

THE ROYAL ARCH MASON HANDBOOK AND LEADERSHIP GUIDE



“Unlock the Secrets of Royal Arch Masonry”

Published by the Grand Chapter State of New York Royal Arch Masons
Education Committee Rev 1.0 2008

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CHAPTER 1 - INTRODUCTION

A beginning is the time for taking the most delicate care that the balances are correct....
from Dune by Frank Herbert

This book replaces former HP Handbooks, DGHP Handbooks, and all previous Officer Guides.

It is meant as a guide for *any* Companion who wants to know how to maintain Chapters, Districts, and yes, individual Companions (including yourself!) in good working order

It's not secret stuff. You can use it for RAM, other Masonic bodies, and really any place you think it useful. **If you copy it, or quote it, give us credit, and don't quote out of context!**

This book doesn't contain everything so if you can't find something here are some other places to look:

- Grand Chapter Constitution
- Your Chapter Bylaws
- Grand Chapter Website

This book does contain a lot of useful information, however:

- How to assess your Chapter or District
- How to plan and implement programs
- How to figure out the RAM organization
- How to communicate
- How to master all that paperwork (ugh!)

CHAPTER 2 - ELEMENTS OF ORGANIZATIONAL PLANNING

“It should be borne in mind that there is nothing more difficult to arrange, more doubtful of success, and more dangerous to carry through than initiating changes. The innovator makes enemies of all those who prospered under the old order and only lukewarm support is forthcoming from those who may prosper under the new. Their support is lukewarm partly from fear of their adversaries, who have the existing laws in their hands, and partly because men are incredulous, never really trusting new things unless they have been tested by experience.” from “The Prince” by Niccolò Machiavelli

- What is an organizational plan?
- Short vs. long range plans
- Developing a consensus of opinion

Steps in developing an organizational plan:

1. Mission/Vision
2. Objectives
3. Critical Success Factors (CSF)
4. Goals
5. Action Plans

Sample organizational plan for a Chapter

What is an Organizational Plan?

It is a map to get your organization where you want it to go. It allows you to evaluate what you want to do, what you can do, be creative, find flaws and resolve them, and gain consensus at the beginning of the process where things are easy to fix and not a lot of work has been committed. It is an excellent sales tool to get new members to join and current members to participate. It is short and to the point. It builds from the general to the specific. It allows you to break big tasks in to smaller, manageable chunks.

A long range plan generally covers a period of time from 3 to 5 years
For example, to rebuild a Chapter a full long range plan would cover all the steps from getting enough to open to a mature Chapter able to confer all the degrees

A short range plan generally covers a year or less
For a Chapter, the short range plan generally addresses the content of the meetings for the Chapter year.

Developing a Consensus of Opinion

PROBLEM: Your Chapter isn't doing too well. You want to write a business plan, but no one can agree.

SOLUTION: Start thinking like a team and develop some consensus!

There are always naysayer's in any group that can destroy a good plan if they are not properly channeled. Properly channeled, naysayer's can be of value because they will find hidden flaws and sometimes even come up with an alternate arrangement the best way to have a plan accepted and implemented is to get everyone to take ownership. If you're the leader here are some ideas to get you on your way.....

Manage the planning process. In other words, have a plan to develop the plan. Understand and control the process fairly. Make sure the plan fits the needs and temperament of your Chapter.

Note: If your Chapter is on the rocks the Companions may be looking for a savior; if it is doing well, your ideas may be more difficult to sell

Make and present a case for improvement by showing what's wrong with the old system. And how the plan will fix it. Try to keep ego out of the process - yours included. Whatever you do, don't be critical of particular ideas until everyone has contributed. Finally, analyze the ideas as a group - logically, not emotionally

Don't keep the plan a secret. If the planning is done by a select committee, make frequent reports in Chapter and in your bulletin. Make critics do real work. If they knock down your idea, challenge them to present one of their own

Steps in Developing an Organizational Plan

VISION/MISSION *A statement at the highest level why the organization exists*

OBJECTIVES *General statements about the direction the organization intends to go*

CRITICAL SUCCESS FACTORS *Statements about what absolutely must go right*

GOALS *Specific targets that are intended to be reached by a given time*

ACTION PLANS *How goals are to be implemented*

Example Organizational Plan for a Chapter

Introducing Broken Column Chapter #000

Broken Column Chapter has about sixty dues paying members, but only three regularly attend: Companions Tom, Dick, and Harry. In the next chapter, we will teach you how to assess a Chapter into one of five categories, but for now take our word for it - this Chapter is dormant. A dormant Chapter communicates with its members and Grand Chapter, but not much else. It almost never has enough to open, much less confer degrees

Tom has called the DDGHP to find out about their options. The DDGHP explains that there are four:

1. Do nothing
2. Give up and turn in their charter
3. Seek a merger
4. Develop an organizational plan to revive the Chapter - a new approach that he learned about at Grand Chapter

After some debate, the Companions decided on developing the plan. Good thing for our example, don't you think!

Defining a Mission

The first step, the DD explained, is to define a mission. Grand Chapter can help with this and organizational objectives because they have surveyed Companions and Chapters all over the state. Overwhelming Companions think ritual is the key mission. Formally, you can state this as:

The mission of the Chapter is the preservation and transmission of the ritual under its jurisdiction

Companion Tom thinks there should be more in the mission. He stated that the Chapter use to place great importance on the Scholarship Fund before participation dropped off. He thought they should do that again.

The DD replied that ritual is only the minimal mission for a Chapter, what makes it unique as a Masonic body. The Chapter can add other items if they like. He did suggest they prioritize when they got to goals and action plans.

Broken Column's Final Mission Statement

The Companions finally decided on the following mission statement:

“The mission of Broken Column Chapter, No. 000 is to work all the Royal Arch ritual, and support the Scholarship Fund.”

Developing Objectives to Support the Mission

Now the Companions needed to develop some objectives to support their mission. Grand Chapter suggests three objectives to support the ritual:

QUALITY - is conformance to standards. It's a measure of how well we perform our mission. Poorly done ritual discourages participation and continued membership, and cheats the candidates. Take it easy and do it right - every time!

EFFICIENCY - assume every member is busy, that it costs time and money to attend. Remember the goal of the organization is primarily to confer ritual. Don't meet 12 times if 8 will do and don't meet 8 times if 4 will suffice.

SELECTIVITY - every Master Mason can become a RAM and should be encouraged to do so, but also be on the lookout for candidates that are good ritualists and could help your Chapter. Sell these people on your plan.

The Companions were on their own to develop objectives to support the Scholarship Fund. They finally decided on this one: 100% Participation from the Chapter Companions.

Changing the Plan

Companion Harry asked the DD if you find out something just won't work, can you change the plan?

You can, but you need to think carefully about it - as carefully as you did in writing the original. Executing the plan is like walking a tightrope - you need skill, practice, and.....determination!

Critical Success Factors (CSFs)

Some things just have to go right or your plan will fail before it gets off the ground. Comp. Tom, Dick, and Harry identified these CSFs for Broken Chapter:
The cooperation and support of Very Busy Lodge #1001 where 90% of Broken Chapter's members come from
The recruitment of at least 9 more active participants.

Summary and a Look Ahead

Broken Column Chapter is off to a great start in developing a plan to revive their Chapter.

Another way of looking at an Organizational Plan is to consider it as a **STRATEGY**. A Strategy is a pattern of goals, policies, and plans that specify how an organization should function over a given period of time. A strategy is the way we realize a successful organization that conforms to the mission and objectives we have developed in our plan. In the next chapter you'll learn how to assess your Chapter, develop goals and action plans, and plan and implement a Chapter year. We'll also give you an update on Broken Column Chapter.....

CHAPTER 3 - THE CHAPTER YEAR

“To be, or not to be: that is the question”...from “Hamlet” by William Shakespeare

This next chapter will deal with the following processes:

Assessment

The five stages of a Chapter's existence

Planning

1. Goals and action plans for Dysfunctional Chapters
2. Goals and action plans for Dormant Chapters
3. Goals and action plans for Operational Chapters
4. Goals and action plans for Functional Chapters
5. Goals and action plans for Mature Chapters

Planning the Chapter Year

Developing a yearly calendar of events
Planning each meeting
Developing a budget

Implementing

Organize
Delegate
Manage
Communicate
Preside
and maybe...Lead
Review re-plan

The Five Stages of a Chapter's Existence

Dysfunctional

- Doesn't/can't communicate with its membership
- Doesn't/can't communicate with Grand Chapter - even to file the annual return
- Doesn't hold meetings
- Provides no formal contact points - no member(s) take(s) responsibility for the Chapter, but Chapter still holds a **Charter**

Dormant

- One or more *active* Companions
- An easily reached contact point
- Communicates with its members and Grand Chapter
- Holds regular meetings, but cannot open without assistance
- Has no program

Operational

- Enough Companions to open without assistance
- Limited or no program

Functional

- Confers one or more, but not all degrees
- Limited programs

Mature

- Confers all degrees at least once/year with a minimum of outside help
- Program for every meeting

Goals and Action Plans for Dysfunctional Chapters

DISTRICT DEPUTIES.....DON'T LET YOUR CHAPTERS GROW UP TO BE DYSFUNCTIONAL!!!

DORMANT CHAPTERS THAT DON'T HAVE A PRAYER SHOULD GO OUT OF BUSINESS GRACEFULLY BY GIVING UP THEIR CHARTER OR (PREFERABLY) MERGING.

DYSFUNCTIONAL CHAPTERS ARE A BIG HEADACHE FOR GRAND CHAPTER AND DEPUTIES.

DEPUTIES..... If you suspect that a Chapter may go dysfunctional make sure the following is done: Chapter records are in a safe, but accessible (by you) place. The Chapter warrant is in a safe, but accessible (by you) place.

Make sure that the primary caretaker of the records (generally the Secretary) provides instructions to those who would handle the Chapters affairs in an emergency for proper

access to the records. Make sure you, as DDGHP, are informed about Chapter records physical access. Keep an up-to-date membership list with phone numbers. Make sure records are kept up-to-date and organized in one place. If you suspect trouble, inform the Grand Secretary. Encourage the Chapter to develop a plan to revive, pursue a merger, or give up their charter. Doing nothing and waiting it out rarely works! Dormant Chapters have the most risk of getting worse (e.g. dysfunctional) and the most opportunity to improve. Most dormant Chapters do nothing and are usually waiting for a leader to emerge. This favors the outcome of becoming dysfunctional. Assume that you have three options:

- 1- Go out of business (give up charter)
- 2- Merge
- 3- Write a plan and try to get better

If you elect to try to get better, build some measurement into your plan - if you don't get better in a reasonable amount of time consider your other options. Consider all alternatives before you give up!

GOAL 1 - DEVELOP AN ORGANIZATIONAL PLAN

Review Grand Chapter outline
Modify GC plan to fit your Chapter
Commit plan to writing
Review with active Companions and develop consensus

GOAL 2 - RECRUIT REQUIRED RESOURCES

Send copies of your plan to your membership together with a letter of explanation. Follow up with a phone call to local members. Ask for their opinion and help. Contact Masters of local Lodges. Explain your plan and offer to send/review a copy. If they show no interest try to find out why, and what aspects of the plan they would change.

At this point take a checkpoint. Have you been successful? If not consider these alternatives:

Meet in conjunction with other York Rite Bodies by:

- Conferring degrees and/or orders on a rotating basis
- Reducing organizational overhead
- Sharing resources

Investigate meeting as an adjunct to a Lodge. The Chapter meets (formally) to confer degrees, receive official visitors, and elect and install their officers. This is perhaps four to six meetings a year. This works well when the Chapter draws from only one or two Lodges in the same building.

PERHAPS YOU CAN THINK OF OTHER ALTERNATIVES THAT FIT YOUR LOCAL CIRCUMSTANCES!

Assuming you found a way to get the resources you need:

GOAL 3 - GET CANDIDATES EXALTED

Pick the best opportunity from other Chapters in your area, or District, State or Multi-state festivals. The quality of the event is important. Show candidates the best that RAM can be to give them a tangible vision.

GOAL 4 - SET UP OFFICERS LINE

Develop fair criteria since most people are new. Even draw lots! Don't forget to involve people who might not want to be officers. Ritual direction, scenery and costumes, refreshments, bulletins, charities and maintaining a Chapter history are all areas where extra hands can make a big difference.

GOAL 5 - BEGIN OPENING AND CLOSING RITUAL WORK

Make opening and closing ritual the focus of formal meetings

Appoint one (and only one) ritual director. This is an excellent position for an active PHP or someone interested in ritual.

Practice several times a meeting.

Use books for several meetings.

Focus on getting things in the right order, floor work, and the sword manual.

Invite the AGL to review.

Begin memorization of parts.

Don't make it all ritual work. Consider a potluck dinner with the wives before the meeting, a quick and fun program after the practice, or a fun activity after the meeting. See the Program appendix for some ideas!

The Return of Broken Column Chapter, No. 000

Remember Broken Column Chapter #000? Can you see now why we indicated that it was a *Dormant* Chapter? One of the CSFs that Companions Tom, Dick, and Harry identified was the support of Very Busy Lodge, No. 1001, where up to now 90% of Broken Column's members originate. The fact is that Broken Column is in a rural area, and the next closest Lodge is a considerable distance away. Here are the Goals and Action Plans that the Companions put together:

Complete the Organizational Plan. Call and locate members - 41 in all. As a result two members expressed an interest in reviving the Chapter, and were intrigued by the plan. Contact Very Busy Lodge, and presented the plan. The Companions asked for permission to contact the Lodge members to try to recruit some new Companions for the Chapter.

The Master and officers of Very Busy were not too receptive to the idea of contacting their members. Companion Harry was pretty discouraged, and even Tom, the usual spark

plug of the group, was about ready to give up. It was Companion Dick, who was usually pretty quiet, that had the idea. "You know, Very Busy has a full officers line, and even a Fellowcraft Club, but Past Masters don't have much to do. Suppose we suggest that the Chapter meet six times a year on the same night as the Lodge, by a combination of expanding the Lodge schedule and sharing some meetings." Companions Tom and Harry were dubious, but decided to approach the officers of Very Business once again. Much to their surprise, the officers of Very Busy were intrigued by the idea. They invited the Companions to attend the Annual Past Masters meeting and more than half the Past Masters volunteered to help the Chapter. They identified a few other members, who were not Past Masters that might be interested. It was decided that since the Lodge didn't meet on the first Tuesday in September or the third Tuesday in June, the Chapter would meet on those occasions. Two other formal meetings would be held on fifth Tuesdays scheduled each year. The Lodge and Chapter would have their election meeting on the same night, and would install on the same day, the Chapter in the afternoon, and the Lodge in the evening with a dinner between.

As it turned out Broken Column got about 20 activity Companions and went on with their plan:

1. Began work on the opening and closing
2. Began work on a charity campaign
3. And even began working on the Mark Master Mason Degree

Companion Tom, has a small ritual part, and is no longer working on planning. He's on the Bylaws Committee. They're currently changing the name of the Chapter to Very Busy Chapter. They're trying to get a new number, too!

Brings a tear to your eye, doesn't it. We love happy endings! You may think this is all a bit far fetched. To tell you the truth, we don't know of any Chapter that's doing this in New York, but we don't know why not either. We told this story to illustrate two points: How to plan, and to encourage creativity - you can always validate it with Grand Chapter after you come up with the idea. The point is.... don't be afraid to think about new ways of doing things! OK, let's move on to operational, functional and mature Chapters.....

Goals and Action Plans for Operational Chapters

Operational Chapters need to develop the ability to confer a degree - here's how!

GOAL 1 - SELECT A DEGREE TO FOCUS ON

"Work on one degree at a time!"

- We recommend you select either the Mark or the HRA
- If you confer either one you know you can go on to confer them all
- Gives your candidates a more favorable view of the Chapter

GOAL 2 - DEVELOP AND UNDERSTAND THE DEGREE YOU SELECT

- Overall Structure
- Theme(s)
- Floor work
- Required equipment and props
- Scope of each part
- What is to be read and what memorized

GOAL 3 - ASSIGN RESPONSIBILITIES

Hint: a Degree Director is extreme helpful

GOAL 4 - DEVELOP A SCHEDULE

- Rehearsals (open book and close book)
- Dress rehearsal
- First conferral

“FUNCTIONAL CHAPTERS ARE EASIER TO PLAN, HARDER TO MOVE FORWARD!”

GOAL - ADD REMAINING DEGREES TO YOUR REPERTOIRE

- Use the process for operational Chapters
- Try to get more Companions involved
- Re-plan rehearsal schedule

Goals and Action Plans for Mature Chapters

GOAL 1 - DEVELOP MAINTENANCE PROGRAM

- Review resources
- Recruit new participants
- Review degree activity
- Review non-degree activity
- Get feedback from candidates and members - are they satisfied?

GOAL 2 - IMPROVE DEGREES

- New costumes
- New props
- Improved stagecraft

- New participants
- Polish performances
- Educational Nights to discuss degrees conferrals

GOAL 3 - EXPAND YOUR HORIZONS AND ADD NEW PROGRAMS

- Assist weaker Chapters
- Develop a Table Chapter
- Do Chapter programs to inform Lodges
- Have a social/family night once a year
- Be selective - don't try everything at once
- Do different programs each year (but always do degrees!)
- Find ways to improve quality, efficiency, and Masonic cooperation
- **DON'T GET COMPLACENT!!!**

A MATURE CHAPTER IS IN THE BEST POSITION TO RUN AND BE SUCCESSFUL AT A TRADITIONAL MEMBERSHIP RECRUITMENT PROGRAM. DON'T GET COMPLACENT - CONTINUALLY AND ACTIVELY LOOK FOR NEW MEMBERS

Planning the Chapter Year

At some point in your Chapter career you may find that it is inevitable you will be High Priest. When you get the first hint, when you feel the first urge, read this section because a lot of this should be done *before* you take the chair.

- Developing a Calendar of meetings and events
- Planning each meeting
- Developing a budget

Developing a Yearly Calendar of Meetings and Events

Components of the Chapter Calendar

Regular Meetings- Current long range plan action plans (ex. degree rehearsal)

Other programs - (ex. Family Night, Table Chapter, Apron Presentation), Administrative (Elections and Installations), Official Visits (DDGHP, AGL, Grand Chapter Officer)

Extra Events - Christmas Party, Summer Picnic, Officers meeting (Exec, Committee, Temple)

Developing a Yearly Calendar of Meetings and Events

- District Events
 - Grand Lecturers Convention/School of Instruction
 - Council Officers
 - PHPs Association
 - Festivals
 - Joint installations
 - Visits to sister Chapters
- Grand Chapter Events
 - Annual Convocation
 - Order of High Priesthood
 - Regional Meetings
 - Dedication or Rededication

Sample Calendar for a Functional Chapter

- JAN Installation Tiled/Public
- FEB Rehearsal for MMM
- MAR Confer MMM
- APR DDGHP Visit
- MAY Rehearsal for PM
- JUNE No Meeting
- JULY Family Picnic
- AUG Long Range Plan Review & Open Book Rehearsal for PM
- SEPT Confer the PM
- OCT Grand Visitor / GL Visitation
- NOV Education Night
Plan & Submit Chapter Trestleboard to DDGHP
- DEC Elections & Awards Night
- JAN Installation
- FEB Rehearsal for MEM
- MAR Confer MEM

Sample Calendar for a District

- JAN Joint/Separate Installation of Chapters
- FEB Council Officers Coordination Meeting
- MAR Apron Presentation - DDGHP
School of Instruction
Grand Lecturers' Convention
Grand Chapter
- APR Council Officer & Grand Officer Regional Meeting
DDGHP Visits
Scholarship Dinner
- MAY Apron Presentation - Grand Representative
DDGHP Visits
- JUNE No Activity
- JULY Charity Fund Raiser
- AUG DDGHP Staff Meeting
- SEPT Grand Visitor
- OCT School of Instruction
District Festival
- NOV Apron Presentation - Meritorious Companion
DDGHP collects trestleboard from each Chapter
- DEC Royal Arch District Association Holiday Dinner

Sample Calendar for Grand Chapter Events District View

- JAN No Activity
- FEB No Activity
- MAR Grand Chapter Convocation and Order of High Priesthood in Albany
- APR Grand Lecturer Visit
- MAY Regional Officer Meeting
- JUNE No Activity
- JULY No Activity
- AUG No Activity
- SEPT Grand Chapter Officer Visit
- OCT Grand Chapter Officer Visit
- NOV Grand Chapter Officer Visit
- DEC No Activity

Note: In addition to Regional and Grand Visitor dates, the Grand Chapter Officers will attend Dedications and Rededications, Anniversaries, regional Charity Fundraiser Dinners and Steak Roasts and summer outings, Table Chapters, Scholarship Presentations in conjunction with Grand Lodge, Festivals and major District events, Apron Presentations, and Grand Lecturer's Conventions. These visitations should be included in the district wide trestleboard.

Planning the Chapter Year

“Filling in the Detail”

The next step and probably the hardest are filling in the details.

- When - exact date and time
- Where - exact location

The High Priest apparent should fill in the Chapter schedule a few months before he is installed. He should confer with the DDGHP. The DDGHP apparent should fill out a master schedule prior to the Chapter year. He should confer with the current DDGHP and the HPs apparent.

Note: Currently, the Grand Chapter requires the DDGHP to contact each High Priest – elect and collect their Chapter Schedules (trestleboards) prior to Installation of Officers.

The Final Result - A Composite Schedule! In the end there should be a Composite Schedule of all Grand Chapter and District events available to each Chapter by January. To this - each Chapter should add their own schedule and review it with the current and new DDGHP. This is an excellent tool to coordinate degrees throughout the district and to work in harmony with each Chapter.

The HP and other officers may then want to add their personal itinerary to the master schedule (personal visits to other Chapters and other Masonic meetings.)

If a Masonic Service Bureau is available, send a schedule to them. More and more of these are kept on computer, and eventually may inform contributors about conflicts. If you don't have a clearing house, consider sharing a Master schedule with other Masonic Groups in your area on a more informal basis.

Note: Each Chapter has a page on our Grand Chapter web site. Please fill out your Chapter trestleboard as well as all updated officer contact information. In addition, we have a master calendar on our website which will be coordinated and updated by our Regional Officers.

Other Hints on Scheduling

While it's important to have a program at every meeting, and every Companion should always be welcome, it is *not* necessary to please all of the people, all of the time....so don't be afraid to have meetings devoted to rehearsals, long range planning and the like. Not all Companions want to come to *every* meeting anyway. And rehearsals pay off big on degree night when you *do* want a lot of people to come!

Many Chapters and Districts make a big deal out of attendance at events like Council Officer Association meetings, and Schools of Instruction. It doesn't really make much

sense, however, to have one Chapter with 10 Companions and another Chapter with no Companions at a District meeting. Then a District meeting becomes just another Chapter meeting. A better strategy is to make sure that each Chapter has **one** representative at each event. The attending Companion should rotate among the officers. What a great addition to your Chapter meeting to have the attending Companions report to the Chapter what transpired at the district meeting!

AVOID changing programs. There is nothing more disappointing than showing up for a degree and finding out it was canceled. If you **MUST** cancel, try to get the word out before the meeting. Notice that in the example of a functional Chapter schedule, it took more than one year to roll out the MEM degree. This brings up two good points: As Chapters become more capable, it is more difficult and time consuming to develop new programs. **Long Range Planning often goes across Chapter years and terms of office.** It is important to reach consensus on programs so that LRPs get implemented.

Planning Each Meeting

Now that you have a schedule, fill out an agenda for your next meeting the day after your last. Encourage anyone that has business to bring before the Chapter to put it on the meeting agenda - especially the Secretary. The presiding officer has the right to clarify anything he doesn't understand - even if it means calling a recess. There are guidelines in the appendices on special programs such as official visits, apron presentations, and dedications. Learn to delegate and set a time limit on each meeting.

Developing a Budget

Often the Treasurer and/or financial committee develop a working budget for the HP that he can approve with or without changes. A budget is a financial *plan*. It is sometimes necessary to spend beyond the budget to take advantage of opportunities or meet unexpected expense. Sometimes you even get more income than you think! Each year you should review the budget and report on the previous year's actuals vs. estimates in open Chapter.

Financial problems can undo an otherwise sound Chapter: Make sure you elect/appoint responsible people to run the finances.

- Strike a balance between running a good program and financial security
- Address financial situations early. If you need more money, work toward a dues increase
- Financial hardship is one of the best reasons to consider a merger

Remember *all* Companions pay dues. Give out-of-towners a reason to stay a member. Send them bulletins and maybe a letter once in a while. An Assistant Secretary might be willing to communicate with infrequent attendees in this fashion

Implementing - A Guide for Presiding Officers

If you ever played the game, you know that you can scout the other team very well (assessment) come up with a good game plan and *still* lose by bad execution. The next few paragraphs are devoted to Implementing a winning game plan. This is chiefly aimed at HPs, but its definitely *not* secret work!

Organize

The first step in bringing a plan to realization is to organize. This is really matching resources - people, time, space, money, equipment - to action plans. To accomplish this we need to take the action plans developed in your organizational plan (or provided in this book) or a meeting you've scheduled, and add detail about resources.

For example, suppose one of your action plans calls for assigning people ritual parts. You might:

- Make a list of the parts required and a list of possible candidates
- Divide the list into three parts and assign three officers to call the people on the list
- Reevaluate after you find out who accepted
- Ask another Chapter to fill in the missing parts, (if any)

Each step is really about assigning resources to make the task possible

Delegate

If you've put degree teams together before, you might not be quite this formal, and you might not assign that list to others. Sooner or later though you will reach the limit of what you can do yourself....then nothing happens or you delegate.

Delegation is a bad word in Masonic circles. One of our less desirable traditions is to let the presiding officer worry about and do everything. This is interesting when you consider that ritual is impossible to perform without a team effort! One way for presiding officers to feel comfortable about delegating is to volunteer when they are junior officers.

When reviving a dormant Chapter or starting a new one, divide the work of the Chapter among as many Companions as possible. It is a tradition worth starting! Know your people. Don't delegate a phone tree job to someone who dislikes talking on the phone. Give people jobs they are good at and like.

Delegating doesn't mean abdicating! You have a responsibility to monitor the progress of the work you assign, provide additional guidance when required, remove road blocks, and provide a helping hand where necessary.

Managing

One reason for the presiding officer to delegate is to allow him to manage. Management is sometimes defined as accomplishing through others. Good managers find a deep pleasure in see other people under their direction succeed. They are also masters at leveraging other people's talents.

Managers are paid more in business situations because they take more responsibility. Instead of being evaluated for their own performance they are rewarded for the delivery of a group effort.

Managers are also chartered with maintaining the big picture, of keeping everyone on track, setting priorities, resolving conflicts, and removing road blocks. A good manager quickly evaluates his people and applies them in such a way as to maximize their effectiveness.

If you're comfortable with all this... good. If you're getting a little queasy, relax. Part, a large part, of the Masonic process is educational, including organizational skills, so here's a few hints for beginners.....

There are many styles of management, but for voluntary organizations consensus management is strongly suggested, especially for beginners. A well thought out organizational plan that gets everyone's input is a good start. Ask for help, listen to your Companions, and then make a decision. Admit your mistakes, read up on the subject of management, observe and learn from other managers - good and bad and Delegate!

AND MOST OF ALL -Be committed to leaving the Chapter, as good as, or better than you found it!

Communicate

There are three ways to communicate with Companions:

- Face to Face
- By Phone
- By Mail (including e-mail!)

YOU CAN FIND ADDITIONAL INFORMATION ABOUT:
PREPARING BULLETINS AND SLINGERS
SPEAKING IN PUBLIC IN THE APPENDIX

Preside

Nothing quite prepares you for the moment when the gavel is yours and you are in charge of the meeting. Although you have served as an officer, sat in the East in the Council, presiding is...well...different. Here are some pointers to get you through the experience!

FIRST.....STAY CALM!

Have an agenda filled out *before* the meeting. Meet with the Secretary and Treasurer before the meeting and find out what is on their desks.

Encourage the Companions to approach you before the meeting to inform you of issues, announcements, and concerns they might have.

Although Masonic bodies vary somewhat from *Robert's Rules of Order*, it's not enough to worry about. Get a copy and study it!

Make it a rule to set limits on speeches and debates from the floor.

Don't be afraid to call a brief recess or give freedom of speech and/or floor to allow you to clarify a point.

Know the opening and closing ritual.

Know how to ballot.

Start and end the meetings consistently on time.

Be honest. If you not sure about how to proceed say so, then do the best you can. If you make an obvious mistake admit it and move on.

If available, have a more experienced PHP sit in the East with you for guidance and some morale support. Pick someone whose style you admire, and will help, not criticize. These people often make good Chaplains, or you might have one council position that is filled by a PHP.

If an issue is tabled (either formally or informally) make sure you follow up. Listen more than you speak. Speak less not more; don't fall in love with your own voice!

Think, don't react! Remember: like any new skill, presiding takes time and practice to do well. Don't expect to be a super star the first time out. Remember your shortcomings and try to overcome them, but don't dwell on them. Don't try to be the whole show. Delegate programs and certain business meeting tasks whenever possible.

And MaybeLead

Managers get possible things done; Leaders get impossible things done.....

True leaders are pretty rare, but fortunately they are not needed in most situations. There is some truth to the adage that leaders are born not made. Management and planning skills can be learned, however. If you follow the steps we've outlined in this Chapter, and work on improving your management skills, you're well on your way to getting your Chapter wherever you want to take it. If you find that people naturally follow your lead, so much the better. On this page we list some leadership traits:

LEADERSHIP TRAITS

- Comfortable with people
- Ability to influence and convince
- Higher energy level than average
- Unshakable belief in yourself and your ideas
- Ability to paint a vision
- Do not depend on others for strength, rather give your strength to others in tough times
- Commitment
- Ability to evaluate the capability of others quickly and use them to your (and their!) advantage
- Ability to speak and present yourself well

Review

The best plans need maintenance. Look them over once or twice a year and evaluate if you're on track. Here are some items to look for:

- Have you bumped against a Critical Success Factor - something that has to go right, but isn't?
- Is an action plan taking longer than anticipated or completely stalled out?
- Have goals changed?
- Is another approach needed for an action plan?
- Did you lose a critical resource?

Sometimes, of course, you can't wait for the periodic review. If the situation is critical enough, fix it immediately.

Re-plan

Re-plan - Types of re-planning.....There are three ways to re-plan:

1. Start over
2. Continuous improvement

3. Reengineer

Re-plan - Starting over

Starting over doesn't necessarily mean failure. You may have accomplished all the objectives, goals, and action plans in your previous plan, and you need to develop a next step plan. In the case of a mature Chapter, this might be a maintenance plan or a new project plan.

If your current plan isn't working, you may need to do some massive revisions on the old plan. Now, however, you have experience in planning and re-plan should be easier.

Re-plan - Continuous Improvement

One way that businesses execute quality programs is to adopt a policy of continuous improvement (CI). CI isn't so much a plan as an attitude. Once you have all your basic processes in place encourage everyone to find ways to improve.

- Maybe you add a little stagecraft to your degrees, develop better costumes, scenery, or effects.
- Maybe you develop a new twist on raising money for the Scholarship program.
- Maybe you have a special event for new Master Masons to recruit new members.
- Maybe....well, you get the idea.

Re-plan - Reengineering

Reengineering, unlike continuous improvement, looks to radically change a process. Reengineering is a tradition breaker, and its targets are non value added activities and processes that have out lived their usefulness.

Some of the best ideas come from Chapters. So start thinking creatively, and share your ideas!

Summary

WHEW! That was a long chapter. We would like to leave you with one final thought.

One of Freemasonry's objectives is "to make good men better." Part of that are the spiritual and moral lessons of our ritual, but part of it is to teach more practical skills in organization, presentation, and the social graces. A very few come with these skills already in place, but for most of us this is a great learning experience. **AND THAT'S PART OF OUR MISSION, TO TEACH AND LEARN TOGETHER.**

CHAPTER 4 - CHAPTER ORGANIZATION

“No man is an island, entire of itself.....therefore never send to know for whom the bell tolls; it tolls for thee”. “Devotions upon Emergent Occasions” by John Donne

1. Introduction
2. The Big Three - Master Masons, Candidates, and Companions
3. The Good, the Bad, and the Rest of Us
4. A Few Words About....Division of Labor
5. The Elected Officers - Roles and Responsibilities
6. The Appointed Officers - Roles and Responsibilities
7. Committees
8. But our Chapter doesn't have enough people!
9. But our Chapter doesn't do it that way!

Introduction

In this chapter we are going to discuss who should do what to make Chapters work right. RAM is a group activity, and no matter how much you are willing to do as an individual, without the help of your fellow Companions, you're not going to get very far. Yet many Chapters depend on two Officers to do everything - the HP and the Secretary! Needless to say, they are not among the most successful Chapters.

We are not going to talk much about the physical organization of a Chapter in this book. For that, check your ritual book. It provides a floor plan of what the Chapter room should look like, and what props and equipment are required. Detailed forms and procedures, not covered elsewhere, can be found in the Appendices.

The Big Three - Master Masons, Candidates, and Companions

Master Masons are all potential Companions of the RA, but their interest is not automatic or universal. It is important to think of them as part of your Chapter activity, however. Put on your best face when dealing with them. Speak well of the RA and your interest in it. Tell them your plans not your problems. Peak their interest, and inspire them by your own commitment to excellence.

Candidates *are* part of the Chapter. They have put their signature on the dotted line, but never forget what you do in the time between petition and membership can determine their participation for a lifetime. Treat them well.

Companions come in many varieties, some good, some not so good, as can be seen below.

The Good, the Bad, and the Rest of Us

Well, maybe ***Outstanding*** is a better term than good. Most Companions are good for the organization, even if they don't attend many meetings. ***Active Companions***, however, are the life blood of the organization. They attend almost every meeting, and are willing to lend their talents to the program.

Some have an interest so strong that they are active for a lifetime. Some have a specific goal, and are willing to work - often for many years - to be HP, for example, but will then move on to other activities. Some will be selected for higher office which may interfere with their Chapter participation in the long or short term.

The Chapter needs to put these Companions to work where their talents are best served if possible. Appreciate them and treat them well.

When a Companion becomes **delinquent** in the payment of their dues, let's face it, we think badly of them. In reality though, we almost always need to take some of the blame because of one or more of the following:

- a. Someone talked them into membership and then forgot about them
- b. Someone talked them into joining, but they weren't very interested
- c. The Chapter did a poor job of conferring the degrees when they were a candidate
- d. The Chapter never sent them anything but dues notices
- e. The Chapter doesn't have a program

Even if we do everything right, however, we will still have the occasional NPD....so, here's what to do and not to do when the situation arises....

- Do send a timely due notice. Send reminder letters throughout the year.
- Don't let dues lapse more than one year. Contrary to popular belief you're not helping anyone by doing this. Sometimes a NPD will turnaround miraculously, but don't count on it happening too often.
- After a year, the best way to resolve it is by talking to the Companion. Most people don't like confrontation, so letters are used more often than not. If you do get to talk to the Companion, approach it from a, "what can we do to make you more interested," rather than, "pay up."

While this job most often falls to the Secretary or HP, a membership committee could be used. Sometimes, particularly with newer Companions, it is useful to look back at the petition and find out who made the recommendation and see if they will help

If all else fails, try to talk the Companion into a demit - it is surprising how many Masons don't understand a demit - do you???

A **Demit** allows a Companion to withdraw from membership from a Chapter without prejudice.

The Companion may take his demit to another Chapter and apply for **Affiliation** (that is become a member without taking the degrees again) or just drop out. A demit is granted *of right* to any Companion in good standing (paid up dues) without the vote of the Chapter. It is the honorable choice if you want out!

Once you eliminate Candidates, Actives, and Delinquents, you quickly find out that the Rest of Us make up the majority of Chapter membership. (75% - 80% is typical!) Who is this largely silent majority?

Attending Companions a.k.a. "Side Liners" are Companions that come to observe Chapter activity. Unlike Actives, they don't want to *do*, just be the audience. Although this is perfectly acceptable for most of the rest of society, for some reason, Masons tend to constantly pressure everyone to get on stage, which is one of the reasons why there aren't many "Attending Companions" anymore! The other reason may be that there is a lack of anything to observe in too many Chapters!

The lack of reward in attending Masonic events just for the joy of being there is one of biggest problems in the Fraternity today. Why? Because, those who **don't attend, don't recommend!**

The other class of Companions is "**Corresponding Companions**". They do not attend much...maybe never! Many live out-of-town. They do however- pay their dues, and as such-they *should* get something in return such as a bulletin, or a friendly letter from the Secretary or Membership Committee with along their dues statement.

If you think you are doing a good job reaching these Companions, ask yourself if they *ever* visit. Some (most???) don't even come to get their Service Awards anymore!

A Few Words About.....Division of Labor

The next section is mainly about Officers past and present. Before we get into that, however, let's talk about one of those goofy, unwritten, Landmarks of the Craft, that we need to trash...the quicker, the better.

Yes, we're talking about the presiding officer doing it all. Plan the program, write the bulletin, confer the degrees, bring the food, arrange the special events, etc Well, you get the point. Somehow, you need to get more people involved. Old traditions die hard, but if you're rebuilding a Chapter, decide right from the start that Scribes bring the food, Kings do the bulletin, Captains of the Host run the degree team ... Well, and you get the point....*again*.

In the words of John Heywood (1497-1580), "*Many hands make light work.*"

Here's another suggestion. If you find a Companion that really likes to cook, don't try to make him a ritualist even if it's his "turn". Be a little flexible. Winning football teams don't make linebackers wide receivers or visa versa. Of course, there are some jobs *everyone* hates that should be distributed equally. In the words of another sage philosopher, "*Never try to teach a pig to sing - it's a waste of time, and it annoys the pig!*"

Elected Officers - Role and Responsibilities

Elected Officers are voted into office by the Companions who attend the election and in accordance with the constitution of Grand Chapter and the bylaws of the Chapter. The elected officers generally consist of the Council Officers (HP, K, S), the Secretary, the Treasurer, and the Trustees.

The High Priest

The High Priest is the Chief Operations Officer of the Chapter, and has the following duties:

- Plan - before you're installed, before you're elected, plan. Line up what you want to do for each meeting, and find all the resources you need and get their commitment
- Delegate - don't try to do it all yourself
- Preside - create an agenda for every meeting; learn Robert's Rules,
- Lead by Example - set expectations. For example, everyone knows you're not a great ritualist, but you study hard, and the first night you stand up with the ritual book and say, "I'm not using this to open and I expect you to do the same." They won't notice the few mistakes you make, and they will stretch to do a better job, too
- Conduct officer meetings
- Coordinate Chapter activity with the other active Companions, especially the Secretary
- Support Long Range Planning. Commit to moving the Chapter forward during your term

The Secretary

The Secretary has the most difficult job in the Chapter. It takes an extraordinary individual to do the job well. The following are his duties:

1. Keep the records of the Chapter
2. Attendance near 100%. Always have a back up!
3. Send out the dues notices, and manage collections
4. Record bills and give them over to the Treasurer for payment
5. Insure all records and property are available for inspection by the Deputy
6. Submit the Annual Return to Grand Chapter - on time

Provide the information needed by the HP, *before* he needs it. Be his chief mentor. Discuss your requirements before the meeting, so they can be added to the agenda. *Don't* surprise him as *the* long term officer of the Chapter; make sure new officers understand correct Chapter procedures from year to year. Correspond with the Companions who infrequently attend. This little extra can pay big dividends to the Chapter.

Remember you're not the High Priest. Don't exceed the limits of your power (which is considerable) and don't try to run things behind the scene

The Treasurer

Not everyone can handle money, so pick the Treasurer carefully: Here are his major duties:

- Prepare the budget for the approval of the HP and Companions
- Receive and deposit income
- Pay bills as authorized by the vote of the Chapter
- Maintain the financial records of the Chapter
- Prepare a yearly report of budget performance - budget against actuals

If possible, the HP should appoint a Financial Committee to assist in budget preparation and an Audit Committee to see that the books are in good order. This isn't a reflection on the honesty or ability of the Treasurer; it's just good accounting practice

The Council

Traditionally, the HP is busy and the King and Scribe are not. Let's face it they're lumps! But it doesn't need to be that way. Here are some things they ought to be doing:

- If not PHPs, as High Priests in training be good students of the Chapter
- Take on one major Chapter task - for example, refreshments
- Take an active interest in Long Range Planning
- Learn the HP's part (since they don't have any of their own)

- Be prepared to preside - for some reason, “moving up night,” so popular in Lodges, isn’t done much in Chapters. Why not try it!

Elected Officers - Role and Responsibilities - The Trustees

Trustees for individual Chapters are not required in the constitution, but in practice most Chapters have them. If your Chapter has Trustee(s) they should be elected. Often the job is largely perfunctory. Occasionally, it can be quite challenging. The Trustees have two major duties:

Manage report and track the property of the Chapter. Selling something? - Not without the blessing of the Trustees. Moving? The Trustees need to be involved, because property is involved. Trustees should also manage long term financial investments, especial if the amount is large, or a fund is designated for a particular use. If you have enough Companions, an investment committee might be used to advise the Trustees

There are generally three Trustees who are elected to 3 year terms. Initially one Trustee is elected for 3 years, another for two, and another for one. Then one new (or current) Trustee is elected each year to a three year term.

An Elected Officer should hold only one elective office at a time. This means Secretaries shouldn’t be HPs or Trustees, for example. An Elected Officer can also hold an Appointed Officer position(s), although, hopefully, as your Chapter grows this won’t be necessary.

Appointed Officers - Role and Responsibilities

Appointed officers serve at the will and pleasure of the High Priest, and are not elected by the Chapter. They generally serve the same term as other officers, but can be replaced without calling an election.

If the Chapter has sufficient manpower the HP should appoint seven officers as follows:

Senior Floor Officers

- Captain of the Host
- Principal Sojourner
- Royal Arch Captain

Junior Floor Officers

- Master of the Third Veil
- Master of the Second Veil
- Master of the First Veil
- Sentinel

Most Chapters are not very complicated to run, so floor officers typically have only a few duties:

1. Learn their ritual parts in the opening, closing, and conferral of degrees
2. Help communicate to the members via a phone tree
3. More senior appointed officers might also head up degree teams. This would involve make sure all the parts are covered, organizing rehearsals, and set up/tear down of the room before and after meetings
4. Serve on committees as required

Sentinels

The duty of the Sentinel is to insure that only RAMs enter the Chapter room, particularly after the meeting has started. Many Chapters allow the Sentinel to leave the door open after the meeting has started so he can witness the meeting and still guard the entrance. Sentinels also sit with candidates before degrees, and should be able to be informative and make candidates feel comfortable with the Chapter experience.

Finally, Sentinels should insure that Companions are prepared to enter the Chapter room. Do they have an apron on? Need help with the words and signs? Have they signed the register?

Appointed Officers - Role and Responsibilities

Other Appointed Officers

Occasionally Chapters will appoint other officers, for example, a Chapter Historian or Musician. Always ask yourself if the office really has a purpose. Although it is appropriate to sometimes have an honorary appointment, use it sparingly.

Two offices that are often good ideas are an **Assistant Secretary** and **Assistant Treasurer**. There is usually not enough work to warrant these offices on a continuing basis. However, the following situations may call for them:

When two Chapters consolidate there can be a Secretary and Treasurer from each. A good transition is to make one the primary officer and the other the assistant for a while. When the current officer is going to retire make his replacement an assistant for a year for the purpose of transition.

A Final Note

If an Appointed Office is to be a permanent position in the Chapter it should be specified in the bylaws.

ALL elective Offices other than the Council, Secretary and Treasurer must be specified in the bylaws.

Committees

The **GOLDEN RULE** of Committees:

Never appoint a committee without defined deliverables and a definite time frame!

For example, the Financial Committee is required to provide a budget for the ensuing year by the annual meeting.

There are two kinds of Committees:

Standing Committees that have a specific mission every year (for example Finance, Auditing, Long Term Planning)

Special Committees that are created to handle one event and then disappear (for example, Bylaws Revision, 125th Anniversary, Merger)

Since most Chapters have pretty simple organizational structures not a lot of committees are required. Still, they have their uses providing you follow the Golden Rule of Committees. On the next few pages are examples of common committees, who should be on them, what they should do, and, where appropriate, an alternative approach.

Standing Committees

- **The Finance Committee** has the mission of preparing the budget each year. It is minimally composed of the Treasurer and HP. The Secretary, King, and Scribe could also be involved. Many Chapters write less than 25 checks a year and have only a few thousand dollars of income. Under these circumstances the creation of a budget is pretty perfunctory and the need for a formal budget process questionable unless you have shortfalls. If the Chapter has a lot of money, a budget is a must because it's human nature to want to spend it. That's how Chapters with lots of money go broke!
- **The Auditing Committee** checks to see that the financial records are accurate. Sure this checks the honesty of the Treasurer, but more important, it catches mistakes in the process. One capable Companion who is not an officer is the best choice. Again, most Chapters have so little money that this isn't a big issue.
- An **Investment Committee** is appropriate where the Chapter has a significant amount of money in long term accounts under the control of Trustees. This committee periodically reviews the investment vehicles for this money, and advises the Trustees on alternatives. If you look, you may find that you have a financial advisor or two in your membership roster that would love to do this. Most Chapters that have money keep it near liquid which makes it easier to spend, and returns a small amount of interest. An Investment Committee can help correct this.

- **The Long Range Planning Committee** is a must. It should review the long range plan every year, make corrections, and help the HP determine the current year's schedule of activities. It should be made up of the HP and the next three officers that will become HP in succeeding years. In a perfect world the committee would consist of the HP, King, Scribe and Captain of the Host.
- **The Membership Committee** can have two missions. One is to develop programs to increase membership. The best vehicle for this is the Long Range Planning Committee's plan, but various kinds of presentations at local Lodges, and phone and mail campaigns, are also appropriate. The other kind of membership committee has a focus on the current membership and tries to make them feel good about the Chapter and encourage them to attend. They may send out Birthday cards, write short notes with the dues cards, or have a special member appreciation night. These committees can be made up of interested PHPs, current officers, and interested Companions. In the absence of this committee, much of the work falls to the Secretary.
- **The Charities Committee** organizes the Chapter's charity efforts for the year. Sometimes this is done on a District basis, in which case each Chapter might have a representative on the District Committee. Mail Campaigns and Scholarship Dinners are two possible activities for this committee. In some areas, all local Masonic organizations take part in a joint Charity event. Any active, interested Companions can serve.
- **The PHPs** may also meet annually or when required to review Chapter activity and make recommendations for Grand Reps, Deputies, and AGLs from their Chapter.

Special Committees

- **The Bylaws Committee** is formed when the Chapter needs to Change its Bylaws. Such changes must be reviewed by the Grand Chapter, and approved by the membership of the Chapter to take effect. If the Change is small; for example, a change of time and/or place of meetings, one or two Companions can handle the work. Larger changes, which are rare, may require more people
- **Merger Committees** are set up in both Chapters that intend to merge. They should negotiate the structure of the new Chapter, and follow the checklist in the appropriate appendix. They need to keep their respective Chapters informed and pave the way to a smooth transition. Both Grand Chapter and the membership of both Chapters must approve the merger.
- **Special Event Committees** are set up to manage recognition nights, Chapter Anniversaries, and other special events. The complexity of the event and the confidence of the Officers dictate when such committees are required. Most Chapters have few, if any, committees. In part, this is because Chapters are small

and lack the manpower for formal committees. Since the Chapter organizational structure is usually simple, most jobs can be done by one Companion. This is, in many cases, the most efficient approach - more than one person on any task puts additional time and effort in the project just to communicate and reach a consensus.

Nevertheless, committees can be a good approach to getting things done. They are most useful when consensus **is** important, when the task **is** large, or when more than one person should be accountable.

“But Our Chapter Doesn’t Have Enough People!” HELP!

Now that we’ve told you the party line, let’s get real for a minute. Most Chapters don’t have enough people. So here’s how to assign your resources if you have a dormant Chapter.

THE TWO MOST IMPORTANT FUNCTIONS FOR DORMANT CHAPTERS:

The Secretary is vital. If you don’t have a functioning Secretary your Chapter is dysfunctional, out of business, Kaput! The Secretary needs to communicate to Grand Chapter and the Companions of the Chapter, collect dues, and make an Annual report.

Long Range Planning Committee. Whoever is active needs to be on this committee and thinking about the options: Giving Up, Merge, or Rebuilding.

As your Chapter grows you’ll want to add a separate Treasurer and Trustee function, then your other elected and appointed officers.

Important Insight:

If there are only one or two Companions involved in the Chapter, good record keeping when you spend or receive money, or acquire or sell property is a must. Keep the Deputy involved as well!

“But our Chapter doesn’t do it that way!”.....RELAX

This Chapter is meant to be a general guide on how to set up and maintain a Chapter. Chapter bylaws are a way to customize the general rules set down in the Grand Chapter constitution. Those bylaws were approved by Grand Chapter so you know you’re in conformance if you follow them. And for Heaven sakes don’t worry if you can’t comply because you lack resources - but do set your course on resolving the issues!

CHAPTER 5 - THE GRAND CHAPTER

We the people of the United States, in order to form a more perfect union.... Preamble to the Constitution of the United States of America (1787)

- Introduction
- The Role and Responsibility of Grand Chapter
- What happens at a Grand Chapter Convocation?
- How to sign up for a Grand Chapter Convocation
- The Role and Responsibility of Grand Chapter cont'd
- The Organization of Grand Chapter
- Grand Chapter Publications
- Corresponding with Grand Chapter
- The Role and Responsibilities of General Grand Chapter
- Corresponding with General Grand Chapter
- The Royal Arch Charity Programs in New York

- *Here's a little history.* The Grand Chapter of the State of New York, Royal Arch Masons was formed on March 14, 1798 by five Chapters. DeWitt Clinton served as the first Grand High Priest. A few months earlier, the General Grand Chapter was formed (October 24, 1797), by three Chapters, two from Mass. and one, Temple, from NY. The first General Grand High Priest was Ephraim Kirby, but later DeWitt Clinton would hold this office and so would many others from New York, as well....As fascinating as history is, that's about all we can relate here. Our mission is to explain the current, not the past, organization of Grand Chapter and General Grand Chapter. Let's start out by answering that question you're dying to ask:

“Why is there a Grand Chapter, anyway?”

Role and Responsibilities of Grand Chapter

If you peek ahead a bit you will see that in our next Chapter our quote is “All your strength is in union”. That's equally applicable here. Grand Chapter, because it's a union of many local Chapters can accomplish much more than any could accomplish individually. Here are some of Grand Chapter's responsibilities:

- Standardize the work of constituent Chapters
- Resolve disputes between Chapters
- Constitute (Warrant) and dissolve constituent Chapters
- Dedicated and rededicated constituent Chapters
- Provide the legal entity required by the State of New York

- Provide stewardship over the property of the Grand Chapter and its constituent Chapters through its Trustees
- Develop charity programs for the good of RAM and mankind, in general
- Provide communications and training for and between Chapters through the offices of District Deputy Grand High Priest, Assistant Grand Lecturers, and Regional Officer
- Provide for an Annual Convocation of constituent Chapters
- Maintain a constitution and regulate the bylaws of constituent Chapters
- Provide for a uniform method of correspondence between sister Grand Chapters by maintenance of a Grand Representative system, other Masonic Bodies through the Office of the Grand Secretary and the Grand High Priest, and with General Grand Chapter through its Past and Present Grand High Priests
- Anoint and consecrate the elected High Priests of constituent Chapters by the administration of the Order of High Priesthood

What happens at the Grand Chapter Convocation?

The Grand Chapter Convocation is held in Albany during the week that contains the first Friday in March.

On **Thursday** afternoon, the DDGHP may have a training seminar, the Grand Chapter Line Officers meet and rehearse, and some committees meet. In addition, the Thomas Smith Webb Research Chapter meets. In the evening, the Invited Guest Banquet is held.

On **Friday** morning, the Grand Chapter session meets to receive visitors, conduct administrative business, and elect officers. There is a men's lunch and a ladies' lunch. The GHP elect has lunch with the Deputies and the Grand Lecturer with the AGLs. After lunch, there is a rehearsal for the Order of High Priesthood. The Order is conferred mid afternoon.

Friday evening is the Grand Chapter Banquet which is open to all.

On **Saturday** morning, Grand Chapter is reconvened and business concluded. The Grand Chapter Officers are then installed in a tiled ceremony. After a short recess a public installation is held. The Grand Chapter Line Officers generally have a meeting before departing, but everyone else gets on the road for home either after the tiled installation or the public installation

HERE'S A TIP

Register when you arrive. You'll get all the information you need, and Grand Chapter will get all the information it needs! Registration is generally set up Thursday night and Friday morning near the Check-In area.

How do you sign up for a Grand Chapter Convocation?

Your District Deputy receives information about Grand Chapter which he should in turn distribute to the Chapters. You can sign up for hotel reservations and meals through your Deputy. *You still must **register** at Grand Chapter.*

REMEMBER.....every Chapter should send the Council Officers or it's proxies to Grand Chapter!

Role and Responsibilities of Grand Chapter

The Grand Chapter is a sovereign body within its geographic domain (New York). This means it's the final authority on Royal Arch Masonry in New York State, but... It recognizes the Lodge as the basis of all Masonry, and the Grand Master of the State of New York as the supreme Masonic authority, and...Grand Lodge recognizes Grand Chapter as a legitimate Masonic body in its constitution.

Grand Chapter is governed by its constitution. A Chapter addresses issues specific to it in its bylaws, under the general principles laid down in the Grand Chapter constitution. Issues not covered by either would revert to the constitution of Grand Lodge Grand Chapter is **chartered** as a business entity by New York State, and in turn **warrants** Chapters.

A distinction must be made between the jurisdiction of Grand Chapter - all Companions and Chapters within New York State - and the actual members of Grand Chapter - those who can vote in a given year.

- With the exception of a relatively few Permanent Members, the composition of voting members may change considerably from year to year. If you're a Scribe for your Chapter this year and your Chapter elects you to King and then HP in subsequent years, you will be a voting member of Grand Chapter for those three years. When you enter the ranks of PHPs, however, although you can attend Grand Chapter Convocations, you won't be able to vote. If you get to be a DDGHP, you'll again have a vote until you go out of office.
- **Remember, any Companion in good standing can attend Grand Chapter Convocations!**
- If your Chapter has 50 or less Companions you get three votes - one for each Council Officer. For each additional 50 or less members, you get one additional vote. The additional votes are cast by the senior Council officer present. So if your Chapter has 102 members and all your council officers attend, the Scribe has 1 vote, the King has 1 vote, and the High Priest has 3 votes - one for the first 50, one for the second fifty, and *one for the next 2*.

“But I’m a Grand Rep and I vote.”

This may be true... if you’re also a Council officer in your Chapter. One of the confusing aspects of all this is that Companions can wear multiple hats.

In the next few pages we’ll discuss The Grand High Priest, Permanent Members, Appointed Grand Chapter Officers (except the DDGHPs), Trustees, and Grand Representatives.

If you want to know about Chapter Officers go back to Chapter Four...If you want to know about DDGHPs and AGLs and the District and Regional organization move on to Chapter Six.

The Grand High Priest

- In keeping with Masonic landmarks and traditions, the Grand High Priest is given sweeping and exhaustive powers by the constitution. At least, in theory! In practice, he’s limited and this power is balanced in several ways:
- SCOPE - there is a lot more to do than one person could possibly handle so Grand High Priests typically concentrate their efforts in selected areas and delegate extensively.
- TERM - the Grand High Priest office is up for election every year. Although there is nothing constitutionally to prevent a Grand High Priest from run again, in practice, it doesn’t happen.
- SELECTION and TRAINING - a lot of thought goes into the selection and training of Grand Chapter Officers who one day could be Grand High Priests. There is a long apprenticeship.

The Masonic Organizational Structure is essentially conservative and slow to change. Most permanent changes need to be developed through consensus rather than dictated. Ultimately, the real power of Grand Chapter and the Grand High Priest emanates from the local Chapters.

The Constitution - The Constitution states the rules under which all Companions, *even the Grand High Priest*, must operate. It is not easily changed. In fact, no constitutional change can be made in less than two annual Convocations

Duties

The Grand High Priest approves all appointments - generally on the recommendation of the Regional, District, and Chapter leaders, and the Permanent Members. The Grand High Priest develops, in conjunction with the Progressive Six the program for his term of

office and supervises its execution. The Grand High Priest presides over Grand Chapter Convocations.

The Grand High Priest, as the CEO of the Grand Chapter, represents the Grand Chapter within New York, and on visits to foreign jurisdictions.

Don't DDGHPs and Grand Reps do that?

Yes, but only when the Grand High Priest cannot be present. It is important to realize that most offices in the Grand Chapter are delegated responsibilities and prerogatives of the Grand High Priest.

The majority of Permanent Members are Past Grand High Priests. Past and present Grand Council officers, and past and present Grand Secretaries and Treasurers are also Permanent Members. They provide an important advisory role within Grand Chapter, and particularly to the Grand High Priest, since most have served in this capacity.

- They also execute important committee and trustee roles within the Grand Chapter.
- They may cast a vote in their own right at Grand Chapter.

Permanent members are...well...permanent. There is no constitutional mechanism to remove them. Therefore, barring a lapse in their membership (such as suspension), they hold this designation for life.

Trustees

- Are elected to five year terms
- May hold no other Grand Chapter Office while a Trustee
- Must be a resident of New York State

The Grand High Priest may appoint a Trustee until the next Grand Chapter Convocation if a vacancy occurs in mid term, but at the next convocation an election is held to fill the unexpired term.

Duties

Trustees control the long range funds and the physical property of the Grand Chapter as specified by the State of New York. Although individual Chapters may have trustees, they are subservient to the Trustees of Grand Chapter, and are not required by law. *Remember, Chapters are warranted not chartered!*

The Trustees of Grand Chapter maintain five major funds which are summarized in this chapter. For more information see Article II of the Constitution.

The **Permanent Fund** is the long term operational fund for Grand Chapter. Only its interest may be used to offset yearly Grand Chapter administrative and operational expense without special action by two convocations of Grand Chapter.

The **Diseases of the Lungs Relief Fund** is for the most part a legacy fund since it is quiet large and adequately fulfills its mission of providing relief to those suffering from TB and other diseases of the lungs. Only interest can be used unless special action is taken by Grand Chapter.

The **Royal Arch Mason Scholarship Fund** is one of two active charitable funds. Interest is used to fund scholarships. Principal can't be used without special action by Grand Chapter.

The other active charity, the **Royal Arch Medical Research Foundation**, maintains a fund for use in support of the Medical Research Facility in Utica.

A **Miscellaneous Fund** has recently been created to consolidate several minor operational funds of Grand Chapter. The exact breakdown of this fund can be found in the *Proceedings*.

The Elective Officers

Consist of the Grand Council, the Grand Secretary and the Grand Treasurer
The Grand Council Officers succeed the Grand High Priest in order of rank if he is unable to execute the responsibilities of his office. The Grand Council officers have duties similar to the appointed Grand Chapter officers.

The Grand Secretary runs the office facilities in Utica, performs the administrative functions of Grand Chapter, receives and accounts for money paid to the Grand Chapter, and keeps records of the constituent Chapters and corresponds with them as specified in section 122 of the Constitution.

The Grand Treasurer is the chief financial officer of Grand Chapter and accounts for all money not under the jurisdiction of the Trustees as specified in section 121 of the Constitution. The Grand Secretary and Treasurer must be bonded when in office.

The Appointed Officers consist of The Grand Captain of the Host, Principal Sojourner, Royal Arch Captain, Masters of the Veils, and some others that will be discussed shortly.

DUTIES OF THE ABOVE OFFICERS

- Execute the ceremonial duties pertaining to their office
- Staff key committee and project roles
- Serve as Regional Officers
- Make official visits to Districts throughout the State

Other Appointed Officers include the **Grand Sentinel, Grand Musicians, and Grand Chaplains** who perform specific duties mostly ceremonial in nature, and...
Assistant Grand Secretary or Treasurer who (surprise!) assist the Grand Secretary or Treasurer and...

A **Judge Advocate** who is the legal advisor to the Grand High Priest *and acts only by his request*, and....

A **Grand Lecturer** who exemplifies the Standard Work in annual District level conventions, and elsewhere as required. He is assisted by an Assistant Grand Lecturer in each District, who works for him, and...

A **Grand Historian** who studies, records, and maintains the history of Grand Chapter, and...

District Deputy Grand High Priests who will be discussed in the next Chapter.

The Grand Representatives

There are a few Masonic chestnuts that can be popped on unsuspecting Companions who think they know it all. Almost everyone, for example, talks about putting on degrees. *Degrees are conferred*, clothes are put on. And then there is the matter of the Grand Representatives *to*.....

- No Grand Representative who is a Companion of the New York Grand Chapter is a Grand Representative *to* anywhere except New York. Pick a foreign jurisdiction, let's say Scotland. If you're from New York and the Grand Representative involved, then your title is *The Grand Representative from the Grand Chapter of Scotland near the Grand Chapter of the State of New York*. Your commission comes from Scotland, and you are appointed by their equivalent of a GHP, on the recommendation of our GHP. There is a Companion in Scotland who does the same for us.
- So don't get caught with your Masonic pants down!

Special note - a Permanent Member or Grand Chapter Officer (including past and present DDGHPs) can't be Grand Reps.

Duties

A Grand Rep appointment is often considered honorary. There is no doubt it is an honor, but there is some real work involved:

- a. Correspond with the Grand Chapter you're representing
- b. Assist visitors from your Grand Chapter when they visit our jurisdiction
- c. Visit your Grand Chapter when feasible
- d. Attend *our* Grand Chapter when feasible

- e. Help out in your District and Chapter

How are Grand Representatives selected? Occasionally the Grand High Priest may recommend a Grand Representative for appointment directly. However, in most cases, a form should be filled out that represents a recommendation from a Chapter and approval by the DDGHP, Regional Officer, and any Permanent Members in the area.

Committees

Just like an individual Chapter, Grand Chapter has a number of committees to perform specific tasks.

There are two types of Committees:

STANDING - committees that have an ongoing function from year to year

SPECIAL - committees that are created to perform a specific function or project on a one time basis (although it may take more than one year to complete!)

On the next few pages you'll find summaries of Grand Chapter Committees. See the Directory for a complete list with Chairman and members, and the Proceedings for annual reports of the various committees.

1. **Finance and Accounts** - essentially responsible for the Grand Chapter budget.
2. **By-Laws** - reviews and approves/disapproves changes to Chapter by-laws.
3. **Credentials** - responsible for registration at the annual convocation.
4. **Fraternal Correspondence** - reviews and summarizes proceedings of sister jurisdictions.
5. **Jurisprudence** - reviews constitutional changes.
6. **Masonic Education** - develops and disseminates educational material for the Grand Chapter.
7. **Assistance of Royal Arch Masons & Their Dependents with Respiratory and Chronic Diseases of the Lungs** - administers this charity within the guidelines of the Trustees.
8. **Custodians of the Work** - maintain the ritual.
9. **Appeals and Grievances** - maintenance and interpretation of the Grand Chapter's decisions, rules, policies, and procedures.
10. **Royal Arch Library and Museum** - maintenance of the Royal Arch collection at the Livingstone Library in New York.
11. **Royal Arch Mason Scholarship Aid Fund** - administration of this charity within the guidelines of the Trustees.
12. **Royal Arch Medical Foundation, Inc.** - administration of this charity. *Note - this is a separate 501c3 with elected and appointed officers*

Special Committees

Here are some of the more permanent special committees:

1. **Masonic Home Royal Arch Exhibit** - maintains this exhibit in Utica.
2. **Charters** - reviews re-districting, consolidations, and new Chapters.
3. **Arrangements** - makes arrangements for the annual convocation.
4. **Mileage and Per Diem** - administers mileage and per diem checks at annual convocation.
5. **Publicity and Publications** - currently, the main concern of this committee is the **New York Supplement** in the *Royal Arch Magazine*.
6. **Royal Arch Charity** - responsible for fund raising programs.
7. **Royal Arch Seals** - administers the Royal Arch Seal Program.
8. **Long Range Planning** - development of the long range strategy for Grand Chapter.

There are a number of publications of Grand Chapter that all active Companions should have.

1. **Constitution** - many of the topics in this chapter are summaries of information found in the Constitution which is the definitive source.
2. **Directory** - the who's who of New York RAM.
3. **Proceedings** - a record of each year's Grand Chapter convocation with lots of other great information, as well.
4. **Ritual** - the standard red ritual book in plain English has recently been published.
5. **Leadership**- The RAM Handbook & Leadership Guide.
6. **Leadership**- The Royal Arch Leadership Course.

Corresponding with Grand Chapter

If you think you need to correspond with Grand Chapter, it is probably a good idea to check with your Chapter Secretary or DDGHP first. Use the *Directory* to communicate with specific Officers, Committees, Districts, or Chapters. The Grand Secretaries Office is the main clearance center for Grand Chapter Correspondence:

Office of the Grand Secretary
The Grand Chapter, State of New York, Royal Arch Masons
C/o Masonic Care Community
Utica, New York 13501-1788
(315)-798-4887

The General Grand Chapter of RAM International

General Grand Chapter is made up of member Grand Chapters. It was formed in the Northeast US (New York had a big part!), and is still strongest in the US, although it has several member Grand Chapters in Canada, South America, Europe, and Asia. It is not a sovereign body, although it is recognized by the Grand Lodge of New York (and one would presume others) as a Masonic body. It has no authority over its member Grand Chapters, but provides a forum for cooperative interaction.

Every Past Grand High Priest of member Grand Chapters is a Permanent Member of General Grand Chapter. It has an Officer Line similar to Grand Chapter, and Regional Officers (who may also be line officers) who visit each of the member Grand Chapters once a year. Each Grand Chapter has an Ambassador who represents that Grand Chapter. The General Grand Chapter meets once every three years at a Triennial.

General Grand Chapter provides a number of Services to its members. These include:

- The Triennial Meeting
- Royal Arch Education and Research
- Communications
- Royal Arch Promotion
- Starting and Mentoring new Grand Chapters
- Support of Masonic Youth

Because New York has largely developed its own programs, many of their services, such as their charity program, are largely unknown to New York Royal Arch Masons. However, there are some you should be aware of: All NY RAMs receive *The Royal Arch Mason* magazine, a fine publication produced by General Grand Chapter. Much of the literature on RAM and the York Rite in general use was produced by General Grand Chapter.

Each year a representative of General Grand Chapter visits the New York Convocation, in Albany. Each year General Grand Chapter presents one bronze medal to a worthy NY State Companion. A Silver Medal is award one to a region every three years, and three gold medals are award world wide every three years.

The current elected officers, including the Grand Secretary, can be found in our *Proceedings*. To correspond with the General Grand Chapter Education Bureau write to:

The General Grand Chapter, Royal Arch Masons International, General Offices to:
Mr. James H. Hodge, General Grand Secretary, P.O. Box 128, Greenfield, Indiana
46140-0128, Phone: 317-467-3600 ~ FAX: 317-467-3899, Email- ramintl@sbcglobal.net

Charity Programs in New York State

Grand Chapter supports three Charities in New York State:

- The Royal Arch Scholarship Fund
- The Medical Research Foundation
- Assistance of Royal Arch Masons and Their Dependents with Respiratory and Chronic Diseases of the Lungs

Specific committees support each Charity, in addition to the Charities Committee itself which develops programs for general fundraising.

Scholarships

The Royal Arch Scholarship Fund grants \$500 and a few \$1000 scholarships to children and grandchildren of Royal Arch Masons. Money is raised by a Grand Chapter solicitation via mailing each year, by District and Chapter fundraising, and by sales of Royal Arch Seals.

All money raised by the *Seals Program* goes directly to Scholarships. Other donations can be designated to direct scholarships or to an endowment fund, or left to the discretion of the GHP.

Two committees are in place to support the Scholarship Program - one to support the Seals Program and one to administer the Scholarships.

How to apply for a Scholarship

You should contact your Chapter Secretary or DDGHP for the latest forms. Also, the latest forms are downloadable from the Grand Chapter website.

FOLLOW THE INSTRUCTIONS CAREFULLY!!!

NOTE: You must thoroughly fill out the application form. Failure to do so will automatically disqualify the application.

Submit between Jan 1st and April 1st. Scholarships are awarded on scholastic achievement, character, and financial need. Be sure to send the completed forms to the Chairman of the Scholarship Committee

How to hold a Scholarship Dinner

Scholarship Dinners are an excellent way to raise awareness and money for the Scholarship Program. Here's how to get started:

1. Find a sponsor (District Organization, for example - see next chapter)
2. Pick a location
3. Send an invitation to *every* Companion in your District(s)
4. Invite Scholarship Winners and recognize them at the dinner. Ask them to speak about their course of study and future plans
5. Make it a family affair
6. Keep the (Masonic) speeches short!

The Medical Research Foundation

The Medical Research Foundation was created to support charitable activity directed at the Masonic Medical Research Facility in Utica. Fundraising for the Foundation has more of a special project focus, and has been primarily responsible for the construction of a two floor Royal Arch Medical Research Wing. The foundation also donates money to the research labs for equipment and other requirements. Companions should consider the Foundation as part of their charitable giving each year. Grand Chapter solicits donations through direct mailings and focus campaigns. In some cases, District programs have also been initiated.

Assistance of Royal Arch Masons and Their Dependents with Respiratory and Chronic Diseases of the Lungs.

This charitable fund is no longer a fundraising target of Grand Chapter since the endowment is at this point is quiet large. Royal Arch Companions and their dependents may apply for aid if they suffer from any disease of the lungs including lung cancer. This aid is provided from the interest of endowment fund.

You should check with your Chapter Secretary or DDGHP for the latest application form. Companions may apply at any time with the consent of their Chapter and the support of an attending physician.

CHAPTER 6 - THE CAPITULAR DISTRICT

All your strength is in your union/All your danger in discord - The Song of Hiawatha
(1855) Henry Wadsworth Longfellow

- *The Role and Responsibilities of the District Deputy Grand High Priest*
- *The Role and Responsibilities of the Assistant Grand Lecturer*
- *The Role and Responsibility of Grand Representatives in the District*
- *The Role and Responsibilities of Grand Chapter Line Officers and Permanent Members in the District*
- *The Role and Responsibilities of Regional Officers*
- *District Organizations*
- *The District Installation*

In preceding chapters we've discussed the local Chapter and the State level Grand Chapter organizations. In between is the District. It allows Grand Chapter to support and communicate with the local Chapter.

The leader of the District is the **District Deputy Grand High Priest**. He is appointed by the Grand High Priest to represent him when he can't personally be present in a particular District. Although the DDGHP has counterparts in other Masonic organizations, beware. The rules governing DDGHPs are in several cases different, as we will explain shortly.

The **Assistant Grand Lecturer** is responsible for improving ritual performance in the District through interpretation, training in individual Chapters, and holding District Schools of Instruction. Although appointed by the Grand High Priest, he actually works for the Grand Lecturer, who like the GHP has trouble being everywhere at once. Although the DDGHP and AGL are the primary District staff, they can and do get help from several sources:

- Past DDGHPs and AGLs
- Current Grand Chapter Line Officers
- The Regional Officer who is also a Grand Chapter Line Officer and watches over several Districts
- Past GHPs
- Grand Representatives
- Council Officer Organizations
- Past High Priest Organizations
- A staff of interested Companions which they can appoint

Role and Responsibilities

The duties of the DDGHP are set forth in the constitution. They are briefly summarized here:

1. To officially visit each Chapter once a year.
2. Deliver the message of the GHP.
3. To examine the books and records of the Chapter.
These include the minute book, Treasurer's records, Register, Book of Marks, and the Warrant.
4. To call and organize a District meeting twice a year with the Council Officers and Secretaries of each Chapter in the District for a discussion of administration and promotional subjects. The constitution specifies one of these meetings be with the Grand Officer visiting the District. The other is currently with the Regional Officer.

In addition, the Deputy should:

1. Provide information on Grand Chapter charities.
2. Promote cooperation between Chapters.
3. Provide guidance to weak and rebuilding Chapters.
4. Promote the development of District Organizations.
5. Help Chapters work through problems and difficulties.
6. Provide training and guidance to Chapter officers.
7. Provide information on Grand Chapter.

What Deputies can't do:

1. Deputies can't issue dispensations. This privilege resides only with the GHP
2. On official visits and business, DDGHPs outrank all but the GHP. However, when not on official business, the DDGHP is outranked by all the Grand Line Officers, Grand Chaplains, the Judge Advocate, and the Grand Lecturer. *This is different than other Masonic Organizations.* When not on Official business, the Deputy must make an alarm to enter a Chapter

How Selected

A form is sent to the Deputy each year by the Office of the Grand Secretary for the recommendation of the new Deputy. Generally, Deputies serve two year terms, but must be re-appointed each year. The form must also be resubmitted each year, *even in the event the current Deputy will serve another year.*

Deputies are generally selected by a District caucus of Past Deputies. They may also include other current Grand Chapter officers. Although the form is submitted and signed

by the Deputy, it is a good idea to have it signed by the Regional Officer, any active Grand Chapter Officers and PGHPs residing in the District.

Qualifications

A Deputy should be:

- A PHP
- A knowledgeable Mason
- A good organizer
- A worker

To put it another way, if you were the GHP, would you want this Companion to represent YOU???

The Official Visit

Each year the DDGHP is required to make an *Official Visit* to each Chapter in his District. The visit formats can vary, but the following general format is usually followed:

- Audit the Secretary's and Treasurer's records and the condition of the Chapter's equipment.
- Optional dinner hosted by the Chapter.
- Chapter opens (Deputy may be present or wait outside; if present he is asked to retire and be officially received).
- Deputy received and given Grand Honors and the gavel.

Deputy recognizes AGL, active Grand Reps, current Grand Chapter Officers, and PGHPs Staff Officers give presentations (optional) Deputy delivers GHP's message, Question and Answer period, Deputy retires.

- Chapter closes
- Informal refreshments

The District Staff

The Deputy may elect to have a staff in his District. The AGL is in a sense a staff officer in charge of ritual activity. The AGL is the only *formal* staff officer, and the only one to receive a title: Very Excellent. Other staff officers could be assigned for Charities or Membership, for example.

The AGL, like the Chapter Secretary, has a difficult job. To do it effectively, he must constantly monitor the ritual activity of the Chapters in his District. While you can be an effective DDGHP by selective visits and exception management, the effective AGL

needs to constantly visit all the Chapters in his District. Only mature Chapters that can independently confer degrees can be visited infrequently.

Yet for many, the AGL position is a labor of love, and many serve for several consecutive years. The duties of the AGL are:

1. Train and assist Companions and Chapters in the proper execution of Royal Arch Ritual.
2. Organize at least one *School of Instruction* for the Grand Lecturer's District Visit once/year. OPTION: conduct extra Schools of Instruction during the year at which the AGL selects the topics and moderates.
3. Facilitate multiple Chapter degree cycles and festivals.
4. The AGL does *not* change or maintain the ritual. That duty belongs to the Custodians of the Work in conjunction with the Grand Lecturer.

What is a School of Instruction?

A School of Instruction is held at a host Chapter and is a District event. Once a year the Grand Lecturer visits each District to conduct a School of Instruction. The AGL may hold other sessions during the year using a similar format. The GL's School is conducted as follows:

Optional Dinner

1. Chapter is opened if it is held on a regular meeting night for the host Chapter. (Keep business to minimum)
2. Deputy receives GL
3. GL conducts the ritual to be reviewed (AGL makes sure that Companions from the District are prepared to exemplify the ritual)
4. GL ends session
5. Chapter closes
6. Informal refreshments

Note that the GL usually remains in the Chapter room for opening and closing.

Qualifications...The AGL should:

- Be a Past High Priest
- Be a good ritualist
- Be a good teacher
- Be patient
- Be willing to visit Chapters often

Hobert C. Cook Award

This award was created by Grand Chapter as an honor for all Chapters who support the Grand Lecturer's conventions with their time and interest in our Capitular Ritual. It is our Grand Chapter's equivalent of the coveted Potts Award, which is presented to Craft Lodges for the same dedication.

The award will be presented to any Chapter which has the following six (6) officers in attendance at any Grand Lecturer's Convention: High Priest, King, Scribe, Captain of the Host, Principal Sojourner, and Royal Arch Captain. These must be the true elected and appointed officers of the Chapter; no proxies may be counted.

This distinguished award is named for our Grand Lecturer Emeritus, the R.:E.: Hobert C. Cook, who continues to serve our Grand Chapter as Chairman of the Custodians of the Work. It is a fitting tribute to a Companion who has served this Grand Chapter in a most exemplary fashion for decades. It will be presented each year at the annual Convocation of the Grand Chapter, State of New York, Royal Arch Masons.

How Selected

AGLs are usually selected by the same caucus that selects the DDGHP. However, the District would do well to ask past AGLs for their opinion.

It is not unusual for a good AGL to serve for many years. Good AGLs are tough to find - cherish them. The AGLs are appointed by the Grand High Priest on advice from the Grand Lecturer. AGLs work for the Grand Lecturer who reports to the Grand High Priest.

The Role of the Grand Representative

The responsibilities of the Office of Grand Representative have nothing to do with District responsibilities. However, most Grand Reps are appointed because of their devotion and service to RAM, and are more than willing to help with District programs. They are most often leaders in their individual Chapters, and can help DDGHPs and AGL understand and fulfill Chapter requirements. Active Grand Representatives should be received or recognized at all formal District events.

The Role of Grand Chapter Line Officers in the District

Grand Chapter Line Officers are statewide resources. They need to distribute their time and energy on a fair and equitable basis over all Districts. In addition, because of their rank, they can easily overpower and overshadow District leaders. This is hardly a good way to encourage new leaders to emerge. Although many GCLOs refuse to give up their active District activities, they would be well advised to take a more low key role. On the other side, the Deputy should keep GCLOs informed of District events and problems. They are good sources of advice. GCLOs often serve as Regional Officers for their own District, again primarily in an advisory role. GCLOs should sign all recommendation forms in their District.

The Role of PGHPs in the District

PGHPs are often active in their Districts as their statewide responsibilities are reduced. They should be received or recognize at all District events and within their own Chapters *if they choose*. They should be kept apprised of District affairs by the Deputy *if they request it*. They should also sign all recommendation forms *if they request this privilege*.

Role and Responsibilities of Regional Officers

Each year the GHP appoints each Grand Chapter Line Officers to supervise three or four Districts in a geographic area. The GHP does not serve as a Regional Officer. Although Regional Officers may supervise a District for several years, an attempt is made every year to assign Regional Officers as close to their home District as possible. This redistribution, as well as, the normal progression of Grand Line Officers, means that Regional Officers sooner or later change. The Regional Officers program is not mandated by the constitution. It was established by Grand Chapter to provide an extra level of support to Districts.

Role and Responsibilities of Regional Officers

The Regional Officer is an emerging role, but usually their duties include:

- Advisor to the District
- Provide first level of contact between Grand Chapter and Districts
- Provide assistance to Deputies
- Provide additional training
- Coordinate inter-district activities
- Foster communications and the exchange of ideas between the staffs of different Districts

Regional Officers are free to adjust to the requirements of their Districts. They are not required to follow a particular program unless directed to do so by the GHP.

Capitular District Organizations

Two popular Districts organizations:

Fraternal Union and Past High Priest Association - as the name suggests this organization is open to Past High Priests and often current High Priests and even Council Officers. These organizations can be purely social (dinner meetings, for example) or support specific programs such as Ritual Teams, Scholarship Dinners, or Joint Installations. They may also meet at different Chapters to boost membership.

Council Officers Organization - are made up of the three or four top officers of a Chapter. They are almost always working organizations that plan and support District events such as joint installations.

Because of the small size of a Capitular District compared to Lodge Districts, there are few Right Excellent/Very Excellent organizations.

However, York Rite organizations such as York Rite College and KYCH often provide support to the primary York Rite Bodies in their area.

District Installations

District Installations are an efficient way to install all the Chapters in a District. Here are some ideas:

- Organize through a District organization.
- Rotate host Chapter responsibilities. The host Chapter provides equipment and perhaps locations if large enough. Otherwise arrange for a neutral site
- Have a dinner before and cake and coffee after
- Make it open. Invite family and friends, as well as, local Lodges and concordant bodies.

Use a District team to install. Pick a good Master of Ceremonies/Installing officer and Marshall. Parts can be effectively read from a lectern or memorized. The obligation should be given at the altar from memory. In general, don't mix reading and memory work; pick one method and stick to it. Remember, you are trying to provide a quality event to an audience that may include potential members. **DO GOOD WORK!**

See additional information in this RAM Handbook for:

1. Protocol or Who Comes In First
2. What is protocol?
3. Some general questions and answers
4. Order of reception
5. The strange case of the DDGHP
6. Draping the Altar
7. Setting up a head table
8. Chapter etiquette or the well dressed RAM
9. Glossary of terms used in Chapter etiquette
10. Protocol

What is Protocol?

Protocol

Some Questions and Answers

Do all Masonic bodies have the same protocol?

No. Each has slight variations. If you are in charge, you need to obtain the correct protocol. The host organization determines the protocol!

At many events, a protocol list can't be found, and much discussion ensues. Who has the final word?

The senior officer present or his designate. This is generally the DDGHP at Chapter/District events. The Grand High Priest has the final word at Chapter events if present (unless the Grand Master is also present), but will usually have his Grand Captain of the Host organize the work

How are visitors from other jurisdictions received?

Generally, first, since they have no rank in our jurisdiction

Remember that many jurisdictions don't require the Past Master degree. Companions who haven't received it must be obligated before being admitted. *Regardless of rank...* Generally, the Chapter is opened, dropped to a PM Lodge and the visitor(s) admitted and obligated. Work is then resumed in the Chapter. Cards are available from the Grand Chapter that proves that a Companion has received the PM degree.

Order of Entrance

- Grand High Priest
- District Deputy Grand High Priest (in his district)

Group 1

Grand King
Grand Scribe
Grand Treasurer
Ass't Grand Treasurer
Grand Secretary
Ass't Grand Secretary

Group 2

Grand Captain of the Host
Grand Principal Sojourner
Grand Royal Arch Captain
Grand Master of the 3rd veil
Grand master of the 2nd Veil
Grand Master of the 1st Veil
Grand Chaplains
Judge Advocate
Grand Lecturer
DDGHP (active, not in own district)
Grand Sentinel
Grand Representatives (active)

Group 3

Sitting High Priests

Group 4

Grand Lodge
Grand Council
Grand Commandery
Scottish Rite

Group 5

General Grand Chapter
Other Grand Jurisdictions

Note: When the Grand Master of Masons of the State of New York is attending the event, the Grand Marshal will coordinate the order of entrance. Most generally, the Grand Master will come in last and be greeted by the Grand High Priest.

The Strange Case of the District Deputy

As you can see, a DDGHP *in his own district* is a pretty important fellow according to the protocol. Remember though:

- If you have been appointed Deputy, it is an honor of which you can be proud. However, the protocol is extended to the *office*, not to you personally. For that, you need to earn the respect of your Companions in your own right As DDGHP; your Companions will look to you for guidance on matters of protocol. Be sure you understand the topics in this appendix and the appendix on the reception of official visitors. If you are a past DDGHP you are not normally received. The exception would be if you had a roll in the business of the evening (e.g.. installing officer) or were being honored Active DDGHPs being received in another District fall considerably down the list
- If you have attended Grand Chapter, you will recall that the GHP is received first, not last. Why? Because he is the presiding officer and host of Grand Chapter, and must be present for Grand Chapter to function. The DDGHP is the host of district events, and should be received first at district events. Examples are the visit of the Grand Lecturer for a School of Instruction, or the Fall visit of a Grand Chapter officer.

Draping the Altar

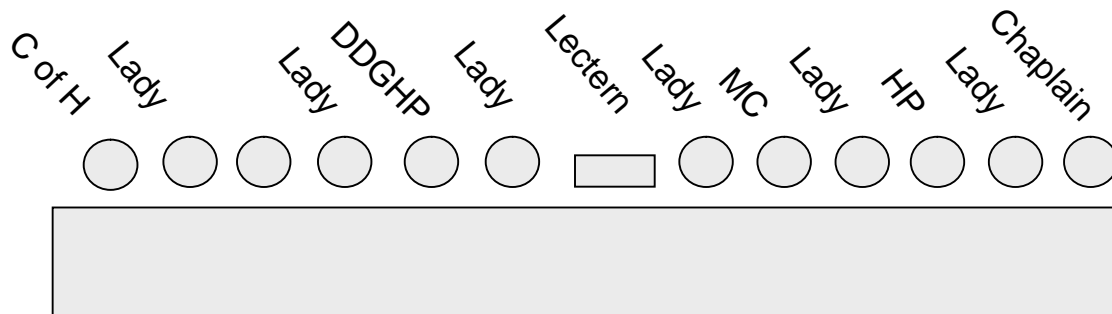
The Altar must not be covered or decorated by the national or any other flag or banner

Procedure of Draping the Altar on the death of a Companion(s):

Before reading the name(s) of departed Companion(s), the HP shall raise the Chapter. He then orders the CH to see that the Altar is draped for a period of thirty days. The CH orders the PS to drape the Altar. The PS accompanied by the RAC advances to the Altar in a coordinated fashion.

The RAC holds the Holy Bible while the PS places the cloth of mourning on the Altar (black cloth of reasonable size to fit the Altar) the cloth is *never* placed over the Holy Bible. The Chaplain may then lead the Chapter in a short prayer. During the ceremony, the Chapter remains standing until the sound of the gavel in the East

Setting Up a Head Table



The head table diagram is a typical setup for a District or Chapter event with ladies present. In general, the highest ranking Companion present is seated audience left of the lectern.

If ladies are present, his lady is seated to his left, next to the lectern. The master of ceremonies sits audience right of the lectern. If his lady is present, she sits to his right, next to the lectern. The next ranking Companion or guest of honor is seated audience left of the highest and so on as pictured. You should have the same number of people or couples on each side of the table. At some point you need to switch to the other side of the table and seat the next highest ranking Companion next to the MC. Try to have the same number of people on each side

The general rule then is to seat people in order of rank starting in the center and moving out (except for the MC who always sits next to the lectern, audience right) Ladies should never sit at the end of the table. Normally, head tables have 10-16 people. If you have more, consider two levels of head tables. The Captain of the Host and Chaplain can be moved to the floor if necessary. If you move one, move both! Flags should be at the same level as the table.

If the Grand High Priest is present, the Captain of the Host determines seating. The Grand Chapter Banner should be displayed behind the GHP. If the Grand Master is present, the Grand Marshall determines seating. The Grand Lodge banner should be behind the Grand Master. The Star Spangle Banner is sung first, followed by the Canadian anthem.

The overall rule is doing the best you can to conform to the model above, but stay flexible. Some things that may compromise the situation:

- Space constrains
- Not a balanced number of people
- Special seating requirements (e.g.. two people need to be together, but the rank structure is incorrect)
- Equipment not present

Chapter Etiquette or the Well Dressed RAM

Masonry gives you the opportunity to learn the social graces. The next few pages give you some guidelines on dress and behavior. As a general rule, however:

- *Ask* if you're unsure what to wear or what to do.
- Observe and emulate the behavior of successful Companions.
- Be conservative and follow the dictates of good taste.

Chapter Meetings

- There is no official dress code for Chapter activities. The Grand Chapter recommends the following:

Companions should wear a business suit or sport jacket *with tie*. Officers can wear a tux at every meeting (many Chapters do), but should wear a tux for any special event especially degree conferrals. Companions must wear a Royal Arch apron (white trimmed with red) and should wear the apron of the highest office. **Past or present office.**

When wearing an apron, the coat is **buttoned**, and the apron is worn on the **outside of the coat**. The only exception is when wearing a cutaway coat, which most Companions never do.

Companions may wear a jewel (or medal) if they are entitled to (e.g.. PHP or PDDGHP) on the left breast pocket or on a ribbon around the neck. Companions may also wear honorary medals (e.g.. General Grand Chapter medal) and are encourage to do so. A name badge may be worn. Regalia (e.g.. aprons and jewels) of other Masonic bodies should not be worn at Chapter meetings.. *Modest* jewelry from other organizations (e.g.. lapel pin) may be worn. KYCH pendants on a ribbon or cord may be worn, but *never* with other jewels hung around the neck.

Public Events

Chapter regalia are never worn in public, unless the Chapter is to perform a ceremony as a unit, and has permission from the DDGHP. Examples are public installations and parades. Modest jewelry (e.g.. lapel pin) may always be worn in public. Chapter dinners and social events:

- Aprons and jewels of office are *never* worn
- Honorary jewels should be worn
- KYCH pendants on a ribbon or cord may be worn around the neck
- Name badges may be worn

Jewelry

Suits generally have one lapel button hole for a boutonniere (this term is from the French for buttonhole). If you're not wearing a flower, a lapel pin may be substituted Note: ***one buttonhole - one pin***. You probably have many- choose one for the evening. Some jackets don't have a buttonhole on the lapel. A flower or pin goes on your *left* lapel Don't wear inappropriate jewelry with formal wear (e.g.. tie clips on lapels) Excessive jewelry is considered bad taste.

Accessories

When wearing a tux, there are many accessories (tie, vest, cummerbund, suspenders). You can never go wrong if all accessories are black. Always wear black shoes (not boots) and black dress socks. You may wear red accessories for accent. Typically a tie. Be careful, too much makes you look garish. When wearing a suit, the same rules apply. Less is better than more. Avoid boots, belts with big buckles, non-dress shirts, string ties (this is a Chapter event, not a rodeo!)

For the Ladies

Although, strictly speaking, women should wear long gowns if men are in tux, shorter dresses and even pants are ok at social events providing they have an elegant look Generally, the later in the day, the more elegant the style of dress

When men are in business suits, the style of the women's clothing may be slightly more casual. Women who wear a more tailored look during the business day (the equivalent of a man's business suit), would soften the look in a social setting especially in the evening.

Remember...You are somebody's idea of a RAM....Make a good impression!

Glossary of Terms

Bow tie - the style of tie worn with a tux. Bow ties come in three styles: clip on, necktie with hook (a piece of material goes around the neck and is hooked together; required for open style collars), and tie (ties in similar fashion to a regular tie)

Business suit - a two or three piece suit of one color and style. Worn with a dress shirt and tie.

Cummerbund - a wide belt like piece of material worn with a tuxedo to cover the belt line. Cummerbunds have pleats. The open sides of the pleats should face up.

Cutaway coat - a formal coat that is not buttoned. Used with white tie and tails and morning suits.

Dress Shoes - patent leather shoes with a hard shinny appearance worn with formal wear.

Formal - white tie and tails - sometimes used incorrectly to mean a tux (a tux is considered *semi-formal*). White tie and tails are not worn for *any* RAM functions in NY.

Morning suits - a form of formal wear used by Grand Chapters officers. As the names implies, morning suits should be worn for events conducted in the morning.

Semi-formal - tux. It's ok to, and maybe better to, put tux on invitations and the like to avoid confusion.

Sports suit - a two piece suit with a jacket and pants of different, although complementary colors. Worn with a dress shirt and a tie for Chapter events.

Suspenders (aka braces) - a pair of straps placed over the shoulders used to hold up the pants for formal wear. May be used with business suits. *Never* used with a belt.

White dinner jacket - a form of tuxedo jacket traditionally worn between Memorial Day and Labor Day.

White gloves - formal glove worn in certain Chapter ceremonies.

Receiving Visitors, Companions, Official Visitor, Group of Official Visitors, DDGHP, the GHP.

Retiring the DDGHP or GHP and Receiving/retiring in an Open Meeting

In protocol, we discussed the order of reception for visitors to a Chapter. How we actually get them into the Chapter is discussed in this section. All Chapters routinely receive Companions who wish to enter the Chapter after it is opened - mostly their own Companions who are late. These Companions are introduced without name or title. When Companions are received officially they are introduced specifically by name and title.

- DDGHPs may enter by right in their own district, so the mechanics are a bit different.
- The GHP also enters a Chapter by right anywhere in NY under the direction of the Grand Captain of the Host.

In an open ceremony everything is a bit less formal

Receiving a Companion

Sent: *** ** *

RAC (rises, draws sword, walks around in front of the CH, salutes) CH, there is an alarm at the outer door

CH Attend to the alarm

*RAC (goes to the outer door) *** ** * (opens door) Who comes here?*

Sent Companions (A Companion) properly clothed seek(s) admission

RAC (closes door, returns to face CH, salutes, repeats the Sentinel's message)

CH (comes to Sign of Fidelity and repeats message to HP)

Receiving the DDGHP

Notes:

- *The DDGHP is always received on the degree of Royal Arch Mason*
- *The HP of the Chapter should appoint someone in his Chapter to act as escort for the DDGHP*
- *All business should be cleared from the Secretary's desk and announcements made before the DDGHP is received.*

Sent: *** ** *

RAC (*rises, draws sword, walks around in front of the CH, salutes*) CH, there is an alarm at the outer door

CH Attend to the alarm

RAC (*Goes to the outer door*) *** ** * (*opens door*) Who comes here?

Sent: Right Excellent ____, District Deputy Grand High Priest for the ____ Capitular District, Royal Arch Masons is about to enter

RAC (*leaves door open, returns to face CH, salutes, repeats the Sentinel's message*)

CH (*comes to Sign of Fidelity and repeats message to HP*)

HP (*standing*) ***

DDGHP (*enters on escort's right arm and proceeds to altar, salutes, and proceeds to the East*)

HP (receives DDGHP) Companions, Right Excellent _____, District Deputy Grand High Priest of the ____ Capitular District and Representing Most Excellent _____, Grand High Priest of the Grand Chapter of the State of New York, Royal Arch Masons. Grand Honors taking time from the escorting officer

Escorting Officer... Grand Honors

HP (*gives a word of greeting to the DDGHP and presents him the gavel*)

Retiring the DDGHP or GHP

When the DDGHP is finished with his remarks and the GHP isn't present, he may retire as follows:

DDGHP (***) Excellent High Priest (*he comes to sign of fidelity*), I am about to retire (*the escorting officer comes to the East without prompting, the gavel is returned to the HP, the Companions present come to the Sign of Fidelity, the DDGHP is escorted to the altar where both he and the escorting officer give sign, then exit. The RAC should rise and open the outer door as the DDGHP approaches*)

Receiving Visitors in an Open Meeting

An open meeting of Royal Arch Masons admits the public. The Sentinel greets visitors, answer questions, and keeps order in the anteroom, rather than guarding the door. Ordinary visitors don't give an alarm, and can generally enter and exit quietly during the meeting except when prohibited from doing so by instruction. One time when an ordinary visitor can't enter or exit is when distinguished guests are being received. Guests are only asked to raise for the DDGHP and the GHP, and possibly a guest of honor. Guests should normally only be asked to stand once, and left on their feet until all have been received. A guest of honor should be received just before the DDGHP.

To receive distinguished visitors below the rank of current DDGHP, individuals or groups are brought in by escorting officers in the order outlined in the appendix on protocol.

If you are an escorting officer, and next to be received, proceed only when the floor and East are clear and the receiving officer in the East signals he is ready. Escorting officers proceed to the altar and introduce distinguished visitors as described in a preceding section of this appendix. ***NO signs are given except the Sign of Fidelity!***

When the receiving officer first notices that the next to be received is the guest of honor or the DDGHP he gavel up the audience. The DDGHP is escorted to the altar, where he gives a slight bow, ***but no signs***, and then proceeds to the east, where he is introduced by the receiving officer as described earlier in this appendix. ***He isn't given Grand Honors***, but a round of applause can be called for by the receiving officer. He is then given the gavel. If he is the last to enter he may keep the gavel or give it up as appropriate for the meeting.

The GHP is preceded by the GCH, who enters the meeting as described earlier in this appendix. The GCH escorts the GHP to the altar, where the GHP gives a slight bow, ***but no signs***. He is then escorted to the East as described earlier in this appendix. The GHP isn't given Grand Honors or Private Grand Honors, but the GCH may ask for a round of applause. The Grand High Priest is then given the gavel, which he may keep or return, as appropriate for the purposes of the meeting.

The DDGHP or the GHP may retire from public ceremonies, as well. No signs are given except the Sign of Fidelity!

How to Get the RAM Things You Need

Chapter Furnishings, Royal Arch Regalia, Pamphlets and Booklets, Jewelry and other Sundries, Books and Educational Materials, Certificates and Awards, Addresses and Phone Numbers for Sources Mentioned

Chapter Furnishings

If you're looking for banners, swords, a triangular altar, officer and Companion aprons or any of the myriad of other Chapter furnishings here's where to go:

Check you own District for equipment that may be available due to consolidations, or a Chapter giving up its charter. **Check with the Grand Chapter for other districts that may have equipment.** If you want to buy new, contact McCoy etc.

If you can't get what you need from them, try the Grand Chapter office for other sources Many Chapters have built or adapted commonly available items for some of their needs (e.g. seven branch candle stick, pot of incense, Aaron's rod, the ark, the altar) Chapter pennies should generally be ordered through the Grand Secretary's office

Royal Arch Regalia

There are two items that are Chapter Regalia: Aprons and Jewels (medals). These can be consider part of the normal and required Chapter uniform, as opposed to items such as lapel pins which are optional. The High Priest is entitled to wear an apron and jewel of his office.

At this point in time, New York has not defined a standard for High Priest's regalia. You are pretty safe in ordering aprons and jewels from Macoy and Klitzners that are specified for a High Priest. They shouldn't resemble Grand Chapter (DDGHP, AGL, Reps, or line officer) aprons or jewels.

They should *not* be border in gold which is reserved for Grand Chapter aprons Grand Chapter aprons and jewels are specified by Grand Chapter and should be ordered through the Grand Secretary's office.

The Grand Chapter has standardized the aprons of District Deputy Grand High Priest, Assistant Grand Lecturer and Grand Representative. The Official Supplier is:

Fraternally Yours, Inc.
132 West 36TH 11 FL.
New York, NY 10018
516-933-6054 or 212-921-9770 Extension 4
EMAIL: AK@ALANK918.COM

WEBSITE: fraternallyyours.com

Aprons as follows:

RA 203 HIGH PRIEST APRON W/ CASE	\$275.00
RA 204 GRAND REPRESENTATIVE APRON W/ CASE	\$375.00
RA 205 DISTRICT DEPUTY GRAND HIGH PRIEST W/CASE	\$375.00
RA 206 ASSISTANT GRAND LECTURER APRON W/CASE	\$250.00

CUSTOMIZED FLAP EMBROIDERY IS INCLUDED IN PRICE UP TO FOUR LINES MAX.

The website is capable of credit card sales as well as tax and shipping so that's in place.

Pamphlets and Booklets

These items are used to provide potential members with information on the Royal Arch General Grand Chapter has an extensive line of educational pamphlets and booklets. Write or call them for a list. Also inquire as to what you can copy and what you can't.

Forms required to conduct Royal Arch activities and business can be obtained from your Chapter Secretary or the Grand Secretary. Masonry's rich symbolism has inspired many artistic expressions. If you're looking for jewelry, clothing, ornaments, and other visible expressions (some would say guilty pleasures) of membership, consider the following:

There are usually jewelry stores in larger metropolitan areas that cater to Masonic interests:

- There are several good mail order sources including Macoy, Kliitzner. Write or call for catalogs.
- Many Grand Chapters (including New York!) issues collectibles every so often. Check the Royal Arch Magazine for ads
- You may find Companions willing to sell you Masonic items
- You can often find Masonic items in flea markets and such
- You can often find Masonic items on the Internet (e.g. eBay)

Books and Education Materials

The Grand Chapter Office has supplies of handbooks and ritual references currently used in New York. New York has one of the best Masonic Libraries in the world in the Chancellor Robert R. Livingston Masonic Library on the 14th floor of the Grand Lodge Building in New York (also a branch in Utica). They allow borrowing of books by mail and have many reading courses including two on the Royal Arch. To order the RAM reading course call 1-800-3MASON4, contact Tom Savini and request the course. Also, consider joining a Masonic Study Group or Research Society:

Thomas Smith Webb Chapter No. 1798

A few years ago, the Grand Chapter State of New York warranted the Thomas Smith Webb Chapter No. 1798. All Royal Arch Masons who are members, in good standing, of

a Chapter in jurisdictions recognized by The Grand Chapter of the State of New York, Royal Arch Masons are eligible for membership. There are three different classes of membership:

Active Member - open to any Royal Arch Mason. Active members are encouraged to attend meetings, deliver papers and may stand for office.

Corresponding Member - open to any Royal Arch Mason, or member of a Concordant Body recognized by The Grand Chapter of the State of New York, Royal Arch Masons. Corresponding members are encouraged to submit papers for inclusion in the Transactions of the Chapter and may attend meetings; however, they may not stand for office.

Fellowship - an honor conferred upon a Royal Arch Mason for outstanding achievement in Masonic research and publication. In addition, bona fide academic organizations may apply to subscribe to the Chapter.

The affiliation fee is \$5.00 and dues for an Active Member are \$10.00. A due for a Corresponding Member or Subscribing organization is \$5.00 per year.

The website address for the TSW Chapter is: <http://www.thomaswebb.org>

There are a few Grand Chapters, such as Massachusetts and Virginia, that have research bodies, and all general Masonic research organizations have some percentage of papers addressing the Royal Arch.

New York has three Research Lodges in Buffalo, Utica, and New York City. If you want to be a corresponding (not attending) member join the NYC one. They provide a journal of papers once a year.

The Philaethes Society is perhaps the best known national research society. Membership gets you a very readable bi-monthly magazine

Quatuor Coronati - England's premiere research lodge. Its active contributing members are *very* scholarly and focus on historical accuracy and research excellence. They also have access to the Library of the Grand Lodge of England. Corresponding membership gets you an annual collection of papers. They also have high quality books for sale

Scottish Rite Research Society - a new comer, it offers an annual collection of papers - the *Heredom* - a newsletter, and a free book every year as part of your membership

Places to buy books

- A not to be missed history of the Royal Arch in four volumes has recently been reissued by the General Grand Chapter.
- Both Grand Lodge Sales and Macoy offer books for sale.
- The Livingston Library occasionally offers surplus books for sale.
- Kessinger provides copies of public domain Masonic literature - much of it from the Masonic romantics such as Waite, Wilmshurst, and Hall. Type quality of these books is only fair - and you need to be knowledgeable to explore this type of literature.
- There are a growing number of Masonic Internet sites. Use Internet search engines to find these sites.

Certificates and Awards

Meritorious Companion

A Certificate of Merit was established by the Grand Chapter in 1936. This award is restricted to a Companion who has never served as a HP, but has a record of unusual loyalty, perseverance, courage and dependability. He may have rendered this service to his Masonic affiliations or the community. In the past Sentinels, Chaplains, Chapter Secretaries, and dedicated sideliners have received this honor.

The Companion should be presented his certificate by the DDGHP, ideally at a public event. The Companion is entitled to the initials M.C. after his name in all Chapter correspondence. An application form can be obtained from the Grand Secretary. Completed forms should be sent to the Grand Secretary. There is a modest charge.

Services Awards

Provision for service awards was made in 1943. Companions with 25, 50, 60, 65, or 70 years of continuous membership in good standing are entitled to these awards. The award should be presented by the DDGHP, ideally at an open event. Call or write for services to the Office of the Grand Secretary. There is a modest charge.

Address and Phone List for Sources Mentioned:

Grand Secretary address to: Mr. James W. Hemstrought, Jr, c/o Masonic Care Community, 2150 Bleecker St., Utica, New York, 13501-1788 (315) 798-4887

The General Grand Chapter, Royal Arch Masons International, General Offices to:
Mr. James H. Hodge, General Grand Secretary, P.O. Box 128, Greenfield, Indiana 46140-0128, Phone: 317-467-3600 ~ FAX: 317-467-3899, Email- ramintl@sbcglobal.net

Chancellor Robert R. Livingston Masonic Library, 14th Floor, 17 West 23rd Street, New York, N.Y. 10010-4171, <http://www.nymasoniclibrary.org>

Macoy Publishing & Masonic Supply Co., Inc., 3011 Old Dumbarton Rd, Richmond, VA, 23228, (804) 262-6551 fax (804) 266-8256

Harry Klitzner Company, 44 Warren Street, Providence, RI 02907, (800) 621-0161 fax (401) 621-6744

Kessinger Publishing, LLC, P.O. Box 160, Kila, MT 59920 (406) 756-0167 fax (406) 257-5051

Scottish Rite Research Society, 1733 16th Street, NW, Washington, DC 20009-3103

American Lodge of Research address to: Mr. Harvey A. Eysman, 15 Stonehenge Rd., Great Neck, New York, 11023 (516) 487-2495

The Philatethes Society, P.O. Box 70, Highland Springs, VA 23075-0070

Quatuor Coronati Lodge, No. 2076 address to: Mr. John E. Zabel, 371 Lyndon Rd., Fairport, New York, 14450

How to Ballot, Petitions, Balloting Procedure

Petitions

A standard petition maybe obtained from your Chapter Secretary or the Grand Secretary's Office. A petition and the report of the investigating committee may *only* be received at a stated communication, not at a special communication.

A ballot is the *only* means by which a petition can be accepted or rejected. The Investigating Committee should meet personally with the petitioner, and give a favorable or unfavorable report. The Committee should declare its recommendation as a report to the whole Chapter, *never* to an individual or individual officer. An unfavorable report *can't* be used to disqualify a petitioner - only a ballot

Procedure for Balloting

The HP orders the CH to prepare the ballot box.

The Chapter *must* be opened and tiled.

The CH directs the PS to see that the ballot box is prepare (there are an ample number of white and black ballots) and presented.

The PS, after preparing the ballot box, presents it to each Council Officer for inspection (order HP, K, S)

After examining the ballot box each Council Officer casts a vote (order HP, K, S).

The HP then orders the PS to place the ballot box on a pedestal or small table design for that purpose. Although the ballot box can be placed on the Altar, it is less desirable. It is *never* placed on the Great Lights, nor should they be displaced for this purpose. The ballot box should *not* be carried to a Companion for his vote; as this method is not secure and the ballot *must* be secret. Balloting, once started must proceed without postponement. No one may be excused from his duty to vote. A Companion must *never* declare his ballot.

When all have balloted, the balloting is declared closed by the HP. The PS carries the ballot box to the East for the inspection of the Council (order HP, K, S) The HP asks the Council Officers for a report of the ballot (K, S). The HP then declares the ballot, and closes the process. Once the ballot is declared by the HP it can't be reconsidered.

PLEASE NOTE: The Constitutions clearly defines the procedure for further balloting and rejections. *Unlike Grand Lodge, one ballot against means the petitioner must be rejected.*

How to Conduct an Election

Introduction, Prologue, Short form election, Long form election, Epilogue

Introduction

Chapters should conduct elections once a year in accordance with their bylaws
Chapters should elect the High Priest, King, Scribe, Secretary, Treasurer, and one or more Trustees.

Normally, a Chapter has three Trustees who each serve a three year term. Each year one is elected or reelected. However, various circumstances might dictate electing more than one. Chapters may also optionally elect other officers in accordance with their bylaws.

There is no Masonic ritual for elections. Good parliamentary procedure should be followed. Refer, for example, to *Robert's Rules of Order*.

Elections should be organized, efficient, and above all fair. The procedures in this appendix may be used, but shouldn't be consider the official form.

The vast majority of Chapter elections are non-competitive in nature and not contested. In such circumstances, a short form of election may be used if no Companion objects either publicly or privately. If the request in confidence, it should be kept that way. A short form election is essentially a non-secret ballot

Remember only Chapter members in good standing may vote.

The High Priest can conduct the election himself, or call on a Past High Priest experienced in the procedure

HP: * We are about to elect the officers of ____ Chapter, No.____ for the ensuing year. I would ask that Comp.____ and Comp.____ serve as tellers.

The tellers should be stationed at a small table with two chairs and a place to deposit the ballot (such as a bowl or hat)

Short Form Election

HP: if there is no objection, I will conduct this election in short form (*a short explanation can be given*). Hearing none, I will proceed.

The following procedure should be planned before the election. The 1st and 2nd Comp can nominate all officers or different Companions can be used.

HP: Nominations are now open for the office of HP.

1st Comp: I nominate Comp.____ for the office of HP

2nd Comp: I second the nomination.

HP: Are there further nominations? (*Pause. If another is nominated the long form of election **must** be used*)

HP: Comp (name of 1st Comp) you may cast the ballot (*the Companion goes to the tellers station and cast the ballot*)

HP: Companion Tellers report.

Teller: We find one ballot for the unanimous election of Comp_____ for the office of HP.

HP: Comp (name of candidate), you have been elected to the office of HP. Do you accept?

Candidate: Yes!

HP: I declare you duly elected *

This procedure is repeated for all officers to be elected

Long Form of Election

HP: Comp Captain of the Host ...distribute the ballots.

CH: Comp Principal Sojourner and Royal Arch Captain distribute the ballots (*enough small pieces of paper are given to each Chapter member for the election of all officers*).

HP: Nominations are now open for the office of HP (*Companions make nominations*)

HP: Are there further nominations? Hearing none I declare nominations closed.*

HP: The Companions on the south side of the Chapter may now cast their ballots.

HP: All other Companions may now ballot (*Companions in the East and West may ballot. The presiding officer doesn't normally ballot, but remains in the East to supervise the election process*)

HP: Have all Companions balloted? (*pause*) Companion tellers count the ballots (*when complete*) Companion tellers report.

Teller: We find x ballots for candidate #1, and y ballots for candidate #2.....

HP: Comp High Priest elect, please give the names of your appointed line (*done*).

Presiding HP: Companions, this concludes the elections for (Chapter name and Number) *(If the presiding officer isn't the current HP)* Excellent High Priest, I now return the gavel to you.

HP: Thank you, Excellent (name of presiding HP)

How to Conduct a Chapter Installation

Introduction, Checklist, Why have an open installation? Do's and Don'ts, Why have a District Installation? District Installation checklist

Introduction

Each year Chapters should install their elected and appointed offices in accordance to the constitution of the Grand Chapter and their Chapter's by-laws. Installations may be tiled for the benefit of RAMs only, or open to the public. Installations may be conducted by an individual Chapter or as a district event involving several Chapters.

Checklist

Before the installation:

Decide on the format of the Installation (open or tiled, Chapter or district)

Set a date and a rough agenda for the installation

The installation should take no more than 1 to 1.5 hours

A typical installation would include:

- Receive visitors 7:30PM
- Install officers 7:45-8:45PM
- Brief remarks 8:45-9:00PM
- Refreshments 9:00PM

Select a installing staff

- Installing Officer/MC (IO)
- Acting Captain of the Host (ACH)
- Acting Secretary (AS)
- Acting Chaplain (AC)

Checklist

- Send out invitations

If tiled - all Companions of the Chapter, Active Grand Chapter Officers (DDGHP, AGL, active Grand Reps, active Grand Chapter line officers), and PGHPs, HPs and Secretaries of sister Chapters

If open - all of the above, family and friends, Masters and Secretaries of area lodges, Grand Lodge Officers in area (DDGMs, AGLs, Grand Lodge Line Officers in area)

Also, it is important to arrange for refreshments and have a rehearsal. (This is **particularly** important for an open installation).

On the evening of the installation:

1. Set up Chapter room as usual. Add enough chairs in a separate area (triangle or semicircle in the west or on the sidelines in the northwest) for the officers to be installed
2. Set up chairs for installing officers.
3. If the Chapter is tiled, the retiring HP opens in the usual manner. Receive guests as specified elsewhere in this manual. When business is completed have the Captain of the Host escort the installing officer to the east, and present him the gavel.
4. If this is an open ceremony, the retiring HP receives the installing team. The installing officer then receives the other guests as specified elsewhere in this manual.

The following ritual is then performed:

IO: Acting Captain of the Host - will you escort the officers of _____ Chapter to their chairs in the west. *The ACH retires and escorts the officers of the Chapter, single file, to their chairs in the west. and **proceeds to his chair in the east***

IO: We are taught as Freemasons that before entering upon any important undertaking we should always invoke the aid of Deity. (*Gives upward gesture with his hands*) Please give your attention to the Chaplain

AC: (*gives prayer suitable for the occasion*)

IO: (*may express his pleasure in performing this duty of the evening or he may proceed with the installation*) Acting Secretary - will you please read the list of officers - elected and appointed for _____ Chapter for the ensuing year.

AS: (*reads list of officers for the ensuing year*)

Note: *Follow the procedure found in the back of the Authorized Chapter Guide. Start with the Sentinel and finish with the HP. In addition, the Installation of Officers will be found in Book Five of the new Plain English Ritual.*

When the ritual is complete, the IO returns the gavel to the elected HP. The HP may make brief remarks. In general, only the DDGHP should speak after the HP. The DDGHP speaks, of course, at the end of the ceremony. Make all presentations and announcements before the DDGHP speaks

If a tiled meeting, the newly installed HP closes the Chapter. The DDGHP, if present, may declare the Chapter closed. The newly installed HP asks the Chaplain to give a benediction.

The newly installed HP calls on the Captain of the Host to escort the DDGHP, the Installing team and himself from the Chapter. If a tiled ceremony, all stop at altar and give signs. It is unnecessary to make alarms since the DDGHP may enter and depart at will. If an open ceremony, all stop at altar and bow slightly to the East.

The installing team may optionally assemble in two files through which the HP and DDGHP pass. The lady of the newly installed HP may be escorted to the East to accompany him when he retires. The Chapter is left in the care of the King to which the HP tenders the gavel. After the HP has retired the King should dismiss those in attendance.

Why have an open installation?

An open installation serves two important functions:

- It provides a way to include family and friends in the Masonic experience
- It provides a way to have potential members attend a RAM function

BUT.....

Only consider an open installation if you can provide the following:

- A *quality* presentation - people will see Capitular Masonry at its best.
- An *organized* presentation - people know what they are going to do. The evening starts on time and stays on schedule.
- An *efficient* presentation - the ceremony is crisply performed. Speeches are held to a minimum.
- There is time for some *fun* - a good social hour after the ceremony.

Do's and Don'ts

Don't have an open installation if your Chapter can't do a good job. Consider reading the ritual for open installations. The art of memory is an important skill learned in Freemasonry. In closed meetings, the Companions are tolerant of mistakes. The public, however, is use to flawless, profession presentations as seen in business, church, theater, and TV. If you can't put the work into your presentation at this professional level, save

memory work for your closed meetings. Read the ritual from a lectern, and *practice your reading*

Do limit speakers. Normally only the HP and DDGHP speak. Organize presentations and announcements after the ceremonies.

Don't use Masonic signs or passwords at open installations. The Grand Chapter, unlike Grand Lodge, has never sanctioned the use of signs other than the Sign of Fidelity in public. Applause can be substituted for Grand Honors. **There is no secret work in the installation ceremony. It may be recited completely as it is in the ritual book.**

In an open ceremony, the Bible should be open to a random page in the Old Testament.

The Square and Compasses should be on the Bible, but separated.

Why have a District Installation?

District installations

- Helps weaker Chapters in the District
- Provide a way for new Chapter officers to meet their counterparts in other Chapters each year
- Allows for a more lavish event, with better quality, and more FUN!

District Installation Checklist

A committee should be formed well in advance of the date with representation from all participating Chapters. The work should be distributed over the Chapters participating.

Determine who will:

1. Host the event or arrange for a neutral location.
2. Send out the invitations.
3. Arrange the social parts of the event, e.g. food.
4. Arrange for the installation team.
5. Try to get the best ritualists the District has to offer.
6. Arrange for the Chapter room set up - Especially important if held in a neutral location - don't forget key pieces of equipment!
7. Clean up!

How to Form a New Chapter

Why form a new Chapter? Keys to success, Checklist

Why Form a New Chapter?

While the formation of a new Chapter is generally seen as much more positive than mergers, they are far less likely to succeed.

New Chapters are, in almost all cases, justified only by the need to provide access to Royal Arch Masonry where none can currently be obtained through reasonable travel

It is never a good idea to start a new Chapter to resolve issues between members of a current Chapter. In such cases, the Chapter should use other means to resolve differences including intervention by the DDGHP or, in extreme cases, the GHP provide enthusiasm for Royal Arch Masonry in a current chapter where it is limited or non-existent. The newness quickly wears off and the new Chapter becomes dormant or dysfunctional. It is much better to work to maintain the existing traditions of the current Chapter.

Keys to Success

In order to give a new Chapter a reasonable chance of success the following keys are required:

Commitment - a new Chapter must be able to confer all of the degrees to receive a warrant. This means a committed effort from the founding members during the period of dispensation.

Sufficient numbers - a new Chapter must have at least 9, and ideally 12-15 initial members.

Prospects - a new Chapter must have reasonable access to Lodges who are supportive of its efforts - this is the source of its future members.

Agreement - the nearest warranted Chapter must agree to the formation of the new Chapter.

Location - the Chapter must have a place to meet.

Conformance to Section III of the Constitution of the Grand Chapter.

Resources - a new Chapter must be able to acquire furnishings such as an altar, banners, aprons, and jewels.

Insure that you can or have fulfilled the requirements as outlined above. Contact the Charter Committee of the Grand Chapter. The current Chairman's name, address, and phone number is found in the directory. The committee will assist you in getting a dispensation. During the time the dispensation is in place you must:

1. Demonstrate proficiency in the ritual

2. Develop by-laws which are approved by the By-laws Committee of Grand Chapter
3. Acquire the minimum furnishings necessary to conduct the Chapter in good form
4. After the Chapter has performed the required activities, it will be issued a warrant if there is a favorable vote of the Grand Chapter
5. The Chapter may not hold a regular convocation until its officers are installed by the GHP or his proxy. If the meeting place hasn't been used for RAM activities prior to this Chapter, it must be dedicated

Steps in Organizing a Dedication of a Chapter

What is a Dedication and Why Do We Need One?

If a Chapter is moving to a location that has *never* been used for Chapter work by *any* Chapter before it, the building must be dedicated to the use of Royal Arch Masonry *even if it was dedicated by the Grand Lodge for Masonic work.*

If no one is sure, it should be dedicated! The tradition of dedicating a meeting place is strong in Freemasonry. Some believe this is based on our connection to operative Masonry. The symbolism of dedication should remind us of the need for dedication in our own lives and actions.

The ritual of dedication belongs to the office of the GHP and his officers, and may not be performed without his permission.

A dedication is an open ceremony, and affords an opportunity to share Royal Arch Masonry with friends, family, other Masonic organizations, and the general public. If the Chapter can't support a public dedication it may be conducted in a tiled Chapter

If you believe your Chapter requires a Dedication or you are contacted by the Grand Chapter that one is required, contact the Grand Captain of the Host to set up a date. The Grand Captain of the Host will answer any questions you may have about the ceremony. The ceremony is generally conducted on a Saturday afternoon to facilitate the travel required by the Grand Line officers

Other arrangements are possible at the discretion of the GHP. If you opt for a normal, open dedication you should do some planning on the scope of the celebration

If at all possible, have a dinner or at least a reception after the ceremony. Generally, refreshments are provided free to the Grand Chapter officers and their ladies.
Other travel expenses are defrayed by the Grand Chapter

Checklist for Dedication

This is a typical schedule to be followed for the dedication:

- 1:00 PM Grand Chapters Officers arrive and set up the Chapter room
- 2:00 PM Grand Chapter Officers rehearse. District Officers and the HP of the Chapter should attend the rehearsal
- 3:00 PM Ceremony of Dedication
- 4:00 PM Presentations, Remarks HP, DDGHP, and GHP
- 4:30 PM Dinner or Reception
- 6:00 PM Grand Line Departs

Required furnishings for the Ceremony

1. The Ark of the Covenant with Cherubim
2. Seven branch candlestick
3. Pot of Incense
4. Four pedestals for furnishings
5. Original warrant of Chapter (or a copy that can be read)
6. List of current Officers of the Chapter
7. Extra chairs at each station
8. Four banners
9. If you don't have an item(s) on this list make sure the Grand Captain of the Host knows well before the actual day of the ceremony.

Note: Cleaning and shining of equipment makes a big impression on your guests!

Plan the dinner / reception

Make sure that you invite all your members and the district officers, and consider inviting other Chapters, Masonic organizations, and family and friends. Make sure someone will be at the temple to open it up for the Grand Line Officers, and assist in the set up. Do your part to make it a fun day!

Steps in Organizing a Rededication of a Chapter

- *What is a Rededication and why do we need one? Checklist*

Every *twenty five years*, a Chapter may have the GHP and his officers perform the ceremony of rededication. This ceremony rededicates a Chapter room to Royal Arch use

Its symbolism reminds the Companions of their accomplishments and rededicates them to future effort. The ritual of the ceremony belongs to the office of GHP and his assisting officers. It may not be performed without his permission. If you believe you are eligible for a rededication or receive a letter from the Grand Secretary to that effect, contact the Grand Captain of the Host for a date and detailed instructions.

Rededications, unlike dedications, are optional. The rededication is designed for an open meeting and is an excellent opportunity to share Royal Arch Masonry with family, friends, other Masonic organizations, and the general public. Rededications have a similar format as dedications addressed in the previous appendix. The same preparations are required. Do your part to make the rededication an event your Chapter can be proud of!

Steps in Organizing an Apron Presentation

The apron's role in Capitular Masonry, Presenting an apron to a HP/PHP, Presenting an apron to a AGL, Presenting an apron to a Grand Representative, Presenting an apron to a DDGHP. Lastly, why we don't present aprons to Grand Chapter Line Officers?...and What to Do Instead.

The Apron is a badge of a Capitular Mason and it has evolved over the years. Over time, the Royal Arch Masonry's organizational structure became more complex as well. An Apron is used to *symbolize* the rank of a Companion in Capitular Masonry. However, the Office is conferred by certificate or other document -not an apron. It is a breach of Masonic etiquette to wear an apron to which you are not entitled. All Companions must wear aprons in open Chapter

Chapters should have standard aprons of white, bordered by red that all Companions may wear. Chapters should have officer aprons so the officers may be differentiated by the Companions for work and instructions.

Capitular aprons may not be worn outside of Chapter functions (for example at Lodge functions), without proper permission from both organizations. If you have doubts about wearing an apron, call your DDGHP or the Grand Secretary.

When a Companion receives an office in Capitular Masonry it is indeed a great honor for the Chapter. Therefore, Chapters should present aprons to HPs, AGLs, Grand Representatives, and DDGHP. When financially possible, the Chapter should purchase the apron for the Companion. It is certainly possible to reuse aprons of Companions who no longer need them - it honors both Companions! Make sure that Companions sign a document agreeing to return the apron to the Chapter when they die or receive an apron for an office of greater rank

Presenting an Apron to a HP/PHP

Most Chapters present aprons to outgoing HPs . Ideally, this is done at the installation of officers, although it can be done at any Chapter meeting. The ceremony is informal. Generally, the new High Priest presents the Apron, although it may be any PHP.

It is customary to offer a few words of appreciation for past service. Note that a Companion is entitled to the apron of HP upon due election, installation, and consecration. A HP may receive his apron when installed if that is the wish of the Chapter.

Presenting an Apron to an AGL

AGLs receive their authority from the Grand High Priest through the Grand Lecturer. They are installed at Grand Chapter. Generally, the installation ceremony is reenacted in the District by the DDGHP or the GL at his Convention. The ceremony may be open or closed. It is suggested that three officers be involved, one to give the obligation, one to read the commission, and one (from the Chapter) to present the apron.

Lead Installing Officer

Companion Captain of the Host, escort Excellent Companion _____ West of the altar. (*Don't use his new title until after the obligation*)

*** (*Installing officers descend to the altar*). Are you still willing to serve?

Companion

Yes

Lead Installing Officer

You will come to the sign of fidelity! Say I (*pause*), pronounce your name in full (*pause*) and repeat after me: promise and swear that I will serve this Grand Chapter as Assistant Grand Lecturer for the term for which I have been appointed; that I will perform all the duties appertaining to that office to the best of my ability; and that I will support and maintain the constitution and general regulations of the Grand Chapter, State of New York, Royal Arch Masons. (*Companions be seated*)

Second Installing Officer

(*Reads the certificate or commission of appointment*)

Third Installing Officer

(*Makes a few introductory remarks and places apron on the new AGL with the assistance of the C of H*)

Lead Installing Officer

Companion Captain of the Host, escort Very Excellent _____ to the East. ***

Companions (and ladies) Grand Honors (or a hearty round of applause)

(*extends gavel to AGL*) Would you like to address the Companions (ladies)?

New AGL
(Comments)

Lead Installing Officer
(Thanks all for assistance and returns gavel to HP of Chapter)

Presenting an Apron to a Grand Representative

A Grand Representative is appointed by the jurisdiction that he is representing. He is recommended by the Grand High Priest of New York. The apron presentation may be performed by the DDGHP, past DDGHPs, or Grand Chapter Officers. The following officers are suggested: A lead Installing Officer who reads the duties of a Grand Representative, A second installing officer who reads the commission and a third installing officer (from the chapter) that presents the apron. The meeting is turned over to the Lead Installing officer.

Lead installing Officer
Companion Captain of the Host, escort Excellent Companion _____ west of the altar. (Don't use new title until after presentation)

You have been appointed by Most Excellent _____ Grand High Priest of the Grand Chapter of _____ on the recommendation of Most Excellent _____ of our own Grand Jurisdiction to act as their representative in the State of New York.

Following your installation you are to write to the Grand Secretary of _____ and the Grand Secretary of the State of New York stating that you have been duly installed and are ready to fulfill your obligation as related to your assignment, and furnished each with your current address.

It is your duty to represent _____ at our Annual Convocation. Immediately following the Grand Convocation of your Grand Chapter, you will communicate with the Grand Secretary and Grand Representative of _____ giving them a concise report of the transactions of our Grand Chapter.

It shall be your further duty to keep our jurisdiction informed of all important Capitular events in _____ to further cement fraternal relations between the two jurisdictions.

It shall be your explicit duty, as Grand Representative, to attend the Annual Convocation of the Grand Chapter, State of New York during your tenure as Grand Representative, health and business permitting.

If the Grand High Priest you represent, or his representative, attends our annual Convocation, you are to act as his personal escort and host, introducing him/them to the

Companions present. You will, of course, be advised if this Companion will be a guest of our Grand Chapter.

The Grand secretary will advise you of the name and address of your counterpart in the Grand Jurisdiction you represent. While the appointment is usually for a period of three years, you hold the commission at the pleasure of both Grand High Priests

Second Installing Officer

(Reads the commission)

Third Installing Officer

Makes a few introductory remarks and places apron on the new Grand Representative with the assistance of the C of H

Lead Installing Officer

Companion Captain of the Host, escort Right Excellent _____ to the East. ***
Companions (and ladies) Grand Honors (or a hearty round of applause)
(extends gavel to New Grand Rep) Would you like to address the Companions (and ladies)?

New Grand Rep

(comments)

Lead Installing Officer

(Thanks all for assistance and returns gavel to HP of Chapter)

Presenting an Apron to a DDGHP

DDGHPs receive their authority from the Grand High Priest. They are installed by the GHP at Grand Chapter. Generally, the installation ceremony is reenacted in the district, by a past DDGHP(s) and/or other Grand Chapter Officers. The ceremony may be open or closed. If open, follow the protocol explained in other appendices. It is suggested that three officers be involved, one to give the obligation, one to read the commission and one (from the chapter) to present the apron.

Lead Installing Officer

Companion Captain of the Host, escort Excellent Companion _____ West of the altar. *(Don't use his new title until after the obligation)*
*** *(Installing officers descend to the altar).* Are you still willing to serve?

Companion

Yes

Lead Installing Officer

You will come to the sign of fidelity! Say I *(pause)*, pronounce your name in full *(pause)* and repeat after me: promise and swear that I will serve this Grand Chapter as District

Deputy Grand High Priest for the term for which I have been appointed; that I will perform all the duties appertaining to that office to the best of my ability; and that I will support and maintain the constitution and general regulations of the Grand Chapter, State of New York, Royal Arch Masons. The Companions (and ladies) be seated.

Second Installing Officer

(Reads the certificate or commission of appointment)

Third Installing Officer

Makes a few introductory remarks and places apron on the new DDGHP with the assistance of the C of H

Lead Installing Officer

Companion Captain of the Host, escort Right Excellent _____ to the East. ***
Companions (and ladies) Grand Honors (or a hearty round of applause).
(extends gavel to DDGHP) Would you like to address the Companions (and ladies)?

New DDGHP

** (comments)*

Lead Installing Officer

(Thanks all for assistance and returns gavel to HP of chapter)

Question: Why You Don't Present Aprons to Grand Chapter Line Officers? And What to Do Instead!

Appointed Grand Chapter Officers serve at the pleasure of the GHP. Elected Grand Chapter Officers serve at the pleasure of the Grand Chapter in both instances aprons are provided by the Grand Chapter. The retiring GHP receives an apron from the Grand Chapter, not his own Chapter.

Therefore

Chapters may not present aprons to Grand Chapter Officers or PGHPs. Chapters however may purchase a collar for the outgoing Grand High Priest. It is appropriate to hold a reception for the Grand High Priest, which may be sponsored in whole or part by his Chapter.

All about Dispensations

What is a dispensation? Who can grant a dispensation? How to get a dispensation? Common dispensations, Common request not requiring a dispensation, when in doubt?

What is a Dispensation?

A dispensation is a release from an obligation. Contrary to popular belief, a dispensation can't be grant to allow deviation from the constitution of Grand Chapter. Only dispensations specifically stated in the constitution may be invoked by those empowered to do so. Only the GHP is empowered to grant dispensations under the constitution of the Grand Chapter. Dispensations are issued by the Grand Secretary under the signature of the GHP. DDGHPs can *never* issue dispensations in Capitular Masonry in New York State.

How to Get a Dispensation

The request for a dispensation should be in the form of a letter addressed to the Grand High Priest stating the reason for the requesting of the dispensation if they aren't stated in a motion. It should be signed by the HP and attested to by the secretary with the Chapter seal impressed thereon. Send to the Grand Secretary's office. If time is short, the GHP may give verbal permission to execute the dispensation, *at his discretion*. This is a matter of timing only. In no case may the formal request and the signed dispensation be dispensed with completely. To do is a violation of the constitution. Only the timing may be modified.

Common Dispensations

- Failure to elect and install (Section 36 of the constitution)
- To receive and ballot upon petitions at the same convocation (Section 60)
- Invitations to or from a Chapter in a foreign jurisdiction (Section 67)
- Conferral of more than two degrees at the same convocation (Section 74)
- Waiving of the seven day waiting period between the conferral of the Most Excellent Master Degree and the Most Sublime Degree of the Holy Royal Arch (Section 74)
- A change in Tabernacle location, or to hold a convocation in another Masonic Lodge room, within the territorial jurisdiction of said Chapter (Section 30)

IN ADDITION

Although not requiring a dispensation, any Chapter hosting a visit of a GHP from a foreign jurisdiction should inform the GHP of NY as a common courtesy.

Common Requests *Not* Requiring a Dispensation

- To change the date of a stated convocation.

This can only be done by amending the Chapter bylaws. Bylaws should have a provision for changing time and/or place of meeting with due and timely notice to members (usually 10 days)

- To hold a special convocation. This may be held at the discretion of the HP (Section 30)
- To wear Chapter aprons at a Symbolic Lodge function, the Lodge must get the permission of the Grand Master.

When in Doubt

If you find the need to do something out of the ordinary, and don't know if a dispensation is required **ASK**. Call or write the Grand Secretary.

Judge Advocate and Masonic Law, ByLaws etc

The Role of the Judge Advocate, And Other Matters of Law and Order, The relationship of Grand Lodge to Grand Chapter The Constitution of the Grand Chapter, The Bylaws of a Chapter, The Relationship of Grand Lodge to Grand Chapter.

The Grand Chapter has sovereign authority over Royal Arch Masonry in New York State (this means that there is no higher authority over *Royal Arch Masonry* to which the Grand Chapter must answer)

The General Grand Chapter is an organization made up of many Grand Chapters which meet as equals to serve Royal Arch Masonry in a global sense, and in areas where no sovereign power exists. Its power devolves from its members *not* visa versa. The Grand Chapter recognizes the Grand Lodge's authority over all Masonry in New York, and requires its members to be Master Masons in good standing to be members of the Royal Arch. Therefore, in matters of general Masonic practice and law the constitution of the Grand Lodge is the first source of government over Royal Arch Masons. The Grand Lodge recognizes in *its* constitution that the Grand Chapter of Royal Arch Masons is a legitimate Masonic organization.

The Constitution of the Grand Chapter

Purpose

The constitution of the Grand Chapter address issues of practice and law specific to Royal Arch Masonry such as the time and place of the Grand Chapter Convocation, the creation of Chapters, the offices of the Grand Chapter, required committees, and the officers of a Chapter. It can't conflict with the constitution of the Grand Lodge.

Amendment

The method for amending the constitution is contained in the constitution itself (Article VII) and won't be repeated here.

Roles and Responsibilities

The powers of the Grand High Priest are outlined in the constitution. The GHP is the defender of the constitution and his powers are constrained by the constitution.

Because the GHP may not be an expert in constitutional law, a **Judge Advocate** is provided who is a lawyer licensed to practice in New York State. The Judge Advocate is the personal advisor to the GHP currently in office in matters of law and constitution involving the Grand Chapter. No other Companion may consult him directly.

The **Jurisprudence Committee** is responsible for the process of amending the constitution. No amendment may be presented at a Grand Chapter convocation unless it is received 30 days before by the committee for review.

The Constitution of the Grand Chapter

The constitution may only be amended by the vote of the Grand Chapter in session as prescribed in Section VII of the Constitution. Amending the constitution requires two votes over two Grand Convocations to complete.

The Bylaws of a Chapter

The bylaws of a Chapter provided procedures specific to an individual Chapter that can't be specified in the constitution. This includes time and place of the meeting of the Chapter, dues structure, and committees to name a few. The bylaws can't conflict with the constitution of Grand Chapter or Grand Lodge. Every bylaw must provide a procedure for amendment which must be followed by the Chapter. In addition, any bylaw change must be approved by the Grand Chapter.

The Bylaws Committee of the Grand Chapter must approve all bylaw amendments. The Bylaws can only be changed by a vote of the Chapter in accordance with the process set out by its bylaws.

To Modify Chapter Bylaws

Occasionally Chapters need to change something in their by-laws. Some common reasons are a permanent change of day, time or place of meeting, change in fees, change in Chapter organizational procedures, and the consolidation of two or more Chapters. To modify the bylaws of a Chapter, the following procedures are prescribed by our Constitution in Section 325.2. It requires the following items be submitted in order to officially amend a Chapters bylaw:

- A copy of the Chapter Summons and proposed amendments, under seal, signed by the High Priest and attested to by the Secretary.
- A verification of the vote of the Companions, under seal, signed by the High Priest and attested to by the Secretary.
- A complete copy of the bylaws existing before the proposed amendments.

The above items should next be sent (as a fully complete attachment) to the Bylaws Committee for approval. If these procedures are followed and the by-laws don't violate the constitutions, there should be no problem with having them approved. If the Committee doesn't approve your by-law amendments, you will be informed and corrections may be submitted. If approved, inform the Companions of the Chapter, make copies, and provide them to all interest Companions of your Chapter

How to Consolidate Two or More Chapters a Practical Guide

Introduction

*One of the ways you can **Resolve a Chapter** is through consolidation. Consolidation use to be viewed negatively; as giving up. It is difficult to give up your unique identity as a Chapter, so careful thought should go into any consolidation initiative. However, sometime consolidation is the right thing to do. Out of it may come a better Chapter experience for your Companions. The goal for any consolidation should be a resultant Chapter that is stronger and has a plan!*

Starting the Process

If you're thinking about a consolidation, the first step is to talk it over with your own Companions. Make it the program of the evening and get the word out well before the meeting. Let everyone have a say, and then see what the majority would like to do. Assuming the majority of Companions want to continue (they'll have to formally approve a merger, so you might as well find out now), form a committee to represent the Chapter and oversee the consolidation on the Chapter's behalf. Identify a potential Chapter(s) with which your Chapter could merge. Inform the DDGHP of your intentions. Contact the HP(s) of potential partners. Indicate what you are looking to do, and find out if they have any interest and would like to meet to discuss the possible merger.

Continuing the Process

Assuming the potential partner Chapter(s) is/are willing to proceed, determine a time, place, and agenda for a meeting. The primary purpose of this meeting is to establish interest level and a plan going forward. If the potential partner Chapter(s) is/are willing to proceed they should appoint their own committee(s). At this point the combined committee should inform the Grand Secretary's office and state their intentions. A letter will be sent outlining the Grand Chapter process for consolidation. At the same time, the Companions of the potential consolidation should start visiting and having some joint functions to establish their affinity for each other.

Finishing Up

Once affinity has been established, the committees need to meet to attend to the details, including a new time and place of meeting, Chapter name, and officer slate for the new combined Chapter(s). Bylaws need to be created for the new Chapter. Follow the Grand

Chapter process which is thorough, but straightforward. When approved, the GHP or his representative will perform the consolidation ceremony officially creating the new consolidated Chapter. Have a party to celebrate, and then get to work making the new Chapter successful!

All about the Order of High Priesthood History

Requirements and Procedures, Penalties for Not Receiving the OHP

History

The origins of the Order of High Priesthood are unknown, save that it was undoubtedly of American invention. It appeared for the first time in Masonic literature in the late 1790's. It is thought to have begun as a passing degree, much like the actual Past Master in the Lodge, but was elaborated over time to the form it has today. It is believed that Thomas Smith Webb and others in his circle were involved in its creation and acceptance. In 1802, one of Smith's circle, M.:E.:Erza Ames, our second GHP, conferred it in New York. This is the earliest record of conferral here. M.:E. :.Ames championed the Order throughout his career.

The legends of the degree are taken from Genesis XIV - the battle of the kings and the Blessing of Abram by Melchizedek. Central to this is the concept of the priest who also rules.

The degree was irregularly conferred, sometimes as an honorary optional order that a HP might elect to receive; sometimes, as an obligatory order that he must take. In 1853, General Grand Chapter was asked to regularize the degree and determine whether it should be required to assume the office of HP. A committee determine that it was not within the power of General Grand Chapter to do so which effectively allow each state to decide for itself.

The majority of States made the degree honorary under the control of a Council of Anointed High Priests which meet in conventions to confer the Order. In general, it was conferred by Anointed High Priests.

In a few States, including New York, the Order was made mandatory and was placed under the control of Grand Chapter, specifically the GHP. The Order is conferred at the annual convocation of Grand Chapter (although it can be conferred elsewhere by dispensation).

Although not stated as such, tradition in New York makes the presence of the GHP or a PGHP necessary to confer the Order. The Order, as it exist today, has a austere beauty and spiritual impact unknown in all but a few key pieces of Masonic ritual.

Requirement and Procedures

Any Companion who has been *elected and installed* to the office of HP for the first time **must** receive the OHP. This is a constitutional requirement. The Grand Secretary will inform Chapter Secretaries who file Chapter reports (including a report of elections) concerning the time and place of the Order in the case where a new HP is elected. Failure to receive this notice doesn't absolve the HP from taking the Order - it is provided as a courtesy. The OHP is currently offered in Albany on the Friday afternoon of the annual Grand Chapter Convocation.

The GHP may issue a dispensation to convene a Convention of not less than three Anointed HPs to confer the Order at other locations and times, *if he deems it appropriate*. No fee is imposed on a Companion receiving the OHP. Companions receiving the OHP should dress as they would for a Chapter meeting. If you are uncertain of what to do, call or write the Grand Secretary. Companions will receive a certificate proving they have received the Order. Companions may join the Fraternal Order of Anointed High Priests if they desire - it is not required. Any Companion who has received the OHP may attend any conferral of it. HPs of Chapters are encouraged to accompany new HPs to their reception of the OHP.

Penalties for Not Receiving the OHP

HPs, although elected and installed, may not exercise any of the duties of their office after the Annual Convocation of Grand Chapter until the next succeeding his election, unless he has received the OHP. No Elected and Installed HP shall be entitled to rank as past or present HP until he has received the OHP.

How to Organize a Table Chapter

A typical agenda, logistics, al about Toasting Protocol

Introduction

A Table Chapter is the familiar Table Lodge format in a Chapter setting. Although there are a few types of Table Lodges, we will focus on the so-called English style. This style is characterized by a formal agenda (not just a party!), and a central focus around a toasting protocol.

A Table Chapter makes a nice yearly event, but should not be over done. If you intend to dispense with your usually meeting in order to conduct a Table Chapter, you must receive dispensation from the GHP.

You must inform your members if you dispense with the normal meeting, as well as, any changes in time and place in accordance with your bylaws. There is no official format for a Table Chapter, so budding authors can write their own if they desire, *but keep it short*

and tasteful. If you don't want to write your own script, several have been created in NY and elsewhere. Contact the Grand Secretary for additional sources.

If you're new to all this, you might try to attend one in another area for ideas. Although there have been attempts to invite the ladies to Table Chapters, but there are two reasons that makes them "Companion only" events: It is a more formal and more masonically focused event and more care must be exercised in the use of our Chapter ritual. It is our opinion that there are better and more interesting programs that can be offered to include the ladies.

Introduction

There is some historical evidence that the Table Lodge (and Table Chapter) format was used by very early Masonic Lodges. It is thought that such Lodges met in private rooms in taverns, and the entire meeting was held at table. Ritual activity is thought to have been done off to the side or perhaps in another room. In any case, the ritual was very perfunctory compared to our modern day conferrals. Our modern practice of having refreshments and social time before and/or after meetings may owe its origins somewhat to the early Table Lodges. There is little evidence that early Royal Arch Chapters, a much later phenomenon, were ever held at table

Table Chapter

The High Priest, Presiding at Table (not necessarily the HP of the Chapter) calls the Companions to order. An opening ceremony is performed. Be sure to include an invocation and a pledge to the Flag whatever else you do. A brief introduction to the evening's events is also in order.

Remember, early Table Lodges were minimalist...so don't get carried away. A good presiding officer will keep a balance between fun and formality. If held in a restaurant, make sure the staff understands that some of the meeting events are private. Assign a Companion to work with the restaurant staff to insure conformance. Dinner is served and cleared away.

- A Typical Table Chapter Agenda
- The first series of toasts
- See the information on Toasting Protocol later in this appendix
- A total of nine is a good number for a Table Chapter, don't you think?
- Do 5-6 before the address, and 3-4 after

Some ideas for toasts:

1. To our Country and the President
 2. To our Chapter and the HP
 3. To the Grand Chapter and GHP
 4. To the General Grand Chapter and GGHP
 5. To the Grand Lodge and the GM
 6. To our departed Companions
 7. To our new Companions
 8. To our visitors
 9. To Royal Arch Masons whosoever dispersed over the face of the earth
- The address

Arrange for a guest speaker such as a respected local Mason or a Grand Chapter officer. Since this is a Masonic ceremony, it is most appropriate to have an address on a Masonic subject. The address should be 10-20 minutes in length.

- The remaining toasts
- A closing ceremony
- A suitable song such as Old Lang Syne or God Bless America is a nice way to end the evening.
- Benediction

Logistics

A Table Chapter can be held in a Masonic building or in a private room at a restaurant. There are a large number of ways to make the room take on some ambiance for the event. Here a few ideas: Have the Chapter Bible, Square and Compasses open in a place of honor and a US Flag (both are a must). Arrange the tables to form a Chapter symbol - like a triangle. Have simple table center pieces with a RAM theme. Bring the Chapter Banner. Prepare a booklet about Table Chapters and toasting for each Companion. Don't get carried away - a little goes a long way. Remember you want to develop a repeatable tradition in your Chapter - if you make it too hard, eventually it will be dropped.

Dress

Companions should dress as they would for a formal Chapter event. Tux is always a nice touch, especially for officers. Aprons are NEVER worn at Table. The first time you spill your drink on it, you'll know why! Collars and jewels on long ribbons are NEVER worn at Table. The first time it drops in your soup you'll know why! Jewels that can be pinned

on a jacket (e.g. PHP jewel) may be worn. Jewels that are on *short* ribbons (such as KYCH pendant) may be worn.

All about Toasting Protocol

The HP at Table will call for each toast in turn. Example: "I now call on Companion John Smith for the first toast of the evening." Each toast is *proposed* by a Companion who rises to deliver it. Note: he doesn't use his glass while proposing a toast. Example: "I now propose a toast to the United States of America. Long may our flag stand as a symbol of Freedom and Liberty!"

The toast is then *put* by the HP at Table. Example: "To the United States of America. Raise cups. Partake! Lower cups"

An optional ritual may be performed on the "Partake!" command. For example, the glass might be moved to form a Royal Arch Symbol such as a Triangle before taking a sip. All participants should attempt to raise cups, partake, and lower cups in unison!

In some, but not all cases, it is appropriate to respond to a toast. This is generally done when someone is present who has the right to respond. For example, the HP might respond to a toast to the Chapter or the DDGHP might respond to a toast to The Grand Chapter and/or the GHP. Usually there is no Companion who has the right to respond to a toast to our Country in attendance, so the response is skipped. The last toast suggested, "To Royal Arch Masons whosoever dispersed over the face of the earth," never receives a response. When a response is appropriate, the HP at Table will call for it. Let us suppose the toast was to the Grand Chapter and the GHP. The HP at Table might say, "I now call on our REDDGHP to respond to the toast." The DDGHP raises and might respond, "On behalf of the MEGHP and the Grand Chapter, I congratulate XYZ Chapter, No. 000 on their many contributions to Capitular Masonry and on a successful and enjoyable Table Chapter. May your Chapter continue to prosper!" He then sits.

NEVER respond to a toast with a toast! Never surprise a person with a toast or response; they should be prepared and comfortable. Embarrassed people don't support future events! You might want to have standard toasts and responses prepared on 3x5 cards for those uncomfortable with making one up. You should certainly allow a Companion to be creative within the bounds of the protocol, however. For departed Companions, a venerable Companion can optionally make a response (although none is also appropriate, or a short prayer) Leaving an empty chair to represent departed Companions is also a nice touch. For new Companions and visitors, a willing representative should be found *before* the table convenes. Alcohol is not a requirement, but if you elect to use wine, encourage all to drink responsibly - including the use of designated drivers. Always have an optional non-alcohol alternative for those who require it.

Chapter Programs

Chapters will engage in many types of programs. Ritual and Rehearsals, Administrative, Social, Education, Activities, Non-Masonic, No Program vs. Too Much Program.

If your Chapter programs are too long, too boring, or irrelevant, you won't succeed. Remember that people have access to many social and informational outlets unknown even a few years ago. Your programs will be compared with professional programs that people have access to today. However, a combination of interesting subjects they can't find elsewhere, presented in a quality manner can win the day.

The Paradox of Programs

"No Program vs. Too Much Program, is your program too long?"

Chapter meetings should last approximately two hours. One half an hour to open and close, one hour for a program, one half an hour for refreshments. The Chapter meeting may last slightly longer for degrees nights. If a dinner precedes a meeting add an hour.

Typical timings:

- 7:30 PM to 9:30 PM (no dinner)
- 6:30 PM to 9:30 PM (with dinner)

Many Masons believe they need non-Masonic programs to succeed, but do you expect to hear about coining collecting at a stamp club? Maybe, but only once in a long while. Companions join a Chapter to participate in Masonry. Your programs need to focus on that.

Wanting Value vs. Wanting Social

Chapter programs need to balance a need for giving the Companions a program that they feel is a valuable experience and allowing for a good portion of socialization and fun.

R&R: Ritual and Rehearsal

For other than mature Chapters the focus should be on mastering the conferral of degrees Remember: take the ritual out of a Chapter and you have NOTHING unique. You could accomplish the same in a Lodge!

Administrative

Several administrative functions are required of the Chapter each year. Some of these can be combined or are combined with social or educational functions. They include:

- Elections (social)
- Installation (social)

- DDGHP Visit (social, educational)
- Some events occur more infrequently:

Developing a Chapter plan

- Hosting a School of Instruction (educational)
- Bylaw changes or other non-routine Chapter business
- Hosting a Regional Officer's visit (educational, social)
- Hosting a visiting Grand Chapter Officer's visit (educational, social)
- Conducting a town hall meeting at the Chapter, district, regional, or state level to generate new ideas and answer questions (educational, social)
- Apron presentation (social)
- Social
- Awards Presentations (administrative)
- Picnics
- Table Chapter
- Apron Presentations (administrative)
- Visitations (administrative)
- Ladies' Night
- Installations (administrative)
- Educational
- Masonic short talk
- Short Talk Bulletins from the Masonic Service Association of North America, 8120 Fenton Street, Silver Spring, Maryland 20910-4785, Tel (301) 588-4010 are good sources of ideas
- Visitation (administrative, social)
- A guest speaker (Local Chapters of AMD or Philalethes are good sources)
- A Guest speaker from a Grand Chapter Committee
- Charities are particularly good
- A guest speaker from another Masonic organization
- Moving up night
- Bring a Brother Night (open)
- Non-Masonic
- Clean and polish Chapter furnishings
- Build scenery
- Make costumes (invite the ladies to teach and help!)
- Fund raisers (open)
- Putting together the Chapter bulletin

Is there any reason not to have a program every meeting?!?

Communications

Publishing a Chapter Bulletin, Slingers, Public Speaking for RAMs, The Role of the Master of Ceremonies (MC), A Sample Banquet Agenda

Why Publish a Bulletin?

We need bulletins to keep your members informed - they certainly can't participate effectively if they don't know what's going on! A bulletin also keeps in touch with non-active Companions. They might be active someday if something changes in their life that gives them more time. You also give them a reason to be interested. They also get something (like a bulletin!) for their dues! A bulletin also helps the HP and his officers think out a vision and plan out a year. A bulletin should be created no more than monthly, no less than once a year. In looking at the expense side of things a quarterly or semi-annual is a good compromise.

In order to publish a bulletin, you will need a publisher - someone who takes actual responsibility for printing and distributing the bulletin, an editor - someone who organizes the material in the bulletin, and checks it for correctness (accuracy of information, grammar, and spelling), a writer - someone who writes a part or all of the bulletin, a reporter - someone who collects information for the bulletin (writers and reporters are usually the same person(s)). The same person can do it all or different people can do each job.

The Editor needs to think about the overall format of the bulletin and get the materials from various writer/reporters. The HP has a schedule and the theme/vision/plan (we hope!), the Secretary needs to provide and request information, the Committee chairmen need to announce events and report on activity.

Try to get as many Companions mentioned as possible in articles about their participation and accomplishments, or lists of upcoming life events for them such as birthdays, interesting facts about RAM, in general, or your Chapter in particular. Also you need to have contact points where Companions can get more information

The Editor needs to get Reporters/Writers to provide the actual information. This is often the hardest part! The Editor then fits the material in the space available, corrects and edits the material provided, and creates a proof copy.

Creating a Proof Copy, and Formatting your Bulletin

A Bulletin can easily be created on your computer. The traditional is a folded (book style) bulletin. The usual size is a folded 8 1/2 by 11 (letter size) sheet of paper giving you a four page booklet. Variation 1 - uses 11 by 17 or 8 1/2 x 14 (legal size) for more page surface. Variation 2 - use more sheets to give you more pages. You can produce an excellent bulletin with a home computer and a copier. No need to go to an expensive printing service. Almost every Chapter has a computer buff willing to get involved!

Currently, word processing software such as Microsoft Word allows you to format a page any way you want. Once you create your first bulletin you can save it as a template for future editions. Once you have created the bulletin, print it out for a proof copy. You can pass the same page through your printer twice to get a double sided proof or use a copier to do this after printing out the two, one-sided pages.

Slingers

A slinger is a piece of mail that is used to communicate a focused message. Use slingers to inform local members of an upcoming meeting as an alternative to phone trees. You can use post cards to save money. You can buy postcard blanks - some home printers will do the printing directly on the card, or use a print shop.

Don't Forget the Internet. You may want to offer to send bulletins and slingers via e-mail. It is fast and cheap, but you need to figure out how best to send it, because many Companions, even those with computers, may not have compatible word processing. When you use e-mail be sure to treat the mail exactly as you would a bulletin. Never put your bulletin on a public web site since it is not public information - your members have a right to, and an expectation of, privacy.

SPEAKING

Public Speaking for RAMs, The Role of the Master of Ceremonies (MC), A Sample Banquet Agenda

I'd Rather Die than Speak in Public!

Did you know that a majority of people list fear of speaking second only to fear of dying? It's not that bad - really! This is one of the many practical secrets of Freemasonry! This section is not a course in public speaking; just a few points specific to Masonic speaking.

There are many, many books, tapes, and videos on public speaking. Sample a few to find a style and approach that suits you. Freemasonry provides a wonderful opportunity to develop this valuable skill in a non-threatening way!

In general it is important speak less, not more. The single biggest mistake is falling in love with your own voice. Develop your own style - one with which you're comfortable. Be careful in the use of humor - delivery is much harder than it looks. Have reasonable expectations.

Types of Masonic Speaking

- Presiding
- Questions and answers (you hope!)
- From the floor
- Ritual
- Guest Appearances
- Brevities
- Remarks
- Response
- Address
- Presentations/Lectures

Presiding

If you are running a meeting or have a significant presentation, have an agenda and follow it. Use your authority to be fair and keep the meeting on track. Speak less, not more. Be brief and to the point. Don't be afraid to take breaks to clarify points privately. Table items to get clarification and know and follow rules of order.

Questions and answers are the most dangerous and potentially embarrassing forms of public speaking because it is spontaneous. Admit you don't know the answer if you don't, but promise to address the question when you do (preferably in private). *Always* follow up.

Speaking from the floor is one of the most dangerous and potentially embarrassing forms of public speaking because it is spontaneous! Think out your point before you raise your hand or get on your feet. Be brief and to the point - you're more likely to be heard. Try not to get too emotional and stick to the facts - don't assume or guess. Listen to others - has your point already been made? Listen to the response - be very careful in responding to a response, as it can quickly become an argument. Arguments almost always make one or both parties look bad. The winner is the one who remains calm and thinks in terms of resolution ...not victory. Follow protocol, let others speak without interruption.

Ritual

Start with small parts. Don't stop studying a part when you can get through it. Get really comfortable. Rehearse your part in front of an audience if at all possible; it is *much* different speaking in front of an audience - don't wait until show time!

Train yourself to live in the moment when speaking; work to ignore mistakes and keep going. This is very difficult, but the mark of a professional! It's ok to review later, and practice to avoid the same errors the next time, but don't be too hard on yourself. Even the best make mistakes - it's human. Remember your primary audience is the candidate. They don't know the ritual and won't be critical if you're not letter perfect, *if* you keep

your head. It is also important to understand the “who and how” of prompting during the ritual. There should only be one designated prompter!

Guest Appearances

If you're a DDGHP, an AGL, or a Grand Chapter Officer, you will be visiting other Chapters and may even sit at a head table for a banquet and be expected to speak. Even Chapter officers may find themselves in this spot occasionally. In general, set and understand expectations ahead of time. Coordinate with the presiding officer at a meeting, and the Master of Ceremony (MC) at a banquet

Brevities

Brevities are the simplest type of speaking. It is usually a sound bite of 30-60 seconds. Generally, you are congratulating a Chapter or Companion on some milestone or accomplishment

Remarks

Remarks are a little longer than brevities; usually 1-3 minutes. A few brief points or adding some color to the primary point. Humor fits in well for remarks, *if* you're comfortable with the delivery.

Response

The response is the remarks given by a person receiving an award or other form of recognition (e.g. apron presentation). Usually they are given after all other brevities and remarks, but before the address. This is not a hard and fast rule - generally it is determined by the senior mason present i.e. the one giving the address. Generally, should be from 1-5 minutes in length

Address

The address is the major speaker of a program. It can be anywhere from 5-20 minutes in length. There should only be one address at an event. Several points can be made during the speech. No one generally speaks after an address, except the presiding officer, chaplain, and/or MC to close the meeting. The address is usually given by the highest ranking mason present. Experience will show you that audiences respond much better to 5 minute addresses than 20 minutes addresses in almost every case!

Educational format

Should be supported by visual materials (such as an overhead projector) if possible. Ideal length is 45 minutes with 15 minutes for questions. If longer, give people a 10 minute break every hour or so - retention goes way down if you don't. Make it interactive if possible - it helps to keep the attention of audience.

The Role of the Master of Ceremony (MC)

Think of the MC as the presiding officer at a banquet/dinner. He organizes the head table in conjunction with the Grand Captain of the Host (if the GHP is there) and the Grand Marshal (if the Grand Master is there). He determines who will speak and when, introduces the head table, speakers, commentary of his own to control the continuity of evening.

A Sample Banquet Agenda

MC calls the guests to order - announces the entrance of the head table
Head table enters - everyone is asked to rise
MC introduces the Chaplain for the Invocation
MC calls for the presentation of the colors (optional-colors may alternatively be placed at their stations before the beginning of the banquet)
Pledge of Alliance lead by MC
US National Anthem followed by Canadian National Anthem (optional) (announced by MC)
Every one is seated
Welcome by MC or optionally by another
Head table introduced by MC
Dinner
MC introduces speakers
Brevities
Remarks
Response
Address
MC calls on the Chaplain for the Benediction
MC bids everyone goodnight and a safe trip home!

Forms

Forms Available From the Grand Chapter
Several forms are available from the Grand Secretary. Since these forms are updated periodically, they are not included in this book.

Common forms include:

- Petitions
- Applications for:
- Scholarships
- Assistance for diseases of the lungs
- Checklists for forming new Chapters
- Checklists for the consolidation of two or more Chapters
- DDGHP visit report forms
- Recommendations for DDGHP, AGL, and Grand Representatives, MC

Chapter Record Keeping - the Secretary

Secretaries should maintain good records including a register, a Book of Marks, an up to-date inventory, an up-to-date roster, and, of course, a minute book. For the last three items above, in particular, a computer can be of great assistance. Use a spreadsheet (e.g. Microsoft Excel) and a database (e.g. Microsoft Access) program to easily create and update inventories and rosters. Use a word processor to create highly readable minutes. Tip: Create a preprinted minutes form with the standard Chapter meeting agenda. Include checklists of members who usually attend, PHPs, common activities, etc, to reduce note taking. Just check off the people that are appropriate. Spend your note taking time on exceptions and important issues and events

Chapter Record Keeping - the Treasurer

Chapters usually have low transaction volume for checks and deposits. Manual ledger books are not too difficult to maintain, but a computer and a spreadsheet program such as Microsoft Excel can save time and improve accuracy. Include date, check/deposit number, description, debit and credit columns, and a running balance. Tip: maintain a separate manual or computer roster with columns for each year's dues date and check number. This keeps detail clutter off the main ledger.

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