. If the Third Grand Principal is absent his chair must be occupied by a Past Grand Principal of the same or higher rank.
176. The selection of a Past Grand Principal to occupy the vacant chair of Second or Third Grand Principal is made by the COMPANION presiding or to preside over that GRAND CONVOCATION.

### **The Grand Convocation agenda**

177. The FIRST GRAND PRINCIPAL or other COMPANION who is to preside over a GRAND CONVOCATION may give directions to the Grand Scribe Ezra as to:
  - (a) the items of business to be included in the agenda; and
  - (b) the order in which the items are to appear on the agenda.
178. Subject to any directions under CLAUSE 177 the Grand Scribe Ezra prepares the agenda for each GRAND CONVOCATION.
179. The FIRST GRAND PRINCIPAL or other COMPANION presiding over a GRAND CONVOCATION may alter during the GRAND CONVOCATION the order in which items appear on the agenda.

### **Notices of motion and petitions**

180. No notice is required for a motion:
  - (a) moved by the FIRST GRAND PRINCIPAL; or
  - (b) moved by a GRAND OFFICER in a current Grand Team who moves the motion in the discharge of the duties of his office; or
  - (c) moved by direction of:

- (i) the FIRST GRAND PRINCIPAL; or
    - (ii) the SUPREME COMMITTEE; or
  - (d) relating to a petition before the GRAND CONVOCATION.
181. The closing date for lodging:
- (a) any petition; or
  - (b) notice of any motion not covered by CLAUSE 180;
- with the Grand Scribe Ezra is 45 days before the day of the GRAND CONVOCATION at which it is sought to present the petition or move the motion.
182. If a notice of motion or a petition is lodged after the closing date for the next GRAND CONVOCATION the Grand Scribe Ezra may:
- (a) treat it as having been lodged for the next following GRAND CONVOCATION; or
  - (b) return it to the COMPANION who lodged it.
183. A short statement of reasons in respect of:
- (a) any petition; or
  - (b) notice of any motion not covered by CLAUSE 180;
- must be lodged with the Grand Scribe Ezra at the time the petition or notice of motion is lodged with him.
184. The short statement of reasons required by CLAUSE 183 must not be more than four A4 pages.
185. No notice is required in respect of any amendment to a motion.

## **Prohibited matter in a notice of motion or in a petition**

186. A notice of motion or a petition must not contain any matter that is:
- (a) beyond the powers of GRAND CHAPTER; or
  - (b) defamatory; or
  - (c) disloyal; or
  - (d) improper; or
  - (e) irreverent; or
  - (f) obscene; or
  - (g) too vague to be valid.
187. If the Grand Scribe Ezra considers that any matter in a notice of motion or in a petition is prohibited by CLAUSE 186 he must refer that notice of motion or petition to:
- (a) the Grand Registrar - if a lawyer; or
  - (b) GRAND CHAPTER's solicitors - if by dispensation by the FIRST GRAND PRINCIPAL the Grand Registrar is not a lawyer;
- and must not take any further action in respect of the notice of motion or petition until he receives a report upon it from the Grand Registrar or the solicitors.
188. If the Grand Scribe Ezra considers that any matter in a notice of motion or in a petition is contrary to the:
- (a) Antient Landmarks of the Craft; or
  - (b) tenets of the ORDER;
- he must refer the notice of motion or petition to the SUPREME COMMITTEE and must not take any further action in respect of the notice of motion or petition until he receives a report upon it from that committee.

189. If a report states that a notice of motion or a petition contains any matter referred to in CLAUSE 186 or CLAUSE 188 the Grand Scribe Ezra must:
- (a) reject the notice of motion or the petition; and
  - (b) return it to the COMPANION who lodged it; and
  - (c) invite that COMPANION to discuss it with the Grand Registrar.

**Action to be taken on valid notice of motion or petition**

190. If a notice of motion or a petition lodged within the time specified in CLAUSE 181 does not contain any matter referred to in CLAUSE 186 or CLAUSE 188 the Grand Scribe Ezra must:

- (a) give or send a copy of it to:
  - (i) all members of the SUPREME COMMITTEE; and
  - (ii) all CHAPTERS; and
  - (iii) all members of the current Grand Team; and
  - (iv) all other members of GRAND CHAPTER who are entitled to receive a notice of the GRAND CONVOCATION at which the notice of motion or petition is to be considered;
- (b) include the notice of motion or petition in the agenda for the next GRAND CONVOCATION at which it can be considered.

191. The SUPREME COMMITTEE may:

- (a) consider any notice of motion or petition; and
- (b) make a recommendation or report on it to GRAND CHAPTER; and
- (c) direct the Grand Scribe Ezra to give or send a copy of the recommendation or report to:
  - (i) the Scribe Ezra of each petitioning CHAPTER;
  - (ii) the COMPANION who gave the notice of motion;

- (iii) all CHAPTERS;
- (iv) all other members of GRAND CHAPTER who are entitled to receive a copy of the notice of motion or petition.

### **Convening a Grand Convocation**

192. Not less than 10 days before a GRAND CONVOCATION is held the Grand Scribe Ezra must give or send notice of it to:
- (a) all members of the SUPREME COMMITTEE; and
  - (b) all CHAPTERS; and
  - (c) all members of the current Grand Team; and
  - (d) all other members of GRAND CHAPTER who by payment or otherwise are entitled to receive a notice of that GRAND CONVOCATION.
193. Entitlement by payment to receive a notice, is by prepayment to the Grand Scribe Ezra of such amount as is determined from time to time by him.
194. Non-receipt of a notice does not invalidate a GRAND CONVOCATION or limit it in any way whatsoever.

### **Attendance at a Grand Convocation**

195. All COMPANIONS who by CLAUSE 13 comprise GRAND CHAPTER are entitled to attend each GRAND CONVOCATION and to take part in its proceedings.
196. All other COMPANIONS may attend a GRAND CONVOCATION but:
- (a) cannot take part in its proceedings; but
  - (b) can address it if invited to do so by the FIRST GRAND PRINCIPAL or other COMPANION presiding over it.
197. An invitation to attend a GRAND CONVOCATION may be extended to:
- (a) a Companion of any other Holy Royal Arch constitution; or

- (b) a distinguished Freemason although he is not a COMPANION; or
- (c) any other person.

198. An invitation under CLAUSE 197 may be extended by:

- (a) the FIRST GRAND PRINCIPAL; or
- (b) the COMPANION presiding or to preside over the GRAND CONVOCATION.

199. A Companion or distinguished Freemason or other person to whom an invitation is extended under CLAUSE 197:

- (a) may address the GRAND CONVOCATION if invited to do so by:
  - (i) the FIRST GRAND PRINCIPAL; or
  - (iii) the COMPANION presiding at the GRAND CONVOCATION; but
- (b) may not vote on any matter before the GRAND CONVOCATION.

### **Removal from a Grand Convocation**

200. If any COMPANION who by CLAUSE 195 is entitled to attend a GRAND CONVOCATION:

- (a) disrupts its proceedings; or
- (b) is called to order three times at the one GRAND CONVOCATION; or
- (c) moves an amendment or makes any statement that contains any matter that by CLAUSE 186 or by CLAUSE 188 is prohibited in respect of a motion and does not withdraw it when called upon to do so by the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION; or
- (d) fails or refuses to comply with a ruling or direction by the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION; or

if any other COMPANION present disrupts its proceeding or is called to order or fails to comply with a ruling or direction the FIRST GRAND

PRINCIPAL or other COMPANION presiding may require him to leave that GRAND CONVOCATION and not to return to it unless he makes adequate apology to it.

201. If a COMPANION or other person required under CLAUSE 200 to leave a GRAND CONVOCATION fails or refuses to leave the FIRST GRAND PRINCIPAL or other COMPANION presiding over it may require him to be removed from it.
202. A COMPANION or other person who is removed from a GRAND CONVOCATION cannot:
  - (a) return to it or to any resumption of it after adjournment or call-off; or
  - (b) remain in the building in which it is being held; or
  - (c) attend any banquet or festive board or other gathering following upon it; or
  - (d) attend any future GRAND CONVOCATION until he has given the FIRST GRAND PRINCIPAL an unequivocal undertaking never to infringe CLAUSE 200 again.

### **Grand Convocation quorum**

203. The quorum at a GRAND CONVOCATION is:
  - (a) three Grand (or Past Grand) Principals; and
  - (b) in respect of at least 15 CHAPTERS – a Principal or Past First Principal.

### **Rulings at a Grand Convocation**

204. Every GRAND CONVOCATION is under the control of the FIRST GRAND PRINCIPAL or other COMPANION presiding over it.
205. A ruling by the FIRST GRAND PRINCIPAL or other COMPANION presiding over a GRAND CONVOCATION is conclusive and cannot be dissented from.
206. Any COMPANION who by CLAUSE 195 was entitled to attend the GRAND CONVOCATION and was present when a ruling was given and

who is dissatisfied may submit the ruling to the SUPREME COMMITTEE for clarification for the future.

207. A submission to the SUPREME COMMITTEE under CLAUSE 206 must:

- (a) be made subsequent to the GRAND CONVOCATION at which the ruling was given; and
- (b) be made not more than 14 days after that GRAND CONVOCATION; and
- (c) be in writing; and
- (d) be lodged with the Grand Scribe Ezra; and
- (e) specify the ruling with which the COMPANION is dissatisfied; and
- (f) state briefly the reasons for dissatisfaction; and
- (g) specify the ruling the COMPANION contends should have been made.

208. A submission under CLAUSE 206 may be withdrawn at any time before the SUPREME COMMITTEE has ruled upon it.

### **Meeting procedure at a Grand Convocation**

209. A motion maybe moved and considered notwithstanding that the COMPANION who gave notice of it is not present.

210. A petition must be presented by:

- (a) a Principal or Past First Principal of one of the petitioning CHAPTERS chosen by representatives of those CHAPTERS to present it; or
- (b) a Principal or Past First Principal of the petitioning CHAPTER which has the lowest number on the register of GRAND CHAPTER;

but any member of any of those CHAPTERS may speak in support of it.

211. No seconder is required for any motion or amendment or petition.



212. As soon as a motion or amendment is moved or a petition is presented the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION must:
- (a) ask if there are any questions; and after questions (if any) have been asked and answered;
  - (b) ask if the motion amendment or petition is opposed.
213. Unless the motion amendment or petition is opposed the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION must:
- (a) declare the motion or amendment carried; or
  - (b) declare the petition granted.
214. If the motion amendment or petition is opposed:
- (a) the mover of the motion or amendment or the COMPANION presenting the petition may speak to it; and
  - (b) the motion amendment or petition is open to debate; and
  - (c) the Grand Registrar may intervene in the debate as often as may be necessary to:
    - (i) keep the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION properly informed on any matter of law or of fact; or
    - (ii) clarify any matter of law or of fact; and
  - (d) the mover of the motion or amendment and the COMPANION presenting the petition has a right of reply.
215. The only formal motion that may be moved at a GRAND CONVOCATION is the motion for an adjournment.

216. The formal motions excluded by CLAUSE 215 are:
- (a) laying the question on the table; and
  - (b) proceeding to the next business; and
  - (c) the closure; and
  - (d) the previous question.
217. Unless the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION grant leave to do so, the only COMPANIONS who may speak more than once during the debate upon a motion or an amendment or a petition are:
- (a) the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION; and
  - (b) the mover of the motion or amendment; or
  - (c) the COMPANION presenting the petition; and
  - (d) the Grand Registrar when acting under CLAUSE 214.
218. If the FIRST GRAND PRINCIPAL or other COMPANION presiding over a GRAND CONVOCATION:
- (a) strikes the carpet or the floor with his sceptre; or
  - (b) calls for order;
- all COMPANIONS present must wait in silence for him to speak and to complete what he has to say.

### **Voting on a motion amendment or petition at a Grand Convocation**

219. Voting on a motion amendment or petition at a GRAND CONVOCATION is by show of hands unless the FIRST GRAND PRINCIPAL or other COMPANION presiding directs that it or a recount of it be by ballot.

220. A recount may be required by:
- (a) the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION; or
  - (b) 10 or more COMPANIONS entitled by CLAUSE 195 to attend the GRAND CONVOCATION.
221. If a recount is required the votes must be counted by two or more GRAND OFFICERS appointed for that purpose by the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION.
222. The declaration of the result of a vote:
- (a) must be by the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION; and
  - (b) conclusively determines the result of the vote.

### **Voting at an election at a Grand Convocation**

223. If there are only two candidates at an election at a GRAND CONVOCATION voting is by show of hands unless the FIRST GRAND PRINCIPAL or other COMPANION presiding over the GRAND CONVOCATION declare that such election shall be by ballot.
224. The recount provisions in CLAUSES 220 and 221 and the declaration provisions in CLAUSE 222 apply also to an election by show of hands.
225. If there are more than two candidates at an election at a GRAND CONVOCATION the election must be conducted in such manner as is decided upon by the FIRST GRAND PRINCIPAL, or if he does not exercise the power, then by the SUPREME COMMITTEE.
226. The FIRST GRAND PRINCIPAL may exercise the power conferred by CLAUSE 225 notwithstanding the existence of an exercise of it by the SUPREME COMMITTEE.
227. A candidate at an election must not collect or count any of the ballot papers or take any other part in the conducting of the election.

## **Casting vote**

228. The FIRST GRAND PRINCIPAL or other COMPANION presiding over a GRAND CONVOCATION has in addition to his primary vote a casting vote:
- (a) upon every motion amendment or petition; and
  - (b) at every election;
- at a GRAND CONVOCATION.

## **Grand Installations**

229. The Grand Installation will ordinarily take place at the April GRAND CONVOCATION unless the SUPREME COMMITTEE directs otherwise.
230. If a Grand Installation becomes necessary for any of the circumstances set out in CLAUSE 22 the Grand Installation must be immediately after the election provided for in CLAUSE 25.
231. If a FIRST GRAND PRINCIPAL or Past First Grand Principal is to be reinstated as FIRST GRAND PRINCIPAL he may direct that he be proclaimed instead.
232. If the SUPREME COMMITTEE so recommends the FIRST GRAND PRINCIPAL may invite all or any:
- (a) Master Masons (although they are not COMPANIONS); or
  - (b) wives and widows of COMPANIONS; or
  - (c) wives of GRAND OFFICERS in the current or incoming Grand Team; or
  - (d) relatives or friends (whether male or female) aged 16 or over of COMPANIONS or Brethren and of deceased COMPANIONS or deceased Brethren;
- to attend a Grand Installation.

## CHAPTERS

### Petitioning for a new Chapter

233. An application for a charter for a proposed new CHAPTER must be:
- (a) by petition; and
  - (b) in the form in SCHEDULE B: and
  - (c) signed by at least nine COMPANIONS (whether of this or of any recognised GRAND CHAPTER of another jurisdiction); and
  - (d) accompanied by a certificate in the form in SCHEDULE C:
    - (i) fully completed; and
    - (ii) signed by the three Principals in office of a CHAPTER: or
  - (e) accompanied by a certificate in the form in SCHEDULE D:
    - (i) fully completed; and
    - (ii) signed by the First Principal of a CHAPTER (whether of this or any recognised Grand Chapter of another jurisdiction).
234. A petition recommended by CHAPTER resolution cannot be altered and no name may be added to it without a resolution of that CHAPTER consenting to it.
235. If CLAUSE 233 is not complied with the petition cannot proceed unless the SUPREME COMMITTEE gives a certificate signed by its President and to the like effect of the form in SCHEDULE D.
236. A charter for a new CHAPTER cannot be granted unless:
- (a) it has been recommended by the SUPREME COMMITTEE; and
  - (b) that recommendation has been approved by the FIRST GRAND PRINCIPAL.

## **Consecration of a new Chapter**

237. Every new CHAPTER must be solemnly constituted and consecrated according to ancient usage by the FIRST GRAND PRINCIPAL or by:
- (a) one of the Grand Principals; or
  - (b) a GRAND OFFICER or a First Principal or Past First Principal;
- appointed by the FIRST GRAND PRINCIPAL to do so.
238. Until a CHAPTER has been solemnly constituted and consecrated pursuant to CLAUSE 237
- (a) it cannot be acknowledged; and
  - (b) it cannot hold a CONVOCATION; and
  - (c) its intending COMPANIONS cannot be admitted to a GRAND CONVOCATION as its representatives.
239. Nothing in CLAUSE 238 precludes an inaugural member of a new CHAPTER who is a member of GRAND CHAPTER being admitted to a GRAND CONVOCATION in a capacity other than that of representative of the new CHAPTER.

## **Name of the new Chapter**

240. A charter must distinguish the CHAPTER by name and number.
241. A CHAPTER's proposed name may be refused by the SUPREME COMMITTEE because it is:
- (a) unsuitable; or
  - (b) sufficiently similar to another CHAPTER's name as to be a possible source of confusion.
242. If a proposed name for a new CHAPTER is refused under CLAUSE 241 the Grand Scribe Ezra will:
- (a) inform the petitioners of the refusal and of the reason for it; and

- (b) invite them to discuss suitable alternatives with him or ways of overcoming the difficulty; and
- (c) stay all further action on the petition until such time as the petitioners have submitted a name satisfactory to the SUPREME COMMITTEE.

## **Charters**

243. A CHAPTER's charter carries with it the power to open conduct and close:
- (a) a Lodge of Excellent Master Masons and instruct candidates in that degree; and
  - (b) a CONVOCATION and exalt Excellent Master Masons as COMPANIONS; and
  - (c) a conclave.
244. A CHAPTER's charter must be:
- (a) specially entrusted to its First Principal at his INSTALLATION;
  - (b) kept in safe custody by its First Principal;
  - (c) produced and displayed at each of its CONVOCATIONS;
  - (d) produced to the SUPREME COMMITTEE or to the Grand Scribe Ezra if the CHAPTER is called upon to do so.
245. If a CHAPTER's charter is lost or destroyed it must not hold a CONVOCATION until:
- (a) it is found; or
  - (b) GRAND CHAPTER authorises the issue of a Charter of Confirmation; or
  - (c) the FIRST GRAND PRINCIPAL grants a dispensation authorising the holding of CONVOCATIONS pending GRAND CHAPTER authorisation of a Charter of Confirmation.

246. If a CHAPTER's charter is suspended:

- (a) it must not hold a CONVOCATION until the suspension is removed; and
- (b) no member of it may attend:
  - (i) a GRAND CONVOCATION; or
  - (ii) any other function of GRAND CHAPTER; or
  - (iii) any board or committee or subcommittee of GRAND CHAPTER (other than as a respondent before the JUDICIARY COMMITTEE or an appellant before the APPEAL COMMITTEE); or
  - (iv) a CONVOCATION of any CHAPTER;

unless he is:

- (a) a member of another CHAPTER; or
- (b) granted dispensation by:
  - (i) the FIRST GRAND PRINCIPAL; or
  - (ii) the SUPREME COMMITTEE.

### **Change of name**

247. No CHAPTER may alter its name or number without approval of the SUPREME COMMITTEE.

248. If a change of name or number of a CHAPTER is approved by the SUPREME COMMITTEE:

- (a) the CHAPTER charter must be produced to the Grand Scribe Ezra for alteration; and
- (b) the alteration must be signed by:
  - (i) the FIRST GRAND PRINCIPAL; and
  - (ii) Grand Scribe Ezra; and
  - (iii) the Grand Registrar; and
- (c) the alteration must be recorded by the Grand Scribe Ezra.



## **Chapter precedence**

249. CHAPTERS rank in precedence in numerical order.

## **Convocations**

250. Subject to CLAUSE 251 a CHAPTER's regular CONVOCATIONS are held at the place, date and time it has prescribed by resolution.

251. A CHAPTER cannot resolve to move its regular CONVOCATIONS from one place of meeting to another or to change from or to being a daylight or a twilight CHAPTER unless it has first obtained the consent of the FIRST GRAND PRINCIPAL.

252. A CHAPTER with a travelling warrant may resolve to meet in two or more places but no two of those places may be in:

- (a) the same suburb of a city; or
- (b) the same town or borough.

253. A CHAPTER can alter the place, time or date of a CONVOCATION by resolution without other approval, but such a change cannot be in respect of:

- (a) two or more successive CONVOCATIONS; or
- (b) an INSTALLATION CONVOCATION;

without the consent of the FIRST GRAND PRINCIPAL.

254. If the circumstances necessitating an alteration of place time or date of a CONVOCATION leave insufficient time for it to be resolved upon at an ordinary CONVOCATION the alteration may be ordered by the First Principal.

255. Notice of any alteration of the place, time or date must be lodged with the Grand Scribe Ezra as soon as possible after the decision has been taken to make the alteration.

256. As to an INSTALLATION CONVOCATION:

- (a) the CHAPTER should if possible avoid a date and time that clash

with another CHAPTER's INSTALLATION CONVOCATION;  
and

- (b) in considering whether there is a clash the time that would be required to travel from one INSTALLATION CONVOCATION to the other is a relevant factor; and
- (c) the FIRST GRAND PRINCIPAL's approval is required for any change of the date or time of an INSTALLATION CONVOCATION.

257. At a CHAPTER convocation:

- (a) it must be opened by three Principals or Past Principals; and
- (b) all three Principals' chairs must be occupied by three Principals or Past Principals; and
- (c) if the First Principal is absent his place must be filled by a Past First Principal; and
- (d) if the Second or Third Principal is absent his place must be filled by a Past Principal of the same or higher rank.

258. A special CONVOCATION of a CHAPTER:

- (a) may be called by the First Principal; or
- (b) Requested by seven or more COMPANIONS of that CHAPTER who have signed and delivered to the Scribe Ezra of that CHAPTER a WRITTEN notice requesting such special convocation;
- (c) Any special CONVOCATION requested by the COMPANIONS in accordance with this CLAUSE must be held at a time, date and place fixed by the First Principal and Scribe Ezra no later than 1 month after the date upon which Scribe Ezra received such request

259. If a special CONVOCATION is called for the convenience of a COMPANION or a candidate he may be required to meet the expense of calling and holding it.

## **Fees and Subscriptions**

260. All fees subscriptions and other moneys payable to a CHAPTER may be:
- (a) fixed; and
  - (b) altered;
- by it from time to time by resolution.
261. Different subscriptions may be fixed for different classes of members.
262. Except as stated in CLAUSE 263:
- (a) annual fees and subscriptions are due and payable on the first day of the CHAPTER's financial YEAR; and
  - (b) all other fees subscriptions and other moneys are due and payable on the day they are fixed by the CHAPTER.
263. No fees or subscriptions shall accrue become due or be payable in respect of any period during which the COMPANION is under suspension or exclusion.
264. No fees or subscriptions are payable by:
- (a) honorary members; or
  - (b) Scribe Ezra, Organist or the Janitor (if the CHAPTER so decides).
265. No COMPANION is eligible to take office in a CHAPTER unless all fees subscriptions and other moneys owed to it by him have been paid.
266. If a member of a CHAPTER is 10 months in arrears in paying any fee subscription or other moneys to it Scribe Ezra must notify him in WRITING by prepaid registered mail that:
- (a) payment should be made at or before the next convocation unless the COMPANION's circumstances are such as to warrant deferral; and
  - (b) if payment is not so made he may be excluded by CHAPTER resolution and he will cease to be a member of the CHAPTER.

267. If a member of a CHAPTER is 24 months in arrears in paying any fee subscription or other moneys to it Scribe Ezra must notify him in WRITING that:
- (a) payment must be made before the next regular convocation; and
  - (b) if payment is not so made he will automatically cease to be a member of the CHAPTER and be excluded from all privileges of or derived from membership of:
    - (i) the ORDER; and
    - (ii) any Lodge under the jurisdiction of the GRAND LODGE; and
    - (iii) any Lodge under the jurisdiction of the GRAND MARK.
268. Scribe Ezra of the CHAPTER must give the Grand Scribe Ezra:
- (a) a copy of any notice given under CLAUSE 266 or CLAUSE 267; and
  - (b) a report upon whether payment was made before the next convocation; and
  - (c) notice of any exclusion under CLAUSE 266 or CLAUSE 267.
269. If the excluded COMPANION at any time after his exclusion makes payment to the CHAPTER in full or of such lesser sum as it resolves to accept his exclusion is lifted immediately (including his exclusion from GRAND LODGE AND GRAND MARK Lodges unless he is under suspension exclusion or expulsion by GRAND LODGE or GRAND MARK for some reason other than non-payment to his CHAPTER), however his membership of the ORDER and the CHAPTER is not reinstated unless and until he has been regularly re-affiliated in accordance with CLAUSE 319.
270. The Grand Scribe Ezra must notify each GRAND CONVOCATION of any exclusions and any removal of exclusions since the preceding GRAND CONVOCATION.

## **Chapter property**

271. All CHAPTER property vests in the Principals for the time being in trust for the use and benefit of its COMPANIONS.
272. If a CHAPTER forfeits its charter or is suspended or resolves to return its charter its Principals in office at that time must ensure that all its property whatsoever is promptly delivered to the Grand Scribe Ezra for the advancement of the ORDER or for use by any CHAPTER or COMPANION as the SUPREME COMMITTEE thinks fit.
273. Subject to the right to:
- (a) remunerate or to pay an honorarium to:
    - (i) Scribe Ezra; and
    - (ii) the Organist; and
    - (iii) the Janitor; and
  - (b) defray expenses incurred by an officer or COMPANION in the discharge of his CHAPTER duties; and
  - (c) present a jewel to a Past Principal; and
  - (d) make a benevolent payment; and
  - (e) assist with the procuring of or supplying a GRAND OFFICER's regalia;

no CHAPTER property may be sold to, or transferred to or given to any COMPANION of that CHAPTER.

## **Chapter business**

274. The business at the first, second, third and fourth times of rising must accord with the established usage of the ORDER.
275. Subject to CLAUSE 274 the order of business at a CHAPTER convocation is directed by the First Principal.

## **Election and appointment of Chapter officers**

276. Each CHAPTER must elect:
- (a) three Principals; and
  - (b) its Treasurer; and
  - (c) its Janitor; and
  - (d) an auditor.
277. Unless otherwise approved by the FIRST GRAND PRINCIPAL the election of the three Principals must be held no later than the last regular convocation prior to the INSTALLATION CONVOCATION.
278. Whenever practicable the elections of Treasurer and Janitor and Auditor should be held no later than the last regular convocation prior to the INSTALLATION CONVOCATION.
279. If it becomes impracticable to elect a Treasurer or Janitor or Auditor before the CONVOCATION specified in CLAUSE 278 they must be elected at the INSTALLATION CONVOCATION or at the next practicable CONVOCATION thereafter.
280. The First Principal must appoint no later than the INSTALLATION CONVOCATION:
- (a) Scribe Ezra; and
  - (b) Scribe Nehemiah; and
  - (c) Principal Sojourner; and
  - (d) First Assistant Sojourner; and
  - (e) Second Assistant Sojourner; and
  - (f) Director of Ceremonies; and
  - (g) Guardian of the Third Veil; and
  - (h) Guardian of the Second Veil; and
  - (i) Guardian of the First Veil.

281. The First Principal may appoint:

- (a) Assistant Director of Ceremonies; and
- (b) Organist; and
- (c) Choirmaster; and
- (d) Almoner; and
- (e) Assistant Scribe Ezra; and
- (f) such number of Stewards as he thinks appropriate;

and may do so before, at or subsequent to the INSTALLATION CONVOCATION.

282. If the First Principal elect has recorded in writing the appointments made by him pursuant to CLAUSE 280 but for any reason is unable to attend or to read them at the INSTALLATION CONVOCATION they must be read to the CONVOCATION by Scribe Ezra and confirmed by the Second or Third Principal.

283. If the First Principal elect has not recorded in writing the appointments required by CLAUSE 280 or empowered by CLAUSE 281 and for any reason is unable to attend or to read them at the INSTALLATION CONVOCATION it must be irrefutably presumed that he has made no such appointments and the appointments must be made and announced to the CONVOCATION by the Second or failing him the Third Principal.

284. Scribe Ezra must give WRITTEN notice to the Grand Scribe Ezra setting out:

- (a) at least 21 days before the INSTALLATION CONVOCATION:
  - (i) the full name and rank of each Principal and the office to which he has been elected; and
  - (ii) the full name rank and office of each officer.
- (b) Within seven days after the INSTALLATION CONVOCATION:
  - (i) any change from the list supplied before it.

285. No officer may:

- (a) take his office before he has been invested: or
- (b) be invested by proxy.

286. CLAUSES 223 and 227-228 relating to elections at a GRAND CONVOCATION must be applied at CHAPTER elections with the substitution of First Principal for FIRST GRAND PRINCIPAL.

**Ranks and designations of rank**

287. The rank entitlement to rank and abbreviation to designate rank of CHAPTER Principals officers and COMPANIONS are:

<b>Rank</b>	<b>Entitlement to rank</b>	<b>Abbreviation</b>
Most Excellent	First Principal	MExComp
Excellent	Past First Principals	ExComp
	Second Principal	
	Past Second Principals	
	Third Principal	
Companion	Past Third Principals	Comp
	All below the rank of Past Third Principal	

288. The acceptable abbreviations to designate the offices held by CHAPTER officers are:

<b>Office</b>	<b>Abbreviation</b>
First Principal	Z
Past First Principal	PZ
Second Principal	H
Past Second Principal	PH
Third Principal	J
Past Third Principal	PJ
Scribe Ezra	SE
Scribe Nehemiah	SN
Treasurer	Treas
Director of Ceremonies	DC
Assistant Director of Ceremonies	ADC



<b>Office</b>	<b>Abbreviation</b>
Principal Sojourner	PSoj
First Assistant Sojourner	FASoj
Second Assistant Sojourner	SASoj
Organist	Org
Choirmaster	ChrMstr
Guardians of the Veil	Gdn
Almoner	Alm
Assistant Scribe Ezra	ASE
Steward	Stwd
Janitor	Jan

### **Principals**

289. Unless a dispensation has been granted by the FIRST GRAND PRINCIPAL no COMPANION can be installed as a Principal of a Chapter unless he has been:
- (a) A member of a Chapter for a period of at least three years
  - (b) Invested and served as Principal Sojourner of a Chapter either in Victoria or in any other recognised jurisdiction
290. Unless a dispensation has been granted by the FIRST GRAND PRINCIPAL no COMPANION can be elected as:
- (a) Second Principal - unless he has been installed as a Third Principal;  
or
  - (b) First Principal - unless he has been installed as a Second Principal.
291. If a COMPANION elected to or serving in the office of a Principal:
- (a) dies; or
  - (b) by resolution of the Past First Principals confirmed by the CHAPTER's Inspector of Workings is declared to have become incapable of holding that office or discharging its duties; or
  - (c) decides or desires for any reason not to accept or continue in the office;

his replacement must be:

- (a) as First Principal:
  - (i) by election at the first convocation after any of the circumstances set out above occurs; or
  - (ii) if there is no candidate for election - by appointment by resolution of the Past First Principals; or
- (b) as Second Principal or Third Principal:
  - (i) by election at the first convocation after any of those circumstances occurs; or
  - (ii) if there is no candidate for election - by appointment by the First Principal or the First Principal elect.

292. No Principal may:

- (a) take his office before he has been installed; or
- (b) be installed by proxy.

293 If any Principal elect is unable to attend the INSTALLATION CONVOCATION Scribe Ezra must as soon as possible:

- (a) give the Grand Scribe Ezra notice of that fact; and
- (b) arrange with the FIRST GRAND PRINCIPAL through the Grand Scribe Ezra a suitable date and location for his subsequent installation.

294. No COMPANION can-

- (a) hold the same office of Principal in the one CHAPTER for more than two YEARS consecutively; or
- (b) hold the same office of Principal in two CHAPTERS at the same time;

unless a dispensation is granted by the FIRST GRAND PRINCIPAL.

295. A dispensation under CLAUSE 294 is limited to one further YEAR consecutive to the two consecutive YEARS allowed by that CLAUSE without dispensation.
296. An application for dispensation under CLAUSE 294 must:
- (a) be in WRITING; and
  - (b) be given as soon as the circumstances warranting a dispensation are known and;
  - (c) be lodged with the Grand Scribe Ezra; and
  - (d) state:
    - (i) the full name and rank of the Principal; and
    - (ii) the circumstances warranting a dispensation; and
    - (iii) the efforts made to avoid the need for a dispensation.
297. A First Principal's duties include:
- (a) preside and maintain proper order and discipline at all his CHAPTER's convocations and meetings; and
  - (b) advance the interests of the ORDER and of his CHAPTER; and
  - (c) encourage qualified Master Masons to be exalted; and
  - (d) encourage COMPANIONS to take office and to progress through the offices of his CHAPTER; and
  - (e) instruct candidates in the degree of Excellent Master Mason in strict conformity with the ritual of the ORDER and with this CONSTITUTION; and
  - (f) exalt candidates in strict conformity with the ritual of the ORDER and with this CONSTITUTION; and
  - (g) appoint COMPANIONS to serve as officers in his CHAPTER's lodge of Excellent Master Masons; and

- (h) superintend all CHAPTER officers in the discharge of their duties and see that they are performed properly; and
- (i) guard against any infringement of the Antient landmarks the customs of the ORDER and the CONSTITUTION; and
- (j) ensure that all:
  - (i) returns are duly completed and lodged with; and
  - (ii) fees are paid and other payments made to;
    - the Grand Scribe Ezra as soon as they are due; and
- (k) preserve the internal economy of the CHAPTER; and
- (l) set an example to the officers and COMPANIONS; and
- (m) represent the CHAPTER at GRAND CONVOCATIONS.

298. In addition to the powers conferred upon him by the CONSTITUTION a First Principal may perform all such acts and exercise all such powers as are proper to his office according to the ancient usage of the ORDER.

### **Rulings at a CONVOCATION or conclave**

299. Every CHAPTER CONVOCATION or conclave is under the control of the First Principal or other COMPANION presiding over it.
300. A ruling by the First Principal or other COMPANION presiding over a CONVOCATION or conclave is conclusive and cannot be dissented from.
301. Any COMPANION who was present when a ruling was given and who is dissatisfied may submit the ruling to the SUPREME COMMITTEE for clarification for the future.
302. A submission to the SUPREME COMMITTEE under CLAUSE 301 must:
- (a) be made subsequent to the CONVOCATION or conclave at which the ruling was given; and
  - (b) be made not more than six months after that CONVOCATION or conclave; and

- (c) be in WRITING; and
  - (d) be lodged with the Grand Scribe Ezra; and
  - (e) specify the ruling with which the COMPANION is dissatisfied; and
  - (f) state briefly the reasons for dissatisfaction; and
- specify the ruling the COMPANION contends should have been made.

303. A submission under CLAUSE 301 may be withdrawn at any time before the SUPREME COMMITTEE has ruled upon it.

304. When a submission under CLAUSE 301 has been lodged with the Grand Scribe Ezra the SUPREME COMMITTEE may:

- (a) require the First Principal or other COMPANION presiding and the COMPANION to appear before it or before a subcommittee appointed by it to try to resolve their differences; or
- (b) require the First Principal or other COMPANION presiding to consider the submission and to appear before it; and
- (c) endeavour to resolve the matter with the First Principal or other COMPANION presiding; and
- (d) give the First Principal or other COMPANION presiding directions as to any further or corrective action he is to take in the matter and require him to do so; or
- (e) refer the matter to the JUDICIARY COMMITTEE.

### **Chapter Resolutions**

305. CHAPTERS no longer have the power to make bylaws.

306. Bylaws made by a CHAPTER when the power to make them existed:

- (a) which relate to a matter dealt with in this CONSTITUTION - have ceased to have any operation or effect; or
- (b) which do not relate to such a matter - are irrefutably presumed to be resolutions made under this CONSTITUTION and approved by the SUPREME COMMITTEE.

**Power to control by resolutions**

307. A CHAPTER may pass resolutions governing its internal functioning.

308. The requirements applicable to such resolutions are:

<b>Subject matter of resolution</b>	<b>Requirements</b>
Fees or subscriptions	(a) Recorded on the form in SCHEDULE E; and (b) lodged on SCHEDULE E form with the Grand Scribe Ezra; and (c) recorded in a resolutions register.
Alteration to date or time of INSTALLATION CONVOCATION; or Move to another place of meeting; or Change from being a daylight or twilight CHAPTER	(a) FIRST GRAND PRINCIPAL's consent; and (b) recorded in a resolutions register.
All other matters	(a) SUPREME COMMITTEE approval; and (b) lodged with the Grand Scribe Ezra; and (c) recorded in a resolutions register.

309. Resolutions passed under CLAUSE 307 must not be inconsistent with:

- (a) the Antient Landmarks; or
- (b) this CONSTITUTION.

310. It is unnecessary for a CHAPTER to print copies of resolutions passed under CLAUSE 307.

## **Voting on a motion or amendment**

311. CLAUSES 219-222 and 228 relating to voting on motions and amendments must be applied at CHAPTER convocations.

## **Procedure at convocations**

### **Quorum**

312. The quorum at a convocation is three Principals or Past Principals and six other COMPANIONS.

### **Meeting procedure**

313. CLAUSES 186, 200-202, 211-213, 219-222 and 228 relating to meeting procedure must be applied at CHAPTER convocations with the substitution of First Principal for FIRST GRAND PRINCIPAL.

## **EXALTATIONS AND AFFILIATING COMPANIONS**

### **Candidate or Companion not known to members of Chapter**

314. If a candidate for exaltation or a COMPANION seeking to affiliate is not known to members of the CHAPTER or is known to one member only:

- (a) the Scribe Ezra must write to the Grand Scribe Ezra stating:
  - (i) the full name address and date of birth of the candidate or COMPANION; and
  - (ii) the names and addresses of at least three persons named by the candidate or COMPANION as referees; and
  - (iii) in the case of the COMPANION - the Chapters (whether of this or any recognised Grand Chapter of another jurisdiction) of which he is or has been a member; and
- (b) asking for leave of the FIRST GRAND PRINCIPAL for the candidate or the COMPANION to be accepted as a member of the CHAPTER without:
  - (i) a proposer or seconder - if he is not known to any members; or
  - (ii) a seconder - if he is known to only one member.

315. Upon receipt of an application under CLAUSE 314 the FIRST GRAND PRINCIPAL may:

- (a) cause inquiries to be made in relation to the candidate or COMPANION; and
- (b) invite the candidate or COMPANION to have a discussion with him; and
- (c) grant the application; or
- (d) himself propose the candidate or COMPANION and dispense with the requirement of a seconder; or
- (e) refuse the application.

### **Exaltation requirements**

316. A candidate for exaltation must:

- (a) be in good standing and a subscribing member of a regular Craft Lodge; and
- (b) subject to CLAUSE 315 be:
  - (i) have been a Master Mason for six months standing prior to his ballot for exaltation; and
  - (ii) thereafter proposed and seconded by COMPANIONS of the CHAPTER in which he is to be exalted or one of the proposer or seconder may be a member of another CHAPTER; and
- (c) sign a duly completed application in the form in SCHEDULE F; and
- (d) be accepted by the CHAPTER by a show of hands or by a ballot; and
- (e) produce to Scribe Ezra proof that he has been a Master Mason for six months or has received the FIRST GRAND PRINCIPAL's dispensation; and



- (f) have received instruction in the degree of Excellent Master Mason being so instructed immediately upon the close of a CHAPTER by Officers appointed by the First Principal of that CHAPTER; and
  - (g) except by dispensation granted by the FIRST GRAND PRINCIPAL - have been so instructed at least four weeks before being eligible to take part in an exaltation ceremony; and
  - (h) pay the required fees and subscription.
317. Unless the FIRST GRAND PRINCIPAL grants a dispensation not more than two candidates may be instructed in the degree of Excellent Master Mason or exalted at the same time.
318. Upon being instructed in the degree of Excellent Master Mason the candidate has the right to attend the festive board and any other CHAPTER function except a convocation.

### **Affiliation requirements**

319. A Companion desiring to affiliate with a CHAPTER must:
- (a) be in good standing;
  - (b) subject to CLAUSE 315 be proposed and seconded by COMPANIONS of that CHAPTER;
  - (c) sign a duly completed application in the form in SCHEDULE G;
  - (d) be accepted by the CHAPTER by a vote in accordance with CLAUSE 316; and
  - (e) pay the prescribed fee and subscription.

### **Voting for Chapter membership**

320. If there is to be a vote or a ballot for a candidate for exaltation or for a COMPANION desiring to affiliate the summons for the CONVOCATION at which the vote or ballot is to be taken must:
- (a) specify that the vote or ballot is to be taken:

- (b) contain the following details of the candidate or Companion:
    - (i) full name; and
    - (ii) date of birth; and
    - (iii) place of abode; and
    - (iv) occupation: and
    - (v) proposer's and seconder's name - unless dispensation has been granted under CLAUSE 315; and
    - (vi) name and number of the Lodge of which he is a member; and
    - (vii) in the case of a COMPANION - name and number of the CHAPTER of which he is a member or of which he was last a member; and
  - (c) Scribe Ezra must lodge a copy of the summons with the Grand Scribe Ezra at least 14 days before the CONVOCATION with a notation on the face of it that it contains ballot or affiliation vote particulars.
321. Acceptance of a candidate for exaltation or of a COMPANION for affiliation will ordinarily be by show of hands.
322. Subject to CLAUSE 323 a CHAPTER may by resolution decide to accept candidates for exaltation or COMPANIONS for affiliation by ballot instead of by show of hands and may subsequently decide to return to acceptance by show of hands.
323. A resolution pursuant to CLAUSE 322:
- (a) must be applicable to all candidates for exaltation; and
  - (b) cannot be revoked for at least 36 months after it is carried.
324. If the Grand Scribe Ezra is aware that there is a reason why the ballot or vote should not proceed in respect of the candidate or COMPANION he may direct Scribe Ezra that the ballot or vote is to be cancelled.

325. If a CHAPTER or a meeting of its Principals and Past Principals nevertheless desires to exalt the candidate or affiliate the COMPANION it may require the Grand Scribe Ezra to refer the matter to the SUPREME COMMITTEE for decision.
326. Any COMPANION of the CHAPTER who knows of any reason why he might cast a black ball in the ballot or vote against the candidate or COMPANION should privately notify the First Principal or Scribe Ezra of that reason as soon as possible after receiving the summons and upon being so notified the First Principal or Scribe Ezra may defer the ballot or vote to a later convocation so that the matter raised by the COMPANION may be investigated.
327. If two or more candidates or COMPANIONS are balloted for in the one ballot or voted for by the one show of hands and:
- (a) on the show of hands - more than one-fourth of those present and entitled to vote raise their hands against the candidate or COMPANION; or
  - (b) in the ballot - two or more black balls are cast;
- the ballot or vote must be retaken separately for each candidate or COMPANION.
328. Subject to CLAUSE 327 if:
- (a) more than one-fourth of those present and entitled to vote raise their hands against the candidate or COMPANION; or
  - (b) two or more black balls are cast;
- the candidate cannot be exalted or the COMPANION affiliated at that CONVOCATION and particulars in the form in SCHEDULE H or SCHEDULE I must be lodged with the Grand Scribe Ezra as soon as possible.
329. Each candidate must receive a copy of this CONSTITUTION on his Exaltation.
330. The CHAPTER may meet the cost of that copy or may include it in the fees payable by the candidate.

331. A CHAPTER which has accepted a candidate for exaltation may request another CHAPTER to instruct him in the degree of Excellent Master Mason or to exalt him.
332. Subject to CLAUSE 333 every COMPANION of a CHAPTER must be a member of a Craft Lodge.
333. CLAUSE 332 does not apply to a COMPANION whose lack of membership of a Craft Lodge:
  - (a) does not extend over a continuous period of more than 12 months; or
  - (b) occurred prior to 21 July 1982.

## **CHAPTER DUTIES OWED TO GRAND CHAPTER**

### **General duties**

334. The duties every CHAPTER owes to GRAND CHAPTER include:
  - (a) compliance with this CONSTITUTION; and
  - (b) exalt candidates only in strict conformity with the ritual of the ORDER as prescribed from time to time by the SUPREME COMMITTEE; and
  - (c) advance the interests of the ORDER; and
  - (d) encourage the continuance and growth of the CHAPTER and of the ORDER by encouraging qualified Master Masons to be exalted; and
  - (e) encourage its COMPANIONS to continue their membership and to attend its CONVOCATIONS; and
  - (f) lodge a copy of the summons for each CONVOCATION with the Grand Scribe Ezra; and
  - (g) pay all fees and other payments to the Grand Scribe Ezra immediately they become due;
  - (h) lodge with the Grand Scribe Ezra notice of any COMPANION ceasing to be a member of it and the reasons for cessation of membership; and
  - (i) send representatives to each GRAND CONVOCATION.

## **Record of members**

335. Every CHAPTER must keep a complete accurate and up to date record of its members showing as to each COMPANION:
- (a) full name; and
  - (b) address to which summonses correspondence and other documents are to be sent; and
  - (c) date of birth; and
  - (d) date of exaltation or affiliation: and
  - (e) offices held and YEARS in which they were held.

## **Returns to Grand Chapter**

336. Every CHAPTER must lodge the following duly completed returns with the Grand Scribe Ezra within seven days after each relevant CONVOCATION listing every:
- (a) instruction in the degree of Excellent Master Mason; and
  - (b) exaltation; and
  - (c) affiliation; and
  - (d) resignation; and
  - (e) suspension; and
  - (f) exclusion; and
  - (g) removal of a suspension or exclusion; and
  - (h) death.
337. Every CHAPTER-
- (a) will receive on or after the 1<sup>st</sup> of January and the 1<sup>st</sup> of July in each year a list of its COMPANIONS as at such dates together with an

invoice setting out all fees and half yearly contributions payable to GRAND CHAPTER.

- (b) shall pay to Grand Scribe Ezra the amounts shown in each invoice by no later than the 31<sup>st</sup> of March (in reference to the invoice dated 1<sup>st</sup> of January) and the 30<sup>th</sup> of September (in reference to the invoice dated 1<sup>st</sup> of July) in each year.

338. Every CHAPTER must lodge with the Grand Scribe Ezra within seven days after adoption of it, an audited:

- (a) statement of receipts and payments for its financial year;
- (b) balance sheet as at the end of its financial year;

signed by its auditor.

339. The adoption under CLAUSE 338 should be at the next convocation after the INSTALLATION CONVOCATION and must be not later than the following convocation.

### **Fees and other payments to Grand Chapter**

340. From the coming into force of this CONSTITUTION all fees and other payments to be made to GRAND CHAPTER are imposed, prescribed, altered or discontinued by resolution at a GRAND CONVOCATION and specified in SCHEDULE K.

341. At the first CONVOCATION OF GRAND CHAPTER each year the Grand Scribe Ezra shall table in the form of Schedule K a list of all fees and other payments to be made to GRAND CHAPTER.

342. After considering a report by the SUPREME COMMITTEE it may be resolved at a GRAND CONVOCATION that a CHAPTER founded for research and all members of which, must also be members of another CHAPTER may be exempted from payment of all or part of the half-yearly fees either absolutely or subject to conditions.

### **Chapter Officers' responsibilities**

343. Every CHAPTER Principal or officer to whom a robe or collar and jewel of office is entrusted:

- (a) holds it in trust for the CHAPTER; and
- (b) must exercise care to ensure its good order and condition; and
- (c) if present at the INSTALLATION CONVOCATION - must return it as instructed by the Grand Director of Ceremonies (or whoever is acting in that capacity);
- (d) if not present at the INSTALLATION CONVOCATION - must ensure that it is returned to the CHAPTER's Janitor before the commencement of that CONVOCATION.

### **Apron sash and robes**

344. The apron of the ORDER is:

- (a) of white lambskin or material of similar appearance;
- (b) approximately 360 – 410 mm (14 -16”) wide;
- (c) approximately 310 - 360 mm (12 -14”) deep; and
- (d) bordered by alternating crimson and royal blue or purple triangles with the crimson apex pointing towards the centre of the apron.

345. The border of the apron must be:

- (a) GRAND OFFICERS - double indented approximately 100mm (4”) wide;
- (b) all other COMPANIONS - single indented approximately 50mm (2”) wide.

346. The apron must have:

- (a) a flap with an indented border approximately 30mm(1”) wide comprised of alternating crimson and purple or royal blue and triangles with the-crimson apex pointing towards the centre of the flap;
- (b) in the centre of the flap an embroidered or metal triangle surrounded by a gold or gilt border;
- (c) three taus united in gold embroidery or gilt within the triangle;

- (d) two gold or gilt tassels each suspended by a ribbon approximately 50mm(2") wide coming from under the flap; and
- (e) Grand Principals and Past Grand Principals - the emblem of office in gold or gilt in the centre within two branches of laurel; or
  - (i) GRAND OFFICER below the rank of Past Third Grand Principal - an equilateral triangle in gold or gilt in the centre within two branches of laurel; and

The colour of the:

- (i) silk or satin behind the triangle; and
- (ii) tassels ribbon; and
- (iii) apron lining;

must be:

1. GRAND OFFICERS - purple or royal blue; and
2. Principals and Past Principals - crimson; and
3. all other COMPANIONS - white.

347. The sash of the ORDER:

- (a) is of crimson and purple or royal blue triangles; and
- (b) has a fringe at the end which is:
  - (i) GRAND OFFICERS - Principals and Past Principals. gold or gilt; and
  - (ii) all other COMPANIONS - crimson and purple or royal blue silk; and
- (c) GRAND OFFICERS - has a gold or gilt strip approximately 4.8mm (3/16") wide along the centre for its full length.

348. The sash is worn over the left shoulder passing obliquely to the right side.



349. The colours of the robes of office are:
- (a) FIRST GRAND PRINCIPAL Deputy First Grand Principal and First Principal - crimson;
  - (b) Second Grand Principal and Second Principal - purple;
  - (c) Third Grand Principal and Third Principal - blue;
  - (d) Grand Scribe Ezra Grand Scribe Nehemiah Scribe Ezra and Scribe Nehemiah - blue with white sleeves;
  - (e) Grand Sojourners CHAPTER Sojourners and Guardians - white.

### **Jewels**

350. ALL COMPANIONS must wear the jewel of the ORDER in accordance with the design as shown in SCHEDULE L at all times when wearing Royal Arch Regalia.
351. If two or more jewels are worn the jewel of the ORDER must be worn furthest from the shoulder.
352. The jewel of the ORDER, jewels of office, jewel of the Order of Service and the jewels or badges to designate years of service to the ORDER must be of gold or gilt.
353. The jewel of the ORDER and the jewel to designate 50 or more years of service to the ORDER are worn pendant from a ribbon 25mm wide and 50mm long on the left breast of the coat.
354. The colour of the ribbon is:
- (a) GRAND OFFICERS - three vertical bands of purple or royal blue and crimson and pale blue respectively. The purple or royal blue being nearest the shoulder and the pale blue nearest the centre of the chest; and
  - (b) Principals and Past Principals - crimson; and
  - (c) all other COMPANIONS - white.

355. The only jewels that may be worn at a CONVOCATION (in addition to the Jewel of the ORDER) are:
- (a) Jewel of office; and
  - (b) Order of Service Jewel; and
  - (c) Jewel or badge to designate length of service to the ORDER or in GRAND LODGE or GRAND MARK; and
  - (d) Centenary Jewel; and
  - (e) Past Principal's Jewel; and
  - (f) Most Excellent Master's Jewel (if conferred before 20 April 1983); and
  - (g) Excellent Master Mason's Jewel at an exaltation; and
  - (h) any other Jewel approved by the FIRST GRAND PRINCIPAL
  - (i) GRAND MARK jewel of the Order.
356. A GRAND OFFICER and a CHAPTER Principal or officer must wear a jewel of office suspended from a chain or collar.
357. Every COMPANION is entitled to receive without fee:
- (a) a 50-year or 75-year jewel; and
  - (b) a 60-year, 65-year or 70-year bar;
- as soon as he has completed that length of membership of the ORDER.
358. If membership of the ORDER has not been continuous the periods of membership are aggregated for the purposes of CLAUSE 357.

### **Chains collars and stoles**

359. A CHAPTER Principal or officer must wear a crimson collar approximately 100mm (4") wide.
360. A Past First Principal who is a member of a CHAPTER may wear a crimson collar with gold braid approximately 6.35mm (1/4") wide for the full length of the collar.
361. Each Guardian of a Veil wears a stole of the same colour as the veil he guards.

### **Wearing regalia at other than a Masonic meeting**

362. No COMPANION may appear clothed in any of the insignia, collars, jewels or badges of the ORDER, at any public place unless the FIRST GRAND PRINCIPAL has previously given a dispensation for him to do so.

## **RESIGNATION**

### **Notice of resignation**

363. A COMPANION desiring to resign from a CHAPTER must give WRITTEN notice to its Scribe Ezra.

### **Withdrawal of resignation**

364. A resignation may be withdrawn until the convocation following its receipt by Scribe Ezra is closed.

### **Resignation Impermissible**

365. A resignation cannot be accepted if any matter of masonic complaint or irregularity on the COMPANION's part is under consideration by the JUDICIAL COMMITTEE the APPEAL COMMITTEE or his CHAPTER.
366. A Companion who at the date of his giving notice of resignation is in arrears with the payment of any dues or fees of any description owing to his Chapter shall be deemed to be excluded and to have ceased to be a member of that CHAPTER as and from such date.

367. If acceptance of a resignation is precluded by CLAUSE 365 it is held in abeyance until a decision has been made upon the matter of masonic complaint or irregularity.
368. If the matter is before the JUDICIAL COMMITTEE or the APPEAL COMMITTEE its decision on it may include a direction to the CHAPTER as to how the notice of resignation is to be dealt with.

### **Date of taking effect**

369. Unless:
- (a) withdrawn; or
  - (b) precluded by CLAUSE 365;
- a resignation takes effect upon the closing of the convocation following its receipt by Scribe Ezra.
370. A COMPANION whose resignation is accepted is entitled to receive a clearance certificate as provided in SCHEDULE J but only if all amounts due by him to the CHAPTER have been paid.

### **Visiting when unaffiliated**

371. An unaffiliated COMPANION may visit:
- (a) any CHAPTER - once in any YEAR; and
  - (b) a CHAPTER with which he desires to affiliate - three times in one YEAR only.
372. If a COMPANION exercises the privilege conferred by CLAUSE 371(b) but does not affiliate with that CHAPTER his right to visit it whilst unaffiliated is thereafter restricted to once in any YEAR.

## **SUSPENSION EXCLUSION OR EXPULSION BY GRAND LODGE OR GRAND MARK**

### **Automatic suspension exclusion or expulsion**

373. A COMPANION suspended excluded or expelled by the:

- (a) GRAND LODGE; or
- (b) GRAND MARK;

is automatically suspended excluded or expelled (as the case may be) for so long as his suspension exclusion or expulsion by the Grand Lodge imposing it remains in force.

### **Suspension exclusion or expulsion removed**

374. A suspension, exclusion or expulsion under CLAUSE 373 ceases immediately if the suspension, exclusion or expulsion is removed by the Grand Lodge first imposing it, unless the COMPANION is also under suspension exclusion or expulsion by the other Grand Lodge or by GRAND CHAPTER other than automatically reciprocally to CLAUSE 373.

375. Any suspension, exclusion or expulsion and its removal under CLAUSES 373 and 374 must be reported to the GRAND CONVOCATION next after such exclusion, expulsion or removal becomes known to the Grand Scribe Ezra.

### **Replacement Certificates**

376. A duplicate certificate will be issued by Grand Scribe Ezra to a COMPANION entitled to it upon:

- (a) satisfactory proof by statutory declaration that the original has been lost or destroyed; and
- (b) payment of the prescribed fee.

### **Summer Dress**

377. The period during which any summer dress (as prescribed by GRAND CHAPTER from time to time) may be worn shall be between 1<sup>st</sup> October and 31<sup>st</sup> March inclusive.

**Requirement of convening of special GRAND CONVOCATION**

To the Grand Scribe Ezra  
Supreme Grand Chapter of Victoria

1. Our CHAPTERS require the convening of a special GRAND CONVOCATION.
2. The business to be placed on the agenda of the special GRAND CONVOCATION is:

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<b>CHAPTER</b>		<b>Date of Resolution Authorising Petition</b>	<b>Signatures</b>	
<b>Name</b>	<b>No.</b>		<b>Principal</b>	<b>Scribe Ezra</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				
<b>11</b>				
<b>12</b>				
<b>13</b>				
<b>14</b>				
<b>15</b>				

**Petition for a charter for a new CHAPTER**

To the Grand Scribe Ezra  
Supreme Grand Chapter of Victoria

1. Each of the signatories to the petition is a COMPANION in good standing.
2. Each of us has the prosperity of Royal Arch Masonry at heart, is anxious to exert his best endeavours to promote and diffuse the genuine principles of the Art and is desirous of forming a new CHAPTER.
3. We petition for a charter empowering us to form that new CHAPTER.
4. If this petition is granted we undertake to comply with the CONSTITUTION and to discharge the duties of Royal Arch Masonry in a constitutional manner according to the forms of the ORDER.
5. We affirm our loyalty to the FIRST GRAND PRINCIPAL and promise strict obedience to his commands and to the CONSTITUTION.
6. The proposed CHAPTER name is \_\_\_\_\_
7. The proposed place of meeting is \_\_\_\_\_
8. The proposed meeting time is \_\_\_\_\_
9. The distance by road of the proposed meeting place from the nearest other place at which a  
CHAPTER meets is \_\_\_\_\_ kilometres.
10. The CHAPTER is to be a:
  - \* Working CHAPTER
  - \* Daylight CHAPTER
  - \* Twilight CHAPTER
  - \* CHAPTER of Research
  - \* CHAPTER of Instruction
  
  - \* delete those which are inapplicable

B-2

11. The other masonic meetings (whether of CHAPTERS or otherwise) held at the proposed meeting place are:

<b>Order *</b>	<b>Name **</b>	<b>No.</b>

\* Insert Craft, Mark, Chapter, etc.

\*\* Insert name of Lodge, Chapter, etc.

12. The intended inaugural Principals are:

<b>Full Name</b>	<b>Craft Lodge in which installed and served as Worshipful Master</b>		<b>CHAPTER in which installed and served as Principal Sojourner</b>	
	<b>Name</b>	<b>No.</b>	<b>Name</b>	<b>No.</b>

<b>Petitioner Full Name</b>	<b>CHAPTER in which exalted</b>		<b>CHAPTERS in which we have been or are COMPANIONS</b>		<b>Whether presently a member</b>	<b>Signature</b>
	<b>Name</b>	<b>No.</b>	<b>Name</b>	<b>No.</b>		



Recommendation from sponsor CHAPTER

As the Principals of the \_\_\_\_\_ CHAPTER No. \_\_\_\_\_

1. We recommend that a charter be granted to COMPANIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_

to hold a CHAPTER to be called the \_\_\_\_\_ CHAPTER

and

to meet at \_\_\_\_\_

2. We certify that each of those COMPANIONS is in good masonic standing and that the proposed place of meeting is suitable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ Z

\_\_\_\_\_ H

\_\_\_\_\_ J

**Certificate of fitness of First Principal designate**

1. I am First Principal of the \_\_\_\_\_ CHAPTER No \_\_\_\_\_ \*
2. I certify that \_\_\_\_\_ Comp \_\_\_\_\_ who is the First Principal designate of the proposed \_\_\_\_\_ CHAPTER is well skilled in Royal Arch Masonry and is qualified properly to confer the Excellent Master Masons degree and to exalt candidates as COMPANIONS and to deliver the lectures pertaining to them.

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ Z

\* If the CHAPTER is not of the Victorian Constitution then also insert the name of the Grand Chapter of which the CHAPTER is a subordinate CHAPTER

**SCHEDULE E**

**CLAUSE 308**

**CHAPTER resolutions**

\_\_\_\_\_ **CHAPTER No** \_\_\_\_\_

1. Place of meeting: \_\_\_\_\_

2. Regular convocation:

day \_\_\_\_\_ month \_\_\_\_\_ time \_\_\_\_\_

3. Installation convocation:

day \_\_\_\_\_ month \_\_\_\_\_ time \_\_\_\_\_

4. Fees:

Exaltation \$ \_\_\_\_\_

Joining \$ \_\_\_\_\_

5. Annual subscription:

Full \$ \_\_\_\_\_

Special \$ \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Scribe Ezra

**Application for Exaltation**

To the Principals, Past Principals and Companions of the

\_\_\_\_\_ CHAPTER No \_\_\_\_\_

1. I apply for Exaltation into the Holy Royal Arch and for membership of your CHAPTER.
2. My full name is \_\_\_\_\_
3. My occupation is \_\_\_\_\_
4. My addresses and telephone numbers are:  
 Private address \_\_\_\_\_  
 \_\_\_\_\_ Telephone \_\_\_\_\_  
 Business address \_\_\_\_\_  
 \_\_\_\_\_ Telephone \_\_\_\_\_  
 Email address \_\_\_\_\_ Mobile \_\_\_\_\_
5. I am a subscribing member of \_\_\_\_\_ Lodge No \_\_\_\_\_  
 and in good standing.
6. I was raised in \_\_\_\_\_ Lodge No \_\_\_\_\_ on (date) \_\_\_\_\_
7. My date of birth is \_\_\_\_\_
8. My rank in the Craft is \_\_\_\_\_
9. The offices I have held in:  
 (i) Grand Lodge are \_\_\_\_\_  
 (ii) a Private Lodge are \_\_\_\_\_  
 \_\_\_\_\_
10. I agree if accepted to conform to the CONSTITUTION of the Supreme Grand Chapter of Victoria and to the established customs and landmarks of the ORDER and for so long as I am a member of the CHAPTER to abide by its resolutions.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

Candidate

**Particulars of proposer and seconder**

<b>Rank</b>	<b>Name</b>	<b>Signature</b>

**Application for Affiliation**

To the Principals, Past Principals and Companions

of the \_\_\_\_\_ CHAPTER No \_\_\_\_\_

1. I apply for affiliation and membership of your CHAPTER.
2. My full name is \_\_\_\_\_
3. My occupation is \_\_\_\_\_
4. My addresses and telephone numbers are:  
 Private address \_\_\_\_\_  
 \_\_\_\_\_ Telephone \_\_\_\_\_  
 Business address \_\_\_\_\_  
 \_\_\_\_\_ Telephone \_\_\_\_\_  
 Email address \_\_\_\_\_ Mobile \_\_\_\_\_
5. I am a subscribing member of \_\_\_\_\_ Lodge No \_\_\_\_\_  
 and in good standing.
6. I was raised in \_\_\_\_\_ Lodge No \_\_\_\_\_ on (date) \_\_\_\_\_
7. Particulars in relation to CHAPTERS of which I am or have been a member are:

CHAPTER		Whether presently a member	Offices held
Name	No.		

8. My date of birth is \_\_\_\_\_
9. My rank in the Craft is \_\_\_\_\_
10. The offices I have held in:
  - (i) Grand Lodge are \_\_\_\_\_
  - (ii) a Private Lodge are \_\_\_\_\_
  - (iii) a CHAPTER are \_\_\_\_\_
11. My clearance certificate is attached.
12. I agree if accepted to conform to the CONSTITUTION of the Supreme Grand Chapter of Victoria, and to the established customs and landmarks of the ORDER and for so long as I am a member of the CHAPTER to abide by its resolutions.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signed \_\_\_\_\_

**Particulars of proposer and seconder**

Rank	Name	Signature

**SCHEDULE H**

**CLAUSE 328**

**Notice of rejection or withdrawal of candidate for Exaltation**

\_\_\_\_\_ **CHAPTER No** \_\_\_\_\_

To the Grand Scribe Ezra, Supreme Grand Chapter of Victoria

1. \_\_\_\_\_ Bro \_\_\_\_\_ was a candidate for exaltation in this CHAPTER.
2. \* He was not accepted.  
\* He withdrew his application.  
\* (Delete whichever is inapplicable)
3. He is a member of \_\_\_\_\_ Lodge No \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ Scribe Ezra

**SCHEDULE I**

**CLAUSE 328**

**Notice of rejection or withdrawal of candidate for Affiliation**

\_\_\_\_\_ **CHAPTER No** \_\_\_\_\_

To the Grand Scribe Ezra, Supreme Grand Chapter of Victoria

1. \_\_\_\_\_ Comp \_\_\_\_\_ was a candidate for affiliation in this CHAPTER.
2. \* He was not accepted.  
\* He withdrew his application.  
\* (Delete whichever is inapplicable)
3. The CHAPTER of which he is or last was a member is the \_\_\_\_\_  
CHAPTER No \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ Scribe Ezra

**SCHEDULE J**

**CLAUSE 370**

**Clearance Certificate**

CHAPTER No \_\_\_\_\_

Under the Supreme Grand Chapter of  
Royal Arch Masons of Victoria

THIS IS TO CERTIFY THAT

\_\_\_\_\_ who has signed his Name in the margin hereof, is a COMPANION of the Holy Royal Arch  
ceased to be a Member of this CHAPTER and that he is clear of all dues.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
First Principal

\_\_\_\_\_  
Scribe Ezra (Secretary)

\*\*\*\*\*  
Clearance Certificate issued to

Name \_\_\_\_\_

R.A. Rank \_\_\_\_\_

Exalted in this CHAPTER on the \_\_\_\_\_ day of \_\_\_\_\_

OR

Affiliated from \_\_\_\_\_ CHAPTER No \_\_\_\_\_

\_\_\_\_\_ Constitution

On the \_\_\_\_\_

Dues paid to

\_\_\_\_\_

Clearance Issued on

\_\_\_\_\_

\_\_\_\_\_ Scribe Ezra

**Fees payable to GRAND CHAPTER**

The fees payable to GRAND CHAPTER are

- \* Fees payable by CHAPTERS.
  - \* Half-yearly fees in respect of each member other than a member awarded a 60 Year Jewel or a member under suspension or exclusion      \$45.50 (1 January 2020)
  - \* Grant of Charter      TBA
  - \* Issue of Charter of Confirmation      TBA
  - \* Amendment to the Charter      TBA
  - \* Registration of a COMPANION on Exaltation (payable with the half-yearly fees)
    - Exaltation      \$50.00
    - Affiliation      (Abolished 1/1/14)
- \* Insurance fee each half-yearly      As determined by the Supreme Committee
- \* Fees Payable by COMPANIONS:
  - \* Past Principal's Certificate      \$11.00
  - \* Duplicate Certificate      \$11.00
  - \* Conferment of Grand Rank      \$35.00
  - \* Promotions in Grand Rank      \$25.00
- \* Any other fees prescribed by GRAND CHAPTER.



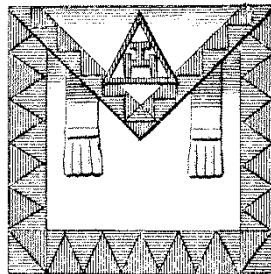


Jewel of the Order – Obverse

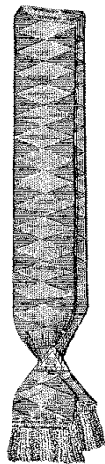


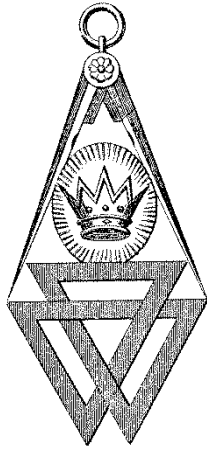
Jewel of the Order - Reverse

RA Apron

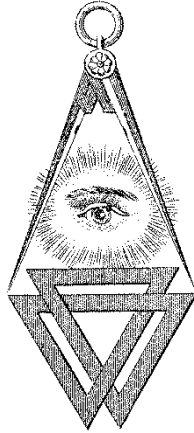


RA Sash

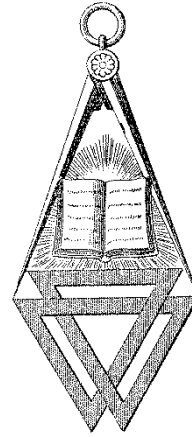




**First Grand Principal**



**Second Grand Principal**



**Third Grand Principal**

The DGZ Jewel is the same but with the word "Deputy" engraved on the front of the Jewel beneath the Crown



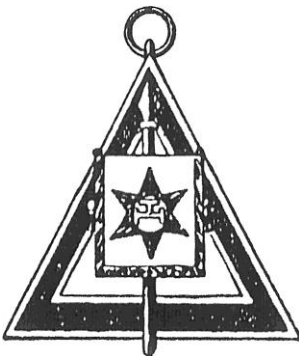
**Grand Registrar**



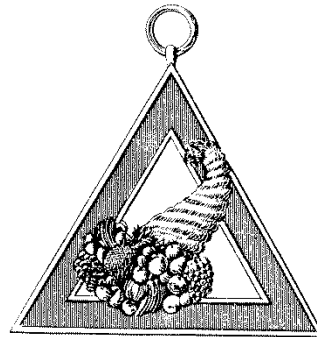
**Grand Sword Bearer**



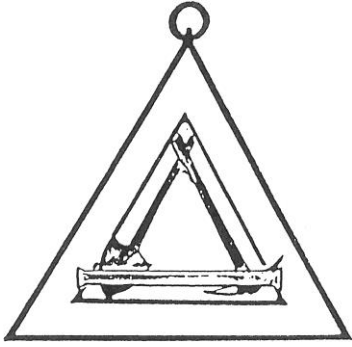
**President  
Supreme Committee**



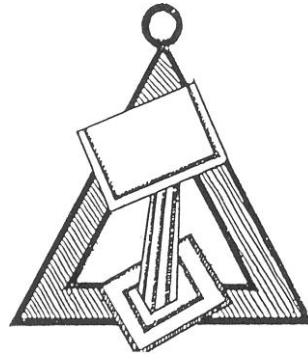
**Grand Standard Bearer**



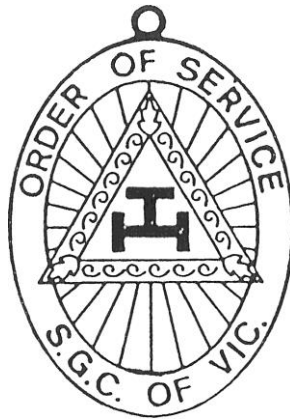
**Grand Steward**



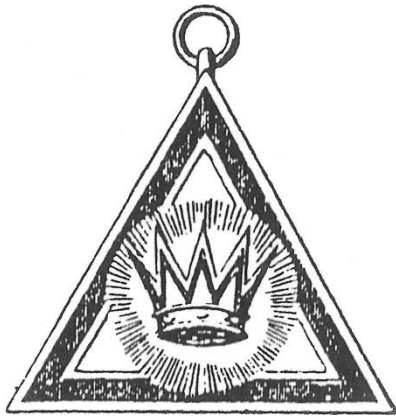
**Grand Inspector of Workings**



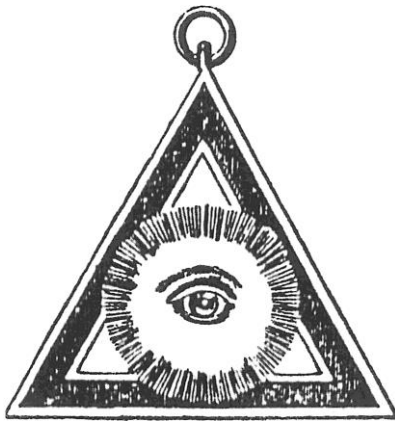
**Grand Lecturer**



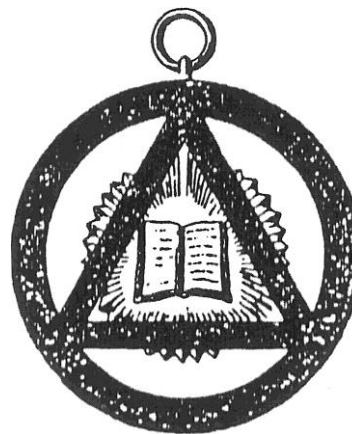
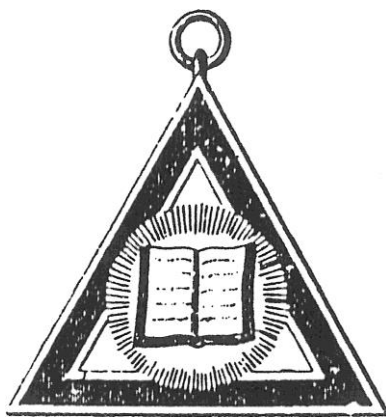
**First Grand Principal's Order of Service**



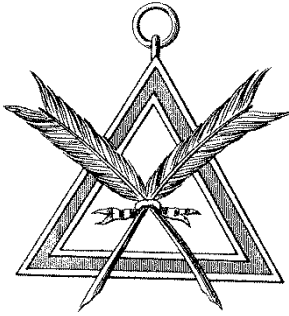
**First Principal and Past First Principal**



**Second Principal and Past Second Principal**

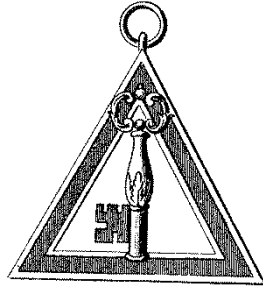


**Third Principal and Past Third Principal**

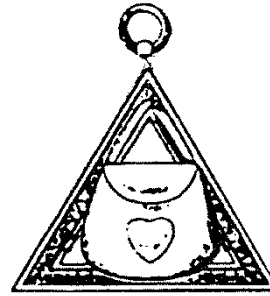


**Scribes Ezra and Nehemiah**

Same for Assistant SE but  
With the word "Assistant"  
engraved on front of jewel



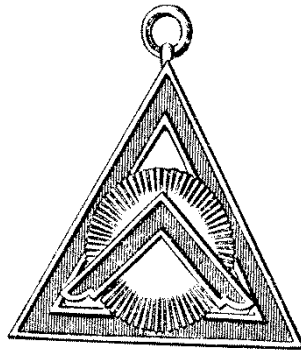
**Treasurer**



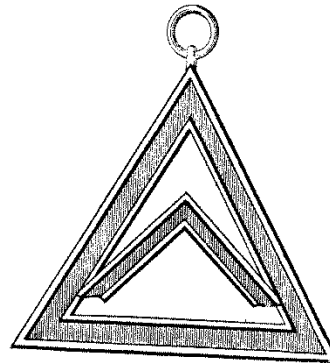
**Almoner**



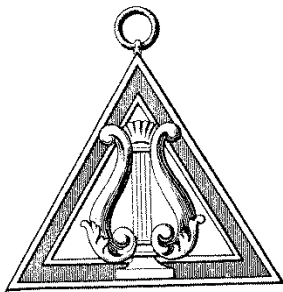
**Director of Ceremonies  
(and Deputy and Assistant)**



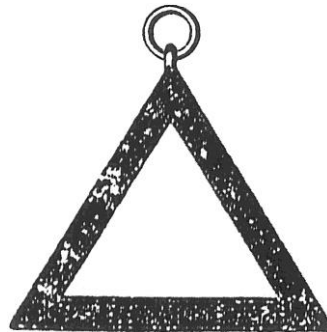
**Principal Sojourner**



**1<sup>st</sup> and 2<sup>rd</sup> Sojourners**



**Choir Master and Organist**



**Steward**



**Janitor**

NB – The Jewels of Office in the case of the two Scribes, the Treasurer, the three Sojourners, Director of Ceremonies, Choir Master, Organist, Steward and Janitor are of the designs illustrated whether for Grand or Constituent Chapter Offices.