Officer's Guide
To
Duties and Responsibilities

DRAFT

Generic Chapter No. 99
District No. 9
Grand Chapter of Alberta
Royal Arch Masons

Prepared by
The Special Committee for
Long Range Planning & Membership
Grand Chapter of Alberta
Royal Arch Masons

May 2008

Table of Contents

Introduction **2**

First Principal "Z"
- Duties 3
- Responsibilities 4

Second Principal "H"
- Duties 4
- Responsibilities 5

Third Principal "J"
- Duties 5
- Responsibilities 5

Scribe "N"
- Duties 6

Scribe "E"
- Duties 6
- Responsibilities 7

Principal Sojourner
- Duties 9

Tyler
- Responsibilities 9

Treasurer
- Responsibilities 9

Auditors
- Responsibilities 9

Members of the Chapter
- Duties 10
- Responsibilities 10

Board of Examiners
- Duties 10

Examination Committee
- Duties 10

DRAFT

Introduction

Well managed Chapters are run by Officers who know their duties and responsibilities. Duties are those activities and functions that an Officer is expected to do by the Chapter, having devolved to that office by tradition. Many of these traditions are common amongst Chapters while others are peculiar to each. Responsibilities are those activities that must be performed by an Officer by virtue of the Constitution and Regulations. The Bylaws of each Chapter also include duties and responsibilities which must be followed.

The following Document describes the Duties and Responsibilities of all the Officers of a Chapter. The list of Duties is intended to be edited by a Chapter to suit its traditions, while the Responsibilities are paraphrased and cross-referenced to the Constitution and Regulations and are not to be changed (except when they are amended by Grand Chapter). Officers should review their own Bylaws and may wish to add them to these lists.

Once approved this document will be available on the Grand Chapter website for downloading. Once edited, and with the title page and header changed to suit the Chapter, the Guide can be printed and distributed to all current and future officers. It can be made into a .pdf document and made available over the internet, on a memory stick, or on a CD to members of the Chapter.

Chapters are encouraged to notify the Grand Scribe E of any errors or omissions. Efforts will be made to update this information on the website so all Chapters can make the document as useful as possible. Remember to date and label updated versions of your Guide.

DRAFT

Note that there is a section on the Examining Committee, the Board of Examiners, the Audit Committee and for regular Companions at the end of the document. These pages should be made available to all members.

Note! The primary responsibility of the principal officers is to govern their Chapter according to the Constitution and Regulations and By-Laws. The Responsibilities outlined in this document are paraphrased for ease of reading and accessibility and should not be considered a replacement to or a legal interpretation of the original Articles of the Constitution and Regulations.

Note! Chapters in Jurisdictions outside Alberta who wish to make use of this Officer's Guide as a template are permitted to do so provided that the appropriate changes to the Responsibilities are made and an acknowledgement of this Source Document is included in the revised document.

Duties of the First Principal "Z"

- Be responsible for the overall operation of the Chapter and to see that all laws are duly observed and, in conjunction with the Scribe "E", all returns properly filed.
- On the Sunday before the meeting, participate in the practice at the time specified in the notice.
- Degree Work:
    - active parts in the opening and closing of the chapter
    - "Z" in the Royal Arch degree
    - organization of the Royal Arch degree team
    - obligation in the M.M.M. degree
    - obligation in the M.E.M. degree
- Prepare a message for each lodge notice and submit it to the Scribe "E" in sufficient time for the proper mailing of the notice.
- Conduct the meeting when the chapter is open.
- Visiting other chapters is essential.
- Greet visitors and members before the chapter opens.
- Be sure to arrange for the proper introduction of Grand Chapter officers.
- Submit a list of Companions participating in the Royal Arch degree to Scribe "E" in sufficient time for inclusion with the appropriate notice.
- Shall be, ex-officio, a member of all committees.
- Represent the Chapter by attending Grand Chapter Communication and the Annual Meeting of the District.

DRAFT

Responsibilities of First Principal "Z" according to the Constitution & Regulations

- Arrange for Installation or Investiture of any officer not present at the Ceremony of Installation at next regular convocation. (142)
- Arrange for election of "Z", "H", "J", Scribe N, Scribe E. Arrange for open vote in Chapter for Board of Examiners of 3 PZ's, 2 Auditors and Tyler. (168)
- Appoint remaining Officers and Committees. (169).
- Must serve 12 mo. As "H" except by dispensation. (172)
- Must demonstrate to a Board of Examiners (3 PZ's) that he is fully conversant with his responsibilities and duties. (173)
- Must regularly open and close a Chapter of RAM or Lodge of MMM or MMM when convened: cannot be adjourned from day to day. (188)
- Observance of all laws and regulations governing Chapters; for paying all returns owning to Grand Chapter; to produce all books minutes and accounts when required. (213a)
- Ensure that Scribe E keeps a proper minute book and register of all members. (213b)
- Ensure that Treasurer keeps a record book of all receipts and disbursements. (213c)
- To sign all Warrants, Cheques or orders for payment of moneys. (213d)
- Appoint replacement for any elected officer who cannot perform his duties. (213e)

- Cannot suspend the declaration of a ballot, but can call a second ballot before declaring the results. (213f)

Responsibilities of First Principal "Z" (cont'd)

- Must read the proceedings of the Annual Convocation. (213g)
- Cause Scribe E to send a copy of every summons to the Grand Line, Grand Scribe E and GDS; and a certified list of all elected and appointed officers after Installation. (213h)
- Cause Scribe E to send Grand Scribe E seven days prior to the Grand Convocation the name of the Proxy and alternate to Grand Chapter.
- Must receive petitions at a Regular Communication and assign a Committee of three members of the Chapter to inquire into the character of each petitioner. (223)
- Candidates must receive MMM degree in the Chapter in which he applied and was balloted for unless Grand First Principal grants dispensation. Candidates cannot receive RAM degree without having received MMM and MEM degrees and after passing an examination in each of those degree. (227)
- Not more than one degree can be conferred at one meeting except for at an emergent meeting with dispensation from Grand Z. No other degree can be conferred at same meeting as RAM degree. (228)
- A member in good standing can request a demit for the purposes of transferring his membership to another Chapter, for which purpose he shall be issued a certificate of standing. If his petition at the other Chapter is successful the Z shall approve a demit and pro rate his dues to the date of the demit for that year. If the certificate of standing is not used within 3 months it shall be void. (229a)
- No petitioner can be disqualified by any reason of any physical impairment.(229b)
- Physical impairment after initiation shall not prevent advancement. (229c)
- If a candidate has received his MMM degree in a Craft Lodge the MMM must again be conferred. (229d)

DRAFT

Duties of the Second Principal "H"

- On the Sunday before the meeting, participate in the practice at the time specified in the notice.
- Represent the Chapter by attending Grand Chapter Communication and the Annual Meeting of the District.
- Degree Work:
    - active parts in the opening and closing of the chapter
    - "H" in the Royal Arch degree
    - S.W. in the M.M.M. degree
    - W.M. in the M.E.M. degree
    - organization of the M.E.M. degree team
- Conduct the raffle at the festive board and be responsible for raising funds for the Youth Endowment Fund.
- Contact for visiting any sick members.
- Visit other Chapters.

- Advise the First Principal if unable to attend the meeting and arrange for a replacement.
- Chair any meetings of the Executive Committee.

Duties of the Second Principal "H" (cont'd)

- Submit a list of Companions participating in the M.E.M. degree to Scribe "E" in sufficient time for inclusion with the appropriate notice.
- Shall serve on the Finance Committee.

Responsibilities of Second Principal "H" according to the Constitution & Regulations

- Must serve 12 mo. As "J" except by Dispensation. (172)
- Must demonstrate to a Board of Examiners (3 PZ's) that he is fully conversant with his responsibilities and duties.
- Can open and conduct a regular convocation in the absence of "Z" but cannot sit in chair of "Z". Cannot confer a degree with out "Z" or "PZ". (175)
- Can confer the MEM degree with a "Z" or "PZ" administering the Obligation. (214)
- Chairman of the Executive Committee of the Chapter (214).
- Fulfill any other duties required of him by the "Z". (214)

Duties of Third Principal "J"

- On the Sunday before the meeting, participate in the practice at the time specified in the notice.
- Degree Work:
    - active parts in the opening and closing of the chapter.
    - "J" in the Royal Arch degree.
    - W.M. in the M.M.M. degree.
    - organization of the M.M.M. degree team
    - S.W. in the M.E.M. degree.
- Provide for the lunch to be served at the Festive Board following the meetings.
- At the Festive Board, act as the Toastmaster.
- Visit other chapters.
- Advise the First Principal if unable to attend the meeting and arrange for replacement.
- Submit a list of Companions participating in the M.M.M. degree to Scribe "E" in sufficient time for inclusion with the appropriate notice.
- Shall serve on the Executive and Finance Committees.
- In the absence of "H", chair any meeting of the Executive Committee.
- Represent the Chapter by attending Grand Chapter Communication and the Annual Meeting of the District.
- All other duties appertaining to the office of "J" as per the Bylaws of the Chapter.
- Read and follow the Responsibilities described in the Constitution and Regulations of Grand Chapter summarized herein (and as modified by amendment)

Responsibilities of Third Principal "J" according to Constitution and Regulations.

DRAFT

- Must serve 12 mo. As Scribe N except by Dispensation. (172)
- Must demonstrate to a Board of Examiners (3 PZ's) that he is fully conversant with his responsibilities and duties. (173)

Responsibilities of Third Principal "J" (cont'd)

- Can open and conduct a regular convocation in the absence of "Z" and "H" but cannot sit in chair of "Z". Cannot confer a degree with out "Z" or "PZ". (175)
- Can confer the MMM degree with "Z" or "PZ" administering the Obligation. (215)
- Acts as chairman of Executive Committee in absence of "H". (215)
- Responsible for the supervision of the regalia and jewels of the Chapter. (215)
- Shall fulfill any other duties required of him by "Z". (215)

Duties of Scribe "N"

- On the Sunday before the meeting, participate in the practice at the time specified in the notice.
- Degree Work:
    - active parts in the opening and closing of the chapter
    - Scribe "N" in the Royal Arch degree
    - J.W. in the M.M.M. degree
    - J.W. in the M.E.M. degree
    - Labour to Refreshment, Refreshment to Labour in all degrees
- Receive the password at the door before the meeting along with Scribe "E".
- Responsible for the operation the bar immediately preceding the Festive Board. To submit an accurate financial statement to Scribe "E" of the transactions of funds involved.
- Visit other chapters.
- See that the liquor permit is valid with the assistance of Scribe "E".
- Examine the candidates in the Royal Arch degree with Scribe "E".
- Advise the First Principal if unable to attend the meeting and arrange for
- replacement.
- Shall serve on the Executive Committee.
- In the absence of the Scribe "E" shall perform the duties of that office.

Duties of Scribe "E"

- On the Sunday before the meeting, participate in the practice at the time specified in the notice.
- Record all minutes, (laws, acts and transactions).
- Receive the password at the door before the meeting along with Scribe "N".
- Degree Work:
    - active parts in the opening and closing of the chapter
    - "E" in the Royal Arch degree
    - Secretary in the M.M.M. degree
    - Secretary in the M.E.M. degree

DRAFT

  - Labour to Refreshment, Refreshment to Labour in the Royal Arch degree
- Conduct the correspondence and have custody of the Seal of the Chapter
- Issue notices and summonses for all meetings.

DRAFT

Duties of Scribe "E" (cont'd)

- Keep members' ledger up to date by recording names, ages, residences, occupations and appropriate dates of all candidates.
- Collect all moneys, keep a record of the account for each member, issue all dues cards and demits.
- Visit other chapters.
- See that the bar permit is valid in association with Scribe "N".
- Examine the candidates in the Royal Arch degree with Scribe "N".
- See that all Officers have a copy of this Duty Roster.
- Advise the First Principal if unable to attend the meeting and arrange for replacement.
- Monitor the activities of the "Quartermaster" (re:sales).
- Shall serve on the Executive and Finance Committees.
- Shall present to the Chapter at the beginning of each calendar year a statement of the affairs of the Chapter for the preceding year.
- At least once during each half year, notify every member of any amount owing by him to the Chapter.
- All other duties appertaining to the office of Scribe "E" as per the Bylaws of the Chapter.
- Read and follow the Responsibilities described in the Constitution and Regulations of Grand Chapter summarized herein (and as modified by amendment)

Responsibilities of Scribe "E" according to the Constitution and Regulations.

- Hold a copy of the Annual Proceedings for all members to read. (213g)
- Keep a record of all transactions of the Chapter proper to be written (217a)
- Conduct the correspondence of the Chapter, have custody of the Seal, records and papers of the Chapter, deliver same to his successor, or when ordered to a committee appointed to receive them. (217b)
- Prepare and serve or cause to be served all citations, notices and summonses when ordered. (217c)
- Send a copy of every summons to the Grand Z, H, J and Grand Scribe E and GDS. (217d)
- Submit to the Chapter at the February Convocation a report of the transactions of the Chapter and of the affairs of his office and, at all times report such matters as may be required or ordered. (217e)
- Collect all moneys due to the Chapter and pay the same to the Treasurer witnin seven days, and obtain a receipt therefore. (217f)
- Keep an itemized account of the receipts of the Chapter and all accounts between each member of the Chapter. (217g)
- Keep a book of Marks to enter and describe the respective Marks there in and notify the Z in case any candidate for the HRA degree has failed to have his mark duly recorded. (217h)
- Prepare and submit to the Grand Chapter or Grand Scribe E, by Registered Mail, on or before January 31 of each year the Annual Returns of the Chapter and other reports

DRAFT

required to be made by the Chapter to the Grand Scribe E, and send with the returns the amount of dues and fees required to be paid to Grand Chapter. (217i)

Responsibilities of Scribe "E" (cont'd)

- Attest all orders drawn on the Treasurer. (217j)
- Every Chapter shall annually send a return to Grand Scribe E, of the names of the Principals and Past Z's of the Chapter who are entitled to vote in Grand Chapter. No Companion shall be permitted to vote in grand Chapter unless his name appears in such return, as prescribed in section 78. See also Section 258-259. (217k)
- For each petitioner, publish the name, age, residence, occupation, Lodge name and Number of which he is a member and name of two proposing Companions in the summons calling the Regular Convocation at which balloting shall take place. (224)
- Receive the report of the examining committee and report to the Chapter at the regular meeting for which the balloting notice was published. (225)
- If a report is not favourable the applicant shall be deemed to be rejected and cannot be proposed or balloted for in that or any other Chapter within 12 months of this rejection. (226)
- If ballot is favourable the Candidate must take the MEM Degree in that Chapter, unless a Dispensation is issued by the First Grand Principal. (227)
- MMM and MEM are to be conferred at separate meetings except by Dispensation for an emergent necessity. No other degree can be conferred at the same meeting as the HRA degree. (228)
- If a member in good standing, with no charges pending, wishes to transfer his membership to another Chapter, but does not want to demit until he has been accepted by the other Chapter may request a Certificate of Standing. The Scribe E of the Chapter to which he has successfully petitioned shall within 10 days notify the other Chapter of the results. Dues owed to the two Chapters shall be pro-rated as of the date of the election to the new Chapter. (229a)
- No petitioner shall be disqualified for any physical impairment. (289b)
- Physical impairment after initiation shall not prevent the candidate from advancement. (289c)
- If a candidate has obtained his MMM degree in a Craft Lodge, it must be conferred again by a Royal Arch Chapter. (292d)
- A candidate for affiliation to a Chapter must be a member in good standing in this or another recognized jurisdiction. (230)
- A candidate for affiliation must present a completed petition (See page 98 of Constitution) signed by two members of the Chapter. (231)
- Petition for affiliation must be presented at a Regular Convocation, referred to a committee of three members appointed by the "Z" who will shall enquire into the character of the applicant and report to the Chapter at the next Regular Convocation. (232)
- Summons for the meeting at which the petitioner is to be balloted on shall contain the name, date and year of birth, age, place of birth, residence and occupation as contained on the petition. (233)

DRAFT

- If the Summons has been published with the necessary information, the report is favourable, the ballot is held and is favourable then the candidate shall be admitted. (234).
- If the report is unfavourable the candidate shall be notified. The candidate may petition this or any other chapter without waiting any specified time. (235)

Responsibilities of Scribe "E" (cont'd)

- A Chapter may by by-law, define a waiting period providing it does not exceed 12 months. (236)
- If a companion from outside the jurisdiction presents himself as a RAM with proof, a Chapter may confer the MMM and MEM on him if he has not previously received them. (238)
- A companion residing in this Jurisdiction is not required to affiliate with the Chapter nearest his residence but may be admitted a member of any Chapter that will receive him. (239)
- After Exaltation Scribe E must inform Grand Scribe E of the dates of the degrees and apply for the registration on the books of Grand Chapter and for a Certificate under Seal. (241)
- Fee must accompany the application for registration. Companion must sign Certificate for it to be valid. (242)

Duties of Principal Sojourner

- On the Sunday before the meeting, participate in the practice at the time specified in the notice.
- Degree Work:
    - active parts in the opening and closing of the chapter
    - Principal Sojourner conducting Candidate in the Royal Arch degree
    - S.D. in the M.M.M. degree
    - S.D. in the M.E.M. degree
- Member of Executive Committee

Responsibilities of Tyler according to the Constitution and Regulations.

- The Tyler shall guard the approaches to the Chapter and shall see that every Companion and visitor signs his name in the attendance book and is properly clothed before entering. (219a)
- The Tyler may after due notice at any time be removed for cause by a majority vote of the Companions present at any regular Convocation. (219b)

Responsibilities of Treasurer

- In charge of all financial transactions for the Chapter. Receive all moneys. Pay only on authority of "Z" countersigned by Scribe E. Deposit all cheques in Chapter Bank within 7 days of receipt. (216a)
- Enter into proper books all transactions. (217b)
- Office may be combined with Scribe E. (140 & 168)

DRAFT

Responsibilities of the Auditor(s)

- Immediately following 31st of December the books shall be audited by the Auditor who shall report their audit to the Chapter not later than the Regular Convocation in February. (218)

Duties of Companions of a Chapter

- Attend Chapter meetings regularly
- Arrive at meetings 15 min to 30 min early if possible to help set up.
- Dress according to Summons for meeting.
- S of F during approach to altar.
- RS is given during prayers.
- Know assigned work
- Attend degree practices
- Closing Ritual Sharing the Word
- Offer to help take down Chapter after meetings.

Responsibilities of Companion of a Chapter

- Pay dues owing by January 1st of each year.
- Notify Scribe "E" of changes of address so Notices can be forwarded.

Duties of the Board of Examiners

- Arrange to meet with all the three Principal Officers Elect prior to Installation
- Examine each and all of the officers elect to see they can open and close the Chapter in form.
- Ensure that all officers have a copy of the Officers Guide and are familiar with their duties and responsibilities.
- Question the "Z" elect about his plan for the year ahead to see that he has one.
- If found favourable, sign the declaration and return to the Scribe E prior to Installation.

Duties of the Examining Committee

- Chairman to obtain a copy of the Application for Exaltation from the Scribe "E"
- Chairman arranges a meeting with the Candidate and other committee members.
- Examine Candidate with regards to his involvement with his Masonic Lodge, reasons for joining, expectations and intentions.
- Explain the Duties and obligations of members, the organization of degrees, and the general operation of a Chapter.
- Prepare and sign the report to the First Principal on the acceptability of the Candidate.

DRAFT