

**SUPREME GRAND ROYAL ARCH CHAPTER  
OF NEW ZEALAND**



**Constitution**

2026 Edition

## CONSTITUTION

### Record of amendments made to the original of this document

Edition	Year	Amendments
1	2006, 2007	
2	2009	
3	2010	
4	2011	
5	2013	
6	2014	
7	2016	
8	2017	
9	2018	Rules 8.6 and 12.3
10	2019	Rule 5.3 (a) (ii) and Appendix F
11	2023	Rules 8.6, 10.2, 13.3, 14.4, 15.7, and Appendix H
12	2024	Rules 2.2, 5.1, 5.2, 13.19, 23.1, Appendix F and Appendix G
13	2025	Rules 5.1(a)(i) and (b), Appendix F
14	2026	Comprehensive review and re-ordering of content

Approved by the Supreme Grand Royal Arch Chapter of New Zealand on 7 March 2026

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

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## **CONSTITUTION OF THE SUPREME GRAND ROYAL ARCH CHAPTER OF NEW ZEALAND**

### **1. 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 in New Zealand and the recognised degrees in rule 4 (b)-(e)
  - (b) shall act as the Grand Mark Lodge in all matters of Mark Masonry and Grand Council of Cryptic Masonry in all matters of Cryptic Masonry
  - (b) has full power and authority to determine the form and manner of administration, including the power to enact laws and regulations for its government and to alter, amend, and repeal them, and the power to investigate, regulate, and decide all matters within its jurisdiction.
- 1.2 To avoid doubt, Grand Chapter is an unincorporated association subject to the provisions of the Grand Lodge of Freemasons of New Zealand Trustees Act 1903.
- 1.3 The financial year of Grand Chapter is 30 June.

### **2. OBJECTS**

- 2.1 Grand Chapter is responsible for promoting in New Zealand the objects of the Royal Arch Order as defined by ancient practice, namely to practise universal charity, foster moral standards, build friendships and strengthen families, provide opportunities for self-development, and seek excellence in all pursuits.
- 2.2 Grand Chapter does not have the purpose of making a profit or providing a private pecuniary benefit for members and prohibits a distribution of property in any form to members. As a not-for-profit organisation, Grand Chapter Officers and members may not receive any distributions of profit or income from it. This does not prevent Officers or members from receiving reimbursement of actual and reasonable expenses incurred, or entering into any transactions with Grand Chapter for goods or services supplied to or from them which are at arm’s length relative to what would occur between unrelated parties, provided that no Officer or member is allowed to influence any such decision made by Grand Chapter in respect of payments or transactions between it and them, their direct family or any associated entity.

### **3. APPLICATION OF RULES**

- 3.1 **APPLICATION OF RULES TO CHAPTERS AND COUNCILS**

The provisions contained in this Constitution relating to Royal Arch Chapters shall, amended appropriately, apply to all Mark Lodges and Cryptic Councils, except where otherwise stated for the Council of the Silver Trowel No 111.
- 3.2 **DISPENSATIONS**
  - (a) Dispensations for the variation of these rules may be issued by the First Grand Principal. Requests for dispensations by the First Grand Principal must be made through Grand Scribe Ezra.
  - (b) Requests for dispensations permitted by authority vested in Grand Superintendents shall be made direct to the Grand Superintendent of the District and the Grand Superintendent must advise Grand Scribe Ezra within seven days of any dispensations granted.
  - (c) Dispensations shall be issued without charge.

#### **4. DEGREES RECOGNISED**

Grand Chapter recognises the following degrees:

- (a) Entered Apprentice, Fellow Craft, Master Mason (including Installed Master)
- (b) Mark Master, Excellent Master, Royal Arch
- (c) 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)
- (d) Select Master, Royal Master, Most Excellent Master, and Super Excellent Master
- (e) the three Principals' Installation degrees, Installed Worshipful Mark Master Degree, and the Chair degrees of Royal Ark Mariner, Red Cross Knight, and Thrice Illustrious Master, and the Order of the Silver Trowel.

#### **5. GRAND CHAPTER**

##### **5.1 MEMBERSHIP OF GRAND CHAPTER**

The members of Grand Chapter shall be all regular Companions in good standing and Companions elected by Grand Chapter as Honorary Members.

##### **5.2 OFFICES**

- (a) The Offices of Grand Chapter (with abbreviations as set out below) shall consist of the following and shall rank in the following order:
  - First Grand Principal/Grand Zerubbabel (GZ)
  - Depute First Grand Principal (DGZ)
  - Second Grand Principal/Grand Haggai (GH)
  - Third Grand Principal/Grand Jeshua (GJ)
  - Grand Superintendents of Districts (GSupt)
  - Grand Scribe Ezra (GSE)
  - Grand Treasurer (GTreas)
  - Grand Registrar (GReg)
  - Grand Lecturer (GLec)
  - Special Grand Rank (SGR)
  - Grand Scribe Nehemiah (GSN)
  - Grand Director of Ceremonies (GDC)
  - First Grand Sojourner (1st GSoj)
  - Second Grand Sojourner (2nd GSoj)
  - Third Grand Sojourner (3rd GSoj)
  - Grand Organist (GOrg)
  - Grand Sword Bearer (GSwdB)
  - Grand Standard Bearer (GStdB)
- (b) The First Grand Principal and the "Divisional Grand Principals" (Depute First Grand Principal, Grand Second Principal, and Grand Third Principal) represent the "Grand Principals".
- (c) Grand Chapter Officers are also Grand Mark Officers and Grand Council Officers provided that they are members of a Council holding a Charter from Grand Chapter and have received the degree of Thrice Illustrious Master.

- (d) On completion of their term of office all Officers shall assume the respective Past Grand Rank (except for those promoted to Special Grand Rank for whom there is no limit to the term of office). All past Grand Chapter Officers, including those on whom honoris causa rank shall have been conferred, shall rank the oldest in priority (Seniores Priores) after the current holders of the respective offices.

5.3 CHANGES TO OFFICES

- (a) Grand Chapter may, at an Annual Convocation, create additional offices or reduce those referred to in rule 5.2 and amend the status and manner of election in each case.
- (b) The Management Council may at any time appoint an Assistant Grand Director of Ceremonies if requested by a Grand Superintendent.

5.4 TITLES AND ABBREVIATIONS

- (a) The following designations shall apply to current and past holders of the following offices:

Most Excellent	First Grand Principal
Right Excellent	Grand Principal
	Grand Superintendent
	Grand Scribe Ezra
	Grand Treasurer
	Grand Registrar
	Grand Lecturer
	Special Grand Rank
Very Excellent	Other officers in Grand Chapter
	First Principals of Chapters
Excellent	All other Chapter officers.

- (b) All Royal Arch Masons shall be called Companion (Comp). Members who have completed the Mark Master and Excellent Master degrees only shall be known as Brother (Bro).
- (c) 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".
- (d) 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".
- (e) The equivalent ranks are shown in Appendix D.

5.5 FORFEITURE OF RANK

If a Companion ceases to be a member of Grand Chapter he shall thereupon forfeit his rank in Grand Chapter and, if he shall later be reinstated as a member of Grand Chapter, he shall also be reinstated to his former rank.

5.6 SALUTES

The number of salutes accorded to Grand Chapter Officers shall be three to all Installed First Grand Principals, and one to all other Grand Chapter Officers and newly Installed First Principals.

## **6. GOVERNANCE**

### **6.1 DIVISIONS AND DISTRICTS**

- (a) The following Divisions and Districts shall apply with boundaries as set from time to time by the Management Council:
- Northern Division: Northland/Auckland and Hauraki Districts
  - Central Division: Hawkes Bay, Ruapehu/Taranaki, and Wellington Districts
  - Southern Division: Nelson/Marlborough/Westland, Canterbury, and Otago/Southland Districts.
- (b) Management Council may, at its discretion, change the boundaries and names of Divisions and Districts.

### **6.2 OFFICE OF GRAND CHAPTER**

For administrative and legal purposes, the Office of Grand Chapter shall be at the residential address of the person appointed as Grand Scribe Ezra.

### **6.3 MANAGEMENT COUNCIL**

- (a) Powers, functions, and composition
- (i) A Management Council shall be formed to exercise 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, Grand Scribe Ezra, Grand Treasurer, and the First Grand Principal-elect (when in office).
  - (iii) The Management Council shall have power to co-opt a Companion to work on a special project or if required from time to time to provide specialist input or advice.
  - (iv) Grand Scribe Ezra on his retirement from office may be co-opted, for a maximum term of one year, to advise the Management Council but without voting rights.
- (b) Meetings
- (i) The Management Council shall decide the time and place of its meetings. In the absence of the Chairman, the First Grand Principal or his nominee shall preside.
  - (ii) The Council may hold its meeting by teleconference and any resolutions shall be recorded as passed if the majority of those participating indicate approval.
  - (iii) Four members present shall constitute a quorum. With the approval of the Chairman any member of the Management Council who is unable to attend a meeting shall be entitled to nominate a duly qualified Companion to attend as his depute.
  - (iv) The Chairman may include Grand Superintendents or any other Companion in discussions of the Management Council, but they shall not have voting rights.
- (c) Jurisdiction
- 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 cause statements of financial performance and position to be prepared for the general and charitable funds for presentation to Grand Chapter at the Annual Convocation following review by a suitably qualified person who shall be appointed for such purpose at the previous Annual Convocation
  - (iii) prepare a budget of proposed expenditure for the ensuing year, for presentation to the Annual Convocation
  - (iv) recommend to the Annual Convocation the annual amount (“capitation fee”) that shall be payable, on a membership basis, by Chapters to Grand Chapter for administration purposes
  - (v) report to Grand Chapter on any proposal to amend this Constitution
  - (vi) set and approve payment of honoraria
  - (vii) approve reasonable expenses incurred by Grand Scribe Ezra in the performance of his duties
  - (viii) fix the fee payable on election or appointment to an office in Grand Chapter
  - (ix) determine complaints and appeals in such form as shall be considered fair and reasonable
  - (x) facilitate the work of any Committees that may be appointed by Grand Chapter or the Management Council.
- (d) Expenses  
The reasonable travelling expenses of the members of the Management Council, in attending to their duties, shall be reimbursed.
- (e) Committees
- (i) Grand Chapter and the Management Council shall have the power to appoint committees and may determine at their discretion matters such as the role of a committee, number of members, the length of their term, means of appointment, reimbursement of costs, and other matters.
  - (ii) 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 12.38. The Appeal Committee shall comprise three suitably qualified members, give no fewer than 21 days’ notice of the date of a hearing, have all the powers of hearing and determination conferred on the Management Council, and report its findings to the Management Council. The Management Council shall have the power to determine the outcome of any complaint or appeal at its discretion.

#### 6.4 TRUSTEES OF GRAND CHAPTER

- (a) 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. A Trustee may hold only one other position in Grand Chapter during his term. Unless the Management Council decides otherwise at its discretion, one Trustee shall retire in rotation every two years, and may be re-elected for another term of up to six years once only.

- (b) Applications for election as Trustee shall be called for nationally by Grand Scribe Ezra at a time and in a manner determined by the Management Council. At the next Annual Convocation, the Management Council shall recommend an applicant to Grand Chapter for election.
- (c) If before the end of his term a Trustee resigns his Office by written notice to Grand Scribe Ezra, 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 and the Management Council may fill such vacancy by appointment at its discretion.
- (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 accordance with any directions of the Management Council or Grand Chapter.
- (e) The Trustees shall present a report to the Annual Convocation of Grand Chapter on the performance of the investments of Grand Chapter.
- (f) Whether acting as such for Grand Chapter or as Trustees of the Jubilee Memorial Scholarship Fund or the Centennial Award Fund, 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 the dishonesty of that trustee, or any wilful 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.

## **7. GRAND CHAPTER OFFICERS**

### **7.1 GRAND PRINCIPALS**

- (a) Effective from the 2026 Annual Convocation a First Grand Principal shall be elected at two-yearly intervals from applicants from any Division and shall take office from the following Annual Convocation. Immediately upon election, the First Grand Principal-elect shall become a member of the Management Council.
- (b) Effective from the 2026 Annual Convocation a Depute First Grand Principal, Second, and Third Grand Principal shall be elected at two-yearly intervals and shall take office from the following Annual Convocation. The offices of Depute First Grand Principal, Second, and Third Grand Principal shall be allocated to the Southern, Northern, and Central Divisions respectively. The allocation will then rotate every two years.
- (c) The Grand Principals are to rule over the affairs of Grand Chapter and conduct ceremonies.

- (d) The First Grand Principal is expected to promote Royal Arch Masonry by communicating with and providing leadership to Companions in New Zealand, and if possible visiting each District at least once each year during his term of office to meet with the Companions, authorising such dispensations as he shall deem to be beneficial to the Order, and maintaining fraternal relations with the Australian Grand Chapters and Grand Councils and sister constitutions and other orders in New Zealand.
- (e) 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.
- (f) The First Grand Principal or any other Grand Chapter 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.
- (g) The Divisional Grand Principals shall:
  - (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.

## 7.2 ELECTION OF GRAND PRINCIPALS

- (a) Applications for the offices of Grand Principals shall be called nationally by Grand Scribe Ezra in the year before election and then every two years in the manner determined by Grand Scribe Ezra and as approved by the Management Council. Such applications are to be submitted to the Chairman of Management Council through Grand Scribe Ezra and will close on 31 August.
- (b) Applications are to be accompanied by information as required by Management Council including a full curriculum vitae and, in the case of the First Grand Principal, a proposed plan for the advancement of Royal Arch Masonry during the term of office.
- (c) 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.
- (d) Grand Principals may serve a second or subsequent term.
- (e) 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. The panel may co-opt an external member to provide appropriate professional recruitment expertise, but such a member will not have a vote. 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. The panel shall meet to complete the selection process by 31 October.

- (f) 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 in line with a timeline determined by Management Council.
- (g) 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 in such manner as determined by the First Grand Principal.
- (h) If a Grand Principal-elect shall die, withdraw, is unable to take up his duties, or becomes 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 GRAND SUPERINTENDENTS

- (a) A Grand Superintendent, resident in each District, shall be elected in line with the provisions of rule 8 to exercise supervision over the Chapters and Cryptic Councils in that District for a term of three years and may be re-elected for a second or subsequent term.
- (b) A Grand Superintendent shall:
  - (i) assist Officers and members in promoting the welfare of the Chapter or Council and the satisfaction that members can gain from membership
  - (ii) have the right to examine the books and other records of a Chapter and Council when necessary or if directed by the Management Council
  - (iii) report to the Divisional Grand Principal on all matters that any Chapter or Council desires to bring before the Management Council or which the Management Council may direct
  - (iv) liaise with Chapters or Councils on all matters requiring change provided they are within this Constitution and the Chapter by-laws
  - (v) consider all applications for a dispensation from the First Grand Principal and forward them with recommendations to Grand Scribe Ezra, and grant dispensations where authority is vested
  - (vi) convene and chair a meeting of Principals, Past Principals, and Scribes in his District at least once each year to discuss matters of interest.
- (c) By 1 November each year he shall provide a written report to the First Grand Principal, through 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.
- (d) Grand Superintendents may be reimbursed such reasonable expenses incurred as the Management Council may approve.
- (e) No Grand Superintendent may hold any office in a Chapter or Cryptic Council, unless he receives a dispensation from the First Grand Principal.
- (f) Before being invested, a Grand Superintendent must be a member of a Cryptic Council and possess the secrets of all degrees recognised by Grand Chapter, except the Order of the Silver Trowel

#### 7.4 GRAND SCRIBE EZRA

- (a) A Grand Scribe Ezra shall be appointed as Chief Executive Office of Grand Chapter from any Division by the First Grand Principal on the recommendation of the Management Council for a term of up to five years and may be reappointed for a second or subsequent terms of up to five years.
- (b) In addition to his formal responsibilities, Grand Scribe Ezra shall:
  - (i) prepare agendas for and keep a correct record of all acts and transactions of Grand Chapter and the Management Council and supply extracts of such upon request to those entitled
  - (ii) keep accurate records of all Chapters, Councils, and members on the Roll of Grand Chapter
  - (iii) issue all certificates and other documents authorised by this Constitution
  - (iv) maintain security of the Seal of Grand Chapter and all archival records
  - (v) carry out other duties as instructed by the First Grand Principal or the Management Council
- (c) 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 equipment, 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.
- (d) When a vacancy arises the Management Council shall give notice to Chapters, through Grand Scribe Ezra if desired and at a time and in a manner approved by the Management Council, that applications are invited from suitably qualified Companions for the office. 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.

#### 7.5 GRAND TREASURER

- (a) A Grand Treasurer shall be appointed for a term of up to five years and may be reappointed for a second or subsequent term of up to five years. Applications for the office of Grand Treasurer shall be called by Grand Scribe Ezra, when required and in the manner determined by Grand Scribe Ezra and as approved by the Management Council. As the duties of Grand Treasurer require a relevant professional qualification, suitable Companions from any Division shall be appointed by the First Grand Principal on the recommendation of the Management Council.
- (b) The Grand Treasurer shall receive all monies due and arrange all disbursements, maintain a current record of all bank account transactions, prepare statements of financial performance and position of the general and charitable funds for presentation to the Management Council and Grand Chapter at Annual Convocations, advise Grand Chapter on the appointment of an auditor or examiner and arrange for the examination or review of the accounts as required, and assist the Management Council in the preparation of the budget for the ensuing year.

#### 7.6 GRAND REGISTRAR

- (a) A Grand Registrar shall be appointed for a term of up to five years and may be reappointed for a second or subsequent term of up to five years. Applications for the office of Grand Treasurer shall be called by Grand Scribe Ezra, when

required and in the manner determined by Grand Scribe Ezra and as approved by the Management Council. As the duties of Grand Treasurer require a relevant professional qualification, suitable Companions from any Division shall be appointed by the First Grand Principal on the recommendation of the Management Council.

- (b) 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): transactional work including conveyancing, drafting of complex or lengthy documents, litigation and court/tribunal appearances, and formal written opinions of more than one page in length.
- (c) 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 that 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.

#### 7.7 GRAND LECTURERS

- (a) The First Grand Principal shall appoint one Grand Lecturer in each Division for a three-year term in line with the provisions in rule 8.
- (b) A Grand Lecturer shall:
  - (i) assist Companions and Royal Arch Chapters in his Division to understand the ethics, symbolism, history and practice of Royal Arch Masonry
  - (ii) visit and carry out his duties referred to in (a) above in at least three different Chapters in his Division in each calendar year and deliver no fewer than two educational events on the New Zealand Masonic Forum or other suitable on-line platform
  - (iii) co-operate with the other Grand Lecturers and the Craft Grand Lecturers in the development of Masonic education across both the Craft and the Royal Arch
  - (iv) assume ex officio the role of Principal in the Research Chapter No 93 as per rule 13.3(e)
  - (v) submit a report to the First Grand Principal, through Grand Scribe Ezra, by 1 November in each year of the duties carried out through that year.

#### 7.8 GRAND SCRIBE NEHEMIAH

- (a) A Grand Scribe Nehemiah shall be appointed from any Division by the First Grand Principal on the recommendation of the Management Council for a term of up to five years, to assist Grand Scribe Ezra and may be reappointed for a second or subsequent term of up to five years.

- (b) Applications for the office of Grand Scribe Nehemiah shall be called by Grand Scribe Ezra when required and in the manner determined by Grand Scribe Ezra and as approved by the Management Council.

#### 7.9 GRAND SOJOURNERS

- (a) Grand Sojourners shall be elected by Grand Chapter every three years. Commencing from the 2026 year the office of Grand Sojourner shall be allocated to the Divisions as follows with the order changing every three years:
  - 1<sup>st</sup> Grand Sojourner          Southern Division
  - 2<sup>nd</sup> Grand Sojourner        Central Division
  - 3<sup>rd</sup> Grand Sojourner        Northern Division
- (b) Applications for the office of Grand Sojourner shall be called by Grand Scribe Ezra when required and in the manner determined by Grand Scribe Ezra and as approved by the Management Council.
- (c) The Grand Sojourners, together with Grand Sword Bearers and Grand Standard Bearers, 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.

#### 7.10 GRAND ORGANIST

A Grand Organist shall be appointed for a term of up to five years and may be reappointed for a second or subsequent term of up to five years. Applications for the office of Grand Organist shall be called by Grand Scribe Ezra when required and in the manner determined by Grand Scribe Ezra and as approved by the Management Council. As the duties of the Grand Organist require musical skill and expertise, suitable Companions from any Division shall be appointed by the First Grand Principal on the recommendation of the Management Council.

### **8 ELECTION AND APPOINTMENT OF GRAND CHAPTER OFFICERS IN DIVISIONS**

#### 8.1 ALLOCATION AND ELECTION/APPOINTMENT OF OFFICERS

- (a) Grand Chapter Officers shall be subject to (re)election or (re)appointment at the Annual Convocation in each Division every three years in the following order: 2026 Southern Division, 2027 Central Division, 2028 Northern Division, and so forth in rotation.
- (b) Offices are to include a Grand Superintendent and Grand Director of Ceremonies in each District, and one Grand Lecturer, and up to one Special Grand Rank, two Grand Sword Bearers, and two Grand Standard Bearers in each Division.
- (c) The Divisional Grand Principal of the respective Division, in consultation with the Grand Superintendents within that Division, shall recommend to Management Council the distribution across Districts of the offices allocated to the Division for the next cycle, with such recommendation to be advised to Grand Scribe Ezra at least 12 months prior to the date of investiture.
- (d) Grand Scribe Ezra shall, through the Division's Grand Superintendents, issue a call for nominations for the offices approved by Management Council, by 30 April in the applicable year.
- (e) Grand Superintendents shall then, in writing, request each Chapter in their District to nominate suitably qualified Companions for the offices allocated to the Division and the District respectively. Nominations shall be forwarded to the Grand Superintendent before 1 June of the applicable year.

- (f) Suggestions for appointment as Grand Lecturer shall be supported by evidence of Masonic Scholarship and ability to deliver appropriate lectures.
- (g) The Grand Superintendent shall select one of the Companions nominated as his recommendation for each office and forward nominations together with the names of all Companions recommended by him, through the Divisional Grand Principal, to reach Grand Scribe Ezra not later than 1 July of the applicable year.
- (h) When determined by the Management Council, the list of Officers-designate shall be forwarded to each Chapter in the Division in the month of August and submitted to the next Annual Convocation for election, with the exception of the Grand Lecturer who shall be appointed by the First Grand Principal.

## 8.2 NOMINATIONS

- (a) Soliciting for nomination for Grand Chapter Office is prohibited.
- (b) Nominations may be made by a Chapter or by any Officer of Grand Chapter of 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.
- (d) All Companions nominated for office must possess the communication and management skills required for that office.
- (e) Other than Grand Scribe Ezra, Grand Treasurer, Grand Registrar, or the Grand Organist, no Companion shall be eligible for any office in Grand Chapter unless he is a present or past First Principal or appointed as such by dispensation by the First Grand Principal.
- (f) Grand Chapter officers may be nominated for re-election/re-appointment for a second or subsequent term.

## 8.3 FEES

When advised by Grand Scribe Ezra of his nomination for the election or appointment to any Grand Chapter office (except on re-election or re-appointment to an existing (same) office and election to Special Grand Rank) the member shall pay a fee as prescribed from time to time by the Management Council and by a date advised by Grand Scribe Ezra. Failure to pay the fee for good reason will result in the office and rank being forfeited.

## 8.4 OBJECTIONS AND BALLOTS

- (a) Any nominated Companion, his nominator or nominating Chapter, may object to the list of Officers-designate so far as it affects the objecting Companion and may demand an election, the Candidates being the objecting Companion and any other recommended Companion or Companions.
- (b) Such objection and demand for an election must be delivered to Grand Scribe Ezra not later than 20 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 Annual 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.

#### 8.5 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:

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

#### 8.6 SHORTAGE OF GRAND CHAPTER OFFICERS

If circumstances prevent a District being able to form a team to perform ceremonial roles adequately the Grand Superintendent of the District may apply to the Management Council to have additional Officers appointed immediately or at the next Annual Convocation. The term of such Officers appointed shall be until the next Annual Convocation within the relevant Division and such Officers may be elected for a second or subsequent term or assume past rank status.

### **GRAND CONVOCATIONS**

#### 9.1 ANNUAL CONVOCATIONS

- (a) The Annual Convocation shall be held in each Division on a three-year cycle. From 2026 the cyclic order will be Southern, Central, and then Northern Division.
- (b) The date shall be preferably in the months of February or March but can be in such other month as the Management Council may decide.
- (c) Grand Chapter shall prepare and manage the budget, pay all Convocation costs, manage registrations and receive all registration income, manage local arrangements with the host District, and produce final accounts. If the final financial outcome is a loss, this will be met by Grand Chapter. If the final outcome is a surplus, this shall be split evenly between Grand Chapter and the host District.
- (d) Written notice convening the Annual Convocation and stating the business to be conducted at it shall be given to all members not less than four weeks before the date of the Convocation.
- (e) If the holding of the Annual Convocation is considered by the Management Council to be seriously affected by exceptional circumstances, the following conditions shall apply.
  - (i) The Management Council shall, at its discretion, fix another date for the Annual Convocation or may convene the Annual Convocation by virtual or online means.
  - (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 deemed to have been elected.
- (iv) The Grand Officers-elect shall be installed and/or invested in such places and at such times as convenient to them,
- (v) Subject to confirmation or review by Grand Chapter at the next Annual 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 CONVOCATIONS

The Grand Principals may, if they consider it necessary, request 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 before the Convocation as required by clause 9.1.

## 9.3 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. Time limits may be fixed in relation to the proposing and discussion of any motion or amendment. The First Grand Principal or 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 proposals 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 proposals affecting Mark Masonry as part of its ordinary business.

## 9.4 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 First Grand Principal or Presiding Officer, by show of hands.
- (b) Each member present shall have one vote, the First Grand Principal or Presiding Officer having, if necessary, a casting vote.
- (c) A ballot required by Rule 9.1(f)(iii) shall be conducted in such manner as the First Grand Principal or Presiding Officer shall direct.
- (d) If a matter affecting Cryptic Masonry is to be voted on, only those present who are members of a Cryptic Council shall be eligible to vote.

## 9.6 QUORUM

Twenty-five members shall constitute a quorum at an Annual Convocation.

## **OVERSEAS REPRESENTATION**

### 10.1 HEADS OF ORDERS' MEETINGS

When attending Australasian Heads of Orders' meetings, the First Grand Principal (or any other Grand Chapter Officer acting in his place) together with, in alternate years, the Grand Scribe Ezra or the First Grand Principal-elect when the latter is in place, shall be reimbursed their registration fees, travelling expenses, accommodation expenses,

and such other reasonable expenses as the Management Council shall approve, with such reimbursement restricted to no more than two New Zealand representatives.

#### 10.2 OVERSEAS REPRESENTATIVES OF GRAND CHAPTER

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

#### 10.3 REPRESENTATIVES IN NEW ZEALAND OF OTHER GRAND CHAPTERS

- (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 Grand Scribe Ezra shall notify the relevant Grand Chapter of the termination of the Companion's qualification and recommend another representative.

### **HONOURS AND AWARDS**

#### 11.1 HONORIS CAUSA AND SPECIAL GRAND 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.
  - (i) Grand Chapter may by a unanimously approved resolution confer a higher rank than that recommended by the Management Council.
  - (ii) The rank of Past First Grand Principal shall not be conferred on any Companion.
  - (iii) The awarding of a honoris causa rank shall be limited to one per District per three-year cycle.
  - (iv) A Companion may be appointed to honoris causa rank for a second time to higher rank.
- (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 Annual 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 Annual Convocation.
- (d) In special cases, Grand Chapter may make additional awards on the recommendation of the Management Council.

#### 11.2 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 who has rendered special service to Royal Arch Masonry.
- (b) The letters "OMS" shall be appended after the name of each recipient.

- (c) An awardee cannot have a rank higher than Past First Principal. Membership shall be limited to ten, with no more than two new members admitted in any year.
- (d) A report of any change in membership shall be made to the next Annual Convocation.
- (e) A Certificate in a form approved by the Management Council shall be issued to recipients.
- (f) The Order is not a Grand Chapter rank and does not confer any of the privileges afforded to Grand Chapter Officers.

#### 11.3 FIRST GRAND PRINCIPAL'S AWARD

- (a) The First Grand Principal may confer an award of merit known as the "First Grand Principal's Award", to any person or organisation for exemplary service to a Chapter or to the cause of Royal Arch Masonry.
- (b) Applications can be submitted by any Companion through the Grand Superintendent of the District to Grand Scribe Ezra for consideration by the First Grand Principal, who shall in his sole discretion determine whether or not to make such an award.
- (c) The letters "GPA" shall be appended after the name of each recipient.
- (d) The award is not a Grand Chapter rank and does not confer any of the privileges afforded to Grand Chapter officers as herein described.
- (e) A certificate and lapel badge in the form approved by the Management Council shall be issued to recipients.

#### 11.4 FORTY-YEAR SERVICE AWARD

A Companion in good standing of a recognised Royal Arch Chapter for a period of not fewer than forty years may receive a forty-year service award and five-year bars thereafter for each period of five-year membership in good standing. Any periods of non-membership of a Regular Chapter or of suspension or exclusion shall be excluded from calculation of qualifying years of good standing.

#### 11.5 RECIPROCAL RANK

Grand Chapter may confer on a Companion of Grand Chapter rank, who has joined from a Sister Constitution, a complimentary honoris causa rank. Grand Superintendents shall submit an application, together with full details of service rendered, to Grand Scribe Ezra. The Management Council will recommend to Grand Chapter the rank to be conferred.

#### 11.6 HONORARY MEMBERS

- (a) 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.
- (a) A Chapter may, if provided for and 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. The Chapter shall still be required to pay the annual administration fee of honorary members who are not dual members.

## **12. ROYAL ARCH CHAPTERS**

### **12.1 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 fewer than seven regular Royal Arch Companions.
- (c) A Royal Arch Companion:
  - (i) has regular status when he has taken the Royal Arch Degree
  - (ii) shall be considered to be in good standing as long as he remains a financial member of a regular Chapter, having paid his dues for the financial year
  - (iii) who is a member of more than one Chapter shall be classified as a dual member and shall be required to pay the annual administration fee to one Chapter only which he shall nominate.

### **12.2 MEMBERSHIP**

- (a) Every candidate for membership in a Chapter shall have been a Master Mason for at least six months and 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 been a financial member for more than six (6) months his membership of a Chapter terminates.
- (c) Any Companion who has been excluded from membership under clause 12.10 must obtain a dispensation from the First Grand Principal before reapplying for membership.
- (d) The First Grand Principal shall be deemed to be a member of and entitled to preside over every Chapter but this authorisation shall not impose on him any liability for payment of a membership fee.

### **12.3 JOINING COMPANIONS**

- (a) A member of a New Zealand Constitution Chapter may apply to join another Chapter by resolution (after relevant details have been published in a notice of meeting) and shall provide evidence that he is a financial member in good standing of a Chapter, or was a financial member in good standing of a Chapter when he resigned from his former Chapter or when his former Chapter became dormant.
- (b) A Companion who was in good standing when he resigned may re-join the Chapter of which he was formerly a member, by resolution.

### **12.4 AFFILIATING COMPANIONS**

- (a) A Companion who is a member of another recognised Grand Chapter may apply to "affiliate" with (become a member of) a New Zealand Constitution Chapter by resolution and, in addition to providing information on this good standing, shall sign in open Chapter the Declaration in the form set out in Appendix A.
- (b) If the Affiliating Companion has not received the Mark Master and/or Excellent Master Degrees he shall, as soon as possible after election, receive the degree or degrees.

### **12.5 PROPOSITIONS AND BALLOTS**

- (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) A ballot or resolution may then be taken at that or a subsequent Convocation and, if a Candidate is elected to membership, he may be advanced at the same meeting.
- (c) A ballot may be conducted by a show of hands provided that the members present and voting unanimously agree.
- (d) Two black balls in a ballot shall exclude the candidate.
- (e) A collective ballot may be conducted for two or more Candidates provided that, should any black balls appear, each Candidate must be subjected to a separate ballot.

#### 12.6 REJECTED CANDIDATES

A Candidate for membership who has been rejected by ballot shall not be eligible for nomination again in any Chapter for a period of twelve months.

#### 12.7 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) may be exalted in another New Zealand Constitution Chapter with the agreement of the Grand Superintendent of the relevant District(s)
  - (iv) may only be exalted in a Chapter of another Constitution by dispensation from the First Grand Principal.
- (b) Only one of the Mark, Excellent, or Royal Arch degrees may be conferred on a candidate at each Chapter meeting.
- (c) The First Grand Principal may issue dispensations for a Chapter to confer any degree recognised in rule 4(b)-(e), other than the Royal Arch degree, on Companions of another Constitution without the need for affiliation.

#### 12.8 RESIGNATIONS

- (a) A member of a Chapter may resign by announcing his action in open Chapter or providing notice in writing to the Scribe Ezra.
- (b) Unless otherwise stated, a resignation shall take effect at the earliest of one month after the date of announcement or 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 shall be entitled to receive confirmation signed by the Chapter's Scribe Ezra that he was financial at the time of resignation and may visit any one Chapter no more than three times before applying to become a member of that Chapter.

#### 12.9 MEMBERS 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 intention to exclude shall be sent to the Companion by e-mail or physical 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 and immediately his membership of the Chapter shall cease.
- (c) When so excluded he shall not be entitled to visit or join any Chapter until all arrears have been paid to the excluding Chapter.
- (d) 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.
- (e) 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 12.38.

#### 12.10 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 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, join, 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 12.38.

#### 12.11 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.

#### 12.12 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.

#### 12.13 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 12.15 and Rule 12.1 (c) (ii) (except by special resolution of the Chapter) at the time of election or appointment.

#### 12.14 INSTALLATION AND INVESTITURE 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 of the District.
- (b) All Chapter Officers must be invested with the collar and insignia of their respective office. Symbolic Investitures are not permitted and Grand Chapter collars or chains are to be removed before investiture with the Chapter collar. Grand Chapter Officers may replace their Grand Chapter collar or chain 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.

#### 12.15 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. 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. The Third Principal-elect shall have the Craft rank of Warden or Past Warden.
- (c) Any of the foregoing requirements as regards previous service or Craft rank may be waived by dispensation from the First Grand Principal, but no Companion shall be Installed into a Principal's chair without possessing the secrets of the preceding Chair or Chairs.
- (d) No Companion shall be Installed as First Principal if already serving as First Principal of another Chapter (with the First Principal of the Research Chapter No 93 excluded from this requirement).

#### 12.16 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). A Conclave can be opened only in a duly open Chapter and cannot be opened on its own.
- (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 of the relevant Districts.

#### 12.17 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.

#### 12.18 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. 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.

#### 12.19 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. In the case of a First Principal becoming incapable, unwilling, or if he resigns or is deemed to have vacated his office, the Grand Superintendent of the District shall consult with members of the Chapter on the appointment of 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.

#### 12.20 DUTIES OF SCRIBE EZRA

Scribe Ezra shall issue the notice for all meetings of the Chapter and keep accurate minutes, handle all correspondence, attend to requirements relating to returns and other information for Grand Chapter, and assist generally in the management of the affairs of the Chapter.

#### 12.21 DUTIES OF TREASURER

The Treasurer shall handle all financial transactions of the Chapter and keep proper books of account, and 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 and present such examined or audited accounts for adoption at a Regular Convocation of the Chapter.

#### 12.22 BY-LAWS

- (a) Every Chapter shall adopt for its internal governance by-laws consistent with this Constitution and the landmarks of Royal Arch Masonry.
- (b) The by-laws shall specify the regular time and place of Convocation of the Chapter.
- (c) The by-laws and any subsequent alterations shall, when adopted, be forwarded to 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 shall, when suitably amended, be adopted by a Chapter.
- (e) A copy of the Chapter by-laws shall be presented to every Candidate on his exaltation and to all Joining and Affiliating Companions.

- (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. They cannot take on themselves the management of property (all kinds) of the Chapter but shall act in accordance with directions of the Chapter.

#### 12.23 ANNUAL DUES

- (a) The by-laws of a Chapter may 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 for membership dues, in addition to the annual administration fee of Grand Chapter, and may provide for payment of membership dues by instalments and a reduction in the amount payable for membership dues on any basis as resolved by a Chapter.
- (b) For any member receiving a reduction, the administration fee of Grand Chapter must still be paid in any event.

#### 12.24 CHAPTER CONVOCATIONS

- (a) Notice of all Convocations shall be issued at least seven days prior to the meeting to every member of the Chapter, the First Grand Principal, Grand Principal of the Division, Grand Superintendent of the District, and Grand Scribe Ezra, stating the place, date, and time at which the Convocation is to be held, and the business to be transacted, including full particulars of Candidates.
- (b) If it is 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, or the Depute First Grand Principal is present.
- (f) To avoid doubt, a Royal Arch Chapter may close itself and reopen as a Mark Master Lodge, Excellent Master Lodge, Royal Ark Mariner Lodge, or as a Red Cross Council and, after doing its business as a Mark Master, Excellent Master, or Royal Ark Mariner Lodge or as a Red Cross Council, may close as a Mark Master, Excellent Master, or Royal Ark Mariner Lodge or as a Red Cross Council and adjourn to refectory without any need to reopen and close in the Royal Arch degree.

#### 12.25 EMERGENCY CONVOCATIONS

- (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 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 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 clause 12.24 (a).

#### 12.26 PRECEDENCE OF CHAPTERS

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

#### 12.27 ESTABLISHMENT OF NEW CHAPTERS

- (a) All applications for the establishment of a new Chapter shall be made by petition to the First Grand Principal signed by at least seven regular Royal Arch Companions in good standing transmitted 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.

#### 12.28 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 signed by at least seven regular Royal Arch Companions in good standing, to 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, may recommend the issue of a Charter.

#### 12.29 CHARTERS

- (a) A Charter shall be in the form approved by the Management Council.
- (b) A Chapter may apply for and be issued with a peripatetic Charter, allowing the Chapter to hold its Convocations at different places from time to time, if so authorised in its by-laws.

#### 12.30 CONSECRATION OF CHAPTERS

- (a) A Chapter shall be consecrated by the First Grand Principal or 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.

#### 12.31 ANNUAL FEE FOR ADMINISTRATION

- (a) The Management Council shall determine all fees, except the annual fee per member for administration purposes ("capitation fee") which shall be approved by Grand Chapter at the Annual Convocation and shall be effective from the 1<sup>st</sup> day of July following.
- (b) Chapters must pay the annual fee either in a single payment on the day after its Installation or in two equal instalments due on the day of the Chapter's

Installation and on the date six months thereafter. The full annual payment must be made within the current financial year ending 30 June.

- (c) If a Chapter shall refuse to pay the fees payable to Grand Chapter it shall be liable to be erased or suspended or suffer such other penalty as Grand Chapter may impose, after notice has been given of default.

#### 12.32 ANNUAL RETURNS

The Management Council shall require Chapters to provide an annual return of its membership at a time and in a format prescribed by Grand Scribe Ezra.

#### 12.33 RITUAL COMMITTEE AND AUTHORISED RITUAL

- (a) The Management Council shall establish a Ritual Committee to approve and provide rituals for all degrees and ceremonies.
- (b) Chapters shall use only the current approved ritual, unless the Management Council approves otherwise. Copies will be supplied to Chapters by Grand Scribe Ezra on receipt of the required fee.

#### 12.34 ERASURE OF CHAPTERS

No motion for the erasure of a Chapter shall be considered by Grand Chapter until the Principals of the Chapter have received notice in writing from Grand Scribe Ezra of the grounds for the proposed action and the hearing, and 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.

#### 12.35 DORMANCY OR DISSOLUTION OF CHAPTERS

- (a) When the members of a Chapter can no longer hold Regular Convocations in conformity with their by-Laws and this Constitution, the First Principal of the Chapter or his nominee shall, before any formal resolution is passed in the Chapter, make contact with the relevant Grand Superintendent who shall participate in discussions regarding the future of the Chapter and, where relevant, ways in which members may retain their Royal Arch membership. The Grand Superintendent shall inform the Divisional Grand Principal in a timely manner of such discussions.
- (b) In any event, if membership of a Chapter falls below seven as per rule 12.1(b), the Chapter shall be deemed to have been placed in dormancy.
- (c) If the Grand Superintendent is satisfied that sufficient discussions have taken place and that the Chapter cannot continue he must advise the Management Council who may authorise the Chapter to proceed to dormancy or dissolution.
- (d) After due notice has been given to members, the Chapter shall at a Special Meeting called for that purpose resolve either that the Chapter shall become Dormant for a period not exceeding five years, or to dissolve the Chapter or amalgamate with another Chapter.
- (e) The Charter of the Chapter, the seal, and such other relevant documents shall be delivered to the Grand Superintendent, who shall forward them to Grand Scribe Ezra for safe-keeping or cancellation.
- (f) Any funds held by the Chapter upon dormancy or dissolution, after any outstanding expenditure including capitation levies due to Grand Chapter has been paid, shall be transferred to the Grand Treasurer to be held in trust for the Chapter during the period of dormancy (in the case of dormancy) or (in the case of dissolution) shall be retained by Grand Chapter and applied in the manner that it shall decide.

- (g) Members shall not be entitled to any pecuniary benefits from a distribution of the funds or assets of the Chapter upon dormancy or dissolution.
- (h) If the maximum period of Dormancy shall expire the Chapter shall be deemed to have been dissolved and any funds held by Grand Chapter in trust for the Chapter during the period of Dormancy shall be applied by Grand Chapter as it shall decide.

#### 12.36 RESTORATION OF CHARTER

- (a) Companions wishing to reactivate a dormant Chapter shall first obtain the agreement of the appropriate Grand Superintendent and then petition the First Grand Principal.
- (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.

#### 12.37 CERTIFICATES

Every Companion who has received a degree in a New Zealand Constitution Chapter shall be entitled to receive a certificate upon payment of the requisite fee as determined by the Management Council.

#### 12.38 COMPLAINTS AND APPEALS

- (a) Any difference between Companions, Companions and Chapters, or between Chapters that cannot be resolved privately or in Chapter may be referred to the Grand Superintendent of the District with a copy provided to the opposite party (Scribe Ezra in the case of a Chapter).
- (b) When notified of a complaint or appeal, the Grand Superintendent shall:
  - (i) ensure that all parties are informed of the nature of the application and, if 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 refer the complaint or appeal together with all information in his possession to the Management Council with the Management Council to consider such complaint or appeal in line with rule 6.3(e).

### 13. RESEARCH CHAPTER No 93

- (a) The Research Chapter No 93 is acknowledged as a Research Chapter, having as its primary object the study of all aspects of Royal Arch Masonry and the dissemination of the results of such study to the members of the Chapter.
- (b) The Research Chapter No 93 shall have no power to pass candidates through any of the Degrees recognised by Grand Chapter, be exempt from payment of the annual fees for administration payable to Grand Chapter, and be empowered to hold on-line meetings without the usual protocols and rituals otherwise required in Royal Arch Chapters.
- (c) All regular Royal Arch Masons are, by reason of their membership of the Supreme Grand Royal Arch Chapter of New Zealand, members of Research Chapter No 93.

- (d) The Officers of the Chapter shall be the First, Second, and Third Principals and such other Officers as allowed for in the by-laws of the Chapter.
- (e) The three Principals shall be the three Grand Lecturers in office. Each Principal shall hold his office for one year, with the next Principal in order moving up at each Convocation. Commencing from Convocation 2026, the Principal roles will be allocated as follows:
  - 1st Principal                      Grand Lecturer, Southern Division
  - 2nd Principal                      Grand Lecturer, Central Division
  - 3rd Principal                      Grand Lecturer, Northern Division
- (f) The work of the Research Chapter shall form part of the New Zealand Masonic Forum as part of the duties of Grand Lecturers.

**14. CHAPTER OF TRANSITION No 110**

- (a) There shall be a Chapter of Transition for Companions affected by Rule 12.2(b), or whose Chapter has become dormant or relinquished its Charter, or whose special circumstances warrant, to enable them to retain their association with Royal Arch Masonry.
- (b) The Chapter shall be exempt from the requirements of rule 12 where otherwise provided for and shall 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 Officers of the Chapter.
- (d) The Chapter shall meet at an appropriate time, in conjunction with the Annual Convocation of Grand Chapter and/or as required.
- (e) Members of the Chapter of Transition No 110 may attend and vote at Annual Convocations.

**15. MARK 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 regular Mark Lodge may confer the Mark Master Mason degree only on a Master Mason, using the ritual approved by Grand Chapter.
- (c) The Lodge shall annually elect a Master, Senior Warden, and Junior Warden. It may elect or appoint such other Officers as the ritual requires. A Brother may hold both the office of Treasurer and any other office except Master. The Master of the Lodge shall be addressed by the title "Worshipful".
- (d) The Worshipful Mark Master-elect shall have served the office of Warden in a Mark Lodge for at least twelve months.
- (e) 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.

**16. LODGES OF EXCELLENT MASTERS**

- (a) A Lodge of Excellent Masters working within a regular Chapter for the conferment of the Excellent Master degree 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 of the Excellent Master degree unless he has been duly elected or appointed to that office.
- (e) The Master of the Lodge shall be addressed by the title "Worshipful".
- (f) A Lodge of Excellent Masters may confer the Excellent Master degree only on a Mark Master Mason, using the ritual approved by Grand Chapter.
- (g) A Lodge of Excellent Masters may confer the Excellent Master degree on members in good standing of another recognised Grand Chapter provided that they sign in advance the Declaration in Appendix A.

## **17. ROYAL ARK MARINER AND RED CROSS DEGREES**

### **17.1 CONSTITUTION BY RESOLUTION**

A Chapter may constitute a Royal Ark Mariner Lodge or a Red Cross Council.

### **17.2 MEETINGS**

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

### **17.3 OFFICERS**

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

### **17.4 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 (Knights of the Sword, Knights of the East, and Knights of the East and West) on a regular Royal Arch Companion who has taken the Mark Master, Excellent Master, and Royal Arch degrees and pays the required fee as set by the Lodge or Council.

### **17.5 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.

## **18. CRYPTIC COUNCILS**

### **18.1 DEGREES WORKED**

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

## 18.2 MEMBERSHIP

- (a) Cryptic Councils may admit as members regular Royal Arch Companions in good standing.
- (b) Continuation of membership of a Chapter is required for membership of a Council. When a Companion is no longer a member of a Chapter through resignation or striking-off, that Companion's membership of a Cryptic Council automatically ceases immediately and automatically with no requirement for any action by the Council concerned.
- (c) 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. On joining he shall sign the Declaration in Appendix A, amended appropriately, and shall thereupon become subject to the jurisdiction of Grand Chapter and shall be required to take any New Zealand Constitution Cryptic Council degree not already taken in his other Constitution.

## 18.3 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: Thrice Illustrious Master, Depute Master, Principal Conductor of Work, Recorder/Treasurer, Captain of the Guard, and Conductor of the Council. The positions of Recorder and Treasurer may be separate. 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

## 18.4 NEW CRYPTIC COUNCILS

A 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.

## 18.5 AMALGAMATION OF CRYPTIC COUNCILS

If two or more Cryptic Councils wish to 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.

## 18.6 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 and members shall pay any membership fee determined by the Management Council.

## **19. REGALIA**

### **19.1 ROYAL ARCH REGALIA**

- (a) The Management Council shall approve the design and issue specifications of all regalia, insignia, 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) Past Grand Chapter Officers must provide and wear on all official occasions the collar or chain and past rank insignia pertaining to their rank.

### **19.2 BANNERS**

The banners of Royal Arch Masonry consist of five large and twelve small banners (the latter being those of the Twelve Tribes), in accordance with designs approved by the Management Council.

### **19.3 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.

### **19.4 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 a design being approved by the Management Council.

### **19.5 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.

## **20. GENERAL**

### **20.1 AMENDMENT OF CONSTITUTION**

This Constitution may be altered, added to or replaced at any Annual or Special Convocation as follows.

- (a) Notice in writing of such proposed amendment shall be given to 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) Notice of proposed amendments shall be sent with the agenda for the Annual Convocation.
- (c) No addition to or alteration of the OBJECTS clause (clause 2) or DORMANCY AND DISSOLUTION OF CHAPTERS clause (clause 12.35) or DISSOLUTION OF

GRAND CHAPTER clause (clause 20.2) shall be made which affect the tax-exempt status/not-for-profit status of Grand Chapter. The provisions and effect of this clause shall not be removed from this Constitution and shall be included and implied into any Constitution replacing this Constitution.

- (d) Clauses 12.35 and 20.2 shall not be altered without the prior approval of the Inland Revenue Department.
- (e) No amendment shall be approved by Grand Chapter if it would, in any way, be contrary to the provisions of Clauses 20.1 (AMENDMENT OF CONSTITUTION), 20.2 (DISSOLUTION OF GRAND CHAPTER), and 20.4 (CHARITABLE FUNDS).
- (f) Amendments approved by Grand Chapter shall become effective at the close of the Annual or Special Convocation or at such earlier or later date as may be incorporated in the amendment provided that, if an earlier date is specified as the effective date of the amendment, nothing done in accordance with the un-amended Constitution between that earlier date and the close of the Annual Convocation shall be thereby invalidated.

#### 20.2 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.

#### 20.3 CHARITABLE FUNDS

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. Such funds may not be applied for any purpose that is not charitable in New Zealand.

#### 20.4 PRIVACY OF PERSONAL INFORMATION

Any website or database owned by or controlled by or under the aegis of Grand Chapter may record and disclose relevant details of any person enrolled in the records of Grand Chapter, including but not limited to age, occupation, contact details, and Masonic history. The Management Council will restrict access to information held to Officers authorised by the Management Council. The Management Council may publish, including on its website, names and contact details of Grand Chapter and Chapter Officers. Any information held by Grand Chapter about Royal Arch members may be disclosed or copied to the Grand Lodge of Antient, Free and Accepted Masons of New Zealand (Grand Lodge) on the condition that Grand Lodge will comply with the Privacy Act 1993 when disclosing and using any such personal information and such other terms and conditions (if any) that Grand Scribe Ezra may see fit to impose or agree with Grand Lodge.

20.5 HEALING POWERS OF FIRST GRAND PRINCIPAL

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 for the benefit and continuation of the Order, which may include but shall not be limited to rules relating to eligibility for the holding of Office and the terms of Officers.

20.6 MATTERS NOT PROVIDED FOR

If any matter or question shall arise that is not provided for in this Constitution or, if there is any doubt around 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 Annual 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 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 First Grand Principal of Grand Chapter.

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

Signature \_\_\_\_\_

## APPENDIX B

### JUBILEE MEMORIAL SCHOLARSHIP FUND RULES

- 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 in accordance with the provisions of the Trustees Act 2019 including any subsequent statutory amendments.
- 4 Annual contributions to the Fund together with 50% of any interest and dividends that may accrue to the Fund in any year 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 a minimum of three and up to five members who shall continue to hold office, during the pleasure of Grand Chapter, for a maximum of three years but may be re-elected for one further term. Members may resign their election by written notice to the Grand Scribe Ezra.
  - (b) The Grand Scribe Ezra shall call for applications when Council 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 Scholarship Council shall elect a Chairman, who shall preside for a period of up to two years but may be re-elected for one further term, and advise the Grand Scribe Ezra. The Chairman may resign this Office by written notice to the Grand Scribe Ezra.
  - (d) The Scholarship Council shall have the ability to co-opt a person or persons with specialist knowledge to facilitate its decisions for short-term periods only.
- 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.
  - (c) Applicants for scholarships must:
    - (i) have a good academic record having completed or be in their final year at secondary school or college and be progressing to further tertiary education or training; and

- ii) be a New Zealand citizen or hold permanent New Zealand residency;  
and
- iii) demonstrate good citizenship and be involved in some form of community activity supported by a referee's report.

- 9 The tenure of any Scholarship shall be for one year.
- 10 The value of each Scholarship awarded shall be determined by the Scholarship Council.
- 11 Application for a Scholarship shall be made in the manner advised from time to time by the GSE reflecting the use of appropriate application methodologies similar to other charitable grants.
- 12 The Scholarship Council shall present a written report giving a general summary of its activities, a list of Awardees, with Districts and the amounts awarded to each District. This report shall be circularised to Chapters and printed in the Book of Proceedings.
- 13 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.
- 14 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.
- 15 The Charities Commission Registered Number for the Royal Arch Jubilee Memorial Scholarship Fund is CC 38396.

## APPENDIX C

### ROYAL ARCH MASONIC CENTENNIAL AWARD FUND RULES

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 1st 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 Charities Commission Registration Number is CC 38395.

**APPENDIX D**

**ELECTION AND APPOINTMENT OF OFFICERS**

<b>ROYAL ARCH</b>		
Office	Must Elect Rule 12.12	May Elect or Appoint
1 <sup>st</sup> Principal (Zerubbabel)	*	
2 <sup>nd</sup> Principal (Haggai)	*	
3 <sup>rd</sup> Principal (Jeshua)	*	
Scribe Ezra	*	
Treasurer		*
Scribe Nehemiah		*
Director of Ceremonies		*
Assistant Director of Ceremonies		*
1 <sup>st</sup> Sojourner	*	
2 <sup>nd</sup> Sojourner	*	
3 <sup>rd</sup> Sojourner	*	
Superintendent of Works		*
Organist		*
Janitor		*

<b>LODGE OF EXCELLENT MASTERS</b>		
Office	Must Elect	May Elect or Appoint Rule 16(b)
Excellent Master		*
Senior Warden		*
Junior Warden		*
Secretary		*
Treasurer		*
Director of Ceremonies		*
Assistant Director of Ceremonies		*
Captain of 3 <sup>rd</sup> Veil		*
Captain of 2 <sup>nd</sup> Veil		*
Captain of 1 <sup>st</sup> Veil		*
Conductor		*
Organist		*
Tyler		*

<b>MARK LODGE</b>		
Office	Must Elect Rule 15(c)	May Elect or Appoint
Worshipful Mark Master	*	
Senior Warden	*	
Junior Warden	*	
Registrar		*
Secretary		*
Treasurer		*
Director of Ceremonies		*
Assistant Director of Ceremonies		*
Master Overseer		*
Senior Overseer		*
Junior Overseer		*
Senior Deacon		*
Organist		*
Inner Guard		*
Tyler		*

<b>RED CROSS COUNCIL</b>		
Office	Must Elect	May Elect or Appoint Rule 17.3
Most Excellent Chief		*
Cyrus		*
Darius		*
Senior Warden		*
Junior Warden		*
Senior General		*
Junior General		*
Secretary		*
Treasurer		*
Director of Ceremonies		*
Conductor		*
Captain of Guard		*
Knights of the Bridge		*
Superintendent of Works		*
Organist		*
Janitor		*

<b>ROYAL ARK MARINERS LODGE</b>		
Office	Must Elect	May Elect or Appoint Rule 17.3
Worshipful Commander Noah		*
Senior Warden (Japheth)		*
Junior Warden (Shem)		*
Secretary		*
Treasurer		*
Chaplain		*
Director of Ceremonies		*
Conductor		*
Organist		*
Janitor		*

<b>CRYPTIC COUNCIL</b>		
Office	Must Elect Rule 18.3(b)	May Elect or Appoint
Thrice Illustrious Master	*	
Depute Master	*	
Principal Conductor of Work	*	
Recorder	*	
Treasurer	*	
Chaplain		*
Captain of the Guard	*	
Conductor of Council	*	
Guards		*
Organist		*
Steward		*
Janitor		*

### TABLE OF EQUIVALENT RANKS

<b>Designation*</b>	<b>Royal Arch</b>	<b>Mark</b>	<b>Cryptic</b>	<b>Red Cross</b>
ME	GZ	GM (MW)	GM (M III)	GM (ME)
RE	DGZ	DepGM (RW)	DepGM (R III)	DepGM (RE)
RE	GH	SGW (RW)	GPCW (R III)	SGW (RE)
RE	GJ	JGW (RW)	GChap (R III)	JGW (RE)
RE	GSupt	GSupt (RW)	GSupt (R III)	GSupt (RE)
RE	GSE	GSec (RW)	GRec (R III)	GSec (RE)
RE	GTreas	GTreas (RW)	GTreas (R III)	GTreas (RE)
RE	GReg	GReg (RW)	GReg (R III)	GReg (RE)
RE	GLec	GLec (RW)	GLec (R III)	GLec (RE)
RE	SGR	SGR (RW)	SGR (R III)	SGR (RE)
VE	GSN	AsstGSec (VW)	AsstGRec (V III)	AsstGSec (VE)
VE	GDC	GDC (VW)	GDC (V III)	GDC (VE)
VE	1 <sup>st</sup> GSoj	GMO (VW)	GCofG (V III)	GCond (VE)
VE	2 <sup>nd</sup> GSoj	GSO (VW)	GCofC (V III)	AsstGCond (VE)
VE	3 <sup>rd</sup> GSoj	GJO (VW)	GCofC (V III)	AsstGCond (VE)
VE	GOrg	GOrg (VW)	GOrg (V III)	GOrg (VE)
VE	AGDC	AGDC (VW)	AGDC (V III)	AGDC (VE)
VE	GSwdB	GSwdB (VW)	GSwdB (V III)	GSwdB (VE)
VE	GStdB	GStdB (VW)	GStdB (V III)	GStdB (VE)
VE	Z	WMM**	TIM**	MEC**
VE	PZ	PWMM**	PTIM**	PMEC**

\* Designations may be written as, for example, RE or R E with a space, although the former is preferred.

\*\* A Grand Chapter officer, depending on current rank, is Most, Right, or Very. Refer rules 5.2(c) and 5.4.

## **APPENDIX E**

### **RULINGS OF THE MANAGEMENT COUNCIL**

#### **MASONIC DRESS**

The dress code for any Royal Arch Convocation may include a black tailed coat, dinner jacket, Eton jacket, or dark lounge suit, and tie or bow tie. Chapters may determine their dress code provided that a dark lounge suit is the minimum requirement. When wearing a dinner jacket or lounge suit, the apron is to be worn outside the jacket. Permission may be given to remove jackets during warm periods.

Companions actively serving in His Majesty's Forces are entitled to wear full dress or undress uniform of his active rank on all occasions. On special observances by Chapters of particular military occasions, Companions on the retired list may wear uniforms and/or orders, decorations, and medals appropriate to their retired ranks.

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

#### **COMMUNICATION OF SECRETS**

The "Obligation" and "Communication of Secrets" shall only be given as follows:

- (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 TIM or a PTIM.

#### **TOASTS IN REFECTORY**

- 1 At all Convocations:
  - (a) The first toast shall be "The King, the Craft, and Royal Arch Masonry".
  - (b) The second toast shall be "The ME First Grand Principal" or "The M Ill Grand Master of the Council" as applicable.
  - (c) The toast of "ME the First Grand Principal" or "M Ill the Grand Master of the Council" must be honoured by all Companions present including Officers of Grand Chapter.
  - (c) 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.

#### **COLLECTIONS FOR THE JUBILEE MEMORIAL SCHOLARSHIP FUND**

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 shall be lodged with Grand Chapter.

#### **SIGNS**

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

#### **RECEPTION OF GRAND LODGE OFFICERS**

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

#### **RECEPTION OF HEADS OF ORDERS**

The First Grand Principal may receive heads of other Masonic orders in New Zealand or their representatives.