

CODE
Of
LAWS
AND REGULATIONS
Of the

GRAND CHAPTER
Of

ROYAL ARCH MASONS
Of the

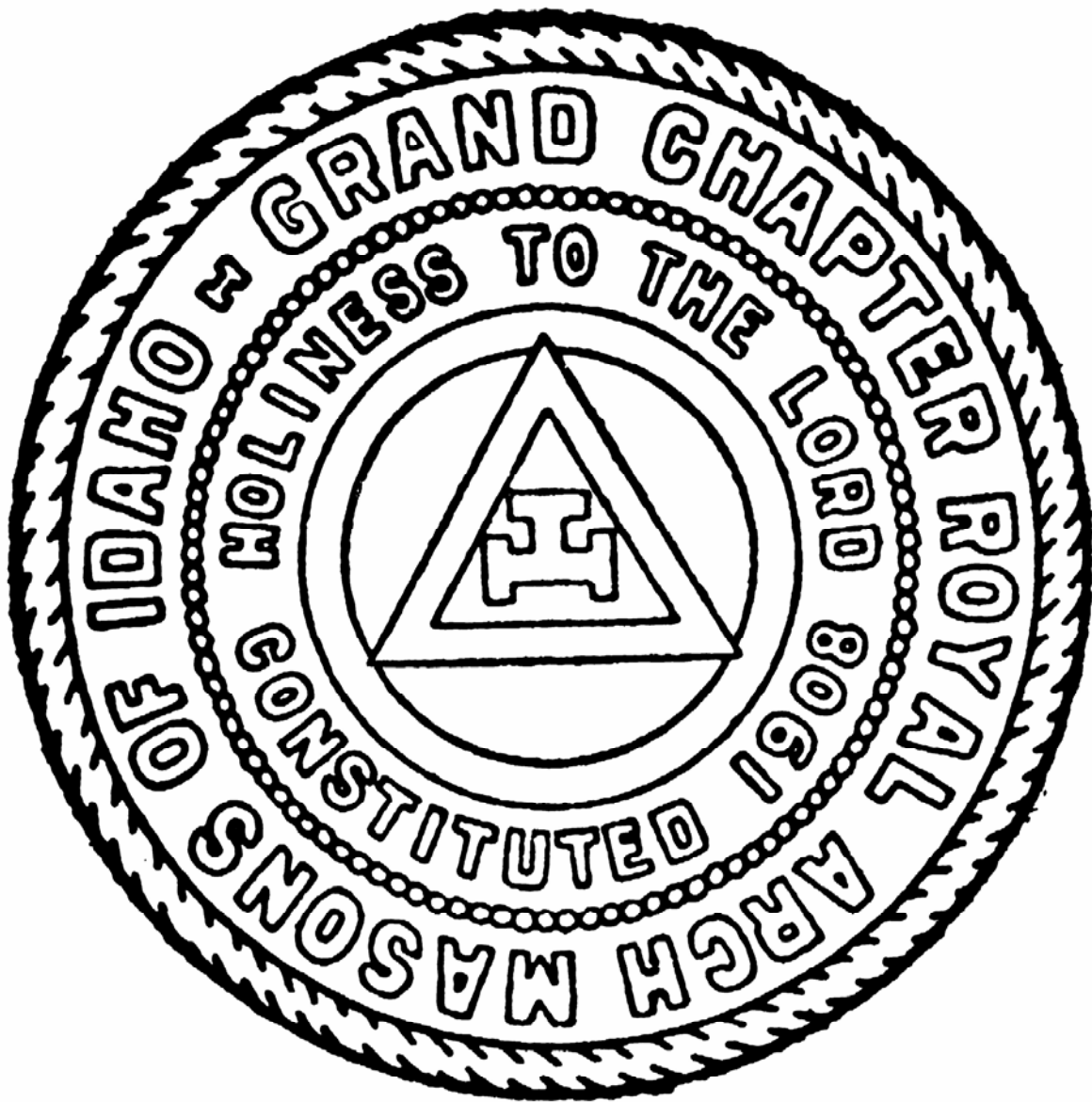
STATE OF IDAHO

2001
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Record of Updates

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SEAL OF THE
GRAND CHAPTER
OF
ROYAL ARCH MASONS
OF IDAHO



CONSTITUTION 1

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CONSTITUTION

ARTICLE I

Section 1. This Grand Chapter shall be known and designated as the Grand Chapter of Royal Arch Masons of the State of Idaho.

Section 2. Its Jurisdiction shall be coextensive with the limits of the State of Idaho.

Section 3. The Grand Chapter shall have two official Seals to imprint all instruments issued under the authority of its Grand High Priest. One of such Seals shall be in custody and for the use of the Grand Secretary/Treasurer, the other in the custody of and for the use of the Grand High Priest.

ARTICLE II

MEMBERSHIP

Section 1. This Grand Chapter shall consist of its officers: the High Priests, Kings and Scribes (or their duly authorized proxies from their Chapters) and the Past High Priests of its Constituent Chapters.

Section 2. No one shall be eligible for any office of the Grand Chapter unless he is a member of this Grand Chapter at the time of his election or appointment. NOTE: See ARTICLE XI, Section 7.

ARTICLE III

ANNUAL CONVOCATION

Section 1. The Grand Chapter shall hold its Annual Convocation at such time and place as shall be determined by a majority vote of its voting delegates in Annual Convocation and in accordance with the provisions of its Bylaws. This vote shall normally be, but not limited to, the vote to approve the report of the Time and Place Committee. (NOTE: See Article IX, Section 2, and Article XIII, Section 7.) (Updated April 2005)

ARTICLE IV

QUORUM FOR BUSINESS

Section 1. Except in case of Special Convocations for which provisions may be made in the By-Laws, a quorum shall consist of an Officer authorized to open the Grand Chapter and the representatives of at least three Constituent Chapters, but in no event less than nine members entitled to vote. NOTE: See ARTICLE IX, Section 2, and ARTICLE X.

ARTICLE V

POWERS OF GRAND CHAPTER

- Section 1. This Grand Chapter shall have the exclusive control and government of all Constituent Chapters of this Jurisdiction. It shall have the power to enact such laws and regulations as may be necessary for the government of the Craft; and to change and amend the same when occasion may require; to establish and require uniformity of work and lectures; to issue Charters for new Chapters of Royal Arch Masons with the right to open lodges of Mark, Past and Most Excellent Masters, also to invoke, suspend and annul the same as circumstances may require. NOTE: See ARTICLE VII, ARTICLE XII, Section 5, and ARTICLE XXI.
- Section 2. This Grand Chapter approves of education and all proper means designed for its promotion, but the assistance to organizations charitable, civil or otherwise, not recognized as Masonic is not encouraged, for the reason that their rules and regulations embrace matters outside the purposes and beyond the powers of the Grand Chapter. It has no funds and no means to obtain funds to carry on the purposes of non-Masonic organizations and the funds of the Grand Chapter or the funds of a Constituent Chapter of this Jurisdiction are not to be used for such purposes. NOTE: See ARTICLE XIII, Section 9.

ARTICLE VI

POWERS OF GRAND CHAPTER OFFICERS

- Section 1. The Grand High Priest shall have and enjoy the rights and prerogatives conferred by the Constitution, usages and customs of the Craft and all other powers conferred by this Code of Laws and decisions of the Grand Chapter. NOTE: See ARTICLE XII, Section 2. (Updated April 2005)
- Section 2. It is the duty of all Grand Chapter officers to attend all convocations of this Grand Chapter to which summoned and to faithfully discharge the duties required in their charge at installation and as prescribed by law. NOTE: See ARTICLE XII.
- Section 3. In case of the death or inability to act of the Grand High Priest, the powers and duties of his station shall, for the time being, devolve upon the Grand King and Grand Scribe in the order named. In case of the death or inability to act of the three principle Grand Chapter officers, the junior Past Grand High Priest of this Jurisdiction, who is a member in good standing of the Grand Chapter and is willing to serve, shall in like manner assume the powers and duties of the Grand High Priest.
- Section 4. Except as provided in Section 3 of this Article all vacancies shall be filled by the Grand High Priest for the time being. The office of Grand High Priest is never vacant.

ARTICLE VII

AMENDMENTS

Section 1. This Constitution may be amended only in the following manner: The proposed amendment shall be presented in writing at an Annual Convocation of the Grand Chapter and read aloud. It shall be printed in the Proceedings and referred to all chartered Chapters in this Jurisdiction by the Grand Secretary/Treasurer. When referred, it shall be read aloud in each Chapter by the High Priest at three Stated Convocations. Following the third reading, the High Priest shall put the question clearly: "Shall the amendment as read pass"? A "Yea" and "Nay" vote shall then be taken. If a majority is favorable, the Chapter concurs. The Secretary shall carefully record an explicit account of all proceedings relating to the proposed amendment, and as soon as possible thereafter transmit a certified copy thereof to the Most Excellent Grand High Priest, signed by the High Priest and attested by himself under seal of the Chapter. When two thirds of all Chartered Chapters have concurred in the proposed amendment as referred to them, the Most Excellent Grand High Priest shall immediately promulgate the same as part of this Constitution.

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BYLAWS**PART ONE****PERTAINING TO GRAND CHAPTER****ARTICLE VIII****PREAMBLE**

Section 1. The Grand Chapter of Royal Arch Masons of the State of Idaho establishes these By-Laws to enforce the provisions of its Constitution, define the duties of officers and committees and regulate such other matters as the Grand Chapter may deem expedient.

**ARTICLE IX
CONVOICATIONS**

Section 1. Convocations of this Grand Chapter are Annual, Called, or Emergency. (Updated April 2004)

Section 2. The Annual Convocation of this Grand Chapter shall be held on the first Friday or Saturday following the third Sunday in the month of April and the hour of meeting shall be not later than 9:00 A.M. for morning sessions or 1:30 P.M. for afternoon sessions. If conditions arise making it impossible or impracticable to hold the Annual Convocation at the appointed time and place, the Grand High Priest may declare an emergency to exist. The Grand High Priest may then order the elective Grand Chapter Officers and the committees on Finance and Jurisprudence to convene at a time and place designated by him. Although notice to others shall not be required, all Constituent Chapter members are welcome to attend Emergency Convocations. Providing the Grand High Priest, the Grand Secretary/Treasurer, and one other Grand Chapter Dais officer, and at least two members of each of the aforementioned committees are present, and a quorum is present, they may transact the usual business of the Annual Convocation except for the election of officers. (Updated 2004)

**ARTICLE X
REPRESENTATION AND VOTES IN GRAND CHAPTER**

Section 1. No Constituent Chapter shall be entitled to representation at Grand Chapter until its dues and assessments are paid and its Returns made to the Grand Secretary/Treasurer as required by this Code of laws. NOTE: See ARTICLE. XIX, Sections 2, 3 & 4. (Updated April 2004)

Section 2. Grand and Past Grand Chapter officers and Past High Priests are entitled to representation in Grand Chapter in person only.

- Section 3. Each of the Grand Chapter officers, each Past Grand High Priest, Past Grand King, Past Grand Scribe, and each Past High Priest of a Constituent Chapter of this Jurisdiction, when present, shall be entitled to one vote on all questions arising in the Grand Chapter. No Companion may vote both as a present and Past Grand officer.
- Section 4. Each Constituent Chapter shall be entitled to three votes; one each by its High Priest, King or Scribe, or the duly appointed proxies of those officers, who must be members in good standing of that Chapter.
- Section 5. A Companion present as a member of the Grand Chapter by virtue of his past or official rank, who is also a representative of his Chapter, may vote in each capacity when the vote is by ballot or roll call.
- Section 6. In case a Constituent Chapter has but one representative present (in person or by proxy), he shall, upon the report of the Credentials Committee, be entitled to three votes. If two representatives are present, the higher in rank shall be entitled to two votes and lower to one vote. A regular officer takes precedence over proxy of a higher officer when a chapter is represented by proxy only, the Companion holding proxy of the senior officer shall cast the unrepresented vote or votes.
- Section 7. In case of a tie, the Grand High Priest may cast the deciding vote even though he may have previously voted.
- Section 8. The personal appearance at Grand Chapter of any dais officer of a Constituent Chapter, who has been represented by proxy, shall revoke that proxy and the officer shall act on his own behalf during the time he shall be present.

ARTICLE XI

ELECTION, APPOINTMENT AND INSTALLATION OF GRAND CHAPTER OFFICERS

- Section 1. A majority of all votes cast at any election of officers shall be necessary to elect.
- Section 2. There shall be elected by ballot at each Annual Convocation from the Companions who are legally eligible, the following Grand Officers:
- A Grand High Priest
 - A Grand King
 - A Grand Scribe
 - A Grand Secretary/Treasurer
- Section 3. The Grand High Priest shall appoint the following Grand Chapter Officers:

A Grand Captain of the Host
 A Grand Principal Sojourner
 A Grand Royal Arch Captain
 A Grand Master of the Third Veil
 A Grand Master of the Second Veil
 A Grand Master of the First Veil
 A Grand Historian
 A Grand Chaplain
 A Grand Sentinel
 A District Deputy Grand High Priest from each District

Section 4. Honorary title of the Grand High Priest shall be Most Excellent. The other elected officers, Right Excellent, and appointed Grand Chapter officers, Excellent.

Section 5. The Grand Sentinel shall be appointed from the Host Chapter.

Section 6. All elected officers of the Grand Chapter shall be installed annually, and shall perform their respective duties until their successors in office are duly elected and installed. No elective Grand Chapter officer shall be installed by proxy. NOTE: See ARTICLE IX, Section 2.

Section 7. No companion shall be elected to any office in the Grand Chapter who has not been elected to the office of High/Priest, and installed and presided over a Constituent Chapter of this Jurisdiction. No more than Two (2) of the following: the Grand High Priest, Grand King and Grand Scribe may be elected from the same Constituent Chapter. NOTE: See ARTICLE II, Section 2. (Updated April 2005)

Section 8. All appointive officers of the Grand Chapter shall hold office at the pleasure of the Grand High Priest.

Section 9. Installation of Grand Chapter officers shall take place immediately following the closing of the Grand Chapter and may be open to the public at the will and pleasure of the Grand High Priest elect.

ARTICLE XII

POWERS AND DUTIES OF GRAND CHAPTER OFFICERS

Section 1. In addition to the powers and duties outlined in Article VI of the Constitution, Grand Chapter officers will perform duties specifically, but not limited to, the following:

Section 2. The Grand High Priest has the power to:

a. Grant petitions for dispensations not contrary to this Code of Laws. He shall number Dispensations consecutively in the order in which acted upon and identify them by number in his address at the Annual Convocation.

- b. Command all other members of Grand Chapter regarding their official duties, and claim their assistance at any time on matters pertaining to the Craft.
 - c. Suspend for cause the functions of any Constituent Chapter or officer thereof until the next Annual Convocation of the Grand Chapter.
 - d. Convene any Constituent Chapter of this Jurisdiction and preside therein, inspect its work and proceedings and require a strict conformity to the laws and established customs of the Craft.
 - e. Appoint Grand Representatives of Idaho near other Jurisdictions, and to recommend Companions to serve as Grand Representatives of other Jurisdictions near Idaho. NOTE: Section b. of this ARTICLE
 - f. Appoint all committees of the Grand Chapter whose selection is not otherwise provided for in the Code or Laws and to designate the chairmen.
 - g. Award a Ritualistic Plaque after conference with the District Deputy Grand High Priests.
 - h. Recommend a recipient for General Grand Chapter Distinguished Service Medal. (Bronze)
 - i. Discharge all necessary executive functions of the Grand Chapter Secretary/Treasurer in his absence.
 - j. Present at each Annual convocation a written address detailing an account of his official acts during the year, and such other reports and recommendations as he may deem necessary. NOTE: See ARTICLE. VI, Section. 1.
- Section 3. The Grand King shall monitor the reports of the constituent chapter kings on contributions to the Royal Arch Research Assistance (RARA) and award annually the Thomas Frith RARA Per-Capita Award to constituent chapter that has contributed the most money per-capita during the Grand Chapter calendar year. (Updated April 2004)
- Section 4. The Grand Secretary/Treasurer shall:
- a. Record the proceedings of the Grand Chapter.
 - b. Receive all funds belonging to the Grand Chapter from any source and deposit them to the General Account of the Grand Chapter.
 - c. Keep an accurate financial record pertaining to the office and pay out funds as may be required for the conduct of the business of the Grand Chapter and submit a printout of the financial record to Grand High Priest and Chairman of the Finance Committee as of September 1 and March 1 of each year.

- d. Receive and preserve all returns from Constituent Chapters and make report thereon at each Annual Convocation.
- e. Preserve all documents of importance; sign, certify and seal all documents emanating from the Grand Chapter; and conduct the correspondence of the Grand Chapter.
- f. Report annually to the several Grand Chapters in correspondence with this Grand Chapter the names and addresses of the Grand Chapter officers elected.
- g. At each Annual Convocation, make a report of the financial condition of the Grand Chapter, of the failure on the part of Constituent Chapters to make returns and pay dues and assessments as required, and such other matters as may require attention of the Grand Chapter.
- h. Prepare a financial statement of receipts and disbursements for the immediate past year, a statement of anticipated revenue for the coming year, and a proposed budget of expenses for the coming year. Said financial statement is to be in the hands of the Chairman of the Finance Committee at least ten days before the Annual Convocation.
- i. Furnish each Constituent Chapter with blank returns and instructions for preparing them.
- j. Furnish each Chapter under Dispensation with blank forms and instructions for making their returns and petitioning for Charter.
- k. Receive for his services such expenses as the Grand Chapter may direct.
- l. Furnish Constituent Chapters with Grand Chapter printed forms. No charge shall be made for printed forms.
- m. Have custody of the Seal, Jewels and paraphernalia of the Grand Chapter.
- n. Arrange for electronic media and limited printed distribution of the Proceedings of the Grand Chapter by October 1st following the Grand Convocation. (Updated April 2004)
- o. Be an ex-officio member of the Committee on Unfinished Business, prepaid Life Membership Committee, and assist the Committees in their duties.
- p. Within sixty days after the close of the Annual Convocation arrange for the printing and forwarding to each Constituent Chapter, Elected Grand Chapter Officer, and each District Deputy Grand High Priest sufficient numbers of printed correction sheets to the Code of Laws and gummed stickers to correct the Ritual or Book of Essentials when changes have been made by the Grand Chapter or the Board of Custodians.

Section 5. Each District Deputy Grand High Priest shall endeavor to visit each Constituent Chapter within his District at least once each Capitulator year to insure uniformity of work and adherence to the Ritual, Book of Essentials, and regulations of this Grand Chapter. He shall make such reports and recommendations to the Grand High Priest and at the Annual Convocation as are requested and necessary.

Section 6. Grand Representatives Duties:

a. It is the duty of Grand Representatives to other Jurisdictions near Idaho to attend the Idaho Annual Convocations, to welcome, vouch for, and introduce their counterparts from other Jurisdictions and to see to their comfort while in attendance at the Grand Chapter Convocation. As soon as possible after each Annual Convocation each Grand Representative to another Jurisdiction near Idaho shall write a suitable personal letter to the Grand Secretary of the Jurisdiction to which he is a Grand Representative.

b. When a Grand Representative of another Jurisdiction fails to attend one of the last three Annual Convocations of this Grand Chapter without good cause, the Grand High Priest shall recommend the appointment of another. NOTE: See Section 2, this ARTICLE.

Section 7. All Grand Chapter officers shall perform the duties that by usage and by law pertain to their respective offices, and such other duties as the Grand Chapter may order.

ARTICLE XIII

STANDING COMMITTEES

Section 1. a. Immediately after the Grand High Priest has been installed, he shall appoint the following Standing and Joint committees: Committees shall consist of three members each unless otherwise specified. S = Standing J= Joint with Other YR bodies:

Jurisprudence – S	Board of Custodians –S
Finance – S	Financial Review - J
Necrology – J	Membership - J (Updated April 2008)
Courtesy & Acknowledgment – J	York Rite Association & Unity – J
Time & Place – J	Resolutions – S
Prepaid Life Membership – J	Unfinished Business – S
Patriotic Activities – J (Updated April 2006)	

b. The Grand High Priest shall appoint at least one Companion to each joint Committee.

- Section 2. Where appointments to committees are for more than one year terms, appointments by the Grand High Priest for lesser terms will be made to fill such vacancies as may occur.
- Section 3. The Jurisprudence Committee shall consist of four members appointed for progressive terms of four years respectively. This Committee shall:
- a. Consider all questions of Capitular Law coming before the Grand Chapter or its committees and all decisions of the Grand High Priest.
 - b. Consider all resolutions to amend this Code of Laws, and all questions relative to the usage's, privileges and customs of the Craft.
 - c. Give opinion on the form and legality of all matters it considers and report its conclusions and recommendations to the Grand High Priest or to the Grand Chapter in session.
- Section 4. The Finance Committee shall consist of four members appointed for progressive terms of four years respectively. All questions having to do with matters referred to in this Section shall be referred to the Committee and no appropriation of the Grand Chapter funds shall be made without a report thereon from this Committee to the Grand Chapter in session. This Committee shall:
- a. Examine and report on the reports of the Grand Chapter officers and all claims affecting the finances of the Grand Chapter.
 - b. Prepare a Grand Chapter budget for the following fiscal year, recommend the per capita dues and assessments, and Exaltation fees. NOTE: See ARTICLE XII, Section 3h.
 - c. Ascertain the sum to which any Companion or Chapter may be entitled for reimbursement of expenses. NOTE: See ARTICLE XVI.
- Section 5. The Necrology Committee shall prepare a report of those Companions of this Jurisdiction who died during the past year, and submit it at the Grand York Rite session jointly with the Grand Commandery and the Grand Council.
- Section 6. The Courtesy & Acknowledgment Committee shall prepare separate reports acknowledging and expressing gratitude for any special favor or kindness received by the York Rite Bodies during the past year from individuals or organizations. It shall be the duty of the committee to deliver or mail the reports to the individual or organization. The reports will be read at the Annual Convocation for adoption only, but will not be printed in the proceedings.
- Section 7. Grand York Rite Time and Place Committee.

a. The Time and Place Committee shall determine a mutually agreeable location at which the Annual Grand York Rite sessions will be held in the following year.

NOTE: See ARTICLE III

b. To promote peace and harmony, interest and attention, the Grand York Rite Bodies of Idaho shall adhere to the following rotation of meeting schedule, which will repeat every three years, until changed by joint action of the Grand Bodies.

In 2007, a joint business session of the Grand York Rite Bodies will be held on Friday morning with the Grand Commandery in charge, the Grand Commandery will meet on Friday afternoon, the Grand Council will meet on Saturday morning, and the Grand Chapter will meet on Saturday afternoon.

In 2008, a joint business session of the Grand York Rite Bodies will be held on Friday morning with the Grand Council in charge, the Grand Council will meet on Friday afternoon, the Grand Chapter will meet on Saturday morning, and the Grand Commandery will meet on Saturday afternoon.

In 2009, a joint business session of the Grand York Rite Bodies will be held on Friday morning with the Grand Chapter in charge, the Grand Chapter will meet on Friday afternoon, the Grand Commandery will meet on Saturday morning, and the Grand Council will meet on Saturday afternoon. (Updated April 2006)

Section 8. The Board of Custodians shall consist of seven members, who shall be the authority on Idaho Capitular work. The Grand High Priest shall appoint one member to the board each year for a term of seven years. To establish a quorum at each Annual Convocation, the Grand High Priest may appoint members to serve temporarily during that session in the stead of absent regular members of the Board. Four members of the Board shall constitute a quorum but no decision shall be made without the concurrence of four members at a meeting of the Board. The Board shall meet each year during the Annual Convocation to hear and decide questions relating to Idaho Capitular Work. NOTE: See Reg. 26

Section 9. The Committee on Financial Review shall audit the records of the Grand Secretary/Treasurer after close of the Calendar year and report the results of the audit at the next following Annual Convocation.

Section 10. The Membership Committee shall encourage an increasing membership in the Constituent Chapters through programs, training, activities, and education.

Section 11. The York Rite Association and Unity Committee shall encourage cooperative activities, promote harmony, companionship accord and uniformity of purpose among York Rite Masonic groups.

Section 12. The Prepaid Life Membership Committee shall be the trustee of the Chapter Prepaid Life Membership Fund and the Permanent Memorial Fund. The Grand Chapter

members of the committee shall consist of two members: one appointed member and the R. E. Grand Secretary/Treasurer who shall be ex-officio. The appointed member shall serve a term of one year or until the close of the Annual Convocation.

a. The Prepaid Life Membership Committee shall select from within its membership a Chairman; a Secretary/Treasurer; invest all funds received; maintain adequate book and records; complete an audit at the close of each calendar year; and report thereon to each Constituent Chapter and to the Grand Chapter.

b. During the month of January each year the Committee shall distribute the revenue earned and received from investments to the Chapter in which Prepaid Life Membership and Permanent Memorial Funds are in effect.

c. The funds received by the Committee shall be kept intact as a permanent fund solely for the benefit of the Participating Chapters in the Grand Jurisdiction and invested in any form of securities that is insured or guaranteed by an agency of the Government of the United States. Assets shall be in the custody of the Secretary/Treasurer of the Committee, and the cost for administration shall be paid from the revenue earned by the Prepaid Life Membership Account. NOTE: See Regulation 19d Par, (1), (2) and (3).

Section 13. The Resolutions Committee shall prepare and submit to the Grand Chapter such resolutions as may be proper relative to the affairs of this Grand Body when requested by the Grand High Priest, Grand Chapter members or by Constituent Chapter petition.

a. The members of this committee shall have progressive three year terms.

b. This committee may also be called upon to do research and planning for the Grand Chapter.

Section 14. The Unfinished Business Committee shall examine the Proceedings of the past Stated and Special Convocations and shall make a report on the Unfinished Business.

a. The members of this committee shall be appointed to progressive three year terms.

b. At each current Convocation the committee may orally call to the attention of the Grand Chapter any matters that are undisposed of at the time.

c. The Grand Secretary/Treasurer shall be an ex-officio member of this Committee.

Section 15. The Patriotic Activities Committee shall report all activities to the Grand Chapter for the past year which are patriotic in nature. It shall encourage love of Country and pride in our National heritage. (Updated April 2006)

ARTICLE XIV

SPECIAL COMMITTEES

Section 1. The Grand High Priest may appoint Special Committees whenever deemed necessary or prudent to:

- a. Promote peace and harmony or to arrange for welfare and/or comfort of all members and guests present.
- b. To visit Constituent Chapters that may be encountering difficulties and offer suggestions to alleviate the situation.

ARTICLE XV

SESSION COMMITTEES

Section 1. As soon as practicable after being installed, the Grand High Priest shall appoint the following Session Committees of three or more members each.

- a. A Credentials Committee which shall examine the credentials of all claiming the privileges of membership and make a report to the Grand Chapter on forms furnished by the Grand Secretary/Treasurer. The Committee shall distribute ballots as authorized by law. NOTE: See ARTICLE X.
- b. A Tellers Committee who shall tally all votes taken and report the results to the Grand Chapter.
- c. A Distinguished Guests Committee who shall welcome and introduce visitors not hosted by a Grand Representative, and examine and report upon such visitors as require examination. NOTE: See ARTICLE Section 5.
- d. A Division and Reference Committee to whom shall be referred reports of Grand Chapter officers. The Committee shall recommend for reference the various subjects embraced in such reports to the appropriate committees.

ARTICLE XVI

GRAND CHAPTER CONVOCATION EXPENSE

Section 1. Housing accommodations shall be provided by the host Chapter for the General Grand High Priest or his personal representative (not to exceed three nights) and/or

the Regional Deputy General Grand High Priest (not to exceed two nights) of the General Grand Chapter, Royal Arch Masons International when in attendance.

Section 2. Luncheon and banquet tickets shall be provided by the host Chapter for invited guests.

Section 3. There shall be appropriated from the General Fund each year not more than the sum of two hundred and fifty dollars to assist the host Chapter to defray actual expenses of the Annual Convocation, plus the amount actually expended under Section 1, 2 and 3 of this Article.

Section 4. The Host Committee shall be authorized to assess a Registration Fee not to exceed \$5.00 per member, to be collected at the time of registration. This fee shall be set by the General Arrangements Committee for Each Grand York Rite Session and shall be used to defray expenses of the Host Chapter and shall be collected from Idaho members only.

PART TWO
PERTAINING TO CONSTITUENT CHAPTERS

ARTICLE XVII

OFFICERS

- Section 1. The officers of a Constituent Chapter shall consist of a High Priest, King, Scribe, and Secretary/Treasurer or Secretary and Treasurer according to their By-Laws who shall be elected annually; and a Captain of the Host, Principal Sojourner, Royal. Arch Captain, Three Masters of the Veils, a Chaplain and Sentinel who shall be appointed by the High Priest elect. NOTE: See ARTICLE XXIII.
- Section 2. Constituent Chapters may combine the office of Treasurer with that of the Secretary by making proper provision in their by-laws.
- Section 3. The honorary title of High Priest shall be Excellent and that of all other officers and members, Companion. In lodges of Mark, Past and Most Excellent Masters the honorary title of the Master shall be Right Worshipful and that of other officers and members Brother.
- Section 4. Any Royal Arch Mason in good standing is eligible to be elected to any office in his Chapter. NOTE: See ARTICLE XXXII, Section 1.
- Section 5. No Companion shall hold any two offices at the same time.

ARTICLE XVIII

PROPERTY

- Section 1. Property
- a. All property and paraphernalia of the Chapter shall be insured by a reliable Insurance company against loss by fire or other means. Amount of the policy shall be at least sufficient to cover replacement of those essential items listed XXI, Section 2e.
 - b. Those Chapters utilizing the blanket policy shall forward the amount of the annual premium together with other dues and assessments which accompany the annual returns. NOTE: See ARTICLE X, Section 1, ARTICLE XIX Sections 2, 4, and 5.
- Section 2. Property, Disposition
- a. Upon the demise of any Constituent Chapter (except for the purpose of merging with another Chapter having contiguous jurisdiction) all the books, papers, jewels,

furniture, funds and all other property become the property of The Grand Chapter. The Chapter Officers of said demised Chapter shall within three months, surrender the same to the Grand Chapter and in the case of real estate they shall have the title conveyed to the Grand Chapter.

b. In the case of a merger of Constituent Chapters, all assets of the demised Chapter may be acquired and all liabilities assumed by a majority vote of the surviving Chapter. NOTE: See ARTICLE XXII, Sections 1 & 3 and ARTICLE XXVII, Sections 6, 8 and 9.

ARTICLE XIX

POWERS AND DUTIES OF CHAPTERS

- Section 1. The powers of a Chapter are those authorized by the laws and customs of the Craft and include the following:
- a. To perform proper work. Any work out of the regular order may be done only by dispensation from the Grand High Priest.
 - b. To incur indebtedness not exceeding twenty dollars per capita without approval of the Grand High Priest or the Grand Chapter.
 - c. To enact and amend By-Laws governing its own affairs. Such By-Laws shall be operative only after written approval of the Grand High Priest.
 - d. No Chapter shall make a By-law requiring dues in advance from its members.
 - e. To remit the dues of a Companion by majority vote. NOTE: See ARTICLE XXXVI, Section 3.
- Section 2. Each Chartered Chapter shall transmit to the Grand Secretary/Treasurer, and be on file not later than February 15th of each year, on blanks furnished by him, a full report of work done during the preceding year. Delinquent returns shall be accompanied by a fine of twenty-five dollars. NOTE: See ARTICLE X, Section 1. (Updated April 2004)
- Section 3. Each Chartered Chapter shall pay annual dues and assessments to the Grand Chapter. The amount of such sums shall be fixed by the recommendation of the Finance Committee and approval of the Grand Chapter.
- Section 4. Payment for all dues and assessments shall accompany the Annual Returns. Should any Constituent Chapter fail to submit the Returns and to pay the total amount owing, prior to ten days before the Annual Grand Chapter Convocation without furnishing satisfactory reason, it shall be the duty of the Grand High Priest to suspend the

Charter of such Chapter until the next Convocation. NOTE: See ARTICLE X, Section 1.

Section 5. A Chapter may change its place of meeting temporarily by Dispensation from the Grand High Priest. A permanent change of meeting place to another community shall require approval of the Grand Chapter.

Section 6. Quorum:

a. Five (5) members qualified to vote, together with four members in good standing in other Chapters in Idaho, shall constitute a quorum for opening a Chapter, conducting all Chapter business and conferring degrees, provided one of the quorum is authorized to preside.

b. Alternate. Five (5) members qualified to vote, together with one or more companions in good standing in other chapters in Idaho, shall constitute a quorum for opening a chapter, conducting all chapter business (except surrendering a charter), and conferring degrees, provided one of the quorum is authorized to preside.
(Updated April 2003)

c. A Chapter may not call from labor to refreshment from one convocation to another, but must be closed at each convocation. If a quorum is not present at the time of closing, the High Priest shall not close in form, but shall direct the Secretary (Secretary/Treasurer) to enter in the minutes that a quorum was not present and the Chapter closed without form.

Section.7. It shall not be lawful for a Chapter to hold a Convocation on Sunday.

ARTICLE XX

CHAPTERS UNDER DISPENSATION

Section 1. The Grand High Priest may grant a Dispensation for the formation of a new Chapter provided the petition meets the following qualifications:

a. Is signed by at least nine Royal Arch Masons, each of whom states the Chapter to which he belongs and furnishes evidence of good standing as follows:

(1). A demit if from a Chapter outside this Jurisdiction

(2). A Certificate from the Chapter Secretary, if from with in this jurisdiction, certifying as to his good standing.

b. Shall have a total membership of at least 100 in symbolic lodges within the proposed Jurisdiction. Chapters under Dispensation have the territorial jurisdiction as Chartered Chapters. NOTE: See ARTICLE XXVI, Section 1.

c. Shall contain such general information as may be necessary for the Grand High Priest to act, i.e.;

(1). Name of town and county in which it is to be located.

(2). If meetings are not to be held in an established Masonic Temple, the location and description of a safe and suitable meeting place.

(3). The petitioners conform to the orders of the Grand High Priest and to the Code of Laws of this Grand Chapter.

(4). Name and office of the Companions proposed for High Priest, King, and Scribe.

d. Is accompanied by a fee of one hundred dollars and by a recommendation from the nearest chartered chapter certifying to the truth of the statements contained in the petition.

Section 2. Existing membership of petitioners shall remain unaffected when a Dispensation is granted. Charter membership shall only be granted to those whose names appear on the Petition for Charter. If any of the petitioners are members of this Jurisdiction, their membership remains undisturbed in their other Chapters. If any are demitted Companions, their demits must be returned to them by the Grand Secretary.

Section 3. Each Chapter under Dispensation shall transmit to the Grand Secretary/Treasurer at least five days prior to the next Annual Convocation, on blanks furnished by him, full returns of work done and record of its proceedings, together with it's dispensation, books, two copies of the proposed By-Laws and sum of three dollar for each Companion exalted.

Section 4. A Dispensation to form a new Chapter shall not be granted within two months next preceding the next Annual Convocation.

Section 5. If for any reason a Dispensation shall be withdrawn by the Grand High Priest of the Grand Chapter. or a Charter refused, all members who have been Advanced, Seated, Received and Acknowledged, or Exalted in such Chapter under Dispensation, and are in good standing, shall be issued Certificates of Good Standing by the Grand Secretary/Treasurer. Such Certificates shall have the same effect as a demit.

Section 6. No election of officers shall be held in a Chapter under Dispensation. The acting High Priest shall fill all offices not named in the Dispensation

ARTICLE XXI

CHARTERED CHAPTERS

Section 1. Charters shall be granted only by the Grand Chapter at its Annual Convocation.

Section 2. The Grand Chapter may grant a Charter for a Chapter under Dispensation provided the petition meets following qualifications:

- a. Is signed by at least nine Royal Arch Masons who were named in the Dispensation, were Exalted by its authority, or shall have received the unanimous consent of the Chapter U.D. to join in the petition and attach their demits.
- b. Is accompanied by a fee of fifty dollars for issuance of a Charter, and by evidence that the Chapter worked under Dispensation and conferred all the degrees.
- c. Proposes a name for the new Chapter. (Using the name of a living person, or one of its former members, is not permitted).
- d. Gives the name and office of the Companions selected for High Priest, King, and Scribe. The Grand Chapter may choose other names, or appoint other officers.
- e. Reports to the Grand Chapter that petitioners have provided themselves with the following essential equipment:

- A Square and Compasses
- A Signet Ring
- Three metal squares (Past Master's jewels)
- Three Overseers' squares
- Twenty-five Chapter pennies
- One lattice work
- One pot of Incense
- One serpent staff
- One each crow, pick and spade
- One Book of the Law
- One chisel and mallet
- One set of cable tows (three in one set)
- One pot of Manna
- One budded rod
- One keystone and two square stones for MM Degree
- One Breast Plate
- Three hoodwinks
- Three pair of slippers
- One ballot box
- One Ark of Royal Arch with proper inscription
- One Ark for MEM Degree with proper inscription

One burning bush
 One Tabernacle
 One Arch (with keystone) for MEM Degree
 One Book of Marks
 One Chapter Manual
 Fifty Chapter Aprons
 One Royal Arch banner
 Four banners for the Veils
 One seven branched candelabra
 One National Flag

- Section 3. The petition for the Charter must be signed with the full names of the petitioners. If through sickness or absence any eligible signatures are omitted, the names may be inserted accompanied by a Certificate from the High Priest certifying to their desire to become Charter members and why their signatures were not obtained.
- Section 4. Unless otherwise designated, membership of the petitioners automatically ceases in the previous Chapter and begins in the new Chapter as of the date the Charter is granted. If a petitioner desires to do so, he may retain membership in his previous Chapter, as a Dual or Plural Member, providing Dual or Plural Membership is allowed in that Chapter. The Grand Secretary/Treasurer shall ascertain the facts in such cases and shall notify all Chapters involved of any changes in membership status.
- Section 5. A newly Chartered Chapter must be constituted and its officers installed by the Grand High Priest or his authorized deputy before such Chapter may be opened for business or work.

ARTICLE XXII

CHARTERS

- Section 1. It is not in the power of a majority of the members of a Chapter to surrender its Charter so long as nine or more of its members continue to meet and work under it. A Chapter may, by majority vote, surrender its Charter for the purpose of merging with another Chapter having contiguous jurisdiction if there are fewer than nine dissenting votes to the proposed action. NOTE: See ARTICLE XVIII, Section 2, and Section 3 of this ARTICLE.
- Section 2. The Grand Chapter may suspend the Charter of any Chapter that fails to hold a meeting within twelve consecutive months, or that neglects for the period of two years to be represented at the Annual Convocation. NOTE. See ARTICLE XII, Section 2, d.

- Section 3. Except in the case of merger with another Chapter, when the Charter of a Constituent Chapter is surrendered or arrested, the Secretary of that Chapter shall immediately forward to the Grand Secretary/Treasurer a complete list of all members on the roll at the time of the Chapter's demise, clearly showing each member's status regarding dues, standing, life membership, and complete address. The Grand Secretary/Treasurer shall immediately issue a regular Demit to the last known address of each member who is in good standing and who is current in his dues. This Demit shall bear the date of the surrender or arrest of the Charter. Any member who desires to transfer his membership to another Chapter should accomplish such transfer prior to the date of the surrender or arrest of his Chapter's Charter. If such transfer is pending but not accomplished he will be included in the Secretary's membership list and issued a Demit as previously stated. Any member who is delinquent in his dues, as shown on the membership list, shall be so advised by letter from the Grand Secretary/Treasurer to his last known address, and may pay to the Grand Secretary/Treasurer the sum owing plus the amount of the current per capita assessment, and receive a Demit bearing the date of receipt of such payment.
- Section 4. When a Charter has been lost, destroyed, or defaced so as to be unfit for use, it shall be lawful for the Grand High Priest to order another to be issued. It shall set forth the members and officers named in the original Charter, the Convocation at which it was granted, the names of the Grand Chapter officers attached thereto, and the circumstances of its loss, destruction, or defacement. It shall be signed by the Grand High Priest and attested to by the Grand Secretary/Treasurer under seal of the Grand Chapter without fee.

ARTICLE XXIII

ELECTION, APPOINTMENT, AND INSTALLATION

OF CHAPTER OFFICERS

- Section 1. A majority of the votes cast is necessary to elect.
- Section 2. The High Priest, King, Scribe, Treasurer and Secretary (Secretary/Treasurer) shall be elected by ballot at the first stated Convocation in November of each year.
- Section 3. Except by dispensation all other officers shall be appointed by the High Priest-elect not later than the Festival of St. John the Evangelist, December 27th.
- Section 4. Officers must be installed on or before the Festival St. John the Evangelist, December 27th, except by dispensation, but not before the completion of Capitular business of the last stated convocation of the current year.
- Section 5. No elective officer shall be installed by proxy.

Section 6. Officers re-elected or re-appointed to the same office must be installed.

Section 7. The installing officer must be a present or past High Priest. NOTE: See ARTICLE XXI, Section 5.

Section 8. The Secretary of each Chapter shall, immediately after the installation of its officers for the ensuing year, make a report to the Grand Secretary/Treasurer on blanks furnished by the Grand Secretary/Treasurer. The report will show:

- a. Name, office, and mailing address of both elected and appointed officers.
- b. Statistical information for the year ending:
 - (1) Number of Companions on last report.
 - (2) Number gained by exaltation, Affiliation, and Reinstatement
 - (3) Number lost by Demit, Suspension NPD, Suspension for other causes, Expulsion and Death.
 - (4) Total membership at year end.

ARTICLE XXIV

POWERS AND DUTIES OF CHAPTER OFFICERS

Section 1. The High Priest has power (Updated April 2004):

- a. To convene his Chapter at his pleasure and preside over all Convocations, unless superseded by an officer of the Grand Chapter or of the General Grand Chapter RAM International.
- b. To appoint all officers and committees whose selection is not otherwise provided for, and to remove them at his pleasure.
- c. To suspend from office any officer of his Chapter for unbecoming or un-Masonic conduct, in advance of charges and trial for such conduct.
- d. To exclude any visitor whose presence is objected to by any member of his Chapter at the Convocation.
- e. To cause the Grand High Priest's address and the report of the Jurisprudence Committee to be read in full at the stated Convocation after receipt of the Grand Chapter proceedings.

f. To discharge all the executive functions of the Chapter.

Section 2. The Secretary shall:

- a. Receive all moneys paid into the Chapter and pay the same over to the Treasurer or deposit the monies in the Chapter General Account and insure that the Treasurer receives the deposit slip.
- b. Keep a record of all things proper to be written, and prepare all reports and returns required by this Code of Laws.
- c. Answer communications from any recognized Masonic bodies concerning the standing of a member of the Chapter.
- d. As soon as possible, following the death of a member of the Chapter, advise the Grand Chaplain as to:
 - (1). Name of the Deceased Companion.
 - (2). Date and place of death.
 - (3). A resume of the deceased Companion's Capitular history.
 - (4). Name and mailing address of next of kin.
- e. Membership Report - A membership report of the Chapter membership shall be filed in the office of the Grand Secretary on forms furnished by him when a change occurs. The membership report shall contain the information required and shall be filed electronically or postmarked before the 10th day of the month following any change in the Chapter's membership. (Updated April 2005)

Section 3. The Treasurer shall receive from the Secretary all money paid into the Chapter, keep an accurate account thereof, and pay the same out by authority of the Chapter.

Section 4. All Chapter officers shall perform the duties as prescribed in their Charge at installation and that by usage and law pertain to their respective offices, and such other duties as the High Priest may direct.

ARTICLE XXV

VACANCIES IN OFFICE

Section 1. If the High Priest is absent or unable to act, his powers shall vest in the King or Scribe in succession. In the absence of all of these officers from a Stated Convocation, or a Special Convocation legally called, the Junior Past High Priest of said Chapter may open and preside.

ARTICLE XXVI

JURISDICTION

- Section 1. Unless otherwise specified, each Chapter Jurisdiction shall extend by air line half way to surrounding Chapters. The actual measurement and not facilities for travel shall govern. NOTE: See ARTICLE XX, Section 1b.
- Section 2. A Chapter shall receive petitions for the degrees only from Candidates residing within its jurisdiction unless accompanied by a Waiver of Jurisdiction. If the petition *is* received and acted upon in violation of this Section, the fee charged for the degrees shall be paid over to the Chapter whose jurisdiction was invaded.
- Section 3. Two or more Chapters in the same city shall exercise concurrent jurisdiction.
- Section 4. Election to receive the degrees gives permanent jurisdiction over a candidate so long as he remains a resident of the Grand Jurisdiction except as follows:
- a. The Chapter has a By-law requiring the candidate to appear within a certain period of time or forfeit his rights to the degrees.
 - b. The Chapter grants a Waiver of Jurisdiction over an elected or not elected brother, in which it severs all claim over the brother and shall return the fee for all degrees conferred. NOTE: See ARTICLE XXX, Section 3.
- Section 5. A waiver of Jurisdiction may be granted only at a Stated Convocation or at a called Convocation convened for that purpose. Vote shall be taken by ballot and shall require unanimous consent. NOTE: See ARTICLE XXVII, Section 1.
- Section 6. Each Chapter having concurrent jurisdiction with another Chapter shall immediately notify the same of any petition it may receive for the degrees or for affiliation.

ARTICLE XXVII

PETITIONS

- Section 1. A petition for the degrees or for affiliation regularly received and entered upon the minutes cannot be withdrawn. It must be acted upon even though a petition for Waiver of Jurisdiction may have been received during the interim between reception and balloting.
- Section 2. Chapters shall receive petitions for the degrees or for affiliation only from a Master Mason in good standing in a lawfully constituted Lodge of Free and Accepted Masons. Neither a demit nor a Certificate of non-affiliation shall satisfy the

- requirements of this Section, unless said Non-Affiliate has established Masonic Standing.
- Section 3. Every petition, whether for the degrees or for affiliation, shall be referred to a Committee of Investigation appointed by the High Priest, consisting of three members of the Chapter who shall know or inquire into the character and all qualifications required of the applicant, and shall recommend in writing as to whether the prayer of the petitioner shall be granted or not. The Secretary will note in the Minutes that the report of the Committee on Investigation was received, but not the character of the report.
- Section 4. Petitions reported upon pursuant to Section 3, of the article above may be balloted upon at the Stated or Called Convocation at which they are read.
- Section 5. Petition for the degrees shall be made on the printed form furnished by the Grand Chapter and shall state:
- a. That he is a Master Mason in good standing and has passed a satisfactory examination in the lecture of the same in accordance with the Grand Lodge under which the degree was given.
 - b. The name, number, location and Jurisdiction of the Lodge of which he is a member.
 - c. Whether he has ever been elected or rejected in any Chapter and if so, which and when.
 - d. That to the best of his knowledge and belief he is physically competent to conform to all which the Ritual of the degrees makes necessary.
 - e. The date and place of birth, residence and occupation of the petitioner.
- Section 6. Except in case of affiliation by merger, a petition for the degrees or for affiliation shall be signed with full name of the petitioner and no initials may be used. The petition must also be signed by at least two members of the Chapter who vouch for the character and Masonic Standing of the petitioner and recommend his admission. NOTE: See Section 8 and 9 this Article.
- Section 7. There is no fee for affiliation nor shall a Chapter require one. NOTE: See ARTICLE XXX.
- Section 8. Except in case of affiliation by merger, a petition for affiliation shall be made on the printed form furnished by the Grand Chapter and shall state:
- a. All facts set forth on a petition for the degrees.

- b. The name, number, location and jurisdiction of the petitioners former affiliation.
- c. A petition for affiliation by merger may be made in letter form signed by the full name of all petitioners who desire to transfer their membership to the surviving Constituent Chapter. NOTE: See XXII. Section 1 and 3, and Sections 6 an 9 this ARTICLE.

Section 9. Except in case of affiliation by merger, a Petition for Affiliation shall be accompanied by:

- a. A copy and description of the petitioner's Mark on a printed form furnished by the Grand Chapter.
- b. A demit from his former Chapter. The petition may be received and balloted upon if accompanied by a Certificate of Good Standing, however, membership shall not be established until such demit is secured and recorded.
- c. If a petition for affiliation by merger received a majority favorable vote in the surviving Constituent Chapter, the officers of the demised Chapter shall deliver to the surviving Chapter all records excepting only the Marks in the Book of Marks of those members who elect to be non-affiliated Royal Arch Masons. NOTE: See ARTICLE XXII, Section Sections 6 & 8 this ARTICLE.

Section 10. The petition of a rejected applicant for the degrees shall not again be received within Six months of the date of rejection.

Section 11. The petition of a rejected applicant for the degrees shall not be received within twelve months by another Chapter, without the consent by ballot of the Chapter in which he was rejected.

Section 12. A rejected petitioner for affiliation may renew his application at any time.

Section 13. A petition for reinstatement of one who has been dropped from the roll for nonpayment of dues shall be the same as for the degrees except it shall have written on it "reinstatement NPD" and the date the applicant was dropped. It shall be accompanied by a sum up to but not to exceed twice the yearly dues at time he was dropped plus the current year's dues unless they have been remitted, and a Certificate of Good Standing from his Symbolic Lodge. NOTE: See ARTICLE XXXVI, Section 4.

- a. The petition shall be received and processed the same manner as a petition for the degrees. NOTE: See ARTICLE XXIX, Section 6.

Section 14. A rejected petitioner for reinstatement N.P.D. may again petition at any time.

Section 15. If a member has been dropped from the roll because of loss of membership in his Symbolic Lodge, his petition for reinstatement in the Chapter shall be the same as for the degrees, and must be accompanied by sufficient evidence of his reinstatement in a Symbolic Lodge. NOTE: See ARTICLE XXXVI Sections 6 & 7 and ARTICLE XXXVII.

ARTICLE XXVIII

RESIDENCE REQUIREMENTS

Section 1. A petitioner for the degrees must have resided within the jurisdiction of the Chapter petitioned during the immediate preceding six months, except in case of Waiver of Jurisdiction.

Section 2. A petitioner for affiliation must apply to a Chapter in whose jurisdiction he resides. A petition for plural membership is not limited to the jurisdiction of the Chapter nearest his place of residence.

ARTICLE XXIX

BALLOTING

Section 1. One ballot elects to all degrees.

Section 2. In balloting on petitions, all members present must vote unless excused by the High Priest.

Section 3. The ballot must be examined first by the Scribe, then the King and finally by the High Priest. The High Priest shall declare the result and destroy the ballot.

Section 4. If a single negative vote appears in balloting on a petition for the degrees or for affiliation, the High Priest shall order it re-spread, and the result of which vote will be final and subject to no reconsideration.

Section 5. No Companion shall divulge the character of his vote on the petition of any candidate.

Section 6. The ballot on the petition for reinstatement of one who has been dropped for nonpayment of dues shall be the same as for the degrees or affiliation except it shall require three negative votes to reject the applicant.

ARTICLE XXX

CONFERRING DEGREES

- Section 1. The several degrees of Mark Master, Past Master, Most Excellent Master and Royal Arch shall not be conferred for a less aggregate sum than twenty-five dollars. NOTE: See Section 3 this ARTICLE.
- Section 2. If the aggregate fee does not accompany the Petition for the Degrees, such sum must be paid by the candidate before the reception of each degree as may be required by the Chapter By-Laws.
- Section 3. When a Waiver of Jurisdiction is granted, the Brother for whom it was granted must petition for the unconferrred degrees and pay the fee to the Chapter in whose favor the Waiver was granted. NOTE: See ARTICLE XXVI, Section 4b and Section 1 of this ARTICLE.
- Section 4. Chapters are forbidden to return any portion of the fee to a Companion, either directly or indirectly, except as provided for in ARTICLE XXXI, Section 4c.
- Section 5. Any number of candidates may be given all parts of the degree of Royal Arch Mason and the lecture pertaining thereto, except that only trios consisting of at least one RAM shall be exalted at one and the same time.
- Section 6. A Chapter may confer more than one degree upon the same Candidate at the same Convocation.
- Section 7. The degrees of Mark Past and Most Excellent Master shall be conferred without fee upon a petitioner for affiliation (or upon a visitor) who was made a Royal Arch Mason in a Jurisdiction that does not recognize one or more of these degrees as necessary to receiving the Royal Arch Degree.

ARTICLE XXXI

OBJECTION

- Section 1. Advancement through the degrees may be stayed at any time for good cause by the Chapter or by the High Priest.
- Section 2. Any member of the Chapter may object to the reception of a petition for the Degrees, and after reception may object to conferring of the degrees or to advancement.
- Section 3. All objections shall be made either in open Chapter or in writing signed by the objector. No notice shall be taken of verbal objection sent through another Companion. Objection shall be entered in the minutes without the name of the objector.

Section 4. Objections properly recorded shall be processed as follows:

- a. Referred to a committee which shall inquire into the cause thereof and shall report thereon at the next Convocation.
- b. If no just cause to the objection is found or if two-thirds of the members present vote that the cause assigned to not be valid and Masonic, the Chapter may confer the degrees as if no objection had been made.
- c. If deemed valid, the fees for any unconferrred degrees shall be returned to the petitioner and the objection shall have the same effect as an unfavorable ballot.

Section 5. Objections shall be effective for a period of six calendar months following the date of filing. Candidate may petition again after the statutory period. NOTE: See ARTICLE XXVII, Sections 4 & 5

ARTICLE XXXII

DEMITTS

Section 1. A Chapter shall grant a demit to any Companion requesting one, provided:

- a. The request is in writing.
- b. Current dues and assessments have been paid.
- c. No charges have been preferred, or are known to be pending in any Masonic body.
- d. an elected or appointed officer cannot demit during the period for which he has installed.

Section 2. The granting of a Demit, with out the issuance of a Certificate of Good Standing, severs the connection of a companion with his Chapter and such Demit cannot be reconsidered after it is granted.

Section 3. A Chapter shall not issue a duplicate Demit, but upon satisfactory proof of loss or destruction may issue to the owner a certificate setting forth that a Demit was issued as of a certain time.

Section 4. Any member of a Constituent Chapter of the Grand Chapter shall be considered to be in good standing in that Chapter if he is not under any sentence of Suspension or Expulsion and is current in his dues.

Section 5. A Chapter shall issue a Certificate of Good Standing, which shall be a form provided by the Grand Secretary, to any Chapter member who is in good standing in that Chapter, and who shall have requested that such a Certificate be issued to him. Such Certificate shall clearly show the date to which the member's dues are paid.

BYLAWS PART THREE

PENAL CODES

ARTICLE XXXIII

GENERAL PROVISIONS

- Section 1. Insofar as they are not in conflict with this Code of Laws, the provisions of Part Three Penal Code, By-laws of the Grand Lodge, Ancient Free and Accepted Masons of Idaho, will be observed by Chapters under this Jurisdiction should they deem it necessary to discipline any member.
- Section 2. The Masonic punishment which may and shall be inflicted by the Grand Chapter and Constituent Chapters shall be Reprimand, Definite Suspension, Indefinite Suspension, or Expulsion.
- Section 3. A Former Royal Arch Mason may bring charges against a member or a Chapter provided he has maintained his Masonic Standing in compliance with the law of this Jurisdiction concerning Former Members. See REGULATION 21.
- Section 4. When any Companion is suspended or expelled, immediate notice thereof shall be sent by the Chapter Secretary to the Grand Secretary/Treasurer. The Grand Secretary/Treasurer shall compile such reports at the end of each month and send to each Constituent Chapter and to the Chairman of the Appeals and Grievance Committee appointed by the Grand High Priest. NOTE: See ARTICLE XIV, Section 1.
- Section 5. No member shall be permitted to make public any suspension or expulsion, nor to communicate the same to any person not a Mason. The Chapter taking action may by Resolution make the action public and shall report that fact to the Grand Secretary/Treasurer.
- Section 6. In case the decision of any Chapter suspending or expelling a Companion shall be reversed by the Grand Chapter, such Companion shall be restored to all the rights and privileges as a Royal Arch Mason and a member of the Chapter.
- Section 7. A Companion shall be automatically suspended or expelled by a Chapter when he is suspended or expelled by a Lodge of Masons, . He shall be restored to former Standing and membership in the Chapter when reinstated by the Lodge from which he was suspended. The fact of suspension or expulsion and restoration shall be noted on the records.

ARTICLE XXXIV**REPRIMAND**

- Section 1. A reprimand shall not be given until the alleged offender has had due notice and an opportunity for explanation or excuse.
- Section 2. Reprimand shall not be given by anyone but the acting High Priest, in the manner and form he may deem proper in private, or in open Chapter from his appropriate station.

ARTICLE XXXV**DEFINITE SUSPENSION**

- Section 1. Restoration after definite suspension shall take place at the expiration of the time specified in the sentence without further action.

ARTICLE XXXVI**INDEFINITE SUSPENSION**

- Section 1. The penalty for non-payment of dues shall be dropping from the roll and loss of all rights and privileges of Royal Arch Masonry . Being delinquent in dues does not sever rights and privileges until regularly dropped in accordance with Section 2 of this ARTICLE.
- Section 2. Any member of a Constituent Chapter of this Jurisdiction who will be two years arrears in payment of dues and whose dues have not been remitted or paid shall be notified by certified mail no later than the first day of November that unless said dues are paid, he will, on the 31st day of December, be automatically dropped from the roll for non-payment of dues.
- a. If dropped for non-payment of dues, he shall be notified, by the Secretary, of such action by certified mail to his last known address, advised of the amount of dues owed and the procedure for reinstatement. Such notification shall be recorded in the minutes of the next stated convocation.
- Section 3. The Chapter may, by majority vote of all members present, remit the dues of a Member either before or after he has been dropped from the roll for non-payment of dues.
- Section 4. Within one year from the date when he was dropped from the roll for non-payment of dues a member may be reinstated by payment or remission of all dues accrued, including those accrued since he was dropped. After a lapse of more than a year after

- he was dropped, a member may be reinstated by payment or remission of all dues accrued at the time he was dropped and petitioning for reinstatement in the Chapter from which he was dropped.
- Section 5. Restoration after Indefinite Suspension shall be by action of the Chapter at a Stated Convocation, after due notice to the Chapter members of at least one month, and must be approved by two-thirds of the members present, except as authorized under Section 4 of this ARTICLE.
- Section 6. Any Royal Arch Mason within this Jurisdiction who has been suspended from a Lodge of Masons shall be deprived of all rights and privileges of the Chapter, nor shall he hold Masonic intercourse with Royal Arch Masons until reinstated by the Lodge which suspended him. The notation by the Chapter on its records of the action of the Lodge is all that is necessary to suspend. NOTE: See ARTICLE XXVII, Section 15.
- Section 7. A Royal Arch Mason who demits from a Lodge of Masons and remains unaffiliated of his own volition for more than a year stands suspended as a Royal Arch Mason while such voluntary non-affiliation continues.

ARTICLE XXXVII

EXPULSION

- Section 1. Expulsion by a Chapter shall include expulsion from all the rights and privileges of Royal Arch Masonry.
- Section 2. Expulsion by a Lodge of Masons carries the same penalty in the Chapter. The adoption by the Chapter of the action taken by the Lodge shall be sufficient without the formality of a trial by the Chapter.
- Section 3. A petition to Grand Chapter to reinstate an expelled Mason must in all cases be accompanied by a recommendation from the Chapter from which he was expelled, provided such Chapter is still in existence. Such recommendation can only be granted after the application to the Chapter has been referred to a Committee of not less than three for investigation and has lain over for one month, and must be approved by two-thirds vote.
- Section 4. No expelled Mason shall be restored to the rights and privileges of Royal Arch Masonry until he has been re-admitted by a lodge of Masons.

ARTICLE XXXVIII

APPEALS

- Section 1. The right of appeal to Grand Chapter from the decisions of Constituent Chapters is vested in the accused.
- Section 2. In case of appeal, the Chapter shall furnish the Grand Chapter and the accused with an attested copy of its proceedings of the trial and such testimony in its possession as they may require.
- Section 3. All appeals shall in writing and filed with the Grand Secretary/Treasurer, and the applicant shall give the other party reasonable notice thereof.

ARTICLE XXXIX

AMENDMENTS

- Section 1. The By-laws or Regulations of the Grand Chapter may be amended as follows,
- a. The entire section which is proposed to be amended shall be submitted in writing, in the desired form, to the Grand Secretary on or before the fifteenth day of December next preceding the Annual Convocation. (Updated April 2007)
 - b. On or before the first day of February, the Grand Secretary will forward a copy of the proposed amendment to the chairman of the Jurisprudence Committee, to the Chairman of any Standing Committee having interest in the subject matter, to each Grand Chapter Officer, and to the High Priest and Secretary of each Constituent Chapter. (Updated April 2007)
 - c. The proposed amendment shall then be read at the next Annual Convocation, together with reports of the proper committees.
 - d. During Grand Chapter Annual Convocation consideration and debate, proposed legislation may be modified by majority vote if it affects the Regulations and modified by two-thirds majority vote if it affects the By-Laws.
 - e. If the proposal affects By-Laws it must be approved by at least two-thirds of the members present, and if it affects the Regulations it must be approved by a majority of those present, to become a part of this Code of Laws.
- Section 2. Proposals properly submitted in accordance with Section 1 of this Article must be considered at the Annual Convocation at which they are presented.

Section 3. Proposals filed late shall not be considered unless both the Jurisprudence and Finance Committees report affirmatively that the issue is urgent and recommend immediate action; then a favorable vote of two-thirds of the members present will allow consideration.

Section 4. If adopted, a proposed amendment shall become effective at the close of that Annual Convocation, except that by unanimous consent it may be made effective immediately.

REGULATIONS

REGULATION 1. APRON: The apron shall be worn over the outer garments at all Convocations and public processions.

REGULATION 2. ADVANCEMENT: Succession in the chairs is commendable, still it is not incumbent upon the Companion to advance an office to the detriment of the Chapter. This matter is left to the sound discretion of the Constituent Chapters.

REGULATION 3. BOOK OF MARKS: Every Constituent Chapter is required to keep a Book of Marks in which shall be recorded the Mark of each member Exalted or Affiliated. NOTE: See ARTICLE XXVII, Section 9a.

REGULATION 4. BRONZE MEDAL OF HONOR: The Grand High Priest may recommend a recipient for the General Grand Chapter Distinguished Service Medal (Bronze) each year. The Companion recommended shall be a Royal Arch Mason who has performed meritorious service to the Craft.

REGULATION 5. BALLOTING:

- a. In balloting on petitions a ballot box or approved receptacle, furnished with white and black balls (or cubes) must be used.
- b. The Principal Sojourner or a Companion designated by the High Priest shall have charge of the ballot box.
- c. The Grand Council will rise and preliminary inspection of the ballot box will be made by the Scribe, King and the High Priest (in that order), being seated after their ballots have cast in the following order: High Priest, King, and Scribe.
- d. To avoid delay and misunderstanding it is wise to have all those Companions stand who are entitled to vote, sitting again as their ballots are cast.
- e. When the full ballot has been cast, the High Priest will inquire if all entitled to vote have cast their ballot, and if satisfied, he will declare the ballot closed.
- f. The Principal Sojourner will approach the East by way of the North with the ballot box. The Scribe and King will rise and make inspection of the ballot box (in the same order as at previous inspection).
- g. The result of the ballot is pronounced as follows: High Priest "Companion Scribe, how do you find the ballot on the left,?" Scribe: "Fair on the left, Excellent High Priest." High Priest: "Companion King, How do you find the ballot on the right?" King: "Clear on the right, Excellent High Priest." High Priest inspects the ballot box and declares "I find the ballot bright. By your ballot you have elected brother to receive the degrees (or Companion to be granted affiliation or reinstatement in this Chapter.")

h. In the event of black cubes appearing, descriptions above will be altered read:

- “Cloudy” instead of “Fair”
- “Dark” instead of “Clear”
- “Black” instead of “Bright”
- “Rejected” instead of “Elected”
- “Denied” instead of “Granted”

NOTE: See ARTICLE XXIX

i. In the event a single black cube is cast, the ballot is declared doubtful and one re-ballot is taken.

REGULATION 6. CONCORDANT BODIES: The Grand Chapter admits the following named organizations, and no other, to be regularly and duly constituted Masonic Bodies, including their Constituent bodies and like organizations with which they are in fraternal correspondence, namely:

- a. The Grand Lodges of the various States, Territories, and the District of Columbia of the United States.
- b. The General Grand Chapter of Royal Arch Masons, International.
- c. The General Grand Council of Royal and Select Masons.
- d. The Grand Encampment of Knights Templar of the United States of America.
- e. The Supreme Councils of the Ancient and Accepted Scottish Rite for the Southern and Northern Jurisdictions of the United States.

REGULATION 7. CEREMONY FOR CHANGING DEGREES:

- a. Suspension of Labor on the Royal Arch Degree

H.P.: “Companions, I will now suspend labor on the R.A. degree and open a Lodge of _____ *Comp. R.A.C., inform the Sentinel and direct him to guard accordingly”.

(*“Officers will rearrange and repair to the proper stations as for a Lodge of _____ If a Companion other than the H.P. is to act as R.W.M. in the subordinate degree, he will wait until the Deacons have been seated before taking R.W.M.’s station)

R.A.C. (from Altar): ”Excellent High Priest, that duty is performed.”

H.P.: “Companions, I declare labor suspended in the R.A. degree and a Lodge of _____ opened.”

R.W.M.: “Bro. S.D., attend at the Altar” done.

R.W.M.: “Bro. J.D., inform the Tyler.”

J.D. (from Altar): “That duty is performed.”

R.W.M.: Seats the Lodge when the Deacons have reached their stations.

b. Closing one subordinate Lodge to open another.

R.W.M.: “I declare this Lodge of _____ closed and Lodge of _____ opened.”

R.W.M.: “Bro. S.D., attend at the Altar.” (done)

R.W.M.: “Bro. J.D., inform the Tyler.”

J.D. (from Altar): “R.W.M., that duty is performed.”

R.W.M.: (seats Lodge when Deacons have reached their stations.)

c. Resuming Labor in R.A degree.

R.W.M.: “I declare this Lodge of _____ closed and Labor resumed in the R.A. degree:”

H.P.: “Companion P.S., attend at the Altar.”---- “Companion R.A.C .inform Sentinel.”

H.P. (seats the Chapter when the P.S. and R.A.C. return to their stations and make their response “E.H.P. That duty is performed.”)

REGULATION 8. CANDELABRA:

- a. Candelabra with seven burning lights shall be displayed South of the Altar when a Chapter of Royal Arch Masons is opened. One or more lights shall be extinguished as appropriate when a Subordinate Lodge is called to Labor.
- b. The Great Lights of Masonry must be displayed on the Altar when a Chapter of Royal Arch Masons or a Subordinate Lodge is opened. The Holy Bible may be opened at random.

REGULATION 9. DEFINITIONS:

- a. By-Law: A law, rule or regulation adopted by a Chapter for its government in the conduct of its affairs or its dealings with others or for the government its members. A By-Law is subordinate to the Charter and Constitution.

b. Ceremony: The Ceremony of opening, closing and changing degrees is said to be “in form”, and the Ceremony of Initiation is said to be in “order”, when these ceremonies are exemplified pursuant to the Ritual and Book of Essentials. Masonic “work” is the ceremony of conferral of Degrees.

c. Charter: A formal instrument issued by the Grand Chapter empowering persons therein named to establish a Chapter and specifying the purpose and privileges thereof.

d. Constituent (Synonym: Component): The Constituent Chapters of this Jurisdiction are those operating under Charter or Dispensation.

e. Constitution: The organic law embodying the fundamental law or principle of government of a Chapter.

f. Convocations: Lawful assemblies of Royal Arch Masons are called Chapters as those of Ancient Craft degrees are called Lodges, and meetings of such assemblies shall be referred to as Convocations. Convocations of the Grand Chapter are either Annual or Special. Convocations of Constituent Chapters are either Stated or Called. The Annual and Stated Convocations are those provided for at fixed periods as stated in the By-Laws. Special and Called Convocations are those ordered to be convened by the presiding officer for some specific purpose.

(1) Constituted Chapters meeting in conjunction with Commanderies and/or Councils at the same time and location shall open in full form according to the Idaho Work, not less than three times annually.

(2) Constituted Chapters of Royal Arch Masons meeting in conjunction with Commanderies and/or Councils at the same time and location shall open and close as follows when one of the other bodies has opened in form:

Opening, High Priest says,* “waiving all signs and ceremonies and there being a quorum present, I hereby declare Chapter _____ Royal Arch Masons open without form for business.”

Closing, High Priest says * “I hereby declare Chapter _____ Royal Arch Masons closed without form”*

g. Decisions and Rulings: Decisions and Rulings made by the Grand High Priest shall be considered the correct interpretations of Masonic Capitular law and procedure on the subject until the next Annual Convocation of the Grand Chapter. If approved by the Grand Chapter, they shall be deemed proper guidance and precedence in other similar cases. They shall not be construed as law or as alteration of laws, and they may be disregarded by a succeeding Grand High Priest. To become law, they must be adopted separate and apart from the adoption of a report approving the decision or ruling.

- h. Exaltation: Communication to the trio, as per Ritual and Book of Essentials of the G.R.A.W. NOTE: See ARTICLE XXX, Section 5.
- i. Law: Usually implies imposition by a sovereign authority and the obligation of obedience on the part of those governed.
- j. Necrology: A list of persons who have died in a certain place and/or time.
- k. Regulation: A regulation often equals a Rule but it carries stronger implication of prescription by authority for the sake of controlling the Craft.
- l. Resolution: A formal expression of opinion or will, to be considered by a Chapter in Convocation.
- m. Rule: A Rule may or may not imply prohibition but it usually suggests a desire for order, discipline, uniformity of method, etc.
- n. Rulings: See Decision
- o. Statute: A statute is a law, enacted by a legislative body.
- p. A Royal Arch Mason in good standing is a Master Mason who has been Exalted to the Degree of Royal Arch Mason in a duly constituted Chapter of Royal Arch Masons who:
- (1) Is not under Expulsion, Suspension, Charges, or indebtedness in a Chapter of Royal Arch Masons or the Symbolic Lodge of which he is a member.
 - (2) Is not more than one year in arrears in dues in either his Royal Arch Chapter or his Symbolic Lodge.

REGULATION 10. DISTRICTS. This Jurisdiction is divided into four Districts. Upon the granting of a Dispensation for a new Chapter, the Grand High Priest shall assign such new Chapter to the proper District.

FIRST DISTRICT

Pocatello No. 6	Pocatello
Idaho Falls No. 10	Idaho Falls
Salmon No. 14	Salmon

SECOND DISTRICT

King Solomon No. 16	Twin Falls
Rupert No. 22	Burley
Mountain Home No. 24	Mountain Home

THIRD DISTRICT

Cyrus No. 2	Nampa
Caldwell No. 19	Caldwell
Boise No. 3	Boise
Payette No. 8	Payette

FOURTH DISTRICT

Lewiston No. 4	Lewiston
Moscow No. 7	Moscow
Keystone No. 29	Spirit Lake

REGULATION 11. DISTRICT DEPUTY GRAND HIGH PRIEST: He shall endeavor to visit each Chapter in his District as often as practical, but at least once during each year, preferably prior to the official visitation of the Grand High Priest. He shall have the following duties:

- a. Represent the Grand High Priest by determining what actions the Grand High Priest may take for the benefit of the Chapters.
- b. Assure that all necessary minutes, membership records and financial records are being kept as required.
- c. Arrange and chair a District Meeting in accordance with the desires of the Grand High Priest.
- d. Report, in writing, to the Grand High Priest within ten days of each visitation the results, his Recommendations, and any expenses incurred.
- e. Refer all replies to questions concerning the Code of Laws to the Grand High Priest for confirmation.

REGULATION 12. DISTRICT DEPUTY GRAND HIGH PRIEST EXPENSES: Necessary expenses incurred shall be reimbursed within the limitations imposed by the appropriation.

REGULATION 13. DISBURSEMENT OF GRAND CHAPTER FUNDS: Any disbursement of funds belonging to the Grand Chapter will be by check, drawn on the General Fund. Unless otherwise specified by the Grand High Priest or the Grand Chapter, the total amount of per capita assessments received from Chartered Chapters for dedicated funds shall be credited to the appropriate Saving Account and not held in the General Fund. Amounts disbursed properly chargeable to any appropriation held in dedicated funds savings accounts will be repaid to the General Fund on a year to year basis.

NOTE: See ARTICLE XII, Section 3c.

REGULATION 14. DISTINGUISHED SERVICE AWARDS:

- a. A Gold medal known as the Royal Arch Medal may be given to three Royal Arch Masons at each Triennial Convocation. The recipients of these medals are chosen by the General Grand High Priest, General Grand King, and General Grand Scribe.
- b. A silver medal shall be for performance of outstanding service for the York Rite, but particularly for Royal Arch Masonry, within the particular York Rite Region.
- c. A bronze medal known as the General Grand Chapter Distinguished Service Medal may be given each year to one Royal Arch Mason in good standing in a Constituent Chapter of this Jurisdiction. The recipient is chosen by a committee of three with the approval of the Grand High Priest.
- d. These medals are given in recognition of outstanding service to humanity and/or Capitular Masonry other than holding Masonic Office as a Past Grand High Priest or as a Grand Chapter Officer. Any Royal Arch Mason may nominate another Companion for one of these awards as follows:
 - (1). Prepare a report stating full name of the nominee and a complete record of his service to humanity and/or Capitular Masonry.
 - (2). Mail recommendations for the Royal Arch Medal (gold) direct to the General Grand High Priest, R.A.M. International.
 - (3). Mail recommendations for the General Grand Chapter Distinguished Service Medal (silver or bronze) direct to the Grand High Priest, Grand Chapter, Royal Arch Masons of Idaho.
- e. As the Grand High Priest must certify his selection sixty days before the date set for the Annual Convocation, timely recommendations must be made to receive attention.
NOTE: See ARTICLE XII, Section h.

REGULATION 15. FESTIVALS: Nothing is lost from the beauty of our degrees when exemplified as a Festival if the participating heads of the bodies will plan ahead. Some parts are long and involved, requiring a great deal of memory work. Some parts require but little preparation. These parts should be assigned to newer members who have been lax in attendance. Most members will attend a meeting if given a special task to do.

In the event a ballot on a petition for the degrees is taken at a Festival consisting of two or more York Rite Bodies, as many separate and distinct ballots shall be taken as there are bodies participating in the Festival, and each body participating in the ballot must have a quorum present. Stations will be filled as prescribed in the Ritual for the degree being conferred. The High Priest will contact members of his degree teams in advance to insure they are not tardy in reporting to their stations at the time scheduled

for each degree. An evening honoring new members on a regular meeting night following the Festival is appropriate. NOTE: See ARTICLE XXX, Sections 5 and 6.

REGULATION 16. FLAG CEREMONY: It is indeed fitting that the great moral and spiritual ideals embodied in the Constitution of our Country should be emphasized by all Royal Arch Masons and that the symbol of those ideals, our Flag, should be displayed at all meetings. The following simple procedures have been suggested. Following the opening of the Chapter, but before the Chapter is seated, the High Priest will arrange for the presentation of the Flag as follows:

High Priest: “Companion Captain of the Host, you will present the Flag of our Country west of the Altar.” (From the time the Flag is picked up until it is again deposited in the East, all will stand with their right hands over their hearts.) While the Flag is at the Altar, the High Priest says, “Companions, join me in the Pledge of Allegiance to the Flag of the United States of America.” (All recite the pledge).

(Optional) High Priest: “Companions, this Flag, emblem of civil and religious liberty, well deserves a place in a Royal Arch Chapter. As Royal Arch Masons, may we stand ever ready to shield and protect it as we should foster and promote the divine principles of which it is the symbol throughout the world. Companion Captain of the Host you will return the Flag of our Country to its place of honor in the East.” (High priest seats the Chapter after the Captain of the Host returns to his station.)

REGULATION 17. MEMBERSHIP CARDS: Membership cards may be used if desired but the official receipt furnished by the Grand Chapter must also be used.

REGULATION 18. CLASSES OF MEMBERSHIP:

a. Regular Membership: A Master Mason in good standing who has been advanced to the Degree of Mark Master, inducted into the Oriental Chair, received and acknowledged a Most Excellent Master, and exalted to the Most Sublime Degree Of The Royal Arch, and whose dues to the Chapter to which he belongs are current, shall be known as a Regular Member.

b. Honorary Membership: This class of membership may be conferred upon a member of another Chapter or Jurisdiction by a unanimous vote of the members present at any Stated Communication. Honorary members may speak, but do not pay dues or vote.

c. Plural Membership: A Regular member may become a member of any other Chapter within or without the Jurisdiction of this Grand Chapter under the following conditions:

(1), A Regular member of a Chapter in this Jurisdiction may acquire membership in any other Chapter in this Jurisdiction regardless of residence.

- (2). A Regular Member of a Chapter of this Grand Jurisdiction may acquire membership in any other Chapter in a Grand Jurisdiction recognized by this Grand Chapter, subject to the rules of that Grand Chapter.
- (3). Dues and Per Capita Tax: Each Plural Member shall pay regular dues to each Chapter to which he belongs, and that Chapter shall pay the same Per Capita Tax to the Grand Chapter as on each other Regular Member.
- (4). Plural Membership-How Acquired: A Regular Member shall first obtain a Certificate of Good Standing from the Chapter to which he belongs, and shall file that Certificate and a Plural Membership Petition with the Secretary of the Chapter with which he desires to affiliate. A Plural Membership Petition shall require the Chapter name, number, and Jurisdiction of the Petitioner, a statement that he holds no other memberships than those listed, and the details of any prior Plural Membership and the manner of their termination. If his membership is in a Chapter outside this Jurisdiction, the Secretary will first refer the petition to the Grand Secretary of this Jurisdiction, who will verify whether the Jurisdiction in which the petitioner holds membership permits Plural Membership. If such verification is received, the Chapter may then receive the petition. If such membership is not permitted, the Secretary shall return the petition and all fees collected to the Petitioner. If the Petitioner is elected, the Secretary shall immediately notify the Chapter in which original membership was held. A copy of such notification shall also be filed with the Grand Secretary of this Jurisdiction.
- (5). Termination of Membership: Involuntary loss of membership in one Chapter shall constitute the loss of membership in all Chapters insofar as the authority of this Grand Chapter is concerned, and no certificate of kind will be issued. Any Chapter imposing such a penalty shall immediately notify the Grand Secretary of this Jurisdiction. If the Member terminated belongs to a Chapter in another Grand Jurisdiction, the Grand Secretary in the other Jurisdiction shall be notified by the Grand Secretary of this Jurisdiction and the reason for termination given.
- (6). Plural Membership Reinstatement: Any Member holding Plural Membership at the time of having his membership involuntarily severed, who later wishes to reinstate, must reinstate through the Chapter which originally terminated his membership. The other Chapter shall be notified of his reinstatement by the Chapter Secretary. Reinstatement in the Chapter that originally terminated his membership shall automatically reinstate him in the other Chapters so far as this Grand Jurisdiction is concerned.
- (7). Voluntary Termination: Any Plural Member voluntarily withdrawing membership from a Chapter in this Jurisdiction shall be issued a certificate of withdrawal rather than a demit. A certificate of withdrawal is similar to a demit except that it bears upon the face in bold red type the statement that he is a

member of another Chapter. The name, number, and location of that Chapter shall be shown. His other Chapter shall be notified by the Secretary.

(8). Record of Plural Members: The Grand Secretary shall keep a record of members holding Plural Memberships and shall provide Secretaries of Constituent Chapters with proper blanks to cover the reporting of such members.

d. Life Membership: No Chapter shall elect any member to Life Membership except as provided for fifty year membership. This Regulation shall not in any way affect any life membership heretofore granted.

e. Fifty Year Membership: After the Grand Chapter has certified to a constituent Chapter that one of its members has been a Royal Arch Mason in good standing for fifty years, the constituent Chapter may elect by majority vote of the Companions present at any Stated Convocation the said member to Fifty Year Membership. A suitable certificate shall be issued to such member by the Grand Chapter. Fifty year members shall retain all rights and privileges of the Chapter, but be exempt from payment of dues and assessments.

REGULATION 19. OPTIONAL AND VOLUNTARY PREPAID LIFE MEMBERSHIP AND PERMANENT MEMORIAL FUNDS:

a. Any Companion in good standing in any Chapter in this Grand Jurisdiction may purchase a Prepaid Life Membership in his Chapter, provided he holds a current dues card, by paying, a sum equal to twenty one (21) times the annual dues of this Chapter in effect at the time the payment is made. The Secretary shall deposit the payment in the Chapter account and then transmit the entire amount to the Grand Secretary, who will then forward the payment to the York Rite Investment Committee for investment only.

(1). Installment Purchase: Each Constituent Chapter may establish a plan whereby any member may make payments toward a Prepaid Life Membership until twenty one times his current dues have been accumulated. The Chapter Secretary will handle the funds as in paragraph a above.

(2). Additions: Voluntary additions of funds to the plan may be made at any time.

(3). Chapter Ownership: All sums remitted for Prepaid Life Membership shall remain the property of the last Chapter in which a Companion's membership was held.

(4). Not Refundable: The total purchase amount for a Prepaid Life Membership or the revenue derived from its investment is not transferable to any other Jurisdiction and is not refundable to the purchaser for any reason.

(5). Permanent Memorial Fund: Upon the death or termination of membership of any Prepaid Life Member, the full amount of his investment shall be transferred to a Permanent Memorial Fund, and the income there from will continue to be distributed to the Chapter to which he belonged.

(6). Voluntary Transfers: A Companion holding Voluntary Prepaid Life Membership may transfer his membership by affiliation with any Chapter in this Grand Jurisdiction, but if such transfer requires additional funds to equal twenty one (21) times the dues of the Chapter to which he desires to transfer, the required additional funds shall be remitted with his petition for affiliation. If his petition is rejected, any funds tendered with the petition shall be returned to him.

(7). Involuntary Transfer: If a transfer of membership is required because of the surrender, revocation, arrest, or annulment of the Charter of the Chapter to which he belongs, each Prepaid Life Member of the terminated Chapter must petition some other Chapter within this Jurisdiction within six months. That Chapter may, by majority vote at a Stated Communication, remit all or part of any additional funds required by Section six of this regulation.

(a). All Prepaid Life Membership funds not transferred to another Chapter within six months will be transferred to the York Rite Endowment Fund. If the member later affiliates with a Chapter in this Jurisdiction, those funds may be transferred from the Endowment Fund to the Chapter with which he affiliates.

(b). Endowment Funds: All permanent Memorial funds of the terminated Chapter shall be transferred to the York Rite Endowment fund.

(8). Restoration: A Companion who once held a Prepaid Life Membership who has lost his good standing, and is restored to his former Chapter according to Masonic Law shall have his Prepaid Life Membership restored.

(9). Notification: The Secretary of each Constituent Chapter shall notify the York Rite Investment Committee of any changes in the status of each Prepaid Life Member.

(10). Dues Cards: The Grand Chapter shall design and provide Dues Cards (receipts) for all Prepaid Life Members annually, and provide them to the Secretaries of the Constituent Chapters.

(a). Transfers: When a Prepaid Life Member of a Chapter transfers to another Chapter within this Jurisdiction, he shall immediately present his Dues Card to the Secretary of the Chapter with which he has affiliated, and that Secretary shall issue him a new Dues Card.

(b). Lost Cards: Any member losing his Dues Card shall declare his loss in a signed statement to the Secretary of his Chapter, who will immediately issue him a new Dues Card.

(11). Other Memorial Funds: Any Chapter within this Grand Jurisdiction may voluntarily establish their own Memorial Fund which may be started at any time to receive gifts, bequests, memorials, or other Chapter additions.

(a). The York Rite Investment Committee shall be the Trustee of such funds.

(b). The remitting Chapter shall be the owner of all such initial investments and subsequent contributions.

(c). Voluntary contributions to such funds are not refundable.

(d). Earnings from Voluntary Memorial Funds shall be remitted annually to the Chapter creating the fund, and are to be reported as other income.

(e). There shall be no cost of administration deducted from the invested funds of Voluntary Memorial Funds.

(f). In the event of the demise of any Chapter establishing a Voluntary Memorial Fund, all funds therein contained will be transferred to the York Rite Endowment Fund.

(12). All Prepaid Life Membership Funds and all Memorial Funds shall be kept apart as permanent Funds and kept intact solely for the benefit of the Constituent Grand Chapter Bodies.

(a). Administration:

(1). Trustee: The Trustee of the Prepaid Life Membership and all Memorial Funds shall be the York Rite Investment Committee, who shall establish a Trust Fund for each account.

(2). Committee Membership: The York Rite Investment Committee shall be composed of one Representative from each of the three York Rite Bodies, together with the Grand Secretary/ Treasurer of each body. Three members shall constitute a quorum. All members shall serve without compensation.

(aa). Surety Bonds: The members of the York Rite Investment Committee may be required to be under Surety Bond if such action is required by the Grand York Rite Bodies of Idaho.

(bb). The Committee shall convene within thirty days after appointment and elect a Chairman and Secretary/Treasurer, review investments and set policy for future activity.

(cc). The Committee shall prescribe the books and records to be kept, maintain permanent records, invest funds, adopt policy, approve distributions, resolve questions not covered by these regulations, and exercise general supervision over all matters involving the funds.

(dd). Chairman's Duties: The Chairman shall call all meetings and preside over them. In his absence the Grand Secretary/Treasurer shall preside.

(ee). Secretary/Treasurers Duties. The Secretary/Treasurer shall:

(i). Record the minutes of the meetings of the Committee and distribute them as directed by the Committee.

(ii). Invest and have the custody of all investment funds and shall maintain such books and records as the Committee shall require.

(iii). Record the name of each Companion purchasing a Prepaid Life Membership, the remitting Chapter, amount of the fund and date received.

(iv). Record the name of the remitting Chapter funds received for the Permanent Memorial fund, the source of the funds, amount and date received.

(v). Shall transmit by letter the names of all the active life Members and Chapter affiliation annually to the Grand Secretary/Treasurer.

(vi). Shall promptly notify the Grand Secretary/Treasurer of the name and Chapter of a new Life Member as well as a transfer or restoration reported by the Chapter Secretary.

b. Investments:

(1). Funds invested: The Prepaid Life Membership Fund shall be, and the Permanent Memorial Fund shall be Permanent Funds except as modified by this Regulation, and shall be invested solely for the benefit of the participating York Rite Bodies.

(2). Investment Control: All trust funds shall be invested in any form of securities that are insured or guaranteed by the United States Government or any

of its agencies. All investments shall be selected by the policies set forth by the York Rite Investment Committee.

(3). Reserve: A reserve fund is not authorized. A minimum amount necessary to maintain a bank checking account may be retained as undistributed income.

(4). Counsel: In the selection of investments, the committee may consult competent investment council.

(5). Commingled Accounts: The Chapter Prepaid Life Membership Fund and the Permanent Memorial Fund may only be jointly invested and commingled with the same funds of the other York Rite Bodies. NOTE: See REGULATION 19a(11).

c. Earnings and Distribution:

(1). Earnings computation: The York Rite Investment Committee shall, as promptly as possible after the first of each year, compute the total earnings received during the previous calendar year from each of the Partial Year Investment Funds and the Permanent Investment Funds, authorize and deduct any administrative costs and expenses, calculate and verify the amount earned and due to each York Rite Body as its interests appear, provide a report on the distribution to each Constituent body, and require the Secretary/Treasurer to make payment to each Constituent body.

(2). New Funds: The earnings of new (partial year) investments shall be calculated for a period from the date of initial investment through the following December 31 at the interest rate at which they were initially invested.

(3). Expenses: The Committee may authorize an administrative expense to be deducted only from the earnings of the Prepaid Life Membership Funds to cover necessary miscellaneous expenses not to exceed thirty-five cents per active life member on the roll each December 31.

d. Audit: At the close of each calendar year, the Chairman of the York Rite Investment Committee shall authorize an audit of the books and records of the funds for which the Committee is the Trustee. A copy of the audit shall be sent to the Constituent York Rite Bodies promptly.

REGULATION 20. FORMER ROYAL ARCH MASONS:

a. A former Royal Arch Mason who is not a member because:

(1). He is no longer in good standing in his Symbolic Lodge.

(2). He has been suspended, expelled or demitted from his Chapter.

(3). The Charter of his Chapter has been suspended, surrendered or arrested except in the case of a merger with another Chapter.

- b. The former member has the following options:
- (1). He may regain membership in good standing in his Symbolic Lodge. In such case his membership is automatically reinstated. See ARTICLE XXXVI, Section 6. If suspended from membership, he may remove the cause for suspension, if possible, and reinstate. If expelled, he may petition for redress as provided for in ARTICLE XXXVII of this Code of Laws. If demitted he may petition for membership with any recognized Chapter of Royal Arch Masons within whose Jurisdiction he resides.
 - (2). The suspension, surrender or arrest of his Chapter's Charter is covered in ARTICLE. XXII, Section 3 of this Code of Laws.
 - (3). He may do nothing. There is no time limit for a former member to be reinstated in a Chapter. However, he will not be permitted to visit any recognized Chapter of Royal Arch Masons or exercise any of the privileges of the Craft until he has been reinstated to full membership in a recognized Chapter of Royal Arch Masons.

REGULATION 21. PRINTED/ELECTRONIC FORMS: To insure uniformity and a format in compliance with law, any new form or reprint of existing forms in use by this Grand Chapter shall be approved by the Jurisprudence Committee before publishing and use. (Updated April 2004)

REGULATION 22. PROCEEDINGS: Shall include the following plus such added information as the outgoing Grand High Priest may direct (Updated April 2004):

- a. A picture and biography of the incoming Grand High Priest.
- b. A concise record of Grand Chapter Convocations held since last proceedings, attested by the outgoing Grand High Priest.
- c. A listing of the names, offices and mailing addresses of officers of the General Grand Chapter of R.A.M., International, and officers and District Deputy Grand High Priests of the Grand Chapter and Membership of standing committees for the ensuing year.
- d. A listing of Past General Grand High Priests and Past Grand High Priests of Idaho, with mailing addresses of those living (Updated April 2004).
- e. A listing of names and mailing addresses of Grand Representatives of Idaho near other jurisdictions, and Grand Representatives of other Jurisdictions near Idaho.
- f. A compilation for each Constituent Chapter showing the location, date chartered, hour and day of stated Convocations; name and office of the officers; mailing address of the Secretary; name and office of present and past Grand Chapter officers who are

members of the Chapter; names of Past High Priests of the Chapter, and number of members.

g. Legislation proposed to amend the Constitution pursuant to ARTICLE VII, Sect 1.

REGULATION 23. RULES OF ORDER: When consistent with established Masonic usage's, common parliamentary procedures shall be followed.

REGULATION 24. RECEPTION OF VISITORS: The presiding officer is sole judge of what honors shall be accorded to a visitor at a Convocation. By established custom, distinguished visitors should be honored according to their rank as follows:

a. Rank and Honors:

Grand High Priest, General Grand Chapter officers and Past Grand High Priests
(Private if duly guarded)

Elective Grand Chapter officers (Public)

Appointive Grand Chapter officers (Hearty Welcome)

Officers of Constituent Chapters, (Hearty Welcome)

b. Officers elected and installed retain their titles for life. Officers of other Jurisdictions are entitled to all of the honors due to those of our own. Hence, if more than one officer of a grouping is present at a Convocation, all officers of that grouping should be escorted to the Altar, introduced, welcomed, extended proper honors and seated.

c. Present and past officers of recognized concordant Masonic bodies, when visiting a Convocation, may be introduced and given a hearty welcome. NOTE: See Regulation 6.

d. Distinguished Visitors generally are introduced in order of their rank, the highest ranking officer being reserved for last.

e. Distinguished Visitors should not be permitted to introduce themselves. The Principal Sojourner corresponds in office to the Senior Deacon of a Lodge and, as such, it is his duty to introduce and accommodate visiting Companions. The duty is a privilege which the presiding officer may assign to any other member or visitor at that Convocation.

f. It is the prerogative of the presiding officer to either receive distinguished visitors West of the Altar or to have them conducted to the East for introduction.

REGULATION 25. RITUALS: The Grand Secretary/Treasurer shall be the custodian of all of the rituals not in use. Rituals may be issued upon request to any member of the Grand Chapter and to any member of a Constituent Chapter upon approval by the Chapter High Priest. Companions to whom Rituals are issued must sign the pledge and observe the requirements and restrictions imposed by that pledge printed inside the cover of each numbered Ritual. NOTE: See ARTICLE XIII, Section 9.

REGULATION 26. RESOLUTIONS: Resolutions properly presented at Grand Chapter Convocations shall require the following number of copies when presented: for the Grand Secretary/Treasurer, three copies; for the Committee on Resolutions, one copy; if concerning the Constitution, Bylaws, and Regulations, the Committee on Jurisprudence, one copy; and if concerning Finance, Committee on Finance, one copy.

REGULATION 27. SALUTING: The Book of Essentials requires that a Companion on entering or retiring from a Chapter of R.A.M. salute the Great Lights with the Due Guard and Sign of the degree. Established custom of this jurisdiction is that Companions salute the East with the same sign when addressing the presiding officer. It will be noted that junior officers do not salute the East until after the Chapter is purged and opening ceremony proceeds to that point when the Captain of the Host responds on line 3, page 88 of the Ritual. In the opening of the Royal Arch Degree the Due Guard and Sign of all four degrees shall be given. (As shown on line 25, page 92 of the Ritual).

REGULATION 28. No Constituted Chapter may sponsor any other organization except a Chapter of DeMolay. Chapters and individual Companions are urged to lend active and moral support to such DeMolay Chapters provided that in so doing the sponsoring Chapter assumes no financial debts.

REGULATION 29. TRIENNIAL SESSION OF THE GENERAL GRAND CHAPTER:

- a. The Grand High Priest, Grand King, Grand Scribe, and Grand Secretary/Treasurer are designated as the delegates from this Jurisdiction to the Triennial Session of the General Grand Chapter.
- b. Should any Past Grand High Priest have been unable to attend the Triennial Session during his term on the Grand Council, he may attend the next following session as an added delegate and shall enjoy all of the privileges accorded to other delegates.
- c. To the availability of money accumulated in the Triennial Fund, Delegates in attendance shall receive a sum equal to the amount divided equally among the delegates attending General Grand Chapter for the first time, plus the Grand Secretary/Treasurer.
- d. Annual per capita assessments will be made payable with Annual Returns of Constituent Chapters, to defray as far as possible, the expenses of the delegates in

attendance. The amount of assessments shall be such as determined by the Grand Chapter or the recommendation of the Finance Committee.

REGULATION 30. YORK RITE ENDOWMENT FUND: The York Rite Endowment Fund, hereinafter referred to as the fund, is established as a fund wherein interested persons or groups may make donations, bequests, contributions, gifts, and trusts or other proceeds in the form of money, property, stocks, bonds, real estate, life insurance proceeds or other instruments.

- a. The principal of this Fund shall be irreducible except in case of dissolution of the Fund as provided in part i. of this Regulation.
- b. The interest income from the Fund shall be transferred annually not later than January 31 of each year, to a separate account designated THE YORK RITE OBJECTIVES ACCOUNT from which the objectives and purposes selected by the Trustees of the Fund will be funded.
- c. The objectives and purposes of the York Rite Endowment Fund are to:
 - (1). Assist all of the Constituent York Rite Bodies of the State of Idaho in meeting increased costs, such as per capita taxes and assessments.
 - (2). Financially assist special projects and other needs of the Bodies.
- d. The York Rite Endowment Fund including the York Rite Objectives Account shall be controlled and administered by a Board of Trustees which shall be composed of the members of the Grand Chapter Prepaid Life Membership Committee as specified in Article XIII, Section 14 of this Code of Laws. Distributions of funds from the York Rite Objectives Account shall be wholly at the discretion of the Board of Trustees, who shall review all applications for disbursements and make appropriate awards which shall qualify for the purposes of the Fund.
- e. Division of the distribution of net interest income from the Fund shall, unless otherwise committed, be made according to the ratio of each Grand Body's membership to the total membership of all three Grand Bodies.
- f. A complete report of the Funds activities, including a financial report, shall be prepared and presented at the Annual Grand York Rite Session.
- g. Any contributor to the Fund may designate that the income from such contribution be distributed according to the distributor's wishes. Any contribution may be refused if the Board of Trustees, in their opinion, cannot reasonably comply with the contributor's wishes.
- h. Monetary assets of the Fund shall be invested by the Board of Trustees in interest bearing and/or dividend paying accounts with the following restrictions:

(1). All investments shall qualify under the Idaho Prudent Man Rule as specified by the Idaho Code.

(2). Corporate Bond investments shall qualify as ‘Investment grade’ as Specified in the Standards and Poors Bond investment Quality Standards ratings.

i. If the Grand York Rite Bodies of Idaho should cease to exist, the last surviving Body, before surrendering its Charter, shall divide and disburse the assets of the Fund in the Objectives Account equally to the surviving York Rite charities, to wit, the Knights Templar Eye Foundation, The Royal Arch Research Assistance program and the Cryptic Masons Medical Research Foundation.

REGULATION 31: INSTALLATION CEREMONIES FOR GRAND AND CONSTITUANT CHAPTERS: Under separate cover.