



DIGEST OF

THE

LAWS, RULES AND REGULATIONS OF

THE

GRAND CHAPTER

ROYAL ARCH MASONS IN VIRGINIA

November 2024

TWENTY FOURTH EDITION

(Includes all revisions through November 2024 and Part II)

PARTS I & II

Certification by the Grand Secretary
Office of the Grand Secretary

Grand Royal Arch Chapter of Virginia

I hereby certify that the foregoing is a true and correct copy of the revised Digest for the government of the Grand Chapter and the several Subordinate Chapters in the Jurisdiction of Virginia. It includes all enactments of the Grand Chapter subsequent to the 1992 preparation of the fourteenth edition through the conclusion of the Annual Convocation of the Grand Chapter on November 22, 2024. The Twenty-Fourth Edition was ordered to be printed by Mt. Ex. James P. Nunn

**Wayne H. Anderson
Grand Secretary
November 27, 2024**

NOTE: In Grand Chapter held in Norfolk, Virginia, May 2, 1820, a Constitution of the Grand Royal Arch Chapter of Virginia, with Permanent Regulations of Grand Chapter since its establishment, 11 was adopted, approved by James Penn, Grand High Priest, and Dr. John Dove, Grand Secretary. This appears to have been printed for the first time in 1829. A revision that included a Ceremony of Installation was issued in 1882.

The First Edition, prepared by Dr. John Dove, Grand Secretary, was adopted in 1853.

The Second Edition, a revision by William B. Isaacs, Grand Secretary and W.H.H. Lynn, Grand Lecturer, was adopted in 1892.

The Third Edition, revised by Ed. S. Conrad, William J. Hubard, and James Alexander, was adopted in 1899.

The Fourth Edition, revised by William H. Hubard, James E. Alexander, and James E. Blanks, Grand Secretary, was adopted in 1911.

The Fifth Edition, revised by Sol Cutchins, James H. Price, and George W. Poe, was adopted in 1922.

The Sixth Edition, was revised by a committee composed of Davis E. Fenno Heath and C. Vernon Eddy, adopted on October 28, 1936, and printed by Dr. William Mosely Brown, Grand High Priest.

The Seventh Edition was revised by the Committee of the Whole and printed on April 1, 1946, by order of Most Ex. Thomas W. Hooper, Grand High Priest.

The Eighth Edition was printed in 1951 to carry into effect the enactments of Grand Chapter since 1945.

The Ninth Edition was authorized in 1951 for the following purposes:

- Generalize Sections which may be subject to annual or frequent changes.
- Combine and re-arrange Sections to make a unified and logical arrangement. Otherwise re-codify the Digest as may appear necessary.
- The Revised Digest was referred to the Committee of the Whole at the Grand Annual Convocation in October 1952, which after consideration of approximately one-half of the report, ordered it referred to the next Grand Annual Convocation with a view to final adoption. It was adopted in final form by Grand Chapter on October 28, 1953.

The Tenth Edition put into effect the enactments of Grand Chapter since October 28, 1963. New format

was approved by Wilbur Applewhite, Grand High Priest, 1961-62.

The Eleventh Edition (1967) includes the enactments of Grand Chapter to date.

The Twelfth Edition (1971) includes the enactments of Grand Chapter through October 28, 1970 (the 163rd Grand Annual Convocation).

The Thirteenth Edition (1977) includes the enactments of the Grand Chapter through October 27, 1977 (the 169th Grand Annual Convocation).

The Fourteenth Edition (1992) includes the enactments of the Grand Chapter through November 9, 1991 (the 184th Grand Annual Convocation). It was prepared by a committee comprised of M.E. Stewart W. Miner, M.E. Bernard B. Belote, Jr., M.E. Samuel S. Obenshain, Past Grand High Priests, and R.E. Jeffery G. Burcham, District Deputy Grand High Priest. It was ordered printed by the Grand High Priest, M.E. James W. Smith.

The Fifteenth Edition (1999) includes the enactments of the Grand Chapter through November 21, 1999 (the 192nd) Grand Annual Convocation. It was updated by M. E. Howard F. Coleman, Grand Secretary. It was ordered to be printed by the Grand High Priest, M.E. Eugene F. Moorefield, Jr.

The Sixteenth Edition (2001) includes the enactments of the Grand Chapter through November 18, 2000 (the 193rd Grand Annual Convocation). It was updated by the M. E. Howard F. Coleman, Grand Secretary.

The Seventieth Edition (2010) includes the enactments of the Grand Chapter through November 14, 2009 (the 202nd Grand Annual Convocation). It was updated by Mt. Ex. Gordon Sprigg, Grand Secretary, Rt. Ex. E. Keith Winder, Deputy Grand Secretary, and Ex. Companion Jerry Frey. It was ordered to be printed by Mt. Ex. Charles E. Cave, Grand High Priest.

The Eighteenth Edition (2011) includes the enactments of the Grand Chapter through November 20, 2010 (the 203rd Grand Annual Convocation). It was updated by Mt. Ex. Gordon Sprigg, Grand Secretary. It was ordered to be printed by Mt. Ex. Danny Lee Bowman, Grand High Priest.

The Nineteenth Edition (2013) includes the enactments of the Grand Chapter through November 17, 2012 (the 205th Grand Annual Convocation). It was updated by Mt. Ex. Gordon Sprigg, Grand Secretary. It was ordered to be printed by Mt. Ex. James Arthur Fields, Jr.

The Twentieth Edition (2016) includes the enactments of the Grand Chapter Through November 14, 2015 (the 207th Grand Annual Convocation). It was updated by Mt. Ex. Clyde M. Perry, Grand Secretary.

The Twenty-First Edition (2017) includes the enactments of the Grand Chapter Through November 19, 2016 (the 208th Grand Annual Convocation). It was updated by Mt. Ex. Clyde M. Perry, Grand Secretary. It was ordered to be printed by Mt. Ex. Daniel Hufford Surface.

The Twenty-Second (2022) includes the enactments of the Grand Chapter Through November 20, 2021 (the 214th Grand Annual Convocation). It was updated by Rt. Ex. Wayne H. Anderson, Grand Secretary.

The Twenty-Third (2023) includes the enactments of the Grand Chapter Through November 20, 2022 (the 215th Grand Annual Convocation). It was updated by Rt. Ex. Wayne H. Anderson, Grand Secretary

The Twenty-Fourth Edition (2025) includes the enactments of the Grand Chapter Through November 23, 2024 (the 217th Grand Annual Convocation). It was updated by Rt. Ex. Wayne H. Anderson, Grand Secretary. It was ordered to be printed by Mt. Ex. James Paul Nunn.

TABLE OF CONTENTS	4
JURISDICTION	5
CONVOCAION OF GRAND CHAPTER	5
VOTING IN GRAND CHAPTER.....	6
QUALIFICATIONS FOR OFFICE IN GRAND CHAPTER.....	7
ELECTIONS IN GRAND CHAPTER.....	7
RULES OF BUSINESS IN GRAND CHAPTER.....	8
GRAND CHAPTER OFFICERS.....	9
COMMITTEES OF GRAND CHAPTER.....	12
GRAND REPRESENTATIVES	19
DISTRICTS AND DISTRICT DEPUTY GRAND HIGH PRIESTS.....	20
FEEES TO GRAND CHAPTER	22
SUBORDINATE CHAPTERS.....	22
CHAPTERS UNDER DISPENSATION.....	23
CHARTERED CHAPTERS.....	24
OFFICERS OF A SUBORDINATE CHAPTER.....	29
PAST HIGH PRIEST	30
THE HIGH PRIEST	30
KING AND SCRIBE	31
THE TREASURER.....	31
THE SECRETARY	31
OTHER CHAPTER OFFICERS.....	32
THE TILER.....	32
INSTALLATION OF OFFICERS.....	32
FEEES AND DUES	33
PETITIONS FOR DEGREES.....	33
AFFILIATIONS	34
HONORARY MEMBERS	36
VISITORS	36
DEMITTS	36
DIPLOMAS	37
CAPITULAR OFFENSES	37
CAPITULAR TRIALS.....	38
APPEALS.....	39
NON-PAYMENT OF DUES.....	40
REINSTATEMENT	42
REMOVAL OR CONSOLIDATION OF CHAPTERS.....	42
SURRENDERING CHARTERS	43
APPROVED EDICTS OF THE GRAND HIGH PRIESTS	44
Edict No. 99-001 Annual Submission of Charitable Funds	45
Edict No. 99-002 Submission of Monthly Report by Chapter	45
Edict No. 2000-001 Conferral of Degrees Festival Style.....	46
Edict No. 2007-003 John Dove Meritorious Service Award Procedure.....	48
APPROVED RESOLUTIONS OF THE GRAND CHAPTER	49
PROPOSALS	57

The Grand Chapter Royal Arch Masons In Virginia Digest

THE GRAND CHAPTER

JURISDICTION

Section 1. Jurisdiction of Grand Chapter. The Grand Chapter Royal Arch Masons in Virginia has exclusive jurisdiction over all the territory in the Commonwealth of Virginia, subject only to the paramount obligation of preserving the ancient landmarks of Capitular Masonry and possesses sovereign authority over all Royal Arch Masons and Chapters within the Commonwealth of Virginia and the members of such Chapters where-so-ever dispersed. The limits of its jurisdiction, set out in subsequent sections, are conceded in a spirit of comity and fraternity to its sister Grand Jurisdictions, but with a reservation of having the right at any time hereafter to revoke the concession.

Section 2. Concessions To Other Grand Jurisdictions. Any Chapter in an adjoining State, working under a charter from a Grand Chapter in correspondence with this Grand Chapter, may entertain the application of citizens of this State residing nearer by airline to such Chapter than to any Chapter in this State, and may confer the degrees upon such applicants, and may admit them to membership, as if such Chapter were duly chartered by the Grand Chapter Royal Arch Masons in Virginia; provided, that its own Grand Chapter concedes the same privileges under like circumstances to Chapters in Virginia.

Section 3. Concurrent Jurisdiction with The District of Columbia. The Grand Chapter Royal Arch in Virginia grants concurrent jurisdiction to the Grand Royal Arch Chapter of the District of Columbia to receive petitions from residents living in the counties of Arlington and Fairfax and in the cities of Alexandria, Fairfax, and Falls Church, provided the Grand Royal Arch Chapter of the District of Columbia grants the same privileges to the Chapters of the same area like privileges.

(Amended 11/13/1993)

Section 4. Titles. Since The Grand Chapter Royal Arch Masons in Virginia assumed the duties of the Grand Council Cryptic Masons in Virginia in December 1841, the following titles are used interchangeably throughout this manual: The Grand High Priest of Royal Arch Masons in Virginia/Illustrious Grand Master, the Grand King/Grand Deputy Master, Grand Scribe/Grand Principal Conductor of Work, Grand Treasurer, Grand Secretary/Grand Recorder, Grand Captain of the Host/Grand Captain of the Guard, Grand Principal Sojourner/Grand Conductor of Council, Grand Royal Arch Captain/Grand Steward .

CONVOCATIONS OF GRAND CHAPTER

Section 6. Presence of The Holy Bible, Square and Compasses Indispensable. No Convocation of any Chapter, Supreme or Subordinate shall be held without the presence of the Holy Bible, Square, and Compasses, and every Convocation shall be opened and closed with prayer.

Section 7. Time and Place of the Annual and Special Communications. The Grand Chapter Royal Arch Masons in Virginia/The Grand Council Cryptic Masons in Virginia shall meet in Grand Annual Convocation in Williamsburg, Virginia on the second or third Friday of November, and or elsewhere by vote of the Grand Chapter and in Special Convocation in such place and at such time as may be ordered by the Grand High Priest. (11/19/2016)

Section 8. Composition of Grand Chapter/Grand Council. The Grand Chapter Royal Arch Masons in Virginia/Grand Council Cryptic Masons in Virginia shall be composed of the following: The Grand High Priest of Royal Arch Masons in Virginia, the Grand King, Grand Scribe/Grand Principal, Grand Treasurer, Grand Secretary, Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, and three Grand Masters of Veils; Past Grand High Priests; Past Grand Kings; Past High Priests; High Priests and representatives of Subordinate Chapters. (11/19/2016)

Section 9. How Subordinate Chapters Represented. Stationed officers of the Subordinate Chapters are, by virtue of their office, entitled to represent their Chapters in Grand Chapter. If one or more of them is absent, his place may be filled by some Companion furnished with a resolution of the Chapter appointing him, certified by its Secretary under the seal of the Chapter. If the Chapter fails to elect proxies, or if none of the stationed officers or their proxies can attend, then the High Priest may, under his hand, appoint some Companion as his proxy; provided, that the Companion acting as a proxy is a member of the Chapter or of some Chapter in the same Capitular District, and provided further, that a Companion shall not represent more than three (3) Chapters at the same Grand Convocation.

Section 10. Membership Requisite to Membership In Grand Chapter. A Companion shall not be a member of Grand Chapter unless he is a member in good standing of a Subordinate Chapter bearing allegiance to Grand Chapter.

Section 11. Quorum of Grand Chapter. The legal representatives of at least five (5) Subordinate Chapters must be present to constitute a quorum of Grand Chapter for the dispatch of business.

Section 12. Who May Act In Absence Of Grand High Priest From A Convocation Of Grand Chapter. If the Grand High Priest is absent from any meeting of Grand Chapter, the Grand King shall preside; if the Grand King is likewise absent, the Grand Scribe shall preside; and if the Grand Scribe is also absent, the Junior Past Grand High Priest, who may be present, shall preside.

VOTING IN GRAND CHAPTER

Section 15. Determination Of Questions. All questions before Grand Chapter shall be determined by a majority of the votes cast.

Section 16. How The Vote Shall Be Taken. In an election in Grand Chapter in which there are two or more nominations, the vote shall be taken by ballot. In all other cases the vote shall be taken viva voice, and each member of Grand Chapter shall have one vote, unless a scaled vote be demanded by five or more Chapters or ordered by the Grand High Priest.

Section 17. Regulation of Suffrage. In every election and every sealed vote, the suffrage shall be regulated in the following manner:

- (a) The Grand High Priest shall have one vote, and if there be a tie, he may have an additional vote.
- (b) The representatives of each Subordinate Chapter shall have collectively one vote, provided that a Chapter delinquent in its payment of dues or in its returns shall not be allowed to vote.
- (c) The Grand King and the Grand Scribe shall each have one vote.
- (d) The Grand Treasurer, Grand Secretary, Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, and three Grand Masters of Veils shall have collectively one vote.
- (e) Each Past Grand High Priest shall have one vote.
- (f) The Past Grand Kings and Past Grand Scribes shall have collectively one vote.

- (g) The District Deputy Grand High Priests who are not representatives of any Subordinate Chapter or officers of Grand Chapter shall have collectively one vote.
- (h) The Past High Priests, who are not representatives of any Subordinate Chapter or officers in the Grand Chapter, shall have collectively one vote. (11/19/2016)

QUALIFICATIONS FOR OFFICE IN GRAND CHAPTER.

Section 20. Eligibility To Office in Grand Chapter. Any Past High Priest, who is a member of an existing Chapter in this Grand Jurisdiction, and shall have received the Order of High Priesthood, shall be eligible for any elective office in Grand Chapter and may be elected, whether he be present or absent.

Section 21. What Grand Chapter Officers May Hold Office in A Subordinate Chapter. Any officer of Grand Chapter may be an officer in a Subordinate Chapter, except the Grand High Priest may not hold the office of High Priest, King or Scribe.

ELECTIONS IN GRAND CHAPTER

Section 23. Election Of Grand Officers: When held. The election of Grand Officers shall be held on the second evening of every Annual Convocation and shall have priority over all other business.

Section 24. Nominations For Office of Grand High Priest. The Grand King, by virtue of his office, shall always be in nomination for the office of Grand High Priest, and any member of Grand Chapter may add to this nomination.

Section 25. Grand High Priest-elect to Nominate Candidates. The Grand High Priest- elect shall make a nomination for each other elective office, and any member of Grand Chapter may make other nominations. All nominees must be willing and bona fide candidates. If there is only one nomination for any elective office, the vote shall be viva voce. If there be more than one nominee for any elective office, the vote shall be taken by written ballot. (Amended 11/14/1992)

Section 26. Nominees To Retire, Etc. The nominees shall retire from Grand Chapter before any discussion or balloting. Before the ballot is closed, they may return, and if qualified, be permitted to ballot.

Section 27. Order In Which Officers Elected. The officers of the Grand Chapter shall be elected in the following order:

- (a) The Grand High Priest
- (b) The Grand King
- (c) The Grand Scribe
- (d) The Grand Treasurer
- (e) The Grand Secretary
- (f) The Grand Captain of the Host
- (g) The Grand Principal Sojourner
- (h) The Grand Royal Arch Captain
- (i) The Grand Master of the Third Veil
- (j) The Grand Master of the Second Veil
- (k) The Grand Master of the First Veil

Section 28. Election Of Grand High Priest to Be Proclaimed. After announcing the result of the ballot, the Grand High Priest shall cause the Grand High Priest elect to be thrice proclaimed by the Grand Secretary as duly elected Grand High Priest of Royal Arch Masons in the Commonwealth of Virginia for the ensuing year.

Section 29 Election of Grand King and Grand Scribe to Be Proclaimed. The Grand King and the Grand Scribe shall in like manner be thrice proclaimed duly elected to their respective offices.

Section 30. Officers Appointed by Grand High Priest. After the close of the elections, the Grand High Priest-elect shall appoint a Grand Chaplain, Grand Marshal, Grand Tiler, Grand Lecturer and Associate Grand Lecturer, Grand Provost and Grand Almoner and any other officers that the Grand High Priest shall deem necessary to appoint for the implementation of his programs during his year as Grand High Priest, after which all officers, both elected and appointed, shall be installed as hereinafter provided. (Amended 2014)

Section 31. Titles. The Grand High Priest and Past Grand High Priests as Most Excellent; the other officers of the Grand Chapter, both elected and appointed, and the District Deputy Grand High Priests and the Past District Deputy Grand High Priests as Right Excellent; the High Priests and Past High Priests of Subordinate Chapters as Excellent; and all other officers of Subordinate Chapters as Companion.

RULES OF BUSINESS IN GRAND CHAPTER

Section 34. Changes in Laws – Procedure. Every resolution or proposition for the enactment of a new law or the amendment or repeal of an existing law shall be signed by at least one member of the Grand Chapter and submitted in writing to the Grand Secretary not later than September fifteenth preceding the Annual Grand Convocation. All such resolutions or propositions shall be printed in a Grand Chapter Proceedings Supplement in time to be distributed on or before the first session of the Annual Grand Convocation. All resolutions or propositions printed in this supplement will not require reading in full at the first session of the Annual Grand Convocation, but may be introduced by title only, or in brief substance, and referred to the Committee of the Whole for consideration.

The proposed legislation shall then be referred to the Jurisprudence Committee for review and presentation at the next Annual Grand Convocation, except that by a two-thirds vote of the Grand Chapter, such proposition may be considered at the Annual Grand Convocation at which it is introduced. The Jurisprudence Committee shall review the proposal to amend or establish a new law and shall submit its findings to the Grand Secretary not later than April first. The Grand Secretary shall mail copies of such proposals to the Secretary of every Subordinate Chapter and each Grand Officer before July first.

All other propositions, resolutions or motions, including amendments and substitutes thereto, which do not amend an existing law or propose the enactment of a new law, shall be offered in writing at the first session of the Annual Grand Convocation, signed by a member of the Grand Chapter, be audibly read by the Grand Secretary, unless printed, and without debate referred to the Committee of the Whole for consideration.

Section 35. Amendments Read. An amendment to the digest shall not be made by mere reference to any paragraph or section, but the entire section proposed for amendment shall be repeated at length and restated as amended, unless previously printed in similar form and distributed to members present at Grand Chapter.

Section 36. Proposition to Reconsider. A motion or resolution, once disposed of, shall not be reconsidered during that Convocation unless the motion to reconsider is presented during the session in which action on such motion or resolution shall have been taken.

Section 37. Previous Question. The “Previous Question” and the motion to “lay on the table” shall not be entertained in Grand Chapter or in any Subordinate Chapter. A motion may be made in Grand Chapter or in a Subordinate Chapter to postpone consideration of any resolution or motion to a definite stated time.

Section 38. Publishing Proceedings of Grand Chapter. A pre-printed Supplement in pamphlet form, containing the reports of the Grand High Priest and Committees and such resolutions as are eligible for consideration, shall be prepared for general distribution at the first session of the Grand Chapter, the type settings for which will be retained for transfer into the Proceedings publication. As soon as practicable after the close of each Grand Annual Convocation, the proceedings of that Convocation shall be published. Such publication shall contain, in addition to all the proceedings of Grand Chapter which are proper to be written, the annual address of the Grand High Priests; the reports of the Committee of the Whole, of the Grand Secretary, and the Grand Lecturer; a statement of the receipts and disbursements of the Grand Treasurer; a list of delinquent Chapters and the amounts due from them; the role of officers, Past High Priests and members of subordinate Chapters; all laws enacted by the Grand Chapter; and all decisions reported by the Grand High Priest and approved by Grand Chapter. The proceedings shall be supplied to the Chapters in **electronic** format without charge. If a printed copy is desired, it must be ordered and pre-paid at **the** cost of printing plus postage. (Amended 11/23/2024)

Section 39. Capitular Year. The Capitular Year in Grand Chapter shall begin on October first and end on September 30th following. Since the Grand Chapter Royal Arch Masons in Virginia concludes all of its Official business and accounts for auditing purposes on the 30th of September of each calendar year, only the funds raised in support of the Capitular Year should be recorded during the year in which the funds are raised.

(Edict No. 99-001 of Edwin Clifton Whitlock 01/15/1998)

GRAND CHAPTER OFFICERS

Section 42. Grand High Priest to Preside. The Grand High Priest, during the Convocation of Grand Chapter, shall preside and control the conduct of all business before Grand Chapter without any right of appeal from his action to the Grand Chapter.

Section 43. Grand High Priest's Address. At every Grand Annual Convocation, immediately after the opening of Grand Chapter, the Grand High Priest shall make a report of all matters of interest to the fraternity which have arisen during the recess and of his official action upon any questions of **capitular** law or jurisprudence referred to him for determination, which report shall be referred to the Past Grand High Priests for review. The findings of the Past Grand High Priests must be returned to the Grand Chapter at that Convocation for such action as the Grand Chapter may deem necessary.

Section 44. Commissions Appointed By Grand High Priest. Should any matter arise imperiling the harmony or interests of Capitular Masonry, the Grand High Priest may at any time appoint a commission of three or more members of Grand Chapter for the purpose of visiting a Subordinate Chapter or Chapters and investigating the matter involved. The commission shall report in writing to the Grand High Priest for his action, and he shall order the payment of the expenses of the commission by the Grand Treasurer. The Grand High Priest shall report his action in the matter at the next Grand Annual Convocation and Grand Chapter may require the subordinate Chapter or Chapters to refund the expenses of the Commission to the Grand Treasurer. In the event of failure to make such payment, the amount shall stand as dues against the Chapter and render it subject to the penalty prescribed for non-payment of dues to Grand Chapter.

Section 45. Grand King. The Grand King shall, in the absence of the Grand High Priest, preside over the Grand Chapter, and in the event of the death or permanent incapacitation of the Grand High Priest, shall succeed to his office. (Amended 11/19/1994)

Section 46. Grand Scribe. The Grand Scribe shall, in the absence of the Grand High Priest and the Grand King, preside over the Grand Chapter, and in the event of the death or permanent incapacitation of the Grand High Priest and the Grand King, shall succeed to the office of Grand High Priest. (Amended 11/19/1994)

Section 48. Grand Treasurer.

- (a) The Grand Treasurer shall receive from the hands of the Grand Secretary all monies belonging to the Grand Chapter, giving his receipt for the same, and make such disbursements as may be ordered by the Grand Chapter or the Grand High Priest. The Grand Treasurer shall keep books setting out in detail his receipts and disbursements, preserving all vouchers for disbursements.
- (b) The Grand Treasurer may appoint any member of any Subordinate Chapter, in good standing, as his Deputy, provided that such appointment shall be reported to the Grand Chapter and recorded upon the minutes. If the appointment is made during the recess of Grand Chapter, the appointment shall be reported to and approved by the Grand High Priest. The Grand Treasurer or his Deputy shall always be present in Grand Chapter and be prepared to exhibit his books and to answer any inquiry pertaining to the duties of his office.
- (c) The Grand Treasurer shall deposit all monies received by him in the name of the Grand Chapter in a bank in which accounts are accorded FDIC protection. All checks drawn upon the bank in the amount of \$750.00 or more shall be signed by any two of the following:

The Grand Treasurer, The Grand Secretary,
The Chairman of the Committee on Finance, and The Deputy Grand Treasurer.
For checks drawn upon the bank in an amount less than \$750.00, the check(s) shall be signed by any one of the above individuals (Adopted November 19, 2011)

- (d) The Grand Treasurer shall submit his books for examination to the Committee on Finance when asked to do so and, at least ten days prior to each Grand Annual Convocation; he shall present to this committee a full statement for the last Capitular Year.

Section 49. Grand Treasurer's Salary. The salary of the Grand Treasurer shall be in an amount determined by the Grand Chapter, payable quarterly.

Section 50. Duties and Prerogatives of the Grand Secretary:

- (a) The Grand Secretary shall be the custodian of the seal and of all the archives and records of the Grand Chapter. He shall preserve in books of permanent record all the proceedings of Grand Chapter and such records of the Grand High Priest and other Grand Officers or committees during the recess of the Grand Chapter as the Grand High Priest may direct.
- (b) The Grand Secretary may appoint any member of a Subordinate Chapter, in good standing, as his Deputy, provided that such appointment is reported to the Grand Chapter and recorded upon the minutes. If the appointment is made during the recess of the Grand Chapter, the appointment shall be reported to and approved by the Grand High Priest.
- (c) The Grand Secretary shall receive all monies due the Grand Chapter and pay them over to the Grand Treasurer taking his receipt for the same.
- (d) The Grand Secretary shall receive and preserve all petitions, applications and appeals addressed to the Grand High Priest or the Grand Chapter.
- (e) The Grand Secretary shall attest all charters, dispensations for new Chapters,

commissions, and official papers issued by the Grand High Priest, and affix thereto the seal of the Grand Chapter.

- (f) The Grand Secretary shall, subject to the instructions of the Grand High Priest, conduct the general correspondence of Grand Chapter with all sister Grand Chapters, the Subordinate Chapters, and Companions throughout the world.
- (g) The Grand Secretary shall preserve in the Grand Chapter Library all the Proceedings of the Grand Chapter of Virginia in bound volumes and/or CD format and for five years those of the Grand Chapters and Grand Councils with which the Grand Chapter of Virginia is in fraternal relations.
- (h) The Grand Secretary shall preserve in bound volumes the annual returns of the Subordinate Chapters of this Grand Chapter.
- (i) The Grand Secretary shall have custody of all publications of Grand Chapter and may sell copies thereof at prices established by the Committee on Finance.
- (j) The Grand Secretary shall distribute
 - 1) two copies of the Proceedings to each Subordinate Chapter, including Chapters under dispensation,
 - 2) two copies to each corresponding Grand Chapter and Grand Council;
 - 3) one copy to each Grand Chapter Officer, Past Grand High Priest, District Deputy Grand High Priest,
 - 4) and such Masonic periodicals and distinguished Masons as he may deem proper.One or two additional copies will be supplied to Subordinate Chapters on request without charge.
- (k) The Grand Secretary shall annually report to the Grand Chapter all monies received by him on account of Grand Chapter and in this report he shall list delinquent Chapters and the amounts of their arrearages.
- (l) The Grand Secretary shall forward by mail to the Secretary of each Subordinate Chapter printed forms upon which to make returns required by Grand Chapter, and he shall furnish every Chapter Under Dispensation with three copies of the Textbook and the Digest and two copies of the latest Proceedings.

Section 51. Grand Secretary's Salary. The salary of the Grand Secretary shall be in such amount as shall be determined by the Grand Chapter, payable quarterly.

Section 52. Duties of the Grand Marshal. The duties of the Grand Marshal shall be to attend in the Grand Chapter room; at the door, to answer the alarm of the Grand Tiler and report the occasion thereof; and to see that no one enters or leaves without the permission of the Grand Captain of the Host.

Section 53. Compensation of Grand Marshal and Grand Tiler. The Grand Marshal and the Grand Tiler shall be paid at the close of each Grand Convocation such sum as the Grand Chapter may direct.

Section 54. Appointment and Duties of the Grand Provost. At each Grand Annual Convocation, the newly installed Grand High Priest shall appoint a Grand Provost and an Associate Grand Provost. The Grand Provost shall be the Chairman of the Committee on Education and Service and responsible for carrying out the duties of the Committee. The Grand Provost shall recommend the appointment of a District Education Officer in each Capitular District, oversee the creation of educational and officer training materials for use in each District and Chapter, share with each Chapter educational programs created by the Committee on Education and Service, and establish a system to share among the Chapters educational programs created in the various Chapters. The Grand Provost shall produce such additional materials as required by the Grand High Priest. He shall

provide Grand Chapter, at its Grand Annual Convocation with a report of the activities of the Committee during the previous Capitular year.

(Amended 11//15/2014)

Section 55. District Education Officers – Duties. District Education Officers shall respond to tasking from the Grand Provost and Associate Grand Provost, provide officer training to Chapter Officers, and encourage both the appointment of Chapter Education Officers, and the presentation of educational programs at Chapter Meetings. He shall provide periodic and annual reports to the Grand Provost of his activities in the district during the previous Capitular year.

(Amended 11//15/2014)

Section 56. Duties of the Other Grand Officers. The other Grand Chapter Officers shall perform their respective duties in accordance with the constitution and usages of Royal Arch Masonry in Virginia.

COMMITTEES OF GRAND CHAPTER

Section 59. Grand Committee Of The Whole. In order to give deeper latitude to discussions and investigations, it is deemed proper to try all controversies and perfect all legislation in a Grand Committee. For such purpose the Grand Council shall direct a Committee of the Whole Grand Chapter to meet at such time and place as the Grand Council may deem proper on the second day of each Grand Annual Convocation. The Committee shall examine and determine all business referred to it and shall report its proceedings to the Grand Chapter the same evening for action.

Section 60. Standing Committees. At each Grand Annual Convocation, the newly installed Grand High Priest shall appoint the following Standing Committees:

- (a) Finance, consisting of five members.
- (b) Fraternal Relations, consisting of three members.
- (c) Hubard Memorial Educational Fund, consisting of three members.
- (d) Committee on Stewards, consisting of four members.
- (e) Work, consisting of the Grand Lecturer, the Associate Grand Lecturer, and a sufficient number of District Lecturers to maintain uniform purity of the ritual throughout the Grand Jurisdiction. The minimum number of District Lecturers shall not be less than thirteen, and the maximum shall not exceed twenty-two, or the number of Districts into which the Grand Jurisdiction has been divided by the Grand Chapter, whichever number is the lesser.
- (f) Jurisprudence, consisting of five members.
- (g) Education and Service, composed of nine members, the Grand Provost, a District Education Officer for each Capitular District, Ex Officio all Elected Grand Line Officers.
(11/15/2014)
- (h) Meritorious Service (John Dove Award) comprised of five members.
(Amended 11/14/1992)
- (i) Philanthropic Activities, consisting of the Grand Almoner and three members.
(11/15/2014)

Section 61. Trustees. Three trustees of the Grand Chapter Royal Arch Masons in Virginia are appointed by the courts of the Commonwealth of Virginia upon the petition of Grand Chapter Royal Arch Masons in Virginia for the purpose of holding legal title to the property of Grand Chapter Royal Arch Masons in Virginia and making suitable investments on behalf and in the name of the Grand Chapter Royal Arch Masons in Virginia. The Board of Trustees shall be divided into three yearly classes, serving terms of three (3) years, two (2) years, and one (1) year, with one new Trustee being elected at each Grand Annual Convocation. (11/19/2016)

At each Annual Grand Convocation the Trustees shall make a report of the property held by them, report on the status of investments as of September 30 of that year and give information on the death or removal of any of their number in order that application may be made to the proper authorities for the appointment of a successor. (Amended 11/18/2000)

Section 62 Committee on Finance. It shall be the duty of the Committee on Finance to audit and examine the books and accounts of the Grand Secretary and Grand Treasurer, Grand Trustees, and to recommend to the Trustees suitable investments of all funds of the Grand Chapter, and to report its action at each Annual Convocation. During the recess of the Grand Chapter the Committee, at the direction of the Grand High Priest, will authorize the Grand Treasurer to make payments for such unbudgeted items as the Grand High Priest deems necessary, proper, and in the interest of the Grand Chapter. The Committee shall at the first session of each Annual Convocation present its audit of Grand Chapter records for the 12-month period ending September 30 annually, along with a proposed budget of estimated receipts and expenditures from all sources and all expenditures for the current Capitular year, provided that a copy thereof shall be presented to the Grand Council at least thirty days prior to the Grand Annual Convocation in each year. Nothing herein shall be interpreted as infringing upon the prerogative of the Grand High Priest to control the funds of Grand Chapter. (Amended 11/19/2016)

Section 63. Committee on Fraternal Relations. It shall be the duty of the Committee on Fraternal Relations to peruse the Proceedings of other Grand Chapters and Grand Councils in correspondence with the Grand Chapter of Virginia and at each annual Grand Convocation to report a review of such Proceedings. It shall carry on correspondence with other Grand Jurisdictions with a view to recognition and exchange of fraternal relations and Grand Chapter representatives and make recommendations to the Grand Chapter of Virginia and the Grand High Priest. If a Grand Council of Royal and Select Masters is in fraternal relations with any Grand Chapter recognized by the Grand Chapter of Virginia then, on application by that Grand Council, recognition is automatically extended. For these services the Committee shall be paid; at the close of each Annual Grand Convocation, such sum as the Grand Chapter may direct.

Section 64. Committee on The Hubard Memorial Fund. It shall be the duty of this Committee to administer the Hubard Memorial Educational Fund and make an annual report to the Grand Chapter.

Section 66. Committee on Stewards. The Committee on Stewards, chaired by the Grand Steward shall assist the Grand High Priest and the Grand Secretary in preparing for all meetings, banquets and fellowship times at the Grand Convocation, to include ensuring proper audio equipment is available for all meetings, and that adequate time is allowed for the hotel to arrange the facilities for the next designated meeting. (Amended 11/20/2021)

Section 67. Committee on Work. The Committee on Work is the custodian of the work in this Grand Chapter, and the Grand Lecturer is, by virtue of his office, Chairman of the Committee.

- (a) **When The Committee on Work Shall Meet.** It shall meet two times per year at the discretion of the Grand Lecturer, with the approval of the Grand High Priest. The expenses incurred shall be paid by Grand Chapter.
- (b) **Resolution of Differences Among Members.** If any differences in the work shall be discovered among the members of the Committee, the Grand Lecturer shall call the Committee together in executive session, at his discretion, and endeavor to reconcile the differences. If the differences cannot be reconciled in this manner, the Committee shall report the same to the Grand Chapter in such manner as to enable it to act intelligently upon them. (Amended 10/27/1976).

- (c) **Grand Lecturer - Appointment and Duties.** At each Grand Annual Convocation, the newly installed Grand High Priest shall appoint a Grand Lecturer and an Associate Grand Lecturer.

The Grand Lecturer shall visit as many Capitular Districts as possible during each year to determine the effectiveness of the efforts of the District Lecturer appointed thereto. He may, at his discretion, visit individual Chapters when requested to do so by the Chapter for the purpose of instructing Chapter members.

Before making any visit to a District, the Grand Lecturer shall give notice in writing to the District Deputy Grand High Priest into whose District he proposes to come, and to the District Lecturer assigned to that District.

He shall provide Grand Chapter, at its Grand Annual Convocation, with a report which will include a summary of his activities and those of the District Lecturers during the previous Capitular year.

- (d) **Ritual.** The Grand Lecturer and the Assistant Lecturers have committed to writing in plain English, except the signs, words, and obligations the “Grand Chapter Royal Arch Masons in Virginia Authorized Ritual” and have submitted it to the Grand High Priest for approval as directed by Resolution No. 03. (Adopted 11/3/1993)

The Ritual for the ceremonies for receiving the Grand High Priest at a District Convocation, a Chapter Convocation, and for receiving the District Deputy Grand High Priest at his Official Visit at a Stated Convocation of a Chapter shall be included in the “Grand Chapter Royal Arch Masons in Virginia Authorized Ritual.” (Resolution No. 04, Adopted 11/18/1985)

The ritual for the floor work and the actions of all of the officers in each degree conferred shall be written down and included in the Ritual book as a Rubric; that the Ritual of the Grand Chapter should be maintained in Word Processing format in the offices of the Grand Secretary in the Grand Chapter offices in Richmond. The entire Ritual and Rubric should be published and one (1) copy only should be issued to each of the District Lecturers to be used for instructional purposes only. (Adopted 11/20/1999)

- **Royal Arch Festival.** A Royal Arch Festival is the conferral of all Royal Arch Degrees in one day.
- Festival Style is the manner in which degrees are conferred whereby the candidates are placed on the sidelines and exemplars are used as active candidates.
- All Chapters must have a dispensation specifying the date place and time of the conferral issued by the Grand High Priest in order to confer the degrees “Festival Style”.
- All candidates must have been elected at a Stated Convocation of the Chapter of which they have petitioned prior to the festival.
- A Royal Arch Chapter must be opened and then be dispensed with prior to commencing the degree work.

All degrees must be conferred in the following order:

Mark Master

Past Master,

Select and Royal Master, Most

Excellent Master,

Labor in the Royal Arch Chapter must be resumed prior to conferring the Royal Arch Degree

and then close the Royal Arch Chapter.

Each degree must be opened in regular form, the degree conferred, and the Lodge or Council closed after the conferral of the degree.

- After opening the Royal Arch Degree and then dispensing with the same, the candidates will be brought in and seated on the sidelines except for the exemplar(s).
- During the obligation, all candidates on the sidelines will stand, place their hand over their heart and repeat the obligation when it is given, after which, each candidate will salute the Holy Bible.
An extra bible will be presented to the candidates on the sidelines to salute. There must be a minimum of four and no maximum number of candidates for a Festival.
- Each Chapter must furnish Mark Sheets for their candidates. Candidates will be required to sign the Mark sheet registering his Mark.
- Legal Masonic information will be furnished verifying that each candidate has been elected to receive the degrees.
- Chapters requiring candidates to sign By-Laws should do this in their respective chapters after the conferral of the degrees.
- There can be no Ritual Books sold to any of the candidates until after he has received the Royal Arch Degree.
- A copy of the minutes with a list of all candidates and their Chapters are to be furnished to all Chapters with candidates, the Grand High Priest and Grand Secretary. All Chapters with candidates will be provided with a copy of the Dispensation.
- The District Deputy Grand High Priest or whomever he may designate to represent him as well as the District Lecturer or whomever he may designate to represent him should be present for the conferral of the degrees at a Festival.
- Only one ritual book is to be opened during the opening, conferral and closing of any degree, see Section 95. (Adopted 11/18/2000)
- **Lesson of the Mark.** When the Mark Master's Degree is being conferred on multiple candidates, the Lesson of the Mark is taught to each candidate individually. The explanation of the Lesson of the Mark is also given to each candidate individually, which is time consuming and repetitious, not only to the Right Worshipful Master but to the candidates as well, and it is not necessary to omit or add any spoken ritual, the following is adopted:

When conferring the Mark Masters Degree on multiple candidates the lesson of the Mark will be taught to all candidates individually but the explanation of the Lesson of the Mark will be given to all candidates at the same time. i.e. after the Senior Deacon returns the Mark to the Right Worshipful Master, the candidate will be seated on the sidelines, and the next candidate be brought in and taught the Lesson of the Mark. After the last candidate has been taught the Lesson of the Mark, all candidates would be returned to the Altar, and the explanation of the Lesson of the Mark would be given. (Adopted 11/15/2003)

- (e) **Substitutes for The Grand Lecturer.** If the Grand Lecturer shall for any reason be **unable to visit** any District during the year, as provided for in Section 67 (c), he may delegate the Associate Grand Lecturer as his substitute. If unable to visit an individual Chapter when so requested, the Grand Lecturer may, with the concurrence of the Chapter, delegate the Associate Grand Lecturer or a District Lecturer as his substitute. The travel and subsistence expenses of the Associate Grand Lecturer making a required visit to a District shall be paid by the Grand Treasurer upon presentation of bills and the travel expenses of a visit to an individual Chapter deemed necessary by the Grand Lecturer shall be paid to the Associate Grand Lecturer as provided in Section 67 (c) for the Grand

Lecturer. The expenses of a District Lecturer acting as a substitute for the Grand Lecturer shall be paid as provided in Section 67 (h).

- (f) **Salary and Expenses of The Grand Lecturer.** The salary of the Grand Lecturer shall be in such amount as may be determined by the Grand Chapter. His travel expenses for required visits to each District shall be paid by the Grand Treasurer quarterly, upon presentation of bills for the preceding months. The travel expenses of a visit to an individual Chapter deemed essential to its welfare shall be paid by the Grand Treasurer and the Chapter visited shall pay his local expenses.
- (g) **District Lecturers.** At each Grand Annual Convocation, the newly installed Grand High Priest shall appoint District Lecturers to the Committee on Work as provided for in Section 60(c). These appointments shall be made after consultations with the Grand Lecturer and the Associate Grand Lecturer have provided the Grand High Priest with assurance that the candidate for appointment is certified as being capable of and willing to instruct the members of the Chapters in the District to which he is to be appointed in any and all parts of the ritual of Royal Arch Masonry. He shall establish and conduct District schools of instruction during the year, providing not less than fifteen (15) hours of instruction. These District schools may be conducted at one location or moved from one Chapter meeting place to another, as the Chapters may decide. He shall make a quarterly report of his activities to the Grand Lecturer.
- (h) **Expenses of District Lecturers.** The travel expenses of District Lecturers visiting Chapters in other communities than that in which they reside shall be paid quarterly by the Grand Treasurer upon presentation of bills for the preceding quarter, submitted via the Grand Lecturer. If subsistence expenses are required during these visits, they shall be paid by the Chapter visited. In extraordinary circumstances, when so recommended by the Grand Lecturer and approved by the Grand High Priest, these expenses shall be paid by the Grand Treasurer.

Section 68. Committee on Jurisprudence. It shall be the duty of the Committee to implement Section 34 of the Digest, reviewing all resolutions and propositions, preparing them, in collaboration with their proposers, to ensure proper form, text, and purpose, and to submit its findings to the Grand Secretary for presentation, in printed form, to the Grand Chapter for consideration. It shall be the duty of the Committee to further study the Digest, recommending revisions when necessary, and to update for publication in the Digest such annotations, decisions, recommendations, and laws as have been previously approved by Grand Chapter.

Section 69. Committee on Education and Service. It shall be the duty of this Committee to prepare and disseminate Masonic educational material, including an updated High Priest's Help Manual each year; to administer the Grand Chapter's Program for Progress; to prepare records and reports as required by the Grand High Priest. All expenditures are to be approved by the Grand High Priest.

Section 70. (a) John Dove Meritorious Service Award. The John Dove Meritorious Service Award is presented annually at the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia. Any royal arch mason, in good standing, who is a member of a subordinate chapter chartered by the Grand Chapter Royal Arch Masons in Virginia, is eligible for the award.

The recipient of the award shall be determined by the Meritorious Service Committee consisting of five members appointed by the Grand High Priest. The committee members shall serve a maximum of three consecutive years. After serving the maximum term, any committee member may be

reappointed after a one-year absence. A committee member is not eligible to receive the award during his term on the committee.

The committee shall consider all written nominations received from a chapter, district or individual companion, recommending a companion for the award based on his commitment, dedication and service to Royal Arch Masonry. While service to other organizations, both masonic and civic is noteworthy, it should not be considered for this award. The award is for service to capitular masonry which should be the primary focus for the committee deliberations.

The committee shall select one Royal Arch Mason to receive the award from the written submissions. The committee shall retain for a period of three (3) years all submissions for companions who are not selected. These submissions shall, with equal weight, be considered by the committee for the award during the subsequent three (3) year period.

All nominations for the award must be received in the Office of the Grand Secretary no later than September 15th for the companion to receive consideration for the award. The Grand Secretary shall forward all nominations to the committee chairman as soon as possible after September 15th. Subsequent to the receipt of the nominations from the Grand Secretary, the Chairman shall call a meeting of the committee to consider the nominations. The meeting can be either physical or electronic, based on the decision of the Chairman. The Chairman shall forward the name of the selected companion, in writing, to the Grand High Priest and to the Grand Secretary no later than October 1st.

The Grand High Priest, at his discretion, may select one additional companion to receive the award.

The Grand Secretary shall have the medal(s) engraved with the name(s) of the recipient(s) for presentation at the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia at a time to be determined by the Grand High Priest. If circumstances prevent any recipient from attending the Annual Convocation, the award shall be presented by the Grand High Priest as soon as possible after the end of Grand Annual Convocation.

Section 70. (b) Ish Sodi Award. The Ish Sodi award is presented annually at the Grand Annual Convocation of the Grand Council Cryptic Masons in Virginia. Any companion in good standing who is a member of a subordinate council chartered by the Grand Council Cryptic Masons in Virginia is eligible for the award.

The recipient of the award shall be determined by the Meritorious Service Committee consisting of five members appointed by the Illustrious Grand Master. The committee members shall serve a maximum of three consecutive years. After serving the maximum term, any committee member may be reappointed after one year absence. A committee member is not eligible to receive the award during his term on the committee.

The committee shall consider all written nominations received from a council, district or individual companion, recommending a companion for the award based on his having exhibited high moral standards, always demonstrated participation in the Cryptic Council Royal Arch Masonry and the highest regards for the precepts, statutes, rules, and regulations of the Royal Craft.

The committee shall select two companions to receive the award from the written submissions. The committee shall retain for a period of three years all submissions for companions who are not selected. These submissions shall, with equal weight, be considered by the committee for the award during the subsequent three (3) year period.

All nominations for the award must be received in the Office of the Grand Secretary no later September 15th for the companion to receive consideration for the award. The Grand Secretary shall forward all nominations to the committee chairman as soon as possible after September 15th.

The Illustrious Grand Master of the Cryptic Council in Virginia, at his discretion, may select two additional companions to receive the award.

The Grand Secretary shall have the award(s) engraved with the name(s) of the recipient(s) for presentation at the Grand Annual Convocation of the Grand Council Cryptic Masons in Virginia at a time to be determined by the Grand High Priest/Illustrious Grand Master of the Cryptic Council in Virginia.

If circumstances prevent any recipient from attending the Annual Convocation, the award shall be presented by the Grand Master Cryptic Council of Virginia as soon as possible after the end of the Grand Annual Convocation.

The Companion(s) selected must exemplify the highest regards for the precepts, statutes rules, and regulations, of the Royal Craft. (Amended 11/20/21)

Section 70(c) Grand Line Bowl. The Grand Line Bowl is presented to the district that demonstrates the most progress during the capitular year. The award is determined by a committee composed of the three Grand Masters of Veils of the Grand Royal Arch Masons in Virginia.

Each District Deputy Grand High Priest shall submit a quarterly report that contains information pertinent to the progress of the constituent chapter in his district. The report is on a standard form provided the Grand Secretary to each District Deputy Grand High Priest. The completed report shall be submitted to the Grand Secretary with a copy to the Grand High Priest. The committee shall consider all reports submitted and announce and announce the selected district at the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia. All districts submitting reports are eligible for the award, including the district with the current award.

It is the responsibility of the District Deputy Grand High Priest of the district receiving the award in the previous year to arrange for the bowl to be returned to the Grand Secretary prior to the opening session of the Grand Annual Convocation of the Grand Royal Arch Masons in Virginia.

Section 70. (d) Robert Claiborne Wilson Memorial Award. The Robert Claiborne Wilson Memorial Award is presented to those Chapters that meet or surpass the criteria established and publicized by the Grand High Priest and the Committee on Work. The award is styled after the James Noah Hillman Award of the Grand Lodge of Virginia. The award is presented at the Grand Annual convocation of the Grand Chapter Royal Arch Masons in Virginia.

Section 70. (e) Governance. All awards authorized in this section shall be controlled by the Grand Chapter Royal Arch Masons in Virginia, who shall be responsible for all costs associated to the production and maintenance of the awards.

Section 70(f). Perpetual Membership Contributions. Every Chartered Chapter shall promptly forward to Grand Chapter any perpetual membership contributions made by its members. The amount of the contribution shall be a minimum of twenty-five times the annual dues of the Chapter (including twenty-five times the Grand Chapter per capita dues) at the time of the contribution. All contributions received by the Grand Secretary shall be promptly transferred to the Grand Chapter Royal Arch Chapter in Virginia Perpetual Membership Fund. The minimum contribution may be

changed by the Grand Chapter Royal Arch Chapter in Virginia Perpetual Membership Board of Trustees upon due notice being given to each Chapter prior to the next Capitular Year.

(Amended 11/19/2016)

Section 70(g). The Grand Royal Arch Chapter of Virginia Perpetual Membership Fund shall be administered by a Board of Trustees consisting of the Grand Treasurer and four members elected by the Grand Chapter who shall control the investment of the Fund. The Board of Trustees shall be divided into four yearly classes, serving terms of four (4) years, three (3) years, two (2) years, and one (1) year. At each Grand Annual Convocation a four-year trustee must be elected by the Grand Royal Arch Chapter. The investment or transfer of monies in the Fund must be approved by a majority of the Board of Trustees. The Board of Trustees shall make such investments as they deem appropriate, giving due consideration for the production of income as well as the preservation of principle. Said investments are to be in accordance with the so-called "Prudent Man" rule, as set forth in Section 26-45.1, Code of Virginia (Annotated 1950 as amended). (Amended 11/21/1998)

Section 70(h). The Board of Trustees shall make a determination of the Trust Fund earnings as of September 30th and make a distribution of such earnings by November 30th of each year. The earnings distribution to the respective Chapters shall be based upon the total amount contributed by each Chapter, less the amount due for Grand Chapter per capita dues at the time of the initial contribution of each perpetual member. After the distribution to the Chapters, the proportionate collective amount equal to the Grand Chapter per capita dues at the time of the initial contribution of each perpetual member shall be transferred to the Grand Chapter operating fund.

(Amended 11/14/1992)

Section 71. Committee on Philanthropic Activities. At each Grand Annual Convocation, the Newly installed Grand High Priest shall appoint a Grand Almoner who shall be the Chairman of the Committee on Philanthropic Activities and responsible for carrying out the duties of the Committee.

(Amended 11//15/2014)

Duties – It shall be the duty of the Committee to:

(a) *Devise and conduct programs to support:*

- the Alzheimer's Association of Virginia, as the Grand Chapter's primary philanthropy;
- Alzheimer's related programs including but not limited to projects to find lost Alzheimer sufferers;
- the Mental Health Association;
- and such other charities and charitable activities as the Grand High Priest or the Grand Royal Arch Chapter in its Annual Convocation shall decide to support.

(b) *Receive the report of The Grand Almoner* who shall provide the Grand High Priest, the Grand King, and the Grand Secretary with a report of his activities and, such activities as are not private and confidential, shall be reported at the Grand Annual Convocation.

GRAND REPRESENTATIVES

Section 72. Appointment of Grand Representatives. All appointments or nominations of Grand Representatives shall be made at the discretion of the Grand High Priest and attested by the Grand Secretary under the seal of the Grand Chapter of Virginia.

(a) **Duties.** It shall be the duty of each Grand Representative near the Grand Chapter of Virginia to attend the Annual Convocations of the Grand Chapter of Virginia; to prepare and transmit resume reports of pertinent items of interest to the Grand Secretary of the Grand Jurisdiction which he represents; and to maintain cordial and friendly relations between both jurisdictions.

(b) **Replacement.** Replacement of Grand Representatives may be recommended by the Grand High Priest for non-attendance or non-communication over a period of three years, except for good reason, and then only after due notice is given to interested parties.

(c) **Qualifications.** Any Companion who bears the title of “Most Excellent” (Past Grand High Priests), “Excellent” (High Priests and Past High Priests), or “Right Excellent” (District Deputy Grand High Priests, Past or present) may be nominated for appointment as a Grand Representative by the Grand High Priest.

DISTRICTS AND DISTRICT DEPUTY GRAND HIGH PRIESTS

Section 73. Assignment of Chapters to Districts. All Subordinate Chapters in this jurisdiction shall be assigned to Districts, and any Chapter which may be revived, or any new Chapter which may be chartered, shall be assigned to the District to which it is geographically convenient.

Section 74. Composition of Districts. The Districts provided for in the foregoing Section shall be as Grand Chapter may from time to time determine and the Districts shall be published in the proceedings of each Annual Convocation.

Section 75. Appointment and Qualifications of District Deputy Grand High Priests. Every Subordinate Chapter **at a Stated Convocation no later than January 31st shall** recommend for the office of District Deputy Grand High Priest some Companion possessing the qualifications for this office and report its recommendation on forms furnished for that purpose to the office of the Grand Secretary, with a copy to the Grand King, prior to **March 1st**. At each Grand Annual Convocation, the newly installed Grand High Priest shall appoint a District Deputy Grand High Priest for each District. Each District Deputy Grand High Priest shall have received the Order of High Priesthood and shall be (a) a member of a Chapter in the District to which he is appointed, and (b) well skilled in the laws of Grand Chapter and the work of the Capitular Degrees as taught by it. The recommendation does not bind the Grand High Priest to appoint any Companion so recommended and the Grand High Priest may at any time revoke the appointment of a District Deputy Grand High Priest, and in the event of a vacancy from this or any other cause, may appoint a successor. (Amended 11/23/2024)

Section 76. Warrant of District Deputy Grand High Priest. Each District Deputy Grand High Priest shall be furnished with a warrant of his appointment, signed by the Grand High Priest, attested to by the Grand Secretary, and sealed with of the seal of the Grand Chapter. Should the appointee decline the appointment, the warrant shall be promptly returned to the Grand Secretary.

Section 77. Notification of Appointment. The name of the Companion appointed to the office of District Deputy Grand High Priest shall be communicated promptly to each Chapter in the appropriate District by the Grand Secretary.

Section 78. Official Visits of District Deputy Grand High Priest. The District Deputy Grand High Priest shall make an official visit to each Chapter in his District within ninety days after his appointment, and upon making such visit he shall report immediately to the Grand High Priest on forms furnished by the Grand Secretary as to the condition of the Chapter, along with such suggestions or recommendations as he may have for its improvement. If he is unable to make such visits, he may appoint any Past High Priest as his substitute and require such substitute to make the report to the Grand High Priest.

Section 79. Notice of Official Visit of The District Deputy Grand High Priest. The High Priest or Secretary of a Chapter shall be informed of every intended official visit of the District Deputy Grand High Priest sufficiently in advance to insure that notice thereof may be given to the Companions.

Section 80. Duties of District Deputy Grand High Priest.

On every Official Visit the District Deputy Grand High Priest shall preside in the Chapter after it is opened, and he is introduced.

- a. He shall examine the records of the Chapter, see that they are regularly kept, and determine that the Chapter has a Digest of all Grand Chapter laws and amendments thereof.
- b. He shall instruct the Companions in every particular wherein he may conceive them to require information; shall recommend attention to the moral and benevolent principles of Royal Arch Masonry; caution them in regard to the admission of candidates; and urge a punctual representation to the Chapter at every meeting of Grand Chapter. He shall have the authority to issue a dispensation to change the date, time and or location of a chapter stated convocation for good and sufficient reason. The membership shall be notified in advance by customary methods of communication. The planned absence of a stationed officer is not sufficient justification for such a change unless all three will be absent. He shall send a copy of any dispensation granted under this section to the Grand Secretary and the Grand High Priest. He shall consult the Grand High Priest in advance if he questions the reasons given for the requested dispensation;

(Amended 11/20/21)

Section 81. Handling Capitular Errors or Evils. When any District Deputy Grand High Priest shall discover in his District any **Capitular** error or evil, whether it pertains to an individual or a Chapter, he shall immediately endeavor, by Masonic means, to arrest its progress. If he shall judge it expedient, he shall forthwith forward to the Grand High Priest or Grand Secretary full information on the matter. Whenever he shall find that a Chapter holds its meetings where there is danger of its work being seen or heard by those without, it is his imperative duty, if the officers thereof do not at once remedy the evil, to inform the Grand High Priest immediately of the fact.

Section 82. Questions of Capitular Law or Emergency. Except in matters of emergent necessity, a Chapter or member of a Chapter shall not submit any question on **Capitular** law or usage to the Grand High Priest except through the District Deputy Grand High Priest, who may answer the question with a decision thereon or, at his option, forward the same, with his opinions and views, to the Grand High Priest for decision. If he renders a decision on any question of **Capitular** law or usage, he shall immediately report his action to the Grand High Priest. Three copies of a request for dispensation shall be forwarded to the District Deputy Grand High Priest, and if he approves, he shall sign them, forwarding one to the Chapter or Chapters concerned, one to the Grand High Priest, and retain one for his files. If the Grand High Priest approves, no further action will be taken. The Grand High Priest, however, may reverse the decision of the District Deputy Grand High Priest. The above is applicable only to actions that concern temporary changes in By-Laws to accommodate special situations such as the authorization of Joint Convocations to receive the Grand High Priest on his official visit or the changing of the date of a Stated Convocation to avoid conflict with legal holidays or with special Masonic occasions. All requests for dispensations that relate to specific Sections of the Laws of the Grand Chapter must be forwarded by the District Deputy Grand High Priest directly to the Grand High Priest for his action.

Section 83 Decisions Obeyed Until Reversed. Every decision of the District Deputy Grand High Priest must be obeyed until reversed, but from every such decision an appeal, through him, may be taken to the Grand High Priest.

Section 84. Duty With Regard To By-Laws. The District Deputy Grand High Priest shall examine the by-laws of every Chapter in his District. An amendment to the by-laws of any Chapter shall not have the force of law until it shall have been passed upon by the District Deputy Grand High Priest and have been submitted by him to and approved by the Grand High Priest.

Section 85. Possession of Property of Extinct Chapter. The District Deputy Grand High Priest shall take possession of all of the property of any extinct Chapter in his District and shall forward to the Grand Secretary its Charter, jewels and records, and make sale of its furniture and other marketable effects. All monies received by him shall be paid to the Grand Treasurer with a specific statement of the sources from which they have been received.

Section 86. Removal of Appointed Officer or Member of A Committee. Any appointed officer or member of a committee may be removed from his position by the appointing officer. This applies to both Grand Chapter and to Subordinate Chapters.

Section 87. Public Ceremonies. It is proper to install officers, institute a Chapter under dispensation, dedicate and charter a new Chapter, dedicate Chapter rooms or Masonic Temples owned by the Chapter in public or open ceremonies provided (a) that such ceremonies can be performed in a creditable manner and do not include any of the forms or ritual of Capitular Masonry not proper to be publicized and (b) that dispensation for holding such ceremonies be first obtained from the Grand High Priest.

FEES TO GRAND CHAPTER

Section 88. Fees to Grand Chapter. At the time application is made, the following fees shall be paid to the Grand Secretary, who shall promptly pay them to the Grand Treasurer and report thereof to the Grand Chapter.

- (a) For the charter of a new Chapter, five dollars;
- (b) For a duplicate charter, five dollars;
- (c) For the dispensation to form a new Chapter, forty-five dollars.
- (d) For any other dispensation attested by the Grand Secretary, five dollars;
- (e) For a Grand Chapter diploma with the seal of the Grand Chapter, two dollars;
- (f) For the exaltation of a Companion, fifty dollars.

(Amended 11/17/2012)

SUBORDINATE CHAPTERS

Section 89. Definition. A Chapter is an organized body of Royal Arch Masons authorized by a charter from Grand Chapter to exalt and admit Royal Arch Masons or by a dispensation by the Grand High Priest to open a Chapter and confer the several degrees of Royal Arch Masonry on candidates. The degrees will be conferred in the following order: Mark Master, Past Master, Select Master, Royal Master, Most Excellent Master, and Royal Arch Degree. (Amended 11/18/2000)

Section 90. Location of Charter Or Dispensation. The charter or dispensation must always be in the Chapter room or ante-room during convocations of the Chapter.

Section 91. Convocations for Work. Every Chapter is required to hold its Stated Convocations in the Royal Arch Degree. If work is conferred in the other degrees at the Stated Convocation, the Chapter must be dispensed with for work in such other degrees. At the conclusion of such work, labor must be resumed in the Chapter and the Chapter closed in the Royal Arch Degree.

(Amended 11/14/1992)

Section 91.01. Called Convocations for Work. Every Chapter may open and close its Called Convocations in the degree in which the work is to be conferred. The minutes of Called Convocations may be read and approved in the last degree conferred at the Called Convocation or read and approved at the next Stated Convocation. This is to be determined by the High Priest.

(Added 11/14/1992)

Section 92. Stationed Officers. The High Priest, King, and Scribe are the stationed officers of the Chapter. If the High Priest is absent, his station shall be occupied by the King, if present, or if the King is absent, by the Scribe. If any other officer is absent, his place may be temporarily filled by any Royal Arch Mason designated by the Captain of the Host.

Section 93. Stationed Officer Required to Open A Chapter. A Chapter cannot be opened or stand open without the presence of one of its stationed officers, but any Companion may preside at the request of the officer entitled to preside.

Section 94. Tiling the Chapter. During every convocation the Chapter must be tiled by a Royal Arch Mason.

Section 95. Required Ritual. Every Chapter shall practice the ritual as taught by the Committee on Work and the Grand Lecturer and approved by the Grand Chapter. The use of the ritual book or any excerpt from the ritual book during any convocation, stated, called or otherwise, is expressly prohibited, except by a prompter designated by the High Priest. Any ritual book or excerpt therefore, used in violation of this law, shall be immediately confiscated by the High Priest and returned to the Companion at the conclusion of the convocation. (Amended 11/19/1994)

Section 96. Chapter Records. Each Chapter shall keep books containing its by-laws, the names of its members, and a record of the transactions of each Convocation as may properly be committed to writing.

Upon completion of each Stated Convocation, all subordinate Royal Arch Chapter Secretaries shall submit the Monthly Activity Report on the form provided by the Grand Secretary in order to enable him to maintain and update all of the records of this Grand Royal Arch Chapter.

(Edict No. 99-002 of Edwin Clifton Whitlock 01/15/1998)

Section 97. Stated Convocations. The date and hour of stated convocations shall be prescribed by the Chapter in its by-laws. A Chapter shall not hold a convocation, stated or special, during the Grand Annual Convocation of the Grand Chapter. **No business that requires a vote of members, other than payment of bills, shall be conducted unless at least five members are physically present.** (Amended 11/23/2024)

Section 98. Chapter Incorporation. It is improper for any Royal Arch Chapter to be incorporated and any Chapter asking for or accepting a charter from the State shall be suspended by the Grand High Priest.

CHAPTERS UNDER DISPENSATION

Section 99. Petition for Dispensation to Form a New Chapter. Every petition for a dispensation for a new Chapter shall be signed by at least nine Royal Arch Masons who shall state their present or late Chapter affiliation.

Section 100. Qualifications of Petitioners. All the petitioners for a dispensation for a new Chapter must be members in good standing of a subordinate Chapter, or if non-affiliates, Royal Arch Masons of high moral character.

Section 101. Presentation of Petition. Every such petition must be presented to all Chapters within the District in which the proposed Chapter will operate. Such petition must be presented at a stated convocation, lie over at least one lunar month, and notice must be given thereof to all members thereof immediately after the petition is presented.

Section 102. Role of The District Deputy Grand High Priest. Each such petition shall be presented to the Grand High Priest through the District Deputy Grand High Priest, whose duty it shall be to inform himself as to the character of the petitioners, the qualifications of the officers proposed, the suitability of the meeting place provided, and the effect of the establishment of the new Chapter upon the harmony and prosperity of existing Chapters in the District. He shall forward this petition together with a report as to all these matters to the Grand High Priest.

Section 103. Issuance of Dispensation. A dispensation for a new Chapter shall be signed by the Grand High Priest and attested by the Grand Secretary, under the seal of the Grand Chapter.

Section 104. Jurisdiction of Chapter Under Dispensation. The jurisdiction of a Chapter under dispensation shall be the same as if it were regularly chartered, and immediately upon the issuance of such dispensation, the Grand Secretary shall notify all Chapters whose jurisdiction will in anywise be affected by the dispensation. The Grand High Priest shall assign the chapter under dispensation to the District to which it is geographically convenient.

Section 105. Duration of Dispensation. Such dispensations shall continue in force, unless revoked by the Grand High Priest, until the next Grand Annual Convocation, and if a charter be then granted, until the Chapter shall be constituted under the charter, but not more than three months after the charter shall have been granted. The High Priest, King, and Scribe of a Chapter working under dispensation shall make due return of a copy of all proceedings held there under to the Grand Chapter at the Grand Annual Convocation next succeeding the issuance of such dispensation and shall, at the time the Chapter is constituted, deliver the dispensation to the constituting officer, who shall forward the same with his report to the Grand Secretary.

Section 106. Status of Petitioners. All of the petitioners for a dispensation shall be regarded as members of the Chapter while working under dispensation, and if a charter is granted, of the chartered Chapter.

Section 107. Rights and Privileges of Chapter Under Dispensation. A Chapter acting under a warrant of dispensation shall have the rights and privileges conferred by the warrant and none other except the inherent right of a Masonic body to govern its members and to raise money by levy to pay its expenses.

Section 108. By-laws. By-laws for a new Chapter may be drawn up for approval of the Grand High Priest only after a Chapter under dispensation has been granted a Charter by the Grand Chapter of Virginia. A Chapter under dispensation has no by-laws and operates solely under the terms granted by the Warrant of Dispensation as issued by the Grand High Priest.

Section 109. Dues and Fees. A Chapter under dispensation is not liable to Grand Chapter for per capita dues or exaltation fees prior to the date when the Charter is granted. For other fees see Section 88.

CHARTERED CHAPTERS

Section 110. Definition of Charter. The charter of a Chapter is an instrument written or printed upon parchment, signed by the Grand High Priest, King and Scribe, sealed with the seal of the Grand Chapter and attested by the Grand Secretary, setting out the names of the High Priest, King and Scribe, authorizing them to call in other Companions to their assistance, to confer the Capitular Degrees and to perform other work agreeably to the ancient customs and usages of Royal Arch Masonry.

Section 111. Definition of Charters for Research. Chapters. The charter for a Chapter organized solely to facilitate research is an instrument written or printed on parchment, signed by the Grand

High Priest, King and Scribe, and sealed with the seal of the Grand Chapter and attested by the Grand Secretary. Such charters set out the names of the High Priest, King and Scribe and authorize those named, and their successors, to promote such research as may be fitting for the Capitular Craft. Implicit in the granting of a Research Chapter charter is the exemption of that Chapter from the application of Sections 96, 116, and that part of Section 143 of the Digest of the Grand Chapter Royal Arch in Virginia pertaining to current certificates of proficiency. (Adopted 10/27/1984)

Section 112. Duplicate Charter. If the charter of an existing Chapter is lost or mutilated, the Grand High Priest may authorize the Grand Secretary to furnish a duplicate, upon the face of which the Grand Secretary shall certify that it was issued by order of the Grand High Priest, with the date of the reissue.

Section 113. Charter Authorized by Grand Chapter. A Charter for a new Chapter shall not be authorized except by Grand Chapter in Grand Annual Convocation, and then only upon application by a Chapter working under dispensation. Such application shall be accompanied by the endorsement of the District Deputy Grand High Priest of the District in which it is located, setting forth the facts that the proposed Chapter has provided a suitable place in which to hold its Convocations and that the officers named in said application are proficient in the work.

Section 114. Jurisdiction. All Chartered Chapters and Chapters under dispensation shall have statewide concurrent territorial (geographical) jurisdiction. A Chapter acquires jurisdiction over a petitioner for the degrees at the time his petition is presented at a Stated Convocation and the receipt thereof is recorded in the minutes of that Convocation. (Adopted 10/25/1986)

Section 115. Annual Convocation. The first stated Convocation of the Chapter in the month of September shall be the Annual Convocation.

Section 116. Returns and Dues. Every Chartered Chapter shall, with its annual returns, make payment to the Grand Chapter the sum of thirty six (36) dollars for each member reported (including Honorary Members) of such Chapter, and for any members not accounted for on its latest returns, together with such sum for each exaltation during the Chapter year as shall be determined by Grand Chapter, provided, however, that no Grand Chapter dues shall be paid on any member of a Chapter who holds perpetual membership in such Chapter, or on any member of a Chapter who shall have an aggregate of fifty years in a regular Chapter chartered by this Grand Chapter, or by a Grand Chapter recognized by the Grand Chapter of Virginia, and whose membership for the five years last past shall have been in a Virginia Chapter, and whose name shall be certified annually by the Grand Secretary as having such membership. (Adopted 11/23/2019)

Section 117(a). Failure to Meet. If any Chapter shall fail to hold their annual Stated Convocation in accordance with Section 115, or fails to open at least three other convocations during the capitular year, the Grand High Priest may appoint a committee to investigate the failure of the chapter to comply with this section, or, at his discretion, may under Section 118(a), arrest the charter of the chapter after making the determination that the chapter has failed to comply with this section. He may restore the charter, at his discretion, if he is satisfied that the chapter has instituted measures to come into compliance.

Absent action by the Grand High Priest, the chapter shall be put on notice by the Grand Secretary that its charter will be subject to suspension under Section 117(b), unless it comes into compliance with this section. This notice shall become an official record of the proceedings of the Grand Chapter Annual Convocation held subsequent to the capitular year in which the chapter failed to meet the requirements of this section. The chapter may continue to hold convocations, with the current officers, assess and collect dues from its members and operate as a chartered chapter while under such notice.

Section 117(b). Failure to Meet for Two Consecutive Years. If a chapter with a charter in notice of suspension by the Grand Chapter under Section 117(a) shall fail to meet the requirements of Section 117(a) for a second year, its charter may be revoked by vote of Grand Chapter under Section 119(a)(1).

Section 118(a). Arrest of Charter. The Grand High Priest may arrest the charter of a chapter engaged in any activity reported under Section 80, or noncompliance with Section 117(a), or any other un-masonic activity under the name of the chapter. He may, upon evidence that the causal offense has been corrected, restore the charter to the affected chapter. He shall delineate the circumstances of the arrest, and any subsequent actions, in his report to Grand Chapter. Section 119(a) (2) shall apply if the charter is still under arrest at the time of the Grand Annual Convocation.

Section 118(b). Rights of Members of Affected Chapter. Members of any chapter affected by Section 118(a), and who have a current dues card from the affected chapter, may visit other chapters and apply for affiliation to other chapters under Section 189 and Section 190. Section 197 shall not apply until the charter of the affected chapter is revoked by action of Grand Chapter.

Section 119(a). Proposal for Revocation of Charter.

- (1) **Revocation under Section 117(b).** The Grand Secretary may prepare and submit a proposal to the Committee of the Whole Grand Chapter to revoke the charter of a chapter under Section 117(b). The proposal shall provide specific information regarding the failure of the affected chapter to comply with the requirements of Section 117(b) along with any mitigating information provided by the chapter.
- (2) **Revocation under Section 118(a).** The District Deputy Grand High Priest in whose district the chapter affected by Section 118(a) belongs, or another companion designated by the Grand High Priest, shall prepare and submit a proposal to the Committee of the Whole Grand Chapter for the revocation of the charter of the affected chapter. The proposal shall delineate the circumstances leading to the arresting action by the Grand High Priest, along with any other supporting evidence.

Section 119(b). Redress by Affected Chapter.

- (1) **Redress under Section 117(b).** The members of any chapter affected by Section 117(b) shall be provided the opportunity to present to the Committee of the Whole Grand Chapter all circumstances regarding compliance with Section 117(b) and any mitigating actions taken or proposed to bring the chapter into compliance.
- (2) **Redress under Section 118(a).** The members of any chapter affected by Section 118(a) shall be provided the opportunity to present to the Committee of the Whole Grand Chapter all circumstances leading to the arrest of the charter and all mitigating actions subsequently taken by the officers and membership of the chapter to heal the offense.

Section 119(c). Revocation of Charter. Upon consideration of all evidence presented in the proposal under Section 119(a), and mitigation, if any, presented under Section 119(b), the Committee of the Whole Grand Chapter shall vote on the proposal submitted under Section 119(a) for the revocation of the charter. Notwithstanding the results of the vote of the Committee of the Whole Grand Chapter, a scaled vote can be requested under Section 16.

Section 119(d). Assets of Chapter with Revoked Charter. Upon revocation action taken by The Grand Chapter, the affected chapter shall become extinct. The District Deputy Grand High Priest shall immediately act under Section 84 to obtain and process the assets of the affected chapter. Section 197 shall apply to the remaining members of the affected chapter. (Amended 11/14/2015)

Section 120. Failure to Make Annual Returns. If any Chapter shall fail to make its annual returns, it shall be charged on the books of the Grand Secretary with the amount of its dues for the preceding year. Any Chapter which shall fail to make its annual returns and payments by the 10th day of October shall be deprived of its representation in Grand Chapter.

Section 121. Failure to Make Annual Returns for Two Successive Years. If any Chapter shall fail for two successive years to make its annual returns or payment of its dues, it shall, ipso facto, be suspended. Upon making such returns and payment of all arrearages to the Grand Chapter, the Grand High Priest may, in recess, reinstate it. If not reinstated by the Grand High Priest in recess or by Grand Chapter at its next Annual Convocation, it shall become extinct.

Section 122(a). **Conferring Degrees by Courtesy.** A Chapter may confer any degree as a courtesy for another Chapter within the Grand Jurisdiction of Virginia. A Chapter shall not confer any degree upon a person from a Chapter outside of the Grand Jurisdiction of Virginia except upon the written request of the Chapter in the jurisdiction in which he belongs processed through the offices of the Grand Secretaries. Upon agreeing to honor such a request, a Chapter may confer the degree without balloting, and the fees therefore shall belong to the Chapter making the request.

(Adopted 11/23/2024)

Section 122(b). **Requesting Degrees by Courtesy.** A Chapter may, after majority affirmative vote viva voce, directly request another Chapter to confer any degree as a courtesy within the Grand Jurisdiction of Virginia. A Chapter, after majority affirmative vote viva voce, may request a Chapter outside of the Grand Jurisdiction of Virginia to confer any degree by courtesy, provided that the request be made in writing and processed through the offices of the Grand Secretaries.

(Adopted 11/23/2024)

Section 123. Relinquishment of Jurisdiction. A Chapter may relinquish its jurisdiction over an elected candidate by a majority in a viva voce vote. When jurisdiction has been waived, the fees for the degrees not already conferred shall belong to the Chapter conferring them.

Section 124. How to Withdraw Petition for The Degrees. A petition to the Chapter for the degrees cannot be withdrawn without the unanimous consent of the Chapter.

Section 125. High Priest May Refuse to Confer the Degree. The High Priest may refuse to confer any degree upon an applicant if he believes him to be morally unworthy.

Section 126. Member May Object to Conferring the Degree. Before the Mark Master's degree is conferred, any member of the Chapter may state to the High Priest his objection and the High Priest may, upon such objection, decline to confer the degree. Unless such objection is withdrawn within six months, a new ballot shall be taken on the petition at the expiration of that time.

Section 127. Mark Recorded. The Royal Arch Degree shall not be conferred on any candidate until the High Priest or Acting High Priest has been assured by the Secretary that the candidate's Mark has been recorded in the Book of Marks.

Section 128. Objection After Any Degree Conferred. Any member may object to the advancement of a candidate at any time before the Royal Arch Degree is conferred. The objection shall be in writing, signed by the Companion making the objection, and the High Priest shall appoint a committee to investigate the objection and report at the next stated Convocation of the Chapter. Upon receipt of the report, the High Priest shall put the question on sustaining the objection, and if one-third of the member's present vote to sustain, the candidate shall stand rejected for advancement.

Section 129. Member Shall Not Disclose His Ballot. A Royal Arch Mason shall not disclose his ballot either affirmative or negative on any matter of membership. (Amended 11/23/24)

Section 130. Visiting Clandestine Chapters Prohibited. A Companion shall not visit any Chapter of clandestine Royal Arch Masons or hold Masonic intercourse with a clandestinely made Royal Arch Mason, nor with a Companion under suspension or expulsion, while under such sentence.

Section 131. Every Member to Ballot on Petitions for Degrees, Etc. Every member of the Chapter present shall ballot, unless excused by unanimous vote, whenever a ballot is taken:

- (a) On a petition for degrees, affiliation, or reinstatement;
- (b) On a resolution proposing a Companion for honorary membership;

(Amended 11/23/2024)

Section 132. Application to Masonic Bodies for Assistance In Any Masonic Enterprise or Charity. All Chapters and Royal Arch Masons are forbidden to make application to Masonic bodies in other Grand Jurisdictions for assistance in any Masonic enterprise or charity within this Grand Jurisdiction without the approval and permission of the Grand High Priest.

Section 133. Chapters Shall Not Set Up or Promote Lotteries, Etc. A Chapter, association of Chapters, or any Royal Arch Mason shall not set up, promote, or be concerned in managing or drawing any lottery, gift concert, **gift enterprise**, or raffle, or knowingly permit any such lottery, gift concert, gift enterprise, or raffle in any building under its control, or accept the benefit of money or other things of value, acquired by means of such lottery, gift concert, gift enterprise, or raffle. **The Grand Chapter and subordinate Chapters may hold such enterprises provided that all local, state, and federal laws are obeyed, that they are solely to benefit recognized charitable causes such as the Grand Chapter Charities Fund, Alzheimer's Association, MAHOVA, Project Lifesaver, and are approved by the Grand High Priest.**

(Amended 11/23/2024)

Section 134. Use of Chapter Emblems. The use of Capitular emblems and devises on business cards or signs or by way of advertisement, except for legitimate Masonic purposes, is strictly forbidden.

Section 135. Publication of Names of Candidates. General publication, by printed notice or otherwise, of the name of any candidate for the degrees or any applicant for affiliation, or of any rejection, suspension, or expulsion by the Chapter is strictly forbidden, except that every Chapter shall give to all Chapters within the District immediate notice of all petitions for the degrees or applications for affiliation received and of all rejections, suspensions or expulsions by the Chapter.

Section 136. Rejected Candidate Cannot Apply Until Lapse of Six Months. A Chapter shall not receive the petition of a candidate for the degrees who has been rejected in that Chapter, or in any other Chapter, until after the expiration of six months from the date of his rejection, nor shall he be allowed, while residing within the jurisdiction, to petition any other Chapter.

Section 137. Every Companion Should Attend All Convocations When Duly Summoned. Every Companion shall attend all Convocations, whether stated or emergent, when duly summoned, unless he can offer such a plea of necessity for his absence as the By-Laws and General Regulations admit; he shall also render a, willing and cheerful obedience to all these laws and regulations.

Section 138. Behavior of Companions While Chapter Is at Labor. While the Chapter is engaged in its usual labors, the Companions shall hold no private conversations or committee

meetings without permission from the Grand High Priest; nor shall they introduce any remarks irrelevant to the business before them. They shall not interrupt the High Priest, or King, or Scribe, or any Companion addressing the presiding officer, or act ludicrously while the Chapter is engaged in what is serious and solemn. Every Companion must show due respect to the High Priest, King, and Scribe and other Companions.

Section 139. Discussions Relating To Nations, Religions, or Politics Forbidden. Discussion relating to nations, religions, or politics shall never be introduced within the walls of the Chapter. Masons profess the universal religion, recognize only those political maxims in which all men agree, and consider all the people of all nations as members of the same human family.

OFFICERS OF A SUBORDINATE CHAPTER/COUNCIL CRYPTIC MASONS

Section 141. Officers of The Chapter. The officers of a Subordinate Chapter shall include: The High Priest, King, Scribe, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, three Grand Masters of Veils, Chaplain, Steward, and Tiler, each of whom shall continue in office until his successor is elected or appointed and duly installed. Any officer, except an installed High Priest, may resign his office, and any officer-elect may decline installation. (Incorporated B.B. Belote Edict of 1988)

Section 142. Eligibility for Office. A Companion cannot be High Priest of a Chapter until he has regularly served one year in the office of King or Scribe except by dispensation of the Grand High Priest or when a new Chapter is about to be formed.

Section 143. Election of High Priest. No Companion shall be elected High Priest, King or Scribe unless he be competent to open, dispense with, call back, and close a Chapter, and have a current certificate of such proficiency issued by a member of the Committee on Work. Said certificate is to be on record with the Secretary of his Chapter. Also, said certificate shall be valid for three years from the date of issue. (Amended 11/20/2010)

Section 144. Order of High Priesthood. The High Priest shall receive the Order of High Priesthood at the earliest practicable time after his installation, and failure to do so shall deprive him of the rights and honors of a Past High Priest.

Section 145. High Priest May Remove Appointed Officers. The High Priest may, at any time, remove any appointive officer and appoint a successor.

Section 146. Election of Officers: When held. The election of officers shall be held annually in each Chapter at its Annual Convocation as provided for in Section 115.

Section 147. Procedure If Election Is Not Then Held. If the election is not held at the Annual Convocation, the High Priest shall, as soon thereafter as practicable, order the members to be notified to attend the next stated Convocation for the purpose of electing officers and whenever a vacancy in any elective office shall occur, except that of High Priest, the members shall be notified to attend the next stated Convocation for the purpose of filling the vacancy.

Section 148. Election to Be by Ballot. All elections shall be by ballot, and a majority of the votes cast shall be necessary to elect. The nominee receiving the lowest number of votes shall be dropped on each ballot until a nominee shall have received a majority of the ballots cast.

Section 149. Which Officers Must Be Elected. The High Priest, King, Scribe, Treasurer, and Secretary shall be elected by the Chapter and all other officers shall be appointed by the High Priest, to include an Assistant Treasurer and Assistant Secretary or elected by the Chapter as may be provided in its By-Laws. (Edict of Bernard B. Belote, Jr. 02/14/1988)

Section 150. King and Scribe Always in Nomination for Office of High Priest. If eligible, as provided in Section 142 and 143, the King and Scribe shall always, by virtue of their office, be in nomination for the office of High Priest, and any member of the Chapter may add to these nominations.

Section 151. High Priest-Elect to Make Nomination for Each Office. The High Priest elect shall have the right to make a nomination for each of the other elective offices, and the Chapter may add to the nominations.

Section 152. Nominees to Retire Before Discussion or Ballot. The nominees shall retire from the Chapter before any discussion or ballot, but before the ballot is closed, they shall be permitted to return and vote.

PAST HIGH PRIEST

Section 155. Title “Past High Priest” Defined. The title of Past High Priest shall be accorded a Companion who has received the Order of High Priesthood and has served as High Priest for one Capitular year. If two or more Chapters consolidate, or if a Chapter surrenders its charter, the High Priest who, by reason of such action does not serve a full year, shall also be entitled to the rights and benefits of a Past High Priest.

Section 156. Order of High Priesthood Conferred In A Provisional Council. A Provisional Council for the purpose of conferring the Order of High Priesthood upon any High Priest may be held at any time by three or more regularly anointed High Priests, and the fact that the Order was conferred shall be certified by the Past High Priest presiding in such Provisional Council to the Recorder of the Grand Council of Anointed High Priests of Virginia and to the Chapter of the Companion anointed, which certificate shall be spread upon the records of such Chapter.

HIGH PRIEST

Section 157. Powers and Duties of High Priest. The High Priest of a Chapter shall direct and control the order of business of his Chapter and, whether the Chapter is in recess or in session, shall require and enforce the observance of all the laws of the Grand Chapter and the By-Laws of his Chapter.

Section 158. High Priest May Assemble His Chapter in Special Convocation. The High Priest may assemble his Chapter in special Convocation whenever he may deem it proper to do so.

Section 159. Who May Act in Absence of High Priest. In the event of the absence of the High Priest, his death or disqualification for any cause, the King shall succeed to all the duties of the High Priest and shall take his place during his term of office or until the disqualification is removed; his succession, however, does not create a vacancy in the office of King, which must be filled by pro tempore appointment at each convocation of the Chapter while he continues to discharge the duties of the High Priest. In the like event as to both the High Priest and King, the Scribe shall succeed in like manner. And if the presiding officer shall call on any qualified Companion to preside, nevertheless such Companion shall derive his authority from such officer. In the event of death or disability of the High Priest, King and Scribe, the Secretary shall immediately inform the District Deputy Grand High Priest, who shall assemble the Chapter, at a Stated or Special Convocation, to fill the vacancies of King and Scribe and, in the interim, the Junior Past High Priest shall be the Acting High Priest.

Section 160. An Appeal Shall Never Be Taken to The Chapter From A Decision Of The High Priest. An appeal from the decision of the High Priest shall never be taken to his Chapter, but such

appeal shall be taken through the District Deputy Grand High Priest to the Grand High Priest. But if the High Priest whose decision is a matter of complaint is also a District Deputy Grand High Priest, the appeal may be taken directly to the Grand High Priest.

KING AND SCRIBE

Section 161. Duties of King and Scribe. It shall be the duty of the King and Scribe to qualify themselves to discharge all the duties of the High Priest and, in his absence, or his disqualification, or at his request, be always ready to assume the duties of his office.

TREASURER

Section 162. Treasurer Shall Receive All Monies, Etc. The Treasurer shall receive from the Secretary all monies collected by him for the Chapter, giving his receipt, therefore. He shall deposit all funds to the credit of his Chapter in a bank designated by the Chapter and shall disburse the same, by his check as Treasurer, as he may be ordered by the Chapter or the High Priest.

Section 163. Treasurer Shall Keep Books. The Treasurer shall keep books setting out in detail his accounts, preserve all vouchers for disbursements, and be prepared at any time to exhibit the same when required by the Chapter or the High Priest.

Section 164. Treasurer Shall Have Custody of the Jewels and Furniture. Unless the High Priest or the Chapter provides otherwise, the Treasurer shall have charge and custody of the jewels and furniture of the Chapter.

Section 165. How Treasurer's Books Shall Be Audited. An auditing committee shall be appointed by the High Priest to examine the accounts and records of the Treasurer and Secretary and to report to the Chapter at or before the Annual Convocation of the Chapter.

SECRETARY

Section 166. Secretary Shall Keep Minutes, Etc.

- (a) The Secretary shall keep accurate minutes of all the proceedings of the Chapter which may be proper to be written and when approved shall be faithfully entered into books of permanent record. The minutes of the Stated Convocation shall be read in open Chapter before the close of the convocation. The minutes of any Special Convocation at the opinion of the High Priest may either be read in open Chapter before the close of that Convocation or the reading may be dispensed with, provided the High Priest subsequently reviews such minutes and ascertains they are correctly recorded prior to approving them. All minutes for Special Convocations must be approved on or before the following Stated Convocation.
- (b) The Secretary shall receive all monies due the Chapter, whether from fees for the degrees, dues, or other resources, and enter the same upon his minutes, showing the amounts and from whom received, making the same entry of monies received since the preceding Convocation as if paid at the current Convocation, and shall pay them over to the Treasurer, taking his receipt for the same. (Approved 11/11/1989)

Section 167. Secretary Shall Be Custodian of Seal, Etc. The Secretary shall be the custodian of the seal, the archives, and the records of the Chapter.

Section 168. Secretary Shall Keep List of Members And Accounts With Each Member. The Secretary shall keep an accurate list of all members of the Chapter, with the date of exaltation or admission to membership, and an account of the fees and annual dues of each member. He shall

charge each member with the amounts prescribed by the By-Laws or resolution of his Chapter and credit accounts as payments are received.

Section 169. Secretary Shall Prepare Monthly Reports and Annual Returns, Etc. Within ten (10) days following the date of each Stated Convocation of each Chapter, the Secretary shall prepare and submit a fully completed Activity Report to the Grand Secretary's Office using the forms provided by the Grand Secretary for this purpose. A report shall be submitted every month even if no Convocation is opened or no changes are to be reported. In addition, within ten (10) days following the Annual Convocation of each Chapter, the Secretary shall prepare and forward the Annual Returns to the Grand Secretary's Office using forms furnished by the Grand Secretary for this purpose. The Annual Returns shall include the names of the officers elected or appointed at the Annual Convocation together with the dues as provided by Section 116.
(Amended 11/21/1998)

Section 170. Secretary Shall Furnish Information of Changes in Office of High Priest Or Secretary. The Secretary shall give the Grand Secretary and the District Deputy Grand High Priest prompt information of any change that may occur in the office of High Priest or Secretary.

OTHER CHAPTER OFFICERS

Section 171. Duties of Other Chapter Officers. The Captain of the Host, the Principal Sojourner, the Royal Arch Captain, the three Grand Masters of Veils, and the Steward shall perform their respective duties in accordance with the usages and customs of Royal Arch Masonry in this jurisdiction.

THE TILER

Section 172. Qualifications of the Tiler. The Tiler should be a Companion of knowledge and experience.

Section 173. Duties of Tiler. The principal duty of the Tiler is to ensure that no person, even though a member, shall enter the Chapter while the Chapter is in session without the knowledge and consent of his superior officer. It shall also be his duty to summon the members, when so ordered, and generally to perform such duties during the recess of the Chapter as may be required by the High Priest.

Section 174. Privileges of Tiler. If the Tiler is a member of the Chapter, he is entitled to all the privileges to which any other member is entitled.

INSTALLATION OF OFFICERS

Section 175. Officers Must Be Installed Before Entering Upon Duties, Etc. Every officer of a Chapter shall be duly installed into office before he can enter upon the discharge of his duties or be entitled to the privileges of his office, and such installation should be at the Annual Convocation or at the same convocation at which he has been elected or appointed; at the next stated Convocation; or in a public installation, given the approval and dispensation of the Grand High Priest. If an officer-elect, other than the High Priest, is absent, and his consent to accept the office is known, he may be installed by proxy, and if he has not designated any Companion present as his proxy, the High Priest may appoint one for him. If his acceptance of the office is not known, the ceremony of installation may be postponed until a subsequent convocation, either stated or special. The High Priest-Elect shall not be installed by proxy.

Section 176. Officers to Be Installed by Retiring High Priest or a Past High Priest. The officers-elect shall be installed by the retiring High Priest or by a Past High Priest designated by him.

FEES AND DUES

Section 177. Chapter Shall Prescribe Annual Dues, Etc. Every Chapter shall in its By- Laws prescribe annual dues to be paid by its members and fees for the degrees; provided, however, that every member on whom the Chapter does not pay Grand Chapter per capita tax because of his longevity of membership, as certified by the Grand Secretary under the provisions of Section 116 of the Digest, or who holds perpetual membership in the Chapter, shall be exempt from the payment of annual dues to such Chapter. Annual dues cannot be changed during the current Capitular Year.
(Adopted 10/24/1987)

Section 178. Return of Fee of Rejected Petitioner. Upon the rejection of a petition, the fee accompanying it shall be returned to the petitioner.

Section 179. Minimum Fee for the Degrees. Each Chapter holden under the Grand Chapter of Royal Arch Masons in Virginia shall determine the fees to be charged for the six Capitular Degrees and include same in the by-laws of the Chapter, provided, however, that such fees shall not be less than those prescribed in Section 88.
(Amended 11/16/2002)

Section 180. How Fees Are to Be Paid. The fees for the degrees shall be paid as each Subordinate Chapter may direct, provided that the entire amount must be paid before the Royal Arch Degree is conferred.

Section 181. Exemption From Fees and Dues. A Chapter may, in its By-Laws or by special resolution adopted by a unanimous vote, exempt from fees for the degrees and from the payment of annual dues members of religious denominations engaged in the work of their ministerial profession, and it may exempt from the payment of dues any member it may see fit.

Section 182. Fee For Affiliation. No fee for affiliation shall ever be required of a Companion from a subordinate Chapter of the Grand Chapter of Virginia. A fee of twenty-five dollars (\$25.00) shall be paid to the Grand Chapter of Virginia for each member from another Grand Jurisdiction affiliating with a Virginia Chapter, which shall be forwarded to the Grand Chapter immediately after the stated convocation at which the Companion is elected to membership.
(Amended 11/23/2024)

PETITIONS FOR DEGREES

Section 183. Petitioner Must Be a Master Mason in Good Standing In Some Symbolic Lodge. To petition for the degrees or to apply for or retain membership in any Chapter in this Grand Jurisdiction, it is necessary that the petitioner or applicant be a member in good standing of a Symbolic Lodge in Virginia or in another Grand Jurisdiction recognized by the Grand Lodge of Virginia. A member of a Royal Arch Chapter who has demitted from his Symbolic Lodge shall not forfeit his membership in the Chapter until he has become subject to the penalties of non-affiliation as prescribed by the laws of the Grand Lodge of Virginia or until his status under the laws of the Grand Lodge to which he owes allegiance becomes equivalent to non-affiliation under the laws of the Grand Lodge of Virginia. any Master Mason in good standing is eligible to petition for the degrees as conferred in the Chapter. Any member of a lodge in another Grand Jurisdiction must be free from any restrictions pertaining to petitioning or joining any appendant body. Such membership shall be verified through the office of the Grand Secretary in correspondence with the Grand Jurisdiction to which the petitioner holds allegiance.
(Amended 11/20/21)

Section 184. Residence of Petitioner. A petitioner for the degrees shall be:

- a. a resident of the Commonwealth of Virginia
- b. a resident of an adjoining state who qualifies under Section 2

- c. a resident of an adjoining state with a Waiver of Jurisdiction from that Grand Chapter at the time of the presentation of his petition to the Chapter (Amended 11/23/2024)

Section 185. Form of a Petition. The petition shall be in the form set forth in the Appendix to this Digest; signed by the petitioner in his own handwriting; and signed by at least two members of the Chapter or other well-known Royal Arch Masons recommending and vouching for him as a proper person to receive the Capitular degrees.

Section 186. How Petition Presented, etc. The petition shall be presented at a Stated Convocation of the Chapter. If there are no objections, the petition may be balloted on at the same Convocation at which it is presented, and the ballot shall be unanimous to elect the petitioner. If there is an objection the petition must layover one lunar month before it may be considered. Any discussion of the moral qualifications of the petitioner in open Chapter shall take place only at the Convocation at which the petition is taken up for consideration, after it is read and before the ballot is circulated. If the ballot is re-circulated, there shall be no discussion. When two or more petitions are presented for balloting, they may be balloted on collectively. If such a ballot is not clear, each petition shall be balloted on separately without further discussion. (Amended 11/14/1992)

Section 187. Petitioner to Present Himself For Degrees Within Six Months. If the petitioner be elected, he shall present himself to receive the degrees within six months after being notified to do so, unless the Chapter by a majority vote shall grant him further time. After he has received one or more degrees, the Chapter may confer the remaining degrees without regard to the six months limitation.

Section 188. Procedure If Petitioner Is Not Granted Further Time. If the petitioner is not granted further time and does not present himself, his deposit fee shall be forfeited to the Chapter, and if thereafter he desires to petition for the degrees, he shall proceed as required in Sections 183 to 186 above.

AFFILIATIONS

Section 189. How Application for Affiliation Within State and Out of State is to be Filed. A Royal Arch Mason who desires to affiliate with a Chapter in Virginia shall file his application at a Stated Convocation of the Chapter. The applicant shall be recommended by two Royal Arch Masons. If there be no objection, and if the applicant possesses a Virginia Royal Arch Chapter Dues Card for the current year, the application may be balloted upon at the same Convocation at which it is received. In all other cases, the application shall be laid over until such time as the Grand Secretary has obtained from the applicant's home jurisdiction the dates of the degrees and history of membership of the Companion requesting affiliation. The Grand Secretary will also determine whether the applicant's current jurisdiction permits dual or plural membership and whether he must demit from his Royal Arch Chapter. Upon receipt of the necessary information, the Grand Secretary shall notify the Secretary of the Virginia Chapter that the Chapter may ballot on the Companion for affiliation and of any special conditions that must be considered. If the Companion must demit from his current Chapter, he may be elected to membership contingent on receiving a Demit from his former Chapter within 90 days. If he is to retain membership in his current Chapter, he must display a current Dues Card or a certificate of good standing under the seal of his current Chapter. In all cases, when two or more applications are presented for balloting, they may be balloted on collectively. A unanimous ballot shall in all cases be necessary to admit to membership. If the collective ballot is not clear, then each application shall be balloted on separately. (Amended 11/ 21/1998)

Section 190. Transfer of Perpetual Membership. Any Royal Arch Mason holding perpetual membership through the Grand Royal Arch Chapter of Virginia Perpetual Membership Fund may,

upon affiliation with another Chapter, transfer his perpetual membership by providing the Secretary of his affiliated Chapter with a copy of his demit from his former Chapter, along with a statement under the seal of his former Chapter attesting to the amount contributed for a perpetual membership, provided that the member pay any difference to the Chapter if the amount of a perpetual membership **extant at the time of the original purchase** in the affiliated Chapter is greater than the amount contributed to the former Chapter. **If the transfer is involuntary, i.e. consolidation, the membership shall transfer without charge to the transferring member.** Upon notification of transfer, the dividend from the Perpetual Membership Fund will be adjusted by the amount of the original contribution, plus any increase in contribution, and at the next distribution date for the affected Chapters. In the case of suspended or extinct Chapters, the required information shall be obtained from the Grand Secretary. (Adopted 11/11/1989)

Section 191. Conferral of Necessary Degrees on Affiliated Royal Arch Masons. If the Royal Arch Companion has not received all the degrees conferred in Virginia Royal Arch Chapters, the Chapter shall ballot on the application as required by Section 189 and, if the applicant is elected to membership, it shall be subject to his presenting himself within ninety days from the date of his election to receive these degrees. If the degrees are not conferred within that time, the election shall be void and he shall not be recorded or reported as a member of the chapter until he has received those degrees. No fee shall ever be charged for these degrees when so conferred.

(Amended 11/20/1999)

Section 192. Chapter Responsible for Arrearages in Dues To Another Chapter. If any Chapter shall admit to membership a Companion who may be in arrears to another Chapter, it shall be responsible for such arrearages and may be suspended by the Grand High Priest if it fails to pay them when demand is made, therefore.

Section 193. Residence Not Essential To Membership. A Royal Arch Mason, who is a non-resident of the territory over which the Grand Chapter has jurisdiction, may be a member of a Virginia Chapter.

Section 194. Dual or Plural Membership. A Royal Arch Mason may be a member of as many Chapters as choose to admit him to membership.

Section 195. Rejected Candidate May Reapply. A Companion rejected for membership may renew his application to the same Chapter after the expiration of one month. He may apply to any other Chapter at any time.

Section 196. Member Moving Outside Jurisdiction Liable for Dues, Etc. A member removing his residence outside the territorial jurisdiction of his Chapter shall continue to be liable to the Chapter for dues and to the penalty for non-payment thereof, and he shall inform the Secretary of the address to which communications by mail should be forwarded to him.

Section 197. Members of Suspended or Extinct Chapters. Members of suspended Chapters, members of Chapters becoming extinct, and Companions holding demits shall not be subject to the disabilities of non-affiliation unless they shall fail within six months to become members of a Chapter. Failure to make an application within the period specified shall not prevent any Chapter entertaining an application for affiliation from such Companion.

Section 198. Candidate to Be A Member Of Chapter. A candidate exalted in any Royal Arch Chapter in this jurisdiction shall be, ipso facto, a member of that Chapter, unless the degrees are conferred by request of another Chapter, in which event he shall be a member of the Chapter making the request, and the Secretary of the Chapter shall notify the requesting Chapter when the Companion has received the Royal Arch degree.

HONORARY MEMBERS

Section 200. Who Maybe an Honorary Member. A Chapter may, at any stated Convocation, elect a Past High Priest or a member who is not a Past High Priest who shall have at least forty years of continuous membership in a Virginia Chapter as an honorary member. All motions to elect a Companion to honorary membership shall be made at a Stated Convocation and lie over until the next Stated Convocation for consideration.

Section 201. Ballot Taken as For Ordinary Membership. The ballot must be circulated as it is upon ordinary membership and a unanimous ballot is necessary for election to honorary membership.

Section 202. Rights and Privileges of Honorary Members. An honorary member shall have all the rights and privileges of other members but shall not be liable for any dues or assessments.

VISITORS

Section 204. Who May Visit. Any Royal Arch Mason in good standing may be permitted to visit a Chapter.

Section 205. Vouching For or Examining A Visitor. If a visitor to a Chapter cannot be vouched for by any Companion present, the High Priest shall direct the Captain of the Host and Royal Arch Captain or a committee of Companions skilled in the work to examine him.

Section 206. Establishing Credentials of Visitors. Before a visitor is examined as to his knowledge of Royal Arch Masonry, he shall state the name, number, and location of the Chapter of which he is a member and submit tangible evidence of his membership therein.

Section 207. Objection to A Visitor. If any member of the chapter objects to sitting in the Chapter with a visitor, except an Officer of the Grand Chapter, Past Grand High Priest or the District Deputy Grand High Priest, the High Priest shall refuse him admittance, or if he has been admitted, require him to withdraw. (Amended 11/20/2021)

DEMITTS

Section 210. Definition of A Demit. A demit is a simple certification that the demitting Companion has been a member of the Chapter and has voluntarily withdrawn his membership; that at the time of his withdrawal he was in good standing; and that he was not at that time indebted to the Chapter.

Section 211. Who May Demit. A member of a Chapter may, upon payment of all Chapter dues or remission thereof, withdraw his membership and take a demit from his Chapter, provided that no charges are pending against him and provided, further, that every withdrawal shall be noted upon the records of the Chapter.

Section 212. When A Companion Is in Good Standing. A Companion shall be regarded as in good standing if no charges are pending against him.

Section 213. How Demit Is Issued. At the written request of any Companion and whenever he shall be ordered to do so by the Chapter or by the High Priest, the Secretary shall furnish such Companion with a demit under the seal of the chapter.

DIPLOMAS

Section 214. Definition of a Diploma. A diploma is a certification of Grand Chapter that the Companion named therein is, at the date of the diploma, a member in good standing of the Subordinate Chapter named therein.

Section 215. Facts Must Be Certified to Grand Secretary. A diploma shall not be issued until the above facts are certified to the Grand Secretary by an extract from the minutes of the Subordinate Chapter. The diploma shall bear the date of the action of the Chapter.

Section 216. Diploma Must Be Applied for And Fee Paid Within Thirty Days. Unless the diploma is applied for and the fee paid within thirty days after such action of the Chapter, the diploma shall not be issued without a new recommendation from the Chapter.

Section 217. How Diploma Prepared. The diploma shall be written or printed upon parchment or parchment paper, signed by the Grand High Priest and the Grand Secretary, have the seal of Grand Chapter affixed thereto, and the Companion shall be required, upon presentation, to place his signature thereon.

CAPITULAR OFFENSES

Section 218(a). Duties of Royal Arch Masons. Royal Arch Masons owing allegiance to the Grand Chapter of Royal Arch Masons in the Commonwealth of Virginia and sojourning Royal Arch Masons while in the Commonwealth of Virginia must obey the civil laws, support the established government, keep inviolable the mysteries of the Order, preserve and obey the laws and resolutions of the Grand Chapter of Royal Arch Masons in Virginia, observe the Ancient Landmarks of Masonry, and discharge their duties and obligations to their families, to each other, and to mankind in general. Willful failure to comply with any of these requirements shall constitute a **Capitular** offense and subject the offender to **Capitular** trial and, if found guilty, to discipline.

(Adopted as amended 11/23/2024)

Section 218(b). Who May Make Charges. Any Royal Arch Mason in good standing may make written accusation against any member or sojourning Royal Arch Mason for offenses committed by him. After one Chapter prefers charges, no other Chapter shall prefer charges for the same offense. It is the duty of any member of a Chapter, knowing of a **Capitular** offense committed by a member of his Chapter, to prefer charges against him.

(Adopted as amended 11/23/2024)

Section 218(c). Determination of Action. The determination of whether a Royal Arch Mason may be guilty of a **Capitular** offense shall either be through the process of a **Capitular** Trial, or by adjudication action of the Grand High Priest. The Grand High Priest shall, in all cases, review all charges made against a Royal Arch Mason and make a determination to either send the case to trial, or immediately adjudicate the charges and impose penalty in the case of a guilty determination. He may, at his discretion, withhold action while efforts are made to reconcile the differences between the companions involved in the dispute.

(Adopted as amended 11/23/2024)

Section 218(d). Procedure Regarding Conviction of a Felony. On being satisfied of the validity of a conviction of a felony in a court of law and whether or not a sentence was in fact imposed, or the entry of a plea of guilty or no contest (*nolo contendere*) or a plea under *Alford v. North Carolina* to a felony charge, the Grand High Priest shall forward a copy of the conviction order in the case, or of court documentation reflecting his entry of such a plea, to the Grand Master for action by the Grand Lodge.

(Adopted as amended 11/23/2024)

CAPITULAR TRIALS

Section 219(a). Suspension Pending a Trial. The Grand High Priest may, at his sole discretion, suspend a Royal Arch Mason from the rights and benefits of Royal Arch Masonry upon receipt of credible evidence of acts by a Royal Arch Mason that may in his belief constitute a **Capitular** offense as outlined in Section 218(a) and presents a clear and present danger to the continued operation of a chapter, This action may be done pending the appointment of a Trial Commission. In this event, a speedy **capitular** trial shall be conducted as soon as possible. He, or his successor, may upon receipt of exculpatory information, remove the suspension and restore the companion to membership. This action does not override the final determination by a Trial Commission.

(Adopted as amended 11/23/2024)

Section 219(b). Cannot Hold Elected Office. A Royal Arch Mason under charges is prohibited from holding any elected office in Grand Chapter or a Subordinate Chapter. He may participate in all chapter functions. In the event that he currently holds an elective office, he shall immediately vacate the office. The office shall be filled pro-tempore until the charges are adjudicated. If the companion is cleared of charges, or the action is healed by action of the Grand High Priest, he shall resume the duties of his office. Otherwise, a special election shall be held as soon as possible to fill the vacancy.

(Adopted as amended 11/23/2024)

Section 219(c). Waiver of Trial. A companion under charges may, at any time, agree to plead guilty and waive a **capitular** trial, or the continuation of one already in process. In such an event, The Grand High Priest shall have sole authority to impose penalty, up to and including expulsion from Royal Arch Masonry.

(Adopted as amended 11/23/2024)

Section 219(d). Trial Commission. Should the Grand High Priest determine the necessity of a **capitular** trial, he shall forward all related documents to the District Deputy Grand High Priest, in whose district the charges were filed, and direct him to immediately form a Trial Commission composed of five members. The commission members shall either be Past High Priests, Past District Deputy Grand High Priests, Past Grand High Priests or Grand Chapter elected officers. No commission member shall be a member of the same chapter as that of the companion under charges. Each member shall affirm to the District Deputy Grand High Priest his intention to see **Capitular** justice prevail.

(Adopted as amended 11/23/2024)

Section 219(e). Summons, How Issued. Immediately upon receipt of the trial documents, the Commission Chairman shall issue, or cause to be issued by the Secretary of the chapter of the companion under charges, a summons to the accused to appear before the Trial Commission. The summons may be delivered by Registered Mail with Return Receipt to the mailing address on file or by electronic means with delivery notification. The summons shall stipulate the place, date and time of the trial. Adequate time shall be allowed for acknowledgement of receipt.

(Adopted as amended 11/23/2024)

Section 219(f). Trial, where held. The Commission shall hold the trial in a suitable location, convenient to the participants, where access by persons is controlled and where the private hearings cannot be overheard. The proceedings of the trial shall not be disclosed.

(Adopted as amended 11/23/2024)

Section 219(g). Charges and Response. All charges and response thereto shall be in writing. Prior to the start of the hearing, the companion making the charges and the accused companion shall both examine all of their written documentation submitted to the Grand High Priest and validate its accuracy and completeness. Both may submit any additional written documentation correcting or clarifying the originals at that time, with a copy of any additional documentation offered by the accuser provided to

the accused. No additional documentation shall be received once the hearing has started.
(Adopted as amended 11/23/2024)

Section 219(h). Testimony at Hearing. Oral testimony shall be received only in the closed hearing during questions and answers. All oral testimony shall be recorded.
(Adopted as amended 11/23/2024)

Section 219(i). Who may Testify. The accused companion may call only witnesses who can provide direct testimony to the charges. No hearsay or anecdotal evidence shall be heard. All witnesses who are not Master Masons shall be sworn or affirm to tell the truth. All testimony shall be individual before the Trial Commission and only in response to the written charges. During the hearing, only the accused companion, the person providing testimony and the Trial Commission shall be in the room. The accused may provide testimony at the end of the hearing to questions from the commission raised by testimony received during the hearing.
(Adopted as amended 11/23/2024)

Section 219(j). Determination of Guilt. Upon receipt of all testimony, The Commission shall, in closed session, discuss all facts presented. A majority of the Commission members shall be required to make a determination of guilt. Upon such determination, the Commission shall impose penalty.
(Adopted as amended 11/23/2024)

Section 219(k). Trial Commission Report. Upon determination of innocence or guilt, the Trial Commission shall make a report specifying the result, along with penalty if guilty. They shall submit it to the Grand High Priest along with all documentation, notes and recorded oral testimony.
(Adopted as amended 11/23/2024)

Section 219(l). Certification of Trial Results. Upon receipt of the report of the Trial Commission, the Grand High Priest shall examine the report and supporting evidence. If he finds it clear and complete, he will certify the report and send it to the Grand Secretary. The Grand Secretary will forward the report to the Secretary of the chapter where the accused is a member.
(Adopted as amended 11/23/2024)

Section 219(m). Preservation of Records. In the event of a finding of innocence, the report of the Trial Commission and all other evidence will be destroyed after notification is given to the Grand Secretary. No record of the charges or trial shall remain. In the event of a determination of guilt, the report of the Trial Commission and all supporting evidence shall be retained and protected until the time allowed for appeal has expired. Upon expiration of the time for appeal, the report of the Trial Commission shall be retained, and all other evidence shall be destroyed.
(Adopted as amended 11/23/2024)

APPEALS

Section 220. Who May Appeal. Any Companion or any Chapter, complaining of the action of a Chapter or High Priest, may appeal there from.

Section 221 When an Appeal to Be Taken. The appeal shall be made within six months from the date of such action, unless the appellant be a Companion complaining of action in a trial of himself, of which he has received notice.

Section 222. How Appeal to Be Taken. The appeal shall be presented to the District Deputy Grand High Priest with a statement of the action complained of. If the appeal relates to a matter other than a **Capitular** trial, the District Deputy Grand High Priest may render a decision or forward the appeal to the Grand High Priest for his decision. In the event that the District Deputy Grand High Priest renders a decision, he shall immediately make a report in writing to the Grand High Priest. If the appeal relates to a **Capitular** trial, it shall be forwarded to the Grand High Priest

for action by Grand Chapter at its next Grand Annual Convocation.

Section 223. Oral Testimony Not to Be Received. Upon the hearing of the appeal, no oral testimony shall be received by the Grand Chapter or any committee thereof, unless such testimony be of a character improper to be written.

Section 224. Effect Of Appeal. An appeal from the penalty of reprimand shall suspend the enforcement of the judgment but pending action on an appeal from the penalty of suspension or expulsion, the judgment complained of shall remain in full force.

Section 225. Effect Of Reversal Upon Appeal. The effect of reversal upon appeal of any action imposing the penalty of suspension or expulsion shall be to reinstate the accused to membership in the Subordinate Chapter.

Section 226. Reprimand. The penalty of reprimand shall be administered in open Chapter.

Section 227. Suspension To Be for Indefinite Period. Every suspension shall be for an indefinite period.

Section 228. Effect of Suspensions and Expulsions. Suspension or expulsion shall involve absolute exclusion from the rights and benefits of Royal Arch Masonry throughout the world during the period of such suspension or expulsion. The suspension or expulsion by one of his Chapters of a Companion who holds dual or plural membership suspends him from membership, including perpetual membership, in all of his Chapters. (Adopted 10/24/1987)

Section 229. Grand Secretary To Be Informed Of Suspensions And Expulsions. Every suspension or expulsion in a subordinate Chapter for cause other than non-payment of dues shall be reported immediately to the Grand Secretary.

NON-PAYMENT OF DUES

Section 230. Penalty For Non-Payment of Dues. Any member in arrears for dues to the Chapter amounting to the dues for one year shall be liable to the penalty of suspension.

Section 231. Action in Event of Non-payment of Dues In A Research Chapter. Any member in arrears for dues to a Research Chapter amounting to the dues for two years may be dropped from the membership roll of the Research Chapter. Such action may be ordered by the High Priest at the next stated convocation subsequent to that in which the Secretary reports such indebtedness. The issuing of citations, receipts therefore and waiting periods as prescribed for regular Royal Arch Chapters are not required for the Research Chapter. To be dropped from the roll of a Research Chapter will not affect the Companion's membership in any other Royal Arch Chapter.

(Adopted 10/25/1986)

Section 232. Delinquent Member to Be Cited. The High Priest of the Chapter shall immediately order the delinquent Companion to be cited to show cause at the next Stated Convocation why the penalty should not be imposed. For every such citation issued the Chapter shall charge the delinquent Companion a fee of two dollars (\$2.00) plus the then current cost of a registered or certified letter to cover the cost of service and this fee shall be charged even if the Companion appears at the next Stated Convocation and pays his arrearage. No summons for such purpose shall ever be issued. (11/21/1998)

Section 233. How Citation to Be Served. A citation must be signed by the Secretary with the seal of the Chapter attached and may be served in person by the Tiler or other Companion designated by the High Priest for the purpose or it may be dispatched by registered or certified mail. If not served

in person and the post office address of the Companion is known, the Secretary shall forward to him by registered or certified mail a copy of the citation, and when the registered or certified receipt therefore, signed by the Companion himself, is returned to the Secretary, it shall be equivalent to personal service. Whether the citation is served in person or by registered or certified mail, the Companion cited shall be allowed at least ten days from the date he received the citation before action can be taken on his suspension.

Section 234. Action on Citation. When the citation is returned as served, or the registry or certified receipt duly signed as provided in the preceding Section is received, the High Priest shall, after the expiration of ten days, take a vote of the Chapter, viva voce, upon the suspension of the delinquent. The Chapter may, however, by majority vote, grant the delinquent further time. If, for any reason, the citation cannot be served, he shall not be suspended in less than ninety days from the date of the citation. When a Companion pays a portion of his dues, but not enough to reduce his indebtedness below the amount authorizing citation, it is for the Chapter to decide whether he has or has not shown cause why he should not be suspended. But if he pays enough to reduce his indebtedness below the amount authorizing suspension, then the Chapter has no right to suspend him.

Section 235. When Suspension Is Void. If, at any time before the closing of a Convocation at which a Companion has been suspended for non-payment of dues, he shall pay enough to reduce his indebtedness below the amount authorizing citation, it is the duty of the High Priest to declare the suspension null and void and order the record of it expunged.

Section 236. Suspension By Lodge Suspends in Chapter. When a member is suspended by any Lodge, he shall thereby become automatically suspended from membership in all Chapters of which he is a member. When such suspension is brought to the attention of the Chapter, the record of the Chapter shall show that such member has been suspended in the Chapter as of the Stated Convocation immediately following the communication at which he was suspended by his lodge. Should the member be reinstated to membership by the Lodge from which he was suspended, he shall be reinstated to membership in the Chapter without ballot, provided that he shall make such application for reinstatement in the Chapter within twelve months from the date of his automatic suspension from the Chapter and provided further that if twelve months shall have elapsed from the date of his automatic suspension from the Chapter or should he be elected to membership in another Lodge and not reinstated in the Lodge from which he was suspended, application for reinstatement in the Chapter shall be made in accordance with Section 237.

Such suspended member shall not be chargeable with any dues to the Chapter from the date of his suspension as recorded in the minutes of the Chapter to the date of his reinstatement as similarly recorded, nor shall the Chapter be required to pay Grand Chapter per capita tax or other assessment, on account of such suspended member covering the period during which he was suspended from membership, but upon his reinstatement to membership in the Chapter, he shall be liable to Grand Chapter for the per capita tax and other assessments on his account as of the Convocation at which he has been reinstated to membership in the Chapter.

REINSTATEMENTS

Section 237. Reinstatement When Suspended or Expelled For Cause Other Than Non-Payment Of Dues. The Chapter of which a Royal Arch Mason was a member when suspended or expelled for cause other than non-payment of dues shall have exclusive jurisdiction to entertain an application for reinstatement as long as it continues to be a working Chapter. If the Chapter which inflicted such penalty has become suspended or extinct, the Companion so suspended or expelled may present an application of reinstatement to the District Deputy Grand High Priest who shall refer it to some working Chapter in the District of the extinct Chapter, and the Chapter to which it

is so referred shall have full jurisdiction in the premises.

Section 238. Application for Reinstatement: How Made. All applications for reinstatement to membership in a Chapter, except as otherwise provided for in Section 236, shall be made in writing at a stated Convocation thereof, read audibly, noted on the minutes of the Convocation and laid over until the next stated Convocation for consideration.

Section 239(a). Balloting On Application for Restoration of Rights and Benefits. all applications for restoration of rights and benefits of Royal Arch Masonry shall be acted upon by ballot. All members present are required to vote. A vote of two-thirds of the members present shall reinstate him to the rights and benefits of Royal Arch Masonry. Upon reinstatement to rights and benefits, the chapter secretary shall issue a Certificate of Non-Affiliation to the companion. (Adopted 11/23/2024)

Section 239(b). Balloting On Application for Restoration of Membership. All applications for restoration of membership to the chapter from which the applicant was suspended shall be acted upon by ballot. All members present are required to vote. A unanimous ballot of the members present shall restore him to membership in the chapter. (Adopted 11/23/2024)

Section 240. Reinstatement When Suspended For Non-Payment of Dues. An application for reinstatement of a Royal Arch Mason, suspended for non-payment of dues, cannot be acted upon until all dues to the Chapter in which he was suspended have been paid or remitted by vote of the Chapter, and all dues owing to any other Chapter having been paid or remitted by the Chapter. Any delinquent dues received by the Chapter shall be retained by that Chapter and not returned to the delinquent Companion, regardless of the results of the vote for reinstatement. (Amended 11/21/1998)

Section 241. Action Taken If Not Restored. A Companion rejected for restoration to membership must petition for membership as if he were a non-affiliate and the ballot must be unanimous.

Section 242. Reinstatement If Chapter Is Suspended or Extinct. If the Chapter which suspended him for non-payment of dues becomes suspended or extinct, he may pay his arrearages of dues to the Grand Secretary who shall issue him a receipt for the same, and thereafter any other Chapter of which he was a member at the time of his suspension, or any other Chapter in the Capitular District in which he resides, shall have authority to reinstate him.

REMOVAL OR CONSOLIDATION OF CHAPTERS

Section 245. When Place of Meeting Temporarily Moved. If the building in which a Chapter shall be destroyed or become unfit for convocations of the Chapter, such Convocations shall be held temporarily in such places within the Capitular District as may be ordered by the High Priest upon approval of the District Deputy Grand High Priest.

Section 246. Proposition for Permanent Removal. Any proposition for the permanent change of the place of meeting of a Chapter shall be made at a Stated Convocation. The motion shall be recorded upon the minutes and the Secretary shall notify the members of the Chapter to attend the next Stated Convocation for consideration of the same.

Section 247. Vote Necessary for Permanent Removal. If the High Priest approves the proposition, a majority vote of the members present shall be sufficient to adopt it; but if the High Priest does not approve the proposition, a vote of two-thirds shall be necessary for adoption.

Section 248. Removal Outside of Capitular District. A Chapter may move its place of meeting within its Capitular District without the consent of other Chapters in the District. It may not move

its place of meeting outside of the Capitular District to which it is assigned, however, unless the approval of the Grand High Priest and of a majority of the Chapters in the District to which it proposes to move has been obtained.

Section 249. Consolidation of Chapters When two or more contiguous Chapters deem it to their interest and to the interest of Royal Arch Masonry to consolidate and become one Chapter, they shall be permitted to do so upon the consent of the Grand High Priest. The consolidated Chapter shall receive and retain the records and other property of the retiring Chapter or Chapters, placing those records of historical significance in the archives of the surviving Chapter.

Section 250. Election of Officers Following Consolidation. Upon the informal application of the Chapter remaining in existence following the consolidation, the Grand High Priest may issue dispensation authorizing a new election of officers, and such elected officers shall hold their respective offices until the next regular election and shall be eligible for re-election.

Section 251. Grand Secretary to Be Notified. The Grand Secretary shall be promptly notified of the permanent removal of the meeting place of any Chapter.

SURRENDERING CHARTERS

Section 252. Proposition to Surrender Charter. A proposition for the surrender of a charter of a Chapter shall not be entertained except at a stated Convocation and then only by the assent of a majority of the members present.

Section 253. Chapter Summoned to Consider Proposition. Upon such assent the High Priest shall order the Chapter to be summoned to consider the matter at the next stated Convocation.

Section 254. Assent By Two-Thirds Present. At that Convocation in which the proposition may be considered, approval of the proposition requires the affirmative vote of at least two-thirds of the members present.

Section 255. Reason for Surrender Set Out. The reasons for the surrender of the charter shall be set out upon the minute book of the Chapter. The minutes on this subject shall incorporate a schedule of all books and papers of the Chapter; a list of creditors and debtors and amounts due by or to them; and an inventory of the jewels, furniture, and other property of the Chapter. A full copy of this accounting shall be transmitted at once to the Grand Secretary.

Section 256. Status of Chapter Until Surrender Accepted. The Chapter may continue to work and shall be entitled to dues from its members. It remains liable for its dues to Grand Chapter until the surrender of its Charter is accepted.

Section 257. Disposition of Chapter Property. As soon as the surrender of the charter is accepted, the Chapter's books, papers, furniture, and all of its property shall become the property of Grand Chapter. The District Deputy Grand High Priest shall take possession of it and dispose of it as provided in Section 85.

APPROVED EDICTS OF THE GRAND HIGH PRIESTS

By authority of this Edict, every High Priest of a Royal Arch Chapter holden under the Grand Chapter of Virginia, shall at his next Stated Convocation, but no later than his May Convocation, appoint an Assistant Treasurer and Assistant Secretary.

These assistants shall work with and become acquainted with the duties of the respective officers that they have been appointed to assist. In the absence of the Treasurer or Secretary, the assistant will carry out the responsibilities of their respective offices.

The names, addresses and telephone numbers of the appointed assistants shall be forwarded to the Grand Secretary.

Given under my hand and the Seal of the Grand Chapter of Royal Arch Masons in Virginia this fourteenth day of February, A.I. 2618, A.D. 1988.

Bernard B. Belote, Jr
Grand High Priest

Attest: Thomas P. Tignor
Grand Secretary

Edict No. 99-001

WHEREAS the Grand Chapter of Royal Arch Masons in Virginia concludes all of its "Official" business and accounts for auditing purposes on the 30th of September of each calendar year, and WHEREAS the audit of the financial records of the Grand Royal Arch Chapter in Virginia closes out on the 30th of September of each calendar year, and

WHEREAS it is the opinion of this Grand High Priest that only the funds raised by the High Priests of this Capitular Year should be recorded for reaching our yearly goal in support of our Grand Chapter Charities,

NOW, THEREFORE, I, Edwin Clifton Whitlock, declare that all funds raised and collected in support of our yearly goal shall be submitted to our Grand Secretary no later than September 30, and

BE IT FURTHER DIRECTED that for accounting purposes, all funds received thereafter shall be directed to the following Capitular Year for accounting purposes.

Given under my hand, and the Seal of the Grand Chapter Royal Arch Masons in Virginia. This 15th day of January, A.L. 5998, A. D. 1998.

Edwin Clifton Whitlock
Grand High Priest

Attest: Howard F. Coleman
Grand Secretary

Edict No. 99-002

WHEREAS the Grand Secretary of Royal Arch Masons in Virginia is attempting to maintain the Grand Royal Arch Chapters records in a satisfactory and up to date manner, and

WHEREAS there is no current provision in the Grand Royal Arch Chapter law requiring the subordinate Chapter Secretaries to submit monthly reports to the Grand Royal Arch Chapter, and WHEREAS the opinion exists that this is merely an accepted tradition which has prevailed over the last several Capitular Years.

NOW, THEREFORE, I, Edwin Clifton Whitlock, Grand High Priest of Royal Arch Masons Virginia, do by this Edict declare that all subordinate Royal Arch Chapter Secretaries shall submit the requested monthly report form, as provided by the Grand Secretary in order to maintain and update all the records of our Grand Royal Arch Chapter.

Given under my hand and the Seal of the Grand Chapter, Royal Arch Masons in Virginia, this 15th day of January, A.L. 5998, AD. 1998

Edwin Clifton Whitlock
Grand High Priest

Attest: Howard F. Coleman
Grand Secretary

Edict No. 2000-001

This edict has been superseded by the following Resolution to Govern Conferral of the Degrees “Festival Style.”

WHEREAS, The only set of rules governing the conferring of the degrees “Festival Style” is Edict No. 2000-001, issued by Most Excellent Eugene Field Moorefield, Jr. and WHEREAS, the Committee of Past Grand High Priests has recommended “that the Grand Lecturer and the Committee on Work be directed to prepare a set of specifications and regulations pertaining to festival-style work for the approval of the Grand High Priest the information of the Companions;” and

WHEREAS there has been some confusion on what constitutes a “Festival” and to what the term “Festival-style” refers, and

WHEREAS the Committee on Work met and after considerable deliberation agreed on a set of rules and regulations for the conferring of the degrees Festival-style,

NOW THEREFORE, be it resolved that the following rules for the conferring of the degrees “Festival-style” be adopted:

A Royal Arch Festival is a conferral of all Royal Arch Degrees in one day. “Festival-style” is the manner in which degrees are conferred whereby candidates are placed on the sidelines and exemplars are used as active candidates.

- All Chapters must have dispensations issued by the Grand High Priest. All requests for dispensations must be received in the office of the Grand Secretary at least ten (10) days prior to the date of the Festival.
- All Candidates must be elected at a Stated Convocation of the Chapter of which they have petitioned prior to the Festival.
- A Royal Arch Chapter must be opened and dispensed with prior to beginning the degree work. All degrees must be conferred in the following order: Mark Master, Past Master, Select, and Royal Master, Most Excellent Master, resume Labor in the Royal Arch Chapter, confer the Royal Arch Degree and then close the Royal Arch Chapter.
- Each and every degree must be opened in regular form, the degree conferred and the Lodge or Council closed after the conferral of the degree.
- After the Royal Arch Chapter is dispensed with, the candidates will be brought in and seated on the sidelines except the exemplar (s).
- All candidates on the sidelines will stand, place their right hand over their heart and repeat the obligation when it is given. After the obligation each candidate will salute the Bible. An extra Bible will be presented to the candidates on the sidelines to salute.
- There will be a minimum of four (4) and no maximum number of candidates for a Festival.
- Each Chapter must furnish Mark Sheets for their candidates. Candidates will be required to sign the Mark sheet registering his Mark.
- Legal Masonic information will be furnished verifying that each candidate has been elected to receive the degree.
- Chapters requiring candidates to sign by-laws should do this in their respective chapters after the conferral of the degrees.
- No ritual book shall be sold to any candidate until after he has received the Royal Arch Degree.
- A copy of the minutes with a list of all candidates and their Chapters are to be furnished to all Chapters with candidates, the Grand High Priest and the Grand Secretary. All Chapters with candidates will also be sent a copy of the Dispensation.
- The District Deputy Grand High Priest or whomever he may designate to represent

him and the District Lecturer or whomever he may designate to represent him should be present for the conferral of the degrees at a Festival.

- Only one (1) ritual book is to be opened during the opening, conferral, and closing of any degree. (See Section 95)

Edict No. 2007-003

WHEREAS, Edict No. 2000-002 has been declared Null and Void for the purpose of changing the guidelines of the Meritorious Service Awards, and

WHEREAS, these changes meet with the concurrence of ME Companion Eugene Field Moorefield, Jr. and ME Douglas Lawrence Jordan, Chairman of the Committee, and

WHEREAS, the purpose of the change is to allow nominations for the award to be kept for three (3) years rather than the one (1) year, and to allow the Committee more flexibility in meeting for the selection of the individual to receive the award.

NOW, THEREFORE, I, Charles W. Wagner, declare that the “Meritorious Service Committee” shall adhere to the below listed guidelines.

- The Meritorious Service Committee shall consist of five members appointed by the Grand High Priest. Committee members’ term of office shall not exceed three consecutive years. They may be reappointed after rotating off the committee for one (1) year.
- The John Dove Distinguished Service Medal is for a Royal Arch Mason who is a member of a Royal Arch Chapter under the jurisdiction of the Grand Royal Arch Chapter in Virginia.
- It is the duty of the committee to review and evaluate all written nominations and select the Royal Arch Mason to receive the John Dove Distinguished Service Medal.
- To be considered, a Companion must be nominated by his Chapter, District, or a Companion for his commitment, dedication and service to Royal Arch Masonry in Virginia. Civic or community activities are encouraged and are commendable but should not be considered in the selection process. The nominating identity accepts the responsibility to report the performance of their candidate in Royal Arch Masonry.
- Every Chapter has an outstanding member, and they are encouraged to make nominations.
- Any nominee not selected will be placed on a list, maintained by the Meritorious Service Committee, for a period of three (3) years.
- All nominations are to be sent to the Grand Chapter Office, 4101 Nine Mile Road, Richmond, Virginia 23223-4916, and must be received on or before September 15 of each year.
- The Grand Secretary will send each member of the Committee a copy of all recommendations as soon as practicable after September 15. The Committee will meet in a manner and at a location determined by the Committee Chairman prior to October 1.
- The Committee will inform the Grand High Priest of their selection as soon as possible. The chairman of the Meritorious Service Committee will notify the Grand Secretary in writing of their selectee by October 1. The Grand Secretary will have the John Dove Medals engraved.
- The Grand High Priest may select a recipient for the award in addition to the recipient selected by the Meritorious Service Committee.
- The medals are to be presented at the Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia at a time in the schedule to be selected by the Grand High Priest.

Given under my hand and the seal of the Grand Chapter Royal Arch Masons in Virginia this 1st day of July, AL 6007, AD 2007.

Attest: Gordon Hector Sprigg, Jr.
Grand Secretary

Charles W. Wagner
Grand High Priest

APPROVED RESOLUTIONS OF THE GRAND CHAPTER

BE IT FURTHER RESOLVED that all resolutions and edicts replaced by this section of the law be repealed and removed from the Digest of The Laws, Rules and Regulations of The Grand Chapter Royal Arch Masons in Virginia. (11/19/16)

2003 Ritual Resolution

WHEREAS, when the Mark Master's Degree is being conferred on multiple candidates, the Lesson of the Mark is taught to each candidate individually, and
WHEREAS, the explanation of the Lesson of the Mark is also given to each candidate individually, which is time consuming and repetitious, not only to the Right Worshipful Master but to the candidates as well, and
WHEREAS it is not necessary to omit or add any spoken ritual, and will only serve but to enhance the Degree for the benefit of the candidates and will eliminate the need to confer the Mark Master's Degree “festival style”, and
NOW THEREFORE, be it resolved that the following be adopted:

That when conferring the Mark Masters Degree on multiple candidates that the lesson of the Mark will be taught to all candidates individually but the explanation of the Lesson of the Mark will be given to all candidates at the same time. i.e. after the Senior Deacon returns the Mark to the Right Worshipful Master, the candidate would be seated on the sidelines, and the next candidate be brought in and taught the Lesson of the Mark. After the last candidate has been taught the Lesson of the Mark, all candidates would be returned to the Altar, and the explanation of the Lesson of the Mark would be given.

This ritual resolution was approved November 15, 2003

Resolution No. 01. RESOLVED, That the Grand Secretary be authorized to prepare a certificate to be presented to a Companion who has a perfect attendance record at stated Convocations of his Chapter for twelve consecutive months. This certificate is to be sent to the Grand High Priest under the seal of the Chapter and signed by the Secretary of that Subordinate Chapter. The Grand High Priest is to return the certificate after signing it, and it is to be presented to the Companion, if possible, in open Chapter, by one of his vouchers. This is to be read to all newly exalted Companions. (Adopted 10/23/68)

WHEREAS: There are a number of Companions holding plural membership in our Chapters, three holding membership in at least five Chapters, thus showing an unrealistic membership in the Annual Returns. Further, on the deaths of such Companions, Annual Returns will show an unrealistic loss in membership.

Resolution No. 02. BE IT THEREFORE RESOLVED that all Chapters, except the Mother Chapter, in listing the membership place the number of the Mother Chapter of such member in parenthesis. The Annual Returns will be corrected for dual membership by placing such membership in parenthesis, these members to be deducted from the total as reported for determination of Grand Chapter dues in order to report a true membership.

The first year this Resolution becomes effective will show a statistical large loss in membership which will be later compensated for by reporting deaths in only one Chapter. This resolution is to become effective one year after its adoption.

It is recommended that the burden of this change in reporting true membership be placed on the Companions holding dual membership to notify all Chapters in which they hold membership as to which Chapter they consider their Mother Chapter. (Adopted 10/29/69)

Resolution No. 03. BE IT RESOLVED that the ritual of the Grand Chapter of Royal Arch Masons in the Commonwealth of Virginia be committed to writing in plain English, except the signs, words, and obligations which shall be in code. The Grand Lecturer and District Lecturers shall present a draft of said ritual to the Grand High Priest for approval after which the printed ritual is to be published by the Grand Chapter within 180 days. (Adopted 11/3/93)

Resolution No. 04. WHEREAS: The Grand Chapter of Royal Arch Masons in Virginia has over the past several years encouraged support of the Alzheimer's Association of Virginia; and

WHEREAS: to date only the Mental Health Association has been officially sanctioned by the Grand Chapter; and

WHEREAS: support of the Alzheimer's Association has been affected thus far solely on the basis of Grand High Priest initiative;

NOW BE IT THEREFORE RESOLVED: that this Grand Chapter expresses its approval of the Alzheimer's Association as an officially sanctioned recipient of its philanthropic support.

(Adopted 11-18-95)

Resolution No. 05. BE IT RESOLVED that the Ritual for the ceremonies for receiving the Grand High Priest at a District Convocation, a Chapter Convocation, and for receiving the District Deputy Grand High Priest at his Official Visit at a Stated Convocation of a Chapter be included in the Grand Chapter Royal Arch Masons in Virginia Authorized Ritual.

BE IT FURTHER RESOLVED that pages 71, 81, and 82 of Section II of the Digest of Laws, Rules, and Regulations of the Grand Chapter Royal Arch Masons in Virginia be deleted.

(Adopted 11-16-96)

Resolution No. 06. Be it resolved that the Grand Chapter adopt a Standing Resolution to authorize the creation of an award suitable to encourage and recognize excellence in Royal Arch Masonry in Virginia. It is proposed that this award be styled after the James Noah Hillman Award of the Grand Lodge of Virginia and that it be presented, on an annual basis, to those Chapters that meet or surpass the criteria established and publicized by the Grand High Priest and the Committee on Work. Be it further resolved that this award be known as The Robert Claiborne Wilson Memorial Award. (Adopted 11/21/98)

Resolution No. 07. In as much as expenditures for the operation of the Grand Chapter continue to rise precipitously relative to current income, and in as much as inflation seems certain to continue indefinitely and without respite; and in as much as there appears to be little likelihood of growth in the taxable base in this Grand Chapter in the immediate future; and In as much as it is absolutely essential that the programs and services of the Grand Chapter be not further erode, now there, Be it resolved that every Chapter in this Grand Jurisdiction as prescribed in Section 116 of the Digest, make payment often dollars (\$10.00) of which eight dollars and 50 cents (\$8.50) shall go directly into the treasury, and one Dollar and 50 cents (\$1.50) be put in escrow for the period of five (5) years for each taxable member as of the date of the Annual Convocation of such Chapter in September of each year, commencing in October 1999. After five years' time (2004), ten Dollars (\$10.00) shall go into the treasury of the Grand Royal Arch Chapter. After seven years commencing in 2007, the interest accrued on the escrow account for the preceding year will be disbursed as follows: seventy-five (75) percent will be transferred to the treasury of the Grand Royal Arch Chapter and twenty-five (25) percent will be reinvested into the corpus of the escrow account to offset inflation. This fund will be managed by the Grand Royal Arch Chapter Trustees. (Adopted 11/21/98)

Resolution No. 08. Whereas the present ritual for the Grand Chapter, is in written form, save for the secrets of the degrees, and is available from the Grand Secretary; and Whereas many members of the Grand Chapter are no longer proficient in the conferral of the degrees as conferred in the Chapter; and Whereas the floor work must be explained mouth to ear by those few Royal Arch Masons proficient in the degrees and the number of those members proficient in the ritual are decreasing each year; and

Whereas the ritual of the Grand Chapter is not maintained by the Grand Secretary in his offices in Richmond and is not maintained on a Personal Computer in word processing format; and Whereas the Grand Secretary still has a large number of Grand Chapter Ritual Books left for sale; now Be it resolved that the ritual for the floor work and the actions of all of the officers in each degree conferred should be written down and included in the Ritual book as a Rubric; that the Ritual of the Grand Chapter should be maintained in Word Processing format in the offices of the Grand Secretary in the Grand Chapter offices in Richmond and that until such time as the Grand Secretary has exhausted, by sale, all of the current Ritual books, an addendum with the Rubric should be sold as an accompanying document to the existing Ritual book. The entire Ritual and Rubric should be published and one (1) copy only should be issued to each of the District Lecturers to be used for instructional purposes only. (Adopted 11/20/99)

Resolution No. 09. WHEREAS Virginia Chapter Royal Arch Masons contribute vast sums of money annually to the various charitable causes endorsed by the Grand Chapter Royal Arch Masons in Virginia; and

WHEREAS the Companions who contribute such monies are presently unable to claim a tax deduction for their donations; and

WHEREAS, the ability to realize a tax deduction for charitable contributions provides additional incentive to those desirous of benefitting the objects of our charity

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Grand Chapter Royal Arch Masons in Virginia authorize the formation of a non-profit corporation pursuant to the laws of the Commonwealth of Virginia for the purpose of receiving and disbursing contributions to the several charitable causes now endorsed, or to be endorsed, by the Grand Chapter of Royal Arch Masons in Virginia.

BE IT FURTHER RESOLVED, that the Grand Chapter of Royal Arch Masons in Virginia apply for Section 501(c) (3), status from the Internal Revenue Service and all other proper tax authorities in order to qualify as tax deductible all contributions made by individual Companions, subordinate Royal Arch Chapters, and all others who elect to donate to the several charitable causes now endorsed, or to be endorsed, by the Grand Chapter Royal Arch Masons in Virginia.

BE IT FURTHER RESOLVED, that the Grand Chapter Royal Arch Masons in Virginia authorize the expenditure of such funds as may be necessary to effectuate the intent and purport of this Resolution. (Adopted 11/18/2000)

Resolution No. 10. Superseded by Resolution No. 13 – Adopted 11/19/2011

Resolution No. 11. Superseded by Resolution No. 1 – Adopted 11/20/2021

Resolution No. 12. BE IT Resolved that a new resolution to be identified as Resolution No. 12, John Dove Nominees, be added to the Digest of Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia as follows:

Whereas the Grand Chapter Royal Arch Masons in Virginia has chosen to honor exceptional service by selected Royal Arch Masons who are members of a subordinate Royal Arch Chapter; and

Whereas responsibility for the selection of Royal Arch Masons to receive this award has been allocated to the John Dove Meritorious Service Award Committee; and
Whereas it is in the interest of the Grand Chapter Royal Arch Masons in Virginia that the selection process remain equitable and above reproach at all times; and
Whereas Edict No. 2000-02 states that any Royal Arch Mason under the jurisdiction of the Grand Chapter Royal Arch Masons in Virginia may be nominated; and
Whereas, the terms of this cited passage suggest the possibility that members of the John Dove Committee could be nominated by a constituent Chapter in the jurisdiction; and Whereas, such a nomination would place the member of the John Dove Committee in an obvious “conflict of interest position”.
Now, therefore, be it resolved that from this date forward (November 19, 2011), nomination of any member of the John Dove Meritorious Service Award Committee for the John Dove Medal, during the nominees’ term of service, is forbidden. (Adopted November 19, 2011)

Resolution No. 14. (Resolution No. 1 at 11/17/12 Grand Convocation)

Given that the expenses of the Grand Chapter Royal Arch Masons in Virginia have continued to increase due to inflations since the last Capitation Tax increase on October 1, 2006; and
Given that the membership of the Grand Chapter Royal Arch Masons in Virginia has declined by 22% from 2005 to 2011, and continues to decline;
Given that the combination of inflation and membership decline will cause the Grand Chapter to draw heavily for the reserve accounts held by the Trustees to meet the obligations and continued level of service to the Subordinate Chapters and Companions;
NOW THEREFORE, be it resolved that every Chapter of this Grand Jurisdiction, as prescribed in Section 116 of the Digest of Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia, make a payment of Twenty-Six Dollars (\$26.00) per member as Capitation Tax to Grand Chapter, effective the Capitular year beginning October 1, 2013.
(Adopted November 17, 2012)

Section 116. Returns and Dues. Every Chartered Chapter shall, with its annual returns, make payment to the Grand Chapter **the sum of thirty six (36) dollars** for each member reported (including Honorary Members) of such Chapter, and for any members not accounted for on its latest returns, together with such sum for each exaltation during the Chapter year as shall be determined by Grand Chapter, provided, however, that no Grand Chapter dues shall be paid on any member of a Chapter who holds perpetual membership in such Chapter, or on any member of a Chapter who shall have an aggregate of fifty years in a regular Chapter chartered by this Grand Chapter, or by a Grand Chapter recognized by the Grand Chapter of Virginia, and whose membership for the five years last past shall have been in a Virginia Chapter, and whose name shall be certified annually by the Grand Secretary as having such membership. (Adopted November 2019)

Resolution No. 1

Whereas no legislation currently exists to govern the suspension, arrest and revocation of a chapter charter and,

Whereas guidance in this area has been sorely lacking;

Be it therefore resolved that the following additions to the Digest of Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia be adopted:

Section 117(a). Failure to Meet. If any Chapter shall fail to hold their annual Stated Convocation in accordance with Section 115, or fails to open at least three other convocations during the capitular year, the Grand High Priest may appoint a committee to investigate the failure of the chapter to comply with this section, or, at his discretion, may under Section 118(a), arrest the charter of the chapter after making the determination that the chapter has failed to comply with this section. He may restore the charter, at his discretion, if he is satisfied that the chapter has instituted measures to come into compliance.

Absent action by the Grand High Priest, the chapter shall be put on notice by the Grand Secretary that its charter will be subject to suspension under Section 117(b), unless it comes into compliance with this section.

This notice shall become an official record of the proceedings of the Grand Chapter Annual Convocation held subsequent to the capitular year in which the chapter failed to meet the requirements of this section. The chapter may continue to hold convocations, with the current officers, assess and collect dues from its members and operate as a chartered chapter while under such notice.

Section 117(b). Failure to Meet for Two Consecutive Years. If a chapter with a charter in notice of suspension by the Grand Chapter under Section 117(a) shall fail to meet the requirements of Section 117(a) for a second year, its charter may be revoked by vote of Grand Chapter under Section 119(a)(1).

Section 118(a). Arrest of Charter. The Grand High Priest may arrest the charter of a chapter engaged in any activity reported under Section 80, or noncompliance with Section 117(a), or any other un-capitular activity under the name of the chapter. He may, upon evidence that the causal offense has been corrected, restore the charter to the affected chapter. He shall delineate the circumstances of the arrest, and any subsequent actions, in his report to Grand Chapter. Section 119(a)(2) shall apply if the charter is still under arrest at the time of the Grand Annual Convocation.

Section 118(b). Rights of Members of Affected Chapter. Members of any chapter affected by Section 118(a), and who have a current dues card from the affected chapter, may visit other chapters and apply for affiliation to other chapters under Section 189 and Section 190. Section 197 shall not apply until the charter of the affected chapter is revoked by action of Grand Chapter.

Section 119(a). Proposal for Revocation of Charter.

- (1) **Revocation under Section 117(b).** The Grand Secretary may prepare and submit a proposal to the Committee of the Whole Grand Chapter to revoke the charter of a chapter under Section 117(b). The proposal shall provide specific information regarding the failure of the affected chapter to comply with the requirements of Section 117(b) along with any mitigating information provided by the chapter.
- (2) **Revocation under Section 118(a).** The District Deputy Grand High Priest in whose district the chapter affected by Section 118(a) belongs, or another companion designated by the Grand High Priest, shall prepare and submit a proposal to the Committee of the Whole Grand Chapter for the revocation of the charter of the affected chapter. The proposal shall delineate the circumstances leading to the arresting action by the Grand High Priest, along with any other supporting evidence.

Section 119(b). Redress by Affected Chapter.

- (1) Redress under Section 117(b).** The members of any chapter affected by Section 117(b) shall be provided the opportunity to present to the Committee of the Whole Grand Chapter all circumstances regarding compliance with Section 117(b) and any mitigating actions taken or proposed to bring the chapter into compliance.
- (2) Redress under Section 118(a).** The members of any chapter affected by Section 118(a) shall be provided the opportunity to present to the Committee of the Whole Grand Chapter all circumstances leading to the arrest of the charter and all mitigating actions subsequently taken by the officers and membership of the chapter to heal the offense.

Section 119(c). Revocation of Charter. Upon consideration of all evidence presented in the proposal under Section 119(a), and mitigation, if any, presented under Section 119(b), the Committee of the Whole Grand Chapter shall vote on the proposal submitted under Section 119(a) for the revocation of the charter. Notwithstanding the results of the vote of the Committee of the Whole Grand Chapter, a scaled vote can be requested under Section 16.

Section 119(d). Assets of Chapter with Revoked Charter. Upon revocation action taken by The Grand Chapter, the affected chapter shall become extinct. The District Deputy Grand High Priest shall immediately act under Section 84 to obtain and process the assets of the affected chapter. Section 197 shall apply to the remaining members of the affected chapter. (Adopted 11/14/15)

Resolution No. 2 - Superseded by the Compact agreed to between the GRAC of Virginia and the King Cyrus Grand Chapter PHA 11/20/2021.

Resolution No. 1 A proposal to add a new section to the Digest of the Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia Titled Awards of the Grand Chapter.

Section XX.1 John Dove Meritorious Service Award. The John Dove Meritorious Service Award is presented annually at the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia. Any royal arch mason, in good standing, who is a member of a subordinate chapter chartered by the Grand Chapter Royal Arch Masons in Virginia, is eligible for the award.

The recipient of the award shall be determined by the Meritorious Service Committee consisting of five members appointed by the Grand High Priest. The committee members shall serve a maximum of three consecutive years. After serving the maximum term, any committee member may be reappointed after a one-year absence. A committee member is not eligible to receive the award during his term on the committee.

The committee shall consider all written nominations received from a chapter, district or individual companion, recommending a companion for the award based on his commitment, dedication and service to Royal Arch Masonry. While service to other organizations, both masonic and civic is noteworthy, it should not be considered for this award. The award is for service to capitular masonry which should be the primary focus for the committee deliberations.

The committee shall select one Royal Arch Mason to receive the award from the written submissions. The committee shall retain for a period of three (3) years all submissions for companions who are not selected. These submissions shall, with equal weight, be considered by the committee for the award during the subsequent three (3) year period.

All nominations for the award must be received in the Office of the Grand Secretary no later than September 15th for the companion to receive consideration for the award. The Grand Secretary shall

forward all nominations to the committee chairman as soon as possible after September 15th.

Subsequent to the receipt of the nominations from the Grand Secretary, the Chairman shall call a meeting of the committee to consider the nominations. The meeting can be either physical or electronic, based on the decision of the Chairman. The Chairman shall forward the name of the selected companion, in writing, to the Grand High Priest and to the Grand Secretary no later than October 1st.

The Grand High Priest, at his discretion, may select one additional companion to receive the award.

The Grand Secretary shall have the medal(s) engraved with the name(s) of the recipient(s) for presentation at the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia at a time to be determined by the Grand High Priest. If circumstances prevent any recipient from attending the Annual Convocation, the award shall be presented by the Grand High Priest as soon as possible after the end of Grand Annual Convocation.

Section XX.2 Ish Sodi Award. The Ish Sodi award is presented at the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia to no more than two deserving companions selected by the Grand High Priest at his discretion.

The companion(s) selected must exhibit high moral standards and always demonstrate participation in the Cryptic Council of Royal Arch Masonry.

The companion(s) selected must exemplify the highest regards for the precepts, statutes, rules, and regulations of the Royal Craft.

A recipient of the John Dove Meritorious Service Award is not eligible to receive the Ish Sodi Award at a later date. However, receipt of the Ish Sodi Award shall not disqualify a companion from future consideration for the John Dove Meritorious Service Award.

Section XX.3 Grand Line Bowl. The Grand Line Bowl is presented to the district that demonstrates the most progress during the capitular year. The award is determined by a committee composed of the three Grand Masters of Veils of the Grand Chapter Royal Arch Masons in Virginia. The Grand Master of the Third Veil is the chairman of the Committee.

Each District Deputy Grand High Priest shall submit a quarterly report that contains information pertinent to the progress of the constituent chapters in his district. The report is on a standard form provided by the Grand Secretary to each District Deputy Grand High Priest. The completed report shall be submitted to the Grand Secretary with a copy to the Grand High Priest. The committee shall consider all reports submitted and announce the selected district at the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia. All districts submitting reports are eligible for the award, including the district with the current award.

It is the responsibility of the District Deputy Grand High Priest of the district receiving the award in the previous year to arrange for the bowl to be returned to the Grand Secretary prior to the opening session of the Grand Annual Convocation of the Grand Chapter Royal Arch Masons in Virginia.

Section XX.4 Robert Claiborne Wilson Memorial Award. The Robert Claiborne Wilson Memorial Award is presented to those Chapters that meet or surpass the criteria established and publicized by the Grand High Priest and the Committee on Work. The award is styled after the James Noah Hillman Award of the Grand Lodge of Virginia. The award is presented at the Grand Annual convocation of the Grand Chapter Royal Arch Masons in Virginia.

Section XX.5 Governance. All awards authorized in this section shall be controlled by the Grand Chapter Royal Arch Masons in Virginia, who shall be responsible for all costs associated to the

production and maintenance of the awards.

BE IT FURTHER RESOLVED that all resolutions and edicts replaced by this section of the law be repealed and removed from the Digest of The Laws, Rules and Regulations of The Grand Chapter Royal Arch Masons in Virginia. (11/19/16)

RESOLUTION No. 2 A proposal to modify Section 61 of the Digest of The Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia to better define the duties of the Grand Trustees.

Section 61. Trustees. Three trustees of the Grand Chapter Royal Arch Masons in Virginia are appointed by the courts of the Commonwealth of Virginia upon the petition of the Grand Chapter Royal Arch Masons in Virginia for the sole purpose of holding legal title to the property of the Grand Chapter Royal Arch Masons in Virginia, and making suitable investments on behalf and in the name of the Grand Chapter Royal Arch Masons in Virginia. The Board of Trustees shall be divided into three yearly classes, serving terms of three (3) years, two (2) years, and one (1) year, with one new Trustee being elected at each Grand Annual Convocation.

At each Grand Annual Convocation the Trustees shall make a report of the property held by them, report on the status of investments as of September 30 of the current fiscal year, and give information on the death or removal of any of their number in order that application may be made to the proper authorities for the appointment of a successor. (11/19/16)

RESOLUTION No. 3 A proposal to modify Section 62 of the Digest of The Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia to better define the duties of the Committee on Finance.

Section 62. Committee on Finance. It shall be the duty of the Committee on Finance to audit and examine the books and accounts of the Grand Secretary, Grand Treasurer and Grand Trustees, and, to ~~make~~ recommend to the Trustees suitable investments of all funds of the Grand Chapter ~~in the name of the Trustees~~, and to report its action at each Grand Annual Convocation. During the recess of the Grand Chapter Royal Arch Masons in Virginia, the Committee, at the direction of the Grand High Priest, will authorize the Grand Treasurer to make payments for such unbudgeted items as the Grand High Priest deems necessary, proper, and in the interest of the Grand Chapter Royal Arch Masons in Virginia. The Committee shall at the first session of each Grand Annual Convocation present its audit of the Grand Chapter Royal Arch Masons in Virginia records for the current fiscal year ending September 30, along with a proposed budget of estimated receipts and expenditures from all sources and all expenditures for the ensuing Capitular year, provided that a copy thereof shall be presented to the Grand Council at least thirty days prior to the Grand Annual Convocation in each year. Nothing herein shall be interpreted as infringing upon the prerogative of the Grand High Priest to control the funds of Grand Chapter. (11/19/16)

Proposals

Resolution No. 13. Section 73 of the Digest of Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia allows that the Grand Chapter may from time to time determine the composition of the Districts. The following realignments are proposed:

District 8, consisting of Murray No. 22, D.C. Shanks No. 31 and Bedford No. 60, will add Taylor No. 70.

District 9 consists of Pearisburg No. 29, Pulaski No. 39, Wythe No. 51, Taylor No. 70, and Galax No. 87 will lose Pearisburg No. 29 to the reinstated District 12 and Taylor No. 70 to District 8.

District 10 consists of O’Keeffe No. 26, W.G. Bottimore No. 28, E.H. Gill No. 50 and Marion No. 54 will lose O’Keeffe No. 26 and W.G. Bottimore No. 28 to the reinstated District 12.

District 11 will remain unchanged.

District 12 (reinstated) will consist of O’Keeffe No. 26, W.G. Bottimore No. 28, and Pearisburg No. 29.

The following graphically represents the new alignment:

District 8	District 9	District 10	District 11	District 12
Murray 22	Pulaski 39	E. H. Gill 50	Craig 30	O’Keeffe 26
D.C. Shanks 31	Wythe 51	Marion 14	Castlewood 34	W.G. Bottimore 28
Bedford 60	Galax 87		Barrett 76	Pearisburg 29
Taylor 70			Coeburn 79	

The realignment will be effective October 1, 2012

(Adopted November 19, 2011)

PROPOSITION No. 1

Section 73 of the Digest of Laws, Rules and Regulations of the Grand Chapter Royal Arch Masons in Virginia, allows that the Grand Chapter may from time to time determine the composition of the Districts

The following realignments are proposed:

- District 3 consisting of Kecoughtan No. 42, Warwick No. 80 and Mann Page No. 89 , will lose Mann Page No. 89.
- District No. 4 consisting of Richmond No. 3 and Washington No. 9 will add Petersburg Union No. 7 and Mann Page No. 89.
- District No. 6 consisting of Tyrean No.8 and Petersburg Union No. 7 will be eliminated along with the **closing** of Tyrean No. 8.
- District No. 9 will now consist of Wythe No. 51, Taylor No. 70 and Galax No. 87 because of the merger of Pulaski No. 39 into Taylor No. 70.

All other Districts will remain intact.

The following graphically represents the new alignments:

<u>District 3</u>	<u>District 4</u>	<u>District 6</u>	<u>District 9</u>
Kecoughtan 42	Richmond 3	ELIMINATED	Wythe 51
	Taylor 70		Mann Page 89
Warwick 80	Petersburg Union 7		Galax 87
	Washington 9		

The realignment will be effective October 1, 2014.

(Amended 11/15/14)

Proposal - Pearisburg Chapter No. 29 be reassigned from District 12 to District 9. –

(Approved 11/23/2024)

RESOLUTION No .4 A proposal to Constitute the Grand Council Cryptic Masons in Virginia

Resolution to Constitute the Grand Council Cryptic Masons in Virginia.

Now therefore be it Resolved that The Grand Council Cryptic Masons in Virginia be now constituted

And be it further Resolved that The Grand Council Cryptic Masons in Virginia hold its Grand Annual Assembly concurrently with The Grand Chapter Royal Arch Masons in Virginia and that The Grand Council Cryptic Masons in Virginia be opened in Ample Form

And be it further Resolved that The Grand Council Cryptic Masons in Virginia conduct all business of its Grand Council concurrently with the business of the Grand Chapter

And be it further Resolved that all funds and property of The Grand Council Cryptic Masons in Virginia be held by The Grand Chapter Royal Arch Masons in Virginia

And be it further Resolved that the officers of The Grand Council Cryptic Masons in Virginia be concurrently elected with The Grand Chapter Royal Arch Masons in Virginia; that the Grand High Priest is also the Illustrious Grand Master, that the Grand King is the Grand Deputy Master, that the Grand Scribe is the Grand Principal Conductor or Work, that the Grand Treasurer is Grand Treasurer for both Grand Bodies, that the Grand Secretary is the Grand Recorder, that the Grand Captain of the Host is Grand Captain of the Guard, that the Grand Principal Sojourner is the Grand Conductor of Council, that the Grand Royal Arch Captain is the Grand Steward, and that all appointed officers serve that same duty and hold that same title in both Grand Bodies

And be it further Resolved that the Committees of The Grand Council Cryptic Masons in Virginia are concurrently appointed with Committees of The Grand Chapter Royal Arch Masons in Virginia and all business is conducted concurrently

And be it further Resolved that all of the constituent Chapters of The Grand Chapter Royal Arch Masons in Virginia are also constituent Councils of the same name and number in The Grand Council Cryptic Masons in Virginia

And be it further Resolved that the constituent Councils of The Grand Council Cryptic Masons in Virginia conduct all business concurrently with the business of the constituent Chapter of the same name and number

And be it further Resolved that all funds and property of the constituent Councils of The Grand Council Cryptic Masons in Virginia be held and managed by constituent Chapter of the same name and number of The Grand Chapter Royal Arch Masons in Virginia

And be it further Resolved that the officers of constituent Councils of The Grand Council Cryptic Masons in Virginia be concurrently elected with officers of the constituent Chapters of The Grand Chapter Royal Arch Masons in Virginia; that the High Priest is also the Illustrious Master, that the King is the Illustrious Deputy Master, that the Scribe is the Principal Conductor or Work, that the Treasurer is Treasurer for both Bodies, that the Secretary is the Recorder, that the Captain of the Host is Captain of the Guard, that the Principal Sojourner is the Conductor of Council, that the Royal Arch Captain is the Steward, and that all appointed officers serve that same duty and hold that same title in both Bodies.

(Adopted 11/19/16)

DIGEST

of the

Laws, Rules and Regulations

GRAND CHAPTER ROYAL ARCH MASONS IN THE COMMONWEALTH OF VIRGINIA

PART II

**MEMORIAL SERVICE
CEREMONIES FOR THE DEDICATION OF A
ROYAL ARCH CHAPTER
INTRODUCTIONS
PRESENTATION OF VETERAN'S EMBLEMS
FORMS
INSTALLATION OF OFFICERS OF
THE GRAND AND SUBORDINATE CHAPTERS**

* * * *

TABLE OF CONTENTS

Memorial Service	61
Ceremonies for Instituting a Chapter under Dispensation.....	65
Dedication of a Chapter : Ceremonies for Constituting, Dedication and Consecration of A New Royal Arch Chapter	66
Charge for use after Ceremonies Dedicating a Chapter and presentation of Charter or Instituting a New Chapter under Dispensation.....	69
Ceremonies for Receiving the Grand High Priest.....	70
Ceremony of Installation of Officers of Grand Chapter.....	71
Ceremony of Installation of Officers of Subordinate Chapters.....	76
Installation of Treasurer and Secretary... ..	78
Ceremony for Installation of District Deputy Grand High Priest	79
District Reception of the Grand High Priest	81
Introductions.....	82
Suggested Ceremony for Presenting Twenty-Five Year Emblem.....	83
Suggested Ceremony for Presenting Fifty Year Emblem	84
Suggested Ceremony for Presenting Sixty Year Emblem.....	85
FORMS:	
Form of a Petition for Dispensation to Open a New Chapter	87
Form of Warrant of Dispensation for Opening and Holding A New Chapter	88
Form of Recommendation.....	89
Form of Certificate of the Installation of a High Priest.....	90
Form of Petition for the Degrees.....	91
Form of Application for Affiliation.....	92
Form of Demit.....	93
Certificate of Reinstatement	94
Form of Minutes.....	95

MEMORIAL SERVICE

Music

E.H.P.: Companion Captain of the Host: Drape the Holy Bible, Square and Compasses.

E.H.P.: Companion Chaplain: Lead in Prayer.

Chaplain: We remember today, O God, that we are only pilgrims upon this earth, that it is our duty to walk in Thy ways, to do what is good in Thy sight, and to keep our souls pure from sin, so that when Thou callest us hence, we may enjoy the reward which Thou hast prepared for those who have earnestly striven to live in accordance with Thy holy will. To Thee we look for comfort and strength when one of our beloved is taken from us, and a link is broken in the chain of love which binds us together in family union. And when our time comes to walk into the valley of the shadow of death, we shall fear no evil, for Thou art with us, in death as in life. Bless Thou this Memorial Service and all those who are taking part. Praised be Thou, O Lord our God, in all Thy dispensations, and hallowed be Thy name, whatsoever be Thy will. Amen! So mote it be!

E.H.P.: Companions, we are assembled to pay tribute to the memory of those Companions who during the past year have been summoned into the presence of the Supreme High Priest of the Universe. As we recall them to lay the wreath of our unforgetting affection upon them, their names call up others, and the solemn memorial reminds us of the fateful hour that comes to all of us. For into what family has the angel with the unseen sword not entered? Who of us has never experienced that moment when we are called upon to gaze upon the mortal remains of some dearly loved one? It is then that the curtained eye, the pallid lips, the unresponsive hand give token of the mortal destiny that awaits us all.

Man's life is but like an arrow, sped unerringly from the quiver of the cradle unto the target of the grave. The child bends its first uncertain steps in the direction of the tomb, and the strong man with greater strides hastens to the same. There all are received alike and all alike lie down to the everlasting rest.

Men raise distinctions in life. They put one above the other. They place the barriers of wealth, of position, and of class, to separate one man from his brother; but all these things are futile in the presence of death, for as "Man came naked into the world, so shall he go down naked into the grave, and not the least of his toil will he carry with him." Let not the rich man boast of his riches, nor the poor man sigh for his poverty, for these things are naught when man approaches his end, and less than naught when the son of man goes to his long account, and "every deed is brought into judgment before God, concerning everything that hath been hidden, whether it be good or whether it be bad."

With this lesson of our mortality thus taught to us, let us recall the names of our departed Companions.

Companion Secretary, you will call the roll.

(Secretary calls the roll of those deceased during the year.)

Music. (Solo or Chorus)

E.H.P.: In remembering our Companions whom the Supreme High Priest, in his infinite wisdom, has seen fit to remove from our midst during the past year, and who have passed through the outer veils of these earthly courts to the Heavenly Tabernacle above, we are reminded that the Lord gives and the Lord takes away, blessed be the name of the Lord. We know

that if the earthly house of this tabernacle be dissolved, we have a building of God, a house not made with hands, eternal in the heavens.

Though gone, they are not dead for

“Our dead are like the stars by day, Withdrawn from mortal eye,

Yet holding unperceived their way Through the unclouded sky.

“Though death his sacred seal hath set On bright and bygone

hours, Still those we love are with us yet, Are more than ever ours.

“Ours by pledges of love and faith, By hopes of heaven on

high By truth triumphant over death, In immortality.”

“In that day, saith Jehovah of hosts, will I take thee, O Zerubbabel, my servant, saith Jehovah, and will make thee as a signet, for I have chosen thee, saith Jehovah of hosts.”

(Haggai, 2:23)

“Then they that feared Jehovah came one with another; and Jehovah hearkened and

heard, and a book of remembrance was written before him, for them that feared

Jehovah, and that thought upon his name. And they shall be mine, said Jehovah of

hosts, even mine own possession, in the day that I make; and I will spare them, as a

man spareth his own son that serveth him.

Unto you that fear my name shall the sun of righteousness arise with healing in its rays.”

(Malachi, 3:16, 17; 4:2)

“O Jehovah, thou hast searched me, and known me. Thou knowest my downsitting and mine uprising;

Thou understandest my thought afar off.

Thou searchest out my path and my lying down,

And art acquainted with all my ways.

Whither shall I go from thy Spirit?

Or whither shall I flee from thy

presence? If I ascend up into heaven,

thou art there:

If I make my bed in the grave, behold, thou art there.

If I take the wings of the morning.

And dwell in the uttermost parts of the sea;

Even there shall thy hand lead me,

And thy right hand shall hold me.

If I say, Surely the darkness shall overwhelm

me, And the light about me shall be night;

Even the darkness hideth not from thee

But the night shineth as the day:

The darkness and the light are both alike to thee.” (Psalm 139)

(Also Psalm 23, if desired).

Here may be read by the E.H.P., or someone appointed by him, one or more suitable poems. The following is suggested:

“When on my day of life the night is falling,

And, in the winds from unsunned spaces blown,

I hear far voices out of darkness calling
 My feet to paths unknown.
 “Thou who hast made my home of life so pleasant,
 Leave not its tenant when its walls decay;
 O Love Divine, O Helper ever
 present, Be Thou my strength and
 stay.
 “Be near me when all else from me is drifting:
 Earth, sky, home's pictures, days of shade and shine.
 And kindly faces to my own uplifting
 The love which answers mine.
 “I have but Thee, my Father! let Thy
 spirit Be with me then to comfort and
 uphold; No gate of peril, no branch of
 palm r merit, Nor street of shining gold.
 “Suffice it if my good and ill unreckoned,
 And both forgiven through Thy abounding
 grace- I find myself by hands familiar beckoned
 Unto my fitting place.
 “Some humble door among Thy many mansions,
 Some sheltering shade where sin and striving cease,
 And flows forever through heaven's green expansions
 The river of Thy peace.
 “There, from the music round about me
 stealing, I fain would learn the new and holy
 song,
 And find at last, beneath Thy trees of healing,
 The life for which I long.”

(Whittier: At Last.)
 Address or Eulogy (if desired).
 Music.

E.H.P.: Companion Chaplain: Lead us in Prayer.

Chaplain: Most Gracious God, for the blessing of fellowship, while we have been together here within these sacred walls, we give Thee our grateful thanks. Our hearts have been touched by the memories of our Companions who in other days walked with us in the common ways and along the high roads. Thinking on them, and the work which they were able to accomplish, our spirits have been kindled to new resolves to walk more worthily in all the ways of fraternity; and we dedicate ourselves once more to the service of all mankind. Out of thy fatherly goodness forgive all of our shortcomings and our transgressions; heal all our diseases, and make us strong to do Thy will. Grant us, in all our doubts and uncertainties, the grace to ask what Thou wouldst have us to do; that the spirit of Wisdom may save us from all false choices. Grant us so to be led by Thee that in every path we may walk and not stumble. In Thy light let us see light, and unto Thy holy name we will ascribe majesty and might, dominion and power, glory and honor, forever and ever.

The Lord bless us and keep us;
 The Lord make his face to shine upon us,

and be gracious unto us;
The Lord lift up His countenance upon us;
and grant us His peace.
Amen! So mote it be.

CEREMONIES FOR INSTITUTING CHAPTER UNDER DISPENSATION

GHP assumes East - call to order - appoint Officers
(pro tempore, -Gr. Line, PGHP, DDGHP, PDDGHP, HP.)

Open Chapter - regular ritual - present flag.

Sec: Reads Request for Dispensation (approved by all Chapters & DDGHP (per Digest Sees. 98-101)

GHP: "Companions, Is this still your desire?"

GHP: Reads HP qualification certificate (Sec. 132)

GHP: Reads Dispensation (Digest Sees. 101-105b) Remarks, if any, - or later

Chapter: Elects Treasurer and Secretary

HP, designate, appoints other Officers.

Installation of Officers Ceremonies (Digest Part II, Page 73) GHP reads Charge.

Marshal forms Installing Officers in procession Leads once around room and out in silence.

New Officers take over; conduct their own business (appoint committees on By-Laws, procurement, etc.).

CEREMONIES FOR CONSTITUTING AND THE DEDICATION AND CONSECRATION OF A NEW ROYAL ARCH CHAPTER

New Chapter will meet in its hall and open on Royal Arch Degree. Grand Chapter Officers will open Grand Chapter in an adjoining room or convenient place, in ample form. New Chapter dispatches Committee (or D.D.G.H.P.) to notify Grand Chapter of readiness for reception. Marshal announces Committee to Grand Chapter. The latter is Admitted to the Altar. Message delivered.

G.H.P. requests Grand Chapter to accompany him to designated place of new Chapter for purpose stated. Requests Grand Marshal to form procession in reverse order of rank as follows:

GHP

DDGHP Scribe Secy

Pro Soj. RA Cap

GM2V

Chap King Treas C.of H. GM3V

GM1V Tiler (with drawn sword)

MARSHAL ENTRANCE

Alarm at Chapter door. "The Grand Chapter of Virginia and Committee" "Admit them"

Companions rise. Grand Chapter enters march around room once to stop at 1st Veil inward face procession inverts through Veils GHP arrives at Altar. Procession now in regular formation as follows:

Tiler

GM2V RA Cap Pro Soj. Secy. Scribe

GM1V GM3V

C. of H. Treas King MARSHAL

GHP DDGHP Altar Chap.

DDGHP presents GHP and Gr. Chapter Announces purpose.

HP: Welcome "The Grand Honors, Companions"

Asks Gr. Marsh. to escort GHP to East and Officers to respective stations (extra chairs provided)

* Seated

GHP assumes command.

On order from GHP, Grand Marshal assembles new Chapter Officers in regular procession (2 x 2) according to rank - leads them around room three times and lastly through the Veils to Altar in position as for installation - first depositing their jewels on stand near Altar.

Grand Marshal addresses GHP as follows:

"Most Excellent Grand High Priest, a number of Companions, duly instructed in the sublime mysteries, being desirous of promoting the honor, and propagating the principles of the Royal Art, have applied to the Grand Chapter of Virginia for a Warrant to constitute a new Chapter of Royal Arch Masons, which having been obtained, they are now assembled for the purpose of being constituted, dedicated and consecrated, and of having their Officers installed in due and ancient form."

GHP: "Companions of

Chapter, is this your desire?"

Response: "It is, by the grace of God."

GHP: "Let the Warrant of Constitution be read by the Grand Secretary." (Reads Charter, naming new Officers chosen).

GHP: "Companions of herein named?"

Chapter, do you still approve the Officers

as Response: "We do."

GHP: "Grand Chapter Officers will please surround the Altar and these Companions." (Grand Secretary brings Charter with him)

GHP: *** "All present will kneel in reverent prayer." Descends and kneels at Altar.

Grand Chaplain: Prayer:

"Almighty and Supreme High Priest of Heaven and Earth. Who is there in Heaven but Thee, and who upon Earth can stand in competition with Thee. Thine OMNISCIENT Mind brings all things in review - past, present, and to come; Thine OMNIPOTENT Arm directs the movements of Thy vast Creation; Thine OMNIPRESENT Eye pervades the secret recesses of every heart; Thy boundless beneficence supplies us with every comfort and enjoyment, and Thine unspeakable perfections and glory surpass the understanding of the children of men! Our Father, Who art in Heaven, we invoke Thy benediction upon the purposes of our present assembly. Let this Chapter be established to Thine honor; let its Officers be endowed with wisdom to discern and fidelity to pursue its true interests, let its Members be ever mindful of the duty they owe to their God, the obedience they owe to their superiors, the love they owe to their equals, and the good will they owe to all mankind. Let this Chapter be consecrated to Thy glory, and its Members ever exemplify their love to God by their beneficence to man." "GLORY BE TO GOD ON HIGH!"

Response: "So mote it be. Amen!" (All Rise)

GHP: "By virtue of the high powers in me vested, I do form you, my respected Companions, into a regular Chapter of Royal Arch Masons. From henceforth you are authorized and empowered to open and hold a Lodge of Mark Masters, Past Masters, Select Masters, Royal Masters, and Most Excellent Masters, and a Chapter of Royal Arch Masons; and to do and perform all such things as thereunto may appertain, conforming in all your doings to the Grand Royal Arch Constitution, and the general regulations of the Grand Royal Arch Chapter of Virginia. May the God of your Fathers be with you, guide and direct you in all your doing."

GHP: (Uncovering Chapter property),

"I now present you with your Charter Number -. It is the legal evidence of your existence as a REGULAR Royal Arch Chapter, and as such is an instrument of great importance. Preserve it carefully and see that no improper use is made of it. See that it remains unsullied as your character and integrity are expected to be. I invest the Chapter with these jewels, clothing, furniture and working tools to be used in promulgating the Ancient Royal Art, in friendship and in those divine principles of the Fatherhood of God and Brotherhood of Man."

Gr. Chaplain (with pot of incense in hand)

"To our Most Excellent patron Zerubbabel, we do solemnly constitute, dedicate and consecrate ____ Chapter No. _____. May the blessing of our Heavenly High Priest descend and rest upon its members, and may their felicity be immortal. Glory Be To God On High!"

As it was in the Beginning, is now and ever shall be; World without end. Amen! So Mote It Be."

GHP returns to East. "THE GRAND HONORS COMPANIONS"

GHP: "The Officers of Chapter will remain at the Altar for installation ceremonies. All other Companions return to their stations. Be seated."

GHP, or someone designated by him, will conduct regular Installation Ceremonies. (Digest page 73)

GHP: Address, Remarks, or read Charge (Digest page 69.)

GHP: "Rt. Ex. Compo Grand Marshal, assemble the Officers of Grand Chapter in the East and form procession in regular order preparatory to retiring."

New H.P. uses regular ritual to permit retiring. Raps up Chapter - stand in silence.

Grand Marshal assembles procession by two's except GHP and himself singly, leading them once around room and Altar and out through the Veils. Return to temporary Grand Chapter room to close Grand Chapter in due form.

END OF CEREMONIES

After closing Grand Chapter, the Officers may return in regular manner (not via West Gate) to new Chapter in a group, for further proceedings of new Chapter, in any.

NOTE: When any of these ceremonies are performed by a Commission, the word "Grand" must be omitted.

CHARGE FOR USE AFTER CEREMONIES DEDICATING A CHAPTER AND PRESENTATION OF CHARTER

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

May your Chapter become beautiful as the Temple, peaceful as the Ark, and sacred as its holy place. May your oblations of piety and praise be grateful as the incense, your love warm as it's flame, and your charity diffusive as it's fragrance. May your hearts be pure as the Altar, and your conduct acceptable as the offering. May the exercises of your charity be as constant as the returning wants of the distressed widow and helpless orphan. May the approbation of Heaven be your encouragement, and the testimony of a good conscience your support. May you be endowed with every good and perfect gift, while travelling the rugged path of life, and finally be admitted within the veil of Heaven, to the full enjoyment of life eternal in the Heavens.

So Mote It Be, My Companions. So Mote It Be.

CEREMONIES FOR RECEIVING THE GRAND HIGH PRIEST

Committee retires with the Grand High Priest.

Alarm at door. (Response) "Committee with the Grand High Priest"

The Royal Arch Captain remains at the door.

The Veilsmen remove chairs.

The First Veilsmen remains at his station facing East.

The Second Veilsmen goes to North of Altar and faces South. The Third Veilsmen goes to South of Altar and faces North.

Door is then opened. As Committee enters, the presiding officer raps gavel.

The Chapter stands and the Veilsmen present swords, or give royal Arch Due-guard. Committee arrives at Altar with GHP. (See diagram below.)

This forms a triangle within a triangle with the Grand High Priest in the center of the base of the inner triangle

When the Committee leaves the Altar, all Veilsmen face the East and remain at present swords, or hold due guard until the GHP seats the Chapter.

EAS

T

KING

HIGH PRIEST

SCRIBE

C of H

PS

ALTAR

Committee GHP

Committee Committee

GM-2V

GM-3V

GM-I V

RAC

DOO

R

Tiler

CEREMONY OF INSTALLATION OF OFFICERS OF GRAND CHAPTER

The Installing Officer Appoints a Marshal of Ceremonies and Chaplain

Installing Officer:

(Officers will be seated in two (2) rows west of the Altar)

All Officers will stand in at their seats, behind the Grand High Priest Elect at the Altar.

Installing Officer:

Let each Officer, elected and appointed, place his right hand over his heart and repeat after me the obligation of the Office which he bears.

ALL OFFICERS:

I promise on my honor as a Royal Arch Mason -- that I will conform to and abide by -- the Ancient Landmarks, Customs and usages of Capitular Masonry -- the laws, rules, edicts, and resolutions of the Grand Chapter Royal Arch Masons in Virginia -- and that I will faithfully perform all the duties of the office -- to which I have been elected or appointed -- until my successor shall have been chosen and installed -- So Help Me God -- to keep this -- my solemn obligation.

Installing Officer:

Companion Installing Marshal -- present the Grand High Priest elect for installation. All other Officers may be seated.

Installing Marshal:

Companion Installing Officer -- I present you Right Excellent Companion _____ for installation. I find him worthy of the honor and well versed in the Royal Arch.

Installing Officer:

You will kneel at the Holy Altar and repeat after me -- I (state your name) of my own free will and accord --in the presence of Almighty God --and the Companions here assembled --do solemnly swear -- that I will uphold the Constitutions of Masonry -- the Laws of the Grand Chapter -- Royal Arch Masons in Virginia -- to the best of my ability -- so help me God.

You will seal your vows by kissing the Holy Bible.

Installing Officer:

Let us reverently kneel and invoke the blessing of the Supreme High Priest of Heaven and Earth.

Installing Chaplain:

Most Holy and Glorious Lord God, the Great High Priest of Heaven and Earth! We approach thee with reverence and implore before Thee! Fill his heart with Thy fear, that his

tongue and actions may pronounce The Glory; make him steadfast in Thy service, grant him firmness of mind, animate his heart, and strengthen his endeavors. May he teach Thy judgments and Thy laws, and may the incense he shall offer before Thee, upon Thine Altar, prove an acceptable sacrifice unto Thee. Bless him, O Lord, and bless the work of his hand. Accept us, hear Thou from Heaven, Thy dwelling place, and forgive our transgressions.

“Glory be to God the Father, as it was in the beginning, is now, and shall be, world without end. Amen.

Installing Officer:

Companion Installing Marshal – invest the new Grand High Priest with the badge of his office and present him in the East.

Installing Officer:

My Worthy and well qualified Companion – it is now my distinct honor and privilege to welcome you in the Grand East as the Grand High Priest of Royal Arch Masons in Virginia.

You have already served this Grand Chapter in many responsible and important offices – and this Grand Chapter fully feels it is not necessary to delineate all the responsibilities that will devolve upon you as you lead this Grand Jurisdiction.

However, it is necessary that you give your unequivocal assent to the following charges:

That, to the utmost of our power, you will **PRESIDE WITH DIGNITY, PRESERVE THE SOLEMNITIES OF THE CEREMONIES**, and behave in the Grand Chapter with the profound respect and reverence, as an example to all Royal Arch Companions.

That you will endeavor to be present at all **CALLED and SPECIAL CONVOCATIONS** of the Grand Chapter in Virginia, and when you cannot, will inform and pass on your authority for the time being, to the next senior Grand Royal Arch Chapter Officer.

That you will seek to acquire, as far as possible, the virtues of **PATIENCE, MEEKNESS, SELF-DENIAL, FOREBEARANCE**, and the like, which will give you the **COMMAND OVER YOURSELF** and enable you to govern the **GRAND ROYAL ARCH CHAPTER IN VIRGINIA WITH AFFECTION, DIGNITY, AND PRUDENCE. AT THE SAME TIME CHECKING EVERY DISPOSITION INJURIOUS TO THE WORLD, ESPECIALLY OUR, Capitular World**, and promote that **LOVE and SERVICE** which Companions of the same house hold owe to each other.

That you will, at all times, observe the Constitution of this **GRAND ROYAL ARCH CHAPTER IN VIRGINIA**. That you will endeavor to have the Elected and Appointed Officers of the Grand Royal Arch Chapter perform the duties of their respective offices **FAITHFULLY**, as examples of **DILIGENCE AND INDUSTRY** to their Companions. That you will set the standards in broadening the knowledge of **OUR ROYAL ARCH** and in their duties and responsibilities as Officers of the **GRAND ROYAL ARCH CHAPTER IN VIRGINIA**.

Most Excellent Sir – do you submit to all these things, and all the obligations that rest upon you as the Grand High Priest of **ROYAL ARCH MASONS IN VIRGINIA**, in

your role and promise to observe and practice them faithfully in your role as the Supreme authority over Capitular Masonry this next year?

ANSWER: I DO – SO HELP ME GOD!

Installing Officer:

Most Excellent Sir – I now invest you with the emblem of your authority ---the Gavel – use it wisely and justly, and should necessity require, firmly.

Installing Officer:

“BY VIRTUE OF THE POWER IN ME VESTED I NOW DECLARE YOU DULY INSTALLELD AS THE GRAND HIGH PRIEST OF ROYAL ARCH MASONS IN VIRGINIA FOR THE ENSUING CAPITULAR YEAR.”

Installing Officer:

(ASK ALL PRESENT TO PLEASE RISE.) Most Excellent Sir – behold you friends, Brethren and Companions. Friends, Brethren and Companions, behold – THE GRAND HIGH PRIEST OF ROYAL ARCH MASONS IN VIRGINIA – and congratulate him accordingly.

Installing Officer:

Companion Installing Marshal -- present the Grand King elect for Installation.

Installing Marshal:

Most Excellent – I present to you the Grand King-Elect of this Grand Royal Arch Chapter.

Installing Officer:

Right Excellent Grand King – all the responsibilities and obligations which your Grand High Priest has just assumed and to which he has given his assent, are to you, second in Command, also your obligations and responsibilities. You are to second and support your Grand High Priest in all the requirements of this august office; and should casualties at any time prevent his attendance, you are to succeed him in the performance of his duties.

Installing Officer:

Right Excellent Grand King – do you accept as second in command, all the obligations and responsibilities as were just assumed by your Commanding Officer, the Grand High Priest in Virginia?

ANSWER: “I DO – SO HELP ME GOD”

Installing Officer:

Companion Installing Marshal – invest the Grand King with the Badge of his office, escort him to his station and present the Grand Scribe for installation.

Installing Marshal:

Most Excellent, I now present you Right Excellent _____, Grand Scribe elect of the Grand Royal Arch Chapter in Virginia.

Installing Officer:

Right Excellent – as third in command, you must accept the duties and responsibilities which have been assumed by your Grand High Priest and Grand King, for should casualties befall them, you must assume their responsibilities and be prepared to carry on the important work of your Grand Royal Arch Chapter. The purpose of the institution ought never to suffer for want of intelligence in its Grand Chapter Officers. You will, therefore, perceive the necessity of your possessing such qualifications as will enable you to accomplish those duties which are incumbent upon you. In your appropriate station, as well as those which may devolve upon you by the absence of your superiors.

Installing Officer:

Do you accept, as third in command in the Grand Royal Arch Chapter in Virginia, all the obligations and responsibilities as were just assumed by the Grand High Priest and Grand King?

ANSWER: "I DO SO HELP ME GOD."

Installing Officer:

Companion Installing Marshal, invest our Grand Scribe with the Badge of his Office – conduct him to his station and present the next Grand Officers for installation.

Installing Marshal:

Most Excellent Installing Officer – I present you Right Excellent _____, and Most Excellent _____ who have been elected Grand Treasurer and Grand Secretary for the Grand Royal Arch Chapter in Virginia for the next Capitular Year.

Installing Officer:

My worthy Companions – the offices to which you have been elected are the ones of great and important responsibility in the Grand Royal Arch Chapter in Virginia. The happiness and prosperity of this Grand Chapter are to a great extent dependent on your diligent attention to your respective duties. The care and preservation of our record and the proper recording of what is proper is dependent upon your good judgment. The possession of these good qualities has designated you as suitable officers for these important Offices, and I know you will discharge your duties beneficially to the Grand Chapter and each Chapter in this Grand Jurisdiction, and honorable to yourself.

Installing Officer:

Companion Installing Marshal – invest each with the badge of his office, escort them to their stations and present the remaining Officers for Installation.

Installing Marshal:

Most Excellent Installing Officer – it is now my pleasure to present the following Grand Royal Arch Chapter Officers for installation:

(Call each Companion's name, as they are introduced – each Companion will step forward as his name is called – and back after his position is given): Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, the Grand Masters of Veils, the Grand Chaplain and Associate Grand Chaplain, Grand Marshal and Associate Grand Marshal,

Grand Tiler, Grand Lecturer and Associate Grand Lecturer, Grand Parliamentarian and Associate Grand Parliamentarian, Grand Stewards, Grand Webmaster, Grand Musician, Deputy Grand Treasurer and Deputy Grand Secretary.

Installing Officer:

Companions and Grand Royal Arch Chapter Officers – elected and appointed – the offices confided to each of you- though subordinate in degree, is equal in importance to any in your Grand Royal Arch Chapter line, that of the Grand High Priest alone excepted.

Every position represented here this evening demands your most zealous consideration. The preservation of the most essential traits of our ancient customs, usages, and landmarks are within you province and it is indispensably necessary that the part assigned to each of you, in the practice of aiding in and maintaining the integrity of our Rites and Ceremonies, should be perfectly understood and correctly administered.

Installing Officer :

My Most Worthy Companions – by virtue of the power in me vested, and on behalf of the Most Excellent Grand High Priest in Virginia – I now declare each of you duly installed in your respective offices, ever remembering the solemn obligation which your Grand High Priest has just assumed and which you are now concurring.

Installing Officer:

Companion Installing Marshal – invest each of these officers with the badges of their respective offices and conduct them to their stations in this Grand Royal Arch Chapter.

Installing Officer:

Companion Installing Chaplain – you will make the proclamation.

Installing Chaplain:

(Raising his right hand) “ May The Lord bless you and keep you. May The Lord make His face to shine upon you and be gracious to you. May The Lord lift up his countenance upon you and give you peace both now and forever more. So mote it be. Amen!”

Installing Officer:

(Addressing the Grand Royal Arch Chapter) – **“I NOW DECLARE THE OFFICERS OF THE GRAND ROYAL ARCH CHAPTER IN VIRGINIA DULY INSTALLED AND PROPERLY CONSECRATED FOR THE ENSUING CAPITULAR YEAR.”**

GRAND CHAPTER OF VIRGINIA INSTALLATION CEREMONY FOR OFFICERS OF SUBORDINATE CHAPTERS

(The Marshal will assemble the newly elected Companions before the Altar, the High Priest elect directly behind it, the King to his right and one pace to the rear, the Scribe to his left and one pace to the rear. The rest of the officers elected and appointed, one pace to the rear of the King and Scribe, commencing with the Treasurer on the right and proceeding down the line to the left. Each officer should be clothed in the proper apron.)

Marshal: Mt. Ex. (Rt. Ex.) I present you Companion High Priest Elect of this Chapter for installation. I find him worthy of the honor and well versed in the Royal Art.

Installing Officer: My Companion: By the authority vested in me, I am about to induct you into the GREAT and RESPONSIBLE office of High Priest of this Chapter. You have already served this Chapter in many responsible offices and I feel quite certain that it is not necessary for me to delineate all the responsibilities that devolve upon a Companion who accepts the honor of a HIGH PRIEST of a ROYAL ARCH CHAPTER under the jurisdiction of the GRAND CHAPTER in the Commonwealth of Virginia. However, it is necessary that you give your unequivocal assent to the following Charges:

That, to the utmost of your power, you will PRESIDE WITH DIGNITY, preserve the SOLEMNITIES of our CEREMONIES, and behave in open Chapter with the most profound respect and reverence, as an example to your Companions.

That you will endeavor to be present at all regular and special convocations, and when you cannot, will inform and pass on your authority for the time being, to the next senior eligible officer to preside and conduct the business.

That you will seek to acquire, as far as possible, the virtues of PATIENCE, MEEKNESS, SELF- DENIAL, FORBEARANCE and the like, which will give you the COMMAND OVER YOURSELF, and enable you to govern your MASONIC FAMILY with AFFECTION, DIGNITY, AND PRUDENCE, at the same time checking every disposition INJURIOUS to the world, especially our MASONIC WORLD, and promote that LOVE and SERVICE which BRETHREN of the SAME HOUSEHOLD owe to each other.

That you will at all times observe the Constitution of Royal Arch Masonry, ALL the regulations of the Grand Royal Arch Chapter Of Virginia, and the By-laws of this Chapter. That you will endeavor to have all the officers of your Chapter perform the duties of their respective offices faithfully, as examples of diligence and industry to their Companions. That you will assist them in broadening their knowledge of our royal art and in their duties and responsibilities as officers of a Royal Arch Chapter.

Do you submit to all these things, and all the obligations that rest upon you as a ROYAL ARCH MASON and promise to observe and practice them faithfully?

Answer: I do, so help me God.

(The Marshal or Installing Officer shall invest the H.P. with the badge of his office.)

High Priest kneels:

Prayer: Most Holy and Glorious LORD GOD, the GREAT HIGH PRIEST of HEAVEN and EARTH: We approach THEE with reverence and implore THY blessing on the Companion elected to preside over this Chapter, and now prostrate before THEE. Fill his heart with love that his tongue and actions may pronounce THY glory. Make him steadfast in THY service; grant him firmness of mind; animate his heart and strengthen

his endeavors. May he teach THY judgments and THY laws; and may the incense he shall put before THEE upon THY altar prove an acceptable sacrifice unto THEE. BLESS him, OH LORD, and BLESS the work of his hands. Accept us in mercy; hear THOU from HEAVEN, THY dwelling-place, and forgive our transgressions AMEN
Installing officer: (conducts the H.P. to the EAST and says:) Mt. Ex., I now present you with the emblem of your authority, the GAVEL. Use it wisely and justly, and, should necessity require, firmly.

I now declare you duly installed as H.P. of the ensuing year.

Chapter No. _____ for

(Call up Chapter) Companions of Chapter: Behold your High Priest. Recollecting that the prosperity of you Chapter will depend as much on your support, assistance and obedience as on his assiduity, fidelity and wisdom. You will salute him accordingly.
(Seat Chapter)

Marshal: : Mt. Ex. (Rt. Ex.) I present you Companion Chapter for installation.

King-elect of this

Installing Officer: My Companion: All the responsibilities and obligations which your High Priest has just assumed and to which he has given his assent, are to you, as second in COMMAND, also your obligations and responsibilities. You are to second and support your chief in all the requirements of his office; and should casualties at any time prevent his attendance, you are to succeed him in the performance of his duties.

I would remind you of the PATERNAL CONCERN you should ever feel for the welfare of you Chapter, and the FERVENCY and ZEAL with which you should endeavor to promote its prosperity.

You are entitled to the second seat in the COUNCIL of your companions. Let the bright example of your illustrious predecessor in the GRAND COUNCIL at Jerusalem stimulate you to the faithful discharge of your duties.

Do you accept, as second in command, all the obligations and responsibilities as were just assumed by your commanding officer, the High Priest of this Chapter?

Answer: I do, so help me God.

The Marshal will invest the King with the Badge of his office and escort him to his station.)

Marshal: Mt. Ex. (Rt. Ex.) I will present you Companion of this Chapter for installation.

Scribe-elect

Installing Officer: My Companion: As third in command, you must accept the duties and responsibilities have been assumed by your High Priest and King, for, should casualties befall them, you must assume their responsibilities and be prepared to carry on the important work of your Chapter. The purposes of the institution ought never to suffer for want of intelligence in its proper officers. You will, therefore, perceive the necessity of your possessing such qualifications as will enable you to accomplish those duties which are incumbent upon you, in your appropriate station, as well as those which may devolve upon you by the absence of your superiors.

Do you accept, as third in command, all the obligations and responsibilities as were just assumed by your commanding officer, the High Priest of this Chapter?

Answer: I do, so help me God.

(The Marshal will invest the Scribe with the Badge of his office and escort him to his station.)

INSTALLATION OF SECRETARY AND TREASURER

Marshal:

Mt. Ex. (Rt. Ex.)

I present you Companions and who have been elected Treasurer and Secretary respectively of this Chapter.

Installing Officer: My Companions: The offices to which you have been elected are ones of great responsibility. The happiness and prosperity of this Chapter are to a great extent dependent on your diligent attention to your respective duties. The care and preservation of our records and the proper recording of what is proper is dependent upon your good judgment. The possession of these good qualities has designated you as suitable officers for these important offices, and I know you will discharge your duties beneficially to the Chapter and honorably to yourself.

Companion Marshal, you will invest them with the Badges of their offices and conduct them to their respective stations.

Installing Officer: Companion Marshal: Present the remaining officers.

Marshal: Mt. Ex. (Rt. Ex.) I present you the Captain of the Host, Principal Sojourner, Royal Arch Captain, the Grand Masters of Veils, the Chaplain and the Tiler, who have been chosen to serve this Chapter for the ensuing year.

Installing Officer: My Companions: The office confided to you, though subordinate in degree, is equal in importance to any in your Chapter, that of the High Priest alone excepted. It demands your most zealous consideration. The preservation of the most essential traits of our ancient customs, usages and landmarks are within your province, and it is indispensably necessary that the part assigned to each of you, in the immediate practice of our Rites and Ceremonies should be perfectly understood and correctly administered.

I install you in your respective offices, in expectation that you will perform your duties with INTELLIGENCE, ASSIDUITY, and PROPRIETY.

(Marshal invests each with his Jewel and conducts him to his station.)

Installing officer: (Call up Chapter)

Let us kneel and pray. (All officers and installing officer will kneel.)

OUR GOD and FATHER, LORD of the spirits of all flesh, who art our protector and Savior.

Thy blessings we invoke and Thy favor do we seek on this assemblage and especially do we ask for Thy guidance and blessing on these officers, who have been installed to govern and guide this Chapter during the coming year. Be thou with them and with all the household of Masonry. Prosper our nation so that there may be no want or scarcity, and all may be satisfied because THOU hast opened thy hand to us. Grant that they whom the people have placed in authority throughout our land may be filled with THY spirit, the spirit of wisdom and understanding, the spirit of knowledge and the fear of thee. May THY blessing rest upon our free institutions that this land may remain forever the home of liberty. May peace dwell within its borders and throughout the world of Masonry. Be THOU with us now and ever. Help THOU us in all our ways. We pray that when we have completed the record of our transactions here below that we will be admitted into the Celestial Grand Chapter Of Saints and angels, and find our names recorded in the Book of Life Eternal. AMEN. (Seat Chapter)

SUGGESTED CEREMONY FOR INSTALLING DISTRICT DEPUTY GRAND HIGH PRIEST

(Adopted 25 October 1972)

To be performed in appointee's home Chapter, by someone of his choice, within one calendar month after Grand Chapter, suitable notice having been given to the other Chapters in the District.

Marshal with D.D.G.H.P. at Altar: Mt. (Rt.) Ex., I present you Rt. Ex. Companion - who has been appointed District Deputy Grand High Priest of the District as the personal representative of the Most Excellent Grand High Priest of Royal Arch Masons in Virginia."

Installing Officer: My Companion, by the authority vested in me, I am about to induct you into the great and responsible office of District Deputy Grand High Priest of The District. My Companion, as you are about to enter into a most important undertaking, let us first invoke the blessing of Deity."

(D.D.G.H.P. kneels at Altar) Prayer: Most Holy and Glorious Lord God, the great High Priest of Heaven and Earth, we approach Thee with reverence, and implore Thy blessing on the Companion appointed to preside over and guide this District, and now prostrate before Thee. Fill his heart with love that his tongue and actions may pronounce Thy glory; make him steadfast in Thy service; grant him firmness of mind; animate his heart, and strengthen his endeavors. May he teach Thy judgments and Thy laws, and may the incense he shall put before Thee, upon Thine Altar, prove an acceptable sacrifice unto Thee. Bless him, O Lord, and bless the work of his hand. Accept us, in mercy; hear Thou from heaven, Thy dwelling place, and forgive our transgressions. Amen. (So mote in be)

Installing Officer: "My Companion, before you can be installed District Deputy Grand High Priest of this District, it is necessary that you give your unequivocal assent to the following charges:

That, to the utmost of your power; you will preside with dignity, preserve the solemnity of our ceremonies, and behave in open Chapter with the most profound respect and reverence, as an example to your Companions.

2 - That you will seek to acquire, as far as possible, the virtues of meekness, patience, self-denial, forbearance, and the like, which will give you the command over yourself, and enable you to govern your Masonic family with affection, dignity, and prudence, at the same time checking every disposition injurious to the world, especially our Masonic world, and promote that love and service which Brethren of the same household owe to each other.

That you will at all times observe the Constitution of Royal Arch Masonry, all the Regulations of the Grand Royal Arch Chapter of Virginia, and the By-Laws of the several Chapters in your District. That you will endeavor to have all the Officers of your District perform the duties of their respective offices faithfully, as examples of diligence and industry to their Companions. That you will assist them in broadening their knowledge of our Royal Craft and in their duties and responsibilities as Officers of a Royal Arch Chapter.

"Do you submit to all these things and all the obligations that rest upon you as a Royal Arch Masons, and promise to observe and practice them faithfully?"

Answer: "I do, so help me God."

(Installing Officer invests the D.D.G.H.P. with the badge of his office, his apron. Committee, when requested escorts D.D.G.H.P. to the East.)

Installing Officer: "Rt. Ex. I now present you with the emblem of your authority. Your warrant. This warrant, issued by the Grand Royal Arch Chapter of Virginia, authorizes you to

serve this District as District Deputy Grand High Priest. Use your authority wisely and justly, and should necessity require, firmly.

“I now declare you duly installed as District Deputy Grand High Priest of the District for the ensuing year.”

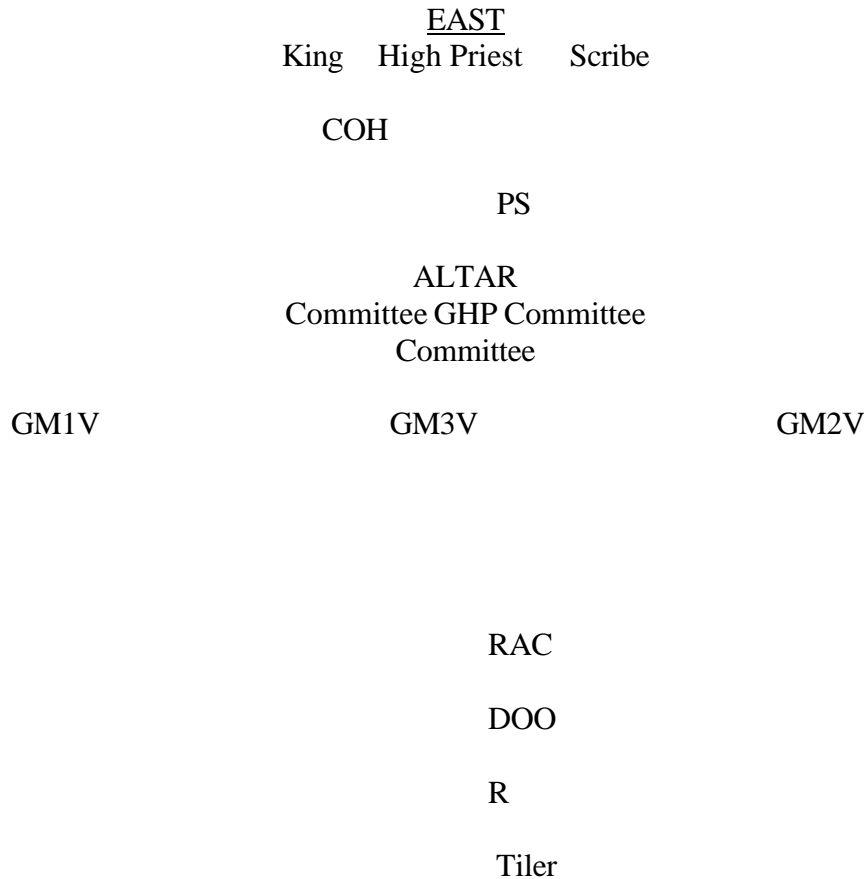
Installing Officer (Calls up Chapter): “Companions of the Capitular District. Behold your District Deputy Grand High Priest. Recollecting that the prosperity of your District will depend as much on your support, assistance, and obedience as on his assiduity, fidelity and wisdom, you will salute him accordingly.” (Seats Chapter.)

DISTRICT RECEPTION OF THE GRAND HIGH PRIEST

High Priest of host Chapter opens a Royal Arch Chapter and has Secretary read the dispensation. High Priest appoints a committee to present the District Deputy Grand High Priest at the altar. District Deputy Grand High Priest assumes east. High Priest moves to sidelines with other High Priests.

District Deputy Grand High Priest appoints a committee to retire with, wait upon, return with, and present the Grand High Priest.

After Royal Arch Captain permits the committee to retire, he sits down. The three Grand Masters of Veils assume their positions according to the diagram below: (facing the altar)



When the Captain of the Host permits the committee to enter, the DDGHP gives three raps of the gavel. All rise. the GM1,2,3 Veils give the Royal Arch due-guard, or, if armed with swords, present swords. Hold the due guard or present swords until the GHP raps the gavel. (The GM2&3 Veils face east as GHP proceeds. The RAC remains at the door until the sound of the gavel.)

After the Grand High Priest seats the chapter, the officers assume their normal stations. The Scribe will move to the side-lines.

The DDGHP will continue with introductions as published.

After introductions, the Grand High Priest will address the Companions and ask the DDGHP to give a report on the condition of the district. The Grand High Priest will then close the chapter.

INTRODUCTIONS

(NOT PRESENTED AT ALTAR)

NOTE: EACH CATEGORY WILL RISE AT THEIR SEATS AND BE INTRODUCED AS A GROUP. WELCOME THEM & GIVE ROUND OF APPLAUSE

All Who Have Not Served As High Priest

All 50 Year & Older Royal Arch Veterans

All Past High Priests and Past District Deputy Grand High Priests, Who Have Not Attained A Higher Office or Hold Title in Grand Chapter

All District and Assistant District Lecturers

All Presiding Officers of Appendant or Associated Bodies (includes Commanders)

All Grand Lodge Officers

(Ask Grand Master, if present, if he would like to introduce them)

(PRESENTED AT ALTAR)

NOTE: APPOINT A COMMITTEE TO PRESENT THE FOLLOWING AT THE ALTAR. WELCOME THEM, PRESENT THEM IN THE EAST & GIVE GRAND HONORS

All Past Grand Masters

All Recipients of the "Ish Sodi Award".

All Recipients of the "John Dove Meritorious Service Award".

All Virginia and Visiting Presiding Grand Officers (includes Grand Commander of Knights Templar; and the SGIG)

All High Priests

All District Deputy Grand High Priests

All Past Grand High Priests

(The Grand High Priest may introduce)

All Grand Chapter Officers

(The Grand High Priest may introduce)

The Grand Master of Masons in Virginia

SUGGESTED CEREMONY FOR PRESENTING TWENTY-FIVE YEAR EMBLEMS

(Adopted 19 November 1988)

A committee of two is appointed to present the Twenty-five Year Member at the Altar, where a welcome is extended by the High Priest or presenting officer. He is then invited to the East and saluted appropriately. (If infirm, the recipient may be seated at the Altar.) The presenting officer calls upon the Secretary to read the recipient's record as a Royal Arch Mason and other Masonic records and honors as may be appropriate.

The presenting officer calls up the Chapter and has the Chaplain make the following prayer:

O God, the giver of all good gifts and graces, we thank Thee for the service and life of the Companion that we are honoring this evening. Lord, we humbly thank Thee for the many blessings Thou hast bestowed upon our Chapter and our beloved Fraternity of Royal Arch Masons. We pray that the Supreme High Priest will continue to grant to this Companion whom we honor this evening good health and faithful service in the quarries of Freemason. We pray that his days may be long, that his service may be fruitful, and that the blessings of the Almighty God will be on him, now and always. Amen-So Mote It Be (The presenting officer seats the Chapter and proceeds)

Companions, we have assembled here at this hour to honor one who has attained twenty-five years of service in Royal Arch Masonry. The officers and members of this Chapter are proud that the name of (name) appears on the Roster of Chapter No. . The Grand Chapter of Royal Arch Masons is proud that you are a member of a Chapter in this Grand Jurisdiction. A quarter of a century has passed since you were exalted to the Sublime Degree of Royal Arch Mason. May the Supreme High Priest grant you many more years of life so that you may enjoy the friendships you have developed in Capitular Masonry. It is our hope that you will continue to fulfill the obligations of a Royal Arch Mason and fully conform to the principles of our Order. Zeal, fidelity, and affection are the characteristics that mark us as Royal Arch Masons and which bring about the harmony, satisfaction” and peace we all enjoy at our meetings. We are very pleased to list yours among the names of “workmen who need not be ashamed.”

Be pleased to accept at this time this twenty-five-year service emblem as a small token of our esteem. May you wear it with much pleasure and pride. It is our wish that your life and the lives of all with whom you come in contact may prove both pleasing and acceptable in the eyes of the Supreme High Priest. (The High Priest or presenting officer will invite the recipient to respond. The committee will then reconduct the Companion to his seat.)

Note: This ceremony may be utilized to present twenty-five year awards to more than one recipient at the same time by simply using plural words in place of the singular forms shown.

SUGGESTED CEREMONY FOR PRESENTING FIFTY. YEAR EMBLEMS

(Adopted 25 October 1972)

A committee of Two shall present the Fifty- Year Member at the Altar, where he is welcomed, invited to the East, and saluted. (If infirm, or he so desires, he may remain seated.) The Secretary reads his record as a Royal Arch Mason, and other Masonic records and honors if desired. The Presenting Officer calls up the Chapter and gives, or has the Chaplain do so, the following prayer:

Our Gracious and Loving Heavenly Father, the giver of every good and perfect gift. We thank Thee for the gift of more than fifty years of Masonic service from this Companion who has exceeded the allotted three score and ten years of earthly life. As we are honored with his presence here this evening, we thank Thee for the companionship he has afforded, and for the precepts which he has upheld during this span of Masonic heritage. May his remaining years continue to be pleasant, and may we enjoy many more years of his acquired wisdom. This we pray in Thy Holy Name. Amen. (So mote it be.)

Presenting Officer seats Chapter and proceeds: "To obtain the Fifty-Year Service Emblem of the Grand Royal Arch Chapter of Virginia is a goal that very few Royal Arch

Masons reach, and is a very noteworthy occasion in the life of the Companion who receives it. To be in attendance at the Convocation when we honor the veteran of fifty years is a great inspiration in itself, but to have the privilege of presenting the Emblem is a most gratifying experience.

"Our years are numbered, our tasks are many, our talents are varied, but during a lifetime they will multiply many times when nurtured and cultivated in the fertile fields of service for the good of mankind. For fifty years you have had the heritage of Royal Arch Masonry entrusted in your care. You have worn with dignity the mantle of a society for which our forefathers were willing to risk their lives to keep pure and unsullied. You have demonstrated in your daily life for fifty years the Tenets of Freemasonry. Therefore, our communities, States, and nation have been made better places in which to make our homes and rear our families---because of the fact that you were a Royal Arch Mason.

"As the sun of life slowly starts to settle in the West, the dazzling glow of each morning's rising sun reminds us that others are climbing to the zenith of life's ambition with the privilege of obtaining the rewards of our Fraternity, because you have filled those fifty years with Masonic service. May your remaining years be many, may your reflections be ones of joy, and may your usefulness to our Fraternity continue to be exemplified in your daily life."

SUGGESTED CEREMONY FOR PRESENTING SIXTY-YEAR EMBLEMS

(Adopted 25 October 1986)

Presenting Officer:

My Companions, this is a very special occasion for all of us as we will now honor a Companion who has reached a milestone in his Masonic life. He has wrought in our quarries and been a member of our noble craft for three score years and his labors continue. The Committee will please present our distinguished companion at the Altar. * (See note)

Presenting Committee: Most Excellent, we are honored to present Companion who has been a Royal Arch Mason for sixty years.

Presenting Officer: Companion, you have honored us by your presence and having attained this singular distinction. This is a pinnacle that few of our members have opportunity to reach. We welcome you to this select group of highly revered Royal Arch Masons. As this is a most important occasion, let us look to our Heavenly Father above and invoke His divine blessing. (Call up Chapter)

Chaplain: Supreme High Priest of Heaven and Earth, we praise Thy Holy name for Thy majestic greatness and wonderful works. We bless Thee, O God, that Thou has given us life and life in abundance. We especially thank Thee for extending to this good Companion length of days of more than four score years. This has enabled him to devote sixty years of his life to your service and that of the craft. We beseech Thee, O Lord that he may be like the leaf in falling which serves but to nourish the tree upon which it has been sustained.

Continue to render his future years active in our order and beneficial to all mankind. May he find satisfaction, happiness and peace of mind as he travels toward the evening sun.

We pray, O God that when we all journey beyond the sunset to the Celestial Grand Chapter above, we may enter that Holy City with Thee, eternal in the heavens. Amen- So Mote it be. (Seat Chapter)

Presenting officer: The Committee will please present our Companion in the East and let him be seated here.¹² Companion Secretary, you will read the Masonic record of Companion (The Secretary reads his record as a Royal Arch Mason and other Masonic records and honors if desired)

Presenting Officer: Companion it is a great inspiration to all of us to honor you, a Companion who has reached the lofty heights of sixty years in Ancient Craft Masonry. To us it is another inducement to continue steadfast and immovable in the discharge of our respective duties. Early in Masonry we alluded to obtaining useful knowledge in youth, to applying our knowledge in manhood and enjoying many happy reflections in old age. We know that you have obtained and applied much useful knowledge through the years. We hope that you are now enjoying many happy reflections consequent to a well spent life. We trust that your future will continue to be filled with abounding happiness, peace and health.

On behalf of the Grand Chapter of Royal Arch Masons in Virginia, I am privileged and delighted to present you a Sixty-Year Service Emblem. We hope that you will accept it as a token

¹

² This is a suggested ceremony and may be changed to suit the occasion. If the recipient is infirm or if he so desires, he may be seated in the East for the entire presentation. The Presenting Officer may wish to salute the Companion when he is presented in the East.

of that Friendship, Union, Fervency and Zeal and Purity of Heart which characterizes

our Society. May you wear it with great pleasure to yourself and joyful reflections upon the years that made you eligible for this coveted award. May the God of peace and love bless you in all your laudable undertakings and give you many more years of service to Him and to Royal Arch Masonry.

Form of a Petition for Dispensation to Open a Chapter of Royal Arch Masons

Date:

To the Most Excellent Grand High Priest, King and Scribe of the M. E. G. Chapter of Royal Arch Masons in the Commonwealth of Virginia:

We, the undersigned, being Royal Arch Masons of good standing, and residents of the County (City) of _____, for the convenience of our respective dwellings, and a desire to advance the cause of Masonry respectfully pray for a Dispensation to open a Chapter of Royal Arch Masons at

_____ in the County (City)

of _____, by the designation of

_____ R. A. Chapter, and therein to confer the Mark, Past, Select and Royal Master, Most Excellent Master, and Royal Arch Degrees, according to the Constitutions of Masonry and the Laws of the M. E. Grand Chapter Royal Arch Masons in the Commonwealth of Virginia. We do hereby nominate Ex.

Companion High Priest, Companion _____ as King, and Companion _____ as Scribe of

_____ said Chapter.

Should the prayer of the Petitioners be granted, we promise a strict obedience to all the usages of Masonry, and the Laws, Resolutions and Edicts of the Grand Chapter.

(Signed by not less than nine Companions, stating their present or late Chapter affiliations, and accompanied by the recommendations of the D. D. G. H. P. and a majority of the Chapters whose jurisdictions may be affected.)

FORM OF WARRANT OF DISPENSATION FOR OPENING AND HOLDING A NEW CHAPTER

To all whom it may concern:

Know ye, that I, _____ Most Excellent Grand High Priest 'of the Grand Chapter of Royal Arch Masons in the Commonwealth of Virginia, have received a petition from a constitutional number of Companions who have been properly vouched for and recommended, which petition sets forth that they are desirous of forming a new Chapter at _____, in the _____ of _____; and whereas, there appears to me to be good and sufficient cause for granting the prayer of the said petition:

Now, therefore, by virtue of the powers in me vested by the Constitutions of the Order, I do hereby grant this, my Dispensation, authorizing and empowering Companion _____ to act as Most Excellent High Priest; Companion _____ to act as King; and Companion _____ to act as Scribe of a Chapter to be holden at (street) in the (city/town) of _____ Virginia, to be named and designated as _____ Chapter, U.D.

And I do further authorize and empower the said Companions, with the necessary assistance, to open and hold Lodges of Mark, Past, and Most Excellent Masters, a Council of Select and Royal Masters, and a Chapter of Royal Arch Masons, and therein to advance, induct, receive and acknowledge Candidates in the several preparatory Degrees, and to Exalt the same to the Holy Royal Arch, according to the Ancient Landmarks and Usages of the Order, and the Constitutions of the Grand Chapter of Royal Arch Masons in the Commonwealth of Virginia, but not otherwise.

And this Dispensation shall remain in force until the Grand Chapter aforesaid shall grant a Warrant of Constitution for the said Chapter, or until it shall be revoked by me, or by the authority of the Grand Chapter.

Given under my Hand and the Seal of the Grand Chapter at this day of _____ A.D. _____ A.L. - A. Inv. - A. Dep. -'

Attest: _____
Grand Secretary

Grand High Priest

(Seal)

At the next Annual Convocation of the Grand Chapter, this Dispensation is returned, and the Grand Chapter will, if there be no just reason to the contrary, grant a Warrant of Constitution; in accordance with Section 104 of the Digest.

FORM OF RECOMMENDATION

Tabernacle of

R.A.C. No. - at

VA., Date:

We, the officers and members of _____ R.A.
Chapter No. _____ do hereby recommend that the petition for a Dispensation
to open and hold a Royal Arch Chapter at _____ in the County (City)
of
_____ be given favorable consideration by the Most Excellent
Grand High Priest.

(Seal)

(Signed)

SECRETARY

**FORM OF CERTIFICATE OF THE INSTALLATION OF HIGH PRIEST OF A
ROYAL ARCH CHAPTER**

(To be filled out and presented to the Grand Council of Anointed High Priests of

Virginia) This is to certify that Ex. Companion was on the day of ,
A.D. . A.I , duly and constitutionally installed High Priest
of Royal Arch Chapter No. - working under a charter from the Most
Excellent Grand Royal Arch Chapter of the Commonwealth of Virginia.

Given under my hand and the Seal of this Chapter this day of A.D. A.I.

(Seal)

Signed:

Secretar
y

FORM OF PETITION FOR THE DEGREES

To the Ex. High Priest, King and Scribe, and Companions of Royal Arch Chapter No. -,
Virginia.

The Subscriber, a Master Mason in good standing, having been a resident of your jurisdiction for the past year, respectfully petitions for the degrees as conferred in the Royal Arch Chapter, and declares that he has (not)* been rejected by (any)* Royal Arch Chapter, and pledges himself that should his petition be granted, he will cheerfully conform to all the requirements of Royal Arch Masonry in general, and of your Chapter in particular.

Date of birth

Occupation

Business

Address

Residence

Mailing Address Telephone

No. Member of Lodge No. -
at Other Lodges

Dated

(Usual signature)

(Full name, print or type)

Recommended and vouched for by: Companions:
Companions:

Deposit fee, (returned if Candidate is rejected):

Presented:

Elected:

Mark Master:

Past Master:

Select and Royal Masters:

Most Excellent Masters:

Royal Arch:

(*) If previously rejected, cross out words in parentheses and give details on back of this petition.

FORM OF APPLICATION FOR AFFILIATION

To the Ex. High Priest, King and Scribe, and Companions of Royal Arch Chapter No. -,
Virginia.

The Subscriber respectfully petitions for membership in your Chapter and pledges himself that if
his petition should be granted, he will cheerfully obey all the requirements of your By-
Laws, and the established Rules and Regulations of the order.

Date of Birth:

Occupation:

Business Address:

Residence: Telephone No.: Mailing Address:

Lodge membership (list all Lodges of which you are a member):

Lodge, No. -, at Lodge, No. -, at Lodge, No. -, at

Chapter membership (list all Chapters of which you are a member or from which you hold a
Demit):

Chapter, No. __, at Chapter, No. __, at Chapter, No. __, at

Council Membership, R.& S.M.:

Council, No. __,

at Dated:

(Usual Signature)

(No fee for affiliation)

(Full name, type or

print)

Recommended by: Companions:

Presented:

Elected:

FORM OF DEMIT

Tabernacle of Virginia. Dated:

Royal Arch Chapter, No. _at

This is to certify that Companion _____ has paid all his dues to Royal Arch Chapter No. -, and has withdrawn, in good standing, as a member thereof. (Seal)

Signed:

Secretary

CERTIFICATE OF REINSTATEMENT

Tabernacle of Virginia. Dated:

Royal Arch Chapter No. at

This is to certify that Companion _____ who was suspended in this Chapter on _____, being at that time in arrearage for _____ years dues, has paid the arrearage of dues owing, has been reinstated to the rights and benefits of Royal Arch Masonry, and in accordance with the provisions of Section 240 of the Digest (Fourteenth Edition) is entitled to apply for membership in any Royal Arch Chapter.

(Seal)

Signed:

Secretary

Virginia. Date

This is to certify that Companion in this Chapter on

FORM OF MINUTES

Virginia,

(Date)

At a Stated (or special) Convocation of their Tabernacle on the - day of
were present:

R.A. Chapter No. -, held in , A.D. A.I. , there

Excellent
Companion Companions Visitors

High Priest
- King _Scribe Treasurer
_Secretary Captain of the Host Principal Sojourner
R.A. Captain G .M. 3rd Veil G .M. 2nd Veil G.M. 1st Veil
Chaplain
Steward
Tiler

A Royal Arch Chapter was opened in solemn form
The petition of Brother A.B. of _____ Lodge No.
recommended and vouched for by Companions and was read and (laid over for one month) or
(balloted upon). The ballot being clear, he was declared duly elected to receive the Degrees
in Royal Arch Masonry.

The application for membership of Companion C.D. (late) of
R.A. Chapter No. _, located at _____ accompanied by a demit
from said Chapter, recommended by Companions _____ and
was read and laid over for one month. The application for membership of Companion (late) of
_____ R.A. Chapter No. _,
having lain over one month, was taken up and the ballot being circulated and found clear, he was
declared duly elected a member of this Chapter.

(Miscellaneous Business)

Bills

No further business appearing, the minutes were read and approved, and the R.A. Chapter was closed
in solemn form.

Signed

High Priest

Attest:

Secretary

(The minutes of Special Convocations will be in similar form, depending upon the Degree in which the
work was performed.)

NOTE: The Grand Chapter adopted a standard By-Laws form at the Annual Convocation in 1992.
These are available from the Grand Secretary.