

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

ARTICLE I GRAND CHAPTER2

 GRAND CHAPTER SEAL..... 2

 PROCEEDINGS 2

 AGENDA 2

 NOMINATION..... 2

 ELECTIONS..... 3

 APPOINTMENTS..... 4

 ELIGIBILITY AND VOTING 4

 PROCEEDINGS AT GRAND CONVOCATION 4

 GRAND CHAPTER OFFICERS 5

 COMMUNICATIONS 6

 FEES 7

 GRAND EXECUTIVE COMMITTEE 7

 SUB-COMMITTEES 7

 POLICIES & PROCEDURES 8

ARTICLE II DISTRICTS AND ANNUAL DISTRICT MEETINGS.....9

 DISTRICTS..... 9

 ANNUAL DISTRICT MEETINGS..... 10

ARTICLE III CHAPTERS10

 FORMATION OF A CHAPTER 10

 NOMINATION, ELECTION AND APPOINTMENT OF CHAPTER OFFICERS..... 11

 INSTALLATION AND INVESTITURE OF OFFICERS 12

 DUTIES OF CHAPTER OFFICERS 12

 CHAPTER BY-LAWS..... 13

 CHAPTER SEAL 14

 CHAPTER MEETINGS..... 14

 MEMBERSHIP IN THE CHAPTER 15

 CHAPTER FEES..... 16

 BALLOTING/VOTING..... 16

 SUSPENSION 17

 HONOURARY MEMBERS..... 18

 LIFE MEMBERSHIP 18

 DISSOLUTION OF A CHAPTER 18

 SURRENDER OF CHARTER..... 18

 AMALGAMATION OF CHAPTERS 19

ARTICLE IV GENERAL.....19

 GENERAL..... 19

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

Article I Grand Chapter

Grand Chapter Seal

- R1. Grand Chapter may use an imprint or digital image of its seal. An image of the seal used under the authority of Grand Chapter is of equal force and effect as if the impressed seal had been used.

Proceedings

- R2. The Grand Z shall preside at all annual Convocations.
R3. In the absence of Grand Z, the Convocation will be presided over by the Immediate Past Grand Z or the next Past Grand Z of this Jurisdiction, in order of reverse seniority. In the event that no Past Grand Z's are available then the presiding officer shall be the elected Grand Chapter Principal Officer next in rank.
R4. Convocation shall be declared open in ample form when the Grand Z presides, in due form when a past Grand Z or Grand H or Grand J presides and at all other times in form.
R5. The presiding Officer shall ensure that all Officers and members are properly clothed in accordance with their rank, and on the call to order, Grand Chapter shall be opened in proper form.

Agenda

- R6. The order of business may be changed or added to by the Grand Z but no business shall be conducted on Friday except items detailed in R7. The order of business detailed in R8 is the minimum business items that must be addressed during each Grand Chapter.
R7. Ceremonial Opening of Grand Chapter:
7.1 Reception of Guests of Sister Jurisdictions;
7.2 Reception of other Concordant Bodies;
7.3 Reception of Dignitaries from within the Jurisdiction;
7.4 Flag Presentation; and
7.5 Memorial Service.
R8. Formal Opening of Grand Chapter:
8.1 Open Grand Chapter in Ample Form;
8.2 Invocation;
8.3 Resolution of Loyalty;
8.4 Reception of Visitors;
8.5 Reading and confirmation of the minutes of the previous annual or emergent convocation;
8.6 Presentation of the Grand Z's Address;
8.7 Presentation of the Reports of Grand H and Grand J;
8.8 Correspondence;
8.9 Presentation of the Reports of the Grand Superintendents;
8.10 Presentation of the Reports of the Grand Treasurer, Grand Historian, the Grand Scribe E and the Auditor;
8.11 Scrutineers Report (Presented when available);
8.12 Reception of Reports of Committees;
8.13 General Business;
8.14 Installation and Investiture of Grand Chapter Officers; and
8.15 Closing of Grand Chapter.
R9. Annual Convocation Social Activities:
9.1 Ladies Program;
9.2 Grand Chapter Banquet; and
9.3 Such other social activities as the Grand Z may select.
9.4 In the event that the Grand First Principal-elect opts for an open installation of the Grand Chapter Officers, the pedestal shall be veiled.

Nomination

- R10. The Scribe E of each Chapter shall, before the 15th of January in each year read Regulations R69, R70, R71, R72, R73, R74, R75 in open Chapter and shall specify the address at which any nomination must be served.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- R11. Any Companion who is a Past Z and is a member of a Chapter in the jurisdiction is eligible to hold an elective office in Grand Chapter or the Executive Committee and may be nominated by any member of Grand Chapter; a member may not be nominated to more than one office.
- R12. Nominations shall be made in the prescribed form which must be served on the Grand Chapter (Grand Scribe E) no later than 12:00 noon on the last working day of February in each year.
- R13. Any nominee may in writing withdraw his name from such nomination before the Ballot on his nomination has been taken.
- R14. The Executive Committee:
 - 14.1 Shall ensure the qualifications of all nominees: and
 - 14.2 Shall in the event that there are no valid nominees for the office of Grand H or Grand J, nominate one qualified member for such office.
- R15. The Grand Scribe E shall forward to each Chapter a list of nominations and the position to which such nomination is made together with notice of the Annual Convocation.
- R16. In the event of no nomination being submitted for any elective office in accordance with Article I.C.3 above, the Grand Z, or other presiding officer may, immediately upon the Grand Convocation being declared open, nominate a Past Z of a Chapter within the Jurisdiction to fill the position. Immediately following the nomination being made and the nominee's acceptance, the Grand Z or presiding officer shall declare nominations closed and shall notify the Chairman of the Scrutineers of the nomination.

Elections

- R17. Where more Companions are nominated to a position than are to be elected to that position the Grand Scribe E shall have ballots prepared in such quantity as he considers appropriate.
- R18. The ballot shall set out the position to which the nomination is made and the name, rank and Chapter of the nominees in alphabetical order of surname.
- R19. Subject to the limitations of Articles III.C10 (Tyler and Honourary Grand Chapter Members) of the Constitution and R38 of the Regulations every member of Grand Chapter shall upon registering his attendance be entitled to receive a ballot.
- R20. A ballot box shall be available to receive ballots at the time of registration and located in the same room as registration is being held.
- R21. The ballot box and the registration of attendance shall be available from 3:00 pm to 5:00 pm of the first day of Convocation and from 8:00 am to 11:00 am on the second day.
- R22. Balloting shall be made by placing an "X" opposite the name(s) of number of nominees equal to the number of positions to be filled by election.
- R23. In the event that more than one nominee is to be elected to a position, a ballot shall not be invalid only by reason that an "X" is placed opposite the names of a lesser number of nominees than are to be elected.
- R24. Ballots on which the "X" is placed opposite the names of a greater number of nominees than are to be elected shall be declared void.
- R25. The Grand Registrar shall be responsible for the security of the ballot box during the hours when balloting is suspended.
- R26. At the close of the ballot the Grand Registrar shall with the assistance of such scrutineers as have been appointed determine those elected and report the result to Convocation.
- R27. The number of ballots cast for each nominee shall be counted and the nominee receiving most ballots shall be declared elected.
- R28. Ballots shall be counted for the various elective offices in the order of preference as stated in Article III C3.1 of the Constitution, after which the ballots for the Executive Committee shall be counted. When any nominee has been elected his name shall be disregarded in further ballots and the next choices thereon shall be in numerical order.
- R29. Where more that two (2) nominations are made for any office the nominee receiving the most Ballots shall be deemed to be elected.
- R30. Upon the result of the election being declared the Grand Registrar shall deliver the ballots to the Grand Scribe E to be destroyed.
- R31. In the event that there is only one (1) nomination for a position that nominee shall be declared elected by acclamation.
- R32. Every Companion elected or appointed to an office shall during his term of office be a member in good standing in a Chapter within the Jurisdiction.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

Appointments

- R33. Where a Companion of this Jurisdiction:
33.1 Displays eminence and ability;
33.2 Renders significant service to Grand Chapter; and
- R34. Consents to his nomination as an Honourary Member of Grand Chapter. Grand Chapter may, by resolution, grant that Companion Honourary Membership in Grand Chapter with all attendant rights and privileges.
- R35. Where a Companion is not of this Jurisdiction:
35.1 Renders significant service to Grand Chapter; and
35.2 Consents to his nomination as an Honourary Member of Grand Chapter. Grand Chapter may, by resolution, grant that Companion Honourary Membership in Grand Chapter with all attendant rights and privileges with the exception of voting.
- R36. Notice of Motion that a Companion be granted Honourary Membership in Grand Chapter shall be served on Grand Chapter and shall set out:
36.1 The name and rank of the nominee;
36.2 The Masonic bodies of which the nominee is a member or is affiliated; and
36.3 A brief description of the nature and significance of the services he has rendered to Grand Chapter.
- R37. Nothing herein prevents a grant of Grand Chapter Honourary Life Membership by Grand Z to any accredited representative attending Grand Convocation from any reciprocating Grand Jurisdiction.

Eligibility and Voting

- R38. Subject to Sections Articles III.C10 of the Constitution, no member of Grand Chapter shall have more than one Vote or Ballot per motion or nomination.
- R39. Unless otherwise set out in the Constitution or these Regulations, all matters shall be decided by a Majority of Votes.
- R40. Except where a Ballot is required, Votes are signified by a show of hands to be counted by the Grand Sojourners unless the Grand Z determines that the number is so unequal as to render counting unnecessary.
- R41. In case of a tie Vote the presiding officer shall have the deciding Vote.
- R42. Before or immediately after a Vote is cast on any matter, a Ballot shall be held, in lieu of a Vote, at the request of five or more members present and the Ballot shall be counted forthwith.

Proceedings at Grand Convocation

- R43. No member shall speak twice on the same question unless:
R44. In explanation;
R45. As mover of the motion in reply; and
R46. With the consent of Grand Z.
- R47. Every member who wishes to speak shall rise and when acknowledged by Grand Z shall identify himself and his Chapter then address himself to Grand Z.
- R48. No member may interrupt another except to address Grand Z on a point of order in accordance with Robert's Rules of Order.
- R49. A member whose conduct is deemed by Grand Z to be disruptive of the Convocation may be ordered to immediately leave that Convocation.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

Grand Chapter Officers

- R51. Every Grand Chapter officer, at the completion of his term of office, shall return his regalia, complete and in good condition, to Grand Scribe E.
- R52. Grand District Superintendents
- 52.1 Within the District for which he is elected, a Grand District Superintendent:
- a. Shall satisfy himself that the principals recommended in any petition for a new Chapter are duly qualified to perform the duties of their respective offices and for that purpose he may summons such persons to attend for examination;
 - b. Shall determine if a Chapter working under a dispensation has obtained suitable furniture and regalia;
 - c. Shall determine whether to permit a Chapter to move within the district provided that no such permission may be given to move closer than a ten (10) kilometre radius of an existing Chapter or Chapters (whether or not within the District) without the consent of that Chapter or a majority of those Chapters;
 - d. Shall not later than the 15th day of January serve upon the Executive Committee a draft report on the condition of Royal Arch Masonry within the District for which he is elected;
 - e. Shall not later than the 1st day of March prior to the Annual Convocation serve upon Grand Chapter a final report on the condition of Royal Arch Masonry within the District for which he is elected including such Chapters as have been constituted in the preceding twelve (12) month period and Chapters visited;
 - f. May at least once during his term of office, hold a Chapter of instruction or may grant written permission for a Chapter(s) to hold a "Chapter of Instruction". The minutes of such Chapter of Instruction shall be promptly submitted to the Grand Scribe E;
 - g. Shall execute his duties in compliance with the guidelines contained within the Grand District Superintendent's Handbook; and
 - h. The Grand District Superintendent shall review and respond to Chapter enquiries and correspondence within his authority. All Items requiring a response from Grand Chapter shall be directed, with his comments and recommendations, to the Grand Scribe E.
- R53. Grand Treasurer
- 53.1 Maintain the accounts of Grand Chapter and produce the same upon the request of the Grand Z, Chairman of the Executive Committee, or any Committee thereof authorized to inspect the same.
- 53.2 The Books of Account of Grand Chapter shall be closed on the 28th, day of February in each year, based on a fiscal year end of December 31 of each year.
- 53.3 Ensure that payments made from such accounts shall have the signatures of two of the following one of which must be the Grand Treasurer, Grand Secretary or Chairman of the Finance Committee. In addition to the aforementioned signatures the second signature (if required) may be one of three members of the Grand Executive Committee as appointed and ratified by the Grand Executive Committee annually;
- 53.4 Ensure access to any safety deposit box of Grand Chapter, shall require the presence of any two of the following Grand Scribe E, Grand Treasurer, the chairman of the Finance Sub-Committee or his designate;
- 53.5 Only make use of electronic banking for deposits to or internal transfers between the accounts of the Grand Chapter of Alberta;
- 53.6 Provide, upon request of the Finance Sub-committee and at the expense of Grand Chapter, a bond in such amount as the Finance Sub-committee may require for the due performance of his duties and lodge the same with the Grand Scribe E;
- 53.7 Maintain in the name of the Grand Chapter and at the expense of Grand Chapter a safety deposit box if required by the Finance Sub-committee and keep therein such bonds and valuable papers as the Finance Sub-committee may direct and shall provide access thereto to such members of the Executive Committee as the Finance Sub-committee may direct;
- 53.8 Arrange and maintain at the expense of, and in the name of, Grand Chapter such savings, Chequing and investment accounts as the Finance Sub-committee may direct providing always that monies may be deposited, and investments made only in forms or in institutions approved for trustees pursuant to the Trustees Act of Alberta RSA 2000; and
- 53.9 Serve as ex officio member of the Finance Sub-committee.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

R54. Grand Scribe E

54.1 The Grand Scribe E, or his duly appointed representative shall:

- a. Ex officio serve on all Sub-committees created by the Executive Committee and shall in the absence of separate Recording Secretary, act as Recording Secretary of such Sub-committees;
- b. Keep a register of all members of each Chapter
- c. Notify all Chapters annually of all members demitted, expelled, suspended or restored during the preceding year;
- d. Receive the returns of each Chapter;
- e. Issue summons for all Convocations and meetings of the Executive Committee;
- f. Provide an annual report following the end of the fiscal year and before the Annual Convocation detailing his official acts in the preceding year including without limiting the generality of the foregoing;
- g. The returns of each Chapter
- h. Any breaches of the Constitution and these Regulations which may have come to his attention
- i. An account of all funds received, and expenses incurred
- j. Send copies of all nominations for election and all notices of motion to be made at the Annual Grand Convocation upon all Chapters and Grand Chapter officers no later than the 15th day of March in each year;
- k. Conduct the correspondence of Grand Chapter;
- l. Collect all monies due to Grand Chapter, record the same in proper books of account and deposit the same in the Grand Chapter bank accounts;
- m. Receive, file and safely keep all papers pertaining to Grand Chapter and present such as may require action at each Grand Convocation;
- n. Prepare and publish, within thirty (30) days after the close of each Grand Convocation, to all Chapters and on the Grand Chapter Website the final wording of all Motions as passed at the Grand Convocation;
- o. Prepare and publish, within six (6) months after the close of each Grand Convocation, the Proceedings of all Convocations and send copies of the same to all Chapters and Grand Chapter officers and ensure that it is posted on the Grand Chapter Website; and
- p. Retain custody of the jewels, furniture, clothing and all other goods and chattels pertaining to Grand Chapter during its recess.

Communications

R55. Communications between Grand Chapter and the individual Chapters may be in written or electronic format.

R56. Where a Companion, other than an officer of Grand Chapter in the performance of his duty, wishes to communicate with:

56.1 The Grand Z or with Grand Chapter concerning Companion(s) or Capitular Masonry;

56.2 A Chapter outside the jurisdiction; and

56.3 A recognized Grand Chapter outside the jurisdiction.

He shall do so in writing addressed to the Scribe E of his Chapter who shall forward the same to the Grand District Superintendent and if he is in agreement the Grand District Superintendent shall forward the request to the Grand Scribe E for approval by Grand Z and transmission where appropriate to the relevant Grand Chapter.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

Fees

- R57. Grand Chapter shall from time to time fix the amount to be paid to it as dues from Chapters and the fees payable for exaltations, dispensations, warrants, and all other certificates, certified copies and other documents it may be required to issue.
- R58. Chapter Returns
- 58.1 Each Chapter shall on or before the date specified below make the following returns to Grand Chapter:
- A Statement of the Work done by the **15th day of January each year**;
 - Financial Statements by the **last day of February each year**; and
 - Payment of the dues assessed by the **last day of February each year**.
- R59. A Chapter failing to meet its obligations detailed in R58 above, in addition to any other disabilities and penalties to which it may be subject, that Chapter shall, effective the **1st day of March each year**, until such time as the Chapter's obligations are fulfilled, be subject to the following penalties;
- 59.1 Forfeit the rights of its members to vote at Grand Chapter Convocations and District Meetings; and
- 59.2 Incur a flat charge of \$5.00 per day which charge shall be paid, in addition to the outstanding dues, before Grand Chapter will reinstate the rights of its members to vote.

Grand Executive Committee

- R60. Meetings
- 60.1 The Regular Meetings of Grand Executive Committee shall be on the second Saturday of February in each year and again immediately before each Annual Convocation or on such other date or dates as the Grand Executive Committee may appoint.
- 60.2 An emergent meeting of the Grand Executive Committee may be called:
- By Grand H; or
 - By seven members of the Executive Committee, by notice in writing to the members of the Executive Committee, such notice to specify the date, time and place of the Emergent meeting, such date to be not less than fifteen (15) clear days from the date of the notice, and the reason for calling the Emergent meeting. No business other than that stated in the notice shall be transacted at that Emergent meeting.
- 60.3 Seven (7) members shall constitute a quorum,
- 60.4 Questions shall be decided by Simple Majority of votes. The Chairman, in case of a tie, shall have a second vote.
- 60.5 Grand Scribe E or his designate is responsible for recording the proceedings of all Executive Meetings.
- 60.6 In case of a complaint against a member of the Executive Committee, Sub-Committee or his Chapter which poses a conflict of interest, such member shall withdraw from the meeting while the Executive Committee considers its decision.
- 60.7 The Executive Committee may delegate any of its powers to one or more subcommittees as it considers necessary or desirable.

Sub-Committees

- R61. The following are established as Standing Sub-Committees of the Executive Committee
- Credentials;
 - Finance;
 - Jurisprudence;
 - Ritual Work; and
 - Website.
- R62. The Executive Committee may also establish such other Sub-committees as it deems appropriate. Each Sub-committee shall consist of the following:
- Grand Scribe E who shall serve as ex-officio member;
 - A Chairman; and
 - Such other Sub-committee members as the Grand Z and/or the Executive Committee may appoint.
- R63. In addition to the foregoing, the Grand Treasurer shall serve as an ex-officio member on the Audit and Finance Sub-committee and the Grand Registrar shall serve as an ex officio member of the Credentials Sub-committee.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- R64. The chairman of a Sub-committee shall be appointed for a term of two (2) years and the appointed members shall be appointed for such term not to exceed three (3) years as the Executive Committee shall determine.
- R65. Duties of Sub-committees Generally:
- 65.1 Each Sub-committee shall report in writing at least annually to the Executive Committee no later than the second Saturday in February in each year a summary of its activities performed, and recommendations made throughout the preceding year;
- 65.2 Each Sub-committee shall meet at such times as the chairman may determine. A Sub-committee may, at the discretion of the chairman, meet in person or by video or telephone conference or by such other electronic means as may permit a timely exchange of information and opinion. A written resolution or report signed by all members of a Sub-committee shall be acceptable in lieu of meeting; and
- 65.3 Two members of a Sub-committee shall constitute a quorum. The Chairman, in case of a tie, shall have a second vote.
- R66. Duties of specific Sub-Committees
- 66.1 The Credentials Sub-committee shall attend each Convocation:
- Register the attendance of RAM members of Grand Chapter at all Convocations by recording their names, Chapters and representative capacity if any; and
 - Provide each RAM member with a ballot form or forms for the election of officers. Each RAM Member shall only receive one ballot for each position being balloted on.
- 66.2 The Finance Sub-committee shall:
- Examine the reports of the Grand Treasurer, the Grand Scribe E and the Financial Reviewers and such other accounts and financial matters as may be referred to them by the Executive Committee and report such findings as they consider relevant.
- 66.3 The Jurisprudence Sub-committee shall receive and respond to all written requests through the Grand Scribe E;
- For interpretation, explanation or advice concerning any aspect of the Act, the Constitution, the Regulations or Masonic law, custom or usage relating to Capitular Masonry;
 - Make such interpretation as may be given under Regulation R66.3.a, a binding interpretation as it deems appropriate. Upon such approval the interpretation shall have the same force and effect as if expressly set out in these Regulations subject to:
 - the approval of the Grand Z; and
 - ratification at the next Grand Convocation;
 - Make such recommendations to Grand Chapter at the Grand Convocation for the amendment of the Constitution, the Regulations, and the Grand Chapter By-laws, as it deems appropriate; and
 - Develop and maintain all Polices and Procedures required for the administrative support of the Constitution and Regulations and the operation Districts and Chapters within the Jurisdiction.

Policies & Procedures

- R67. The Grand Executive is empowered to develop Policies, Procedures and Guidelines from time to time, and to update and amend same from time to time, to address various procedural and administrative matters. Such Policies and Procedures when enacted shall have be the equivalent of Regulations for purposes of enforcement but shall not be considered Regulations for the purposes of the procedures for amending the Regulations as set forth in [insert Constitutional Reference].
- R68. Without limiting the generality of the foregoing, the administrative matters will be addressed via Policy and Procedure Index or Guideline Index (which list is not to be considered exhaustive).

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

Article II Districts and Annual District Meetings

Districts

The jurisdiction is divided into four Districts:

District 1 (Northwest)		District 2 (Northeast)	
No. 2 North Star	Edmonton	No. 17 Mount Olivet	Camrose
No. 13 Capital City	Edmonton	No. 31 Parklands	Wainwright
No. 18 Norwood	Edmonton	No. 38 Lebanon	Lacombe
No. 30 Edson	Edson	No. 39 Cold Lake	Cold Lake
No. 34 Wapiti	Grande Prairie	No. 40 Hangingstone	Ft. McMurray
No. 41 Stoney	Stony Plain		
District 3 (Central)		District 4 (South)	
No. 3 Assiniboia	Medicine Hat	No. 1 Alberta	Calgary
No. 9 Otuskwan	Calgary	No. 4 Shekinah	Lethbridge
No. 12 Keystone	Red Deer	No. 5 Golden West	High River
No. 21 Strathmore	Irricana	No.15 Hillvue	Frank
No. 26 Harmony	Brooks	No 24 Crescent	Calgary
No. 27 Eheyeh	Drumheller		
No. 42 Mountainview	Didsbury		

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

Annual District Meetings

- R69. Each District shall hold an Annual District Meeting at a date following the 1st day of September and on or before the 31st day of January the following year.
- R70. The meeting shall be at such place within the District and at such date and time as directed by the Grand District Superintendent of the district subject to the approval of the Grand Z.
- R71. Notice of such meeting shall be served by the Grand District Superintendent of the District on each Chapter within the District a minimum of sixty (60) days before the meeting.
- R72. A quorum shall consist of a representation from greater than fifty percent (50%) of the Constituted Chapters in a district.
- R73. Every Companion who is a member in good standing of a Chapter(s) within the District is entitled to attend and shall not have more than one Vote or Ballot per motion or nomination at the Annual District Meeting.
- R74. Only a Past Z who is presently a member of a Chapter within the District and lives in the District for which if elected, he would be the Grand District Superintendent is eligible for nomination.
- R75. Nominations for Grand District Superintendent shall be in the required form and shall be served upon Grand District Superintendent minimum of fourteen (14) days prior to the Annual District Meeting. In the event that no nominations have been received prior to opening of the Annual District Meeting, a Past Z(s) may be nominated from the floor and a ballot taken.
- R76. As far as is practicable and unless otherwise set out herein the regulations concerning balloting, voting and proceedings of a Convocation shall apply equally to Annual District Meetings.
- R77. The election of a Grand District Superintendent shall be subject to the confirmation of the Grand Z elect.
- R78. In the event that the election is not confirmed, the Grand Z may immediately upon his installation, appoint a Past Z to that office.
- R79. The Grand Superintendent of each District shall hold a Chapter of Instruction at least once during his term of office and more often if desired. Either a Chapter of Instruction or an educational session may be held in conjunction with the annual District Meeting or as the representatives of a Chapter may request or the Grand Superintendent may decide. A Chapter of Instruction or Educational session shall be made available to every Chapter in his District.
- R80. The Grand District Superintendent shall ensure that the Proceedings of the Annual District meeting and the Chapter of Instruction (educational session) are duly recorded, and a copy of these minutes are forwarded to the Grand Scribe E within thirty (30) days of the meeting.

Article III Chapters

Formation of a Chapter

- R81. Nine (9) or more members wishing to form a new Chapter may do so by petition in the prescribed process.
- R82. The petition shall be served upon the Grand District Superintendent having jurisdiction over the location of the proposed Chapter together with the following supporting documents:
 - 82.1 The certificate of good standing or Certificate of Demit of each signatory; and
 - 82.2 Certified copies of the resolutions (which may be passed at a regular meeting without prior notice) of a majority of the Chapters meeting in a ten (10) kilometer radius of the place proposed for the meetings of the new Chapter or a written explanation why the same has not been obtained.
 - 82.3 The proposed name of the Chapter (proposed name of the Chapter shall not be of a living person).
- R83. The Grand District Superintendent shall review the petition and within thirty (30) days, forward the same together with all supporting documents and such comments to Grand Chapter as he considers appropriate.
- R84. Upon the receipt of the petition the Grand Z may:
 - 84.1 Upon sixty (60) days' notice to any affected Chapter dispense with the approval of that Chapter if in his opinion such approval is unreasonably withheld;
 - 84.2 Issue a dispensation authorizing the petitioners to meet as a Chapter until the next Annual Convocation of Grand Chapter; and
 - 84.3 Refuse to issue the dispensation.
- R85. A Chapter meeting under a dispensation shall not:
 - 85.1 Have its Principal Officers installed or invested;
 - 85.2 Transact any business other than such business as is expressly set out in the dispensation;
 - 85.3 Elect officers; and
 - 85.4 Grant demits.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- R86. A Chapter meeting under dispensation may be represented in Grand Chapter at the Annual Convocation but may not vote until the Charter has been voted on and passed. The Chapter UD must be present to receive the Charter.
- R87. A Chapter meeting under dispensation shall:
- 87.1 Be governed by the standard By-laws prescribed by Grand Chapter; and
 - 87.2 Forthwith upon the grant of a Warrant, return to Grand Scribe E the dispensation and all books and records as may be required.
- R88. Upon Grand Chapter being presented with:
- 88.1 The petition and the supporting documents;
 - 88.2 The approval of Grand Z;
 - 88.3 The certificate of the Grand District Superintendent that the members of the Chapter are fully competent to confer the several Degrees of Capitular Masonry and that the Chapter has obtained appropriate furniture and regalia, Grand Chapter shall either:
 - a. Grant the petition and cause a Warrant of Constitution (hereinafter referred to as a Warrant) to be issued to the Chapter assigning to it such name and number as it deems appropriate; or
 - b. Reject the petition.
 - 88.4 Upon the grant of a Warrant, the Chapter shall thereupon be constituted and shall be dedicated and consecrated according to Masonic law, custom and usage and the officers installed and invested by the Grand Z, a Past Grand Z, a Grand Superintendent or a Past Z and in the presence of at least three (3) Past Z's.

Nomination, Election and Appointment of Chapter Officers

- R89. No Companion shall be eligible for election as Z unless he has served a term of at least twelve (12) months in the office of H, or eligible for election as H unless he has served a term of at least twelve (12) months in the office of J except by dispensation of the Grand Z.
- R90. A Companion shall not be installed as a First Principal in more than one (1) Chapter at the same time.
- R91. Subject to the foregoing any Companion who has received the RAM Degree and who is a member of a Chapter is eligible for nomination to any elected office in that Chapter.
- R92. Every Chapter shall annually elect by ballot at the Regular Convocation a minimum one (1) month prior to Installation the following offices: Z, H, J, Treasurer, Scribe E, (the offices of Treasurer and Scribe E may be combined), Scribe N and by open vote an examining board of three (3) Past First Principals, two (2) Financial Reviewers and the Tyler.
- R93. Written nominations for all elected offices, except that of Tyler, Examining Board and Financial Reviewers shall be in the prescribed form and shall be served on Scribe E prior to, or on the date set for the election of officers.
- R94. Any nominee may, in writing, withdraw his nomination at any time before the vote on his nomination is taken.
- R95. Where more than one member is nominated to an office the Scribe E shall have ballots prepared in such number as he considers appropriate.
- R96. The ballots shall set out:
- 96.1 The office to which the nomination is made; and
 - 96.2 The name and rank of the nominees in alphabetical order of surname.
- R97. In the event of an even number of Companions casting a Ballot, the Z shall be given a second ballot when the ballots are distributed.
- R98. Selection shall be cast by marking the ballot with an "X" opposite the name of the nominee chosen.
- R99. The nominee receiving most votes shall be declared elected. The Z shall not have the power to suspend the declaration.
- R100. Should there be only one (1) nominee for any office no ballot shall be required, and the member shall be declared elected by acclamation.
- R101. An Examining Board to examine the proficiency of the three Principal Officers-elect shall:
- 101.1 Consist of three (3) past Zs elected by show of hands to be counted by the Scribe E unless he and the Z agree that the number is so unequal as to render a count unnecessary
 - 101.2 In the event of a Chapter not having three (3) past Zs the Grand District Superintendent or his designate shall head the Examining Board and select two (2) other past Zs to assist. Whenever possible, Past Zs available from the Chapter will be utilized as part of the Examining Board.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

R102. The other officers of a Chapter shall be appointed by the Z forthwith upon his election.

Installation and Investiture of Officers

- R103. A Companion shall not be eligible for the Office of First Principal of a Chapter unless he shall have served in a Chapter under warrant or under dispensation in this or any recognized Jurisdiction, except by dispensation of the Grand First Principal for;
- 103.1 twelve (12) months as a Second Principal and
 - 103.2 twelve (12) months as a Third Principal
- R104. No Principal shall be installed unless the Examining Board has certified in writing to the Installing Past Z that he is fully conversant with the duties of the office to which he has been elected.
- R105. The Installation of the Principals and the investiture of all other officers shall be conducted in a RAM Chapter by a Past Z and shall take place at the next regular convocation (hereinafter called the "Annual Installation") following the election and after the minutes of the previous meeting have been read and approved.
- R106. Appointed officers may be invested by proxy or the next Regular Convocation that the officer is in attendance without dispensation.
- R107. An elected officer who is not installed at the Annual Installation may, with dispensation, be installed at a later convocation but his term of office shall commence as of the date of the Annual Installation.
- R108. Two (2) or more Chapters may, by resolution and dispensation from the Grand Z, hold the Installation and Investiture of their officers in the same Chapter Room, at the same Convocation. For such purpose each Chapter shall bring the minute books, By-Laws and Warrant or Charter to the place of Installation.

Duties of Chapter Officers

- R109. Treasurer
- 109.1 In this section the terms "Treasurer" and "Scribe E" shall mean the Scribe E-Treasurer where a Chapter has combined those offices.
 - 109.2 All monies received or paid on account of the Chapter shall be entered into proper books of account by the Treasurer and be deposited in a Chartered financial institution, within fourteen (14) days of the receipt of same.
- R110. Scribe E Shall
- 110.1 Keep the records, registers, papers and seal of the Chapter and he shall deliver them to his duly elected successor, and he shall make them available for inspection and review by anyone properly authorized;
 - 110.2 The Scribe E shall receive all funds and properties due or belonging to the Chapter and maintain a record of the receipt of same. The funds and property shall be maintained in a safe manner and the funds forwarded to the Treasurer within fourteen (14) days.
 - 110.3 Conduct the correspondence of a Chapter;
 - 110.4 Forward a copy of every summons issued for any convocation to the Grand Z, Grand H, Grand J, Grand Scribe E and the Grand District Superintendent of the District having jurisdiction over the Chapter;
 - 110.5 Immediately after the installation of the Officers, on the Grand Chapter approved form, a certified list of the Officers of his Chapter elected and appointed for the ensuing term.
 - 110.6 Submit an annual Financial Review report of the Chapter transactions up to the 31st day of December each year, to the Chapter not later than the last day of February in each calendar year;
 - 110.7 Prepare and serve upon Grand Scribe E no later than 31st day of January in each year an annual return which shall include;
 - 110.8 All information as required in the Annual Return
 - 110.9 Payment of the dues and fees required to be paid to Grand Chapter.
 - 110.10 Ensure that the seal of the Chapter appears, as a minimum, on all;
 - a. Certificates issued by resolution
 - b. Documents required to be filed with Grand Chapter
 - c. All summons
 - d. Dues cards
 - 110.11 Keep a register of;
 - a. The minutes of the Chapter convocations.
 - b. The name of Chapter officers.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- c. The names of Chapter members.
 - d. The names of Past Zs.
 - e. The annual list of elected and appointed officers.
 - f. The By-Laws of the Chapter.
 - g. The signatures to the By-Laws of the Chapter.
 - h. The names of Masons, whose ballots for membership were unfavourable.
 - i. A membership roll including full name, birth date, occupation, the dates of his several Degrees in Capitular Masonry, the design of the Mark chosen by each MMM and where applicable, the dates of demit, suspension, expulsion, restoration, death, affiliation and the Chapter from which he affiliated and in which he was first admitted as a member. The names of those members who have been expelled or restored by order of Grand Chapter.
 - j. Copies of all annual returns.
 - k. Members who have paid their annual dues.
- 110.12 Send copies of all summons and required notices to each member of the Chapter a minimum of seven (7) clear days (not including the day of issuance or day of convocation or event) prior to the Convocation or event. Such documents may be sent by Canada Post, courier, or such electronic means as have been agreed to by the individual member;
- 110.13 Within thirty (30) days after a RAM Degree has been conferred upon a member of the Chapter, the Scribe E of that Chapter shall serve a return on Grand Scribe E which return shall include:
- a. The date of that Degree and the dates of the preceding Degrees conferred upon that member;
 - b. The name of that member to be inscribed in the Grand Register; and
 - c. Payment of the prescribed fee for the issuance of a certificate of exaltation to that member.
- 110.14 Upon the request of a member and approval of the Z issue the appropriate letter of Good Standing or demit.
- 110.15 Notify Companions who have not remitted their dues for:
- a. one year in writing of their out-standing dues.
 - b. more than one (1) year but less than two (2) years in writing by the 1st day of October of the value of the dues outstanding and the pending suspension effective the 1st day of January of the next calendar year.
- 110.16 Immediately after suspension for nonpayment of dues issue a letter of suspension to the Companion.
- R111. Financial Reviewers
- 111.1 The Financial Reviewers shall:
- a. Review the accounts of the Chapter at least annually;
 - b. Report such financial results to the Chapter at regular convocation not later than the last day of February of each calendar year; and
 - c. Forward a copy of the reviewed financial statements to Grand Chapter and the Grand District Superintendent having jurisdiction over the Chapter no later than the last day of February of each calendar year.
- R112. Historian
- 112.1 The Historian shall collect and preserve all material of historical significance and keep a record of all the significant events and activities of the Chapter.
- R113. Tyler
- 113.1 The Tyler shall be responsible to keep a Tyler's register which he shall ensure that at each meeting, every member and visitor shall sign in ink and record his rank and his Chapter name and number.

Chapter By-laws

- R114. A Chapter may by resolution of two-thirds (2/3) majority of the members present, adopt and from time to time amend its By-laws for its private government.
- R115. In the event that no By-laws are expressly adopted by a Chapter, the Chapter is deemed to have adopted the Standard By-Laws for the governing of a Chapter prescribed by Grand Chapter.
- R116. Every member of a Chapter upon his first entry into the Chapter shall be deemed to have accepted and acknowledged the Chapter's By-laws by the signing of the Chapter's By-law Registration book.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

R117. No By-laws other than the Standard By-laws of Grand Chapter may be adopted by a Chapter unless the same has been recommended for approval by the Grand District Superintendent having jurisdiction over the Chapter, reviewed by the Jurisprudence Sub-committee and approved by the Grand Z.

R118. The Chapter By-Laws shall be reviewed annually by the third Regular Convocation following the Grand Convocation. The review shall include any revisions required by the Chapter and revisions resulting from motions passed at the Annual Grand Convocation.

Chapter Seal

R119. Every Chapter shall have a seal in a design approved by Grand Chapter.

R120. A Chapter may in its By-Laws provide that an imprint or digital image of the seal is of equal force and effect as if the impress seal had been used.

Chapter Meetings

R121. A Chapter shall meet in regular or emergent convocation at least once in every three-month period on the date and time and at the place specified in its By-Laws.

R122. Regular meetings shall be called by summons which shall be given to each member on at least seven clear days notice in written or electronic format.

R123. In case the specified date shall fall on:

123.1 A statutory or public holiday;

123.2 The dates of the Annual Grand Chapter Convocation.

123.3 The date of the annual meeting of the District to the jurisdiction, of which the Chapter is subject;

123.4 Declared Civic Emergencies; and

123.5 The Chapter may without dispensation meet at such alternate date, not being a Sunday, not being more than 14 days before or after any of the specified dates contained in this subsection as the Z may decide.

R124. A Chapter may not move its permanent place of meeting from that named in its Charter or Dispensation unless:

124.1 A Notice of Motion has been passed by at least a two thirds majority of the members present at a regular meeting and the membership having been given due notice of the date, time, location, and purpose;

124.2 The move and purpose of the move has been given prior approval by the Grand First Principal;

124.3 Notwithstanding R124.1 and R124.2 above, a Chapter may without dispensation, temporarily move its Charter (one time annually) for the purposes of:

a. A degree;

b. An open-air Chapter; or

c. An emergency (such as loss of use or access to the Chapter Room).

R125. A Chapter may meet in emergent convocation

125.1 For the sole purpose of conferring a degree.

125.2 To conduct such business (not including Balloting) as shall be set out in the summons

125.3 An Emergent Convocation:

a. Shall be called by summons which shall be given to each member on at least seven clear days notice;

b. May be summoned by the authority of the Z; or

c. On the written request of nine or more members.

R126. In the absence of Z and any past Z of the Chapter, a convocation may be opened by H or in his absence by J (of the Chapter) provided that no Degrees are conferred.

R127. No member below the rank of an installed Z may occupy the Z's chair.

R128. The presiding Officer shall ensure that all Officers and members are properly clothed in accordance with their rank, and on the call to order, the Chapter shall be opened in proper form.

R129. All regular business, including the election of officers, may be conducted in a Lodge of MMM, a Lodge of MEM provided the Lodge is opened in the appropriate Degree to the Brother present holding the lowest Degree. In the absence of a MMM or MEM the meeting must be opened as a Holy Royal Arch Chapter (HRA).

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- R130. Voting on General Business:
- 130.1 Voting in a Chapter shall be by Simple Majority fifty (50) per cent plus one (+1) of eligible voting members in attendance unless otherwise specified herein or within Chapter By-laws.
 - 130.2 In the event of a tie the motion shall be declared defeated.
 - 130.3 A MMM or a MEM does not have Voting/Balloting privileges.
- R131. A Chapter receiving a visiting dignitary who is to be given Grand Honours must be opened in the HRA. A Lodge may receive a visiting dignitary provided Grand Honours are not given.
- R132. No unaffiliated Royal Arch Mason has a right, without permission of the First Principal, to visit any Chapter in the place he resides for more than one (1) year of his period of non-affiliation
- R133. No MMM who has received his Mark in a Craft Lodge can be a visitor to a MMM Lodge, under Royal Arch control.
- R134. All business must be conducted by the Z while sitting in the East. The Z shall ensure that no business/education is presented which contains content above the Degree of the Brother(s) in attendance.
- R135. When the Degree of MMM or MEM is to be conferred at a regular convocation, the Chapter may be opened in the Lodge appropriate to that Degree at the Chapters discretion. Furthermore, each Chapter is strongly encouraged to open in each Degree at least once during the Chapter year to maintain the integrity and knowledge of the Degrees.
- R136. When the Degree of MMM or MEM is to be conferred at an emergent convocation, the convocation may be opened and closed in the appropriate Degree.
- R137. A convocation of Royal Arch Masons or a Lodge meeting of MMMs or MEMs may not be postponed from day-to day and a regular convocation may not be cancelled.
- R138. Any communication from Grand Chapter shall be read at the next regular convocation following its receipt and shall be noted in the minutes.
- R139. A motion to rescind or amend a resolution of the Chapter shall not be allowed unless notice thereof has been given in the summons calling the meeting at which the motion is to be proposed.
- R140. The First Principal shall cause to be read as a minimum at the first meeting of each calendar year and upon the completion of the advancement of each petitioner that section within the Chapter By-laws on Disclosures and Conduct so that no Companion, ever after, shall plead ignorance.
- R141. Disclosures and Conduct
- 141.1 No members or visiting Companion shall disclose or make known by any means whatsoever, out of this Chapter any of the proceedings of any of the decisions or business of any kind transacted within the Chapter to anyone not a Royal Arch Mason and no member or visitor shall presume in open Chapter, either at Labour or refreshment, to make use of any profane, irreverent or improper sentiments, or to introduce any conversation or remarks tending to cause a difference of opinion on national, political or religious subjects under penalty, if a member, of severe censure and reprimand or, if a visiting Companion of not again being permitted to visit at this Chapter until a unanimous vote of the Chapter for that purpose.

Membership in the Chapter

- R142. Membership in a Chapter is by way of petition for exaltation or petition for affiliation. The petition for affiliation shall be accompanied by a letter of good standing declaring that the applicant is a Companion in good standing in the Royal Craft. The petition for Exaltation or Affiliation, on the prescribed form, shall be presented to a regular convocation and shall be referred to a committee of three members of the Chapter.
- 142.1 The committee:
 - 142.2 Shall inquire into the character of the petitioner and such other matters as they consider relevant;
 - 142.3 May require the petitioner to provide such other documentation to support his petition as they may consider advisable;
 - 142.4 Shall report their findings at the next Regular Convocation together with their opinion on the suitability of the petitioner for membership in the Chapter; and
 - 142.5 If the opinion of the committee is unfavourable the petition shall be deemed denied and the petitioner so informed in writing and the petitioner shall not petition for membership in that or any other Chapter within the jurisdiction for a period of twelve (12) months from the date he was so informed.
 - 142.6 A ballot shall be taken at a regular convocation provided that notice of the petition and the proposed ballot has been given in the summons and a favourable report of the committee has been received.
 - 142.7 The notice shall contain the same information concerning the petitioner as is required in the petition

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- 142.8 Shall not disqualify any petitioner from membership in a Chapter or advancement in the Degrees by reason only of physical impairment.
- 142.9 A Companion who has received a positive ballot for Affiliation shall sign accepting the Chapter By-laws upon completion of the ballot or at the first convocation of the Chapter at which the Affiliated Companion is in attendance.
- 142.10 A petitioner may, in writing, withdraw his petition at any time before the report of the committee has been received by the Chapter but not afterwards.
- 142.11 A petitioner for affiliation (other than a RAM in good standing) and a petitioner for exaltation must attend a Convocation of the Chapter granting his petition within twelve (12) months (or such shorter period as the Chapter By-laws may prescribe) from the date of his favourable ballot, failing which his petition shall be deemed to have lapsed and a new petition shall be required.

Chapter Fees

- R143. A Chapter shall not initiate a candidate for the MMM Degree for a fee less than the total value of:
- 143.1 The first years Chapter dues which may be prorated if stated within the Chapter By-laws;
 - 143.2 The District and Grand Chapter per capita fees; and
 - 143.3 Grand Chapter exaltation fee.
- R144. A Chapter shall not affiliate a Companion for a fee less than the total value of:
- 144.1 The first years Chapter dues which may be prorated if stated within the Chapter By-laws;
 - 144.2 The District and Grand Chapter per capita fees; and
 - 144.3 Grand Chapter affiliation fee.

Balloting/Voting

- R145. Balloting:
- 145.1 All balloting for Companions for affiliation or candidates for exaltation shall take place in a Regular Convocation of a Chapter opened in the Holy Royal Arch.
 - 145.2 Only Companions that are members of the Chapter and are in good standing may Ballot for the admission of Companions for affiliation or candidates for exaltation.
 - 145.3 Balloting on a petition shall be by way of black cubes / balls and white cubes / balls. Balloting on any other matter shall be by way of a written ballot.
 - 145.4 A collective ballot may be held with the unanimous consent of the members present, where more than one petitioner is to be balloted on at the same time.
 - 145.5 Ballots on petitioners for exaltation and affiliation may not be held collectively.
 - 145.6 In the event that a collective ballot is unfavourable to the petitioners the original ballot shall be ordered, by the Chapter First Principal, to be destroyed without explanation and a separate ballot shall be held on each petitioner.
 - 145.7 A ballot is unfavourable to the petitioner where more than one black cube / ball is found in the ballot.
 - 145.8 A Chapter may, by its By-laws, provide that the ballot is unfavourable where only one black cube / ball has been cast.
 - 145.9 The Z shall not have the right to suspend the declaration of a ballot.
 - 145.10 A Companion shall not violate the secrecy of the ballot on candidates for initiation, affiliation or reinstatement by stating how he Balloted or intended to Ballot; nor shall he endeavour to ascertain how a Brother Balloted (nor shall he reveal how a Companion Balloted should he learn such information), under penalty of censure in open Chapter or deprivation of all his Royal Arch privileges.
 - 145.11 In the case of a Masonic trial where the charge laid relates to ballot for initiation or affiliation, a Companion shall be at liberty to disclose at the trial how he Balloted in that particular case.
- R146. Voting:
- 146.1 Voting shall be by way of a show of hands unless otherwise prescribed or unless the Chapter, by show of hands passed without debate, resolves that a ballot be taken.
- R147. Degrees
- 147.1 A petitioner whose ballot is favourable to him is eligible to receive such Degrees of Capitular Masonry as he has not previously received in a recognized Chapter.
 - 147.2 A Brother requesting affiliation from an MMM and/or MEM Lodge in a jurisdiction not recognized by Grand Chapter must petition for Exaltation and is required to take the MMM and MEM Degrees.
 - 147.3 The Degree of MMM shall be conferred by the Chapter to which the petitioner's petition was presented.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- 147.4 The Grand Z may on the request of a Chapter showing unusual circumstances and with the consent of the host Chapter, grant dispensation permitting the host Chapter to confer the MMM Degree on the petitioner.
- 147.5 The Degree of MMM when conferred on a candidate must result in the candidate signing his acceptance of the By-laws of the Chapter to which he has petitioned for membership.
- 147.6 No more than one Degree shall be conferred upon a Brother on the same date, except that with the dispensation of the Grand Z the MMM and MEM Degrees may be conferred on the same date.
- 147.7 No Brother shall be exalted to the Degree of HRA unless he shall have first received, from a Chapter, the Degrees of MMM and MEM and have passed an examination in those Degrees to the satisfaction of the Chapter.
- 147.8 A Companion at a time designated by the First Principal shall in open Chapter pass an examination for the Royal Arch Degree as detailed in the book of the Work.
- 147.9 No member below the rank of an installed Z shall administer the MMM, MEM, and RAM obligations.
- 147.10 Where a Companion produces satisfactory proof to a Chapter that:
- He is a RAM;
 - He is a member of a Chapter within the jurisdiction of a recognized Grand Chapter; and
 - He has not previously received the Degrees of MMM and/or MEM the Chapter may confer those Degrees upon him in accordance with the Regulations. Such conferrals must be registered with the Grand Scribe E at which time a certificate may be requested.
- 147.11 The RAM Degree shall not be conferred until such time as the member receiving it has selected a Mark consisting of any combination of straight lines satisfactory to Scribe E.
- 147.12 On the delivery of the certificate the Companion must write his signature in the space provided in the margin, without which it will not be valid.
- 147.13 A member of a Chapter may object in writing to a Degree which is to be conferred upon any other member of the Chapter.
- 147.14 A written objection once received by the Z cannot be withdrawn.
- 147.15 Upon the receipt of a member's written objection the Z may:
- Dismiss the objection should he find it frivolous or failing to disclose a reasonable factual basis or as being insufficient to prevent the conferring of the Degree;
 - Postpone the conferring of the Degree;
 - Investigate the basis for the objection giving both the member objecting and the Member who is subject to the objection an equal opportunity to state, hear and respond to the objection and to provide and fully disclose any relevant documents and other records; and
 - Refer the matter to the Jurisprudence Sub-committee to determine whether the objection falls within the provisions of Article VI the Constitution.
- 147.16 No Degree may be conferred by any Chapter on a member of that Chapter or any other Chapter who:
- Is the subject of an objection; and
 - Is subject to a charge or charges pursuant to Article VI of the Constitution until the objection is dismissed or any trial and appeal proceedings have been concluded.

Suspension

- R148. In addition to any other recourse which may be had against him, a member shall be suspended if:
- 148.1 He has outstanding more than two year's annual dues unless a shorter period is stated in the Chapter's By-laws and shall remain suspended until all outstanding dues are paid.
- 148.2 In the event of non-payment of dues, the Chapter shall provide the Mason a notice, three (3) months prior to the pending date of suspension. The letter shall advise the Mason of the pending suspension and stipulate the reason for the pending suspension.
- 148.3 He ceases to be a member in good standing of Lodge authorized or recognized by the Grand Lodge of Alberta, Ancient, Free and Accepted Masons either by suspension, or expelled by his Craft Lodge, the Grand Master or Grand Lodge for any cause shall also stand suspend from his Royal Craft privileges while the Craft Discipline continues in force
- 148.4 He demits from a Lodge authorized or recognized by the Grand Lodge of Alberta, Ancient, Free and Accepted Masons and 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 so affiliated.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- 148.5 Immediately after suspension for nonpayment of dues issue a letter of suspension to the Companion
- R149. Reinstatement of Members:
- 149.1 If within one (1) year from the date of suspension for the nonpayment of dues, the delinquent member shall pay the amount due at the date of suspension plus the present year's dues, he may be reinstated without ballot as provided in the Constitution.
- 149.2 If the suspension period for nonpayment of dues is more than one (1) year, the delinquent member shall:
- pay outstanding dues at the time of suspension;
 - pay the present years dues; and
 - apply for and follow the affiliation process.

Honourary Members

- R150. A Chapter may elect any member of that or any other Chapter, as an Honourary Life Member, provided that such member consents to his nomination for such membership and has rendered eminent service to Capitular Masonry.
- R151. Notice of the motion to propose a Companion for Honourary Life Membership shall be given in the summons for the next regular convocation at which the ballot is to take place. A Chapter may grant voting rights provided the privilege is specified in the notice of motion and stated in the summons prior to the vote.
- R152. The motion is passed by a vote of two-thirds (2/3) of the votes cast.
- R153. The election of a Companion to Honourary Life Membership does not affect his membership in any other Chapter and the Chapter so electing him is obliged to pay dues to Grand Chapter for him.

Life Membership

- R154. Effective as of the May 2019 Grand Convocation no new Life Memberships will be issued.
- R155. A Member who presently holds a Life Membership:
- 155.1 is entitled to retain his life membership in the Chapter and is subject to any disciplinary proceedings which may be taken against him;
- shall not thereafter be obliged to pay the regular membership dues of that Chapter;
 - is entitled to retain the certificate of Life Membership; and
 - is not entitled to the return of all or any portion of the life membership fee should he cease for whatever reason to be a member of the Chapter.
- R156. Nothing herein affects the duty of a Chapter to remit to Grand Chapter the assessment on all its members.
- R157. Upon the passing of the last life member, the Chapter may administer any remaining funds in the Life Membership account as the Chapter deems appropriate.

Dissolution of a Chapter

- R158. A Chapter is dissolved upon its Warrant being revoked by Grand Chapter where a Chapter has:
- 158.1 Failed to hold a communication for any twelve (12) month period; or
- 158.2 Failed to make the required returns to Grand Chapter; or
- 158.3 Failed to pay the required dues to Grand Chapter, the principal officers thereof may be summoned by Grand Z to show just cause why the Warrant should not be revoked.
- R159. In the event that the principal officers fail to attend the summons or fail to show cause to the satisfaction of Grand Z then, in addition to any other remedies and disciplinary action he may be entitled to take, Grand Z may revoke the Charter.
- R160. 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.
- R161. Upon a Charter being revoked or suspended, all real property including the Charter and all Chapter assets of every nature and kind including, but without limiting the generality of the foregoing, all monies, books (electronic and hard copy), records (electronic and hard copy), and seal, shall immediately become vested in Grand Chapter and shall forthwith be delivered to the designated Grand Chapter Officer(s) by Scribe E or such other member(s) who may have such property in his possession or control.
- R162. Where a Warrant has been revoked it may be re-issued in lieu of a new grant where the petition to form a new Chapter is signed by at least nine (9) of the former members of that dissolved Chapter.

Surrender of Charter

- R163. A Chapter may by resolution surrender its Warrant to Grand Chapter.

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

- R164. Upon a Charter being surrendered, all real property including the Charter and all Chapter assets of every nature and kind including, but without limiting the generality of the foregoing, all monies, books (electronic and hard copy), records (electronic and hard copy), and seal, shall immediately become vested in Grand Chapter and shall forthwith be delivered to the designated Grand Chapter Officer(s) by Scribe E or such other member(s) who may have such property in his possession or control.
- R165. Where a Charter has been surrendered it may be re-issued in lieu of a new grant where the petition to form a new Chapter is signed by at least nine (9) of the former members of that dissolved Chapter.

Amalgamation of Chapters

- R166. Subject to the approval of Grand Z, two (2) or more Chapters may amalgamate under the Warrant and number of one of them.
- R167. Where two (2) or more Chapters propose to amalgamate, they, each shall:
- 167.1 Provide the Grand District Superintendent of their District written notice of their desire to amalgamate a minimum of one month prior to the notice of motion being issued in each Chapter's Notice;
 - 167.2 Give notice of the motion to amalgamate in the summons for the next Regular convocation;
 - 167.3 Agree upon the choice of name, number and By-laws of one of them to be adopted as the name, number and By-laws of the amalgamated Chapter and the date and place of the amalgamation;
 - 167.4 Upon the motion to amalgamate being passed by each amalgamating Chapter, a copy of their resolution shall be sent in the same manner as a summons to every member of the amalgamating Chapters;
 - 167.5 Ten (10) clear days after the motion of amalgamation is ratified and the copy of the resolution referred to in R167.4 above has been sent to all the members of the amalgamating Chapters, the Scribe E of each amalgamating Chapter shall forward to Grand Scribe E a certified copy of the resolution; and
 - 167.6 If nine or more members of the amalgamating Chapters have submitted written objection to the amalgamation the Scribe E of each Chapter shall also provide copies of those objections to the Grand Scribe E.
- R168. Upon the receipt of the resolution of all amalgamating Chapters Grand Z may:
- 168.1 Issue a dispensation authorizing the amalgamation;
 - 168.2 Defer issuing the dispensation until any objection has been resolved to his satisfaction; or
 - 168.3 Refuse to grant the dispensation.
- R169. At the time and place proposed for the amalgamation and in the presence of Grand Z, the Grand District Superintendent, or their duly authorized representatives:
- 169.1 The members of each amalgamating Chapter shall elect by ballot the elective officers of the amalgamated Chapter; and
 - 169.2 The Z-elect shall appoint the remaining officers.
- R170. Installation and investment of officers shall then take place.
- R171. The Scribes E of the amalgamating Chapters shall thereupon deliver to Scribe E of the amalgamated Chapter all Chapter property of every nature and kind both real and personal including, without limiting the generality of the foregoing, all monies, books (electronic and hard copy), records (electronic and hard copy), and seal, belonging or pertaining to the amalgamating Chapters which shall vest in the amalgamated Chapter
- R172. Within thirty (30) days following the date of the amalgamation the Scribe E of the amalgamated Chapter shall serve upon Grand Scribe E a list of the members of the amalgamated Chapter signed by him and by Z of the amalgamated Chapter.
- R173. No member of the amalgamated Chapter shall be required to pay annual dues to both the amalgamated and the amalgamating Chapters for the same year.
- R174. Every member, including members under suspension for any cause shall be a member of the amalgamated Chapter with the same rights, privileges, obligations and restrictions as he had prior to the amalgamation.

Article IV General

General:

- R175. Procedural Authority and Rules of Order

ROYAL ARCH MASONS of ALBERTA

REGULATIONS

175.1 In all questions or procedure and order not specified in the Constitution and/or the Regulations and not in conflict with the customs, usages and practices of Capitular Masonry, Robert's Rules of Order (current edition) shall be the procedural authority of the Grand Chapter of Alberta.

R176. Public Appearances

176.1 No member of a Chapter shall wear RAM regalia at any public procession, festival, ceremony or gathering without the dispensation of Grand Chapter.

R177. Regalia

177.1 The regalia, jewels, robes and furnishings to be used in Chapter meeting and on other prescribed occasions shall be as set out in Sections _____.1 (Regalia) and _____ Furniture.

(Chapter Regalia and Furnishings. We will need to check these reference numbers with the Index