

SUPREME  
GRAND ROYAL ARCH CHAPTER OF  
NEW ZEALAND



1892

2017

## **Constitution and Laws**

2017 Edition

Supreme Grand Royal Arch Chapter of New Zealand

Constituted 1892

# CONSTITUTION AND LAWS

Record of amendments made to the original of this edition

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Approved by Supreme Grand Royal Arch Chapter of New Zealand on the  
4 March 2017

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GRAND SCRIBE EZRA

**THE CONSTITUTION AND LAWS OF  
THE SUPREME GRAND ROYAL ARCH CHAPTER  
OF NEW ZEALAND**

March 2017

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## **DEFINITION OF TERMS AND GENERAL PROVISIONS**

### **Terms**

**Divisional Principals** – shall mean holders for the time being of the rank of Depute First Grand Principal, Grand Haggai and Grand Jeshua.

**Good standing** – a regular Royal Arch mason is in good standing as long as he is a financial member of a regular Chapter.

**Financial member** - a regular Royal Arch mason who has paid the Fees and Subscriptions or Dues to his Chapter for the current financial year is a financial member.

**Elect/Election** – a vote by way of ballot, show of hands or voice.

**Ballot** - a Ballot may be conducted by show of hands (Rule 15.3 (a)).

### **General Provisions**

The Collected Rulings as set out in Appendix I are to be considered Rules forming part of the Constitution and Laws to be followed in the absence of specific direction elsewhere to the contrary.





**THE CONSTITUTION AND LAWS OF  
THE SUPREME GRAND ROYAL ARCH CHAPTER  
OF NEW ZEALAND**

**STATUS**

- 1.1 The Supreme Grand Royal Arch Chapter of New Zealand (hereinafter referred to as “Grand Chapter”):
- (a) possesses exclusive authority over Royal Arch Masonry, Mark Masonry and Cryptic Masonry as practised in its territory of New Zealand and has the inherent power of enacting laws and regulations for its government and of altering, amending and repealing them and
  - (b) has full power and authority to determine the form and manner of administration, including the power of investigating, regulating and deciding all matters within its jurisdiction.
- 1.2 Grand Chapter shall act as the:
- (a) Grand Mark Lodge in all matters of Mark Masonry, and
  - (b) Grand Council of Cryptic Masonry in all matters of Cryptic Masonry.
- 1.3 To avoid doubt, Grand Chapter is an unincorporated association which is subject to the provisions of the Grand Lodge of Freemasons of New Zealand Trustees Act 1903.

**OBJECTS**

- 2.1 Grand Chapter accepts the responsibility of promoting the objects of the Order as defined by ancient practice recognised in New Zealand. Namely to practise universal charity, foster moral standards, build friendships and strengthen families, provide opportunities for self-development and seek excellence in all pursuits.

**DEGREES RECOGNISED**

- 3.1 Grand Chapter recognises the following degrees and no more, viz: Entered Apprentice, Fellow Craft, Master Mason (including the rank of Installed Master), Mark Master, Excellent Master, Royal Arch, Royal Ark Mariner, Red Cross of Babylon composed of three points, namely, Knights of the Sword, Knights of the East and Knights of the East and West, Select Master, Royal Master, Most Excellent Master and Super Excellent Master, the three Principals’ Installation Degrees, Installed Mark Masters’ Degree and the Chair Degrees of Royal Ark Mariner, Red Cross Knight and Thrice Illustrious Master and Order of the Silver Trowel.

**MEMBERSHIP**

4.1 **MEMBERSHIP OF GRAND CHAPTER**

The members of Grand Chapter are:

- (a) All regular Companions in good standing, whose name has been recorded in the Books of Grand Chapter,
- (b) Companions who are elected by Grand Chapter as Honorary Members.

4.2 **OFFICE AND RANK**

- (a) The Offices of Grand Chapter shall consist of the following, which shall rank in the order specified (abbreviations of titles bracketed):

First Grand Principal (GZ)

Pro First Grand Principal (Pro GZ) (when required)

Depute First Grand Principal (DGZ)  
Second Grand Principal (GH)  
Third Grand Principal (GJ)  
Grand Superintendents of Districts (G Supt)  
Grand Scribe Ezra (GSE)  
Grand Treasurer (G Treas)  
Grand Registrar (G Reg)  
Grand Lecturer (G Lec)  
Special Grand Rank (SGR)  
Grand Scribe Nehemiah (GSN)  
Grand Director of Ceremonies (GDC)  
First Grand Sojourner (1<sup>st</sup> G Soj)  
Second Grand Sojourner (2<sup>nd</sup> G Soj)  
Third Grand Sojourner (3<sup>rd</sup> G Soj)  
Grand Organist (G Org)  
Asst Grand Director of Ceremonies (AGDC)  
Grand Sword Bearer (G Swd B)  
Grand Standard Bearer (G Std B)

- (b) (i) On completion of the term of Office all Officers will assume the respective Past Grand Rank except those promoted to Special Grand Rank (H.C) and those appointed under Rule 7.1 (e)(ii).  
(ii) All Past Grand Officers, including those on whom Honoris Causa rank shall have been conferred, shall rank Seniores Priores after the current holders of the respective Offices.
- (c) Except as is otherwise provided the term "Grand Principals" where used herein means the First Grand Principal, the Pro First Grand Principal if in Office, the Depute First Grand Principal, the Second Grand Principal and the Third Grand Principal.
- (d) The Grand Chapter Officers are also:  
(i) The Grand Mark Officers and  
(ii) The Grand Council Officers provided that they are members of a Council holding a Charter from Supreme Grand Chapter and have received the Degree of Thrice Illustrious Master.

#### 4.3 TITLES AND ABBREVIATIONS

- (a) (i) The designation of Most Excellent (M E) shall attach to the Office of First Grand Principal, Pro First Grand Principal, and to each past holder of such Offices,
- (ii) The designation of Right Excellent (R E) shall apply to the Office of the other Grand Principals, Grand Superintendent, Grand Scribe Ezra, Grand Treasurer, Grand Registrar, Grand Lecturer, Special Grand Rank and all past holders of such Offices,
- (iii) The designation of Very Excellent (V E) shall apply to all present and past incumbents of other Offices in Grand Chapter, First Principals and past First Principals of Chapters,
- (iv) The designation of Excellent (E) shall apply to all other Officers of Chapters,
- (v) All Royal Arch Masons shall be called Companion (Comp).
- (b) Grand Mark Officers shall each have the same prefix. (Most, Right or Very) as they are otherwise entitled to, with the word "Excellent" being replaced by "Worshipful".
- (c) Grand Council Officers shall each have the same prefix. (Most, Right or Very) as they are otherwise entitled to, with the word "Excellent" being replaced by "Illustrious".
- (d) The equivalent Ranks are shown in Appendix H.

#### 4.4 ALTERATIONS TO OFFICES

Grand Chapter may, in Annual Convocation, create additional Offices or reduce those referred to in Rule 4.2 and fix the status and manner of election in each case.

#### 4.5 FORFEITURE OF RANK

If a Companion ceases to be a member of Grand Chapter he shall thereupon forfeit his Rank in Grand Chapter PROVIDED THAT if he shall later be reinstated as a member of Grand Chapter he shall also be reinstated to his former Rank.

#### 4.6 SALUTES

The number of salutes accorded to Grand Chapter Officers shall be as follows:

- (a) All Installed First Grand Principals or Pro First Grand Principals — three,
- (b) All other Grand Officers and newly Installed First Principals — one.

#### 4.7 FEES PAYABLE

- (a) Upon the election or appointment to any Grand Chapter Office (except on re-election or re-appointment) the member shall pay a fee as prescribed from time to time by the Management Council.
- (b) The fee must be paid prior to investiture. Failure to pay the fee will result in the Office and Rank being forfeited and the companion shall not be eligible for office in the future.

## **GOVERNANCE**

### **5.1 DIVISIONS AND DISTRICTS**

- (a) For administrative and other purposes, New Zealand shall be divided into three Divisions with Districts as follows:
  - (i) Northern Division — Northland, Auckland and Hauraki Districts,
  - (ii) Central Division — Hawkes Bay, Ruapehu/Taranaki and Wellington Districts,
  - (iii) Southern Division — Nelson/Marlborough/Westland, Canterbury, Otago and Southland Districts.
- (b) The boundaries of the respective Districts shall be as recognised on 1st April 1992.

### **5.2 TRUSTEES OF GRAND CHAPTER**

- (a)
  - (i) Three Members of Grand Chapter resident in New Zealand shall be elected as Trustees in terms of the Grand Lodge of Freemasons of New Zealand Trustees Act 1903 and shall hold office for up to six years.
  - (ii) One Trustee shall retire in rotation every two years and may be re-elected once only.
  - (iii) A Trustee may hold only one other position in Grand Chapter during the term of his election.
- (b)
  - (i) Applications for election as Trustee will be called for nationally by Grand Scribe Ezra and are to be submitted to the Chairman of Management Council, through the Grand Scribe Ezra.
  - (ii) At the next Annual Convocation, the Management Council shall recommend an applicant to Grand Chapter for election.
- (c)
  - (i) If a Trustee resigns his Office by written notice to the Grand Scribe E, or becomes bankrupt, dies, ceases to be a member of Grand Chapter, ceases to reside permanently in New Zealand, or in the opinion of the Management Council becomes incapable of discharging the duties of his Office, his Office of Trustee shall thereupon become vacant.
  - (ii) The Management Council may fill such a vacancy by appointment, in which case the appointee shall hold Office until the next Annual Convocation.
- (d) All property, real or personal including all investments, securities, cash, current bank accounts, bank savings accounts and bank term deposits now held or acquired by Grand Chapter, shall be vested in the Trustees to be dealt with in conformity of any directions for the time being of Grand Chapter and in conformity with any directions for the time being of the Management Council where those latter directions are not inconsistent with the directions for the time being of Grand Chapter. To avoid doubt, where the Management Council has authorised signatories of any bank accounts of Grand Chapter then any cheques and payment authorisations signed in accordance with any signing authorisation of the Management Council for the time being in force shall be deemed by the Trustees to conform to any directions for the time being of the Management Council and of Grand Chapter and the Trustees shall not be liable or accountable for any cheques and payment authorities signed as aforesaid.

- (e) The Trustees shall present a report to the Annual Convocation of Grand Chapter on the performance of the Investments of Grand Chapter.
- (f) The Trustees shall be entitled to be indemnified out of Grand Chapter funds and assets against all claims in respect of any property vested in them or other liability incurred by them as Trustees and against all costs and expenses arising therefrom, or arising out of their compliance with any direction or purported direction of Grand Chapter, whether competent or not, provided always no trustee shall be entitled to be so indemnified in respect of any liability or loss occasioned by either:
  - (i) the dishonesty of that trustee, or
  - (ii) any willful breach of trust of that Trustee known to him to be a breach of trust at the time of such breach of trust.

Any officer of Grand Chapter, including without being limited to the Grand Treasurer, who might be liable or accountable as a constructive trustee of any funds or property of Grand Chapter shall be entitled to the same indemnity subject to the same exceptions as is hereinbefore provided for the Trustees.

### 5.3 MANAGEMENT COUNCIL

- (a)
  - (i) There shall be a Management Council to exercise a general superintendence over the activities and affairs of Grand Chapter. It shall exercise all the powers and functions vested in it by this Constitution and any directions of Grand Chapter,
  - (ii) The Management Council shall comprise the Grand Principals, the Immediate Past First Grand Principal who shall act as Chairman, the Grand Scribe Ezra, and the First Grand Principal-Elect. With the approval of the Chairman any member of the Council who is unable to attend a meeting shall be entitled to nominate a duly qualified Companion to attend as his depute but this authority shall be effective for one meeting only,
  - (iii) The Management Council shall have power to co-opt a Companion to work on a special project,
  - (iv) The Grand Scribe Ezra on his retirement from Office may be co-opted, for a maximum term of one year, to advise the Council but without voting rights.
- (b) MEETINGS
  - (i) The Management Council shall decide the time, place or places and frequency of its meetings. In the absence of the Chairman, the First Grand Principal or his nominee shall preside,
  - (ii) Four members personally present shall constitute a quorum,
  - (iii) The Council may hold its meeting by teleconference and any resolutions shall be recorded as passed if the majority of those participating indicate approval,
  - (iv) The Chairman may include Grand Superintendents or any other Companion in discussions of the Council.

(c) JURISDICTION

Subject to any directions of Grand Chapter in Convocation, the Management Council shall in particular:

- (i) Cause proper accounts and records to be kept of all monies, investments and other assets of Grand Chapter, in such form as shall be approved by the Grand Treasurer,
- (ii) At the conclusion of each financial year, which shall end on the 30<sup>th</sup> day of June, cause Statements of Financial Performance and Position to be prepared for the General and Charitable funds and be presented to Grand Chapter. A Chartered Accountant who shall be appointed at the previous Annual Convocation shall review such Statements if required,
- (iii) Prepare an Annual Report and a Budget of proposed expenditure for the ensuing year, for presentation to Grand Chapter,
- (iv) Recommend to the Annual Convocation of Grand Chapter the annual sum that shall be payable, on a membership basis, by Chapters to Grand Chapter for administration purposes,
- (v) Report to Grand Chapter on the nature and effect of any proposal that may be made to amend this Constitution,
- (vi) Facilitate the work of any Committees that may be appointed by Grand Chapter or the Council,
- (vii) Set and approve payment of Honoraria,
- (viii) Approve the reasonable expenses incurred by the Grand Scribe E in the performance of his duties,
- (ix) Fix the Fee Payable on election or appointment to an Office in Grand Chapter. The fee shall be advised to Companions when the List of Officers Designate is distributed,
- (x) Determine Complaints and Appeals in such form as shall be considered fair and reasonable.

5.4 COMMITTEES

- (a) Grand Chapter and the Management Council shall have the power to appoint Committees with a maximum of five members.
- (b) Each Committee shall elect its Chairman and advise the Grand Scribe Ezra. The Chairman shall preside for a period of up to two years, but may resign this Office by written notice to the Grand Scribe Ezra.
- (c) Membership of a Committee shall be for a maximum of five years. Members may resign their appointment by written notice to the Grand Scribe Ezra.
- (d) Each Committee shall have the power to co-opt up to two extra members for a maximum period of one year, but the Management Council may approve an extension of time.
- (e) No companion shall hold two Committee appointments at the same time.
- (f) The Grand Scribe Ezra shall call for nominations when Committee vacancies occur and the Management Council shall have the power to make temporary appointments.

- (g) The Management Council may establish an Appeal Committee, for the purpose of hearing a Complaint or Appeal referred to it by a Grand Superintendent under Clause 8.2 (e). The Appeal Committee shall:
  - (i) Comprise three suitably qualified members,
  - (ii) Give not less than 21 days' notice of the date of hearing the application to all parties, who may appear in support of their respective claims,
  - (iii) Have all the powers of hearing and determination conferred on the Management Council,
  - (iv) Report its findings to the Management Council.
- (h) The Management Council may approve the reimbursement of reasonable expenses incurred by a Committee.

### **ALLOCATION OF OFFICES**

#### **6.1 Commencing with the calendar year 2017:**

- (a)
  - (i) The First Grand Principal shall be elected at two yearly intervals from applicants on a nationwide basis as hereunder provided for.
  - (ii) If at any time Grand Chapter resolves to elect the Governor-General of New Zealand as First Grand Principal, the Office of Pro First Grand Principal, for the corresponding period, shall be allocated nationally.
  - (iii) The Offices of Depute, Second and Third Grand Principal shall be allocated to the Northern, Central and Southern Divisions respectively. The allocation will then rotate every 2 years.
  - (iv) A Grand Principal may serve a second or subsequent term, subject to the selection process in Rule 7.2.
- (b) A Grand Superintendent, resident in each District, shall exercise supervision over the Chapters and Cryptic Councils in that District, for a term of three years. He shall be assisted by a Grand Director of Ceremonies.
- (c)
  - (i) The Office of Grand Chapter shall be at the Office of the Grand Scribe Ezra.
  - (ii) The Grand Scribe Ezra who is the Chief Executive Officer of Grand Chapter shall be appointed by the First Grand Principal on the recommendation of the Management Council from any Division, for a term of up to five years. A second or subsequent term is permitted provided that the Companion is duly re-appointed,
  - (iii) The Grand Scribe Nehemiah shall be appointed by the First Grand Principal on the recommendation of the Management Council from any Division for a term of up to five years, to assist Grand Scribe Ezra. Possession of the requisite computer and communication skills is required. A second or subsequent term is permitted provided that the Companion is duly re-appointed,
- (d) As the duties of Grand Treasurer and Grand Registrar require a relevant professional qualification, suitable Companions shall be appointed by the First Grand Principal on the recommendation of the Management Council, from any Division, for a term of up to five years and may be reappointed for a further term.

- (e) One Grand Lecturer shall be appointed by the First Grand Principal each year in the same rotation as Clause 9.1.
- (f) The Grand Organist who may be selected from any Division will hold Office for a period of up to five years and may be reappointed for a further term.
- (g) Commencing from the 2011 year the Office of Grand Sojourner will be allocated to the Divisions in the order:
 

1 <sup>st</sup> Grand Sojourner	=	Northern Division
2 <sup>nd</sup> Grand Sojourner	=	Southern Division
3 <sup>rd</sup> Grand Sojourner	=	Central Division

The allocation will then rotate in reverse order every 3 years.
- (h) The remaining Grand Chapter Offices, namely Special Grand Rank, two Grand Sword Bearers and two Grand Standard Bearers shall be allocated to each Division once every three years, with the rotation given in Clause 9.1.
- (i) An Assistant Grand Director of Ceremonies may be appointed, if approved by the Management Council, subject to a request from the Grand Superintendent justifying the requirement.

## **NOMINATION AND ELECTION OF OFFICERS**

### **7.1 GENERAL**

- (a) Soliciting for nomination for Grand Chapter Office is prohibited
- (b) Nominations may be made by a Chapter, by resolution, or by any Officer of Grand Chapter, Active or Past Rank
- (c) No Companion shall be nominated for any Grand Chapter Office unless his written consent to such nomination has first been obtained. Such consent implies that if elected he agrees to carry out the duties incumbent upon him,
- (d) All Companions nominated for Office must possess the communication and management skills required for that Office,
- (e)
  - (i) No Companion shall be eligible for any Office in Grand Chapter other than that of Grand Treasurer, Grand Registrar or Grand Organist unless he is a present or past First Principal,
  - (ii) The First Grand Principal may by Dispensation authorise the appointment of Companions who are not present or past First Principals to the Offices of Grand Treasurer, Grand Registrar or Grand Organist but they shall not be entitled to assume Past Grand Rank, until the Companion has been installed as a First Principal.
- (f) All Officers of Grand Chapter, except Grand Lecturers and GSE who are appointed, shall be elected and so far as possible Installed and/or Invested at an Annual Convocation.

### **7.2 GRAND PRINCIPALS**

- (a)
  - (i) Applications for the Office of Grand Principal will be called nationally, by the Grand Scribe Ezra, on the 1st day of July 2017, and then at 2 yearly intervals. Such applications are to be submitted to the Chairman of



Management Council, through the Grand Scribe Ezra and will close on the 31st day of August.

(ii) Applications are to be accompanied by a full Curriculum Vitae. A proposed plan for the advancement of Royal Arch Masonry during the term of Office must also be supplied for consideration for the office of First Grand Principal.

- (b) (i) The applications will be referred to a selection panel comprising the Chairman of Management Council as Chairman, the First Grand Principal and the most recent Past First Grand Principal, other than the Chairman, available to participate.
- (ii) The panel shall co-opt an external member to provide appropriate professional recruitment expertise, but such a member will not have a vote.
- (iii) The panel's brief is to select the best team of leaders, adopting such procedure as it shall determine, with the proviso that there must be a Grand Principal, other than the First Grand Principal, in each Division.
- (iv) The panel shall meet to complete the selection process by December 31.
- (v) If the selection process fails to recommend a suitable Companion for any of the Grand Principal positions, the Office will be re-advertised and the selection process repeated.
- (vi) The First Grand Principal will nominate the selected applicants to the Convocation of Grand Chapter in the year prior to their Installation. Grand Chapter will then vote on the nominations by secret ballot.
- (c) If a Grand Principal-Elect shall die, withdraw, or become incapacitated prior to his Installation, the panel shall consult in such manner as the Chairman determines in order to make another recommendation. This nomination will be advised to members of Grand Chapter by Grand Scribe Ezra and voted on at the next Convocation.

### 7.3 OTHER OFFICES

- (a) (i) Every three years the Divisional Grand Principal, together with the Grand Superintendents within that Division, shall decide on the distribution of the Offices allocated to the Division for the next cycle and advise the Grand Scribe Ezra at least 12 months prior to their investiture,
- (ii) Grand Scribe Ezra will then call for nomination for the allocation of Offices approved by Management Council, in April in the applicable year.
- (iii) Grand Superintendents shall then, in writing, request each Chapter in their District to make nomination of suitably qualified Companions for the Offices allocated to the Division and the District respectively,
- (iv) Nominations shall be forwarded to the Grand Superintendent before the 1<sup>st</sup> day of June of the applicable year,

- (v) Suggestions for Appointment as Grand Lecturer shall be supported by evidence of Masonic Scholarship and ability to deliver appropriate lectures,
- (vi) The Grand Superintendent shall select one of the Companions nominated as his recommendation for election to each Office and forward all nominations together with the names of the Companions recommended by him, through the Divisional Grand Principal, to reach the Grand Scribe Ezra not later than 1<sup>st</sup> day of July of the applicable year.
- (b) Applications from all Companions for the Offices of Grand Scribe Ezra, Grand Treasurer, Grand Registrar, Grand Scribe Nehemiah and Grand Organist shall be called by the Grand Scribe Ezra, when required and are to be submitted to the Chairman of Management Council, through the Grand Scribe Ezra.
- (c) When determined by the Management Council, the list of Officers Designate shall be forwarded to each Chapter in the month of August and submitted to the next Annual Convocation for election of the Officers.

#### 7.4 OBJECTIONS AND BALLOT

- (a) Any nominated Companion, his nominator or nominating Chapter, may object to the list of Officers Designate so far as it affects the Companion and demand an election, the Candidates being the Companion and any other recommended Companion or Companions.
- (b) Such objection and demand for an election must be delivered to the Grand Scribe Ezra not later than the 20<sup>th</sup> October. The objector may submit with the demand for an election a written statement giving the age, Masonic and any other relevant qualifications and details of service given to Royal Arch Masonry by the Companion named in the objection.
- (c) The statement, together with a similar one in respect of the other Companion or Companions involved in the election, after being verified so far as possible by the Grand Scribe Ezra, shall be made available to members of Grand Chapter at the next Convocation and an election held by ballot. The result declared shall be final. No other form of promotion is permissible.
- (d) If an election is held, the list of Officers Designate shall be amended accordingly before submission to Grand Chapter.

#### 7.5 VACANCIES IN OFFICE

If any Office shall become vacant by reason of appointment or election to a higher office in Grand Chapter, death, resignation or in the opinion of the First Grand Principal the holder of the Office shall become incapable of performing the duties thereof, then until the next Annual Convocation at which a successor would normally be invested:

- (a) The position of First Grand Principal shall be taken by the Depute First Grand Principal,

- (b) The Office of Depute, Second or Third Grand Principal shall be filled by a Past Grand Principal from the same Division,
- (c) A duly qualified Companion shall be appointed by the First Grand Principal, on the recommendation of the Management Council, to fill any other vacancy.

#### 7.6 SHORTAGE OF PAST GRAND OFFICERS FOR CEREMONIAL ROLES

If circumstances prevent a District being able to form a team to perform ceremonial roles adequately:

- (a) The Grand Superintendent of the District may apply to the Management Council to have additional Officers appointed at the next Annual Convocation,
- (b) Such appointments as are recommended by the Management Council and approved by the Annual Convocation shall be for a maximum of a 3 year term, concluding no later than the next Convocation within the Division, and will thereafter assume Past Grand status.

### **RESPONSIBILITIES OF OFFICERS**

#### 8.1 GRAND PRINCIPALS

- (a) The Grand Principals are to rule over the affairs of Grand Chapter and conduct the Ceremonies.
- (b) All Grand Principals must be members of a Cryptic Council and possess the Secrets of all Degrees recognised by Grand Chapter prior to their investiture.
- (c) When the First Grand Principal is absent from New Zealand or incapacitated, his duties may be undertaken by another of the Grand Principals in the order of Rank.
- (d) When a Pro First Grand Principal is elected he shall be competent to exercise all the powers of a First Grand Principal that may be delegated to him by the First Grand Principal.
- (e) The First Grand Principal is expected to promote Royal Arch Masonry by:
  - (i) Communicating with and providing leadership to the Companions in New Zealand,
  - (ii) Visiting each District at least once each year during his term of office to meet with the Companions,
  - (iii) Authorising such Dispensations as he shall deem to be beneficial to the Order,
  - (iv) Maintaining Fraternal Relations with the Australian Grand Chapters and Grand Councils.
- (f) It will be the duty of the Divisional Principals to:
  - (i) Assist the First Grand Principal to promote Royal Arch Masonry by making Official Visits within their respective Divisions and to represent the First Grand Principal when requested,
  - (ii) Exercise supervision over their respective Divisions and report to the Management Council,

- (iii) Meet at least once during the year with the Grand Superintendents of their Division so that they can report on the progress of their Division and competently represent their Grand Superintendents to the Management Council,
- (iv) Advise the Management Council on the selection of suitable Companions for Office.

## 8.2 GRAND SUPERINTENDENT

- (a) No Grand Superintendent while in Office may hold any Office in a Chapter or Cryptic Council.
- (b) A Grand Superintendent must be a member of a Cryptic Council and possess the Secrets of all Degrees recognized by Grand Chapter, except the Order of the Silver Trowel, before being invested.
- (c) In exercising supervision over the Chapters or Councils in his District a Grand Superintendent will:
  - (i) Assist the Officers and members in promoting the welfare of the Chapter or Council and the satisfaction that members can gain from membership. He may examine the books and other records of a Chapter and Council when necessary, or otherwise as directed by the Management Council.
  - (ii) Report to the Divisional Principal on all matters that any Chapter or Council desires to bring before the Management Council or which the Management Council may direct.
  - (iii) Liaise with Chapters or Councils on all matters requiring change provided they are within this Constitution and the Chapter By-Laws.
  - (iv) Consider all applications for a Dispensation from the First Grand Principal and forward them with recommendations to the Grand Scribe Ezra,
  - (v) Convene and chair a meeting of Principals, Past Principals and Scribes in his District, at least once in each year, to discuss matters of interest.
- (d) Prior to the 1<sup>st</sup> day of November each year he will provide a written report to the First Grand Principal, through the Grand Scribe Ezra, on developments in the District, the current state of activity and such other aspects of Royal Arch Masonry as the Management Council may require.
- (e) When notified of a Complaint or Appeal under Clause 15.15, the Grand Superintendent shall:
  - (i) Ensure that all parties are informed of the nature of the application and when satisfied that an agreed settlement is improbable, take such further steps as considered necessary to procure all information, written or otherwise, as will enable him to prepare a complete factual record,
  - (ii) Make such adjudication, as he considers appropriate having regard to the information supplied and the relevance of any Rules in this Constitution, or
  - (iii) Refer the complaint together with all information in his possession to the Management Council.

- (f) Grand Superintendents may be reimbursed such reasonable expenses incurred as the Management Council may approve.

### 8.3 GRAND SCRIBE EZRA

- (a) The Grand Scribe Ezra in addition to his formal responsibilities, shall:
  - (i) Prepare agendas for and keep a correct record of all acts and transactions of Grand Chapter and its Committees,
  - (ii) Supply extracts therefrom to those entitled upon request,
  - (iii) Keep accurate records of all Chapters, Councils and members on the Roll,
  - (iv) Issue all Certificates and other documents authorised by this Constitution,
  - (v) Maintain security of the Seal of Grand Chapter, securities for investments, and all archival records,
  - (vi) Receive all monies due and regularly deposit these in the approved bank accounts,
  - (vii) Prepare all authorisations for payment of accounts properly due and deliver to the Grand Treasurer such information as he may require for the presentation of reports to the Management Council and Grand Chapter.
- (b) The Grand Scribe Ezra shall act as the Superintendent of Ceremonies and shall be responsible to the Management Council for the standard of the protocols, Ritual and conduct of all ceremonies.
- (c) The Grand Scribe Nehemiah shall provide administrative assistance as directed by Grand Scribe Ezra, both during the year and at Annual Convocations.
- (d) CONDITIONS OF APPOINTMENT
  - (i) The Management Council shall determine the terms and conditions under which the executive responsibilities of the Grand Scribe Ezra shall be conducted including the provision of office accommodation, plant, stationery and other necessary facilities. Such provisions shall be included in a written contract that shall also determine the Honorarium and the length of term of the appointment,
  - (ii) When a vacancy arises the Management Council shall give notice through Chapters and otherwise that applications are invited from suitably qualified Companions for the Office,
  - (iii) The Management Council may establish a Committee for the purpose of interview and recommendation to it and shall then make the final decision as to the appointment.

#### 8.4 GRAND TREASURER

The Grand Treasurer shall:

- (a) Maintain a current record of all bank account transactions from inward receipts, banking's and outward payments requests received from Grand Scribe Ezra.
- (b) Arrange all duly authorised disbursements,
- (c) Prepare statements of Financial Performance and Position of the General and Charitable Funds for presentation to the Management Council and Grand Chapter,
- (d) Advise Grand Chapter on the appointment of an Auditor or Examiner,
- (e) Arrange for the examination or Review of the Accounts as required,
- (f) Assist the Management Council in the preparation of the Budget for the ensuing year.

#### 8.5 GRAND REGISTRAR

- (a) The Grand Registrar shall provide legal advice on a pro bono (free) basis to Grand Chapter and the Management Council as referred to him but he shall not be expected to undertake work going beyond advice on a pro bono basis so that for example the following types of work will not be required to be done on a pro bono basis (although the Grand Registrar may in his discretion elect to do any such work on a pro bono basis):
  - (i) transactional work including conveyancing
  - (ii) drafting of complex or lengthy documents
  - (iii) litigation and Court/Tribunal appearances
  - (iv) formal written opinions of more than one page in length.
- (b) In recognition of the pro bono nature of the work, the Grand Registrar shall have no liability to Grand Chapter for or in respect of any legal work done on a pro bono basis except in relation to any dishonesty of the Grand Registrar. All legal work done by the Grand Registrar for Grand Chapter or the Management Council shall be deemed to be pro bono legal advice unless the Grand Registrar advises in writing he considers the work goes beyond advice, in which case the Management Council may decide to brief the work out to external legal advisers or may at its discretion negotiate a fee paying arrangement with the Grand Registrar for the work in question.

#### 8.6 GRAND LECTURER

A Grand Lecturer shall:

- (a) Deliver in Royal Arch Chapters in his Division, holding under Grand Chapter, lectures upon subjects relevant to the ethics, symbolism, history and practice of Royal Arch Masonry but without power to give any direction to Chapters or Principals concerning the functioning of the Chapter,
- (b) Make it known through Grand Superintendents that he will be available for such purpose to Chapters reasonably accessible and at times convenient to him,

- (c) Deliver during the year not less than six different lectures in Chapters. A failure to carry out the duties prescribed will entitle the Management Council to disallow entitlement to the Rank of Past Grand Lecturer,
- (d) Submit a report to the First Grand Principal, through the Grand Scribe Ezra, by the 1<sup>st</sup> day of November on lectures given during the year.

8.7 GRAND ORGANIST

The Grand Organist shall:

- (a) Possess such musical skill and expertise as to provide in a dignified manner, all the music required to enhance the conduct of the Ceremonies of the Order,
- (b) Be familiar with the structure of the Ceremonies, and be able to work with the Grand Director of Ceremonies and the Presiding Officer.

8.8 GRAND SOJOURNER, GRAND SWORD BEARER OR GRAND STANDARD BEARER

Shall attend the First Grand Principal only and must not attend a Past First Grand Principal or Grand Superintendent. In like manner, a Trumpeter or Piper when used should Herald the entry of the First Grand Principal only.

## GRAND CONVOCATIONS

### 9.1 ANNUAL CONVOCATION

- (a) The Annual Convocation will be held in each Division on a three-year cycle. Commencing with the year 2010 the cyclic order will be Northern, Southern, and then Central. This will coincide with the Investiture of most of the Divisions new Grand Officers.
- (b) Grand Chapter shall decide at the previous Convocation, the location within New Zealand for the next Annual Convocation. It is preferred that it be held in suitable cities between Auckland and Dunedin.
- (c) The date shall be within the months of February, March or such other month as the Management Council may decide.
- (d) Written notice convening the Annual Convocation and stating the Business to be conducted at it, shall be given not less than six weeks prior to the date of the Convocation to:
  - (i) Grand Chapter Officers for the current year,
  - (ii) Companions, recommended for election to a Grand Chapter Office,
  - (iii) Members of the Management Council and
  - (iv) All Chapters. Scribes Ezra being required to inform members in such manner as shall be appropriate.
  - (v) All Cryptic Councils. Recorders being required to inform members in such manner as shall be appropriate.
- (e) Should the holding of the Annual Convocation be considered by the Management Council to be seriously affected by exceptional circumstances, the following conditions shall apply:
  - (i) The Management Council shall fix another date for the Convocation,
  - (ii) The Companions named in the list of Officers Designate, against whose election no ballot has been demanded, shall be deemed to have been elected as from the original date of the Convocation,
  - (iii) If a ballot has been demanded a postal ballot shall be conducted, each Chapter having one vote. The Companion receiving the greatest number of votes shall then be included in the group described in the preceding sub clause,
  - (iv) The Grand Officers-Elect shall be Installed and/or Invested in such places and at such times as convenient to them,
  - (v) If Grand Chapter has not previously fixed the location, the Management Council shall determine where the next Annual Convocation shall be held,
  - (vi) Subject to confirmation or review by Grand Chapter at the next Convocation, the Management Council shall have power to decide any matter that would have been dealt with by Grand Chapter at the abandoned meeting.

### 9.2 SPECIAL CONVOCATION

The Grand Principals may, if they consider it necessary, request the Grand Scribe Ezra to summon a Special Convocation of Grand Chapter and the notice thereof



shall specify the nature of the Business which alone is to be considered. Such notice shall be given not less than 28 days prior to the Convocation as required by clause 9.1.

### 9.3 CHAPTER REPRESENTATIVES

- (a)
  - (i) A Chapter having paid all Fees and Dues payable to Grand Chapter, is entitled to appoint a member of Grand Chapter as its Representative at the Annual Convocation, if such is required, by duly signed commission lodged with the Grand Scribe Ezra by 31<sup>st</sup> January prior to the Convocation to which the Commission applies.
  - (ii) If the Appointed Representative is unable to attend the Convocation, the Chapter may appoint a substitute representative to take his place and notify the Grand Scribe Ezra accordingly.
  - (iii) A Companion may represent more than one Chapter.
  - (iv) If a Chapter does not appoint a Representative, any Principal of the Chapter shall be entitled to represent it.
- (b) Representatives may be appointed in a similar manner in respect of a Special Convocation and their Commissions may be produced at the time of the meeting.

### 9.4 PROCEEDINGS AT CONVOCATIONS

- (a) At any Convocation of Grand Chapter, the meeting shall be under the control of the First Grand Principal or such other Presiding Officer as shall be entitled to act in his place and shall be conducted in accordance with the generally accepted Rules of Procedure for formal meetings. Time limits may be fixed in relation to the proposing and discussion of any motion or amendment. The Presiding Officer shall have discretionary power to reject any motion or amendment deemed by him to be improper, unlawful or inconsistent with the ancient landmarks of Royal Arch Masonry.
- (b) Grand Chapter shall deal with any Business or other proposal affecting Cryptic Councils as part of its ordinary Business and only a member of a Cryptic Council may speak, act or vote in regard to such Business or proposal.
- (c) Grand Chapter shall deal with any Business or other proposal affecting Mark Masonry as part of its ordinary Business.

### 9.5 VOTING

- (a) All decisions shall be made on a majority of votes taken by secret ballot, or by voice or, at the discretion of the Presiding Officer, by show of hands.
- (b) Each member present shall have one vote, the Presiding Officer having, if necessary, a casting vote.
- (c) A vote by show of hands shall be taken at the request of not less than ten members and shall be counted in such manner as the Presiding Officer shall direct.
- (d) The ballot required by Rule 7.4 (c) shall be conducted in such manner, as the Presiding Officer shall direct.

- (e) If a matter affecting Mark or Cryptic Masonry is to be voted on, only those present who are members of that Order shall be eligible to vote.

9.6 QUORUM

Twenty-five members shall constitute a quorum at all Convocations of Grand Chapter.

9.7 CONVOCAATION EXPENSES

- (a) The District Committee that organises the Annual Convocation is authorised to charge Companions for their entertainment while at the Convocation, such amount or amounts as may be approved by the Superintendent of the District, after consultation with the District Chapters.
- (b) The Management Council will arrange payment for the costs of the Annual Meeting and Installation as agreed with the Grand Superintendent.

## **TRAVELLING EXPENSES**

### **10.1 FIRST GRAND PRINCIPAL**

The First Grand Principal or any other Grand Officer who is acting in his place shall be reimbursed such reasonable travelling expenses incurred in the course of the performance of his duties as the Management Council may approve.

### **10.2 OVERSEAS REPRESENTATION**

The First Grand Principal, or any other Grand Officer who is acting in his place, together with the Chairman of Management Council and the Grand Scribe Ezra, when attending Australasian "Heads of Orders" meetings, shall be reimbursed its Registration Fee, travelling expenses, accommodation expenses and such other reasonable expenses as the Management Council shall approve.

### **10.3 MANAGEMENT COUNCIL**

The reasonable travelling expenses of the members of the Management Council, in attending to their duties, shall be reimbursed.

## **GRAND CHAPTER REPRESENTATION**

### **11.1 OVERSEAS**

The First Grand Principal may, by warrant, appoint any member of a recognised Grand Chapter to represent New Zealand Grand Chapter near to that Grand Chapter.

### **11.2 NEW ZEALAND**

- (a) The First Grand Principal may recommend to any recognised Grand Chapter, a New Zealand Grand Chapter member to represent it in New Zealand.
- (b) The Companion recommended for appointment shall not be of lesser rank than Grand Superintendent, except under exceptional circumstances.
- (c) If a representative in New Zealand of another Grand Chapter ceases to be a member of Grand Chapter the Grand Scribe Ezra shall notify the relevant Grand Chapter of the termination of the Companion's qualification and recommend another representative.

## **HONOURS**

### **12.1 HONORIS CAUSA RANK**

- (a) Grand Chapter may, as a mark of approval of past service to the cause of Royal Arch Masonry confer on any member a Rank (Honoris Causa), other than that which he currently holds PROVIDED HOWEVER
  - (i) The Management Council in its Annual Report shall have recommended such conferment stating the rank recommended, provided further that Grand Chapter may by a unanimously approved resolution confer a higher rank,
  - (ii) The rank of Past First Grand Principal shall not be conferred on any Companion unless he shall have served as Pro First Grand Principal,

- (iii) The rank of Past Pro First Grand Principal (Honoris Causa) shall not be conferred on any Companion,
  - (iv) The Awards shall be limited to one per District per 3-year cycle,
  - (v) A Companion may henceforth be appointed to Honoris Causa Rank for a second time.
- (b) Grand Chapter Officers who have held active Grand Rank and have rendered services of great merit to Royal Arch Masonry may be promoted to Special Grand Rank by Grand Chapter at Annual Convocation, on the recommendation of the Management Council.
  - (c) The appointments will normally be conferred at and be effective from the Convocation at which the recommendation of the Management Council is received. In exceptional circumstances, the First Grand Principal may be authorised by the Management Council to make an appointment, effective immediately, on condition that the appointment is submitted to and confirmed by Grand Chapter at the next Convocation.
  - (d) In special cases, Grand Chapter may make additional awards on the recommendation of the Management Council.

## 12.2 ORDER OF MERITORIOUS SERVICE

- (a) The First Grand Principal, on the recommendation of the Management Council, may admit to The Order of Meritorious Service a Companion of a Chapter and who has rendered special service to Royal Arch Masonry. (An awardee cannot have a rank higher than Past First Principal).
- (b) The following provisions apply to the Order:
  - (i) Membership shall be limited to ten, with not more than two new members admitted in any year,
  - (ii) A report of any change in membership shall be made to the next Annual Convocation,
  - (iii) The letters "O.M.S." shall be appended after the name of each recipient in all Royal Arch matters.
- (c) A Certificate in a form approved by the Management Council shall be issued to all members of the Order.
- (d) The Order is not a Grand Rank and does not confer any of the privileges afforded to Grand Chapter Officers described herein.

## 12.3 FIRST GRAND PRINCIPAL'S AWARD

- (a) The First Grand Principal, as a mark of approval of exemplary service to the Chapter or to the cause of Royal Arch Masonry, may confer an award of merit known as the "First Grand Principal's Award", to any person or organization,
- (b) Applications giving full supporting details are to be submitted by a Companion, through the Grand Superintendent of the District, to the Grand Scribe Ezra,
- (c) Grand Chapter shall be advised of all awards made during the year.

#### 12.4 RECIPROCAL RANK

- (a) Grand Chapter may confer on a Companion of Grand Rank, who has joined from a Sister Constitution, a complimentary Rank Honoris Causa.
- (b) Grand Superintendents should submit an application, together with full details of service rendered, to the Grand Scribe Ezra.
- (c) The Management Council will recommend to Grand Chapter the Rank to be conferred.

12.5 Grand Chapter may, on the recommendation of the Management Council, elect a companion who has rendered exceptional service to Royal Arch Masonry in New Zealand, as an Honorary Member of Grand Chapter. Such election shall exempt the companion from payment of any fees or levies payable to Grand Chapter.

### **ROYAL ARCH CHAPTERS**

#### 13.1 REGULAR CHAPTERS AND COMPANIONS

- (a) A Royal Arch Chapter holding a Charter from a recognised Grand Chapter shall be defined as regular.
- (b) A Regular Chapter under Grand Chapter shall comprise no less than seven regular Royal Arch Companions.
- (c) A Royal Arch Companion:
  - (i) has regular status when he has taken the Royal Arch Degree and his membership in a Regular Chapter has been recorded in the Books of any recognised Grand Chapter,
  - (ii) who has regular status shall be considered in good standing as long as he remains a financial member of a regular chapter and he may speak and vote therein,
  - (iii) shall be classified as a Dual member of any Chapter to which he belongs and does not pay the Annual Fee for administration purposes.

#### 13.2 PRECEDENCE OF CHAPTERS

The order of precedence of Chapters shall be in accordance with their numerical sequence.

#### 13.3 RESEARCH CHAPTER

- (a) A Chapter of Research is a Regular Chapter having as its primary object the study of all aspects of Royal Arch Masonry.
- (b) A Research Chapter shall;
  - (i) Have no power to pass candidates through any of the Degrees recognised by Grand Chapter,
  - (ii) Be exempt from payment of the Annual Fees for administration payable to Grand Chapter.

- (c) Membership of a Research Chapter shall be restricted to regular Royal Arch Masons.
- (d) Associate Membership of a Research Chapter may be offered to other Research Chapters, Chapters, Cryptic Councils and Mark Lodges who apply.
- (e) A regular member who is a present or Past First Principal shall be eligible for election to any of the three Principal Offices.
- (f) The By-Laws of a Research Chapter may authorise it to meet at any place in New Zealand where a regular Chapter may meet.
- (g) Approval of the Grand Superintendent of the District or Districts shall be obtained if the Convocation is to be held at other than the regular meeting place.

#### 13.4 CHAPTER OF TRANSITION No 110

- (a) There shall be a Chapter of Transition for Companions affected by Rule 15.1(b), or whose Chapter has become dormant or relinquished its Charter, or whose special circumstances warrant, to enable them to retain their association with New Zealand Royal Arch Masonry.
- (b) The Chapter shall be exempt from the requirements of Rules 13 and 14 where otherwise provided for and be governed by its By-laws.
- (c) The Officers of Grand Chapter shall be dual members of the Chapter of Transition during their term of office and serve as the Principal Officers of the Chapter.
- (d) They shall assume their respective Offices in the Chapter of Transition, when invested by Grand Chapter.
- (e) The Chapter shall meet at an appropriate time, in conjunction with the Annual Convocation of Grand Chapter and as required.
- (f) It shall provide the Annual Convocation of Grand Chapter with a report on its proceedings.
- (g) Members of the Chapter of Transition No 110 may attend and vote at Grand Chapter Convocations.

#### 13.5 NEW CHAPTER

- (a) All applications for the establishment of a new Chapter shall be:
  - (i) Made by Petition in the form prescribed in Appendix C and signed by at least seven regular Royal Arch Companions in good standing.
  - (ii) Transmitted, together with the requisite fee to the Grand Superintendent of the District who shall forward it, together with a report and recommendation, to the Grand Scribe Ezra.
- (b) The Management Council having considered the information submitted may recommend the issue of a Charter.
- (c) Any regular Companion who holds the Craft Rank of Warden or Past Warden may be named in the application for a new Charter and Installed as Second or Third Principal but the First Principal must be an Installed Master or Past Master.

### 13.6 TRANSFER OF CHAPTER ALLEGIANCE

- (a) Any Chapter or Mark Lodge wishing to transfer its allegiance to Grand Chapter from any other Constitution shall submit a petition in the form of Appendix D signed by at least seven regular Royal Arch Companions in good standing, together with the requisite fee, to the Grand Scribe Ezra who shall then submit a report and recommendation to the Management Council.
- (b) The Management Council having considered the information submitted and the effect on Royal Arch Masonry in New Zealand may recommend the issue of a Charter.

### 13.7 CHARTERS

- (a) A Charter shall be in the form approved by the Management Council.
- (b) A Charter may be issued as a Peripatetic Charter, allowing the Chapter to hold its Convocations at different places from time to time, as authorised in its By-Laws.
- (c) A Chapter may apply to the Management Council to become a Peripatetic Chapter and shall deliver the Charter to the Grand Scribe Ezra for amendment or replacement.
- (d) The Management Council shall embody in the Charter of a Research Chapter such regulations for its conduct, as it may determine.
- (e) In the event of a Charter being lost or destroyed the Management Council shall issue a duplicate Charter, on submission to Grand Scribe Ezra of satisfactory evidence of loss or destruction of the original and payment of a fee to be decided by the Management Council.

### 13.8 CONSECRATION OF CHAPTERS

- (a) A Chapter shall be consecrated by the First Grand Principal or if he shall be unable to act, by such Grand Chapter Officer as he shall appoint for the purpose.
- (b) Until its Consecration, the Installation of the Principals and Investiture of its other Officers, a Chapter shall not be acknowledged as, or be competent to exercise the functions of, a Royal Arch Chapter.

### 13.9 CHAPTER CONVOCATIONS

- (a) Notice of all Convocations shall be issued at least seven days prior to the meeting;
  - (i) To every member of the Chapter, the First Grand Principal, Grand Principal of the Division, Grand Superintendent of the District and the Grand Scribe Ezra,

- (ii) Stating the place, date and hour at which the Convocation is to be held, and the Business to be transacted, including full particulars of Candidates.
- (b) Should it be found impossible or undesirable to hold a Regular Convocation on the day set down in the By-Laws the First Principal, or in his absence the Second Principal, or in the absence of both the Third Principal, may authorise the holding of the meeting within seven days of the authorised day.
- (c) A regular Convocation may be held more than seven days before or after the authorised day or at a place not specified in the By-Laws, with the prior agreement of the Grand Superintendent of the District.
- (d) No Royal Arch Chapter or Lodge of Mark or Excellent Masters shall be opened unless at least seven regular Royal Arch Companions are present, at least one of whom shall be a Principal or Past Principal of that Chapter.
- (e) The Grand Superintendent shall be entitled to preside over a Chapter Convocation when visiting Officially, unless the First Grand Principal, Pro First Grand Principal or the Depute First Grand Principal is present.
- (f) To avoid doubt, a Royal Arch Chapter may close itself and reopen as an Excellent Masters Lodge or as a Mark Masters Lodge and after doing its business as an Excellent Maters Lodge or as a Mark Masters Lodge respectively, may close as an Excellent Masters Lodge or as a Mark Masters Lodge respectively and adjourn to refectory without any necessity of doing any or all of the following before adjourning to refectory:
  - (i) reopen in the Royal Arch and then
  - (ii) closing in the Royal Arch.

#### 13.10 EMERGENCY CONVOCATION

- (a) The Scribe Ezra may be requested in writing to Summon an Emergency Convocation by:
  - (i) The First Principal or if he is absent the Second Principal or if both are absent the Third Principal, or
  - (ii) The First Grand Principal, Pro First Grand Principal or the Depute First Grand Principal, or
  - (iii) At least seven members of the Chapter.
- (b) If the Scribe Ezra fails to comply within seven days of receiving such a request, any member appointed by the requesting Principal or the requisitioners shall do so.
- (c) The request and Summons shall state the nature of the Business to be brought before the Convocation and no other Business shall be transacted.



- (d) If any Officer of the Chapter is absent from the Convocation the Office may be filled from amongst those present.
- (e) A Dispensation to hold an Emergency Convocation is not required, provided a Notice is issued in accordance with sub clause 13.8 (a).

#### 13.11 COPIES OF CONSTITUTION AND LAWS

- (a) Every Chapter shall keep for use and reference at least three fully amended copies of the Constitution and Laws of Grand Chapter:
  - (i) One copy to be presented to the First Principal at his Installation.
  - (ii) One copy for the use of Scribe Ezra.
  - (iii) One copy for use by the Companions.
- (b) On the Exaltation of every Candidate he shall be presented with a personal copy or instructed that a copy is available for his use when required.

#### 13.12 BY-LAWS

- (a) Every Chapter shall adopt By-Laws consistent with this Constitution and the landmarks of Royal Arch Masonry, for its internal governance.
- (b) The By-Laws shall specify the regular time and place of Convocation of the Chapter and no meeting of the Chapter shall be held elsewhere except with the prior agreement of the Grand Superintendent of the District, provided always the By-Laws shall not need to specify the Regular Meeting place of the Chapter where the Chapter has for the time being a Peripatetic Charter.
- (c) The By-Laws and any subsequent alterations or additions, shall when adopted, be forwarded in triplicate to the Grand Scribe Ezra, for approval by the Grand Registrar. They shall not become operative until so approved.
- (d) If the Management Council causes Model By-Laws to be prepared these may, when suitably amended, be adopted by any Chapter.
- (e) A copy shall be presented to every Candidate on his Exaltation and to all Joining and Affiliating members.
- (f) Trustees of individual Chapters, when appointed, whether or not the Chapter owns realty, are appointed under the terms of the Grand Lodge of New Zealand Trustees Act 1903 and act as bare Trustees, unless the Chapter By Laws specify otherwise. They cannot take on themselves the management of property (all kinds) of the Chapter, but shall act in accordance with directions of the Chapter.

#### 13.13 ANNUAL DUES

The By-Laws of a Chapter, in making provision for the dues payable by members, may:

- (a) Empower the Chapter from time to time to determine by resolution, of which one month's prior notice has been given, the amount payable in any year, in addition to the Annual Fee for the administration of Grand Chapter.
- (b) Provide for payment by instalments.
- (c) Provide for a reduction in the amount payable by a Companion who:
  - (i) Permanently resides more than a specified distance from the Chapter meeting place, or
  - (ii) Is not able to enjoy the privileges of the Chapter on a regular basis, or
  - (iii) Renders significant service to the Chapter.
- (d) Provide for remission of dues of any Companion who the Standing Committee considers would have difficulty in paying his dues. A reduction or remission under this clause or clause (c) (ii) shall be for a period of one year only, but may be continued by resolution of the Standing Committee. Any member affected by these provisions shall continue to be classed as a subscribing member of the Chapter and the Fee for the administration of Grand Chapter must still be paid.

#### 13.14 ANNUAL RETURN

- (a) The Annual Return shall be prepared as at a date set by the Management Council, signed by the Scribe Ezra and forwarded to reach the Grand Scribe Ezra by the 20<sup>th</sup> day of the following month.
- (b) The return shall be on the prescribed form giving the names of:
  - (i) Members Advanced, Acknowledged or Exalted since the preceding Annual Return and the dates of their respective Degrees.
  - (ii) Members who have Joined or Affiliated since the preceding Annual Return and the dates of their Joining or Affiliation.
  - (iii) All Companions whose membership of the Chapter has ceased since the date of the preceding Annual Return and the dates and causes of cessation of membership.
  - (iv) All dual members.
- (c) The return shall provide such further particulars as may be requested.

#### 13.15 FALSE RETURNS

- (a) If any return sent on behalf of a Chapter to the Grand Scribe Ezra shall knowingly contain any false information, or omit material particulars, the Management Council will be notified immediately.
- (b) The Management Council will then direct what further action will be taken.

13.16 AUTHORISED RITUAL

- (a) The Management Council shall:
  - (i) Establish a Ritual Committee to provide rituals for all Degrees and Ceremonies controlled by Grand Chapter.
  - (ii) Approve the rituals for issue by the Grand Scribe Ezra.
- (b) Chapters shall use only the current approved ritual, unless the Management Council approves otherwise.
- (c) Copies will be supplied to Chapters by the Grand Scribe Ezra, on receipt of the required fee.

13.17 DISPENSATIONS

- (a) Dispensation for the variation of these rules may only be issued by the First Grand Principal.
- (b) All requests for Dispensations permitted by authority vested in Grand Superintendents of Districts as set out in the Constitution and Laws of Grand Chapter shall be made direct to the Grand Superintendent of the District, including full particulars of the situation. A copy of the decision will be subsequently reported by the Grand Superintendent, in writing, to the Grand Scribe Ezra within seven (7) days. All requests for Dispensations requiring the First Grand Principal's consent must be made to the First Grand Principal via the Grand Scribe Ezra.
- (c) Dispensations will be issued without charge.

13.18 ERASURE

No Motion for the Erasure of a Chapter shall be considered by Grand Chapter until:

- (a) The Principals of the Chapter have received notice in writing, from Grand Scribe Ezra, of the grounds for the proposed action and the hearing.
- (b) The Management Council has held a hearing at which the Principals, or any other person representing the Chapter, shall be entitled to be heard and to call any evidence relevant to the complaint.

13.19 DORMANCY OR DISSOLUTION OF A CHAPTER

- (a) When the members of a Chapter can no longer hold Regular Convocations in conformity with their By-Laws and this Constitution, they shall notify the Grand Superintendent who shall obtain from the Principals and Officers the grounds on which the decision has been made, proposals relating to Dormancy or Dissolution of the Chapter and the disposal of the assets.

- (b) If the Grand Superintendent is satisfied that the Chapter cannot continue he may authorise the Chapter to proceed to Dormancy or Dissolution.
- (c) After due notice has been given to the members, the Chapter shall at a Special Meeting called for that purpose resolve either:
  - (i) That the Chapter shall become Dormant for a period not exceeding five years, or
  - (ii) To dissolve the Chapter or amalgamate with another Chapter and dispose of the assets in accordance with a specific proposal approved by the Management Council, which shall ensure that any charitable funds are used for such a purpose.
- (d) In either case the Charter of the Chapter, the Seal and such other documents as he shall decide shall be delivered to the Grand Superintendent, who shall forward them to the Grand Scribe Ezra for safe keeping or cancellation.
- (e) Any funds of the Chapter not disposed of prior to the passing of the Dormancy resolution shall be transmitted to the Grand Treasurer to be held in trust for the Chapter during the period of Dormancy. Other assets of the Chapter shall be placed in such custody and held under such conditions, as the Grand Superintendent shall consider suitable.
- (f) If the Chapter amalgamates or is dissolved, its members shall not be entitled to any pecuniary benefits from a distribution of the funds or assets and subject to any specific trusts concerning funds or other assets these or any residue shall be transferred to the new Chapter or disposed of to such Royal Arch Charitable Trust as the Management Council may determine.
- (g) If the maximum period of Dormancy shall expire the Chapter shall be deemed to have been Dissolved.

#### 13.20 RESTORATION OF CHARTER

- (a) Companions desirous of reactivating a Dormant Chapter shall first obtain the agreement of the appropriate Grand Superintendent that the Chapter could again hold Regular Convocations in conformity with its By-Laws and this Constitution and then petition the First Grand Principal, in the form prescribed in Appendix E, that the Charter be restored.
- (b) The First Grand Principal, on the recommendation of the Management Council, may then cause the Charter to be restored to the Chapter, together with the documents and funds held for the Chapter and request the Grand Superintendent to arrange for the return to the Chapter of other assets held locally.

## **CHAPTER OFFICES**

### **14.1 OFFICERS**

- (a) A regular Royal Arch Chapter must elect the following officers - three Principals who, when the Chapter is conducting the Royal Arch Degree, jointly and severally preside, Scribe Ezra and three Sojourners. Additional Officers required by the ritual or to facilitate the operation of the Chapter may be elected or appointed.
- (b) Companions, other than Principals, may hold dual offices where the conduct of the Chapter permits.
- (c) The Office of Chaplain is not recognised by Grand Chapter and the Third Principal, as High Priest, is the proper person to offer prayers.
- (d) A Research Chapter may appoint other Officers to assist its activities.

### **14.2 ELIGIBILITY FOR OFFICE**

When a Companion has been Exalted he shall be eligible for election or appointment to any Office in a Chapter or any Lodge or Council held within the body of the Chapter, subject to Rule 14.4 and Rule 13.1 (c) (ii) (except by special resolution of the Chapter) at the time of election or appointment.

### **14.3 INSTALLATION OF OFFICERS**

- (a) The Installation and Investiture of the Officers of a Chapter shall be held annually on the day specified in the By-Laws but if that is impracticable another date may be fixed by agreement with the Grand Superintendent.
- (b) All Chapter Officers must be Invested with the Collar and Jewel of their respective Office. Symbolic Investitures are not permitted and Grand Chapter Collars are to be removed prior to Investiture with the Chapter Collar. Grand Chapter Officers may replace their Grand Chapter Collar after their Investiture.
- (c) An Officer Elect (except one who has been re-elected to the same Office) shall not officiate in or undertake the duties of his elected Office until he has been regularly Installed and/or Invested in open Chapter.

### **14.4 REQUIREMENT FOR INSTALLATION AS PRINCIPAL**

- (a) All Principals shall be elected at a Regular Convocation of the Chapter in accordance with its By-Laws.
- (b) The First Principal (Elect) shall have served the Office of Second Principal of a Regular Chapter for twelve months and have the Craft Rank of Installed Master or Past Master.
- (c) The Second Principal (Elect) shall have served the Office of Third Principal for twelve months and have the Craft rank of Warden or Past Warden.

- (d) The Third Principal (Elect) shall have the Craft rank of Warden or Past Warden.
- (e) PROVIDED HOWEVER that any of the foregoing requirements as regards previous service or Craft Rank may be waived by Dispensation from the First Grand Principal.
- (f) No Companion shall be Installed into a Principal's Chair without possessing the Secrets of the preceding Chair or Chairs.

#### 14.5 INSTALLATION OF PRINCIPALS

- (a) The Principals' Installation Degrees shall only be conferred in a Conclave of Installed Principals opened by and in the presence of at least three Principals (present or past) of a Regular Chapter of whom at least one must be a First Principal (present or past).
- (b) The Ceremony of Installation of the Principals of a Chapter, or any of them, may be performed in another Chapter on the Roll of Grand Chapter with the consent of the Grand Superintendent.
- (c) The names of all Principals Installed shall be:
  - (i) Duly recorded in the Minute Book of the Chapter,
  - (ii) Forwarded to the Grand Scribe Ezra together with the Certificate signed by the Installing Officer and the appropriate fees. A Certificate of Installation will then be issued.
- (d) If a Principal is Reinstalled in the same Chapter his Installation Certificate will be endorsed by the Grand Scribe Ezra on payment of the fee.

#### 14.6 CONTINUATION IN OFFICE

A First Principal cannot continue to hold that Office for more than two successive years, unless a Dispensation is obtained from the First Grand Principal, but may be elected again after having ceased to hold the Office for at least one year.

#### 14.7 ABSENCE OF PRINCIPALS

- (a) If the First Principal will be absent from any meeting of the Chapter he may nominate a Past Principal to fill the Chair. Failing this the Immediate Past First Principal or any other Past First Principal present may be requested by those present to preside over and conduct the Business of the Meeting.
- (b) Alternatively, the Second or Third Principal may conduct the Business of the Meeting but neither of them shall occupy the Chair of First Principal nor Exalt a Candidate.
- (c) If the Second or Third Principal is absent from any meeting of the Chapter the First Principal shall request any Past Principal, or any other Companion deemed competent, to fill the Office.

#### 14.8 VACANCIES IN OFFICE

- (a) If any Officer becomes incapable of performing or unwilling to perform the duties of his Office, or resigns, he shall be deemed to have vacated his Office and the First Principal shall appoint a suitably qualified Companion to fill the Office for the remainder of the term.
- (b) If the First Principal is dissatisfied with the manner in which any Elected Officer has performed his duties, he may recommend to the Chapter that the Officer be replaced, which must be done by resolution, notice of which has been given to the Officer named.

#### 14.9 DUTIES OF SCRIBE EZRA

The Scribe Ezra shall:

- (a) Issue the Notice for all meetings of the Chapter.
- (b) Keep accurate Minutes recording the date and place of each meeting, the attendance, the full names and the Lodges of Candidates, the names of their proposers and the seconders and all the Business transacted. The accuracy of the Minutes shall be submitted for confirmation at the next meeting.
- (c) Conduct all correspondence,
- (d) Attend to the requirements relating to Returns and other information for Grand Chapter,
- (e) Assist generally in the management of the affairs of the Chapter.
- (f) As soon as possible, inform the Principals of any matters of urgency of which he receives knowledge.

#### 14.10 DUTIES OF TREASURER

The Treasurer shall:

- (a) Remit to the Grand Scribe Ezra, without specific instructions, all Registration and Diploma Fees payable in respect of Candidates and Principals and the Annual Fee for administration.
- (b) Keep proper books of account, including a Register of members and enter therein particulars of all moneys received by him and of authorised expenditure.
- (c) Pay all moneys received by him into a bank account opened in the name of the Chapter and draw on such account as authorised by the Chapter.
- (d) At the close of the Financial Year prepare Annual Accounts including a Balance Sheet, and deliver a true copy thereof to the examiner or auditor elected by the Chapter. The Annual Accounts, when examined or audited shall, as soon as convenient, be presented to a Regular Convocation of the Chapter for consideration and, if approved, adopted.

## **MEMBERSHIP OF CHAPTERS**

### **15.1 QUALIFICATIONS OF MEMBERSHIP**

- (a) Every Candidate for Membership in a Chapter shall:
  - (i) Have been a Master Mason for at least six (6) months.
  - (ii) Be a financial member of a Craft Lodge recognised by the Grand Lodge of Ancient, Free and Accepted Masons of New Zealand,
- (b) If he ceases to have this qualification for greater than six (6) months his right of membership of a Chapter terminates.
- (c) Any Companion who has been excluded from membership under Clause 15.13 must obtain a Dispensation from the First Grand Principal, before reapplying for membership.
- (d) The First Grand Principal and Pro First Grand Principal shall, by virtue of their respective Offices, be deemed to be members of and entitled to preside over every Chapter but this authorisation shall not impose on them any liability for financial contributions.

### **15.2 PROPOSITIONS**

- (a) Information as to the nomination of Candidates and Joining or Affiliating Companions or other proposals for Membership shall be given in Open Chapter at a Regular or Emergency Convocation. Due notice giving full details and stating the intention to proceed to Ballot shall then be given in the Summons for the next Convocation.
- (b) The Ballot may then be taken at that or a subsequent Convocation and if a Candidate is then elected to membership he may be Advanced at the same meeting.

### **15.3 BALLOTS**

- (a) The Ballot may be conducted by a show of hands provided the members present and voting unanimously agree.
- (b) A Collective Ballot may be taken for two or more Candidates provided Companions have been informed that should any black balls appear each Candidate would be subjected to a separate Ballot.
- (c) Two black balls in the Ballot shall in every case exclude the candidate.

### **15.4 JOINING AND AFFILIATING COMPANIONS**

- (a) Prior to a ballot being taken for a Companion seeking to Join or Affiliate with a Chapter he shall produce:
  - (i) His Grand Chapter Certificate.
  - (ii) A Certificate that he is a "financial member" of a Craft Lodge [see Rule 15.1 (b)] and



- (iii) A Certificate that he is a financial member of a Chapter or was when he resigned from his former Chapter.
- (b) If his Chapter is dormant he shall be eligible to join another Chapter within twelve months but thereafter must produce a Certificate from Grand Scribe Ezra confirming dormancy and that his dues were duly paid up to the time of cessation.
- (c) Every Companion whose Certificate was issued by another Grand Chapter shall, in addition, sign and deliver to the Scribe Ezra in open Chapter a Declaration in the form set out in Appendix A, which act shall be recorded in the Minutes and the Declaration forwarded to the Grand Scribe Ezra.
- (d) If the Affiliating Companion has not received the Mark and/or Excellent Degrees he shall, as soon as possible after election, receive the Degree or Degrees and the particulars shall be included in the next Annual Return to Grand Chapter.
- (e) A Companion who was in good standing when he resigned may re-join the Chapter of which he was formerly a member, by resolution.
- (f) A Companion who transfers from one New Zealand Constitution Chapter to another may be accepted as a Joining Member, by resolution, after the relevant details have been published on a Notice of Meeting.

#### 15.5 REJECTED CANDIDATE

A Candidate for membership who has been rejected on the Ballot shall not be eligible for nomination again in any Chapter, for a period of twelve months.

#### 15.6 TRANSFER TO ANOTHER CHAPTER

- (a) When a Companion advises his Chapter that he is moving or has moved to another locality and wishes to resign his membership or submits his resignation, Scribe Ezra shall inform him of the Chapter or Chapters in the area in which he is to reside.
- (b) The Scribe Ezra shall then complete a transfer in the form set out in Appendix B and deliver it to the Companion or the relevant Chapters.

#### 15.7 CONFERMENT OF DEGREES

- (a) A candidate:
  - (i) Must be Advanced in the Chapter in which he has been elected.
  - (ii) May be Acknowledged in another New Zealand Constitution Chapter.
  - (iii) Must be a Mark Master and an Excellent Master before being Exalted.

- (iv) May be Exalted in another New Zealand Constitution Chapter with the agreement of the Grand Superintendent of the District.
- (v) May only be Exalted in a Chapter of another Constitution by Dispensation from the First Grand Principal.
- (b) A Chapter may only confer the Mark and/or Excellent Degrees on a Companion of another Constitution when he has affiliated pursuant to Rule 15.4.

#### 15.8 DIPLOMAS

- (a) Every Companion who has received a Degree in a New Zealand Constitution Chapter shall be entitled to receive a Certificate (Diploma), in respect of the Degree conferred, after Registration in the books of Grand Chapter and the payment of the required fee.
- (b) If a Diploma is lost or destroyed a duplicate may be issued by the Grand Scribe Ezra on receipt of satisfactory proof of such loss or destruction and the requisite fee.
- (c) Every Diploma shall be presented in Open Chapter and shall immediately be signed by the recipient.
- (d) In special circumstances approved by the Grand Superintendent of the District, the Diploma may be presented elsewhere and the Presenting Officer must ensure that it is duly signed by the recipient.

#### 15.9 FORTY YEARS SERVICE AWARD

- (a) Grand Chapter has created an Award to recognise that a Companion has been a member in good standing of a recognised Royal Arch Chapter, for a period of not less than forty years. Any periods of non-membership of a Regular Chapter shall be excluded from the qualifying years.
- (b) The Award is in the form of a Jewel which has embossed on it a Triple Tau surrounded by laurel leaves and with the words "FORTY YEARS" on a bar at the lower edge and engraved on the reverse with the name of the recipient. The Jewel is suspended by a scarlet ribbon attached to suitable bars and a pin.
- (c) When a Companion qualifies for the Award, the Scribe Ezra of his current Chapter shall apply to the Grand Scribe Ezra, on the appropriate form, providing the relevant data.
- (d) The Grand Scribe Ezra, on receipt of the application, will verify the accuracy of the data and forward the Jewel to the Chapter for presentation.
- (e) A bar which has the figure "5" in a centrally situated Keystone and the words "Years' Service" is available to recognise further service. The bar is to be attached to the ribbon of the Jewel.

- (f) Following qualification for the Award, the Scribe Ezra of the Chapter may apply, at intervals of five qualifying years, for the “5 Year” bar.

#### 15.10 HONORARY MEMBERS

- (a) A Chapter may, in the manner provided in its By-Laws, elect as an Honorary Member, a member who has rendered eminent service to the Chapter or to Royal Arch Masonry.
- (b) The Chapter shall pay the Grand Chapter fees of Honorary members who are not Dual members.

#### 15.11 RESIGNATIONS

- (a) A member of a Chapter may resign by:
  - (i) Announcing his action in Open Chapter, or
  - (ii) Notice in writing to the Scribe Ezra.
- (b) Unless otherwise stated, a resignation shall take effect:
  - (i) At the expiration of one month after the date of announcement, or
  - (ii) At the conclusion of the Convocation when the written notice shall be read.
- (c) If the member is financial the Chapter may resolve to treat the resignation as provisional for a period of three months after which, if not withdrawn, it will then become effective.
- (d) A resignation may be withdrawn before it becomes effective.
- (e) Every member in good standing who resigns from a Chapter (excluding a Research Chapter) shall be entitled to:
  - (i) A Certificate, signed by Scribe Ezra, stating that he was financial at the time of resignation.
  - (ii) Visit any one Chapter no more than three times prior to his becoming a member of that Chapter.

#### 15.12 MEMBER IN ARREARS

- (a) A Chapter may provide in its By-Laws for the exclusion of any member whose dues are more than twelve months in arrears but at least three months written notice of the arrears and the power to exclude shall be sent to the Companion by prepaid letter, posted to him at his last known place of residence, or by electronic mail, before such exclusion is effected.
- (b) Any member of a Chapter whose dues continue unpaid for two years shall, without further demand or notice, be excluded as from the end of the second year.
- (c) Immediately a Companion is excluded his membership of the Chapter and any other Regular Chapter shall cease.

- (d) As soon as convenient after exclusion the name and address of the Companion and particulars of the arrears payable shall be sent to the Grand Scribe Ezra and the Grand Superintendent.
- (e) When so excluded he shall not be entitled to visit or affiliate with any Chapter until all arrears have been paid to the excluding Chapter, who shall immediately notify the Grand Scribe Ezra.
- (f) Notice of the payment of the arrears will then be given to the other Chapters concerned.
- (g) If any Chapter shall knowingly allow a Companion excluded for non-payment of dues to Join or Affiliate it shall be liable to pay to the excluding Chapter all arrears of dues.
- (h) A Chapter that knowingly receives an excluded Companion as a visitor shall be liable to pay such sum as may be determined by the Management Council, by way of penalty to Grand Chapter.
- (i) When a Chapter becomes Dormant or is Erased, those members whose dues are in arrears are deemed to be excluded Companions provided however the Grand Superintendent may recommend to the First Grand Principal that a member or members be exempted by Dispensation.
- (j) The circumstances of any member of a Chapter being in arrears with the payment of dues shall not, as such, form a ground of complaint under Rule 15.15.

#### 15.13 SUSPENSION OR EXCLUSION BY CHAPTERS

- (a) In addition to the power of exclusion for non-payment of dues, a Chapter shall have the power to suspend for a limited period or permanently exclude any member for sufficient cause, provided that such member and the Grand Superintendent shall have received notice in writing of the complaint made against him and of the time appointed for its consideration when he shall be entitled to attend and be heard.
- (b) The resolution to suspend or exclude shall be effective only if carried by a majority of not less than two-thirds of those present and voting.
- (c) The name of the member suspended or excluded, together with a statement of the cause and the action taken shall forthwith be notified to the Grand Scribe Ezra who may then inform such Chapters as the Management Council may direct.
- (d) When suspended or excluded the member shall not be entitled to visit or affiliate with any Chapter.
- (e) A Chapter where the First Principal (or in his absence, the Presiding Officer for the time being) knowingly receives an excluded Companion as a visitor, shall

be liable to pay, by way of penalty to Grand Chapter, such sum as may be determined by the Management Council.

- (f) The member involved is entitled to appeal in accordance with the provisions of Rule 15.15.

15.14 SUSPENSION OR EXPULSION BY GRAND OR CRAFT LODGE

- (a) If any Companion shall be suspended or expelled by a Grand Lodge or excluded by his Lodge, then, while further enquiry is being made, such member shall not be admitted to Grand Chapter, or any Chapter.
- (b) If a member of the Craft is under suspension he shall not be eligible to join a Chapter until the suspension is lifted.
- (c) If expulsion or exclusion is proved to the satisfaction of the Management Council it shall direct the member's Chapter that he is no longer qualified for membership.

15.15 COMPLAINTS AND APPEALS

- (a) Any difference between Companions, Companions and Chapters or between Chapters that cannot be determined privately or in Chapter may be referred to the Grand Superintendent of the District in the form of a written statement signed by or on behalf of the applicant detailing the relief sought and the grounds for the application.
- (b) The applicant shall serve a true copy of such statement on the opposite party, (the Scribe Ezra in the case of a Chapter), within ten days of it being forwarded to the Grand Superintendent.

## **MARK LODGES**

### **16.1 REGULAR LODGES**

- (a) A Mark Lodge holding a Warrant or Charter from a recognised Grand Mark Lodge or from a Grand Chapter recognising the Degree shall be defined as Regular.
- (b) A Brother having received the Mark Degree in a Regular Lodge or Chapter and holding a valid Certificate or Diploma shall have Regular status when his name has been duly recorded by the Grand Mark Lodge or Grand Chapter.

### **16.2 RULES**

The Rules contained in this Constitution relating to Chapters, where relevant and amended appropriately, shall apply to a Mark Lodge and its members.

### **16.3 RESTRICTION TO MARK DEGREE**

A Mark Lodge holding a Warrant or Charter from Grand Chapter may confer the Mark Degree only, on a Master Mason who is a contributing member of a Craft Lodge, according to the Ritual approved by Grand Chapter.

### **16.4 OFFICERS**

- (a) The Lodge shall annually Elect a Master, Senior Warden and Junior Warden. It may elect or appoint such other Officers as the ritual requires.
- (b) A Brother may hold both the Office of Treasurer and any other Office except Master.
- (c) The Master of the Lodge shall be addressed by the title "Worshipful".

### **16.5 REQUIREMENT FOR INSTALLATION AS WORSHIPFUL MARK MASTER**

- (a) The Worshipful Mark Master (elect) shall have served the Office of Warden in a Mark Lodge for twelve months.
- (b) The holding of the Craft Rank of Installed Master shall not be a prerequisite.

## **LODGE OF MARK MASTERS**

### **17.1 OFFICERS OF THE LODGE**

- (a) A Lodge of Mark Masters working within a Regular Chapter may elect or appoint members as Officers of the Lodge, irrespective of whether they are Officers in the Chapter.
- (b) The Officers of a Lodge of Mark Masters shall comprise the Worshipful Mark Master, Senior Warden, Junior Warden, and such other Officers as the ritual requires.

- (c) No member other than an Installed Principal or Principal-Elect shall be eligible for election or appointment to the Office of Worshipful Mark Master. The holding of the Craft Rank of Installed Master shall not be a prerequisite.
- (d) No Companion shall open or close a Lodge of Mark Masters, administer the Obligation or confer the Secrets until he has received the Installed Mark Master's degree.
- (e) The Master of the Lodge shall be addressed by the title "Worshipful".
- (f) The Installing Officer shall forward to the Grand Scribe E a Certificate of the Installation of the Worshipful Mark Master.

#### 17.2 CONFER DEGREE OF MARK MASTER

The Lodge may confer the Degree of Mark Master only, on a Master Mason, who is a contributing member of a Craft lodge, according to the Ritual approved by Grand Chapter.

#### 17.3 INSTALLATION

Following the Installation of the Worshipful Mark Master, a Certificate of installation signed by the Installing Officer, shall be forwarded to the Grand Scribe Ezra.

### **LODGE OF EXCELLENT MASTERS**

#### 18.1 OFFICERS OF THE LODGE

- (a) A Lodge of Excellent Masters working within a Regular Chapter may elect or appoint members as Officers of the Lodge, irrespective of whether they are Officers in the Chapter.
- (b) The Officers of a Lodge of Excellent Masters shall comprise the Worshipful Excellent Master, Senior Warden, Junior Warden, and such other Officers as the Ritual requires.
- (c) No member other than an Installed Principal or Principal-Elect shall be eligible for election or appointment to the Office of Worshipful Excellent Master. The holding of the Craft Rank of Installed Master shall not be a prerequisite.
- (d) No Companion shall Open or Close a Lodge of Excellent Masters, administer the Obligation or confer the Secrets unless he has been duly elected or appointed to that Office.
- (e) The Master of the Lodge shall be addressed by the title "Worshipful".

#### 18.2 CONFER DEGREE OF EXCELLENT MASTER

The Lodge may confer the Degree of Excellent Master only, on a Mark Master Mason who is a contributing member of a Royal Arch Chapter under Grand Chapter, according to the Ritual approved by Grand Chapter.

## **ROYAL ARK MARINER and RED CROSS DEGREES**

### **19.1 CONSTITUTE BY RESOLUTION**

A Chapter may, by one or more resolutions, when due notice has been given, constitute within the Chapter:

- (a) A Royal Ark Mariner Lodge,
- (b) A Red Cross Council

and in either case shall forward a verified copy or copies of the resolution(s) to the Grand Scribe Ezra.

### **19.2 MEETINGS**

Meetings of the Lodge or Council shall be convened by Summons stating the only Business to be transacted and a minimum of seven Royal Arch Companions must be present.

### **19.3 OFFICERS**

The Lodge and the Council shall elect or appoint the Officers appropriate for the Degrees worked by them.

### **19.4 ELIGIBILITY FOR CONFERMENT**

The Lodge may confer the Degree of Royal Ark Mariner and the Council the Red Cross of Babylon Degree consisting of three points, viz. Knights of the Sword, Knights of the East and Knights of the East and West on a Regular Royal Arch Companion who applies for the Degree to be conferred and pays the required fee.

### **19.5 ROYAL ARCH DEGREES REQUIRED**

The Degrees of Royal Ark Mariner and Red Cross of Babylon may be conferred only on those Companions who have taken the Mark Master, Excellent Master and Royal Arch degrees.

### **19.6 CHAIR DEGREES**

- (a) The Chair Degree of Worshipful Commander Noah may only be conferred upon present or past First Principals who are Royal Ark Mariners and only a duly Installed Commander shall preside over a Lodge of Royal Ark Mariners.
- (b) The Chair Degree of Most Excellent Chief may only be conferred upon present or past First Principals who are Red Cross Knights and only a duly Installed Chief may preside over a Council of Red Cross Knights.



- (c) The Chair Degrees may only be conferred on a member of a New Zealand Constitution Chapter.

#### 19.7 TERMINATION OF AUTHORITY

A Chapter may terminate the Authority to work these Degrees by resolution, when due notice has been given. A verified copy of the resolution shall then be forwarded to the Grand Scribe Ezra.

### **CRYPTIC COUNCILS**

#### 20.1 CONSTITUTION AND RULES TO APPLY TO CRYPTIC COUNCILS

The provisions contained in this Constitution relating to Royal Arch Chapters shall, amended appropriately, apply to all Cryptic Councils, except the Council of the Silver Trowel and their members, except:

- (a) They shall be exempt from payment of the Annual Fees for administration payable to Grand Chapter.
- (b) The proposition and Ballot for membership may take place at the same meeting.

#### 20.2 DEGREES WORKED

The Degrees of Select Master, Royal Master, Most Excellent Master, Super Excellent Master and Installed Thrice Illustrious Master shall only be worked within Cryptic Councils.

#### 20.3 REQUIREMENTS OF A CRYPTIC COUNCIL

- (a) No Cryptic Council shall be opened with fewer than nine Select Masters present and at least one shall have been Installed as a Thrice Illustrious Master,
- (b) The Cryptic Council shall annually elect the following officers: -
  - (i) Thrice Illustrious Master, Depute Master, Principal Conductor of Work, Recorder/Treasurer, Captain of the Guard and Conductor of the Council.
  - (ii) The positions of Recorder and Treasurer may be separate.
  - (iii) Additional Officers required by the Ritual may be elected or appointed.
- (c) No member can be elected and/or act as Thrice Illustrious Master unless he is a present or past Principal of a Chapter.
- (d) A Council shall confer the Degree of Installed Thrice Illustrious Master on any of its members in Grand Council if that Rank is a prerequisite for Higher Office and the Companion will then hold the Rank of Past Installed Thrice Illustrious Master. This Rank shall apply retrospectively

#### 20.4 ELIGIBILITY FOR MEMBERSHIP

- (a) Cryptic Councils may admit as members regular Royal Arch Companions in good standing.
- (b) Continuation of membership of a Chapter is essential to membership of a Council.
- (c)
  - (i) A Companion who has taken the Cryptic degrees from another Constitution and who is not a member of a New Zealand Constitution Royal Arch Chapter shall obtain a Dispensation from the First Grand Principal, before joining.
  - (ii) On joining he shall sign the Declaration in Appendix A, amended appropriately, and shall thereupon become subject to the jurisdiction of Grand Chapter. The declaration shall be forwarded to the Grand Scribe Ezra.

#### 20.5 NEW CRYPTIC COUNCILS

The Petition for the establishment of a new Cryptic Council and its Consecration must be signed by at least nine Royal Arch Companions who are members of an existing New Zealand Cryptic Council and at least three shall have been installed as Thrice Illustrious Masters.

#### 20.6 AMALGAMATION OF CRYPTIC COUNCILS

If two Cryptic Councils should amalgamate they may retain one name or combine their names and the number of one of them, or select a new name and a new number on the Register will be assigned.

#### 20.7 COUNCIL OF THE SILVER TROWEL

- (a) There shall be a Cryptic Council known as the Council of the Silver Trowel No 111, for the express purpose of conferring the Order of the Silver Trowel Degree upon Companions who are Installed Thrice Illustrious Masters, Past or Present.
- (b) The Council shall meet in conjunction with the Annual Convocation of Grand Chapter or otherwise as directed by the Grand Master of the Council.
- (c) The Officers of Grand Council shall be the Officers of the Council of the Silver Trowel No 111.
- (d) The Grand Master shall appoint such Officers of the Council of the Silver Trowel as are required by the ritual of that Degree.
- (e) Membership of the Council of the Silver Trowel shall be by application and at the sole discretion of the Grand Master of the Council. All members will then be dual members of this Council.

## **REGALIA**

### **21.1 ROYAL ARCH CLOTHING**

- (a) The Management Council shall approve the design and issue specifications of all Regalia and Jewels issued by authority of Grand Chapter.
- (b) New Zealand Constitution Royal Arch Regalia shall be worn at all Convocations of a Chapter or Grand Chapter, unless the member attends as a visitor.
- (c) A Royal Arch Mason shall wear the Apron, Sash and Collar (where appropriate) and no Companion shall be admitted to a Convocation unless so clothed, except by permission of the Presiding Officer.
- (d) Sashes must always be worn with Chain Collars.
- (e) Grand Chapter Officers shall wear their Grand Chapter Regalia when attending Grand Chapter Convocations or on other Official occasions.
- (f) Past Grand Officers must provide and wear on all Official occasions, at least the Collar and Jewel pertaining to their rank.

### **21.2 REGALIA FUND**

A special fund shall be established for the purpose of replacement and repair of regalia supplied for the use of Grand Chapter Officers. The fund shall be maintained at an amount decided by the Management Council from time to time.

### **21.3 BANNERS**

The Banners of Royal Arch Masonry consist of five large and twelve small, these last being those of the Twelve Tribes. The pattern and device will be in accordance with the established designs as approved by the Management Council.

### **21.4 CHAPTER BANNERS**

A Chapter may fund from its own resources a distinguishing Banner, of a design approved by the Management Council. The Banner may be shown in the Chapter room but is not to be used for Degree workings.

### **21.5 CHAPTER JEWELS**

A Chapter may fund from its own resources a Jewel to celebrate an appropriate occasion, subject to it containing the Royal Arch Symbol and the design being approved by the Management Council.

### **21.6 TRACING BOARDS**

Chapters shall exhibit a Tracing Board, of a design approved by the Management Council, during those Degrees where one is required by the Ritual.

## **FEES**

### **22.1 REQUIREMENT TO PAY**

- (a) The Management Council shall determine all fees, except the Annual Fee for administration purposes, which will then be notified in a Schedule of Fees published by Grand Scribe Ezra.
- (b) All applications for documents or services shall be accompanied by the appropriate fee.
- (c) In special circumstances, the Management Council may defer the date for payment of any fee.

### **22.2 ANNUAL FEE FOR ADMINISTRATION**

- (a) The amount of the Annual Fee per member for administration purposes, when approved by Grand Chapter at the Annual Convocation, shall be effective from the 1<sup>st</sup> day of July following and shall be payable on the day of the Chapter's Installation.
- (b) Chapters shall be permitted to pay the Annual Fee in two equal instalments due on the day of Installation and on the date six months thereafter, provided the full annual payment is made within the current Financial Year ending 30 June.
- (c) The Annual Fee calculated on a membership basis, excluding Dual Members, from the previous Annual Return shall be remitted to the Grand Scribe Ezra together with the Certificate of Installation.
- (d) If a Chapter shall refuse to pay the fees properly payable to Grand Chapter it shall be liable to be erased, suspended or suffer such other penalty as Grand Chapter may impose, after notice has been given of default.

### **22.3 DUAL MEMBER**

Where a Companion is a member of more than one Chapter he shall:

- (a) Nominate to the Scribes Ezra which Chapters he wishes to be a dual member of,
- (b) Pay only one Annual Fee for administration, to the Chapter of which he is not a Dual member.

## **GENERAL**

### **23.1 AMENDMENT OF CONSTITUTION**

This Constitution may be altered, added to or replaced at any Annual or Special Convocation provided that:

- (a) Notice in writing of such proposed amendment shall be given to the Grand Scribe Ezra on or before a date, preceding the Annual Convocation, to be set by the Management Council or at least thirty days prior to the date of a Special

Convocation. This requirement shall not apply to amendments submitted by the Management Council.

- (b) A correct copy of the proposed amendment shall be sent with the Agenda for the Convocation. If the proposed alteration is extensive, the Management Council may cause an accurate summary to be distributed but a full copy will be available for inspection, if requested.
- (c) Clause 13.18 (Winding Up Clause) shall not be altered without the prior approval of the Department of Inland Revenue.
- (d) No amendment shall be approved by Grand Chapter if it would be, in any way, contrary to the provisions of Rules 23, 24 and 25.

## 23.2 APPROVED AMENDMENTS

Amendments approved by Grand Chapter shall become effective at the close of the Convocation or at such earlier or later date as may be incorporated in the amendment **provided always** if an earlier date is specified as the effective date of the amendment, nothing done in accordance with the un-amended Constitution and Laws between that earlier date and the close of the Convocation shall be thereby invalidated.

## 24.1 DISSOLUTION OF GRAND CHAPTER

- (a) Notwithstanding any other provision in this Constitution, in the event of Grand Chapter being dissolved or ceasing to exist, the residue of any funds, assets, investments or other property vested in the Trustees of Grand Chapter as may remain after payment of all liabilities, costs and expenses, shall be disposed of in such manner and at such time as the Management Council may determine taking into consideration and having regard to any special directions of Grand Chapter.
- (b) Neither the Trustees of Grand Chapter, nor any member of Grand Chapter, nor any member of a Chapter shall benefit directly or indirectly by the disposal of the residue of such property but those funds shall be applied to a purpose or purposes that is, in law, a public charitable purpose in New Zealand.

## **CHARITABLE FUNDS**

### **25.1**

- (a) The funds known as "The Royal Arch Jubilee Memorial Scholarship Fund" and "The Royal Arch Masonic Centennial Award Fund" and any other moneys which may be held or transferred to Grand Chapter for charitable purposes shall be held subject to the specific trusts under which the funds may have been received.
- (b) No provision herein shall be interpreted as authorising the application of those funds for any purpose that is not a public charitable trust in New Zealand.

## **PRIVACY ISSUES**

### **26.1**

Any website or other electronic database owned by or controlled by or under the aegis of Supreme Grand Chapter may record and disclose the names, addresses, Ranks, Offices (past and present), contact details, and Chapter/Council/Degree Memberships and affiliations of any person enrolled in the records of Supreme Grand Chapter on the following conditions:

- (a) Public access shall be limited to the following particulars only in the case of Scribes Ezra and First Principals of Chapters (or equivalent Officers in the case of Grand Chapter and the Mark, Excellent, Cryptic Council, Royal Ark Mariners and Red Cross Degrees):- name, email address(es), telephone and fax number(s), provided always any such Officer may object in writing to Grand Scribe Ezra as to the public having access to his work email address or his work phone number or his work fax number and upon receipt of any such written objection Grand Scribe Ezra shall as soon as reasonably practicable delete such particulars from the publicly accessible area of any such website or electronic database.
- (b) Access to all other such particulars of the office holders referred to in immediately preceding paragraph (a) and access to all such particulars of all other persons enrolled in the records of Supreme Grand Chapter shall be restricted to persons enrolled in the records of Supreme Grand Chapter by means of passwords or PIN numbers issued by or approved by Grand Scribe Ezra or by any electronic system authorised or approved in that behalf by Grand Scribe Ezra or by such other recognised means as Grand Scribe Ezra may in his unfettered discretion decide.
- (c) Any particulars to which the public or any person enrolled in the records of Supreme Grand Chapter has access in terms of the foregoing provisions may be removed or subjected to further restrictions on access should Grand Scribe Ezra so decide on the written application of any person enrolled in the records of Supreme Grand Chapter provided always any decision of Grand Scribe Ezra

on any such written application may be appealed by the applicant to the Management Council whose decision shall be final.

- (d) Nothing herein shall restrict the right of Grand Scribe Ezra and the Grand Treasurer and any person(s) under the control of either of them to maintain electronic records or other records of particulars over and above the particulars mentioned in this paragraph 26.1 provided access to such additional particulars shall be limited to Grand Scribe Ezra, the Grand Treasurer, any person(s) under the control of either of them, the Chairman of the Management Council and such other persons as may be approved by the Management Council from time to time. By way of illustrative examples only, such additional particulars might include records of disciplinary proceedings, records of persons with dues in arrears, records of persons excluded for non-payment of dues, and records of former members and deceased persons in the records of Supreme Grand Chapter.

26.2 In spite of anything expressed or implied herein, any electronic database or any part(s) thereof owned by or controlled by or under the aegis of Supreme Grand Chapter, whether or not it includes “personal information” as defined in the Privacy Act 1993, may be disclosed or copied to the Grand Lodge of Antient Free & Accepted Masons of New Zealand (the “Grand Lodge”) by Grand Scribe Ezra on the following terms and conditions:

26.2.1 That the Grand Lodge will comply with the Privacy Act 1993 when disclosing any such personal information that may be contained or included in any such electronic database or any part(s) thereof; and

26.2.2 Such other terms and conditions (if any) that the Grand Scribe Ezra may see fit to impose or agree with Grand Lodge.

Any reference to the Privacy Act 1993 includes a reference, if the context so requires, to that Act as amended or substituted from time to time and to any subordinate legislation under that Act.

## **HEALING POWERS**

27.1 The First Grand Principal shall, in addition to the power and prerogatives he holds by usage and custom or by these Rules, have the power to heal any breach of these Rules or infringement of any usage or custom.

## **MATTERS NOT PROVIDED FOR**

28.1 If any matter or question shall arise that is not provided for herein or, if there is any doubt touching the meaning or construction of any Rule, such matter, question or doubt shall be referred to the Management Council for its decision, which shall be binding on all parties except that it shall be subject to review, if sought, at the next ensuing Convocation of Grand Chapter.

**APPENDIX A**

DECLARATION BY AFFILIATING COMPANION

I, \_\_\_\_\_ of \_\_\_\_\_

do hereby solemnly declare that I will adhere to and comply with the Constitution and Laws of the Supreme Grand Royal Arch Chapter of New Zealand and the By-Laws of the

\_\_\_\_\_ Chapter No. \_\_\_\_\_

and I promise due obedience to the Most Excellent the First Grand Principal for the time being of such Grand Chapter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_

**APPENDIX B**

TRANSFER OF MEMBERSHIP

To the Companions of the \_\_\_\_\_

Royal Arch Chapter No. \_\_\_\_\_

Companion \_\_\_\_\_ who is a member in good standing of this Chapter is transferring to your locality.

His address will be \_\_\_\_\_ and you are requested to accept him as a member of your Chapter in terms of Rule 15.6

From \_\_\_\_\_ Chapter/Council No \_\_\_\_\_ (Place)

\_\_\_\_\_

Date \_\_\_\_\_ Scribe Ezra \_\_\_\_\_



**APPENDIX C**

PETITION FOR CHARTER TO CONSTITUTE A NEW CHAPTER

To the Most Excellent the First Grand Principal of the Supreme Grand Royal Arch Chapter of New Zealand.

The PETITION of the undersigned Humbly Sheweth:

That your Petitioners are all Regular Royal Arch Companions duly Exalted to the Degree and members of the several Chapters whose names are annexed to their respective signatures.

That, having the good of Royal Arch Masonry at heart, the Petitioners are desirous of extending its benefits in this part of the country, which cannot be accomplished without having a Regularly Constituted Chapter. The Petitioners are therefore anxious to commence and carry on their Masonic labours, under the sanction of a Charter from the Supreme Grand Chapter, by the name and title of the

\_\_\_\_\_ and that their stated meetings shall be

held at \_\_\_\_\_ upon the \_\_\_\_\_ day of \_\_\_\_\_ and the Petitioners propose the following to be the first Office-Bearers of the Chapter, viz.:

Z \_\_\_\_\_ H \_\_\_\_\_

J \_\_\_\_\_ E \_\_\_\_\_

1<sup>st</sup> Soj \_\_\_\_\_ 2<sup>nd</sup> Soj \_\_\_\_\_

3<sup>rd</sup> Soj \_\_\_\_\_

May it therefore please the Grand Principals of the Supreme Grand Royal Arch Chapter of New Zealand to Constitute the Petitioners into a Regular Chapter holding under the name and title of: \_\_\_\_\_ and to grant a Charter in the usual form, in favour of the above Companions, as first Office-Bearers of that Chapter.

And your Petitioners will ever pray.

Signed \_\_\_\_\_ Chapter \_\_\_\_\_ No \_\_\_\_\_

etc.,

etc.,

(Date) \_\_\_\_\_

**APPENDIX D**

PETITION FOR CHARTER ON TRANSFER OF ALLEGIANCE OF A CHAPTER

To the Most Excellent the First Grand Principal of the Supreme Grand Royal Arch Chapter of New Zealand.

The PETITION of the undersigned Humbly Sheweth:

That your Petitioners are all Royal Arch Companions and members of

the \_\_\_\_\_ Chapter No \_\_\_\_\_

constituted on the \_\_\_\_\_ day of \_\_\_\_\_ by a Charter (here describe the Charter or other Warrant under which the Chapter works), which is herewith produced.

That the Petitioners who are now anxious to carry on their Masonic labours under the sanction of a Charter from the Supreme Grand Royal Arch Chapter of New Zealand do hereby solemnly declare that the members of the Chapter will adhere to and comply with the Constitution and Laws of the Supreme Grand Royal Arch Chapter of New Zealand and promise due obedience to the Most Excellent the First Grand Principal, for the time being.

They propose as their Office-bearers:

Z \_\_\_\_\_ H \_\_\_\_\_

J \_\_\_\_\_ E \_\_\_\_\_

1<sup>st</sup> Soj \_\_\_\_\_ 2<sup>nd</sup> Soj \_\_\_\_\_

3<sup>rd</sup> Soj \_\_\_\_\_

That their Chapter shall be called the \_\_\_\_\_

and that their Meetings shall be held at \_\_\_\_\_ upon the \_\_\_\_ day of \_\_\_\_\_

May it therefore please the Grand Principals of the Supreme Grand Royal Arch Chapter of New Zealand to grant a Charter of Confirmation (or Erection, as the circumstances of the case may require), in the usual form, in favour of the above Companions, as first Office-Bearers of that Chapter.

And your Petitioners will ever pray.

Signed \_\_\_\_\_

etc., etc., etc.,

(Date) \_\_\_\_\_

**APPENDIX E**

PETITION FOR REOPENING A DORMANT CHAPTER

To the Most Excellent the First Grand Principal of the Supreme Grand Royal Arch Chapter of New Zealand.

The PETITION of the undersigned Humbly Sheweth.

The Companions, members of the several Chapters whose names are annexed to their respective signatures below, being in a position to reopen the

\_\_\_\_\_ Chapter, formerly No \_\_\_\_\_ on the Roll of Supreme Grand Chapter and resume working within its By-Laws and the Constitution and Laws of Supreme Grand Chapter with good prospect of continuing as a Regular Chapter, now respectfully request that the Charter be returned to the Chapter.

And your Petitioners will ever pray.

Signed \_\_\_\_\_

Chapter \_\_\_\_\_ No \_\_\_\_\_

etc.,

etc.,

etc.,

(Date) \_\_\_\_\_

## APPENDIX F

### RULES GOVERNING JUBILEE MEMORIAL SCHOLARSHIPS

- 1 Supreme Grand Chapter established a Fund in 1942 to commemorate its Jubilee, the name of which is "The Royal Arch Jubilee Memorial Scholarship Fund" and which is hereinafter referred to as "The Fund".
- 2 The Fund shall consist of all property and monies transferred or bequeathed to it and accumulations of net income and gains thereon less distributions and losses and shall be administered by Supreme Grand Chapter.
- 3 The capital of the Fund, together with any accumulated income shall be invested by the Trustees **provided always:**
  - (a) when exercising any power of investment the Trustees shall only be required to act honestly and shall not be required to comply with Sections 13B and 13C of the Trustee Act 1956 and to avoid doubt this proviso shall be deemed to express a "contrary intention" for the purposes of Section 13D of that Act, and
  - (b) such direction to invest shall not apply to any working balance which the Trustees may think desirable, and
  - (c) the Trustees may delegate such power to invest to any financial planner, investment advisor, or other professional they think fit on such terms and conditions as they think fit.
- 4 Annual contributions to The Fund together with the interest earned by those contributions in that financial year, plus 90% of any interest that may accrue on the Capital Account shall be set aside in a separate account within the Fund to be known as the "Jubilee Memorial Scholarship Account". The moneys therein shall be disbursed by Supreme Grand Chapter as requested by the Scholarship Council.
- 5 If in any year no Scholarships are awarded or the total value of the Scholarships granted is less than the sum available, the surplus shall remain in the Scholarship Account, to provide for Scholarships in subsequent years.
- 6
  - (a) Supreme Grand Chapter shall, from the members of Grand Chapter, elect a Scholarship Council consisting of up to five members who shall continue to hold Office, during the pleasure of Grand Chapter, for a maximum of five years. Members may resign their election by written notice to the Grand Scribe Ezra.
  - (b) The Grand Scribe Ezra shall call for applications when Councilvacancies occur and the Management Council shall have the power to make temporary appointments until the next Annual Convocation, when Grand Chapter shall elect an applicant.

- (c) The Scholarship Council shall elect a Chairman, who shall preside for a period of up to two years, and advise the Grand Scribe Ezra. The Chairman may resign this Office by written notice to the Grand Scribe Ezra.
- 7 The Scholarship Council shall have full power to determine the method by which it shall deal with applications for a Scholarship and make decisions thereon. It may take account of character and promise of development in addition to the applicant's scholastic record.
- 8
- (a) Scholarships may be awarded for the purpose of providing a technical education, professional or vocational training or to continue such a course already commenced.
- (b) Each Scholarship shall be tenable at such Tertiary or other institution in New Zealand as may be stipulated by the Scholarship Council.
- 9 The tenure of any Scholarship shall be for one year and may be renewed, subsequent to a further application, for a period of one year. Renewals may be repeated annually.
- 10
- (a) The value of each Scholarship awarded shall be determined by the Scholarship Council.
- (b) Special named prizes shall be awarded to the most outstanding applicants.
- 11 Application for a Scholarship or renewals thereof shall be made in the manner following:
- (a) Grand Superintendents shall provide Application Forms upon request of a Chapter.
- (b) Applications, supported by such information as the Scholarship Council may require, will close with the Grand Superintendents on January 31<sup>st</sup> each year.
- (c) The Grand Superintendent shall ensure that each application is in order and forward his recommendation in triplicate, together with the original papers and two clearly legible copies to the Grand Scribe Ezra by February 15<sup>th</sup>.
- 12 Payment in respect of each Scholarship shall be made in April of that year. Grand Superintendents shall be responsible for distributing the payments within fourteen days of receiving them from the Grand Scribe Ezra.
- 13 The Scholarship Council shall present a written report giving a general summary of its activities, a list of Awardees including new scholarships and renewals and the special named prizes, with Districts and the amounts awarded to each District. This report shall be circularised to Chapters and printed in the Book of Proceedings.

- 14 Supreme Grand Chapter shall have power to add to or vary these regulations if necessary or desirable, provided that any such addition or variation does not affect the charitable nature of the fund and shall also have power in the event of the objects of the Fund being incapable of performance for a continuous period of not less than five years of dealing with the capital and income of the Fund for such other charitable or educational purposes in New Zealand as it thinks fit.
- 15 To avoid doubt, the Trustees for the time being of Supreme Grand Chapter shall also be the Trustees for the time being of the Fund.
- 16 The Trustees of the Fund shall be empowered to put in place and implement at the expense of the Fund a Trustees liability policy or professional indemnity policy or policies or similar policy or policies indemnifying them from and against any claims and personal liability incurred by them or by any of them in respect of any acts or omissions of them or any of them in relation to them or any of them discharging their duties and functions as Trustees of the Fund.
- 17 Charities Commission Registered Number is CC 38396

## **APPENDIX G**

### **RULES GOVERNING THE ROYAL ARCH MASONIC CENTENNIAL AWARD FUND**

Grand Chapter hereby makes the following Rules for the Administration of the Royal Arch Masonic Centennial Award Fund established pursuant to a Resolution of Supreme Grand Chapter adopted on the 7<sup>th</sup> day of March 1987 and the making of Awards from that Fund.

#### **1 INTERPRETATION**

In these Rules:

- (a) "Award" means an award made or proposed to be made pursuant to these rules.
- (b) "The Committee" means the Centennial Fund Committee established pursuant to these Rules.
- (c) "The Fund" means the Royal Arch Masonic Centennial Award Fund.
- (d) "Scholar" means a person who has been granted an Award.

#### **2 CONSTITUTION OF COMMITTEE**

- (a) Supreme Grand Chapter shall, from the members of Grand Chapter, elect a Centennial Award Committee consisting of three members who shall continue to hold Office, during the pleasure of Grand Chapter, for a maximum of five years. Members may resign their election by written notice to the Grand Scribe Ezra.
- (b) The Grand Scribe Ezra shall call for applications when Committee vacancies occur and the Management Council shall have the power to make temporary appointments until the next Annual Convocation, when Grand Chapter shall elect an applicant.
- (c) The Committee shall elect a Chairman, who shall preside for a period of up to two years, and advise the Grand Scribe Ezra. The Chairman may resign this Office by written notice to the Grand Scribe Ezra.

#### **3 CASUAL VACANCIES**

A casual vacancy in the Committee shall occur if a member of the Committee shall:

- (a) Cease to be a member of Grand Chapter, or
- (b) Resign, or
- (c) Become unable in the opinion of the other members of the Committee and of both the Chairman of the Management Council and Grand Scribe Ezra to discharge the duties of the Office.

#### **4 REPORTS BY COMMITTEE**

The Chairman of the Committee shall submit a report to each Annual Convocation of Supreme Chapter on the Scholar to whom the Award was last made including as appropriate brief details of the study or other work proposed to be completed or the achievements of a Scholar whose study or other work has

been completed. Every such report shall be included in the Book of Proceedings of Supreme Grand Chapter for the year in which it was presented.

5 The Fund shall consist of all property and moneys transferred or bequeathed to it and accumulations of net income and gains thereon less distributions and losses and shall be administered by Supreme Grand Chapter and known as the "Royal Arch Centennial Award Fund".

6 The capital of the Fund, together with any accumulated income shall be invested by the Trustees **provided always:**

- (a) When exercising any power of investment the Trustees shall only be required to act honestly and shall not be required to comply with Sections 13B and 13C of the Trustee Act 1956 and to avoid doubt this proviso shall be deemed to express a "contrary intention" for the purposes of Section 13D of that Act, and
- (b) Such direction to invest shall not apply to any working balance which the Trustees may think desirable, and
- (c) The Trustees may delegate such power to invest to any financial planner, investment advisor, or other professional they think fit on such terms and conditions as they think fit.

7 ADMINISTRATION OF THE FUND

- (a) The financial year of the Fund shall end on the 30<sup>th</sup> day of June in each year and as soon as practical after that date in each year the Management Council shall cause an Income and Expenditure Account and Balance Sheet to be prepared.
- (b) The Balance Sheet shall differentiate between Capital and Income available for the purposes of the Award and a copy of the Balance Sheet and of the Income and Expenditure Account shall be submitted to the next ensuing Convocation of Supreme Grand Chapter.
- (c) Half the nett income derived by the Fund shall be added to the Capital of the Fund and the other half shall be available in each year for the purposes of the Award.

8 GRANT OF THE AWARD

The purpose of the Award is the promotion and encouragement of excellence and of skills in some aspect of professional, commercial, technical, or other practical endeavour, to which end the Committee shall to the extent which shall be expedient follow the following procedure:

- (a) The award shall be made after the first meeting of the Management Council held after the 30<sup>th</sup> day of June in each alternate year out of that portion of the income derived by the Fund during the two year period ended on the 30<sup>th</sup> day of June of the previous year to be applied for the purposes of the Award.
- (b) It shall be competent for a Donor to the Fund to specify that the moneys given shall be used to augment the amount available for a particular Award or for a



specified Award or Awards generally and shall not be added to the Capital of the Fund.

- (c) As soon as practical after the amount which will be available for an Award is known the Committee shall select some organisation controlling or representing some aspect of professional, commercial, technical, or other practical endeavour to be the nominating organisation for that year.
- (d) The nominating organisation shall be advised of the amount available for the Award and the conditions attaching to the grant of the Award and shall be invited to nominate three duly qualified persons as Candidates for the Award.
- (e) The persons nominated as Candidates for the Award shall have had at least three years' practical experience after qualifying in their respective fields of endeavour, wish to improve their skills by study or practical experience out of New Zealand and be prepared to undertake if granted the Award on its completion:
  - (i) To report to the Committee in writing on the experience gained whilst making use of the Award and the benefits derived and
  - (ii) To return to New Zealand with reasonable promptness and apply their skills within New Zealand for at least a year.
- (f) The nominating organisation may also nominate as a Candidate for the Award a highly skilled person not resident in New Zealand who would be prepared to visit New Zealand for the purpose of communicating his or her skills to members of his or her profession, trade, or other occupation in New Zealand and report to the Committee.
- (g) Nominations by the nominating organisation shall be submitted within four months after receipt by it of the invitation to submit nominations and shall be accompanied by:
  - (i) A curriculum vitae with character references, work testimonials, the names and addresses of two referees and details of the use to which the Award would be put by each nominee.
  - (ii) Such comments as the nominating organisation may wish to submit.
- (h) The Committee shall interview each nominee and such other persons and make such enquiries as it shall deem appropriate and shall have power if expedient to delegate the conduct of any interview to any two Officers of Grand Chapter who shall report to the Committee on any such interview.
- (i) The successful nominee (in these Rules referred to as "the Scholar") shall:
  - (i) Receive notification and an announcement shall be made accordingly at the time of the Annual Convocation in the year in which the Award is made.
  - (ii) Satisfy the Committee within six months thereafter or such longer period as the Committee shall allow that he or she will start the studies or other use to which the Award is to be put before

the following 1<sup>st</sup> day of July or such later date as the Committee shall allow.

- (j) If a Scholar shall fail to satisfy the Committee that he or she will take up the Award within the time limited by the preceding paragraphs (i) and (ii) the Award to that person may be withdrawn and the Committee shall as soon as practical select another suitable person to be the recipient following such procedure as in the circumstances the Committee shall deem appropriate. The alternative person to whom the Award shall be made may be an unsuccessful nominee.
- (k) The Award shall be paid to the Scholar at such times and in such manner as the Committee shall consider appropriate in each case.
- (l) If in any year the Committee shall decide to make the Award in a field of endeavour in respect of which the opinion of the Committee there is no effective National representative or controlling organisation the Committee shall select the person to receive the Award for that year adopting such procedure as the Committee shall deem appropriate.

#### 9 VARIATION OF THE RULES AND TERMINATION OF AWARD

Supreme Grand Chapter shall have power to add to or vary these regulations if necessary or desirable, provided that any such addition or variation does not affect the charitable nature of the fund and shall also have power in the event of the objects of the Fund being incapable of performance for a continuous period of not less than five years of dealing with the capital and income of the Fund for such other charitable or educational purposes in New Zealand as it thinks fit.

#### 10 NO PRIVATE PECUNIARY BENEFIT

In spite of anything expressed or implied in these Rules:

- (a) Any income, benefit, or advantage of the Fund must be used to advance the charitable purposes of the Fund.
- (b) No member of the Committee, or anyone associated with a member, is allowed to take part in, or influence any decision made by the Fund in respect of payments to, or on behalf of, the member or associated person of any income, benefit, or advantage.
- (c) Any payments made to a member of the Committee, or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

11 To avoid doubt, the Trustees for the time being of Supreme Grand Chapter shall also be the Trustees for the time being of the Fund.

12 The Trustees of the Fund shall be empowered to put in place and implement at the expense of the Fund a Trustees liability policy or professional indemnity policy or policies or similar policy or policies indemnifying them from and against any claims and personal liability incurred by them or by any of them in respect of any acts or omissions of them or any of them in relation to them or any of them discharging their duties and functions as Trustees of the Fund.

13 Charities Commission Registration Number is CC 38395

## APPENDIX H

### TABLE OF EQUIVALENT RANKS

(QUALIFIED COMPANIONS ONLY)

Royal Arch	Red Cross	Mark	Cryptic
G Z (GZ)	G M (ME)	G M (MW)	G M (M III)
D G Z (DGZ)	Dep G M (RE)	Dep G M (RW)	Dep G M (R III)
G H (GH)	S G W (RE)	S G W (RW)	G P C W (R III)
G J (GJ)	J G W (RE)	J G W (RW)	G Chap (R III)
G Supt	G Supt (RE)	G Supt (RW)	G Supt (R III)
G S E	G Sec (RE)	G Sec (RW)	G Rec (R III)
G Treas	G Treas (RE)	G Treas (RW)	G Treas (R III)
G Reg	G Reg (RE)	G Reg (RW)	G Reg (R III)
G Lec	G Lec (RE)	G Lec (RW)	G Lec (R III)
S G R	S G R (RE)	S G R (RW)	S G R (R III)
G S N	Asst G Sec (VE)	Asst G Sec (VW)	Asst G Rec (V III)
G D C	G D C (VE)	G D C (VW)	G D C (V III)
1 <sup>st</sup> G Soj	G Cond (VE)	G M 0 (VW)	G C of G (V III)
2 <sup>nd</sup> G Soj	Asst G Cond (VE)	G S 0 (VW)	G C of C (V III)
3 <sup>rd</sup> G Soj	Asst G Cond (VE)	G J 0 (VW)	G C of C (V III)
G Org	G Org (VE)	G Org (VW)	G Org (V III)
A G D C	A G D C (VE)	A G D C (VW)	A G D C (V III)
G Swd B	G Swd B (VE)	G Swd B (VW)	G Swd B (V III)
G Std B	G Std B (VE)	G Std B (VW)	G Std B (V III)
Z	M E C (VE)	W M M (W)	T I M (III)
P Z	P M E C (VE)	P W M M (W)	P T I M (III)*

\*Grand Chapter Officer, depending on rank, is M III, R III or V III

## **APPENDIX I**

### **COLLECTED RULINGS AND NOTIFICATIONS OF THE MANAGEMENT COUNCIL**

#### **RECORDED AND DIGITAL MUSIC**

The use of recorded or digital music during Degree workings in Chapters is permitted subject to prior the approval of the Management Council.

#### **MASONIC DRESS**

##### **Full Dress -**

- consists of a black tailed coat, black trousers, black socks and shoes, white shirt, white, or official SGRACNZ red, bow tie, white or black waistcoat and white gloves.
- is to be worn by Grand Chapter Officers and Grand Chapter Officers-elect at Grand Convocations, Annual Chapter Installations and/or as directed by the Grand Superintendent of the District.

##### **Evening Dress**

- consists of a black dinner jacket, black trousers, black socks and shoes, white shirt and black, or official SGRACNZ red, bow tie.
- may be worn at evening Chapter meetings and Annual Chapter Installations.

##### **Lounge Suit**

- Consists of a dark two-piece suit, black socks and shoes, white shirt, Chapter tie (if available), or official SGRACNZ red tie or bow tie.
- the Lounge Suit attire is the minimum standard acceptable at Grand Convocations, Annual Chapter Installations or regular Chapter Meetings.

**Note 1** any Chapter may determine its dress code shall be Lounge Suit as described above for its meetings after formal resolution by the Chapter.

**Note 2** When wearing a Dinner Jacket (Evening Dress) or Lounge Suit, the apron is to be worn outside the jacket.

**Note 3** Any Companion actively serving in Her Majesty's Forces is entitled to wear full dress or undress uniform of his active rank on all Masonic occasions. On special observances by Chapters of particular military occasions, it is permissible for Companions on the retired list to wear, when so authorised, uniforms and/or orders, decorations and medals appropriate to their retired ranks.

**Note 4** Permission may be given to remove jackets during the months of December, January February and March provided other conditions are strictly complied with.

**Note 5** Inability to appear in the dress as described above should in no case deter Companions from attending meetings.

## **RECEPTION OF GRAND LODGE OFFICERS**

That the First Grand Principal may receive the Grand Master of the Grand Lodge of New Zealand or his representative.

## **RECEPTION OF HEADS OF ORDERS**

That the First Grand Principal may receive Heads of other Masonic Orders in New Zealand or their representatives.

## **COMMUNICATION OF SECRETS**

In Degrees conducted under the authority or control of Grand Chapter the "Obligation" and "Communication of Secrets" shall only be conducted in: -

- (a) Royal Arch Degree – by an Installed First Principal.
- (b) Mark Degree – by an Installed Mark Master.
- (c) Excellent Degree – by an Installed Principal
- (d) Ark Mariner and Red Cross Degrees – by an Installed First Principal who has taken the appropriate Chair Degree.
- (e) Cryptic Degrees – by a T I M or a P T I M.

## **TOASTS IN THE REFECTORY**

- 1 At all Convocations:
  - (a) The first toast shall be "The Queen",
  - (b) The second toast shall be "The M E First Grand Principal" or "The M III Grand Master of the Council" as applicable,
  - (c) The toast of "M E the First Grand Principal" or "M III the Grand Master of the Council" must be honoured by all Companions present including Officers of Grand Chapter.
  - (d) When the First Grand Principal is present subsequent toasts shall be restricted to that of Visiting Companions and (where appropriate) the Grand Master of the Grand Lodge of New Zealand, "The Ladies" or the Candidate, unless he directs otherwise.
- 2 If at any Installation Convocation the First Grand Principal is not present, the next Toast should, at the direction of the Grand Superintendent of the District, be either:
  - (a) "The Grand Superintendent of the District and Officers of Grand Chapter (Grand Council)" or
  - (b) "The Officers of Grand Chapter (Grand Council) Present and Past"
- 3 If the highest-ranking Officer of Grand Chapter present is officially received he is to reply to the Toast to Officers of Grand Chapter.
- 4 No purely Masonic Toast, such as the Janitor's, shall be given and no Masonic Honours used when any non-Masons are present.

5        When “Fires” are given in the Refectory, they shall be four times four, or otherwise in accordance with established custom. If the First Grand Principal is present, there will be only one “Fire” during the evening.

**JUBILEE MEMORIAL SCHOLARSHIP FUND**

That every Chapter and Cryptic Council shall take a Collection in aid of the Jubilee Memorial Scholarship Fund at each Installation and the money from this collection is to be forwarded to the Grand Scribe Ezra within 14 days.

**SIGNS**

Companions who have difficulty in holding the Royal Arch Sign for an extended period of time are recommended to hold the Sign of Fidelity.

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