

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

# Digest of the Laws

Of

## **The Grand Royal Arch Chapter Of Arkansas**

As Revised and Adopted at the  
Grand Royal Arch Chapter Convocation  
of Arkansas

**March 14, 2025**

Including Revisions Since 1987

---

### Committee on the Digest of Laws

William Paul Wilson, Chairman  
Steven B. Gregory, PGHP  
Timothy J. Henwood, PGHP

---

### **REPEAL CLAUSE**

All Constitutional and By-Laws  
provisions not included in this Digest  
are hereby repealed.

**Table of Contents**

**Section 1: Constitution of the Grand Royal Arch Chapter of Arkansas ..... 1**  
Article I: Title..... 2  
Article II: Allegiance..... 2  
Article III: Amendments ..... 2  
Article IV: Fiscal Year ..... 2  
Article V: Jurisdiction and Authority ..... 2  
Article VI: Convocations ..... 3  
Article VII: Members ..... 3  
Article VIII: Officers..... 4  
Article IX: Revenue ..... 4  
Article X: Voting..... 5  
Article XI: At-Large..... 5  
**Section 2: By-Laws of the Grand Royal Arch Chapter of Arkansas ..... 6**  
Article I: Amendments ..... 7  
Article II: Committees..... 7  
Article III: Duties of Officers ..... 7  
    Section 1: Grand High Priest..... 7  
    Section 2: Grand Treasurer ..... 8  
    Section 3: Grand Secretary..... 8  
    Section 4: Grand Lecturer ..... 8  
Article IV: Penalty ..... 9  
Article V: Subordinate Chapters ..... 9  
**Section 3: Statutes and Laws of the Grand Royal Arch Chapter of Arkansas ..... 11**  
Section 1: Committees ..... 12  
Section 2: Committee – Qualifications ..... 12  
Section 3: Domicile..... 12  
Section 4: Fiscal Year ..... 12  
Section 5: Grand Representatives ..... 12  
Section 6: Jewel of a Past Grand High Priest..... 13  
Section 7: Jurisdiction ..... 13  
Section 8: Law..... 13  
Section 9: Meetings..... 13  
Section 10: Members..... 14  
Section 11: Officers..... 14  
Section 12: Officers, Grand High Priest..... 15  
Section 13: Officers, District Deputy Grand High Priest..... 16  
Section 14: Officers, Grand Secretary..... 17  
Section 15: Officers, Grand Treasurer ..... 18  
Section 16: Officers, Grand Lecturer ..... 18  
Section 17: Authority ..... 18  
Section 18: Proceedings ..... 19  
Section 19: Representation In Grand Chapter..... 19  
Section 20: Revenues ..... 19  
Section 21: Triennial Fund..... 19

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

Section 22: Vacancy In Office .....	20
Section 23: Voting in Grand Chapter .....	20
Section 24: Aprons .....	20
Section 25: Certificates of Good Standing.....	20
Section 26: Digest Provided Grand Chapter Officers .....	20
Section 27: Contributions to Masonic Youth Programs.....	20
Section 28: Financial Accounts Required Signatories .....	20
Section 29: Arkansas Grand Keystone Award.....	20
<b>Established Management Policies of the Grand Royal Arch Chapter of Arkansas .....</b>	<b>21</b>
Conflict of Interest and Annual Statement of Officers .....	21
Document Management, Retention and Destruction Policy .....	25
Whistleblower Policy .....	30
<b>Section 4: Regulations for Chapters Under Charter by the Grand Royal Arch Chapter of Arkansas .....</b>	<b>31</b>
Section 1: By-Laws – Uniform Code for the Government of Subordinate Chapters of Royal Arch Masons .....	32
Article I: Name.....	32
Article II: Officers.....	32
Article III: Convocations.....	33
Article IV: Petitions .....	33
Article V: Fees and Dues .....	34
Article VI: Order of Business.....	34
Article VII: Amendments.....	35
<b>Subordinate Chapter Regulations .....</b>	<b>35</b>
Section 2: By-Laws – Uniform Code for Subordinate Chapters.....	35
Section 3: By-Laws – No Power to Alter or Amend .....	35
Section 4: Chapters – New .....	35
Section 5: Chapter – New – Petition For.....	35
Section 6: Chapter – New – Approval Necessary .....	35
Section 7: Chapter – New – Dispensation, Fee For .....	36
Section 8: Chapter – New -- Dispensations .....	36
Section 9: Chapter, New – Chapter Name .....	36
Section 10: Chapter, New – Officers .....	36
Section 11: Chapter – Charter Of.....	36
Section 12: Charter – Fee For .....	37
Section 13: Charter – Authority .....	37
Section 14: Charter – Destroyed .....	37
Section 15: Charters – Merged.....	37
Section 16: Charter – Forfeiture Of.....	37
Section 17: Charter – Surrender Of.....	37
Section 18: Charter – Restoration Of.....	37
Section 19: Convocations – Business Of .....	38
Section 20: Convocations – Calling Off .....	38
Section 21: Convocations – Furniture Required .....	38
Section 22: Convocations – Opening.....	38

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

Section 23: Convocations – Opening .....	39
Section 24: Convocations – Quorum For .....	39
Section 25: Convocations – When Held .....	39
Section 26: Clothing Of Members .....	39
Section 27: Degrees.....	40
Section 28: Degrees.....	40
Section 29: Degrees – Conferring Of.....	40
Section 30: Degrees – Courtesy .....	40
Section 31: Degrees – Healing.....	40
Section 32: Degrees – Unfinished.....	41
Section 33: Domicile.....	41
Section 34: Dues.....	41
Section 35: Dues, Non-Payment .....	41
Section 36: Dues, Restoration From Suspension – Non-Payment .....	41
Section 37: Fees .....	42
Section 38: Funerals.....	42
Section 39: Jurisdiction .....	42
Section 40: Jurisdiction .....	43
Section 41: Jurisdiction – Concurrent .....	43
Section 42: Blank .....	43
Section 43: Blank .....	43
Section 44: Members – Chapter .....	43
Section 45: Members – Dual.....	43
Section 46: Members – Honorary .....	44
Section 47: Members – Right Of, Visiting.....	45
Section 48: Members – Affiliation Of.....	45
Section 49: Members Affiliation.....	46
Section 50: Members – Willful Non-Affiliate .....	46
Section 51: Members – Demitted.....	46
Section 52: Members – Suspended, Expelled .....	48
Section 53: Objections To Candidates .....	48
Section 54: Offenses.....	48
Section 55: Offenses.....	49
Section 56: Officers Names.....	49
Section 57: Officers – Election and Appointment .....	49
Section 58: Officers – Installation Of .....	50
Section 59: Officers – Term Of.....	50
Section 60: Officers – Demission Of .....	50
Section 61: Officers – Resignation Of .....	50
Section 62: Officers – High Priest – Duties and Authority.....	50
Section 63: Officers, High Priest, Impeachment Of.....	51
Section 64: Officers, Treasurer – Duties Of.....	51
Section 65: Officers, Secretary – Duties Of.....	52
Section 66: Officers – Vacancies In.....	52
Section 67: Past High Priest.....	52

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

Section 68: Petitioners – Qualifications Of.....	52
Section 69: Petitions For Degrees .....	52
Section 70: Petition, Voting On .....	53
Section 71: Petitions, Rejected.....	54
Section 72: Property – Insured.....	55
Section 73: Property.....	55
Section 74: Reports And Records .....	55
Section 75: Ritual – Adopted .....	55
Section 76: Rituals – Issued .....	55
Section 77: Ritual.....	55
Section 78: Ritualistic Work – Opening .....	56
<b>Trials (As Amended 1944).....</b>	<b>57</b>
Section 79: Jurisdiction .....	57
Section 80: Charges.....	57
Section 81: Charges – Committee On.....	57
Section 82: Prosecutor.....	57
Section 83: Accused – Information Furnished.....	57
Section 84: Trial.....	57
Section 85: Trial – Procedures .....	57
Section 86: New Trial .....	58
Section 87: Appeals.....	58
Section 88: Appeals – Procedure With .....	59
Section 89: Appeals – Action On.....	59
Section 90: Appeals – Action On.....	59
Section 91: Restoration .....	59
Section 92: Restoration – Grand Chapter Reverses Judgment.....	59
Section 93: Restoration .....	60
Section 94: Restoration .....	60
Section 95: Life Membership.....	60

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

SECTION I

**CONSTITUTION**

Of

**THE GRAND ROYAL ARCH  
CHAPTER  
OF ARKANSAS**

**CONSTITUTION OF THE GRAND ROYAL ARCH  
CHAPTER OF ARKANSAS**

**Incorporated Under the laws of the State of Arkansas  
November 23, 1911**

**ARTICLE I**

*Title*

The name of the Corporation shall be “The Grand Royal Arch Chapter of Arkansas.”

**ARTICLE II**

*Allegiance*

The Grand Royal Arch Chapter of Arkansas recognizes the authority of the General Grand Chapter of Royal Arch Masons International, and the officers of the Grand Chapter, the subordinate chapters, and the candidates for the degrees bind themselves to support the constitution of the General Grand Chapter.

**ARTICLE III**

*Amendments*

Amendments may be made to this Constitution at any stated convocation of this Grand Chapter; provided, there shall be present the officers, proxies or elected representatives from a majority of all the chapters under the jurisdiction of the Grand Chapter, and two-thirds of those present voting on the questions shall concur therein.

**ARTICLE IV**

*Fiscal Year*

The fiscal year of the Grand Chapter shall be the calendar year, and all reports shall end December 31<sup>st</sup> of each year. (1984 p32)

**ARTICLE V**

*Jurisdiction and Authority*

**Sec. 1.** The territorial jurisdiction of the Grand Royal Arch Chapter of Arkansas shall be coextensive with the boundaries of the State of Arkansas, and within those limits it shall have exclusive jurisdiction over all matters pertaining to Royal Arch Masonry.

**Sec. 2.** The Grand Chapter shall have the sole government and superintendence of the several subordinate chapters within its jurisdiction. It shall have the power:

- (a) To establish new chapters in such manner and under such restrictions as it may determine;
- (b) To assign their limits and settle any controversies which may arise between them;
- (c) The Constitution of the Grand Chapter may be amended at any stated convocation, provided, there shall be present the officers, proxies, or elected representatives from a majority of all the chapters under the jurisdiction of the Grand Chapter, and two-thirds of these voting on the questions shall concur in the change. (2019)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- (d) To require of them the filing of such reports and the payment of such annual dues as it shall deem necessary;
- (e) To make such laws for its own government, and for the government of the subordinate chapters as it thinks proper, and to amend and revoke the same;
- (f) To decide all questions of Royal Arch law, usage and custom which may arise within its jurisdiction; and
- (g) To do such other things as its Acts of Incorporation may provide, and all other acts and things generally which Grand Chapters may of right do, consistent with the ancient usage of Masonry.

**ARTICLE VI**

***Convocations***

**Sec. 1.** The stated convocations of the Grand Chapter shall be held annually beginning on the 2<sup>nd</sup> Thursday of March in the City of Little Rock, unless the Grand Chapter names another place. (1987 p18)

**Sec. 2.** Special Convocations may be called by the Grand High Priest at such times and places as he may think best, for such purposes as he may deem advisable; due notice of special convocations shall be given all the subordinate chapters and the officers of the Grand Chapter.

**Sec. 3.** The Grand Chapter shall not be opened or held unless there be present, in person or by proxy, the officers from at least three subordinate chapters of this Grand Jurisdiction.

**ARTICLE VII**

***Members***

The Grand Royal Arch Chapter of Arkansas shall consist of:

- (a) A Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary, Grand Chaplain, Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, Grand Master of the 3<sup>rd</sup> Veil, Grand Master of the 2<sup>nd</sup> Veil, Grand Master of the 1<sup>st</sup> Veil, Grand Sentinel and Grand Lecturer; (1991)
- (b) Past Grand High Priests, Past Grand Kings, Past Grand Scribes of this Grand Chapter; and Past High Priests of subordinate chapters, so long as they continue members of subordinate chapters of this jurisdiction;
- (c) The High Priest, King and Scribe for the time being, of each subordinate chapter under the jurisdiction of this Grand Chapter, or their proxies duly appointed, or in their absence, then in their stead, a representative duly elected by the subordinate chapter, and the above-enumerated officers, proxies, and representatives shall be the only members of and voters in said Grand Chapter.

## ARTICLE VIII

### *Officers*

**Sec. 1.** All the Officers of the Grand Chapter from the Most Excellent Grand High Priest to and including the Grand Master of the 1<sup>st</sup> Veil, shall be chosen annually by ballot at the Stated Convocation; no vote shall be counted unless the companion is placed in nomination and seconded. If upon the first ballot no companion has a majority of all votes cast, a second ballot shall be had between the two who have the highest number of votes.

The incoming Grand High Priest will appoint the Grand Chaplain, Grand Sentinel, and Grand Lecturer. (revised 2022)

**Sec. 2.** Officers of the Grand Chapter must be and remain members of subordinate chapters in this Grand Jurisdiction and a resident of the state of Arkansas. (2011)

**Sec. 3.** The Officers of the Grand Chapter shall be installed at the annual convocation at which they are elected and shall hold office until their successors are elected and installed.

- (a) One who is elected to office in the Grand Chapter, but is not present at the time for installation, may be installed later by the Grand High Priest, or by another at his discretion.
- (b) Officers of the Grand chapter cannot be installed by proxy.
- (c) Before they enter upon the exercise of the functions of their respective offices, the Officers of the Grand Chapter shall take an obligation to support and maintain the Constitution of the General Grand Chapter of Royal Arch Masons International and the Constitution and By-Laws of The Grand Royal Arch Chapter of Arkansas.

**Sec. 4.** The Officers of the Grand Chapter shall severally possess such authority and perform such duties as may be specifically required by legislation enacted by the Grand Chapter, or as the usage of royal Arch Masonry may make appropriate.

**Sec. 5.** In case of vacancy in the Office of Grand High Priest, the Grand King and the Grand Scribe, in the order named, shall succeed to the office, its title and prerogatives, and shall exercise all the authorities thereto appertaining.

## ARTICLE IX

### *Revenues*

**Sec. 1.** The fee for a dispensation to constitute a new chapter shall be \$100.00, which shall be paid in advance; a chapter obtaining and paying for a dispensation shall be charged nothing for a charter.

**Sec. 2.** Subordinate chapters shall pay the following fees:

- (a) \$8.00 for each exaltation during the fiscal year. (2002)
- (b) \$19.00 per annum plus whatever per capita levy shall have been voted by the General Grand Chapter Royal Arch Masons International for each member on the rolls on the 31<sup>st</sup> day of December. (2000, Res. 1) (2004 p13) 2021
- (c) The per capita that is paid on a perpetual life membership shall be frozen at the level of per capita assessed in the year in which he paid the perpetual membership in full.

## ARTICLE X

### *Voting*

**Sec. 1.** In all questions before the Grand Chapter, each officer and member (other than officers, proxies, or representatives of the subordinate chapters shall be entitled to one vote.

**Sec 2.** Each chapter shall be entitled to three votes, if represented by any officer, proxy or delegate.

- (a) High Priests, Kings and Scribes of subordinate chapters, or their proxies, may each vote individually; if any such officer of a subordinate chapter is not present in person or by proxy, his vote may be cast by the senior officer of that chapter who is present; if no such officer is present, the proxy of the senior officer may cast the three votes of the chapter, or such part thereof as is not represented by other proxies; a representative elected by the chapter, if present, shall cast the entire vote of the chapter.
- (b) No officer of a subordinate chapter, or his proxy, and no representative of a subordinate chapter shall be entitled to vote in the Grand Chapter, or take part in the deliberations thereof, until the dues of said subordinate chapter for the preceding year shall have been paid to the Grand Secretary.

**Sec. 3.** No person shall be a proxy for an officer of a subordinate chapter, or be elected as the representative of a chapter, unless he is an affiliated member of that chapter.

## ARTICLE XI

### *Chapter-at-Large*

When it becomes necessary to arrest the charter of a subordinate chapter, or a subordinate chapter is desirous of surrendering its charter rather than merge with another chapter, all members of said chapter who are in good standing (current dues paid) at the time the charter is arrested or surrendered shall automatically become members of the Chapter-at-Large.

They shall have dues cards issued by the Grand Chapter and have all the rights and privileges of a member of any other subordinate chapter except the right to vote in Grand Chapter.

Each shall pay dues of \$30.00 per annum directly to the Grand Chapter; such dues payable in advance and due on or before the 1<sup>st</sup> day of January each year. Membership in the Chapter-at-Large shall be restricted to those who are members of a chapter that have their charters arrested or surrendered. Those who have become members of the Chapter-at-Large who later desire to affiliate with an active chapter will be issued by the Grand Secretary a demit and certificate of good standing for presentation to the new chapter. (1984 p38) (Pro 1993) (2005 p21) (Pro 2025 p29)

The Grand Secretary without the necessity of further action shall suspend those members of the Chapter-at-Large who become in arrears in payment of dues for two or more years and do not respond to proper notice given them by the Grand Secretary by the Grand Chapter. (1990 p52)

SECTION II

**BY-LAWS**

Of

**THE GRAND ROYAL ARCH  
CHAPTER  
OF ARKANSAS**

## **BY-LAWS**

### **ARTICLE I** *Amendments*

These by-laws may be amended at any stated convocation of the Grand Royal Arch Chapter of Arkansas by a two-thirds vote of those present and voting.

### **ARTICLE II** *Committees*

**Sec. 1.** Annually and prior to the opening of each stated convocation of the Grand Chapter, the Grand High Priest shall appoint from the membership of the Grand Chapter the following Committees:

- (a) The Committee on Capitular Jurisprudence shall consist of five (5) members, three (3) of which shall be Past Grand High Priests, and two (2) shall be members-at-large. The term of the members of this committee shall be five (5) years, unless he is appointed to fill an unexpired term. (1987 p33,39)
- (b) The Committee on RARA shall consist of three (3) members. The committee shall oversee the promotion, reporting and collection of funds for the RARA charity fund.
- (c) The Digest and Ritual Committee shall consist of three (3) members. The committee will review any suggested changes to the Digest of Laws of the Grand Royal Arch Chapter of Arkansas and/or suggested changes to the adopted ritual of the Grand Chapter and make report to the delegates at the annual session for their action.
- (d) Such Special Committees as may be found necessary for the dispatch of business of the Grand Chapter.
- (e) The Grand High Priest shall appoint one member to each of the following Joint Committees of the Grand York Rite of Arkansas: Charters and Dispensations, Appeals and Grievances, Magazine Insert Editor, Distinguish Guest, Joint Financial Review, Necrology, Credentials and Registration, Time and Place, Masonic Youth and Life Membership. (March 2019)

### **ARTICLE III** *Duties of Officers*

**Sec. 1.** The Grand High Priest is hereby empowered:

- (a) To receive applications and grant dispensations for new chapters, to open and install the officers thereof.
- (b) Subject to the review and final decision of the Grand Chapter to suspend the warrant of a chapter and close the same, and to demand and receive its property and effects, when such chapter or its officers shall be guilty of acts of contempt to the authority of this Grand Chapter, a violation of its laws, or other UN-Masonic conduct.
- (c) To decide constitutional questions and to enforce obedience to such decisions.
- (d) To order new elections when such have not been held or were illegal.
- (e) To exercise general supervision over all matters appertaining to Royal Arch Masonry within the jurisdiction of the Grand Chapter.
- (f) To conduct such correspondence with other jurisdictions as may be essential to its interests.
- (g) The Grand High Priest shall have the authority to make transfer of funds between appropriations of funds, to authorize additional expenses should he deem it necessary to do so and that additional funds be made available to carry out any to Grand Chapter order.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

**Sec. 2.** The Grand Treasurer is the custodian of the funds of the Grand Chapter, and all revenues received by the Grand Secretary shall be deposited to his credit in the Depository Account.

- (a) He shall make an annual report to the Grand Chapter and shall submit his books and records for review by the Joint Financial Review Committee. (March 2019)
- (b) He shall furnish a bond of some approved surety company in an amount to be fixed by the Grand Chapter; the premium for the bond shall be paid out of the funds of the Grand Chapter; the bond shall be filed with the Grand High Priest. (March 2019)
- (c) He shall deposit periodically to the Grand Secretary's Office fund such funds as are needed to meet the necessary expenses of the Grand Chapter.
- (d) All investment and re-investments shall be handled by the Grand Treasurer, and all income from such investments shall be deposited to the Grand Treasurer's Account and shall be reflected in his annual report to the Grand Chapter.

**Sec. 3.** The Grand Secretary shall collect the revenues of the Grand Chapter, and deposit the same to the credit of the Grand Treasurer; he shall be the custodian of the records and property of the Grand Chapter; its disbursing officer, and he shall issue annually the printed proceedings as directed by the Grand Chapter.

- (a) He shall make an annual report to the Grand Chapter, and shall submit his books and records for review by the Joint Financial Review Committee. (March 2019)
- (b) He shall furnish a bond of some approved surety company in an amount to be fixed by the Grand Chapter; the premium for the bond shall be paid out of the funds of the Grand Chapter; the bond shall be filed with the Grand High Priest. (March 2019)
- (c) The Grand Secretary shall issue rituals under the procedure set forth by the Grand Chapter.
- (d) There shall be established a "Grand Secretary's Office Fund" from which the Grand Secretary shall pay the expenses of the Grand Chapter. Two signatures shall be required on the signature card of all financial institutions, the second signer to be a Past Grand High Priest approved by the sitting Grand High Priest, where either signature can be used to draw funds on behalf of the Grand Chapter for the purpose of paying expenses of the Grand Chapter. (pro 2004 p19)
- (e) The Grand Secretary will notify any Companion receiving a Grand Chapter appointment in writing. (1986 p53)
- (f) The Grand Secretary shall prepare for distribution the Annual Proceedings within 120 days of the Annual Grand Convocation. Any information needed to be distributed earlier can be extracted as needed. (1997 p43,49)
- (g) 25-year cards and 50-year cards and lapel pins for each year will be prepared by the Grand Secretary and presented to the newly-elected Grand High Priest for distribution as he sees fit. (1997 p43)
- (h) The Grand Secretary shall retain in his office the proceedings received from other Grand Jurisdictions for a period of seven (7) consecutive years. (1997 p43,49)

**Sec. 4.** A Grand Lecturer shall be appointed annually by the Grand High Priest. It shall be his duty to visit the subordinate chapters when invited by them, or when directed to do so by the Grand High Priest, and to assist and instruct them. (1987 p40,49,55)

- (a) Prior to each Annual Convocation of the Grand Chapter, he shall make a report of his work to the Grand High Priest.

**ARTICLE IV**

***Penalty***

**Sec. 1.** There shall be a penalty of \$5.00 against each subordinate chapter who fails to have its annual report in the hands of the Grand Secretary by January 20<sup>th</sup>.

**ARTICLE V**

***Subordinate Chapters***

**Sec. 1.** Every chapter of Royal Arch Masons throughout the jurisdiction of the Grand Royal Arch Chapter of Arkansas shall have a dispensation or charter issued by the authority of the Grand Chapter and no chapter shall be deemed legal without such dispensation or charter.

- (a) All Masonic communication, both public and private is hereby interdicted and forbidden between any chapter in this jurisdiction, or any member thereof, and any chapter or assembly that may be illegally formed, opened or holden, or any member thereof or any person advanced or exalted therein.

**Sec. 2.** Charters or dispensations for holding Chapters of Royal Arch Masons shall also contain the authority to open and hold Lodges of Most Excellent, Past and Mark Master Masons. The High Priest, King and Scribe to be Master and Wardens of said lodges for the time being.

**Sec. 3.** The degrees recognized by the Grand Chapter to be conferred in subordinate chapters in this jurisdiction are Mark Master, Past Master, Most Excellent Master and Royal Arch Mason.

**Sec. 4.** Every subordinate chapter shall report to the Grand Chapter on or before the 10<sup>th</sup> day of January each year, the name and date of each exaltation, affiliation, reinstatement, death, demission, suspension and expulsion during the fiscal year, and the names of the officers and the names of the members on the roll on the 31<sup>st</sup> day of December. A \$5.00 penalty will be assessed if not received by January 10<sup>th</sup>.

**Sec. 5.** Any chapter under the jurisdiction of this Grand Chapter that shall fail to assemble and work for the space of twelve (12) months, or that shall fail to be represented at the stated convocation for two consecutive stated convocations shall forfeit its charter, together with all its jewels, furniture and effects of every description to the disposal of this Grand Chapter.

**Sec. 6.** The Grand Chapter shall provide a Uniform Code of By-Laws for the government of the subordinate chapters in its jurisdiction. All changes approved at an Annual Convocations will be printed in Digest Form and distributed on or before December 31 following the Annual Convocation.

A new title page to the Digest will be printed each year, when a revision has been approved, using the following format:

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

**Digest of the Laws  
Of  
The Grand  
Royal Arch Chapter  
Of Arkansas**

Including Revisions As Passed at the  
155<sup>th</sup> Convocation of  
THE GRAND ROYAL CHAPTER  
Of Arkansas

---

(Year)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

SECTION III

**STATUTES & LAWS**

Of

**THE GRAND ROYAL ARCH  
CHAPTER  
OF ARKANSAS**

## STATUTES

### *The Grand Royal Arch Chapter of Arkansas*

**Sec. 1. COMMITTEES** – Annually and prior to the opening of each Stated Convocation of the Grand Chapter, the Grand High Priest shall appoint the following Committees. (By-Laws, Art. 2, Sec. 1)

- (a) The Committee on Capitular Jurisprudence shall consist of five (5) members, three (3) of which shall be Past Grand High Priests, and two (2) shall be members-at-large. The term of the members of this committee shall be five (5) years, unless he is appointed to fill an unexpired term. (1987 p33,39)
- (b) The Committee on RARA shall consist of three (3) members. The committee shall oversee the promotion, reporting and collection of funds for the RARA charity fund.
- (c) The Digest and Ritual Committee shall consist of three (3) members. The committee will review any suggested changes to the Digest of Laws of the Grand Royal Arch Chapter of Arkansas and/or suggested changes to the adopted ritual of the Grand Chapter and make report to the delegates at the annual session for their action.
- (d) Such Special Committees as may be found necessary for the dispatch of business of the Grand Chapter.
- (e) The Grand High Priest shall appoint one member to each of the following Joint Committees of the Grand York Rite of Arkansas: Charters and Dispensations, Appeals and Grievances, Magazine Insert Editor, Distinguish Guest, Joint Financial Review Committee (name change March 2023), Necrology, Credentials and Registration, Time and Place, Masonic Youth and Life Membership. (March 2019); Membership (March 2023)
- (f) The Education Committee shall consist of two members from the Grand Chapter, Grand Council and Grand Commandery with the Grand High Priest selecting the chairman. They shall serve a five-year staggered term. (2020 p31-32)

**Sec. 2. COMMITTEES – QUALIFICATION** – Members of Committees must be members of the Grand Chapter. (G.C. By-Laws. Art. H. Sec. 1.)

**Sec. 3. DOMICILE** – The domicile of the Grand Chapter shall be at Little Rock, or at such place as it may designate from time to time by resolution spread upon its minutes. (Act of Inc. Sec. 4.)

**Sec. 4. FISCAL YEAR** – The fiscal year of the Grand Chapter shall be the calendar year and all reports shall end December 31<sup>st</sup> of each year. (Const. Ar. III)

**Sec. 5. GRAND REPRESENTATIVES** – An exchange of Grand Representatives shall be sought of each Grand Chapter with which The Grand Royal Arch Chapter of Arkansas establishes mutual fraternal recognition. (1944 p32)

- (a) The Grand High Priest shall nominate qualified companions, members of chapters in Arkansas to be the Grand Representatives of other Grand chapters near the Grand Chapter of Arkansas. He shall have the right to approve the nominations made by other Grand Chapters and appoint companions to be The Grand Representatives of the Grand Royal Arch Chapter of Arkansas near them. (1944 p32)
- (b) The Grand Secretary shall issue to the Grand Representative of The Grand Royal Arch Chapter of Arkansas near other Grand Chapters, proper certificates or commissions of appointment signed by himself and the Grand High Priest, and bearing the seal of the Grand Chapter. (1944 p32)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- (c) To be appointed a Grand Representative to another Grand Chapter near the Grand Chapter of Arkansas does not make the companion so honored a member of the Grand Chapter entitled to vote. (1944 p33)
- (d) Companions appointed as Grand Representatives of other Grand Chapters near the Grand Chapter of Arkansas must attend the Grand Convocation of Arkansas at least once every three years unless absence is excused by the Grand High Priest.

**Sec. 6. *JEWEL OF A PAST GRAND HIGH PRIEST*** – A Past Grand High Priest’s jewel shall be presented to each Grand High Priest upon his retiring from office. (1926 p200)

- (a) The jewel of a Past High Priest of this Jurisdiction is described as: **“A triple triangle with a breast plate in the center and a wreath all around, suspended from a bar by two chains; the top triangle shall have upon it a triple tau; the left hand triangle shall have upon it a key-stone; and the right triangle shall have upon it a pot on incense.”** (1905 p493)

**Sec. 7. *JURISDICTION*** – The territorial jurisdiction of The Grand Royal Arch Chapter of Arkansas shall be coextensive with the boundaries of the State of Arkansas and within these limits it shall have jurisdiction over all matters pertaining to Royal Arch Masonry. (Const., Art IV. Sec. 1.)

- (a) Grand Chapters may concede territorial jurisdiction to each other over territory nearer to a chapter in another jurisdiction than to one in their own. (G.G.C. Const., Sec. 33.)
- (b) The Grand High Priest in another jurisdiction and the Grand High Priest of Arkansas must give their consent to allow a Master Mason from another jurisdiction to join a Chapter in Arkansas.

**Sec. 8. *LAW*** – The Grand Chapter has the right to make laws to govern itself and its subordinate chapters. (Const., Art. IV, Sec. 2.)

- (a) The By-Laws of the Grand Chapter may be amended at any stated convocation by a two-thirds vote of those present and voting.  
(By-Laws, Art. 1)
- (b) Any proposal to amend, change or add to the Digest of The Grand Royal Arch Chapter of Arkansas must be submitted in writing to the Grand Secretary at LEAST ninety (90) days prior to the Annual Convocation.  
The Grand Secretary shall provide the Committee of Capitular Jurisprudence with copies of all proposals for a change in the Law at LEAST thirty (30) days prior to the Annual Convocation.
- (c) The Committee on Capitular Jurisprudence shall meet the afternoon or evening before the Annual Convocation at the call of the Chairman of the Committee for the purpose of giving proper consideration to proposed changes to the Law. (1993 p56)

**Sec. 9. *MEETINGS***

- (a) The stated convocation of the Grand Chapter shall be held annually beginning on the 2<sup>nd</sup> Friday of March in the City of Little Rock, unless another place be named by the Grand Chapter; special convocations may be called by the Grand High Priest at such times and places as he may think best, for such purposes as he may deem advisable; due notice of special convocations shall be given all the subordinate chapters and the officers of the Grand Chapter. (Const., Art. V. Sec. 1 and 2) (2019)  
***QUORUM:*** The Grand Chapter shall not be opened or held unless there be present, in person or by proxy, the officers from at least three (3) subordinate chapters of this Grand Jurisdiction. (Const., Art. V, Sec. 3)
- (b) Deleted March 2019.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- (c) Mileage and Per Diem. No mileage or per diem shall be paid to any member of this Grand Chapter or any delegate for attending the Annual Grand Convocation of this Grand Chapter after the 1991 Session. (1991 p53)
- (d) Each Subordinate Chapter shall pay to the Grand Secretary, with their per capita payment, the sum of \$100 to assist in the financing of the annual convocation. When this procedure is followed, the dais officers and secretary of said Chapters are exempt for any registration fee. (March 2023)

**Sec. 10. MEMBERS** – The members of the Grand Chapter are:

- (a) The Grand Officers,
- (b) Past High Priests of subordinate chapters,
- (c) High Priests, Kings and Scribes of subordinate chartered chapters and in their absence, their proxies, or duly elected representatives, and
- (d) Past Grand High Priests, Past Grand Kings and Past Grand Scribes of this Grand Chapter (while they continue to be members of subordinate chapters under this Jurisdiction). (Const., Art. VI)

**Sec. 11. OFFICERS.** The Officers of The Grand Royal Arch Chapter of Arkansas shall be the Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary, Grand Chaplain, Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, Grand Master of the 3<sup>rd</sup> Veil, Grand Master of the 2<sup>nd</sup> Veil, Grand Master of the 1<sup>st</sup> Veil, and Grand Sentinel. (Const., Art. VI-a)

- (a) The title of the Grand High Priest shall be “Most Excellent”; the Grand King, Grand Scribe, Grand Treasurer and the Grand Secretary shall be “Right Excellent”. The title of the other Grand Officers shall be “Excellent”. (G.G.C. 1891 p148)
- (b) No one shall be an officer of this Grand Chapter who is not a member of some subordinate chapter within its jurisdiction, and with the exception of the Grand Chaplain, who has not been elected and installed High Priest of a chartered chapter of Royal Arch Masons. (1921 p456)
- (c) All the Officers of the Grand Chapter from the Most Excellent Grand High Priest to and including the Grand Master of the 1<sup>st</sup> Veil, shall be chosen annually by ballot at the Stated Convocation; no vote shall be counted unless the companion is placed in nomination and seconded. If upon the first ballot no companion has a majority of all votes cast, a second ballot shall be had between the two who have the highest number of votes. (revised 2022)
- (d) The incoming Grand High Priest will appoint the Grand Chaplain, Grand Sentinel and Grand Lecturer. (Revised 2022)
- (e) The officers of the Grand Chapter shall be installed at the annual convocation at which they are elected, and shall hold office until their successors are elected and installed. (Const., Art. Vii, Sec. 3.)
- (f) One who is elected to office in the Grand Chapter but is not present at the time for installation, may be installed later by the Grand High Priest or by another at his direction. (Const., Art. VII, Sec. 3-a)
- (g) Officers of the Grand Chapter cannot be installed by proxy. (Const., Art. VII, Sec. 3-b)
- (h) Before they enter upon the exercise of the function of their respective offices, the officers of the Grand Chapter shall take an obligation to support and maintain the Constitution of the General Grand Chapter Royal Arch Masons International and the Constitution and By-Laws of The Grand Chapter Royal Arch Chapter of Arkansas. (Const., Art. VII, Sec. 3-c)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- (i) The officers of the Grand Chapter shall severally possess such powers and perform such duties as may be specifically required by legislation enacted by the Grand Chapter, or as the usage of Royal Arch Masonry may make appropriate. (Const., Art. VII, Sec. 4)
- (j) REQUIREMENTS OF A GRAND LINE OFFICERS TO CONTINUE IN LINE – Each Grand Line Officer is required to visit annually at least 3 Royal Arch Chapters other than his own, none of these to include a chapter that he visited in any previous years since being elected to the Grand Line. This is without reimbursement but is necessary for him to continue in line. 2003
- (k) MEMBERSHIP REQUIRED – No companion can be elected or installed an officer in the Grand Chapter of Arkansas Line unless he is a member in good standing of a regular Symbolic Lodge under the jurisdiction of the Grand Lodge F.& A.M of Arkansas. (1985 p53)
- (l) MILEAGE AND PER DIEM – No mileage or per diem shall be paid to any member of this Grand Chapter or any delegate for attending the annual Grand Convocation of this Grand Chapter after 1991 Session. (1991 p53)

**Sec. 12. OFFICERS, GRAND HIGH PRIEST** – The duties and powers of the Grand High Priest are: (By-Laws, Art. III, Sec. 1)

- (a) To receive application and grant dispensations for new chapters, to open it and install the officers thereof.
  - 1. Dispensations to organize a new chapter are granted only by the Grand High Priest.
- (b) Subject to the review and final decision of the Grand Chapter, to suspend the warrant of a chapter and close the same, and to demand and receive its property and effects, when such chapters, or its officers shall be guilty of acts of contempt to the authority of this Grand Chapter or other UN-Masonic conduct.
  - 1. Chapters in arrears to the Grand Chapter shall be visited by the Grand High Priest in person or by Deputy: if any such chapter fails to make settlement or to render a satisfactory excuse to the Grand High Priest, he shall forthwith arrest its charter and take up its effects. (1872 p74)
  - 2. It is the duty of the Grand High Priest in person or by Deputy to take up the charter and the effects of each chapter whose charter the Grand Chapter orders arrested. (1915 p148)
  - 3. The Grand High Priest shall arrest the charter of any chapter which violates the laws governing fees, and shall summon the High Priest, King and Scribe of such chapter to appear before the next stated convocation of the Grand Chapter for disciplinary action. (1909 p138)
- (c) To decide Constitutional questions and to enforce obedience to such decisions.
- (d) To order new elections when such have not been held or were illegal.
  - 1. For good cause shown, the Grand High Priest may issue a special dispensation for the election of officers to fill vacancies caused by resignation at a designated special convocation. (1916 p306)
- (e) To exercise general supervision over all matters appertaining to Royal Arch Masonry within the jurisdiction of the Grand Chapter.
  - 1. The Grand High priest has the authority to grant a dispensation to receive and ballot on petitions at a special convocation. (1891 p626)
  - 2. It is the duty of the Grand High Priest to make annual visits to the subordinate chapters in the State, in so far as he may determine advisable to do so. Especially to visit those chapters which are not working and to send duly authorized representatives to visit them whenever he deems the interest of the craft may be materially benefited.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

To declare this an official visit, it must be made on a stated meeting of the chapter. Thereby, to cover the expenses of such official visits a contingent fund is provided annually by the Grand Chapter ~~upon recommendation of the Committee on Finance.~~ (1996 p34,51) (March 2019)

3. The Grand High Priest shall divide the jurisdiction into as many districts as the Grand Chapter shall authorize and appoint a District Deputy Grand High Priest in each district. (1925 p43)
  4. The Grand High Priest shall act as the custodian of the bonds of the Grand Treasurer and Grand Secretary. (1938 p22)
  5. The Grand High Priest shall consider charges against the High Priest of a chapter and if he thinks best. He may suspend him from office and summon him to appear at the next convocation of the Grand Chapter for trial upon the charges. (1866 p17)
- (f) To conduct such correspondence with other jurisdictions as may be essential to its interest.
1. Official correspondence between chapters subordinate to the Grand Royal Arch Chapter of Arkansas and chapters subordinate to other Grand Chapters, including questions of jurisdiction, Masonic intercourse, conferring of degrees, etc. shall be carried on through the proper officers of the respective Grand Chapter. (1944 p33)
  2. The original communication from the Arkansas Chapter, in writing and under the seal of the chapter shall be sent to the Grand High Priest and by him it shall be forwarded to the proper officer in the other Grand Jurisdiction, and by that officer transmitted to the subordinate chapter. Permission may be granted the respective subordinate chapter to carry on subsequent correspondence on the subject, directly between themselves. (1944 p33)
- (g) The Grand High Priest's report shall be furnished to the Grand Secretary at LEAST 45 days prior to the Grand Chapter Convocation. The Grand Secretary will furnish a copy to the Jurisprudence Committee at LEAST 30 days prior to the Grand Chapter Convocation. (1987 p33,39)
- (h) The Grand High Priest cannot be elected and serve as the Grand Master of the Grand Council of Royal and Select Masters nor be elected to serve as the Grand Commander of the Grand Commandery for the same term that he serves as Grand High Priest. (1996 p34,51)
- (i) The Grand High Priest shall be in attendance at the General Grand Chapter Triennial commencing with the Flag Presentation and remain until the installation of the General Grand Officers to be entitled to the Triennial Expense Fund. Should the Grand High Priest be unable to attend the General Grand Chapter Convocation, the ranking Principal Officer who attends or the Proxy of the Grand High Priest will be entitled to the Triennial Expense Fund. No companion shall be entitled to receive Triennial Expense in more than one (1) capacity, except that the same companion while being elected as the Grand Secretary of the Grand Royal Arch Chapter of Arkansas and as the Grand Recorder of the Grand Council Royal and Select Masters of Arkansas may receive Triennial Expense from both bodies. (1997 p43,48)

**Sec. 13. OFFICERS. DISTRICT DEPUTY GRAND HIGH PRIESTS** – A District Deputy Grand High Priest shall be appointed each year in each of the districts authorized by the Grand Chapter. (1944 p31)

- (a) At the beginning of his administration the Grand High Priest shall determine the boundaries of the districts.
- (b) Each District Deputy Grand High Priest shall be a resident of the district to

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

to which he is appointed, a member in good standing of a chapter of Royal Arch Masons in the State, and shall be a past or present High Priest.

- (c) It shall be the duty of each District Deputy Grand High Priest to visit each chapter in his district when directed by the Grand High priest, or when invited by the chapter. When sent by the Grand High Priest, the expense of such visit shall be paid out of his contingency fund.
- (d) Each District Deputy Grand High Priest shall report to the Grand High Priest no later than January 1<sup>st</sup> each year, as to all the visits he made.
- (e) The Grand High Priest may authorize his District Deputy Grand High Priests to issue minor dispensations in his district. Concerning only those things as referring, receiving and balloting on petitions for special classes of the Royal Arch. The changing of stated meeting dates when in conflict with National Holidays or Meetings of the Grand Masonic Bodies. (1979 p29)

**Sec. 14. OFFICERS, GRAND SECRETARY** – The Grand Secretary shall collect the revenues of the Grand Chapter and deposit the same to the credit of the Grand Treasurer. He shall be the custodial of the records and property of the Grand Chapter; it's Disbursing Officer, and he shall issue annually the printed proceedings as directed by the Grand Chapter.

- (a) The Grand Secretary shall make an annual report to the Grand Chapter. He shall submit his books and records for review by the Joint Financial Review Committee. (March 2019)
- (b) The Grand Secretary shall furnish a bond of some approved surety company in an amount to be fixed by the Grand Chapter. The premium for the bond shall be paid out of the funds of the Grand Chapter. The bond shall be filed with the Grand High Priest. (G.C. By-Laws, Art. III, 3-b) (March 2019)
- (c) The Grand Secretary shall issue rituals under the procedure set for in Sec. 76, subordinate chapter regulations.
- (d) He shall make an annual communication to the Grand Secretaries of the other Grand Chapters and to each elective Officer of the General Grand Chapter, containing a list of the Grand Officers of The Grand Royal Arch Chapter of Arkansas. All such other matters as may be deemed necessary for the mutual benefit and information of the Grand Chapter. Compliance with this requirement may be attained by mailing to each of the individuals indicated one or more copy's of the annual proceedings.
- (e) The Grand Secretary shall retain in his office the proceedings received from other Grand Jurisdiction's for a period of seven (7) consecutive years. (1997 p43,49)
- (f) The Grand Secretary shall furnish the Grand High Priest with a list of chapters in arrears. (1872 p24)
- (g) The Grand Secretary shall be the custodian of the effects of chapters whose charters are forfeited until the Grand Chapter directs the disposition of them.
  - (1) All jewels taken from chapters that are defunct shall remain in the archives of this Grand Chapter at least two stated convocations before being otherwise appropriated. Provided, that during this period they may be loaned, upon proper application, to chapters in good standing in this Grand Jurisdiction. (1889 p456)
- (h) When it shall appear at any stated convocation of the Grand Chapter that any chapter in this jurisdiction has failed to assemble and work for the space of twelve (12) months, or has failed for two stated convocations in succession to be represented at the Grand Chapter, or to discharge all dues to the Grand Chapter, it shall be the duty of the Grand Secretary to notify said chapter at least six months before the next stated convocation, that unless cause is shown to the contrary at the next stated convocation of the Grand Chapter, its charter will be withdrawn and declared forfeited. (1880 p21)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- (i) The Grand Secretary shall issue certificates of membership to companions of defunct chapters upon satisfactory evidence of their former membership, for which a charge of \$3.00 per certificate shall be made.
- (j) The Grand Secretary shall issue certificates or commissions of appointment to Grand Representatives of The Grand Royal Arch Chapters of Arkansas near other Grand Chapters. These certificates shall be signed by himself and the Grand High Priest. (1944 p32)
- (k) The Grand Secretary shall be paid a salary in an amount to be fixed annually by the Grand High Priest in consultation with the elected officers of the Grand Chapter, Grand Council and Grand Commandery. (1932 p568) (March 2019)
- (l) That immediately following the installation of the Grand High Priest, the Grand Secretary shall be authorized to advance to him a sum of money equal to 25% of the amount budgeted for the Grand High Priest's expenses. Upon filing with the Grand Secretary an Expense Statement and Recapitulation form as approved by the Finance Committee showing the expenditure of the money advanced, a second advance of 25% will be made. This will continue until the fund is exhausted. No payment shall be made to the Grand High Priest in excess of the amount budgeted for his use. That at the end of the year, in the filing of his expense account, the Grand High Priest is required to pay back into the treasury all funds advanced him from this fund not accounted for by expense accounts signed by him. The Grand High Priest shall be allowed to charge mileage at the rate of \$0.10 cents per mile against his contingency fund as a part of his expense in attending two out-of-state Grand Chapter Convocations.

**Sec. 15. OFFICERS, GRAND TREASURER** – The Grand Treasurer is the custodian of the funds of the Grand Chapter. All revenues received by the Grand Secretary shall be deposited to his credit in the Depository Account.

- (a) The Grand Treasurer shall make an annual report to the Grand Chapter and shall submit his books and records for review by the Joint Financial Review Committee. (March 2019)
- (b) The Grand Treasurer shall furnish a bond of some approved surety company in an amount to be fixed by the Grand Chapter. The premium for the bond shall be paid out of the funds of the Grand Chapter. The bond shall be filed with the Grand High Priest. (By-Laws Art 111 Sec 2b) (March 2019)

**Sec. 16. OFFICERS, GRAND LECTURER** – A Grand Lecturer may be appointed annually by the Grand High Priest. It shall be his duty to visit the subordinate chapters when invited by them or directed to do so by the Grand High Priest, and to assist and instruct them. (1987 p40,49,50) (By-Laws Art 111 Sec 4)

- (a) Prior to each annual convocation of the Grand Chapter, he shall make a report of his work to the Grand High Priest.

**Sec. 17. AUTHORITY** – The Grand Chapter shall have the sole government and superintendence of the several subordinate chapters within its jurisdiction. (Const Art IV Sec 2)

- (a) It shall have the authority:
  - (1) To establish new chapters in such manner and under such restrictions as it may determine.
  - (2) To assign their limits and settle any controversies which may arise between them.
  - (3) To require of them the filing of such reports and the payment of such annual dues as it shall deem necessary.
  - (4) To make such laws for its own government and for the government of the subordinate chapters as it thinks proper and to amend or revoke the same.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- (5) To decide all questions of Royal Arch Law, usage and custom which may arise within its jurisdiction.
- (6) And to do such things as the Act of Incorporation may provide, and all other acts and things generally which Grand Chapters may of right do, consistent with the ancient usage of Masonry.
- (b) It shall never declare or pay any profits or dividends to its members. It may make charitable contributions to such persons or purposes as it may deem worthy. (Act of Incorporation Sec 5)
- (c) No interest exists between the Grand Chapter and any plan or form of life insurance. (1933 p12)

**Sec. 18. *PROCEEDINGS*** – When the proceedings of a convocation of the Grand Chapter have been printed, it shall not be necessary to read them at the next Stated Convocation. (1944 p29)

- (a) The Grand Secretary shall set forth in the annual proceedings a synopsis of the returns of the subordinate chapters, giving the number of members, the exaltations, affiliations, reinstatements, deaths, demissions, expulsions and suspensions in each chapter during the preceding fiscal year. (1853 p104)
- (b) The printed proceedings shall contain a table giving the name, number and location of each subordinate chapter, the names of the High Priest and Secretary, and the date of the stated convocation. (1944 p30)
- (c) Color picture of the presiding Grand High Priest shall be placed in the Proceedings of the Convocation in which he presided. (2019)

**Sec. 19. *REPRESENTATION IN*** – Only chartered chapters have the right of representation in the Grand Chapter. (1853 p44)

- (a) No officer of a subordinate chapter, or his proxy, and no representative of a subordinate chapter shall be entitled to take part in the deliberations of the Grand Chapter until the dues of said subordinate chapter for the preceding year shall have been paid to the Grand Secretary. (Const. Art X Sec 2b)
- (b) No person shall be a proxy for an officer of a subordinate chapter unless he is an affiliated member of that chapter. (1853 p103)
- (c) No person shall be a delegate from a subordinate chapter unless he is an affiliated member of that chapter. (1853 p103)
- (d) A member of a subordinate chapter present at a convocation of the Grand Chapter, but without credentials from his chapter, is ineligible to be seated by a vote of the Grand Chapter as a delegate from his chapter. (1903 p298)

**Sec. 20. *REVENUES*** – The fee for a dispensation to constitute a new chapter shall be \$100.00 which shall be paid in advance.

- (a) On or before February 28<sup>th</sup> of each year, each subordinate chapter shall remit to the Grand Secretary the exaltation fees and per capita levy as established in Article VIII, Section 2, Constitution of the Grand Royal Arch Chapter of Arkansas. (2019)
- (b) Chapters under dispensation must pay the per capita tax the same as chartered chapters. (1884 p98)

**Sec. 21. *TRIENNIAL FUND*** – This Grand Chapter shall have a Triennial Fund and shall appropriate into it \$300.00 annually from the Grand Treasurer's account. From this fund will be paid the expense, not to exceed \$900.00, for two delegates to the Triennial Convocation of the General Grand Chapter. Said delegates shall be the ranking Officer of the three principal officers who attend and the Grand Secretary. If neither of the three principal officers attend, the Grand High Priest may

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

appoint a proxy to serve as a delegate. (2019). The Grand High Priest proxy may be the Grand Secretary in which case he would draw the entire amount.

**Sec. 22. *VACANCY IN OFFICE*** – In case of a vacancy in the office of the Grand High Priest, the Grand King and the Grand Scribe in the order named shall succeed to to the office, its title and prerogatives, and shall exercise all the authority of the Grand High Priest.

**Sec. 23. *VOTING IN GRAND CHAPTER*** – In all questions before the Grand Chapter, each officer and member (other than officers or representatives of subordinate chapters) shall be entitled to one vote. Each chapter shall be entitled to three votes, if represented by an Officer, proxy or delegate. (Const. Art X Sec 1&2)

- (a) High Priests, Kings and Scribes of subordinate chapters, or their proxies, may each vote individually. If any officer of a subordinate chapter is not present in person or by proxy, the senior officer of the chapter present may cast his vote. If no officer is present, the proxy of the senior officer may cast the three votes of the chapter, or such part thereof as is not represented by other proxies. A representative elected by the chapter, if present, shall cast the entire vote of the chapter. (Const. Art X Sec 2a)
- (b) No person shall be a proxy for an officer of a subordinate chapter or elected as the representative of a chapter unless he is an affiliated member of that chapter.
- (c) No person shall be entitled to vote or take part in the deliberations of the Grand Chapter, until the dues of said subordinate chapter for the preceding year shall have been paid to the Grand Secretary. (Const. Art X Sec 2b)

**Sec 24. *APRONS*** – The Grand Chapter shall furnish aprons, appropriate for the office, to each Line Officer and each District Deputy Grand High Priest. Each officer and District Deputy Grand High Priest shall sign a receipt for his particular apron, said receipt shall include a pledge to return to the Grand Secretary said apron at the end of his term of office. Upon return of the apron to the Grand Secretary, he shall receive his receipt. (1982 p31)

**Sec. 25. *CERTIFICATE OF GOOD STANDING*** – The Grand Chapter shall adopt a Certificate of Good Standing for use by the subordinate chapters. (1982 p31)

**Sec. 26. *DIGEST PROVIDED GRAND CHAPTER OFFICERS*** – Each Grand Chapter Officer shall be issued a copy of the Digest, at no cost, upon his election into the Grand Line. (1976 p13)

**Sec. 27. *CONTRIBUTION TO MASONIC YOUTH PROGRAMS*** – The Grand Chapter Royal Arch Masons of Arkansas annually will contribute to the programs of the Order of DeMolay for Boys, and the Order of Rainbow for girls, the amount budgeted, each to be used for the support of Masonic youth activities in Arkansas. The Grand Secretary will remit to these organizations annually no later than July 1<sup>st</sup> of each year. (2019 p12)

**Sec. 28. *FINANCIAL ACCOUNTS REQUIRED SIGNATORIES*** – Every financial account of the Grand Chapter shall have three signatories. The signatories shall be the Grand Secretary, Grand Treasurer and one member elected at the annual assembly who term shall be indefinite. (2020 p. 14)

**Sec. 29. *ARKANSAS GRAND KEYSTONE AWARD*** – The Grand Chapter establishes The Arkansas Grand Keystone Award to be presented annually at the Grand Session banquet. The Grand High Priest is the sole judge of the qualifications. He may select up to two Companions to receive the Award. Description of the award is found on page 23 of the 2022 Proceedings of the Grand York Rite Bodies of Arkansas. (March 2023).

**ESTABLISHED MANAGEMENT POLICIES OF THE  
GRAND ROYAL ARCH CHAPTER OF ARKANSAS**

As adopted March 11, 2022, and sequent.  
Reaffirmed March 10, 2023, March 8, 2024, and March 14, 2025

**Conflict of Interest Policy  
and Annual Statement for Officers and Members of a Committee  
with Officer Delegated Powers of Grand Royal Arch Chapter of Arkansas**

**Article I – Purpose**

1. The purpose of this Officer Conflict of Interest Policy is to protect The Grand Royal Arch Chapter of Arkansas's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer of The Grand Royal Arch Chapter of Arkansas or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" officer.

**Article II – Definitions**

1. Interested person -- Any principal officer, or member of a committee with governing officer delegated powers having either legal or financial responsibility who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which The Grand Royal Arch Chapter of Arkansas has a transaction or arrangement,
  - b. A compensation arrangement with The Grand Royal Arch Chapter of Arkansas or with any entity or individual with which The Grand Royal Arch Chapter of Arkansas has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The Grand Royal Arch Chapter of Arkansas is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Officers decides that a conflict of interest exists, in accordance with this policy.

This policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. It adds information needed to allow The Grand Royal Arch Chapter of Arkansas to assess officer independence in order to answer questions on Form 990.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

3. Independent Officer - An officer shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the officer--

- a. is not, and has not been for a period of at least three years, an employee of The Grand Royal Arch Chapter of Arkansas or any entity in which The Grand Royal Arch Chapter of Arkansas has a financial interest;
- b. does not directly or indirectly have a significant business relationship with The Grand Royal Arch Chapter of Arkansas, which might affect independence in decision-making;
- c. is not employed as an executive of another corporation where any of The Grand Royal Arch Chapter of Arkansas's executive officers or employees serve on that corporation's compensation committee; and
- d. does not have an immediate family member who is an executive officer or employee of The Grand Royal Arch Chapter of Arkansas or who holds a position that has a significant financial relationship with The Grand Royal Arch Chapter of Arkansas.

**Article III – Procedures**

1. Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Officers.

2. Recusal of Self – Any officer may recuse himself or herself at any time from involvement in any decision or discussion in which the officer believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

3. Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Executive Officer meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Officers shall decide if a conflict of interest exists.

4. Procedures for Addressing the Conflict of Interest:

- a. An interested person may make a presentation at the Executive Officer meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The Chairman Executive Officer meeting shall; if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Executive Officers shall determine whether The Grand Royal Arch Chapter of Arkansas can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Officers shall determine by a majority vote of the disinterested officers whether the transaction or arrangement is in The Grand Royal Arch Chapter of Arkansas's best interest, for its own benefit, and

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy
  - a. If the Executive Officers has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Executive Officers determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV – Records of Proceedings**

1. The minutes of the Officers and all committees with officer delegated powers shall contain:
  - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Officer's decision as to whether a conflict of interest in fact existed.
  - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V – Compensation**

1. A voting member of the Officers who receives compensation, directly or indirectly, from The Grand Royal Arch Chapter of Arkansas for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Grand Royal Arch Chapter of Arkansas for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the Officers or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from The Grand Royal Arch Chapter of Arkansas, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article VI – Annual Statements**

1. Each principal officer and member of a committee with Officer delegated powers shall annually sign a statement which affirms such person:
  - a. Has received a copy of the *conflict of interest policy*,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- d. Understands The Grand Royal Arch Chapter of Arkansas is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- 2. Each voting member of the Officers shall annually sign a statement which declares whether such person is an independent officer.
- 3. If at any time during the year, the information in the annual statement changes materially, the officer shall disclose such changes and revise the annual disclosure form.
- 4. The Executive Officers shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

**Article VII – Periodic Reviews**

To ensure The Royal Arch Chapter of Arkansas operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to The Grand Royal Arch Chapter of Arkansas's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

**Article VIII – Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, The Grand Royal Arch Chapter of Arkansas may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Officers of its responsibility for ensuring periodic reviews are conducted.

List any conflict of interest you may have below. If none exist, please so state.

---

---

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **GRAND ROYAL ARCH CHAPTER OF ARKANSAS DOCUMENT MANAGEMENT, RETENTION AND DESTRUCTION POLICY**

### **Policy and Purposes**

This Policy represents the policy of the Grand Royal Arch Chapter of Arkansas with respect to the management, retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

### **Administration**

**Responsibilities of the Administrator.** The organization's Grand High Priest shall be the Administrator in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Officers and Trustees as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator's responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

**Responsibilities of Constituencies.** This Policy also relates to the responsibilities of officers, trustees, members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization's documents. The Administrator shall report to the Officers, which maintains the ultimate direction of management. The organization's staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization, through the Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances,

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

**Suspension of Document Destruction; Compliance.** The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) up on whomever " knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case." Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

**Electronic Documents; Document Integrity.** Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion , or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

**Privacy.** It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization's documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

**Emergency Planning.** Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

**Document Creation and Generation.** The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

### Document Retention Schedule

For each document, add its location or where it is stored:

- |   |             |
|---|-------------|
| 1. Accounts payable ledgers and schedules:  | 10 years    |
| 2. Accounts receivable ledgers and schedules:   | 10 years    |
| 3. Audit reports of accountants:  | Permanently |
| 4. Bank statements:   | 10 years    |
| 5. Capital stock and bond records: ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.:  | Permanently |
| 6. Cash books:  | 10 years    |
| 7. Checks (canceled, with exception below):   | 10 years    |
| 8. Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]):   | Permanently |
| 9. Contracts and leases (expired):  | 10 years    |
| 10. Contracts and leases still in effect:   | Permanently |
| 11. Correspondence, general:  | 4 years     |
| 12. Correspondence (legal and important matters):   | Permanently |
| 13. Depreciation schedules:   | 10 years    |
| 14. Donation records of endowment funds and of significant restricted funds:  | Permanently |
| 15. Donation records, other:<br>[Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.] | 10 years    |
| 16. Duplicate deposit slips:  | 10 years    |
| 17. Employee personnel records (after termination):   | 10 years    |
| 18. Employment applications:  | 3 years     |
| 19. Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses:  | 10 years    |
| 20. Financial statements (end-of-year):   | Permanently |
| 21. General ledgers and end-of-year statements:   | Permanently |
| 22. Insurance policies (expired):   | Permanently |
| 23. Insurance records, current accident reports, claims, policies, etc.   | Permanently |
| 24. Internal reports, miscellaneous:  | 3 years     |
| 25. Inventories of products, materials, supplies:   | 10 years    |
| 26. Invoices to customers:  | 10 years    |
| 27. Invoices from vendors:  | 10 years    |
| 28. Journals:   | 10 years    |
| 29. Minute books of Board of Directors, including Bylaws and Articles of Incorporation:   | Permanently |
| 30. Payroll records and summaries, including payments to pensioners:  | 10 years    |
| 31. Purchase orders:  | 3 years     |
| 32. Sales records:  | 10 years    |
| 33. Scrap and salvage records:  | 10 years    |

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

- |  |             |
|--|-------------|
| 34. Subsidiary ledgers:  | 10 years    |
| 35. Tax returns and worksheets, revenue agent’s reports, and other documents relating to determination of tax liability: | Permanently |
| 36. Time sheets and cards:   | 10 years    |
| 37. Voucher register and schedules:  | 10 years    |
| 38. Volunteer records:   | 3 years     |

**Corporate and Exemption:**

- |   |             |
|---|-------------|
| Articles of Incorporation and Amendments Bylaws and Amendments                  | Permanently |
| Minute Books, including Board & Committee Minutes                               | Permanently |
| Annual Reports to Attorney General & Secretary of State Other Corporate Filings | Permanently |
| IRS Exemption Application (Form 1023 or 1024)                                   | Permanently |
| IRS Exemption Determination Letter  | Permanently |
| State Exemption Application (if applicable)                                     | Permanently |
| State Exemption Determination Letter, Licenses and Permits                      | Permanently |
| Employer Identification (EIN) Designation                                       | Permanently |

**Correspondence and Internal Memoranda:**

Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	Two years
--	-----------

Correspondence and internal memoranda important to the organization or having lasting significance	Permanent (subject to review)
--	-------------------------------

**Electronic Mail (E-mail) to or from the organization:**

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository.	Permanent, subject to review
---	------------------------------

E-mails not included in either of the above categories	12 months
--	-----------

**Electronically Stored Documents:**

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).	Permanent Subject to review
---	--------------------------------

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 14, 2025, Annual Session

Electronically stored documents not included in either of the above categories:

**Employment, Personnel and Pension**

Personnel Records	10 years after employment ends
Employee contracts	10 years after termination
Retirement and pension records	Permanent

**Insurance**

Property, D&O, Workers ' Compensation and General Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent

**Legal and Contracts**

Contracts, related correspondence and other supporting documentation	10 years after termination
Legal correspondence	Permanent

**Management and Miscellaneous**

Strategic Plans	10 years after expiration
Disaster Recovery Plan	10 years after replacement
Policies and Procedures Manual	Current version with revision history

**Property - Real, Personal and Intellectual**

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	Permanent
Trademarks, Copyrights and Patents	Permanent

**Tax**

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns - federal & state	Permanent
Tax returns	Permanent

**GRAND ROYAL ARCH CHAPTER OF ARKANSAS**  
**WHISTLEBLOWER POLICY**

**Policy Committee Resolution:** The Policy Committee approves the inclusion of the following statement in the Employee Handbook, and directs the Grand Secretary to ensure that it is given to and acknowledged by all employees. In addition, the Grand Secretary will ensure that whistleblower protection notification is posted in the workplace(s) as required by state law.

**Policy:** If any employee reasonably believes that some policy, practice, or activity of The Grand Royal Arch Chapter of Arkansas is in violation of law, a written complaint may be filed by that employee with the Grand Secretary or the Grand Treasurer.

It is the intent of The Grand Royal Arch Chapter of Arkansas to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of either the Grand High Priest or Grand Secretary and provides him and/or them with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Grand Royal Arch Chapter of Arkansas will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of The Grand Royal Arch Chapter of Arkansas, or of another individual or entity with whom The Grand Royal Arch Chapter of Arkansas had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The Grand Royal Arch Chapter of Arkansas will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of The Grand Royal Arch Chapter of Arkansas that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

SECTION IV

**REGULATIONS**

**For**

**SUBORDINATE CHAPTERS**

Under Charter by

**THE GRAND ROYAL ARCH  
CHAPTER  
OF ARKANSAS**

**Section 1 – BY-LAWS – UNIFORM CODE**

**For The**

**GOVERNMENT OF SUBORDINATE CHAPTERS  
OF ROYAL ARCH MASONS**

**As Adopted by The Grand Royal Arch Chapter of Arkansas**

**ARTICLE I**

*Name*

**Sec. 1.** This Chapter, deriving its authority from The Grand Royal Arch Chapter of Arkansas shall be known as \_\_\_\_\_ Chapter No. \_\_\_\_\_.

**ARTICLE II**

*Officers*

**Sec. 1.** The Officers of this chapter shall be a:

High Priest  
King  
Scribe  
Treasurer  
Secretary  
Captain of the Host  
Principal Sojourner  
Royal Arch Captain  
Master of the 3<sup>rd</sup> Veil  
Master of the 2<sup>nd</sup> Veil  
Master of the 1<sup>st</sup> Veil  
Sentinel

**Sec. 2.** The first five named officers shall be elected at the first convocation in November or December each year, and the officers installed in December. A majority of all votes cast shall be necessary to elect. The Grand Council (High Priest, King, Scribe) at or before installation shall appoint the remaining officers. (U.C., Art. 11, Sec. 2) (2002)

~~(a) In order to be an officer of a Chapter one must be a resident of the state of Arkansas.~~  
(2011) Deleted 2019.

**Sec. 3.** The officers of this chapter shall be installed at the time of their election, or as soon thereafter as practicable, and shall hold their offices for a term of one year, or until their successors are duly qualified.

**Sec. 4.** No companion shall vote or be eligible to office who is in arrears for dues.

**ARTICLE III**  
***Convocations***

**Sec. 1.** The Stated Convocations of this Chapter shall be held at \_\_\_\_\_  
\_\_\_\_\_ on the \_\_\_\_\_ of each month.

**Sec. 2.** Special convocations may be called by the High Priest at his pleasure: provided, however, that no business shall be transacted except that for which the convocation is called.

**Sec. 3.** A chapter may, at stated or called convocations, open and transact business jointly with Councils and/or a Commandery domiciled at the same location. Balloting on candidates may be done jointly providing there is no objection from a companion or Sir Knight. Chapters conducting convocations jointly with Councils and Commanderies shall alternate opening and closing between other bodies. At such convocations, the bodies that were not conducting the opening ritual, will declare their body open immediately following the declaration of the presiding officer. (2014)

**ARTICLE IV**  
***Petitions***

**Sec. 1.** A petition for the degrees, or for affiliation must be in writing signed by the petitioner, who must be a Master Mason in good standing of some regular lodge, and recommended by a companion of this chapter. In case of affiliation it must be accompanied by a demit or a letter of good standing from the chapter to which he formerly belonged. The petition shall be presented at a stated convocation. It shall be referred to a Committee of Investigation. The committee shall report and action may be taken at once.

(a) When an affiliation is requested and the Companion was a member of a Chapter that is now defunct or merged and no records exist, the Secretary shall contact the Grand Secretary to verify his membership. Should there be no records in the Grand Secretary's office, and the petitioner is known as a Master Mason; he may, under oath, state the Chapter he belong to and the approximate year of Exaltation which shall be used in place of a Certificate of Good Standing or a Demit. (2020 Wilson)

**Sec. 2.** After the Committee of Investigation has reported, a ballot shall be had upon the petition and it shall require a unanimously favorable vote to elect the petitioner. If but one black ball appears, the Grand Council may order a second ballot, and if one or more black balls appear, the petitioner shall be declared rejected.

(a) In the case that more than one petition is to be voted upon, the High Priest of the chapter may order that all petitions be voted on at the same time. If the ballot is found clear, then all petitions under consideration shall be declared elected. If one black ball shall be cast on the first ballot, then each petition shall immediately be voted on separately. (1993 p40,57)

**Sec. 3.** At his Exaltation, or shortly thereafter, each new Companion shall be presented with a Patent certifying his membership. Said Patent may come from the Grand Chapter, in which case it will have the Grand High Priest and Grand Secretary's name thereon or one may be developed by each Chapter, in which case it shall have the Chapter's High Priest and Secretary's name affixed. The Chapter shall also provide a copy, either printed or electronic, of the Digest of Laws of the Grand Chapter of Arkansas to each new member. (2020 Frizzell).

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 4. TO FORM A NEW CHAPTER** – When a dispensation to form a new chapter shall be granted by the Grand High Priest, the companions signing the petition for the same shall, upon the issuance of the charter, become members in the new chapter. Their membership shall cease in the chapter from whence they came; unless they state, in the petition, that they desire to remain members in the parent chapter, and become a dual member in the newly formed chapter. They shall be considered as having regularly demitted from the chapter of which they were members, provided that they shall have paid all chapter dues. If a charter is not granted, then the petitioners shall remain as members of the parent chapter. It is duty of the Grand Secretary to notify the parent chapter. (1979 p29)

**ARTICLE V**  
***Fees and Dues***

**Sec. 1.** The fees for the degrees shall be \_\_\_\_\_ (not less than \$25.00), and must be paid in full before any of the degrees can be conferred

- (a) Fees may be reduced or deleted when offered in conjunction with the Council Degrees and the Commandery Orders, which will be conferred in any York Rite Festival.

**Sec. 2.** The dues shall be fixed by the subordinate chapter in the Uniform Code, but must not be less than \_\_\_\_\_ (The amount must be equal to or greater than the per-capita of the Grand Chapter of Arkansas combined with the per-capita of the General Grand Chapter International. (2006 p 11) The dues are payable in advance. (U.C., Art. V, Sec.

**Sec. 3.** It shall be the duty of the Secretary of the Chapter, on or before thirty (30) days prior to the close of the period for which dues are payable, to notify, in writing, each member of the chapter who has not paid dues for the current period, and inform him that unless the dues are paid, or he appears before the chapter and shows cause why he should not be suspended, he will be subject to suspension for non-payment of dues. Unless the member has paid his dues, or they have been remitted, he may be suspended by vote of the chapter at the end of the dues paying period. (2018)

- (a) Action on suspension for non-payment of dues shall be taken on each case individually, and only at a stated convocation.

**Sec. 4.** A member who has been suspended for non-payment of dues may be restored to membership at any stated convocation by the full payment of dues to the time of making payment; provided, that when a companion has been suspended for one year or longer, he shall make application, either verbally or in writing. It shall require a majority vote of those present at the stated convocation to restore him to membership. The chapter has the right to waive a part or all of his dues by a majority vote.

**ARTICLE VI**  
***Order of Business***

**Sec. 1.** The following shall be the order of business at stated convocations of this chapter.

1. Reading the minutes.
2. Receiving and referring petitions.
3. Receiving report of Committees.
4. Balloting for candidates.
5. Unfinished business.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

6. New business.
7. Conferring degrees.

**ARTICLE VII**  
***Amendments***

**Sec. 1.** No subordinate chapter has the power to alter or amend these By-Laws, except as to those parts left blank.

- (a) Changes of the words inserted in the blanks must be proposed at one stated convocation and laid over until the following one. At the stated convocation next succeeding the one at which the amendment was proposed, a majority voting in favor of the change will carry it.

**SUBORDINATE CHAPTER REGULATIONS**

**Sec. 2. *BY-LAWS*** – The Grand Chapter shall provide a Uniform Code of By-Laws for the government of the subordinate chapters in its Jurisdiction (G.C. By-Laws, Art. V. Sec. 6.)

**Sec. 3. *BY-LAWS*** – A subordinate chapter does not have the power to alter or amend the Uniform Code of By-Laws, but can make changes in the parts left blank. (U.C. Art. VII. Sec. 1.)

- (a) Changes of the words inserted in the blanks must be proposed at one stated convocation and laid over until the following one. At the stated convocation next succeeding the one at which the change was proposed, a majority voting in favor of the change will carry it. (U.C. Art. VII, Sec. 1-a)

**Sec. 4. *CHAPTERS – NEW*** – Every chapter of Royal Arch Masons throughout the jurisdiction of The Grand Royal Arch Chapter of Arkansas shall have a dispensation or charter issued by the authority of said Grand Chapter, and no chapter shall be deemed legal without such dispensation or charter. (G.C. By-Laws, Art. V, Sec. 1.)

- (a) All Masonic communication both public and private, is hereby forbidden between any chapter in this jurisdiction or any member thereof, and any chapter or assembly that may be so illegally formed, opened or holden, or any member thereof, or any person advanced or exalted therein. (G.C. By-Laws, Art. V, Sec. 1-a)

**Sec. 5. *CHAPTER – NEW – PETITION FOR*** – When a legal number of Royal Arch Masons desire to establish a new chapter, they shall present their petition to the nearest chapter at a stated convocation and such petition shall lie over until the next stated convocation before being acted upon, and all members of the chapter must be notified of the pendency of it. (1894 p28)

**Sec. 6. *CHAPTER – NEW – APPROVAL NECESSARY*** – The chapter nearest a proposed chapter is required to give approval before a dispensation can be granted.

- (a) Exemplification of the work by the new chapter shall not be a prerequisite to approval, but the chapter recommending must be satisfied of the good standing of each companion and of their ability to do the work intelligently.
- (b) A chapter may by resolution, authorize the High Priest, King and Scribe to examine the petitioners for a new chapter, and on adoption of their report may recommend the petition. (1874 p16)
- (c) A chapter recommending a petition for a dispensation should be satisfied that there is sufficient material within the jurisdiction to sustain a new chapter; and that it will be to the interest of Capitular Masonry to grant the dispensation.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (d) There is no prescribed form for approving the application for a dispensation for a new chapter on the part of the nearest chapter. A simple resolution is all that is necessary. (G.G.C. 1877 p19)

**Sec. 7. CHAPTER – NEW – DISPENSATION, FEE FOR** – The fee for a dispensation to constitute a new chapter shall be \$100.00 which shall be paid in advance. (G.C. Const., Art. VIII, Sec. 1)

**Sec. 8. CHAPTER – NEW – DISPENSATIONS** – The Grand High Priest has the authority to receive applications and grant dispensations for new chapter, to open same and install the officers. (G.C. By-Laws, Art. III, Sec. 1-a)

- (a) Whenever it shall be inconvenient for the Grand High Priest to attend in person to constitute a new chapter and install the officers, he shall have the power and authority to appoint some worthy High Priest or Past High Priest to perform the necessary ceremonies. G.G.C. Const. Sec 38
- (b) The companions named in the dispensation should assemble at a time and place agreed upon, adopt By-Laws, obtain proper books of record and do what the well-known usage requires to complete the organization of the companion for the work entrusted to their care. This being accomplished, they may then proceed to receive and consider petitions and cause a record to be made of the work accomplished. It would be a violation of chapter usage and law to authorize those named in the dispensation for a new chapter to receive petitions from candidates for the degrees and vote or ballot thereon before the companions are assembled as a chapter. (G.G.C. 1900 p11)
- (c) **DISPENSATION, WHEN CEASES** – The authority to hold a chapter under dispensation ceases at the time of the next annual convocation of the Grand Chapter, unless the dispensation is continued in force by action of the Grand Chapter. (G.G.C. 1841 p166)
- (d) A chapter under dispensation does not have the right to be represented in the Grand Chapter. (1853 p44)

**Sec. 9. CHAPTER, NEW – CHAPTER NAME** – No chapter shall be named after a living person. (1910 p308)

**Sec. 10. CHAPTER, NEW – OFFICERS** – Chapters under dispensation do not have the authority to elect their officers. The first three officers are mere appointees of the Grand High Priest, who has the authority to remove them and to fill vacancies in the Council. (1887 p310)

- (a) When the chapter receives its charter it proceeds to hold its first election under the charter. The officers are elected and installed, holding office until the next annual election and until their successors are installed.

**Sec. 11. CHAPTER – CHARTER OF** – The Grand Chapter alone has the authority to grant a charter in this Grand Jurisdiction. (Const., Art. 4, Sec 2-a)

- (a) The Joint Committee on Charters and Dispensations shall consider the records and returns of chapters for which dispensations have been issued and make recommendations for the issuing of charters. (G.C. By-Laws, Art. 2, Sec. E)
- (b) All members of a chapter working under a dispensation, when a charter is granted and issued are charter members and are entitled to have their names inscribed thereon. (G.G.C. 1915 p40)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (c) It is usual, but not legally necessary, to name as the first three officers in a charter the same companions named in the dispensation. (G.G.C. 1877 p88)

**Sec. 12. CHARTER – FEE FOR** – A chapter obtaining and paying for a dispensation shall be charged nothing for a charter. (Const., Art. VIII, Sec. 1)

**Sec. 13. CHARTER – AUTHORITY** – Chapters (or dispensations) for holding chapters of Royal Arch Masons shall also include the authority to open and hold Lodges of Most Excellent, Past and Mark Mason, the High Priest, King and Scribe to be the Master and Wardens of said Lodges for the time being. (G.C. By-Laws, Art. V, Sec. 2)

**Sec. 14. CHARTER – DESTROYED** – When the charter of a chapter has been accidentally destroyed a substitute therefor, with proper recitals, will be issued. (G.G.C. 1936 p128)

**Sec. 15. CHARTERS – MERGED** – When Chapter “A” desires to merge with Chapter “B”, it shall furnish Chapter “B” with a complete list of its assets, (its physical property, robes and paraphernalia, and its money in the treasury), and a list of its membership as reflected by its records. Upon examination of the above, Chapter “B” may by vote agree to take the assets and to accept the members into its own membership. The charter of Chapter “A” shall then be sent to the Grand Secretary, together with a statement of the action of both chapters, whereupon Chapter “A” shall cease to exist and shall be removed from the rolls of the Grand Chapter. Chapter “B” shall report the members accepted from Chapter “A” under the heading of “affiliations” in its returns to the Grand Chapter for that fiscal year. (1939 p21)

**Sec. 16. CHARTER – FORFEITURE OF** – Any chapter under the jurisdiction of this Grand Chapter that shall fail to assemble and work for the space of twelve (12) months, or shall fail to be represented at the stated convocation of this Grand Chapter for two stated convocations in succession, or shall fail for two years successively to discharge all dues to this Grand Chapter, shall forfeit its charter together with its jewels, furniture and effects of every description to the disposal of this Grand Chapter. (G.C. By-Laws, Art. V, Sec. 5)

- (a) The Grand Chapter is liable for the debts of a defunct chapter only to the extent of the proceeds and assets of said defunct chapter. (1911 p23)

**Sec. 17. CHARTER – SURRENDER OF** – A chapter may be dissolved by the vote of a majority of its members present. The membership of such chapter need not be summoned in the Masonic sense of the term, so long as those within reach have been notified of the proposed meeting at which the question is to be considered. (G.G.C. 1906 p124)

- (a) A chapter desiring to surrender its charter may grant a demit to all its members in good standing except the three principal officers. These must procure certificates from the Grand Secretary after the surrender of the effects and charter. (1911 p23)

**Sec. 18. CHARTER – RESTORATION OF** – A charter cannot be restored except on petition of at least nine members of said defunct chapter. (1910 p315)

- (a) A charter revoked by the Grand chapter can be restored by the Grand High Priest at his discretion. (Deleted 1987 p33,40)
- (b) Where a chapter was dormant for a number of years, but is revived under its old charter, and pays annual dues to the Grand Chapter for the time it lay dormant, the chapter has the right to demand dues from its members during such interval, and may suspend for non-payment of the same. (1885 p160)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 19. CONVOCATIONS – BUSINESS AT** – The following shall be the order of business at stated convocations of the chapter. (U.C., Art. VI)

1. Reading the minutes.
  2. Receiving and referring petitions.
  3. Receiving reports of Committees.
  4. Balloting on candidates.
  5. Unfinished business.
  6. New business.
  7. Conferring Degrees
- (a) In the government of a subordinate chapter, The High Priest, in the absence of any By-Laws or edict, should follow as nearly as his ability will permit the usual parliamentary rules employed by all deliberative bodies. The Grand High Priest and The Grand Chapter should refuse to entertain complaints from any member of a subordinate chapter concerning any parliamentary irregularity, unless it is particularly charged and shown that a substantial injustice has been done some companion, or that the cause of Masonry has been injured by reason thereof. (1930 p192)

**Sec. 20 CONVOCATIONS – CALLING OFF** – A chapter cannot be called from labor to refreshment to be called on again at the next stated convocation. (1853 p44)

- (a) The High Priest, by agreement, may call his chapter from labor to refreshment at a stated convocation to a set day, which must be prior to the next stated convocation, for the purpose of conferring degrees on candidates who stand elected, or for the purpose of proceeding with a trial, or other business regularly begun and not finished. No application for membership or degrees shall be entertained, or balloting on candidates except at the time fixed by the By-Laws for the stated convocation of the chapter, except by Special Dispensation from the Grand High Priest. (1880 p18)
- (b) **DISPLAYING BALLOT BOX** – When used for taking official votes on candidates or other matters being voted upon by ballot box, the ballot box will be presented to the Grand Council for inspection (Scribe, King and High Priest) and then placed on the west side of the Altar (as in the Grand Lodge, F.&A.M. of Arkansas, Digest of Laws, Sec.259D), under the supervision of the Companion Principle Sojourner. The officers of the chapter will vote first followed by the Companions present who are eligible to vote. (1987 p40,56)

**Sec. 21 CONVOCATIONS – FURNITURE REQUIRED** – The Three Great Lights in Freemasonry are the only requisites needed for display on the Altar during convocations.

- (a) The Three Great Lights should be arranged as in the Master's Degree. (1935 p20)

**Sec. 22. CONVOCATIONS – OPENING** – The chapter should always be opened on the Royal Arch at a stated convocation. Any of the dependent lodges may be opened for work at a called convocation without opening the chapter.

- (a) In the absence of the High Priest, King and Scribe, any Past High Priest of this chapter may open the chapter and preside. (1857 p40)
- (b) The Captain of the Host should not challenge any member of the Grand Council when purging the chapter. (1886 p239)
- (c) In opening the chapter, when the Captain of the Host directs the officers to take their stations, this includes the Secretary and Treasurer. (1895 p135)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 23. CONVOCATIONS – OPENING** – The chapter can open and close only upon the Royal Arch. (1854 p23)

- (a) The opening of the chapter opens all of the dependent Lodges. (1857 p40)
- (b) No business can be transacted in the dependent lodges except the conferring of degrees. (1854 p23)
- (c) Chapters are not called from labor to refreshment for the purpose of changing from one degree to another; they dispense with and resume labor. (G.G.C. 1877 p93)
- (d) A chapter can open on the Royal Arch, transact business, dispense with labor in the Royal Arch and resume in one of the dependent lodges, confer degrees, dispense with labor and resume in the Royal Arch, transact business, close the chapter, then open the dependent Lodge, confer degrees and close the dependent lodge. (1944 p33)
- (e) Dependent lodges cannot be declared open or closed. (G.G.C. 1877 p93)

**Sec. 24. CONVOCATIONS – QUORUM FOR** – Nine Royal Arch Masons are necessary to open a chapter provided that Five (5) of those present must be members of the chapter being opened and the other four must be Royal Arch Masons in good standing. (1978 p39).

- (a) Nine Royal Arch Masons are necessary to open a chapter, but eight may work as a lodge of Mark Masters, seven as a lodge of Past Masters or lodge of Most Excellent Masters. (G.G.C. 1882 p61)
- (b) It takes five (5) members entitled to vote and an officer authorized to open to conduct the business of a Chapter. When less than nine are present the opening shall be by declaration and consist of purging the Chapter, tying the Convocation, attending at the altar, pledge allegiance to the flag of the United States, an opening and closing prayer. The Grand Chapter reaffirms the requirement of Nine (9) members to open a Chapter of Royal Arch Masons for the purpose of conferring degrees. (2020 p. 44)

**Sec. 25. CONVOCATIONS – WHEN HELD** – Chapters have two kinds of convocations, stated and special. The time for holding a stated convocation is fixed by the By-Laws; Special convocations may be called by the High Priest at his pleasure, provided that no business shall be transacted except that for which the convocation was called. (U.C., Art. III, Sec. 1 and 2)

- (a) A chapter may lawfully have two stated convocations a month by so providing in its By-Laws. When such is the case, a petition for the degrees presented at one of the convocations may be acted on at the next one. (1905 p496)
- (b) The High Priest of a chapter has the right to call a meeting of his chapter at any time that he sees fit, and in order to secure a quorum he has the right at any time to require the Secretary of the Chapter to issue a summon directing the members to attend. (1908 p27)
- (c) Companions must have due and timely notice of convocations; it is not proper to summon companions to attend a convocation then in session, and punish them for failure to do so. (1884 p99)

**Sec. 26. CLOTHING OF MEMBERS** – At all convocations of a chapter, either stated or special, the companions must wear chapter aprons. Lodge aprons should not be worn in any of the degrees except by candidates. (1920 p299)

- (a) The clothing of a Royal Arch Mason is a white apron, with a narrow edging of scarlet around the body and the flap, with a triple tau cross within a triangle and that within a

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

circle on the flap. Additional devices of commonly accepted design for use by the fraternity may be added to aprons designated for officers and Past High Priests of subordinate chapters. (1998)

- (b) Where an official collar is worn, it may be of scarlet velvet, coming to a point in front, edged with a narrow gold lace; from which may be suspended a triple interlaced triangle of gold or yellow metal as a jewel. (G.G.C. 1859 p42)
- (c) The wearing of regalia outside of a chapter, except on ceremonial occasions is discouraged. (1884 p14)

**Sec. 27. *DEGREES*** – It is the duty of the High Priest to prevent levity or frivolity by members while conferring degrees. (1913 p375)

- (a) The Chapter Degrees of Mark Master, Past Master, Most Excellent Master and the Royal Arch, may, at festivals or at such other times as necessary, be conferred on more than one candidate, using an exemplary candidate or candidates. The first section of the Mark Master and Past Master degrees should be conferred on individual candidates when conferred by a subordinate chapter and not at a festival. (A festival being defined as where more than 3 candidates are to be received.) (1985 p39)

**Sec. 28. *DEGREES*** – The Past Master Degree shall, in this jurisdiction be restricted within its narrowed Constitutional limits; that is to say, it shall be confined to inducting the candidate into the chair; binding him by proper obligations; reading to him the indispensable charges; communicating the means of recognition and other secrets. Orally instructing him in the duties and the use of the gavel; and saluting him with due respect as Master. No chapter in this jurisdiction shall add to or practice anything more than these ceremonies, nor make use of anything fictitious or pretended in the degree. (1857 p42)

- (a) A chapter can recognize no other Past Master Degree than the one conferred by it and no person is eligible to receive it except he be a Mark Master. G.G.C. (1874 p60)

**Sec. 29. *DEGREES – CONFERRING OF*** – The degrees recognized by the Grand Chapter to be conferred in subordinate chapters in this jurisdiction are Mark Master, Past Master, Most Excellent Master and Royal Arch Mason. (G.G.C. By-Laws ArtV Sec 3)

**Sec. 30. *DEGREES – COURTESY*** – Chapter has the right to request another chapter to confer the degrees upon an elected candidate, and it may surrender jurisdiction over a candidate. G.G.C. (1889 p81)

**Sec. 31. *DEGREES – HEALING*** – To the end that he may visit, or petition for affiliation, a Companion Royal Arch Mason of a foreign jurisdiction who does not possess the degrees set forth in Sec. 29 may be healed by having conferred upon him those degrees which he has not already received. (1944 p35)

- (a) Chapters in this jurisdiction are authorized to confer the degrees of Mark Master, Past Master, and Most Excellent Master on any worthy companion from without this jurisdiction, who may present himself as a Royal Arch Mason, and produce satisfactory evidence of having received that degree, to the end that he may be healed, and thereby become a regular Royal Arch Mason, free of charge. For conferring said degrees, in such cases, chapters shall be exempt from paying any dues. (G.G.C. Const. Sec. 40)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (b) It is no invasion of jurisdiction to heal a companion of a foreign chapter by conferring a missing degree upon him. (G.G.C. 1877 p17)
- (c) Healing a companion of a foreign jurisdiction to enable him to visit a chapter does not confer membership upon him in the dependent lodge, nor does it affiliate him with the chapter. (G.G.C. 1877 p17)

**Sec. 32. *DEGREES – UNFINISHED*** – A chapter may, on request of another chapter, exalt or confer other decrees on a companion who has received the preceding chapter degrees. (1884 p99)

- (a) Where a brother receives any chapter degrees and then changes his residence, the chapter at the new place of residence cannot finish him without a request to do so, or a waiver of jurisdiction over him, from the parent chapter; or if such parent chapter be defunct, by his producing a certificate to that effect from the Grand Secretary. (1892 p737)
- (b) When a master mason receives one or more degrees in a chapter and the chapter loses its charter before his exaltation, he may apply to the next nearest chapter, and upon furnishing satisfactory evidence of the degree he has attained, the chapter to which he applies may elect him to membership and confer the remaining degrees upon him, the chapter actually exalting the candidate will pay the Grand Chapter fee for exaltation.

**Sec. 33. *DOMICILE*** – The domicile of a chapter can be changed only on a resolution therefor passed in open chapter and approved by the Grand High Priest or the Grand Chapter.

- (a) The domicile of a chapter cannot be moved to the domicile of another chapter (even if the chapters are in the same district) with the intent of meeting at the same time on a regular basis. (1996 p51)

**Sec. 34. *DUES*** – The dues shall be fixed by the subordinate chapter in the Uniform Code, but must not be less than \_\_\_\_ (The amount must be equal to or greater that the per-capita of the Grand Chapter of Arkansas combined with the per-capita of the General Grand Chapter International). (2006 pg. 11) The dues are payable in advance. (U.C., Art. V, Sec. 2)

- (a) The dues of a member accrue from the date of his exaltation or affiliation. (G.G.C. 1886 p126)

**Sec. 35. *DUES, NON-PAYMENT*** – It shall be the duty of the Secretary of the Chapter, on or before thirty (30) days prior to the close of the period for which dues are payable, to notify, in writing, each member of the chapter who has not paid dues for the current period, and inform him that unless the dues are paid, or he appear before the chapter and show cause why he should not be suspended, he will be subject to suspension for non-payment of dues. Should his dues not be paid or remitted the Chapter may vote to suspended the member at the close of the current dues paying period.

- (a) Action on suspension for non-payment of dues shall be taken on each case individually and only at a stated convocation.

**Sec. 36. *DUES, RESTORATION FROM SUSPENSION – NON-PAYMENT*** – A member who has been suspended of non-payment of dues may be restored to membership at any stated convocation by the full payment of dues. When a companion has been suspended for one year or longer, he shall make application, either verbally or in writing. I shall require a majority vote of

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

these present at the stated convocation to restore him to membership. The Chapter has the right to waive a part or all of his dues by a majority vote. (2018).

- (a) The chapter has the right to waive a part or all of his dues by a majority vote.
- (b) A member who was suspended for non-payment of dues by a chapter that is now defunct, may apply to the Grand Secretary for re-instatement, and upon being found eligible for re-instatement, shall upon payment of the minimum dues for 2 years back and the present year, be issued a statement of “Good Standing”. He must apply for membership in some chapter within one year. (1978 p18,38)

**Sec. 37. FEES** – The fees for the degrees shall not be less than \$25.00, and must be paid in full before any of the degrees can be conferred. (U.C., Art. V, Sec. 1)

- (a) Fees may be reduced or deleted when offered in conjunction with the Council Degrees and Commandery Orders, which will be conferred in any York Rite Festival.
- (b) It is not competent to confer the degrees on a Clergyman without fee. (1993 p42,58)
- (c) The requirements as to fees must be strictly complied with. No chapter may disobey either directly or indirectly, nor can it donate back a part of the fees.
- (d) If any part of the fee has been paid by an applicant who is rejected, the fee will be returned to him. If it has been paid over to the Treasurer, the chapter will order a warrant drawn for the amount paid. The chapter has not given value received for the money and has no right to retain it. (G.G.C. 1915 p38)
- (e) Any chapter violating the laws governing fees shall be subject to severe disciplinary action.

**Sec. 38. FUNERALS** – There is no form of funeral ceremony prescribed for chapters.

- (a) A chapter has a right to appear at a funeral conducted by a Lodge of Master Masons when invited to do so, taking such position in the procession as may be assigned by the lodge which is in charge. (G.G.C. 1877 p89)

**Sec. 39. JURISDICTION** – No chapter shall confer the degrees of the chapter upon any person whose fixed place of abode is within any other State, District or Territory in which there is a Grand Chapter regularly established except by the consent of the subordinate chapter nearest the residence of the applicant, or when the Grand Chapter has ceded the territory on which he resides.

- (a) The geographical boundary line for the State is also the jurisdiction line of our Grand Chapter. (1905 p496)
- (b) Upon consent of the Grand High Priest of Arkansas and the Grand High Priest of another jurisdiction a Chapter may confer the Chapter degrees and make a member a Master Mason from outside Arkansas. When this is done the residency requirement as stated in Section 40 is waved.

**Sec. 40. JURISDICTION** – A candidate may petition for the chapter degrees to any chapter within the jurisdiction of the Grand Royal Arch Chapter of Arkansas and without regard to the location of the lodge of which he is a member. He must be a permanent resident in the jurisdiction of the Grand Chapter for six months prior to petitioning for membership. (1998)

- (a) Jurisdiction depends upon the then residence of the party applying for membership. The term residence implies the place of his permanent domicile rather than temporary abode. Where the party leaves his place of residence for a certain purpose, intending at the time that such removal shall be temporary and with the then fixed intention of returning whenever such purpose shall have been accomplished, such removal does

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

not constitute a change of residence. It will not prevent the chapter from receiving and acting upon his petition.

- (b) A Master Mason in good standing moving from another State into the jurisdiction of this Grand Chapter, with the intention of becoming a citizen, must complete a residence of six months before petitioning for the chapter degrees. Meanwhile, the Grand Chapter from which he came has lost jurisdiction over him and the Grand High Priest has no authority to waive the time limit. (1921 p456)
- (c) The chapter degrees cannot be conferred upon one who is merely a visitor to and not a resident of the State, except at the request of the chapter whose material he is. (1918 p22,41)
- (d) When a Master Mason is elected to receive the chapter degrees in a chapter in another State, but before receiving any of them he moves into this jurisdiction and becomes a resident, he may receive the degrees in the chapter within whose jurisdiction he resides by either of the following methods: the chapter where he resides may obtain a waiver from the chapter in the jurisdiction where he was elected to membership; or it may, at the request of the chapter in which he was elected, confer the degrees upon him, in which case his membership will be in the chapter electing him. (1905 p496)
- (e) When a brother has been elected to receive the chapter degrees but does not get any of them, the chapter holds jurisdiction over him as long as he remains in the territory of said chapter; otherwise not longer than six months(1935 p24)

**Sec. 41. JURISDICTION – CONCURRENT** – Subordinate chapters cannot work material outside of their jurisdiction without permission, except where concurrent jurisdiction has been authorized.

- (a) Consent of the Grand High Priest of Arkansas and petitioners Grand High Priest is necessary to make a member who does not reside in Arkansas

**Sec. 42.** This section contains no information.

**Sec. 43.** This section contains no information.

**Sec. 44. MEMBERS – CHAPTER** – Membership in a chapter should be dependent upon and co-existent with membership in a Lodge of Master Masons.

- (a) Whenever a member of a chapter in this State becomes a willfully non-affiliated Master Mason, the High Priest of his chapter shall declare him suspended from his chapter until he affiliates with some lodge, or endeavors to do so, as required by the laws of the Grand Lodge of this State. (1890 p528)

**Sec. 45. MEMBERS – DUAL** – A companion may be an active member of more than one chapter. Chapters may also have Honorary Members, this membership being given for purely complimentary reasons.

- (a) A member of a chapter in this Grand Jurisdiction may petition another chapter for affiliation as a dual member without demitting from his present chapter. Provided, he cannot hold membership in more than two chapters at the same time. The words “Parent Chapter” shall be construed to mean the chapter in which the member holds his membership at the time he applies to another chapter for dual membership.
- (b) A member of a chapter in this Grand Jurisdiction, who resides in another Grand Jurisdiction, may apply to a chapter in that jurisdiction for affiliation as a dual member,

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

provided the Laws of that Grand Jurisdiction permits such dual membership. In making such application the Laws of that Grand Jurisdiction will govern. Likewise, a member of a chapter in another Grand Jurisdiction who resides within the jurisdiction of The Grand Royal Arch Chapter of Arkansas may apply to any chapter in this Grand Jurisdiction for dual membership. He must furnish with such application evidence that the Grand Jurisdiction in which he holds his parent membership permits such dual membership.

- (c) Petitions for dual membership shall contain all the information required in our regular petitions for affiliation and the requirements and procedures thereon shall be the same.
- (d) Petitions for dual membership must be accompanied by a Certificate of Good Standing from the Parent Chapter. When a member is elected to dual membership, the Secretary of the chapter accepting such dual member shall certify to the Parent Chapter that such dual membership is in force. If for any reason, a dual member should be dropped from the rolls of active membership by either chapter, the Secretary of that chapter shall notify the other chapter of the action taken.
- (e) Should a companion holding dual membership be suspended or expelled for UN-Masonic Conduct by either chapter, he shall be automatically suspended or expelled in the other chapter without further action being required. If a companion holding dual membership, who has been suspended or expelled for UN-Masonic Conduct is reinstated by the chapter inflicting the penalty, he shall automatically be reinstated in the other chapter without further action being required.
- (f) Should a companion holding dual membership be suspended for non-payment of dues in one chapter, he shall be automatically suspended in the other chapter. To be reinstated he must meet the dues requirements in both chapters, after which he may if he desires withdraw from either chapter.(Sec.4g)
- (g) A companion holding dual membership may withdraw from either chapter by applying for and receiving a certificate of withdrawal, thereby leaving him a member of only one chapter, which will be considered his Parent Chapter. A Certificate of withdrawal, as herein provided shall not be valid for the purpose of applying for membership in another chapter.
- (h) Both the Parent Chapter and the chapter in which a companion holds dual membership shall pay the regular Grand Chapter dues for such member.
- (i) Members holding dual membership shall have all the rights and responsibilities of other members and may hold office in both chapters at the same time providing that he is not a Principal Officer in both chapters at the same time. A Principal Officer is defined as the High Priest, King, Scribe, Treasurer, or Secretary. (1995 p40)

**Sec. 46. MEMBERS – HONORARY** – The Grand Chapter recognizes two kind of honorary members: (1) A companion may be elected an honorary member of his own chapter, which gives him a life membership therein and exempts him from dues, but he can vote, hold office and exercise all the other rights of chapter membership; (2) A companion may be elected to honorary membership in a chapter other than his own, this being done solely as a compliment to the companion usually in recognition of outstanding service to the fraternity in general or to the chapter in particular; such honorary membership does not entitle the companion so honored to vote or hold office in that chapter. The chapter does not report him in its returns nor pay dues upon him to the Grand Chapter. (1924 p379)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (a) Honorary members can be tried for UN-Masonic conduct. (1902 p192)

**Sec. 47. MEMBERS – RIGHT OF, VISITING** – Any member in good standing in one of our subordinate chapters can visit in any recognized Grand Jurisdiction (subject always to the right of any member of said chapter to object to his visiting.) (1944 p33)

- (a) A foreign Companion Royal Arch Mason who has not received all the chapter degrees as practiced in the United States is not allowed to visit a chapter without being healed in the degrees he has not received. (Sec 31) (1944 p33)
- (b) When fraternal relations have been severed with another Grand Jurisdiction, members of Arkansas Chapters cannot visit chapters of that Grand Jurisdiction. Members of that Grand Jurisdiction are not allowed to visit Chapters in Arkansas. (1923 p214)

**Sec. 48. MEMBERS – AFFILIATION OF** – A petition for affiliation must be in writing, signed by the petitioner, who must be a Master Mason in good standing in some regular lodge, and recommended by a companion of this chapter. It must be accompanied by a demit or letter of good standing from the chapter to which he belonged. The petition shall be presented at a stated convocation; it shall then be referred to a Committee of Investigation, which committee shall report and action may be taken at once. (U.C. Art, IV, Sec. 1) (2002)

- (a) No person shall be admitted a member of a chapter in this jurisdiction until he shall have produced a certificate from the chapter to which he last belonged that he was in regular standing and as such, at his own request was dismissed and recommended, unless such chapter has ceased to exist – in which case the certificate of the General Grand or Grand Secretary of the jurisdiction in which such chapter had existed, as the case may be, shall be held sufficient.
- (b) The Grand Chapter condemns the affiliation of any companion until an investigation and report, has been made by a committee. (1857 p37)
- (c) A chapter has the right to receive a petition from a companion holding a demit from a chapter in a Grand Jurisdiction with which fraternal relations have been severed. (1923 p214)
- (d) A chapter under dispensation may receive by affiliation on demit members from other chapters.(1884 p99)
- (e) There shall be no fee charged for affiliation. (1888 p375)
- (f) If a companion loses his demit, he must obtain from the Secretary of the chapter a duplicate or some evidence of his former membership which will satisfy the chapter with which he desires to affiliate. (1918 p41)
- (g) Healing a companion of a foreign jurisdiction to enable him to visit a chapter does not confer membership in the dependent lodge, nor does it affiliate him with the chapter. (G.G.C. 1877 p17)
- (h) When the charter of a subordinate chapter is arrested but later restored, former members in good standing at the time the charter was arrested must secure a certificate of Former Membership from the Grand Secretary before they are in a position to petition the chapter to which they formerly belonged, or any other chapter, for membership. This decision is based on the fact that it is the policy of The Grand Royal Arch Chapter of Arkansas, on restoration of charters to require a Certificate of Former Membership at a cost of \$3.00 from each petitioner. After the charter has been restored, if a former member desires to re-affiliate, he must likewise secure a Certificate of Former Membership from the Grand Secretary.

**FORM OF PETITION FOR AFFILITATION**

To the High Priest, Officers and Companions of  
\_\_\_\_\_ Chapter No. \_\_\_\_\_ R.A.M.:

THE PETITION of the Subscriber respectfully represents, that he is a Royal Arch Mason in good standing, and was formerly a member of \_\_\_\_\_ Chapter No. \_\_\_\_\_ in the town of \_\_\_\_\_ and State of \_\_\_\_\_ from which he has regularly withdrawn a certificate of which, from the Secretary of said Chapter, accompanies this, his Petition; and he now prays for admission as a member of your Chapter, if found worthy.

His place of residence is at \_\_\_\_\_ his occupation is that of a \_\_\_\_\_.

Dated at \_\_\_\_\_ A.D. 20\_\_\_\_ A.: Inv. 25 \_\_\_\_\_

\_\_\_\_\_  
Signature

---

Recommended By:

\_\_\_\_\_  
Royal Arch Mason  
\_\_\_\_\_  
Royal Arch Mason

**Sec. 49. MEMBERS AFFILIATION** – After the Committee of Investigation has reported, a ballot shall be had upon the petition and it shall require a unanimous favorable vote to elect. If only one black ball appears, the Grand Council may order a second ballot. If one or more black balls appear, the petitioner shall be declared rejected. (U.C., Art. IV, Sec. 2)

- (a) If a petitioner for membership by affiliation is rejected, he can petition again after the lapse of three (3) months. (1849 p106)

**Sec. 50. MEMBERS – WILLFUL NON-AFFILIATE** – If a companion does not affiliate with some chapter within twelve months from the date of his demit, he becomes a willful non-affiliate. (1890 p528)

- (a) A companion rejected for affiliation is not a willful non-affiliate provided he applies in good faith for affiliation with a chapter at least once every twelve months.(1890 p528)
- (b) Whenever a member of a chapter becomes a willfully non-affiliated Master Mason, the High Priest of his chapter at a stated convocation shall declare him suspended until he affiliates with a lodge, or endeavors to do so, as required by the laws of the Grand Lodge of this State. (1890 p528)

**Sec. 51. MEMBERS – DEMITTED** – A companion may withdraw his membership from his chapter on giving personal or written notice of such desire and intention at a stated convocation, provided no charges are pending against him and his indebtedness to the chapter is fully discharged. (G.G.C. 1886 p126)

- (a) A chapter cannot charge a fee for a demit. (G.G.C. 1897 p173)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (b) Companion signing the petition for a dispensation to form a new chapter may demit from the new chapter before it receives its charter. (1913 p376)
- (c) The Secretary of a Chapter can issue a demit only after he has been authorized to do so by the chapter at a stated convocation. (1924 p379)
- (d) The Grand Chapter has no authority to issue a demit to a member of an inactive chapter as long as said chapter holds its charter. After the charter is withdrawn, certificates can be issued by the Grand Secretary which can be used in lieu of a demit. (1932 p567)
- (e) When the charter of a chapter has been taken up, former members who desire certificates with which to affiliate elsewhere, may obtain them from the Grand Secretary at a cost of \$3.00 per certificate. If a former member was under suspension for non-payment of dues in his chapter at the time its charter was taken up, the provisions of Section 36 "Restoration From Suspension For Non-payment of Dues" shall apply in the chapter with which he desires to affiliate. In addition, he must present a certificate of former membership. (1944 p32) (1981 p23)
- (f) When the charter of a subordinate chapter is arrested but later restored, former members in good standing at the time the charter was arrested must secure a certificate of Former Membership from the Grand Secretary before they can petition the former chapter or any other chapter for membership. This decision is based on the fact it is the policy of The Grand Royal Arch Chapter of Arkansas, on restoration of a charter to require a Certificate of Former Membership at a cost of \$3.00 from each petitioner. After the charter is restored, if a former member desires to re-affiliate, he must secure a Certificate of Former Membership from the Grand Secretary.

**FORM OF DEMIT**

To All Royal Arch Masons  
To Whom These Presents May Come,  
Greetings:

This is to certify that Companion \_\_\_\_\_ is a Royal Arch Mason in good standing, and having paid all dues and being free from all charges, he is at his own request dismissed from membership in \_\_\_\_\_ Chapter No. \_\_\_\_\_, Royal Arch Masons of \_\_\_\_\_ under the Jurisdiction of The Grand Royal Arch Chapter of Arkansas.

Given under my hand and the seal of said Chapter, this \_\_\_\_\_ day of \_\_\_\_\_ A.D.  
20\_\_\_\_. A.I. 25 \_\_\_\_\_.  
(Seal)

\_\_\_\_\_  
Secretary

---

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 52. MEMBERS – SUSPENDED, EXPELLED** – When a chapter Mason is expelled or suspended by his Symbolic Lodge, either for Un-Masonic conduct or for non-payment of dues, it is not necessary to prefer charges against him in the chapter. On receipt of the proceedings of the lodge, duly certified by the Secretary of said Lodge, his membership in the chapter shall cease until he is reinstated by his lodge. (1886 p239) (1890 p528)

- (a) When a member of a chapter has been suspended by his lodge, and no proceedings have been instituted in the Chapter of which he was a member, nor in the Grand Chapter, his restoration to membership in the lodge restores him to all his rights in the chapter. (G.G.C. 1900 p111)
- (b) Information received by a chapter under Section 45 and 45a should be reported at the next stated convocation after receiving the information. It should be made a matter of record in the minutes of that convocation. (1884 p99)

**Sec. 53. OBJECTIONS TO CANDIDATES** – Degrees cannot be conferred in the face of a companion's objection. (1887 p311)

- (a) If a companion wishes to object to a brother receiving the degrees after he has been elected by ballot, he must do so either in open chapter or by communicating his objections to the High Priest. If unable to be present, he may send his objection by a companion of the chapter to the High Priest either verbally or in writing. (1891 p611)
- (b) An objection to a candidate cannot be made by a member of another chapter. The right to make an objection is likened to the right of a ballot, which can only be exercised by a member of the particular chapter in which the ballot is taken. (1920 p298)
- (c) The chapter cannot require an objecting companion to prefer charges against a candidate.
- (d) The chapter has no right to inquire into the reason a companion may have for interposing an objection to the conferring of the degrees on a candidate.(1920 p298)
- (e) An objection does not operate as an obstacle to the conferring of degrees on a candidate until withdrawn, but it continues only for six months, unless renewed. In this respect the objection is likened to a rejection ballot, the effect of which operates only for six months, and may be renewed at the end of that time. An objection may be sooner withdrawn by the companion who has interposed it. (1920 p298) (1944 p32)
- (f) Should anyone, after taking a degree, prove unworthy, he may be stopped from proceeding further by an objection properly made. (1854 p23)
- (g) Where a candidate has been stopped after receiving the Mark Degree, by an objection lodged against him, and is prevented from receiving the remainder of the degrees, a pro-rata part of the fees for the degrees should be returned to him. (1914 p32) (1944 p29)

**Sec. 54. OFFENSES** – A chapter can be guilty of a Masonic offense.

- (a) Any chapter violating the laws governing fees shall have its charter arrested by the Grand High Priest, and the High Priest, King and Scribe of such Chapter shall be summoned to appear before the Grand Chapter at its next stated convocation for discipline. Any Royal Arch Mason of this Grand Chapter knowing of a violation of this law shall report the same to the Grand High Priest. (1909 p138)
- (b) It is an offense for which a chapter may lose its charter for it to fail to work, or fail to make returns and pay Grand Chapter dues, or fail to be represented at the stated convocations of the Grand Chapter. (See Sec. 16)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 55. OFFENSES** – When a companion is believed to have been guilty of a Masonic offense, the High Priest may appoint a Committee of Inquire to investigate the matter and report charges if they find sufficient cause.(1868 p23)

- (a) Profanity, drunkenness and gambling ought not to be tolerated among Royal Arch Masons, and are proper causes for severe discipline. (1853 p105)
- (b) It is an offense for a Treasurer to annul the will of the chapter by refusing to pay a warrant allowed by it. (1908 p27)
- (c) A companion who without sufficient cause fails to obey a regular punishment summons received by him is liable to such punishment as the chapter thinks proper to inflict. The chapter is the judge of the sufficiency of the excuse, and the chapter can only inflict punishment for failure or refusal to obey a summons. (1884 p99) (1908 p28)
- (d) UN-Masonic conduct at any stage of advancement is a bar to further progress. (1853 p9)

**Sec. 56. OFFICERS NAMED** – The Officers of a subordinate chapter shall be the High Priest, King, Scribe, Treasurer, Secretary, Captain of the Host, Principal Sojourner, Royal Arch Captain, Master of the 3<sup>rd</sup> Veil, Master of the 2<sup>nd</sup> Veil, Master of the 1<sup>st</sup> Veil and Sentinel. (U.C., Art. II, Sec. 1)

- (a) The title of the High Priest shall be “Excellent”. The title of the other Officers shall be “Companion” (G.G.C. 1891 p149)
- (b) No one can be elected (or appointed) an officer unless he is a member of the chapter which he is to serve. (1887 p311)
- (c) No companion shall be eligible for the office of High Priest unless he shall have been elected, installed and served as the King, Scribe or Captain of the Host, except by a dispensation from the Grand High Priest. (1938 p25)

**Sec. 57. OFFICERS – ELECTION AND APPOINTMENT** – The first five named officers in Section 56 shall be elected at the first stated convocation in November or December each year, and the officers installed in December, A majority of all votes cast shall be necessary to elect. The remaining officers shall be appointed by the Grand Council at or before the installation. (U.C., Art. II, Sec. 2) (2002)

- (a) Elective officers should be chosen by ballot, and subordinate chapters may use their discretion whether nominations shall be made. (1898 p447)
- (b) No companion shall vote or be eligible to office who is in arrears for dues. (U.C. Art. 1 1 Sec. 4)
- (c) Elections not held at the time fixed by the By-Laws must be held at the first stated convocation thereafter, and no dispensation is required for this. (1905 p495)
- (d) If, upon receiving votes to elect him to an office, a companion should then and there refuse to accept, or if absent, should before installation refuse to accept, there has been no election. But the fact that he had refused to accept one office would not preclude him from being elected to some other office. (1930 p192)
- (e) The High Priest elect, having left the jurisdiction before installation, a successor may be elected and installed at the next stated convocation thereafter. (1918 p41)
- (f) Secretaries of chapters are required to report the names of the newly elected officers to the Grand Secretary and the Grand High Priest immediately after installation.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 58. OFFICERS – INSTALLATION OF** – The officers of the chapter shall be installed at the time of their election, or as soon thereafter as practicable. (U.C., Art. II, Sec. 3)

- (a) It is the prerogative of the retiring High Priest to install his successor; but any Past High Priest can perform the ceremony of installation of newly elected officers. (1944 p33)
- (b) Elected officers cannot be installed by proxy. (G.G.C. 1930 p122)
- (c) Officers must be installed within the body of the chapter. (G.G.C. 1897 p173)
- (d) The officers shall take an obligation to support and maintain the Constitution of the General Grand Chapter, and the Constitution, By-Laws and edicts of the Grand Chapter (Const., Art. VII, Sec. 3-a)
- (e) A companion who has been elected High Priest of his chapter and before his installation charges are preferred against him, cannot be installed until the charges are withdrawn, or until after due trial where he is acquitted of the charges. (1922 p43)

**Sec. 59. OFFICERS – TERM OF** – The officers of a chapter hold their office for a term of one year, or until their successor is duly qualified and installed. (U.C., Art. II, Sec. 3)

**Sec. 60. OFFICERS – DEMISSION OF** – An officer except High Priest who desires to demit must first resign his office. (1944 p33)

**Sec. 61. OFFICERS – RESIGNATION OF** – The High priest of a subordinate chapter cannot resign his office. (1916 p306) (1990 p52)

- (a) Any elected officers except the High Priest may resign at any time, and the vacancy so created may be filled at the stated convocation at which the resignation is accepted, or at any stated convocation thereafter. (1916 p306)
- (b) The Grand High Priest may issue a special dispensation for the election of officers to fill vacancies caused by resignation at a designed special convocation. (1916 p306)
- (c) Appointed officers may resign at any time and their resignations may be accepted by the Grand Council, (High Priest, King, Scribe) who may fill such vacancies at any time. (1916 p306)

**Sec. 62. OFFICERS – HIGH PRIEST – DUTIES AND AUTHORITY** – It is the duty of the High Priest of every chapter:

- (a) To see that the By-Laws of his chapter, as well as the Constitution of the General Grand Chapter, and the Constitution, By-Laws, and Regulations of the Grand Chapter by authority of which his chapter is working, be duly observed.
- (b) To see that all the subordinate officers of his chapter perform the duties of their respective stations faithfully, and are examples of diligence and industry to their companions.
- (c) To see that true and exact records of all the transactions of the chapter be kept by the Secretary.
- (d) To see that the Treasurer keeps and renders exact and just accounts of all moneys belonging to the chapter.
- (e) To see that the regular returns be submitted by the Secretary to the Grand Chapter and the annual dues be regularly and punctually paid.
- (f) The charter of his chapter is committed to his special care and charge.
- (g) He has the right and authority of calling his chapter together at pleasure, upon any emergency or occurrence which in his judgment may require a meeting.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (h) He has the right and authority to cancel a called or stated meeting if in his judgement it is for the good of his Chapter. This discretion should be used rarely. (20xx)
- (i) It is his duty, together with the King and Scribe to attend the convocation of the Grand Chapter, either in person or by proxy. (G.G.C. Const. Para. 37)
- (j) The appointment of committees in the subordinate chapter is the prerogative of the High Priest.
- (k) To prevent levity or frivolity by members while conferring degrees. The High Priest should exercise all the authority with which he, as a presiding officer of a Masonic body, is invested by parliamentary and Masonic law and usage, and which every Mason should respect and be governed by. If the High Priest fails or refuses to use this authority to prevent such levity in conferring degrees, he shall himself be subject to discipline by the Grand Chapter.(1913 p375)

**Sec. 63. OFFICERS, HIGH PRIEST, IMPEACHMENT OF** – A subordinate chapter has no authority to try its High Priest. He is amenable to the Grand Chapter only. (1866 p17)

- (a) Any five companions of a chapter may impeach the High Priest of that chapter before the Grand High Priest, who shall send his mandate, together with the charges, to a committee composed of three High Priests, directing them to assemble at the chapter of the accused, for the purpose of inquiring into the truth or falsehood of the charges. These High Priests shall give notice to the accused and accusers of the time of the meeting, receive and reduce to writing the testimony offered by both parties, and forward the testimony with their own opinion to the Grand High Priest. (1866 p17)
- (b) If the Grand High Priest, after examining all the evidence, shall deem the High priest impeached unfit to preside over the chapter, he may suspend him from the exercise of his office and summon him to appear at the ensuing convocation of the Grand Chapter for trial. (1866 p17)

**Sec. 64. OFFICERS, TREASURER – DUTIES OF** – The funds of the chapter must be kept separate and in the name of the Treasurer.

- (a) The Grand Chapter does not require that the Treasurer of a subordinate chapter give bond, but the local chapter may require it.(1933 p12)
- (b) The chapter, rather than the Treasurer, has the right to direct where the funds shall be deposited. If the chapter does not exercise this right, the Treasurer can do so, he being responsible in case he selects the place. (1911 p12)
- (c) A Treasurer cannot lawfully refuse to cash the warrant allowed by the chapter. Where he refuses to pay the warrant to the extent of annulling the will of the chapter, charges should preferred against him and such punishment be administered as the vote of the chapter may determine.
- (d) A Treasurer has no authority to determine the sufficiency of insufficiency of security offered for a loan authorized by the chapter. If he has reason to believe that since accepting the security the solvency thereof has become so far impaired as to endanger the investment or subject the chapter to a loss, it is his duty to report the same to the High Priest and await the further decision of the chapter.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 65. OFFICERS, SECRETARY – DUTIES OF** – The Secretary should collect, and the chapters should see that he does collect the dues. If the dues are not paid, the chapter should inflict the penalty prescribed by the By-Laws. The chapter should, at stated periods, inspect its financial condition and adopt such measures as may be necessary to provide for its expenditures. (1854 p25)

- (a) The Secretary of each subordinate chapter is directed to send official notices of the suspension, expulsion or reinstatement of any of its members to the Council of Royal and Select Masters and the Commandery of Knights Templar within whose jurisdiction such chapter may be situated. (1891 p628)
- (b) The Grand Chapter does not require that the Secretary of a subordinate chapter give bond, but the local chapter may require it. (1933 p12)

**Sec. 66. OFFICERS – VACANCIES IN** – When a vacancy is created by the death, resignation or permanent removal from the State of any elected officer, any or all officers may be advanced by election to fill the vacancies. (1916 p306)

- (a) The death or permanent removal from the jurisdiction of the High Priest creates a vacancy. It may be filled by election at any stated convocation thereafter without a dispensation from the Grand High Priest. (1916 p306)
- (b) The stations of the Grand Council Officers cannot be declared vacant for non-attendance. (1911 p23)

**Sec. 67. PAST HIGH PRIEST** – Only those who have been duly elected and installed High Priests by chartered chapters can become Past High Priests. (1914 p32)

- (a) The High Priest of a new chapter. U.D., does not become a Past High Priest after the expiration of the dispensation. (1914 p32)
- (b) A Past High Priest moving from another Grand Jurisdiction and affiliating with a chapter in this jurisdiction does not lose his rank and title of “Past High Priest” but does not become a Past High Priest of the chapter with which he affiliates. (1944 p32)

**Sec. 68. PETITIONERS – QUALIFICATIONS OF** – Great caution should be used in admitting candidates to the chapter degrees. None should be allowed to receive them unless proven fully qualified, both morally and intellectually. (1856 p32)

- (a) A candidate for the chapter degrees must be an affiliated Master Mason. (1890 p528)
- (b) No prescribed period of time need elapse after the raising of a Master Mason to qualify him to receive the chapter degrees. (1885 p159)
- (c) A belief in God as the Creator and Ruler of the Universe is necessary to entitle one to be and remain a Royal Arch Mason. (1888 p375)
- (d) The chapter degrees should not be conferred upon one who does not believe in the immortality of the soul. (1873 p23)
- (e) The physical qualifications of a candidate for receiving the chapter degrees are settled by his reception in a lodge. He thereby becomes like unfinished Masonic material and is subject to advancement if he applies and can conform to the ceremonies. (1909 p27) (1914 p33)

**Sec. 69. PETITIONS FOR DEGREES** – A petition for the degrees must be in writing, signed by the petitioner, who must be a Master Mason in good standing in some regular lodge. He must be recommended by a companion of this chapter. The petition shall be presented at a stated convocation; it shall then be referred to a Committee of Investigation. The Committee shall report and action may be taken at once. (2002)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (a) A petition, which has been referred, may be withdrawn at the same convocation, by consent of the chapter, but not after a report on it has been given or agreed upon. (1869 p17)
- (b) When a candidate after presenting his petition removes to another jurisdiction, his petition cannot be withdrawn but must take its regular course. (1915 p149)
- (c) A companion should not in any case serve on a committee upon the character in the case of a candidate whose petition he has recommended. (1897 p321)
- (d) No one has the authority to require an Investigating Committee to appear at a regular stated convocation and state their reasons for making an unfavorable report. (1917 p440)

**Sec. 70. *PETITION, VOTING ON*** – A petition for the degrees must be disposed of by ballot. (G.G.C. 1884 p53)

- (a) A collective ballot may be taken on more than one petition, subject to the regulations set forth in Art, IV, Sec. 2a. (1993 p40,57)

**FORM OF PETITION FOR DEGREES**  
**Petition for Degrees of Capitular Masonry**  
**“HOLINESS TO THE LORD”**

\_\_\_\_\_ Arkansas, 20\_\_\_\_\_  
To the Officers and Members of \_\_\_\_\_  
Chapter No. \_\_\_\_\_, Royal Arch Mason.

The undersigned \_\_\_\_\_, A Master Mason, states that:  
(Print or type full name here)

- (1) I was born \_\_\_\_\_, in \_\_\_\_\_,  
(Month) (Day) (Year) (City or Town) (State)
- (2) I am a member in good standing of \_\_\_\_\_ Lodge No. \_\_\_\_  
\_\_\_\_\_ F. & A.M. Located at \_\_\_\_\_  
Under the Jurisdiction of the Grand Lodge of \_\_\_\_\_.
- (3) I have been a resident of the State of Arkansas, and of the Jurisdiction of your chapter  
for the required period of six months.
- (4) I have never petitioned any other chapter. (If otherwise, fill in No 5.)
- (5) I petitioned \_\_\_\_\_ Chapter No. \_\_\_\_\_ R.A.M.  
located at \_\_\_\_\_, \_\_\_\_\_ on or  
(City or Town) (State)  
about \_\_\_\_\_ and was \_\_\_\_\_.
- (6) I pray that your Honorable Body confer on me the degrees of MARK MASTER, PAST  
MASTER, MOST EXCELLENT MASTER AND ROYAL ARCH MASON,  
promising, if this petition be granted, to conform to all the usage and customs of your  
ANCIENT ORDER.

Recommended By

Fraternally Submitted,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Occupation or business)

\_\_\_\_\_  
(Residence)

Referred to Companions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City or Town)

\_\_\_\_\_  
(State)

**Sec. 71. PETITIONS, REJECTED** – The petition of a rejected candidate cannot be again  
considered unless he presents a new petition after at least six months have elapsed.

- (a) No chapter shall confer the degrees on any candidate previously rejected by any other  
chapter for at least one year, without the consent of such rejecting chapter, provided  
such chapter shall be in existence. (Grand Lodge 2005)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 72. *PROPERTY*** – It is recommended that chapters insure their property against loss by fire (and other hazards). Where a chapter fails to insure its property, no appeals for aid in replacing it when destroyed shall be authorized by the Grand High Priest. (1944 p29)

**Sec. 73. *PROPERTY*** – A chapter has the right to lend or donate its funds. (1923 p214)

- (a) A chapter may sue one of its members on a note given by him for money loaned to him by the chapter, and if he has the ability to pay and will not pay, he is guilty of a Masonic offense, and may be charged, tried and punished. If unable to pay, the chapter should either forgive the debt, or wait until he gets in a more prosperous condition. (1898 p447)

**Sec. 74. *REPORTS AND RECORDS*** – Every subordinate chapter shall report to the Grand Chapter not later than January 10<sup>th</sup> each year and the names of the officers for the coming year. (2019)

- (a) Where the records of a chapter have been burned and certain names have been omitted in making up a new roll, the omitted members may be restored to the roll upon their being vouched for as a Royal Arch Mason. (1902 p191)

**Sec. 75. *RITUAL*** – The ritual adopted by The Grand Royal Arch Chapter of Arkansas in 1957 is the official ritual to be used by the several subordinate chapters of this Grand Jurisdiction, and the use of any other ritual is prohibited. (1940 p21)

**Sec. 76. *RITUALS*** – Shall be issued under the following conditions:

- (a) Each subordinate chapter may purchase copies of the ritual sufficient for its needs.
- (b) A Royal Arch Mason in good standing may purchase a ritual from the Grand Secretary only through the secretary of his subordinate chapter.
- (c) It shall be the duty of the secretary of the subordinate chapter to require a companion receiving a ritual to sign the following pledge:

**“I solemnly promise and pledge:**

**That I will keep this book carefully and securely and will not allow it to be exposed where it may be inspected by those not entitled to examine it.**

**That I will not copy any part of it, or permit such to be done if I can prevent it.**

**That I will return it to the Secretary of the Chapter on demand. And in the event of my death, I hereby direct that it be immediately returned to the Secretary of the Chapter or to the Grand Secretary of The Grand Royal Arch Chapter of Arkansas”**

- (d) The price of each ritual will be determined by the Grand Secretary depending upon the cost of printing and shipping.
- (e) Deleted (2001)
- (f) A supplementary booklet containing only the opening and closing of the Royal Arch Ritual and the aids and suggestions found in the back of the 1957 ritual may be purchased by a Royal Arch Mason in good standing from the Grand Secretary through the secretary of his chapter.

**Sec. 77. *RITUAL*** – The printed ritual of this Grand Chapter is made available to enable the officers to learn the adopted work, but it shall not be used by any officer of a subordinate chapter in the opening or closing ceremonies, or in conferring degrees, but shall be committed to memory.

- (a) The High Priest shall demand the surrender of all unauthorized rituals, and the destruction of any alleged expose, and a companion who refuses or fails to obey shall be charged with Un-Masonic conduct and put to trial. (1944 p32)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 78. RITUALISTIC WORK – OPENING** – In the opening ceremonies of the Royal Arch Degree, all of the ritual should be used with the following exceptions:

- (a) The High Priest of each chapter has the option of omitting the kneeling during the opening and closing of the chapter.
- (b) When declaring a chapter open for the purpose of “joint” business, the following phraseology is to be used.

**“In the name of God and his ancient servant Zerubbabel , I now declare \_\_\_\_\_ Chapter Number \_\_\_\_\_ duly opened (closed) for “joint” business, in the Royal Arch Degree in accordance with the laws of the Grand Royal Arch Chapter of Arkansas, and under the usual Masonic Restrictions.” (2005 p14, 15)**

- (c) The opening and closing of a Royal Arch Chapter for “joint” business is optional for any chapter that meets in conjunction with a Council of Royal and Select Masters and/or a Commandery of Knights Templar. (2014)
- (d) The committee found no reason that the Chapter could not be opened in the full form and make the recommendation that we void all short form versions of the opening except when declaring open for “joint” business. We also recommend the mandatory inclusion of the veil lectures during the opening, leaving the writings of Moses and the flag presentation optional.
- (e) During the closing we recommend using the adopted short form (white book), except when declaring closed for “joint” business. (2005 p 14,15)

**Trials**  
**(As Amended 1944)**

**Sec. 79. JURISDICTION** – A companion may be tried by (1) the chapter to which he belongs, (2) the chapter in whose jurisdiction he resides, or (3) the chapter in whose jurisdiction he is said to have committed the offense. (1944 p33c)

- (a) The High Priest has no authority to reprimand or suspend a companion without regular trial and conviction by the chapter
- (b) A chapter cannot suspend or expel a companion simply because he has been tried and fined in a civil court, but must proceed against the companion according to the law of trials. (1923 p214)

**Sec. 80. CHARGES** – Whenever a companion shall desire to prefer charges against another, he shall furnish the High Priest a copy of the charges he makes, with full specifications.

**Sec. 81. CHARGES – COMMITTEE ON** – The High Priest shall report the charges to the chapter at its next stated convocation, (concealing the name of the informant), and shall thereupon appoint three disinterested companions of the chapter to investigate said charges. They shall report at the next stated convocation, or as soon thereafter as practical upon the propriety of instituting a trial.

**Sec. 82. PROSECUTOR** – If said committee shall report that the charges are of such nature that the accused should be put on trial, the High Priest shall appoint some disinterested companion to prosecute, who shall obtain testimony and prepare the case for trial.

- (a) Such testimony as cannot be taken in the chapter room, shall be taken before some disinterested companion, who shall be appointed by the High Priest. The prosecutor and the accused companion shall give each other notice of the time and place of taking testimony outside the chapter.

**Sec. 83. ACCUSED – INFORMATION FURNISHED** – The Secretary shall forthwith furnish the accused with a copy of the charges and specifications, which have been approved by the committee and notify him that he shall be put on trial at the next stated convocation after service of notice, provided that he shall 20 days notice.

- (a) If the accused shall evade the notice or if the secretary after diligent inquiry shall be unable after four months to ascertain the residence of the accused, so that the notice may be served upon him, the chapter shall proceed as if he had been regularly notified.

**Sec. 84. TRIAL** – At the time specified, the trial shall be held, unless the prosecutor or the accused shall show good cause for a continuance.

- (a) If the accused is not present in person, or by counsel, the High Priest may appoint some companion to represent said accused.
- (b) The Sentinel must be prepared to vote upon a trial, and to do so intelligently. he must hear the evidence taken or read; for this purpose the outer door should be locked and he should come inside and hear the evidence.

**Sec. 85.** When the chapter is prepared for the trial, it shall proceed as follows:

- (a) Such of the charges and specifications as have been approved by the Committee of Investigation shall be read.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (b) The testimony of the prosecution shall be introduced; then the testimony of the accused shall be introduced. (1) All testimony, whether by Masons or others, shall be taken upon their honor.(2) All testimony shall be taken down in writing by the Secretary, except such written testimony as may be filed.
- (c) The prosecutor (or any companion who he may select in his behalf) may comment upon the evidence; then the accused (or any companion he may desire to represent him) may comment upon the evidence.
- (d) After the comments upon the evidence are completed, the accused companion shall withdraw from the chapter room. A vote shall then be taken upon each specification under each charge, and upon each charge in their order, and it shall require a vote of two-thirds of the companions present and entitled to vote to sustain any specifications or charge. The prosecutor, the accused and his relatives within the second degree, and the companion alleged to have been wronged, and his relatives within the second degree shall not be permitted to vote.
- (e) If any charges are sustained, the chapter shall then proceed to vote upon the infliction of punishment. The prosecutor and companions disqualified from voting under Paragraph (e) shall not be permitted to vote upon the punishment.
- (f) The highest order of punishment shall first be proposed. If that is not sustained, then the next milder punishment, etc., until the grade of punishment is fixed. It shall require two-thirds of those present and entitled to vote to fix the degree of punishment.
  - 1. The grades or degrees of punishment are:
    - Expulsion
    - Indefinite Suspension
    - Definite Suspension
    - Reprimand
- (g) The accused shall then be admitted and informed of the results of the trial, and his status:
  - 1. A companion who has been expelled or suspended is denied all chapter privileges until he is reinstated.
  - 2. At the expiration of the period of a definite suspension a companion is automatically restored to membership in the chapter to which he belonged.

**Sec. 86. *NEW TRIAL*** – When a trial is concluded and the chapter is closed, it has no further jurisdiction over the case, unless for proper cause a new trial is granted, or unless upon appeal it is remanded by the Grand Chapter for a new trial.

- (a) When a chapter has voted at a trial, it cannot reconsider its vote and action at a subsequent convocation.
- (b) A chapter has the right by a majority vote to grant a new trial on the grounds of newly discovered evidence. The interested party shall make written application setting forth the new evidence, upon the sufficiency of which and the expediency of granting a new trial the chapter is to judge.

**Sec. 87. *APPEALS*** – The prosecutor, the accused, or any other companion who shall deem himself, or the cause of Masonry, injured by the decision of his chapter in any trial, may within six months from the date of the trial file with the secretary of the chapter a written notice of his desire to appeal therefrom to the Grand Chapter, which notice shall set forth his objections to the action of the subordinate chapter.

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

- (a) An appeal from the judgment of a subordinate chapter does not suspend the judgment and leave the accused (if he was convicted) in full possession of his Royal Arch Masonic privileges until the appeal is determined. The judgment is in force until it is reversed. (1866 p17)

**Sec. 88. APPEALS – PROCEDURE WITH** – The secretary shall note in the minutes the appeal, and shall send to the Grand Secretary, a copy of the record of the trial, which record shall be signed by the High Priest, and certified by the secretary under the seal of the chapter.

- (a) The record shall contain:
  1. A copy of the charges and specifications originally preferred.
  2. The report of the Committee of Investigation.
  3. The testimony for and against the accused committed to writing at the time of the trial.
  4. Originals or correct copies of all the papers used in the trial as evidence or otherwise.
  5. The appellant’s notice of appeal.
- (b) The secretary’s certificate shall contain a descriptive list of all papers sent. It shall certify that the record contains all original papers (or true copies) and a true transcript of the record and of all testimony introduced in the trial.

**Sec. 89. APPEALS – ACTION ON** – At the annual convocation of the Grand Chapter, the appeal shall be referred to the Joint Committee on Appeals and Grievances, which committee shall consider the appeal and report to the Grand Chapter the facts involved in the case and its recommendations thereon.

- (a) The printed proceedings shall show only the committee’s recommendation and the Grand Chapter’s action thereon.

**Sec. 90. APPEALS – ACTION ON** – In case of appeals, the Grand Chapter can:

- (a) Affirm the judgment of the subordinate chapter.
- (b) Reverse the judgment of the subordinate chapter and render such judgment in the case as should have been rendered.
- (c) Remand the case to the subordinate chapter for a new trial; in this event the accused stands as he did when charges were preferred.

**Sec. 91. RESTORATION** – If there has been no appeal, or if upon appeal the Grand Chapter affirms the judgment of expulsion or suspension the subordinate chapter can act upon the restoration of the of the companion without further action by the Grand Chapter.

- (a) The companion who desires to be reinstated shall present a petition in writing to the chapter by which he was expelled (or suspended) at a stated convocation; he petition shall be recommended by two companions of the chapter. It shall be referred to a committee of three for inquire and report. It shall lie over from one stated convocation to the next stated convocation. It shall require the unanimous vote of the members present to reinstate said petitioner.
- (b) The vote upon a petition for restoration shall be by ballot.

**Sec. 92. RESTORATION** – If a companion has been expelled or suspended, and upon appeal the Grand Chapter reverses the judgment, the accused is restored to membership in his chapter without further proceedings. (1866 p17)

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

**Sec. 93. RESTORATION** – If a companion has been acquitted, and upon appeal the Grand Chapter reverses the judgment, and imposes a judgment of expulsion or indefinite suspension, the companion can be restored to membership only by the Grand Chapter, by a two-thirds vote and upon application made to and considered by the Grand Chapter at a stated convocation.

**Sec. 94. RESTORATION** – The Grand Chapter is a sovereign body and may entertain the petition of a suspended or expelled companion for a rehearing of his case, or for restoration of his membership.

- (a) When the Grand Chapter restores a companion to membership, under the provisions of Sec. 92 or 93, it does not restore him to membership in the particular chapter to which he formerly belonged. It restores him to membership at large, and the Grand Secretary shall thereupon furnish him a certificate with which he may apply to affiliate with some chapter.

**Sec. 95. LIFE MEMBERSHIP** – A Life Membership plan is hereby adopted by the Grand Chapter.

- (a) Life Memberships are to be offered to chapter members within the State of Arkansas based on 16 times the annual dues of the chapter for their local membership, for example:

Local Dues	Cost of Membership
\$11.00	\$176.00
\$12.00	\$192.00
\$13.00	\$208.00
\$14.00	\$224.00
\$15.00	\$240.00

- (b) All monies derived from the sale of Life Memberships will be invested by the Grand Secretary under the supervision of the Life Membership Committee in stocks, mutual funds, bonds, government securities and certificates of deposit so as to yield a higher return on the Fund. All income derived from interest and dividends during the year (January 1 thru December 31) shall be paid out to the subordinate bodies and the several Grand Bodies according to the current guidelines. Additionally, the “capital gains” for the current year from these investments may be paid out in order to provide an acceptable rate of return. The Committee on Life Membership shall make its recommendation of the amount of capital gains to the Grand High Priest, Illustrious Grand Master and Grand Commander who shall approve, modify or reject their recommendation. The Committee may elect to pay the management fee, from retained earnings from previous years. However, the corpus of the Fund shall not be allowed to drop below 100% from these distributions. (2019)
- (c) All interest derived from such certificates will, after payment of interest at the end of each year, be returned to the local chapter except for 25 cents per Life Member for administration fee.
- (d) Each Life Member will be exempt from paying dues to his local chapter for life, but the chapter will continue to pay per capita assessments on the Life Member out of the interest derived. The per capita paid to The Grand Royal Arch Chapter on a perpetual Life Membership shall be frozen at the level of per capita that was assessed by the

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

Grand Chapter in the year in which the member paid the perpetual membership in full.  
(1991 p20,53) (1993 p55)

- (e) Upon a companion's death, his name will be removed to the Memorial Listing, and all monies paid by him will be retained in the fund ad infinitum as a memorial to him. The chapter will continue to receive the interest derived except for the 25 cents administrative cost and the per capita upon him. (2020 p. 9)
- (f) In the event a charter of a chapter is arrested or surrendered and that chapter ceases to exist, any Life Memberships held by members of such chapter will be transferred to the credit of the Chapter-at-large, unless members holding those Life Memberships elect to demit and affiliate with another chapter in this jurisdiction. In which case their Life Memberships shall be transferred to their new chapter. Life Memberships which shall have previously been transferred to a Memorial Fund shall be transferred to the Memorial Fund of the Chapter-at-large.
- (g) No funds can be taken from the principle paid in, either for a refund or other purpose except upon vote of approval of this Grand Chapter in session.
- (h) Honorariums may be paid in by those wanting to do so, and funds will be invested and handled as in paragraphs (d) and (e) of this section.
- (i) The Grand Secretary will issue a laminated Life Membership card to the Life Member.
- (j) No demit will be issued to a Life Member except as follows:
  - 1. A companion desiring to move his membership inside the jurisdiction of the Grand Chapter, in which case, the funds will be transferred to his new chapter.
  - 2. In the event a Life Member shall demit to a chapter of another Grand Jurisdiction and/or takes a withdrawal certificate from his chapter, then the Life Membership shall remain in the Life Membership Fund to the credit of that chapter, with this exception, however, that if a Life Member transfers his membership to a chapter of another Grand Jurisdiction which permits its members to purchase a Life Membership, and provided that if that Grand Jurisdiction shall have previously concluded a satisfactory reciprocal agreement with this Grand Jurisdiction for the transfer of Life Membership Funds from one Grand Jurisdiction to another, then upon proper notice, the Grand Secretary of this Grand Jurisdiction shall transfer the fee paid for such Life Membership to the Grand Secretary of the Grand Jurisdiction to which the Life Member has demitted.
- (k) Time Payment:
  - 1. Companions who are already members if unable to purchase a Life Membership outright will be permitted to pay it at the rate of \$25.00 per month until it is paid.
- (l) Suspensions: In the event a companion is suspended in his Symbolic Lodge, he will automatically be suspended in the chapter, even though a Life Member, and funds will remain in the account. He shall remain suspended until reinstated by his Symbolic Lodge.
- (m) Other detail regulations necessary to the administration of this program will be established by the Grand Secretary as they become apparent, but will not be initiated until approved by the Jurisprudence Committee and will be subsequently presented to the Grand Chapter in Session for final approval.
- (n) Deleted (2004 p15)

Grand Royal Arch Chapter of Arkansas  
 With revisions from the March 9, 2024 Annual Session

**INDEX**

Amendments to Grand Chapter Constitution.....	2
Affiliation of New Members.....	45, 46
Aprons.....	20
Arkansas Grand Keystone Award.....	20
Authority (Grand Chapter).....	18
By-Laws of the Grand Chapter Royal Arch Masons of Arkansas .....	6
Article I: Amendments to the By-Laws .....	7
Article II: Committees .....	7
Committee on Capitular Jurisprudence.....	7, 12
Committee on RARA.....	7, 12
Digest and Ritual Committee.....	7, 12
Education Committee.....	12
Joint Committees .....	7, 12
Special Committees .....	7, 12
Article III: Duties of Officers .....	7
Grand High Priest .....	7
Grand Treasurer .....	8
Grand Secretary .....	8
Grand Lecturer .....	8
Article IV: Penalty .....	9
Article V: Subordinate Chapters.....	9
Duties of Officers.....	
By-Laws – Uniform Code for the Government of Subordinate Chapters of Royal Arch Masons (As Adopted by the Grand Royal Arch Chapter of Arkansas.....	32, 35
Article I: Name .....	32
Article II: Officers.....	32
Article III: Convocations .....	33
Article IV: Petitions .....	33
Article V: Fees and Dues .....	34
Article VI: Order of Business .....	34
Article VII: Amendments (To the Uniform Code of By-Laws).....	35
Certificate of Good Standing .....	20
Chapter-at-Large.....	5
Chapter – New – Approval Necessary.....	35
Chapter – New – Dispensation Fee For .....	36
Chapter – New – Dispensations.....	36
Dispensation – When Ceases .....	36
Chapter – New – Chapter Name .....	36
Chapter – New – Officers .....	36
Chapter – Charter Of.....	36
Charter – Fee For .....	37
Charter – Authority.....	37

Grand Royal Arch Chapter of Arkansas  
With revisions from the March 9, 2024 Annual Session

Charter – Destroyed, Merged, Forfeiture Of, Surrender Of, Restoration Of.....	37
Clothing of Members .....	39
Committee – Qualifications .....	12
Committee of Investigation.....	33
Constitution of the Grand Chapter Royal Arch Masons of Arkansas.....	2
Article I: Title .....	2
Article II: Allegiance .....	2
Article III: Amendments .....	2
Article IV: Fiscal Year.....	2, 12
Article V: Jurisdiction And Powers .....	2, 13
Article VI: Convocations (Grand) .....	3
Article VII: Members.....	3
Article VIII: Officers .....	4
Article IX: Revenues.....	4
Article X: Voting .....	5
Article XI: Chapter-at-Large.....	5
Contribution to Masonic Youth Programs.....	20
Convocations.....	33
Convocations – Business Of.....	38
Convocations – Calling Off .....	38
Convocations – Opening.....	38, 39
Convocations –Quorum For.....	39
Convocations – When Held .....	39
Degrees .....	40
Degrees – Conferring Of and Courtesy .....	40
Degrees – Healing.....	40
Degrees – Unfinished.....	41
Demits .....	46
Digest Provided Grand Chapter Officers.....	20
Domicile.....	12, 41
Dual Members.....	43
Dues .....	34, 41
Dues – Non-Payment .....	41
Dues – Restoration From Suspension – Non-Payment.....	41
Established Management Policies of the Grand Council Royal & Select Masters of Ark ...	
Conflict of Interest and Annual Statement of Officers .....	21
Document Management, Retention and Destruction Policy.....	25
Whistleblower Policy.....	30
Elections.....	32, 49
Fees and Dues .....	34, 42
Financial Accounts Required Signatories.....	20
Forming a New Chapter.....	34, 35
Funerals.....	42

Grand Royal Arch Chapter of Arkansas  
 With revisions from the March 9, 2024 Annual Session

Grand Representatives .....	12
Healing Degrees.....	40
Honorary Members .....	44
Jewel of a Past Grand High Priest.....	13
Joint Openings .....	56
Jurisdiction.....	13, 42
Jurisdiction – Concurrent.....	43
Law .....	13
Life Membership.....	60, 61
Masonic Youth Programs .....	20
Meetings.....	13
Members of Grand Chapter .....	14
Members – Affiliation Of .....	45, 46
Members – Chapter and Dual .....	43
Members – Demitted.....	46
Members – Honorary .....	44
Members – Right Of, Visiting .....	45
Members – Suspended, Expelled.....	48
Members – Willful Non-Affiliate .....	46
Objections to Candidates .....	48
Offenses (Chapter Guilty of Masonic Offense).....	48
Offenses (Companion Guilty of Masonic Offense).....	49
Officers of the Grand Chapter.....	14
Officers – Grand High Priest .....	15
Officers – District Deputy Grand High Priest.....	16
Officers – Grand Secretary .....	17
Officers – Grand Treasurer .....	18
Officers – Grand Lecturer.....	18
Officers of Subordinate Chapters.....	32, 50
High Priest – Duties and Authority .....	50
High Priest – Impeachment Of.....	51
Past High Priest .....	52
Secretary – Duties Of .....	52
Treasurer – Duties Of.....	51
Vacancies In Officers .....	52
Officers – Election and Appointment .....	49
Officers – Installation Of .....	50
Officers – Term Of, Demission Of, Resignation Of.....	50
Order of Business.....	34, 38
Petitions (For Degrees or Affiliation).....	33, 52
Petition to Form a New Chapter .....	34, 35
Petitioners – Qualifications Of.....	52
Petitions – Voting On.....	53

Grand Royal Arch Chapter of Arkansas  
 With revisions from the March 9, 2024 Annual Session

Petitions – Rejected.....	54
Proceedings.....	19
Property.....	55
Quorum.....	39
Rejected Petitions.....	54
Reports and Records.....	55
Representation in Grand Chapter (Only Chartered Chapters).....	19
Resignation of Officers.....	50
Revenues.....	4, 19
Dispensation.....	4
Exaltation Fees and Per Capita.....	4
Members Petitioning New Chapter.....	34, 35
Ritual (Adopted).....	55
Ritual (Printed).....	55
Ritualistic Work – Opening.....	56
Rituals.....	55
Suspended and Expelled.....	48
Trials.....	57
Trials – Charges, Committee On Charges, Prosecutor.....	57
Trials – Accused – Information Furnished.....	57
Trials – Jurisdiction.....	57
Trials – New Trial.....	58
Trials – Appeals, Procedure With, Action On.....	58, 59
Trials – Restoration.....	59, 60
Triennial Fund.....	19
Vacancy in Office.....	20
Voting in Grand Chapter.....	20
Voting (On Petitions).....	53