

ROYAL ARCH MASONS of ALBERTA

CONSTITUTION

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The name of this Grand Chapter shall be:

“The Grand Chapter of Royal Arch Masons of Alberta”.

Article - I The Seal of the Grand Chapter:



Article – II Jurisdiction

- C1. This Grand Chapter is the duly constituted body of Royal Arch Masons (RAM) in which are vested solely the government and care of Capitular Masonry within the Province of Alberta, that portion of the Northwest Territories, and that portion of Nunavut lying West of 110 Degrees West Longitude.

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Article – III Grand Chapter

Composition of Grand Chapter

- C2. Grand Chapter shall consist of:
- 2.1 Every Companion who has received the RAM Degree and is a member in good standing of a Chapter within the jurisdiction. No Companion is permitted to represent or register for more than one (1) Chapter; and
 - 2.2 Such Companions as are made Honorary Members in accordance with the Regulations.
- C3. The officers of Grand Chapter with their official designation, title and order of precedence are as follows:
- 3.1 Elective Officers
 - a. The Most Excellent, The Grand Zerubbabel (Grand Z);
 - b. The Right Excellent, The Grand Haggai (Grand H);
 - c. The Right Excellent, The Grand Joshua (Grand J);
 - d. The Right Excellent, The Grand District Superintendents (GDS) of Districts in numerical order
 - e. The Right Excellent, The Grand Treasurer;
 - f. The Right Excellent, The Grand Scribe Ezra (Grand Scribe E); and
 - g. The Right Excellent, The Grand Scribe Nehemiah (Grand Scribe N).
 - 3.2 Appointed Officers
 - a. The Very Excellent, The Grand Registrar
 - b. The Very Excellent, The Grand Chaplain;
 - c. The Very Excellent, The Grand Lecturers (North and South);
 - d. The Very Excellent, The Grand Historian;
 - e. The Very Excellent, The Grand Principal Sojourner;
 - f. The Very Excellent, The Grand Senior Sojourner;
 - g. The Very Excellent, The Grand Junior Sojourner;
 - h. The Very Excellent, The Grand Sword Bearer;
 - i. The Very Excellent, The Grand Director of Ceremonies;
 - j. The Very Excellent, The Grand Organist;
 - k. The Very Excellent, The Grand Pursuivant;
 - l. The Very Excellent, The Grand Webmaster.
 - m. The Very Excellent, The Grand Piper;
 - n. The Very Excellent, The Grand Tyler;
 - o. All elected Past Officers of Grand Chapter shall rank next in order to the present officers of the same rank. (i.e. Past Grand Z, shall rank next in order to the Grand Z and before the Grand H, however the authority and responsibility remains with the installed officers)

Qualification, Election, Appointment and Removal of Officers

- C4. Elected Officers
- 4.1 No Companion shall hold an elected office unless he is a member in good standing of a Chapter in the Jurisdiction for which he is elected and is a Past Z of any Chapter within the Jurisdiction and shall be elected in accordance with the Regulations. In addition to the aforementioned a Companion elected to the office of Grand District Superintendent must be a member in good standing of that District.
 - 4.2 No Companion shall hold more than one elected office in any given year without the recommendation of the Grand Executive and the approval of Grand Chapter.
 - 4.3 The officers of Grand Chapter shall be elected annually and shall hold office until their successors have been duly elected or appointed and installed or invested.
 - 4.4 The officers referred to in 3.1 Elective Officers above shall be elected by secret ballot at the Grand Convocation in accordance with the Regulations with the exception of the Grand District Superintendent(s) (GDS) who are elected at their respective District Meeting.
 - 4.5 No Companion shall be elected to the office of Grand District Superintendent unless he is a member of a Chapter (for a minimum of one year) in the District for which he is elected and is a Past Z of a Chapter whether within the District or not and shall be elected in accordance with the Regulations.

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- 4.6 No Companion shall be elected to the office of Grand Treasurer unless he is a member of a Chapter (for a minimum of one year) in the Jurisdiction, has a minimum of two (2) years financial experience and shall be elected in accordance with the Regulations
 - 4.7 No Companion shall be elected to the office of Grand Scribe E unless he is a member of a Chapter (for a minimum of one year) in the Jurisdiction for which he is elected and is a Past Z of a Chapter and has filled the position of a secretary for a minimum of two years and shall be elected in accordance with the Regulations.
 - 4.8 No elective officer can be installed by proxy.
 - 4.9 Notwithstanding the prerequisites contained in 4.5 through 4.7 above inclusive. The Grand Z in conjunction with the Grand Executive Committee may waive the prerequisites so as to permit a Companion to be nominated for a specified office providing a qualified Companion has not been nominated.
- C5. Appointed Officers
- 5.1 All appointed Grand Chapter officers shall be a Past Z in good standing of a Chapter in this Jurisdiction to be appointed to office except for the Chaplain, Tyler, Organist, Piper and Webmaster who must hold the rank of Royal Arch Mason. All appointed Grand Chapter Officers shall retain the rank of Very Excellent Companion upon successful completion of their term (unless stated otherwise by the Grand Z) except for the Chaplain, Tyler, Organist, Piper and Webmaster unless they are a Past Z of a Chapter. In the event the appointed officer is not a Past Z, he shall not be entitled to use the rank of Very Excellent Companion until such time as he acquires the rank of a Past Z.
 - 5.2 No Companion shall hold more than one appointed office in Grand Chapter in any given year with the exception of the offices of Historian, Web Master, Lecturers, Organist or Piper who may hold other offices with the approval of the Grand Z
 - 5.3 The officers of Grand Chapter shall be appointed annually and shall hold office until their successors have been duly elected or appointed and installed or invested.
 - 5.4 In the event that the holder of an elected Grand Chapter office dies, leaves the jurisdiction to reside elsewhere, resigns, or becomes incapable for any reason of performing the duties of his office, (the determination of which inability shall be in the sole discretion of the Grand Z) his duties, powers and prerogatives shall be assumed and exercised by a past holder of that office in order of seniority.
 - 5.5 The officers referred to in 3.2 shall be appointed by the Grand Z forthwith upon his installation and hold said office at the will and pleasure of the Grand Z.
- C6. Removal of Officers
- 6.1 Except as the result of a trial pursuant to Article VI of this Constitution, the holder of an elected office may be removed or suspended from office by the Grand Z only for cause and such removal or suspension must be ratified at the next annual Grand Convocation.
 - 6.2 In the event the holder of an appointed Grand Chapter office dies, leaves the jurisdiction to reside elsewhere, resigns, or becomes incapable for any reason of performing the duties of his office, (the determination of which inability shall be in the sole discretion of the Grand Z) the Grand Z shall as soon as practicable appoint a replacement.
- Grand Convocation**
- C7. An annual Grand Convocation shall be held on the Friday preceding the second Saturday of the month of May at such time and place as shall be fixed during the previous annual Grand Convocation.
 - C8. A quorum for a Grand Convocation requires the presence of a principal officer from a majority of the Chapters in the Jurisdiction.
 - C9. An emergent Grand Convocation may be called:
 - 9.1 By the Grand Z; and
 - 9.2 By the Z's of one-third (1/3) of the Chartered Chapters within the Jurisdiction by notice in writing to the members of Grand Chapter. Such notice to specify the date, time, place and reason for calling the emergent Grand Convocation. Notice shall be issued not less than fifteen (15) clear days prior to the date of the emergent Grand Convocation. No business other than that stated in the notice shall be transacted at that emergent Grand Convocation.
 - C10. Every Companion of this Jurisdiction is entitled to a ballot or vote except for the following:
 - 10.1 Grand Tyler (When Grand Convocation is Tyled)

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- a. The Grand Tyler may cast his Ballot for the Officers to be elected at the Registration Desk. When the Grand Convocation is in session the Tyler shall not partake in any Vote or Ballot.
- 10.2 Grand Chapter Honourary Members (from other Jurisdictions)
- 10.3 Chapter Honourary Members (from other Jurisdictions)
- C11. Once the ballot or vote has been called all doors to the Grand Convocation meeting room shall be closed and manned inside and out. No member shall be allowed to enter the Grand Convocation meeting room until the ballot or vote has been declared closed.
- C12. To better enable it to carry out its authority and jurisdiction Grand Chapter shall have the following powers:
 - 12.1 To adopt, amend and revise the Constitution and Regulations;
 - 12.2 To grant or revoke a warrant in accordance with the Regulations; and
 - 12.3 To elect, install and invest Grand Chapter officers and members of the Grand Executive Committee.
- C13. To appoint annually a Certified Professional Accountant as Auditor of Grand Chapter.

Powers of Grand Chapter Officers

- C14. The Grand Z.
- C15. Has all powers, prerogatives and privileges pertaining to the office of Grand Z by Masonic law, custom or usage, except insofar as they are expressly limited or reduced by the Constitution or the Regulations.
- C16. When Grand Chapter is not in Convocation its duties and powers other than the granting of Warrants shall be exercised by the Grand Z.
- C17. Where a specific authority of Grand Chapter is expressly delegated to some person or persons other than the Grand Z, the Grand Z shall ensure that the authority is properly exercised as per the Constitution and Regulations and approved Directives.
- C18. Without limiting the generality of the foregoing:
 - 18.1 Shall ensure the due observation of the Constitution and Regulations and rulings of Grand Chapter and the custom and usages of Royal Arch Masonry;
 - 18.2 Shall appoint Grand Chapter officers and members of the Grand Executive Committee as required by the Constitution or the Regulations;
 - 18.3 Shall superintend all officers of Grand Chapter and ensure that their duties are properly discharged;
 - 18.4 Is an ex officio member of all committees and sub committees with a voting privilege;
 - 18.5 Shall at each Annual Convocation, provide a written statement of his official acts, his recommendations, if any, and such other matters as he considers relevant;
 - 18.6 May, to the extent that he deems necessary, or advisable, summon any Mason to appear before him and to report fully all matters of every nature and kind pertaining to their Masonic conduct or to the exercise of the duties of any Grand Chapter office they may hold and to produce all such books, documents and records (including electronic records) within their possession or control which he deems relevant;
 - 18.7 May, to the extent that he deems necessary, or advisable, summon the Z and or Principal Officers of a Chapter to appear before him and a panel of four (4) Past Grand First Principals to show just cause why their Chapter Warrant or Charter should not be suspended or withdrawn. The Chapter shall report fully all matters of every nature and kind pertaining to the conduct of their Chapter and produce all such Chapter books, documents, and records (including electronic records) within their possession or control which the Grand Z deems relevant. The decision of the Grand Z and the panel shall be subject to ratification at the next Grand Convocation;
 - 18.8 May require any Grand Chapter officer to attend any Chapter;
 - 18.9 May temporarily suspend any Mason including any member or any officer of Grand Chapter and the Warrant of any Chapter for such reason as he deems appropriate, until an Investigation Committee provides their written findings.
 - 18.10 May suspend any Mason including any member or any officer of Grand Chapter and the Warrant of any Chapter for such reason as he deems appropriate based upon the findings and recommendations of the Investigating Committee

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- 18.11 May direct that a charge be preferred against any Mason in accordance with Article VI of the Constitution;
 - 18.12 May decide all matter of Masonic law, custom or usage and all questions of order and procedure within Capitular Masonry;
 - 18.13 May convene, preside over, and administer either personally or by delegation any Chapter as he deems appropriate;
 - 18.14 May delegate, where not otherwise inconsistent with the Constitution or the Regulations such duties as he deems appropriate to the Grand H or the Grand J or such other Grand Chapter officers as he thinks fit provided such delegated officer shall provide Grand Z with a written report of his official acts annually or more frequently as Grand Z should direct; and
 - 18.15 May suspend the Warrant of a Chapter upon recommendation of the Grand Executive Committee and recommend the revoking of a Warrant to the Grand Chapter at the Grand Convocation.
- C19. Without limiting the generality of the foregoing, the Grand Z may grant dispensation:
- 19.1 To permit the holding of a Chapter until the next Annual Convocation upon receipt of a duly executed petition in the prescribed form;
 - 19.2 To permit the election and installation of an officer or officers of a Chapter other than in accordance with the Regulations or the By-laws of the Chapter;
 - 19.3 To receive and act upon the petition for exaltation in the prescribed form from a petitioner who may not possess the required residency requirements;
 - 19.4 To a Chapter permitting the Mark Master Mason (MMM) and Most Excellent Master (MEM) Degrees to be conferred on any Mason or Masons entitled to receive such Degree or Degrees, on the same date; and
 - 19.5 For such other purposes as may be applied for in accordance with the Constitution and Regulations.
- C20. The Grand District Superintendents.
- 20.1 The Grand District Superintendents shall have the following powers and duties which can be exercised only in the District for which they are elected:
 - a. To represent the Grand Z;
 - b. To represent the District as a member of the Grand Executive Committee; and
 - c. To carry out all duties as the Grand Z may delegate or instruct, or as required by the Constitution & Regulations.
- C21. The Grand Treasurer.
- 21.1 The Grand Treasurer shall:
 - a. Superintend the financial affairs of the Grand Chapter; and
 - b. Carry out such duties as the Grand Z may delegate or instruct, or as required by the Regulations.
- C22. The Grand Scribe E.
- 22.1 The Grand Scribe E shall:
 - a. Act as secretary at all Grand Chapter Convocations and meetings of the Grand Executive Committee;
 - b. Act as custodian of the seal of Grand Chapter affixing to all Warrants, Certificates or other Grand Chapter documents including but not limited to legal, financial and or binding instrument(s); and
 - c. Carry out such duties as the Grand Z may delegate or instruct, or as required by the Regulations.
- C23. Other Grand Chapter Officers.
- 23.1 All other Grand Chapter Officers shall:
 - a. Where not inconsistent with the Constitution or the Regulations, perform such duties traditionally associated with their respective offices by Masonic law, custom or usage; and
 - b. Carry out such duties as the Grand Z may delegate or instruct, or as required by the Regulations.
- C24. Grand Executive Committee
- 24.1 In order that the business of Grand Chapter may be placed before it in proper and regular form a Grand Executive Committee shall be constituted.

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24.2 Composition.

24.3 The Grand Executive Committee shall consist of the following:

- a. Past Grand Zs;
- b. The Grand H;
- c. The Grand J;
- d. The Grand District Superintendents;
- e. The Grand Treasurer;
- f. The Grand Scribe E;
- g. The Grand Scribe N;
- h. The Grand Registrar; and
- i. Ten Companions of Grand Chapter. Five of whom shall be elected annually in accordance with the Regulations for a term of two years and up to five of whom may be appointed annually by the Grand Z forthwith upon his installation. All such Companions are entitled to the title of Very Excellent.

24.4 Such persons, who in the opinion of the Grand Z have particular expertise which may be of assistance to the Executive Committee, as may be appointed by the Grand Z for a term not to exceed one year and ending no later than the next Annual Convocation.

C25. Powers of the Grand Executive Committee.

25.1 The Grand Executive Committee shall administer the affairs of Grand Chapter. Without restricting the generality of the foregoing, the Grand Executive Committee shall have the following powers:

- a. To formulate and submit to Grand Chapter at its Annual Convocation for approval, an annual budget;
- b. To administer the budget after approval by Grand Chapter;
- c. To supervise all investments and monies of Grand Chapter;
- d. To present to Grand Chapter at its Annual Convocation, the accounts of Grand Chapter duly audited;
- e. To fix from time to time the salaries and contractual benefits of the officers and employees of Grand Chapter;
- f. To instruct and supervise paid officers and employees in their duties;
- g. To enter into contracts in the name of Grand Chapter;
- h. To draft such amendments to the Constitution and Regulations as it deems necessary or desirable and to submit the same to Grand Chapter at its Annual Convocation for approval;
- i. To oversee and approve the development, maintenance, revisions, and keep current all Policies, Procedure and Guidelines.
- j. To make such recommendations to Grand Chapter as it considers necessary or desirable;
- k. To appoint a Sub-committee to hear and determine all complaints against a Chapter or a Mason subject to the jurisdiction excepting those matters set out in Article VI of the Constitution. In case of any complaints affecting a member of the Grand Executive Committee or the Chapter to which he belongs, such member shall withdraw while the committee considers its decision. Minutes shall be maintained by the Executive committee (copy to the Grand Scribe E) and produced upon the request of the Grand Z;
- l. To make recommendations to the Grand Z for the suspension of the Warrant of a Chapter for failure to submit Chapter returns and failure to pay dues assessed; and
- m. To make recommendations to the Grand Z to permit Companions residing in this Jurisdiction to join a Chapter in another Jurisdiction provided there is not a closer Chapter within this Jurisdiction. Approval of the Grand Chapter in the other Jurisdiction would also be required.

C26. The Grand H shall be the chairman of the Grand Executive Committee; in his absence, the Grand J, shall preside and while so presiding shall possess all powers of the chairman. Should the Grand H, and the Grand J, be absent, the Grand Executive Committee shall elect a chairman pro tempore.

Appeals to Grand Chapter

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- C27. Where the Grand Z or a Grand Lodge Officer or the Grand Executive Committee makes a ruling or decision (other than a ruling or decision pursuant to Article VI of this Constitution) that directly affects a Mason or a Chapter, notice of that ruling or decision shall be served upon the Mason or Chapter so affected.
- C28. A Mason or Chapter upon whom a Notice is served, may within twenty-one (21) days (or within such longer period as Grand Chapter may allow) serve a Notice of Appeal in the procedure prescribed by the appropriate Policy and Procedure.
- C29. Service of a Notice of appeal shall not operate as a stay of the ruling or decision appealed.
- C30. The appeal shall be heard by a Commission of three past Grand Zs as appointed by the Grand Z
 - 30.1 The Commission shall either confirm or set aside the ruling or decision; and
 - 30.2 The decision of the Commission is final.
- C31. Where Grand Z, during a Convocation, makes a ruling or decision with which any member disagrees, that member may rise on a point of privilege shall state his desire to appeal that ruling or decision and shall briefly state the grounds for his appeal.
 - 31.1 The Grand Z:
 - a. Shall state the reasons for his ruling or decision;
 - b. Shall forthwith put the question; "Shall the decision of the chair be sustained?" to the members without debate, and the question shall then be determined by a Simple Majority show of hands; and
 - c. Shall thereupon announce the decision.

Amendments to the Constitution and Regulations

- C32. The Constitution or Regulations may be amended only by the Grand Chapter in Convocation by resolution of at least a two-thirds (2/3) Majority of the members present and entitled to vote.
- C33. A Companion who desires an amendment to the Constitution or Regulations must proceed through a resolution of his Chapter.
- C34. A Chapter, or a Grand Chapter Officer or a Grand Chapter Committee desiring an amendment to the Constitution or Regulations shall serve written notice thereof in the form no later than ninety (90) days before the next annual Convocation.
- C35. Upon receipt of service of the Notice of Motion to which this article applies, the Grand Scribe E shall forthwith refer the matter to the Jurisprudence Sub-Committee which shall:
 - 35.1 Determine the regularity of the motion;
 - 35.2 Determine whether the motion is in substance an amendment to the Constitution or to the Regulations;
 - 35.3 Determine whether the motion is of such importance or controversy that it merits being considered by Grand Chapter in Convocation;
 - 35.4 Draft the actual amendment to reflect the true intent and purpose of the motion; and
 - 35.5 Advise the Grand Executive Committee of its decision.
 - 35.6 The Grand Scribe E shall advise, in writing, the respective Chapter of the Jurisprudence Sub-Committee's decision. In the event the ruling has been rejected, the Chapter shall be advised of the reasoning. The ruling shall be final and binding.
 - 35.7 All Constitutions, or parts of Constitution, edicts or resolutions, by-laws and Rules of order heretofore adopted by Grand Chapter, and all clauses in the by-laws of Chapters inconsistent with this Constitution are hereby repealed.
 - 35.8 In the event that the Jurisprudence Sub-Committee decides that the motion is in substance an amendment to the Constitution or an amendment to the Regulations which must be considered by Grand Chapter in Convocation then the Grand Scribe E shall cause the motion to be published in the notice convening the Annual Convocation next following.
 - 35.9 In the event that the Jurisprudence Sub-Committee decides that the motion is in substance an amendment to the Constitution must be dealt with either by:
 - a. Motion process to the regularly scheduled Grand Convocation; or
 - b. An emergent Grand Convocation.
- C36. In the event that the Jurisprudence Sub-Committee decides that the motion is in substance an amendment to the Regulations which is not of such importance or controversy that it must be considered by Grand Chapter in Convocation, the Grand Executive Committee shall consider the motion.

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- C37. All amendments to the Regulations approved by the Grand Executive Committee shall take effect immediately and shall be submitted forthwith to the next Annual Convocation for ratification by Grand Chapter.
- C38. Notwithstanding the foregoing, a motion, in a form approved by the Jurisprudence Subcommittee, unanimously passed at an Annual Convocation by all members present and entitled to vote, shall be effective to amend the Constitution or the Regulations.
- C39. Notwithstanding the foregoing, with the Grand Z and the Grand Executive Committee's unanimous agreement a Motion of great importance to the Grand Chapter of Alberta may be brought forward to the Companions in attendance at the Grand Convocation. The Grand Z or his delegate shall present the Motion for approval by two-thirds (2/3) Majority vote of the Companions in attendance to proceed to a detailed presentation, debate and to a final resolution of the Motion. Ratification will require a two-thirds (2/3) Majority approval by the Companions in attendance.
- C40. Where Grand Chapter in Convocation approves a resolution to which this Article applies the Constitution is thereby amended effective forthwith
- C41. Where a motion to amend the Constitution or the Regulations has been voted on and defeated by Grand Chapter the same amendment or an amendment having the same intent shall not be proposed again to Grand Chapter in Convocation within three years, except with leave of the Grand Chapter which shall be given by a two-thirds (2/3) Majority vote by show of hands without debate.
- C42. Where an amendment to the Constitution or the Regulations has been approved by Grand Chapter in Convocation or approved by the Grand Executive Committee subject to the ratification of Grand Chapter in Convocation, notice of such amendment shall be sent by the Grand Scribe E to each Chapter for publication in the Summons of that Chapter next following and a copy of such resolution shall be provided to any Mason upon written request.

Article IV – Districts

Territorial Jurisdiction

- C43. For the purposes of administration, the territorial jurisdiction shall be divided into such Districts as designated and comprised of such Chapters as described in the Regulations.
- C44. District Jurisdiction
 - 44.1 Each District shall be presided over by a Grand District Superintendent who shall be nominated and elected in accordance with the Regulations.

Article V – Chapters

Formation

- C45. Every application to form a Chapter shall be by way of petition in accordance with Article III of the Regulations.
- C46. A Chapter shall be admitted into Grand Chapter and participate in the traditional privileges of a Chapter only:
 - 46.1 If it has been granted a dispensation by the Grand Z pursuant to
 - 46.2 Article III of the Regulations; or
 - 46.3 If it has been granted a Warrant by Grand Chapter.
- C47. A Chapter shall have precedence in accordance with the number of their Warrant as recorded in the books of Grand Chapter.

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Jurisdiction

- C48. Every Chapter has, concurrent with Grand Chapter, jurisdiction over its members wherever they reside.
- C49. A Chapter together with its officers shall enjoy all the powers, authority and jurisdiction accorded to Chapters and their officers by Masonic law, custom and usage except insofar as the same are expressly limited or reduced by the Constitution, the Regulations, the rulings of Grand Chapter or the By-laws of the Chapter.
- C50. Without restricting the generality of the foregoing, a Chapter:
 - 50.1 May from time to time, amend, supplement or substitute, but not suspend, its bylaws, provided that such changes:
 - 50.2 Shall not be effective until approved by the Grand District Superintendent after consultation with the Jurisprudence Sub-Committee;
 - 50.3 Have been approved by a 2/3 Majority of the Companions of the Chapter present at a Regular meeting with proper notice having been given; and
 - 50.4 Are, together with the approval of Grand Z, as attested by Grand Scribe E, served upon each Chapter member forthwith
- C51. Shall administer the financial affairs and property of the Chapter.
- C52. May extend benevolence to its members or their families and to such charitable or benevolent institutions or organizations as it deems worthy.
- C53. Shall carry out the Work.
- C54. Shall conduct all business as required by the Constitution, the Regulations and its Bylaws.
- C55. Shall (with the exception of those matters referred to in Article VI of this Constitution) discipline any of its members, with the exception of its First Principal.
- C56. Shall settle and determine all differences and disputes between its members with the exception of those involving its First Principal.
- C57. Shall have present and on display at each meeting the:
 - 57.1 Warrant;
 - 57.2 Triple Tau (at a RAM Meeting only); and
 - 57.3 Chapter By-laws.
 - 57.4 The Constitution, Regulations and Grand Chapter Proceedings must be accessible by the Scribe E through the Grand Chapter website electronically or by a hard copy.

Officers of a Chapter

- C58. A Chapter shall consist of nine principal officers being the three principals Z, H and J, the Scribes E and N, the three sojourners and the Outer Guard plus the following additional officers namely; the Treasurer (or Scribe E-Treasurer), the four Masters of the Veils and the Historian.
- C59. A Chapter may also prescribe in its Bylaws for the creation of other additional offices.
- C60. No person shall hold more than one office with the exception of the offices of Historian, Organist or Piper who may hold other offices. The positions of Treasurer and Scribe E may be conjoined and held by the same person.
- C61. A Chapter shall elect annually in accordance with the Regulations, members to the office of Z, H, J, Treasurer, Scribe E, (or Scribe E – Treasurer), Scribe N, the Tyler, two Financial Reviewers and an examining board of three Past Zs.
- C62. Members shall be appointed to the other offices by the Z forthwith upon his installation.
- C63. In the event that the holder of an elected Chapter office dies, leaves the jurisdiction to reside elsewhere, resigns, or becomes incapable for any reason of performing the duties of his office, (the determination of which inability shall be in the sole discretion of the Z of the Chapter) his duties, powers and prerogatives shall be assumed and exercised by a past Officer of that office or such qualified Companion as the Z may select.
- C64. In the event the holder of an appointed Chapter office dies, leaves the jurisdiction to reside elsewhere, resigns, or becomes incapable for any reason of performing the duties of his office, (the determination of which inability shall be in the sole discretion of the Z of the Chapter) the Z shall as soon as practicable appoint a replacement.
- C65. The holder of an appointed office holds office at the will of the Z

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- C66. Powers and Duties of Chapter Officers.
- 66.1 Powers and Duties of Z:
- a. An installed Z of a Chapter shall enjoy all the powers, authority and jurisdiction accorded to Chapter First Principals by Masonic law, customs, and usages except insofar as the same are expressly limited or reduced by the Constitution, the Regulations, the rulings of Grand Chapter or the Bylaws of the Chapter.
 - b. The Z shall be, ex-officio, a voting member of all committees.
- 66.2 Without restricting the generality of the foregoing, a Z:
- a. May discipline any of the members of his Chapter wherever they may reside, with the exception of those matters referred to in Article VI (of this Constitution);
 - b. May settle and determine any disputes or differences between the members of his Chapter;
 - c. May call an emergent meeting whenever he deems it necessary;
 - d. Where delegation is not otherwise permitted by the Constitution or the Regulations, may delegate such duties as he deems appropriate to any members of his Chapter holding the rank of Past Z;
 - e. Shall ensure due obedience to the Constitution, the Regulations and the bylaws of his Chapter;
 - f. Shall appoint members to such offices where an election is not required;
 - g. Shall superintend all officers of his Chapter and ensure that their duties are properly discharged;
 - h. He shall not have the power to suspend the declaration of a Ballot. However, in his discretion he may order a second Ballot before making the declaration.
 - i. Shall preside over and decide all questions of order at all meetings; and
 - j. Shall ensure his Chapter maintains proper books of account as required by the Regulations.
- 66.3 Powers and duties of Other Chapter Officers
- a. Where not inconsistent with the Constitution or the Regulations, the other officers of a Chapter shall have the powers and duties traditionally associated with their respective offices by Masonic law custom or usage and shall carry out such duties as the Z may delegate or instruct, or as required by the Regulations and Bylaws of the Chapter.
- 66.4 Powers and duties of Officers in MMM and MEM Lodges
- a. The powers and duties of the Z and his Officers shall apply to and govern, as far as they can be made applicable to Mark Master Lodges, Most Excellent Masters Lodges and the Masters, Wardens, Officers and members of such Lodges, with the same effect as if they had been specifically designated herein.

Membership in a Chapter

- C67. An application for membership in a Chapter shall be by way of petition in accordance with the Regulations. Every applicant for membership shall be a member in good standing of a Lodge authorized or recognized by the Grand Lodge of Alberta, Ancient, Free and Accepted Masons.
- C68. Every Companion of a Chapter is entitled:
- 68.1 To vote on and participate in the discussion concerning any business of the Chapter;
 - 68.2 To visit any recognized Chapter with the permission of the Z of such Chapter;
 - 68.3 To object to any petition for membership or the awarding of any Degree;
- C69. To inspect at all reasonable times;
- 69.1 Any financial statements or records and Financial Reviewer's reports of his Chapter or of Grand Chapter; and
 - 69.2 Any report which does, or is likely to, affect him directly except insofar as his right to do so is restricted or precluded by law and upon payment of such fee as is specified in the regulations, to receive a copy of such statement or report.
- C70. To apply for, and be granted, a demit in accordance with the regulations.
- 70.1 A member may resign his membership in a Chapter by paying any outstanding dues and applying for a demit in the prescribed form.
 - 70.2 The application for a demit shall be granted at the meeting of Chapter next following the service of the application on the Chapter.

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- 70.3 An application for a demit may be made by a member who is the subject of proceedings against him for a Masonic offence or offences but:
- Shall be granted only upon the vote of a Simple Majority of the members present at the meeting at which the application is presented;
 - Shall not operate as a stay of those proceedings; and
 - Shall refer to the fact that it was granted while proceedings against him with respect to the offence or offences.
- 70.4 Upon the grant of a demit the member ceases to enjoy any of the rights of a member, except that within 12 months from the date upon which the demit was granted. He may re-apply for membership the Z may at his discretion and without vote of the Chapter, declare him reinstated which fact shall be entered on the records and the Companion thereupon entered as a member in good standing in the Chapter.
- 70.5 An application for a demit may be withdrawn at any time before it is granted.
- C71. Every member is obliged to comply with the Constitution, the Regulations, the rulings of Grand Chapter, the By-laws of his Chapter, Masonic law, and Masonic customs and usages.

Meeting of a Chapter

- C72. No Chapter shall be opened or held except by nine (9) Royal Arch Companions, seven (7) of whom shall be members of the Chapter, one of whom shall be a Principal Officer of the Chapter. The aforementioned also applies to a MMM or MEM Lodge.
- 72.1 In the event of extenuating circumstances, a Chapter may be opened or held by seven (7) Royal Arch Companions, five of whom shall be members of the Chapter, one of whom shall be a Principal Officer of the Chapter. The aforementioned also applies to a MMM or MEM Lodge.
- 72.2 Should these extenuating circumstances exist on an extended basis [maximum of three (3) consecutive Convocations, the Chapter shall contact the Grand District Superintendent (GDS) and discuss the following options:
- Develop a recovery plan
 - Amalgamation with another Chapter
 - Obtain dispensation from Grand Chapter to hold Convocations with only seven (7) RAMs present.
 - Surrender the Charter.
- C73. None but the authorized Work is allowed to be practiced or administered in the:
- 73.1 opening and closing of a Royal Arch Convocation;
- 73.2 a Lodge meeting; or
- 73.3 while conducting degree Work in any Chapter or Lodge
- C74. In the absence of Z or a properly qualified proxy, H or in his absence J may declare the Chapter open for the transaction of business but no Degrees shall be conferred.
- C75. No person may act as proxy for H, or J unless he has attained the rank of past of that office or is currently installed as an officer of that rank.
- C76. Proxies may be held by Companions who are not members of the Chapter but there shall not be more than four proxies to hold a meeting.
- C77. A Chapter shall meet in regular or emergent Convocation in accordance with the Regulations and its Bylaws, however meetings shall not be held on a Sunday.
- C78. A Chapter which fails to meet during any twelve (12) month period, or which fails to make an Annual Return to Grand Chapter as required by the Regulations or such longer period as Grand Chapter may allow shall forthwith surrender its Warrant and its seal, regalia, jewels and all other property of every nature and kind whatsoever shall thereupon be transferred to and vested in Grand Chapter.
- C79. No Companion shall be admitted as a visitor to any Chapter unless he is personally vouched for, or unless after strict examination by two (2) skilled Companions he is found worthy and shall have duly registered his name in the visitors' book and presented the necessary qualifications either a current dues card or membership certificate.
- C80. All visitors are subject to the Constitution and Regulations, and Bylaws of the Chapter being visited.

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Amalgamation, Surrender and Suspension of Warrant

- C81. Amalgamation
 - 81.1 Two or more Chapters may amalgamate under one Warrant as prescribed in the Regulations.
- C82. Surrender of a Charter
 - 82.1 A Chapter may request permission from Grand Chapter to surrender its Charter as prescribed by the Regulations.
- C83. Suspension of a Charter
 - 83.1 The precedence of a Chapter is derived from the number of its Warrant or Charter as recorded. If the majority of members withdraw from a Chapter, the power of assembly exists with those remaining, provided their number be not less than nine (9). If the Chapter membership is less than nine (9) the Chapter becomes extinct, and its Warrant or Charter, seal, records and property revert to Grand Chapter.
 - 83.2 Where a Chapter neglects or violates a duty imposed upon it by the Constitution or the Regulations its Warrant may be revoked by Grand Chapter.
 - 83.3 Where a Scribe E of a Chapter neglects or violates a duty imposed upon him by the Constitution or the Regulations the neglect or violation is deemed to be a neglect or violation by the members of the Chapter.
 - 83.4 Where a Warrant is suspended the members of the Chapter are suspended during the period of the suspension of the Warrant provided always that the Grand Z may specifically exempt such members from suspension as he may see fit.

Suspension of Members

- C84. Members under suspension are deprived of all the rights and privileges of Capitular Masonry.
- C85. A member under suspension or one withdrawing from a Chapter without having complied with it By-Laws, or with the general regulations of the Royal Craft, shall not be eligible for admission to any other Chapter.
- C86. A Companion or Brother who has been suspended, or expelled by his Craft Lodge, the Grand Master or Grand Lodge for any cause shall also stand suspended from his Royal Craft privileges while the Craft discipline continues in force.
- C87. Any Companion or Brother who remains unaffiliated for a period of twelve (12) consecutive months with a Craft Lodge shall be disqualified from both Chapter privileges and Grand Chapter membership until he again becomes affiliated.

Article VI – Offences and Trials

Masonic Offences

- C88. Masonic offenses shall be those defined in the Constitution of the Grand Lodge of Alberta A.F. & A.M.

Masonic Trials

- C89. Any Mason who is the subject of trial proceedings authorized by the Grand Lodge of Alberta A.F. & A.M. and as a result thereof has been suspended or expelled, shall be subject to the same penalties and restrictions as if the suspension or expulsion had been imposed as a result of trial proceedings authorized by Grand Chapter.

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Article VII – Liability and Indemnification

Indemnification of Chapter and Grand Chapter Officers

C90. LIABILITY.

90.1 Every Chapter Officer or Grand Chapter Officer, in exercising his powers and discharging his duties, shall act honestly and in good faith with a view to the best interests of the Chapter and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. In accordance with the provisions of The Alberta Royal Arch Masons Act, a member or Officer of the Royal Arch shall not in his individual capacity be or become liable for any debt or liability of the Royal Arch or of any Chapter. In addition to the foregoing, no Chapter or Grand Chapter Officer or other member of Royal Arch shall be liable for the acts, receipts, neglects or defaults of any other Chapter or Grand Chapter Officer or member, or for any loss occasioned by any error of judgement or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto, unless the same are occasioned by his own willful neglect or default; provided that nothing herein shall relieve any Chapter or Grand Chapter Officer from the duty to act in accordance with the Constitution and Regulations of Grand Chapter and/or the By-Laws of their Chapter.

C91. INDEMNITY.

91.1 In accordance with the provisions of The Alberta Royal Arch Masons Act, a member or Officer of the Royal Arch shall not in his individual capacity be or become liable for any debt or liability of the Royal Arch or of any Chapter. Subject to any limitations contained in the Constitution or Regulations of Grand Chapter, should an individual Officer or member of a Chapter be the subject of any civil, criminal or administrative action or proceeding with respect to his service as an Officer (or as a member) of a Royal Arch Chapter, should the provisions of The Alberta Royal Arch Masons Act not serve to shield such member from personal liability, or should the member incur legal costs to establish any such defense, or otherwise, the Chapter shall indemnify an Officer, a former Officer, or any Chapter member who undertakes or has undertaken any services on behalf of the Chapter as an authorized representative of the Chapter, and his heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been an Officer or authorized representative of the Chapter, if:

91.2 He acted honestly and in good faith with a view to the best interests of the Chapter; and

91.3 In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful.

91.4 Under the provisions of the Royal Arch Masons Act of Alberta and this Constitution and Regulations it is deemed that appropriate liability and indemnification coverage is provided for the Grand Chapter and each and every Chapter, its officers, and members within this jurisdiction. It shall be at the sole discretion and cost of each individual Chapter should they elect to obtain additional insurance coverage.

Article VIII – Service of Documents

C92. Any document required to be served shall be deemed to have been served if such service was performed either:

92.1 Personally.

92.2 By registered mail with a delivery confirmation; and

92.3 If the party to be served agrees in writing to accept another mode of service including electronic or digital means, by such other mode of service.

C93. Service upon Grand Chapter shall be affected by service upon the Grand Scribe E.

C94. Service upon a Chapter shall be affected by service upon the Scribe E of the Chapter.

C95. Service upon a Mason shall be deemed sufficient if sent by registered mail to the last address of that Mason as known to the Scribe E of the Chapter.

C96. Service by registered mail shall be deemed to have occurred on the seventh day following the date of mailing.

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Article IX – Interpretation

- C97. In the event of a conflict between the provisions of this Constitution, or the provisions of the Act, the Regulations, or any Bylaws, the order of priority from highest to lowest shall be:
- 97.1 The Alberta Royal Arch Masons Act;
 - 97.2 The Constitution;
 - 97.3 The Regulations;
 - 97.4 The Bylaws; and
 - 97.5 Masonic law, custom and usage.

Article X – Transitional

- C98. This Constitution shall come into force and effect:
- 98.1 Upon the approval of the Grand Chapter;
 - 98.2 Upon the granting of permission by the Lieutenant Governor in Council if required by the Act and or
 - 98.3 By proclamation of Grand Chapter whichever is latest.
 - 98.4 Any proceedings against a member of a Masonic offence which have not been concluded at the time this Constitution comes into force and effect shall continue as if this Constitution had not come into effect.