

# **The Grand Chapter of Royal Arch Masons of Oklahoma**

## **CERTIFICATE OF AUTHENTICATION**

This is to certify that within are the Constitution and General Laws of The Grand Chapter of Royal Arch Masons of Oklahoma as adopted by the One Hundred and Twenty First Annual Convocation held at Oklahoma City, Oklahoma, on April 29, 2011.

### **SPECIAL COMMITTEE ON LAW REVIEW**

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Updated and amended as of April 24, 2015 by Elwood M. Isaacs.  
Updated and amended as of April 23, 2016 by Gary A. Davis  
Updated and amended as of April 28, 2017 by Gary A. Davis

### **ATTESTED TO:**

Gary A. Davis, Grand Secretary  
April 28, 2017

# THE GRAND CHAPTER OF ROYAL ARCH MASONS

## OF OKLAHOMA

### CONSTITUTION

#### ARTICLE 1

**Section 1. Name.** The name of this body shall be “The Grand Chapter of Royal Arch Masons of Oklahoma”.

**Section 2. Allegiance.** This Grand Chapter is a member of the General Grand Chapter of Royal Arch Masons, International.

**Section 3. Jurisdiction.** Its jurisdiction shall be the territorial limits of the State of Oklahoma.

**Section 4. General Powers.** This Grand Chapter shall have and exercise supreme power and authority over Capitular Masonry within the State of Oklahoma. It has, and of right exercises, the sole power of government, superintendence and control over all Chapters of Royal Arch Masons within said territory.

**Section 5. Special Powers.** It has the power especially:

**a.** To enact and enforce all laws and general regulations for the government of the Chapters under its jurisdiction, and, at pleasure, to alter, amend or repeal the same.

**b.** To constitute new Chapters by granting dispensations and charters under seal with the right to confer therein the degrees of Masonry denominated Mark Master, Past Master, Most Excellent Master and Royal Arch, and, for good cause, may arrest, annul, revoke, or amend any pre-existing charter at its pleasure.

**c.** To settle all controversies that may arise between Constituent Chapters, and it has the final decision and determination on all grievances and matters of controversy that may be brought up by appeal or otherwise.

**d.** To reprimand, suspend or expel from its own body any member for a violation of this Constitution or of the General Laws of this Grand Chapter.

**e.** To assess and collect from the several Chapters under its jurisdiction such sums of money, annually, as may, from time to time, be approved for the support and maintenance of this Grand Chapter and its charities.

**f.** To supervise the state and condition of its own finances, and adopt such measures in relation thereto as may be deemed for the good of Capitular Masonry.

**g.** To establish and preserve a uniform ritual of the several degrees of Capitular Masonry.

**h.** To consider and review at each Annual Convocation the reports and actions of the Grand Officers, and of the several Chapters under its jurisdiction, for the preceding Capitular year.

**i.** To consider and do all whatsoever it may regard as necessary or appertaining to the well-being and perpetuation of Capitular Masonry in Oklahoma.

**j.** The enumeration of the foregoing jurisdictions and powers shall in no manner limit the jurisdiction, power or right of this Grand Chapter to exercise its inherent powers as sovereign, according to ancient custom and usage, over any other matter or thing falling within the sphere of Capitular Masonry in this Grand Jurisdiction.

## ARTICLE 2

**Section 1. Of Whom Composed.** The Grand Chapter of Royal Arch Masons of Oklahoma shall be composed of the following officers and members: Grand High Priest, Grand King, Grand Scribe, Grand Treasurer, Grand Secretary, Grand Captain of the Host, Grand Principal Sojourner, Grand Royal Arch Captain, Grand Master of the Third Veil, Grand Master of the Second Veil, Grand Master of the First Veil, Grand Chaplain, Grand Sentinel, and all Past Grand High Priests.

The High Priests, Kings and Scribes of Constituent Chapters in this jurisdiction and all Past High Priests of such Constituent Chapters, so long as they remain members of Chapters in this jurisdiction, and all Past High Priests of other Grand Jurisdictions who have affiliated with a Chapter under the Jurisdiction of this Grand Chapter and become a member of this Grand Chapter by majority vote at any Annual Convocation of this Grand Chapter.

**Section 2. Proxies.** Should the High Priest, King and Scribe of any Chapter be unable to attend any Convocation of the Grand Chapter, any of them may appoint any member of his own Chapter as his proxy to represent him in the Grand Chapter. The Certificate of Appointment shall be in writing, signed by the officer appointing him and attested by the Secretary.

In the event that the High Priest, King or Scribe of a Chapter, for reason of death or permanent removal, is not available to sign the Certificate of Appointment, the authority to appoint a proxy for that office or offices and to sign the Certificate of Appointment shall devolve upon the highest ranking officer, High Priest, King or Scribe.

**Section 3. Officers' Titles.** The title of the Grand High Priest shall be "Most Excellent". The title of all other elective Grand Officers shall be "Right Excellent", and all appointed Grand Officers shall be "Excellent", and High Priests and Past High Priests of Constituent Chapters shall be addressed as "Excellent". All other officers shall be addressed as "Companion", the title common to all Royal Arch Masons. Past Officers shall be addressed as present officers of like rank.

## ARTICLE 3

**Section 1. Annual Convocation.** One Annual Stated Convocation of this Grand Chapter shall be held and special convocations may be convened, as provided by its laws.

**Section 2. Quorum.** To authorize the opening of the Grand Chapter there shall be present the representatives of nine chartered Chapters, which number shall at all times constitute a quorum.

**Section 3. Voting.** On all questions before this Grand Chapter each member present shall have one vote by virtue of membership, but, when voting by paper ballot, a Past High Priest who is then serving his Chapter as High Priest, King or Scribe, or who is carrying a proxy or proxies as specified in Article 2, Section 2, shall be entitled to a maximum of three votes.

Voting in this Grand Chapter shall be first by paper ballot, and, second, by show of hands. The first method shall be used in the election of officers and elsewhere as provided by law, except that, by unanimous consent, the second method may be used.

In all other matters the second method shall be used unless nine or more members concur in a request for a paper ballot, in which case the first method shall be used; provided that the Grand High Priest or presiding officer may, on any occasion, order the use of the first method, when in his judgment the second method would not properly reflect the will of the Grand Chapter.

## ARTICLE 4

**Section 1.** The Constitution of this Grand Chapter shall be construed as paramount to the General Laws; and all laws, rules, regulations and edicts heretofore enacted, and decisions of Grand High Priests in conflict therewith shall be null and void.

**Section 2.** This Constitution shall take effect and be in force from and after its adoption by this Grand Chapter.

**Section 3. Constitution, How Altered.** This Constitution may be altered or amended by

resolution, in writing, stating distinctly the proposed alteration or amendment, which shall be read and referred to the Jurisprudence Committee for examination, report and recommendation at the next Annual Stated Convocation. An affirmative vote of two-thirds of the total votes cast shall be necessary for its adoption.

In the event any such proposed alteration or amendment to this Constitution contains any proposition that would have the effect of relinquishing, eliminating or detracting from the Sovereign Powers of this Grand Chapter; then and, in such event, in addition to the foregoing provisions for adoption, such proposition shall be submitted to the constituent Chapters, and should nine or more Chapters vote to reject the proposition the same shall be declared lost.

# The Grand Chapter of Royal Arch Masons of Oklahoma

## GENERAL LAWS

### ARTICLE 1

#### Section 1. Convocations.

**a. Annual.** The Annual Convocation of this Grand Chapter shall be held in the month of April, in conjunction with the Annual Assembly of the Grand Council of Cryptic Masons of Oklahoma and the Grand Commandery of Knights Templar of Oklahoma, at a time and place voted by the previous Convocation.

**b. The Grand High Priest may,** in case of emergency or for good cause and after consultation with the Grand Illustrious Master and the Grand Commander of the Grand Commandery, change the time and place of the Annual Convocation; provided, however, that notice of such change shall have been given to each constituent Chapter and all members of the Grand Chapter at least thirty days prior to the current scheduled date or the re-scheduled date, whichever is earlier. In no case shall the date be postponed or advanced more than thirty days. If, for any reason, the Annual Convocation shall be postponed more than thirty days after the date fixed by law, the elective line officers shall advance as specified in Article 1, Section 1 (b), of these General Laws. In such case, appropriations made at the previous Annual Convocation shall be continued.

**c. Annual Convocation In Case Of Emergency.** Whenever the existence of a state or national emergency shall render it impossible or impractical to hold the Annual Convocation as prescribed by law, the Grand High Priest, by and with the consent of the other elective Grand Officers, shall order that the Annual Convocation be omitted. This order shall be transmitted in writing to the members of the Grand Chapter and to the constituent Chapters.

During the year or years for which it may be necessary to omit the regular Annual Convocation, the elected Grand Officers and the committees on Jurisprudence and Finance shall have the power and authority to: adopt an annual budget, make appropriations to meet current expenses, and to advance all elected Grand Chapter officers.

**d. Special Convocations.** The Grand High Priest may call special Convocations whenever, for any cause, he shall deem it necessary and, except on occasions of ceremony only, shall cause notice in writing to be given to all Chapters and members of this Grand Chapter of the time, place and object of such special convocation. No business shall be transacted except that set forth in the order convening the same.

#### Section 2. Grand Officers.

**a. Elective.** The elective officers of this Grand Chapter shall be:

Grand High Priest  
Grand King  
Grand Scribe  
Grand Treasurer  
Grand Secretary  
Grand Captain of the Host

**b. Appointive.** The Grand High Priest, after his election, and before he is installed, shall appoint the following:

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  
Grand Chaplain  
District Deputy Grand High Priests

**c. The individual title of each officer shall be:**

Most Excellent Grand High Priest  
 Right Excellent Grand King  
 Right Excellent Grand Scribe  
 Right Excellent Grand Treasurer  
 Right Excellent Grand Secretary  
 Right Excellent Grand Captain of the Host  
 Excellent Grand Principal Sojourner  
 Excellent Grand Royal Arch Captain  
 Excellent Grand Master of the 3<sup>rd</sup> Veil  
 Excellent Grand Master of the 2<sup>nd</sup> Veil  
 Excellent Grand Master of the 1<sup>st</sup> Veil  
 Excellent Grand Sentinel  
 Excellent Grand Chaplain  
 District Deputy Grand High Priest

**Section 3. Eligibility.** No companion shall be eligible to be elected to the office of Grand High Priest in this Grand Chapter unless he shall have previously been elected, installed and served this Grand Chapter as its Right Excellent Grand King, Right Excellent Grand Scribe or Right Excellent Grand Captain of the Host. No companion shall be eligible to any office in this Grand Chapter, except that of Grand Chaplain, who is not a past or present High Priest and a member of this Grand Chapter. No officer shall hold more than one office in this Grand Chapter at the same time.

**Section 4. Election.** The elective officers of this Grand Chapter shall be elected at each Annual Convocation of this Grand Chapter, and they shall hold their offices one Capitular year or until their successors are elected and installed. Nominations from the floor, consisting of the name of nominee and Chapter membership only, shall be called for by the Grand High Priest. When more than one name is in nomination, the election shall be by secret ballot, and a majority of all votes cast for that purpose shall be required for election. Election by acclamation shall only be by unanimous consent.

All voting, unless otherwise specified by law, shall be by show of hand. In all voting, except where otherwise specially provided, a majority of all votes cast shall control.

**Section 5. Time of Election.** The Grand High Priest shall announce the hour of election at the beginning of the business day on which the election is to be held. The Credentials Committee shall make their final report prior to the election.

**Section 6. Installation.** Officers of this Grand Chapter shall be installed as soon after the annual election as may be convenient. Elected officers shall be installed in person, but appointed officers may be installed by proxy. The Grand High Priest, or any Past Grand High Priest, may act as the installing officer.

**Section 7. Representative to the Masonic Charity Foundation of Oklahoma.**

**a.** A representative to the Masonic Charity Foundation of Oklahoma shall be elected at every third Annual Convocation of this Grand Chapter for a term of three years.

**b.** Should a vacancy occur from whatever reason, the Grand High Priest shall appoint a qualified member to fill said vacancy, to serve until the next Annual Assembly, when a member shall be elected to fill the remainder of the unexpired term.

**Section 8. Succession.**

**a.** In the event of the death, permanent removal from the state, permanent disability or refusal to serve as the Grand High Priest, his title, duties and all powers shall devolve upon the other line officers: first, the Grand King; second, the Grand Scribe; third, the Grand Captain of the Host; and, finally, the Junior Past Grand High Priest. All the other elective line officers will be advanced and installed, and the lowest of the elective line offices not filled shall remain vacant until the next Annual Convocation of this Grand Chapter.

**b.** The appointive line officers shall not be advanced in the event of such succession. In the event that none of the elected line officers are available to serve as Grand High Priest, the Junior Past Grand High Priest not otherwise an officer of this Grand Chapter shall assume the office of Grand High Priest

and discharge the duties thereof.

c. Should the office of Grand Treasurer or Grand Secretary become vacant, the Grand High Priest shall make an appointment to fill such vacancy until the next Annual Convocation.

## ARTICLE 2 GRAND OFFICERS DUTIES

### Grand High Priest

**Section 1. General Duties.** The Grand High Priest shall preside over all Convocations of this Grand Chapter. He has, by virtue of his office, general supervision over the constituent Chapters in this Grand Jurisdiction. It is his duty to see that the Constitution and Laws of this Grand Chapter are strictly and promptly obeyed.

**a. Appointments.** The Grand High Priest shall appoint the appointive Grand Officers as listed in Article 1, Section 2(b) and as provided for by the Constitution and General Laws of this Grand Chapter. All committees, special and standing which except by Law, are elective or otherwise provided for.

**b. Grand Representatives.** The Grand High Priest may appoint and commission representatives of this Grand Chapter near other Grand Chapters and may receive and accredited representatives from such other Grand Chapters near this Grand Chapter. All such representatives must be Past High Priests.

**c. Dispensations.** The Grand High Priest shall have the power to issue such dispensations as are permitted by the Constitution and General Laws or by ancient usage of Royal Arch Masonry.

(1) During the recess of this Grand Chapter, the Grand High Priest may grant letters of dispensation for forming Royal Arch Chapters on proper application as provided by the General Laws. He may, for good reasons, grant further time to a Chapter to make its returns and pay its dues, where it has failed to do so within the statutory time, and may grant such other dispensations as are authorized.

(2) **Appear in Public.** The Grand High Priest may grant a dispensation to a constituent Chapter to appear in public, and no Chapter shall so appear without such dispensation except at the annual installation of its officers or to attend a Masonic funeral.

(3) **To Fill Vacancies.** When the offices of High Priest, King or Scribe of a constituent Chapter become vacant by death, permanent removal, or other cause, in each and every such case the Grand High Priest may issue a dispensation authorizing an election to fill such vacancy or vacancies for the unexpired part of the term of office, after notice to members.

**d. Constitute or Institute New Chapters.** The Grand High Priest shall, either in person or by proxy by him commissioned for the purpose (each proxy to be either a present or past High Priest), constitute all newly chartered Chapters, and institute and set to work all Chapters under dispensation.

**e. Revoke Charters, Convene or Consolidate Chapters.** The Grand High Priest shall be authorized, empowered and given plenary power to revoke charters, convene, consolidate or establish Chapters, preside therein, inspect their books, records and work and do all things necessary to insure a strict conformity to the Constitution and General Laws of this Grand Chapter. He may delegate such authority to his duly authorized representative. The Grand High Priest must report his actions to the next Annual Convocation of this Grand Chapter with a detailed statement of the facts and his reasons therefore.

**f. Suspend Labors or Arrest Charter of Chapter.** The Grand High Priest shall have the power, for good cause, to suspend the labors of a Chapter, and, if he deems it necessary, to arrest its charter. Such action shall be reported in each case to this Grand Chapter at the succeeding Annual Convocation.

**g. Suspend Grand Officers.** The Grand High Priest may, for good cause, after due notice and fair hearing, with the concurrence of a majority of the elected Grand Officers, suspend from office any elected Grand Officer of this Grand Chapter until the next Annual Convocation. Appointive Grand Officers and Grand Chapter Committeemen appointed by the Grand High Priest shall serve at his will and pleasure.

**h. Suspend Officers of Chapter.** The Grand High Priest may, for good cause, after due notice and fair hearing, suspend from office only the High Priest of a constituent Chapter. The Grand High Priest shall report his action, with the reasons therefore and a detailed statement of the facts, to this Grand Chapter at its next Annual Convocation. Such suspended officer shall have the right to appeal to this Grand Chapter, but will nevertheless stand suspended from his office unless otherwise ordered by this Grand Chapter.

**i. Official Decisions.** The Grand High Priest may render official decisions construing the Constitution and General Laws of this Grand Chapter which shall be binding until disapproved or modified by this Grand Chapter or the currently elected Grand High Priest.

**j. Examine Bonds.** The Grand High Priest shall annually examine and approve the bonds of any officer or agent of this Grand Chapter required by its laws to make bond.

**k. Other Duties.** The Grand High Priest shall perform such other duties as the nature of his office may require or the ceremonies and rituals of the Craft may impose, and to this end he may exercise all the rights, privileges and prerogatives of his office according to the customs and usages of Ancient Craft Masonry, except as they may be found to be abridged, modified, or restricted by the Constitution, General Laws and Edicts of this Grand Chapter.

**l. Annual Report.** The Grand High Priest shall at each Annual Convocation present a written report to this Grand Chapter of his official acts during the recess of this Grand Chapter and actions and such other matters as he may deem necessary for the consideration of this Grand Chapter and make such recommendations as he may think proper.

**m. Ample Form.** Only the Grand High Priest has the authority to open and/or close this Grand Chapter or any constituent Chapter in ample form. By written dispensation showing the date and occasion the Grand High Priest may delegate that authority to a Past Grand High Priest of this Grand Chapter or to the Grand King, Grand Scribe or Grand Captain of the Host for a one-time use only. Other one-time use dispensations may be granted for each separate occasion.

**n. Proxies.** The High Priest, King and Scribe, if unable to attend any Convocation of the Grand Chapter, may appoint any member of his Chapter as his proxy to represent him in the Grand Chapter. The Certificate of Appointment shall be in writing, signed by the officer appointing him and attested by the Secretary.

In the event that the High Priest, King or Scribe of a Chapter, for reason of death or permanent removal, is not available to sign the Certificate of Appointment, the authority to appoint a proxy for that office or offices and to sign the Certificate of Appointment shall devolve upon the highest ranking officer, High Priest, King or Scribe.

## **Section 2. Grand King - Grand Scribe - Grand Captain of the Host Duties.**

It shall be the duty of the Grand King, the Grand Scribe, and the Grand Captain of the Host to support and assist the Grand High Priest in his official duties, to attend all special and annual Convocations of this Grand Chapter, and to discharge such other duties as may be prescribed in the Constitution, General Laws and Edicts of this Grand Chapter, or as directed by the Grand High Priest. In the event of death, absence or inability of the Grand High Priest to serve, they shall, preside in the order of rank, of their respective stations.

## **Section 3. Grand Treasurer**

**a. Duties.** The Grand Treasurer shall perform the duties which devolve upon him by usage or are required by law, having in charge all funds of the Grand Chapter, rendering a formal receipt to the Grand Secretary for all money received, accounting for the same annually or at such times as the Grand High Priest or Grand Chapter shall order.

**b. Accounts.** The Grand Treasurer shall keep all Investment Accounts, such as, the General Fund, the Perpetual Membership Fund, and such other Investment Accounts as may be required by the Grand Chapter. All the Investments funds of the Grand Chapter shall be deposited and kept by the Grand Treasurer in the name of the Grand Chapter of Royal Arch Masons of Oklahoma, and shall be paid or transferred to the Operating Account held by the Grand Secretary for distribution as authorized by the Grand Chapter. The Perpetual Membership rosters will be kept and maintained by the Grand Treasurer, and the Dividend and Interest will be distributed annually by the Grand Treasurer.

**c. Annual Report.** It shall be the duty of the Grand Treasurer, at each Annual Convocation, to submit a detailed report in writing to this Grand Chapter, giving a full and detailed account of all monies received and paid out by him during the preceding year, and on what account so paid, accompanied by all warrants paid by him, and to submit satisfactory evidence to the Finance Committee that he has on hand, and in possession, the full amount of the balance shown by said report to be on hand, or which should be in his possession. Such report shall be submitted to the Finance Committee for audit and report thereon.

**d. Deliver to Successor.** At the expiration of his term of office the Grand Treasurer shall deliver to his successor all monies, books, papers, and other property belonging to this Grand Chapter which may be in his hands or under his control as Grand Treasurer.

**e. Bond.** Before entering upon the duties of his office the Grand Treasurer shall annually execute a bond in an amount fixed by the Finance Committee payable to the Grand Chapter of Royal Arch Masons of Oklahoma, conditioned for the faithful discharge of the duties of his office, and the

accounting for and delivery of all funds and property received by him, such bond to be approved by the Grand High Priest. The premium of such bond shall be paid by this Grand Chapter.

#### **Section 4. Grand Secretary**

**General Duties.** It shall be the duty of the Grand Secretary to attend all Convocations of this Grand Chapter; to keep a true and correct record of its proceedings proper to be written; to receive all petitions, appeals, resolutions and other documents addressed to or belonging to this Grand Chapter and present the same to this Grand Chapter or to the committee having jurisdiction to consider or act upon such matters contained in said papers. He shall conduct the correspondence of the Grand Chapter and make the necessary reports and returns to the General Grand Chapter. He shall present to this Grand Chapter such unfinished or other business as may require its action at each convocation.

**a. Receive Funds.** The Grand Secretary shall receive all monies dues the Grand Chapter crediting the proper accounts, and promptly pay the same over to the Grand Treasurer, taking his receipt therefore.

**b. Operating Account.** It shall be the duty of the Grand Secretary to maintain the Grand Chapter operating account, to deposit all monies received from the Annual Reports of Constituent Chapters, pay all bills as authorized by the approved annual budget and to transfer excess funds to the Grand Treasurer for investing in the various Investment Accounts, and to provide the anticipated income and expense information to the Finance committee for the preparation of the Annual Budget.

**c. Annual Report.** The Grand Secretary shall at each Annual Convocation submit a detailed written report of all funds received and the sources from which received and of all warrants drawn, on what fund, to whom paid, and for what purpose, and submit therewith receipts for the same. He shall also report all other official business acts pertaining to his office together with such statistics and general information concerning constituent Chapters. Such report shall be submitted to the Finance Committee for audit and report thereon.

**d. Receive and Examine Returns.** The Grand Secretary shall receive and examine returns of all chartered Chapters, have proper corrections made and make settlements with the several Chapters before the Annual Convocation of this Grand Chapter, making report thereof to this Grand Chapter.

**e. Fraternal Correspondence.** The Grand Secretary shall receive and regularly transmit all matters pertaining to Fraternal Correspondence to the chairman of that committee, including one copy of the proceedings of each Grand Chapter received by him.

**f. Rituals.** The Grand Secretary shall keep a proper record of all rituals and deliver only to proper officers upon payment of such sum as may be set by the Grand Chapter for each printing, provided that each new Chapter shall be entitled to nine rituals without charge. Monies received from the sale of rituals shall be deposited in the operating account subject to withdrawal on recommendation of the Finance Committee as new printing becomes necessary.

**g. Property.** The Grand Secretary shall keep all books, jewels, charts, furniture and other property belonging to this Grand Chapter that may not be placed in the hands of other Grand Officers, and, at the expiration of his term of office, he shall deliver over to his successor all properties and other things in his hands belonging to this Grand Chapter.

**h. Keep Accounts.** The Grand Secretary shall keep a copy of the annual financial statements of each Constituent Chapter which is included with the Annual Reports.

#### **i. Proceedings.**

(1) The Grand Secretary shall cause to be printed the Proceedings of each Annual Convocation, in which shall be included: Alphabetical lists of active and demised Chapters, a numerical list of Chapters with the location, date for stated Convocation, date of charter, a table showing elective officers of this Grand Chapter from its organization; the names and addresses of the representatives of other Grand Chapters near this Grand Chapter and of this Grand Chapter near other Grand Chapters; a list of Grand Secretaries of other Grand Jurisdictions, with their addresses; memorial pages; the report of the Committee on Fraternal Correspondence; such other information and statistics as are customary or useful to the craft; a general index.

(2) The Grand Secretary shall distribute the annual printed proceedings as follows: one copy to the High Priest and one copy to the Secretary of each Chapter in this Grand Jurisdiction; two copies to the General Grand Chapter, Royal Arch Masons, International and two copies to each Grand Chapter with which this Grand Chapter is in fraternal correspondence; one copy to each officer of this Grand Chapter; one copy to each Past Grand High Priest; one copy to the chairman of each Standing Committee; and one copy to each Masonic Library and Masonic periodical and to any person who, in the judgment of the Grand Secretary, may be a proper recipient thereof. He shall distribute such other

printed matter as may be directed by this Grand Chapter or the Grand High Priest.

**j. Certificates of Membership.** The Grand Secretary shall issue without charge a Certificate of Former Membership to any Companion who was a member in good standing of a Chapter whose charter is surrendered or revoked and he shall issue a certificate on request and payment of five (5) dollars to the suspended members of such Chapters.

**k. Special Duties.** The Grand Secretary shall perform such other duties as may pertain to his office as Grand Secretary, together with such duties as may from time to time be assigned to him by this Grand Chapter or the Grand High Priest.

**l. Grand Seal.** The Grand Seal of the Grand Chapter shall be kept and used officially by the Grand Secretary. It shall be impressed upon all official documents issued by this Grand Chapter. Its present design shall not be changed except by special order of the Grand Chapter.

**m. Bond.** Before entering upon the duties of his office the Grand Secretary shall annually execute a bond in such sum as fixed by the Finance Committee payable to the Grand Chapter of Royal Arch Masons of Oklahoma, conditioned for the faithful discharge of the duties of his office, and the accounting for and delivery of all funds and property that shall be received by him belonging to this Grand Chapter; which bond shall be approved by the Grand High Priest. The premium of such bond shall be paid by this Grand Chapter.

### **Section 5. Grand Chaplain**

**Duties.** The Grand Chaplain shall, in addition to the customary functions of that office, present at a memorial service a suitable tribute to all Companions within this Grand Chapter, and distinguished members as appropriate of this and other Grand Chapters, who have died during the previous year.

### **Section 6. Other Grand Officers**

**Duties.** The duties of all other Grand Officers shall be such as are traditionally appropriated to their respective stations and such as may be assigned to them from time to time by order of this Grand Chapter or the Grand High Priest. It shall be their duty to attend all Annual and Special Convocations of this Grand Chapter.

### **Section 7. Masonic Charity Foundation of Oklahoma Representative**

**Duties.** The representative to the Masonic Charity Foundation of Oklahoma shall attend all meetings of the Foundation; perform such duties as may be assigned to him by the Foundation, and make a report thereof to this Grand Chapter.

## **ARTICLE 3**

### **Section 1. Committees**

After his election, the Grand High Priest shall appoint the following committees to serve, except as otherwise provided, during his term of office:

**a. Committee on Jurisprudence** shall consist of all Past Grand High Priests.

**b. Committee on Credentials.** Consisting of three members.

**c. Committee on Finance.** Three members plus the Grand Scribe as the ex-officio member.

**d. Committee on Investments.** Consisting of three members, one appointed by the Grand High Priest every third year, the other two are appointed by the other Grand Bodies.

**e. Committee on Charters and Dispensations.** Consisting of three members plus the Grand Captain of the Host as the ex-officio member.

**f. Committee on Work and Returns.** Consisting of three members and the Grand Captain of the Host as ex-officio member)

**g, Committee on Fraternal Correspondence.** Consisting of one member.

**h. Committee on Triennial.** Consists of three Past Grand High Priests appointed by the Grand High Priest at the first Stated Convocation following the Triennial Convocation and shall serve the Triennial term. They shall serve from one Triennial until the next.

**i. Committee on York Rite Coordination.** This committee shall consist of the Grand High Priest, Grand King, Grand Scribe, and Grand Captain of the Host. (Amended 4/23/2016)

**j. Custodians of the Work.** Consisting of three members.

**k. Committee on Membership.** The Committee on Membership for the state of Oklahoma shall be comprised on eight members, and shall consist of one chairman for each of seven identified geographic regions of the state and a state chairman. (Amended 4/23/2016)

**1. The Grand High Priest shall appoint** all other committees authorized by the Grand Chapter for the transaction of its business, and may appoint special committees as required during his term of office.

**Section 2. Duties of Committees.**

**a. The Committee on Jurisprudence** shall consider and report on all matters covered in the Annual Report of the Grand High Priest (Art. 3, Sec. 1(a), referring specific items in the report to other committees as appropriate. The Committee shall consider and report on all matters referred to it by the Grand High Priest or the Grand Chapter, including appeals and grievances.

The Committee shall examine all resolutions referred to it for conflicts with the present law and to insure that language is clear, precise and acceptable Masonic usage. If necessary, the Committee will rewrite any resolution into proper form, without changing the intent of the resolution, for the Grand Chapter to consider for adoption or rejection. The Committee shall recommend the correct place of any resolution in the Laws. Any resolution adopted by the Grand Chapter shall become a part of the General Laws at the close of the Annual Convocation.

Any member of the Grand Chapter has the right to meet with the Committee on Jurisprudence for the purpose of presenting his views on any matters currently under consideration by the Committee. The Chairman of the Committee shall arrange a time and place for such meeting when requested to do so.

**b. The Committee on Credentials** shall examine the credentials of the members of this Grand Chapter and report a list of officers, members and representatives present and the correct number of votes to be cast at the annual election of officers.

The Committee shall be prepared to present a partial report at the opening of the Grand Chapter which shall include a list of distinguished visitors.

**c. The Committee on Finance.** They shall examine the financial statements of the Grand Treasurer and the Grand Secretary and report on the same. It shall submit to the Grand Chapter a budget for its operating expenses, fix the amount of liability bonds to be furnished by the Grand Treasurer and the Grand Secretary, report all matters touching the finances of the Grand Chapter, make recommendations for the expenditure of funds of the Grand Chapter. No appropriations shall be made without having been considered and reported upon by this Committee.

**d. The Committee on Charters and Dispensations.** They shall review all returns and reports on the condition of Chapters, whether chartered or under dispensation, together with the reports of the Grand High Priest and Grand Secretary thereon, and report its findings and recommendations.

**e. The Committee on Work and Return.** They shall examine the returns made by all constituent Chapters and report such errors, omissions or irregularities, if any, as they may discover and may make such recommendations as may be pertinent.

**f. The Committee on Fraternal Correspondence.** They shall review the Annual Proceedings of the Grand Jurisdictions and make a report at the next Annual Convocation.

**g. The Committee on Triennial.** They shall advise the Grand Chapter of matters pertaining to the Triennial and make all arrangements for attendance at Convocations of the General Grand Chapter. They shall perform such duties as custom and usage require.

**h. The Committee on York Rite Coordination.** They shall research, plan and recommend programs for the advancement of the York Rite in Oklahoma; coordinate promotional material; plan area and statewide festivals; provide a continuing file of personnel and facilities available for degree work; and such other duties as may be delegated to this committee by joint agreement of the Grand High Priest, the Grand Illustrious Master and the Grand Commander. The Committee shall hold a minimum of three (3) meetings annually, the first of which shall be held within three weeks following the Annual Convocation of the Grand Chapter. The first meeting to be held will include the election from its membership of a Chairman, Vice-Chairman and Secretary. A written report of each meeting shall be furnished to the Grand High Priest, the Grand Illustrious Master and the Grand Commander for their study and implementation.

**i. The Committee on Custodians of the Work.** They shall generally assume such duties as are usually assigned to the office of Grand Lecturer in Masonic Organizations. The Custodians of the Work shall be qualified Companions who shall have general supervision of the ritualistic work of the Chapters and are charged with the duty to at all times preserve and maintain the immemorial usages and customs. They shall report to the Grand High Priest every alleged willful neglect of any High Priest or Chapter to conform to the authorized rituals, with such recommendations as they shall deem necessary. They shall render such assistance and instruction as each Chapter may require.

The Committee shall conduct at least one local School of Instruction every two years for every constituent Chapter in this Grand Jurisdiction. The purpose of said School shall be to oversee work in the opening and closing of a Chapter, full form, reception of visitors, and at least one pre-selected degree of the local Chapter's option.

The Custodians of the Work shall be allowed, as compensation in full for all services performed, such sums as may be recommended by the Finance Committee annually and approved by the Grand High Priest before payment.

**j. The Membership Committee.** The Committee on Membership for the State of Oklahoma shall be responsible for the development and overseeing an ongoing program for the recruitment and retention of members within their respective regions and the entire jurisdiction. (Amended 4/23/2016)

**Section 3. Committee Reports.** The reports of all committees shall be submitted to the Grand Secretary in typewritten or electronic form at least 30 days prior to the annual Convocation.

## ARTICLE 4

### Section 1. District Deputy Grand High Priest

**Districts.** This Grand Jurisdiction shall be divided into Districts to be chosen by the Grand High Priest elect prior to his installation, and approved by the Grand Chapter. It is recommended that the Grand High Priest confer with the incoming Grand Illustrious Master and select district alignments that will produce uniformity in the Grand Chapter and Grand Council districts.

**Section 2. Appointments.** The Grand High Priest shall appoint other District Deputy Grand High Priests as necessary. The Grand High Priest may appoint a maximum of two District Deputy Grand High Priests at large whose duties, responsibility and authority shall be stipulated by the Grand High Priest. The District Deputy Grand High Priests will be assigned to separate districts.

**Section 3. Duties.** It shall be the duty of the District Deputy Grand High Priests to visit the Chapters in their respective districts at least once each year and inquire into their general condition, to examine the minutes and records and instruct in the proper method of keeping same, to see that all reports are made promptly, to urge a strict conformity to the ritual, Constitution and General Laws of this Grand Chapter and report to the Grand High Priest any infractions thereof, to encourage the organization of new Chapters, to investigate the condition of inactive or demised Chapters and aid in their restoration. They shall make such reports as may be requested by the Grand High Priest and/or Grand King; such reports being submitted to both Grand Officers.

## ARTICLE 5

### Section 1. Grand Representatives

The tenure of office of a Grand Representative from this Grand Chapter to another Grand Chapter shall continue until his resignation or death or his official removal by the Grand High Priest. Any Grand Representative in Oklahoma who shall fail to attend this Grand Chapter for three consecutive Annual Convocations may be removed, and the Grand High Priest shall recommend a successor in the usual manner.

## ARTICLE 6

### Section 1. Financial Revenues

Each Chapter shall pay to the Grand Chapter fees and dues as follows:

**a.** Each chartered Chapter shall pay to the Grand Chapter for each member in the database on the 30th day of December, Ten Dollars (\$10.00) to become effective for 2016, plus any assessment now levied or hereafter levied by the General Grand Chapter of Royal Arch Masons, International, for its use, except as hereinafter provided. (Amended 4/23/16)

(1) There shall be an assessment in the amount of One Dollar (\$1.00) for each name borne on the rolls, except those members who purchased perpetual memberships prior to April 9, 2005, as an annual contribution to the Royal Arch Research Assistance, which donation is tax deductible to the member, for the use and promotion of our philanthropy.

(2) There shall be an assessment in the amount of twenty-five cents (\$0.25) per member, for each name borne on the rolls, except those members who purchased perpetual memberships prior to April 9, 2005, as an annual contribution to the Oklahoma DeMolay, which donation is tax deductible to

the member, for the use and promotion of the DeMolay.

(b) For each degree conferred a fee of Four Dollars (\$4.00) payment of the above fees shall accompany quarterly returns to the Grand Secretary. Effective January 1, 2016, (Amended 4/24/15)

(c) For each dispensation for a new Chapter a fee of Twenty-Five dollars (\$25.00) must accompany the petition for dispensation.

(d) For each charter for a new Chapter a fee of Twenty-Five dollars (\$25.00); which payment shall be made before the charter is issued.

(e) Chapters shall pay to the Grand Chapter such dues and assessments as may be levied upon them by the Grand Chapter; provided that all Chapters shall be assessed on the same basis.

(f) For each dispensation for any other purpose a fee of \$10.00 must accompany the request.

(g) For each member suspended or expelled, the Grand Chapter shall charge their Constituent Chapter a fee of ten dollars (\$10.00) to reinstate them. This fee shall be paid on the quarterly report following the reinstatement. Effective January 1, 2016. (Amended 4/24/15)

## **Section 2. Disbursements**

**Grand High Priest Allowance.** The Grand High Priest shall be allowed, for the expenses of his office, such maximum sum as may be recommended annually by the Finance Committee and approved by the Grand Chapter. Payments against such maximum shall be on vouchers submitted by the quarterly Grand High Priest to the Grand Secretary. The expense allowance shall cover automobile mileage at a rate per mile recommended by the Finance Committee and approved by the Grand Chapter; hotels, meals, and postage. Travel expenses shall be allowed only for travel when representing the Grand Chapter within Oklahoma or when attending the Southwest Conference. Expenses other than those specified above may be approved and paid by the Grand Secretary upon written approval of the Chairman of the Finance Committee.

**Section 3. Grand Treasurer and Grand Secretary Allowance.** The Grand Treasurer and Grand Secretary shall receive for their services such sum as may be fixed by the Finance Committee and the Grand Chapter from year to year. The Grand Secretary's compensation shall be payable monthly on his own warrant.

## **Section 4. Host Expense**

a. The Finance Committee shall at each Annual Convocation appropriate a sum not to exceed Two Hundred Dollars (\$200.00), to the host for the expense of the next Annual Convocation. This shall be paid on vouchers to the Grand Secretary, only in the amount up to the appropriation, by which costs exceed income to the Host Chapter.

b. The Grand Chapter shall reimburse the host for banquet tickets, and ladies' luncheon and/or tour tickets, and a maximum of two nights lodging for the presiding General Grand High Priest and his lady OR for the official representative and his lady, designated in advance by the General Grand High Priest. (Amended 4/24/15)

However, this reimbursement shall not exceed the sum paid by the Host Chapter to the provider of such service. No other expenses will be allowed, unless approved by the then Grand High Priest and the Jurisprudence committee.

## **Section 5. Triennial Fund.**

a. The Grand Secretary and Grand Treasurer shall accumulate the Triennial Fund in an amount equal to eight (8) cents per member on the rolls of the Grand Chapter as of December 31<sup>st</sup> of each year in the Triennial fund. These accumulated figures will be included in the annual budget for the Triennial year. This fund will be used to pay the expenses of the Grand High Priest, Grand King and Grand Scribe, not to exceed fifteen (15) cents per mile, one way, by direct route and twenty (\$20) dollars per diem while in actual attendance at the Triennial Convocation of the General Grand Chapter.

b. Any balance remaining shall be distributed equally among the Past Grand High Priests and Grand Secretary attending the Triennial Convocation, provided that none shall receive an amount in excess of the largest allowance made to a Grand Officer or more than he would receive if computed on the same basis as the Grand Officer's allowance.

c. Provided further, that if a Grand or Past Grand Officer is eligible to receive an allowance from the Grand Council of Cryptic Masons of Oklahoma, the total amount to be received shall be subject to the maximum as outlined herein. The allowance to the member from each of the respective Grand

Bodies shall be determined by an agreement of the Triennial Committee Chairmen.

d. Any balance remaining in the Triennial Fund after the close of the General Grand Chapter shall be returned to the General Fund of the Grand Chapter.

**Section 6. Custodians of the Work Expense.** (See Article. 3, Section 2.i, last paragraph.)

## ARTICLE 7

### Section 1. Awards

#### **Joseph Samuel Murrow Award.**

The following regulations have been adopted by the Grand Chapter governing the presentation of this award and are presented here in full as adopted at the 1952 Annual Convocation and amended at the 1964 Annual Convocation.

1. We recommend the proposed plan for an "Award of Merit" to be designated as the "JOSEPH SAMUEL MURROW AWARD FOR MERITORIOUS SERVICE" be adopted. In designating this award as the "MURROW AWARD" we will honor the living who have rendered exceptional and unusual service while at the same time paying tribute to our first Grand High Priest, who is universally known as the "Father of Oklahoma Masonry".

2. We recommend that the following regulations shall govern the selection of nominees for THE JOSEPH SAMUEL MURROW AWARD FOR MERITORIOUS SERVICE. Constituent Chapters of this Grand Chapter may recommend its members as candidates for this Award under the conditions as herein set forth: Nominees for this award shall be Companions who have given of their time, talents, and/or substance, without the hope of fee or reward over and beyond the call of duty.

Nominees for this award shall not now be serving or have previously served as an elective officer of the Grand Lodge A.F. & A.M.; the Grand Chapter R.A.M.; the Grand Council C.M. or the Grand Commandery K.T. of the Grand Jurisdiction of Oklahoma, or any other Grand Jurisdiction. Appointive line officers of the Grand Lodge A.F. & A.M., the Grand Chapter R.A.M., the Grand Council C.M. and the Grand Commandery K.T. of this Grand Jurisdiction shall not be eligible to be nominated until one year after the expiration date of such appointment.

3. For the purpose of giving consideration to the nominees for this award a special committee shall be created immediately following each Annual Convocation, consisting of the Grand King, the Grand Scribe, together with three Royal Arch Masons to be appointed by the Grand High Priest, one of whom shall be a Past Grand High Priest. The Grand King shall be chairman of said committee. In event of vacancies occurring on this committee, the Grand High Priest shall fill such vacancy by appointment.

4. On or before the first day of January of each year, the Grand High Priest shall send a communication to each constituent Royal Arch Chapter, setting out the terms of this award and that any nominations shall be forwarded to the Chairman of this committee not later than March 1st. All nominations shall be accompanied by a complete Masonic history of the Companion so recommended. A form shall be included in the Secretary-Recorder's packet for use in making nominations for this Award. The Committee shall not recommend more than two Companions to receive the award in any Capitular year. Any nominations not recommended for an award shall be passed on to the following year's committee for their consideration.

5. Following the presentation and approval of the report of the Special Award Committee by the Grand Chapter at the Annual Convocation, the Grand High Priest or his special representative shall present the award of merit to the designated companions at the convocation of the constituent chapters.

6. The Award shall consist of a certificate or plaque, suitably engraved, bearing thereupon a likeness of Father Joseph Samuel Murrow, to be approximately 8 ½ by 11 inches in size, under the seal of the Grand Chapter with the signatures of the Grand High Priest and the Grand Secretary affixed thereto. The following wording for the certificate is suggested:

"The Grand Chapter of Royal Arch Masons of Oklahoma, in recognition of the exceptional and meritorious service by Companion (his name) does hereby present the JOSEPH SAMUEL MURROW AWARD OF MERIT. In testimony thereof we have enrolled his name as a recipient thereof and recommend him to the fraternal fellowship of the Royal Craft, wherever dispersed". The certificate is to bear the date of presentation.

We also recommend that a small card, similar in size to the regular tiling card, bearing the above wording, be presented to the recipient of the award.

7. The Award Committee shall meet upon the call of the chairman. The members of the committee shall not disclose any of the proceedings held to consider the nominations, and no written record shall be maintained except the report to the Grand Chapter making recommendations for the award. The recommendation of the Award Committee must be unanimous. No Grand Officer or Past Grand Officer except members of the Award Committee shall endorse or otherwise endeavor to influence the nomination of the companion for this Award except it be through the regular action of his own Royal Arch Chapter.

**Section 2. Fifty Year Award.** A Companion who has been a member of the Capitular Rite for fifty years and is now a member of a Chapter in this jurisdiction shall be presented a Fifty Year Certificate, Pin and Card. Application shall be made by the constituent Chapter to the Grand Secretary, who shall certify the record of membership. Presentation shall be made by the Grand High Priest or his delegated representative at any time during the fiftieth year of membership.

**Section 3. The General Grand Chapter Bronze Medal for Meritorious Service.** One companion, a member of this Jurisdiction, may be selected to receive this Award each year for meritorious service to Royal Arch Masonry. The Committee on selection of a nominee shall be the Grand High Priest, the Grand King, the Grand Scribe and the Grand Secretary. No Grand Chapter Officer or Past Grand High Priest shall be eligible to receive the Award. The General Grand Secretary shall be notified of the selection at least sixty (60) days before it is presented. If possible, the Medal shall be presented at the Grand Chapter-Grand Council Banquet by a representative of the General Grand Chapter.

**Section 4. The Secretaries-Recorders Association Trophy.** The Grand Chapter recognizes the award of this Trophy as set forth by the rules of the Association. The selection of the recipient and the presentation shall be made by the Association.

## ARTICLE 8

### Section 1. General Provisions Pertaining to Grand Chapter

**Jurisdiction for Discipline.** Concurrent original jurisdiction for discipline, trial and punishment of any Royal Arch Mason or brother who shall have been advanced to any of the Capitular Degrees, charged with any offense against the body of Capitular Masonry, or of any laws of the land involving moral turpitude, shall be vested in:

- (1) The Chapter of which the accused shall be a member;
- (2) The Chapter within whose territory the offense shall have been committed;
- (3) The Chapter within whose territory the accused shall be found;

Provided that no accused shall be tried in more than one Chapter for the same offense. This Grand Chapter shall have exclusive original jurisdiction of all cases wherein one of its Officers, Past Grand Officers, or the High Priest of a Chapter, during his tenure of office, shall be charged with any such offense; or where any Chapter shall be subject to discipline, or in any controversy between two or more Chapters. It shall have appellate jurisdiction in all other cases, with the reservation of such sovereign powers as may be inherent.

**Section 2. Past Grand High Priest's Jewel.** The Grand High Priest shall be presented with a Past Grand High Priest's Jewel on retiring from office. The jewel shall be engraved "Property of the Grand Chapter of Oklahoma; it shall be obtained by the Grand Recorder and shall be returned to the Grand Chapter on the death of the Past Grand High Priest.

### 3. Rituals, Work and Degrees.

**a.** The adopted work of this Grand Chapter is the ritual of the Mark Master, Past Master, Most Excellent Master and Royal Arch Degrees adopted in 1932 according to the revised edition of the ritual authorized at the sixtieth Annual Convocation. The adopted work shall not be changed except by a three-fourths (3/4) affirmative vote of the total votes present at an Annual Convocation.

**b.** Degrees shall be conferred as provided in the adopted ritual. Any ceremony not provided for in the ritual is prohibited, and any Chapter allowing the same shall be subject to having its charter arrested and the High Priest removed from office; provided, that when Chapters are participating in "Festivals", both state and regional, only the Grand High Priest may order or authorize minor changes or omissions

from the adopted ritual, including the communication of certain degrees if needed, in the interest of time, not inconsistent with the objectives of Capitular Masonry. The Grand High Priest, in such cases, shall report his actions in his annual report to the Grand Chapter.

**c.** The Custodians of the Work shall maintain an official script for the purpose of communicating the Mark Master, Past Master and the Most Excellent Master degrees at festivals. These scripts shall be the only Communication scripts authorized for use in this Grand Chapter.

**d.** The Royal Arch degree shall not be communicated in this Grand Jurisdiction

#### **Section 4. Clothing (Apron),**

The clothing of a Royal Arch Mason is defined to be a White Lambskin Apron, square, lined with scarlet silk and with a narrow edging of scarlet without any device whatever on the body, but with a triple-tau crest within a triangle and that within a circle on the flap, provided that imitations as to material may be used when circumstances require. This section shall not be construed to prohibit emblems of office and/or similar Masonic decorations being placed on the aprons of officers and past presiding officers to identify their rank while working in their official capacities.

#### **Section 5. Rules and Order of Business in Grand Chapter.**

**a. Order of Business.** At each Annual Grand Convocation, unless otherwise ordered by the Grand Chapter, the Order of Business shall be as follows:

1. Preliminary report of the Committee on Credentials.
2. Reception of Distinguished visitors.
3. Reception of Representatives of other Grand jurisdictions.
4. Report of the official Acts during the year by the Grand High Priest.
5. Reports of other Grand Officers.
6. Presentation of Resolutions.
7. Reports of Committees.
8. Other Business.
9. Final Report of Committee on Credentials.
10. Election of Officers.
11. Unfinished Business.
12. New Business.
13. Installation of Officers.

**b. Speeches.** Every Companion who speaks shall rise and address the presiding officer as "Most Excellent Grand High Priest" and after securing recognition may proceed with his remarks. If two arise at the same time the presiding officer shall indicate which Companion may speak first.

**c. Speeches Limited.** No Companion shall speak more than twice upon the pending subject unless granted permission by the presiding officer.

**d. No Interruption of Speeches, Unless.** While a Companion is speaking, no member shall interrupt him unless he is willing to yield for a question. If he wanders from the subject under consideration or is personal or unparliamentarily in his remarks, he may be called to order by the Grand High Priest, and he shall not proceed in his remarks without permission.

**e. Violation of Rules.** Any Companion who shall willfully violate the rules of decorum or shall engage in unparliamentarily conduct may be ordered from the room by the Grand High Priest and may be barred from the remainder of the Convocation.

**f. Motions, Order of.** When a resolution or proposition is ready for consideration, no motion shall be in order but to adopt, to postpone, to refer to a committee, to amend or to refer to the chapters; which motions shall have precedence in the order herein stated.

**g. Final Disposition.** All questions under consideration must be positively determined at this time or postponed to a specific time.

**h. Motion to Reconsider.** When any question is decided, the same matter shall not be again considered or acted upon during that Convocation unless on a motion to reconsider, which can only be made by a Companion who voted with the majority.

**i. Questions of Order.** All questions of order shall be decided by the presiding officer without debate or appeal, but he may ask the advice of any member before ruling thereon.

## ARTICLE 9

### Section 1. New Chapters

**Dispensation.** The Grand High Priest may, during the recess of the Grand Chapter, grant letters of dispensation to nine or more Royal Arch Masons, authorizing them to assemble and open and hold a Chapter and therein confer the degrees of Capitular Masonry. Preliminary to granting letters of dispensation for a new Chapter, a petition shall be presented to the Grand High Priest on a form furnished by the Grand Secretary, which shall be signed by each Companion with his full name, and shall show the name, number and location of the Chapter, and the Chapter with which he is affiliated, or from which he is demitted and, if demitted, he shall attach his demit to the petition. Upon the receipt of such petition, the Grand High Priest shall consider and thoroughly investigate the same, and if, in his opinion, the best interests of Capitular Masonry will be served by granting the prayer of the petitioners, he shall thereupon grant letters of dispensation for such Chapter upon the payment of the fee of Twenty-Five Dollars.

**Section 2. Expiration.** The authority so granted shall fix the date of expiration which, in no event, shall be later than thirty days preceding the next Annual Convocation of this Grand Chapter.

**Section 3. Chapter U.D.** Chapters seeking dispensation shall be instituted, or set to work, by the Grand High Priest or by some High Priest, or Past High Priest, duly authorized to perform that duty as the representative of the Grand High Priest. A special meeting shall be called by the designated High Priest on the date set by the Grand High Priest at which the Grand High Priest, or duly authorized representative, shall preside and open the Chapter. The dispensation shall be read and ordered to be recorded in full in the minutes, and the Chapter shall be fully instructed in regard to its jurisdiction, powers and duties. Dais Officers of a Chapter under dispensation shall be appointed by the Grand High Priest.

**Section 4. Duties.** Chapters under dispensation shall have authority to receive and act on petitions and confer degrees, but shall not have authority to collect dues or assessments from its members, own real estate, or elect officers; provided, however, that the High Priest may fill vacancies other than that of King and Scribe. The Chapter may purchase, rent or otherwise acquire furniture, paraphernalia or other necessary equipment. The High Priest shall, within ten days after the expiration of his authority to work, transmit to the Grand Secretary a transcript of his proceedings and a return of his work. The petition, work, returns and all books of all Chapters under dispensation shall be referred to the Committee on Charters and Dispensations, who shall examine them and report thereon.

**Section 5. Petitions & Fees.** A Master Mason who desires to become a member of a Chapter U.D. must petition an existing Chartered Chapter with the knowledge and understanding that he will become a dual member of that Chapter and the Chapter U. D. When, and if the Chapter U. D. is chartered, those who were dual members will be issued a demit from the original existing Chartered Chapter, provided they are Members in Good Standing, and will become members of the New Chartered Chapter unless they wish to remain dual members. If they demit, any current dues paid to the original Chartered Chapter will be prorated and paid to the New Chartered Chapter and any fees paid to the original Chartered Chapter, minus any paid per capita and assessments, will be transferred to the new Chartered Chapter.

**Section 6. Charters.** The petition for a charter for a new Chapter shall be signed by each petitioner with his name in full and show the name and location of the Chapter with which he is affiliated and of the Chapter with which he was last affiliated. This Grand Chapter may continue a dispensation or grant a charter as the facts may justify. The fee of Twenty-Five Dollars (\$25.00) shall be paid to the Grand Secretary before the charter is issued.

**Section 7. New Chapters must be Constituted.** When a new Chapter is to be constituted under a charter, the Grand High Priest shall fix the date thereof and shall notify the designated High Priest, who shall call a meeting for that purpose. Such Convocation is a Special Convocation of the Grand Chapter, and the ceremonies of constitution shall be according to the form adopted by this Grand Chapter.

When a new Chapter is to be constituted under a charter, the Grand High Priest shall fix the date thereof and shall notify the designated Excellent High Priest, who shall call a meeting for that purpose.

Such Convocation is a Special Convocation of the Grand Chapter, and the ceremonies of constitution shall be according to the form adopted by this Grand Chapter.

The charter, a copy of the Constitution and General Laws and nine rituals shall be delivered to the High Priest without expense, other than the fee for the charter.

The Secretary of the newly organized Chapter shall notify, under seal, the Chapter which had issued Certificates of Good Standing to the petitioners who signed the application for dispensation or charter, and such procedure shall be sufficient to act as a process of regular election in the newly organized Chapter.

## ARTICLE 10

### Chartered Chapters

**Section 1. Elections, Chapter Officers and Members.** The officers of a Chapter shall be the High Priest, King, Scribe, Treasurer, Secretary, and Captain of the Host who shall be elected at the first Stated Convocation in December of each year.

The officers above named shall be elected by a separate ballot and a majority shall be necessary to elect. Upon unanimous consent, this regulation may be suspended and those officers elected by acclamation.

Every member in good standing is eligible to any office in the Chapter except the High Priest, who shall have been elected and served as King, Scribe or Captain of the Host, provided that a High Priest of a Chapter U.D. and the first High Priest under charter need not to have served as King, Scribe or Captain of the Host of a Chapter. All officers shall hold office until their successors are elected and installed.

(1) The office of Secretary and Treasurer of a Chapter may be held by the same companion.

The High Priest shall appoint a Principal Sojourner, a Royal Arch Captain, the three Masters of the Veils, Chaplain, and Sentinel. All elected and appointed officers shall be installed, according to the form of ceremony adopted this Grand Chapter, before the first stated Convocation in January of the succeeding year. Installation ceremonies may be conducted in public whenever, in the judgment of the High Priest, the interests of Capitular Masonry will be thereby benefited.

**Section 2. Failure to Elect Officers.** In the event that a Chapter fails to elect its officers at the time prescribed by its bylaws, it shall forthwith lay the matter before the Grand High Priest who, for good cause shown, may grant a dispensation to hold an election as soon thereafter as practicable, after notice to resident members.

**Section 3. Installation.** If an officer duly elected or appointed shall, without reasonable excuse, neglect to attend at the time fixed for installation, his election or appointment may be declared void by a vote of the Chapter, or by the officer who appointed him. Officers may be installed at any Special or Stated Convocation, and no dispensation is required for a public installation.

**Section 4. Duties of the Excellent High Priest.** It shall be the duty of the High Priest to preside at all Convocations of the Chapter and see that the by-laws of his Chapter and the Constitution and General Laws and Edicts of the Grand Chapter are strictly observed, that accurate records are made, and just accounts rendered, that the quarterly reports are promptly made to the Grand Chapter and that the annual dues are promptly paid. He shall appoint a committee to audit annually the books and records of the Chapter. He shall attend all Convocations of the Grand Chapter either in person or by proxy.

**Section 5. King and Scribe.** It shall be the duty of the King and Scribe to assist the High Priest in the performance of his duties and, in his absence, to succeed to his duties and responsibilities. In the absence of all three officers of the Chapter, either at a stated or special Convocation, legally called, the junior Past High Priest present may open the Chapter and preside over its session.

**Section 6. Treasurer.** It shall be the duty of the Treasurer to receive from the Secretary all monies paid into the Chapter and give his receipt therefore, pay all warrants drawn on him signed by the High Priest and attested by the Secretary, keep a correct account of such receipts and disbursements and, when required by these laws or by the Chapter or High Priest, exhibit an accurate statement of same. He shall pay over all funds in his hands to his successor in office or as directed by the Chapter.

**Section 7. Secretary.** It shall be the duty of the Secretary to make and keep a correct and complete record of the proceedings of the Chapter, take charge of the seal, books, papers, etc., of the Chapter, and conduct its correspondence. He shall inform all committees of their appointment and the purpose thereof, and deliver to them such papers as pertain thereto.

He shall collect and receive all monies due the Chapter and promptly pay the same to the Treasurer, taking his receipt therefore, and deposit the funds to the credit of the Treasurer in a bank named by the Chapter. This shall be deemed a compliance with this duty. He shall issue, under the seal of the Chapter, all written notices and summonses ordered by the Chapter or the High Priest. He shall make written report to the Chapter in October of each year of the names of all members delinquent for dues, with amount each is in arrears. The Chapter or High Priest may require such written report at other times.

He shall, upon election of all Companions by affiliation, notify the Chapter of his former membership of his election to membership.

He shall make quarterly reports not later than January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup> and October 15<sup>th</sup> in each year to the Grand Secretary of the Grand Chapter, upon blanks to be supplied by the Grand Secretary, and give therein a detailed statement of all the work of the Chapter for the year beginning January 1st and closing December 31<sup>st</sup>, which reports shall be signed by the High Priest and the Secretary and be attested with the seal of the Chapter and be accompanied by the amount due the Grand Chapter for degrees conferred and for membership. The January 15<sup>th</sup> report to have a certificate attached thereto signed by the Auditing Committee of the constituent Chapter showing their findings as to the financial condition of said Chapter as shown by the books of the Secretary and Treasurer. This certificate shall become a part of the report to the Grand Secretary, and failure to have said books audited and certificates signed will subject Chapter to the same penalty as a failure to make a report to the Grand Secretary. Only those exalted shall be shown in statement of work done.

He shall receive from the Grand Secretary each year a form to be used for the recommendation of a deserving companion for the Distinguished Service Bronze Medal and the Murrow Award. This form is to be filled out and returned to the Grand High Priest each year with the Chapter's recommendation of a proposed recipient of these awards.

He shall order and receive from the Grand Secretary such rituals as may be assigned to or purchased by the Chapter and keep a list showing the name and office of the Companions to which each is entrusted.

He shall deliver to his successors, or the committee appointed by the Chapter, all books, papers, records, etc. in his custody, whenever the Chapter may so direct.

For his faithful performance of these duties the Chapter may make such annual appropriation as it may deem proper.

**Section 8. Other Officers.** The duties of officers not otherwise defined herein shall be such as are appropriate to their respective stations, or as may be specifically set forth in regulations, or directed by the High Priest or Chapter.

**Section 9. Removal from Office.** The appointive officers shall serve at the pleasure of the High Priest and may be replaced for good cause at any time. The elective officers may be removed from office only by the Grand High Priest, and for just cause.

**Section 10. Resignations.** Any officer of the Chapter other than the High Priest may resign. If any elective officer resigns, dispensation from the Grand High Priest must be obtained to hold an election to replace him.

**Section 11. Who Shall Preside during Absences, Removal and Vacancies?**

In the absence of the High Priest, the King shall preside. In the absence of the King the Scribe shall preside. In the absence of all three, the Junior Past High Priest present shall preside.

In the case of the death or disability of the High Priest, the King will assume the prerogatives and duties, until the election and installation of a High Priest. When an elective officer permanently changes his place of residence beyond the jurisdiction of his Chapter, he thereby vacates his office and can exercise its powers no longer. If a vacancy occurs in any office, the Grand High Priest may authorize a new election, upon request to that effect by the Chapter. The presiding officer may fill any vacancy in an appointive office.

**Section 12. Consolidation of Chapters.** When two or more Chapters desire to consolidate and form one Chapter under the name and number of one of said chapters, it shall be consummated in the following manner.

All members of both Chapters shall be notified of the intent to consolidate and the date of the assembly when such vote shall be taken. The vote and consolidation shall be supervised by the Grand High Priest or his designate.

The Chapter thus giving up its charter shall deliver the charter, record books, seal, rituals, etc. to the Grand Secretary. The funds, property, robes, etc. shall be delivered to the Secretary of the consolidated Chapter and become the property of the Chapter still in existence.

The High Priest of each Chapter shall, at a stated Convocation, appoint a committee of three members of his Chapter to meet with a like committee of the other Chapter, or Chapters, involved. Such committees shall be a general committee on consolidation. This committee shall determine the financial status of each Chapter, its properties personal and real, its debts and obligations, membership and such other data as may be pertinent to consolidation, and report this information to their respective Chapters at the next stated Convocation. Should a majority of the members, present and voting, approve said consolidation at this time, final action on the proposition shall be scheduled on the second stated Convocation following. The secretary shall notify the membership of the proposed action, by mail, at their last known post-office address. The Secretary shall also notify the Grand High Priest and the Grand Secretary of the proposed action and forward each a copy of the general committee report.

At the stated Convocation on which the ballot is scheduled, the High Priest of each of the Chapters shall state the questions. It shall require a two-thirds majority of the members present and voting to affirm the consolidation in the Chapter whose name and number is to be retained. In the Chapter whose name and number is to be surrendered, should nine or more vote to reject the proposition to consolidate, then the consolidation is rejected.

The assets, liabilities and membership of the Chapter whose name and number is being surrendered by consolidation shall become the assets, liabilities and membership of the Chapter whose name and number they assume when the proposition to consolidate shall have been adopted by the Chapters involved.

The Grand High Priest, or his designated representatives, shall be present at the stated Convocation, or Convocations, at which the proposal to consolidate is to be balloted.

**Section 13. Surrender of Charter.** A Chapter may voluntarily surrender its charter under the following conditions: The proposal to surrender the charter of a Chapter shall be presented in writing at a stated Convocation of said Chapter. If the proposal is approved by a majority of those present and voting, said proposition shall be scheduled for final ballot and action on the second stated Convocation following. All members shall be notified of the proposition, by mail, at their last known post office address by the Secretary. The Grand High Priest and the Grand Secretary shall also be notified of the proposed action, at the same time and in the same manner.

The proposition, on being called for final ballot, shall be declared passed if less than nine members vote to retain the charter; however, if nine, or more, vote to retain the charter, the proposition shall be declared defeated.

The Grand High Priest may, at his discretion, accept surrender of the charter, or move said charter together with such members as so desire to another location. All assets, properties, real or personal, paraphernalia, robes, costumes, equipment, etc., shall become the property of the Grand Chapter. The Grand Chapter, however, shall not be liable for or assume any liability or indebtedness of any Chapter, whether it has surrendered its charter or is an active Chapter.

**Section 14. Status of Member of Extinct Chapters.** When the charter of a Chapter shall have been surrendered or arrested, the members thereof in good standing shall be entitled to a Certificate of Good Standing from the Grand Secretary without charge. A suspended member of such Chapter may, upon payment of Five Dollars (\$5.00), be entitled to a Certificate of Good Standing from the Grand Secretary.

**Section 15. Summons.** The High Priest, or the Chapter, has the right to summon any member of the Chapter for any purpose within the scope of business of Capitular Masonry, and every member is bound to obey such summons, unless unavoidably prevented. While it is left to the wise discretion of the High Priest, or the Chapter, as to when such an emergency exists, the High Priest or Chapter must be held to accountability for an arbitrary exercise of his discretion, as well as for any other willful abuse of

authority. Ten days shall be construed to be legal notice whenever the word "notice" is used in this code, and the Secretary shall deposit a copy of said notice in the United States Post Office, sealed and addressed to the member's last known address.

**Section 16. Convocations.** The stated Convocations of a Chapter shall be at the time and place specified in its by-laws. The Chapter shall be opened in due form (ritualistic form) for a minimum of four (4) stated Convocations annually, including the one in December for the annual election. This shall be provided for in the by-laws. Special Convocations to confer degrees may be called at the pleasure of the High Priest, but no business shall be transacted except as hereinafter provided. A Chapter may, at a Stated Convocation, consider and transact business jointly with the Council and Commandery domiciled at the same location. When a Council or Commandery is opened in due form, the High Priest may declare the Chapter open for business only following the flag pledge and prayer.

**Section 17. By-Laws.** Each constituent Chapter of this Grand Chapter shall adopt by-laws for its government, providing that the same shall conform to the Constitution and General Laws of this Grand Chapter. Such Chapter, in its by-laws, shall fix the time of stated Convocations, which shall be opened in due form for a minimum of four (4) Convocations annually; the fees for the degrees; the annual dues of its members; the time of election of officers, and such other provisions as may be deemed necessary for its government. A Chapter has the right to alter or amend its by-laws; provided that such alteration or amendments do not conflict with the Constitution and General Laws of this Grand Chapter.

Any alteration to Chapter By-Laws must be submitted to the Grand High Priest for approval, either before or after adoption by the Chapter, before such alteration or amendment shall become effective. Constituent Chapters shall furnish copies of their By-Laws to the office of the Grand Secretary.

A Chapter may at Stated Convocation consider and transact business jointly with the Council and Commandery domiciled at the same location.

**Section 18. Quarterly and Annual Reports.** Immediately following the last day in each quarter and not later than January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup> and October 15<sup>th</sup> the High Priest and Secretary shall prepare and forward to the Grand Secretary on forms furnished by the Grand Secretary, the quarterly reports. On the 15<sup>th</sup> day of January following the last quarter of the year, the quarterly report shall also be accompanied by the annual returns for the year beginning January 1<sup>st</sup> and closing December 31<sup>st</sup>, which reports will be signed by the High Priest and Secretary and be attested with the seal of the Chapter and be accompanied by the amount due the Grand Chapter for degrees conferred, and for the member per capita and assessments.

**Section 19. Charter and Seal.** Each chartered Chapter shall be required to have a seal, an impression of which shall be furnished the Grand Secretary for record. All official documents of the Chapter shall be duly authenticated by its seal.

In case of the loss or destruction of a charter, the Grand High Priest may, upon proper showing, order a duplicate charter to be issued. Every chartered Chapter shall have a seal, which shall be affixed to all official papers issued by the Chapter.

**Section 20. Bonds.** A Chapter may require by its by-laws that the Treasurer and the Secretary shall give surety bonds, payable to the Chapter, and in such form as the Chapter may approve and approved by the High Priest.

**Section 21. Quorum.** When constituent Chapters, either chartered or under dispensation, are convened in a Stated Convocation they shall be opened and all business transacted in the Royal Arch Degree, for which purpose five (5) Royal Arch Masons, all of whom must be members of said Chapter, shall constitute a quorum. For work in the degrees, any nine regular Royal Arch Masons shall constitute a quorum. In the absence of a quorum, no business can be transacted, but a quorum being present, the vote of a less number shall be valid.

For work in the Mark Master Degree, eight (8) or more shall constitute a quorum, and seven (7) or more shall constitute a quorum for work in the Past Master or Most Excellent Master Degrees.

**Section 22. Audit.** At the last Stated Convocation in December of each year the High Priest shall appoint a committee of three for the purpose of auditing or causing to be audited all the books and

records of the Treasurer and Secretary and submit a report in writing thereon on or before the first Stated Convocation in January; provided that a professional accountant who is a Royal Arch Mason may be employed to perform such services.

**Section 23. Penalties for Failures to Make Report.** Any Chapter which shall neglect to make payment of such dues or assessments as may be levied against it by resolution of the Grand Chapter or which shall fail, neglect or refuse to send at least one representative to the Stated Convocation of the Grand Chapter, or which shall fail, neglect or refuse to file its quarterly or annual report to the Grand Secretary as required under this code shall be deemed to be delinquent and may, by resolution of the Grand Chapter, be held under suspension, during which the Chapter may not function as such except under special dispensation of the Grand High Priest.

**Section 24. Order of Business.**

The order of business in constituent Chapters shall be as follows:

1. Opening
2. Reading of all unapproved minutes.
3. Disposal of unfinished business.
4. Reports of committees, including those referred petitions.
5. Presenting, reading and referring of petitions.
6. Balloting
7. Presenting of accounts and action thereon.
8. Disposal of miscellaneous business.
9. Conferring of Degrees.
10. Closing

Whenever in the judgment of the presiding officer business may be facilitated by changing the above order of business, authority is hereby given to proceed in any regular and orderly manner.

**Section 25. Capitular Year.** The Capitular Year of constituent Chapters in this Grand Jurisdiction shall begin on the first day of January and end on the thirty-first day of December of each calendar year.

**Section 26. Book of Marks.**

Each Chapter in this Grand Jurisdiction shall provide a book in which to record and preserve the "MARK" or facsimile of the "MARK" selected by every Mark Master, and no brother shall be exalted until his mark shall have been recorded, provided that when the recording of a brother's mark is delayed by his having received the degree of Mark Master and Royal Arch on the same day, or by dispensation from the Grand High Priest, then his mark shall be duly recorded within thirty days

## ARTICLE 11

**Section 1. Conditions of Membership**

**Jurisdiction.**

- a. The jurisdiction of every constituent Chapter in the State of Oklahoma shall be concurrent.
- b. The Grand High Priest, in his discretion, after investigation of the facts as to accessibility of travel between the points involved and finding no objection from the Chapter nearest the residence of those desiring to petition for the Capitular Degrees, may waive jurisdiction over candidates residing in Oklahoma who can more conveniently receive the degrees in a Chapter out of state. Such waiver, with the facts, must be reported in his annual address.
- c. No constituent Chapter in this jurisdiction shall receive the petition of an applicant for the degrees who resides in another Grand Jurisdiction without the consent of the Grand High Priest of that jurisdiction and the constituent Chapter within whose jurisdiction the petitioner resides.

**Section 2. Petition.**

Any Master Mason in good standing who shall have resided within the jurisdiction of Oklahoma for a period of six months or more shall be entitled to petition for the degrees of Capitular Masonry and shall state whether or not he has been rejected previously by any Chapter.

The petition shall be in writing upon a form prescribed by the Grand Chapter and shall be signed by the petitioner, with his full name, age, residence, occupation, and recommended by two members of the Chapter receiving the petition.

**Section 3. Petition must be referred.** No ballot can be had upon a petition for the degrees or application for affiliation until after it has been referred to a committee of three members of the Chapter and shall be and remain in the hands of such investigating committee at least one lunar month except as hereinafter provided. A petition rejected may be renewed at the expiration of six months after such rejection. (See Exceptions, Sections 6)

**Section 4. Balloting.** The ballot on a petition or application for membership must be secret and unanimous, and all members present when the ballot is taken must vote unless excused by the High Priest. A unanimous ballot shall be necessary for acceptance, but if, on the first ballot, one negative ballot appears, the High Priest shall order a second ballot which shall in all cases be final.

**Section 5. Objections.** Before the conferral of the degrees, any member of the Chapter or any member of a Chapter of this Grand Chapter may make secret objection to the High Priest to the election of such candidate. On such objection being made, the High Priest shall immediately call in the King and Scribe to consider the reasons therefore. This hearing shall be in secret. The objector shall present to these three the reasons for his objections, stating fully his facts. If the High Priest, King and Scribe consider such reasons sufficient, the petitioner shall be declared rejected. At the next stated meeting the High Priest shall announce that the petitioner has been rejected and instruct the Secretary to duly note the same. The fees shall be returned to the petitioner, and he shall be eligible to repetition after six months. The name of the objector shall not be revealed by either the officers or the objector.

**Section 6. Exceptions.** When a petitioner shall have resided at least six months in the state and is a member of a duly recognized Royal Arch Chapter, the Chapter may, if there be no objection, receive and ballot upon such petitioner at any Stated or Special Convocation without regard to time or reference to an investigating committee.

**Section 7. Failure to Appear.** A candidate fails to present himself within six months after he shall have been notified of his election shall forfeit his fee; provided, he does not give good reasons for his failure to appear. The sufficiency of the reasons shall be decided by a majority vote of the members present.

Another ballot shall be taken upon his petition. In the event the candidate presents himself and the degrees are not conferred because of no fault of his own, the fee paid shall be returned to the petitioner if he so desires.

**Section 8. Records.** All action taken upon petitions and all degrees conferred or refused shall be duly recorded on the minutes of the Chapter.

**Section 9. Fees.** No constituent Chapter shall accept a petition for the degrees for a less sum than (\$40.00) forty dollars, which may be paid in installments, (\$20.00) twenty dollars with the petition and (\$20.00) twenty dollars before the Mark Master Degree is conferred; provided that this shall not be construed to prevent a constituent Chapter from charging a sum greater than (\$40.00) forty dollars for the four degrees.

**Section 10. Affiliation.**

**a.** All applications for membership by affiliation shall be on forms provided by the Grand Chapter, which form shall be signed by the applicant with his full name, together with such information concerning occupation, residence and such other matters as are deemed of importance in judging his qualifications for acceptance, and it shall be accompanied by a duly authenticated Certificate of Good Standing within 120 days of its date.

**b.** No fee shall be charged for affiliation from another Chapter whether within or without this Grand Jurisdiction.

**Section 11. Rejection.** Whenever the application of a Royal Arch Mason for membership shall be rejected, his right as a Royal Arch Mason shall not be impaired thereby, and he shall have the right to again apply for membership at his pleasure in the same or in another Chapter.

**Section 12. Certificates of Good Standing.**

a. The procedure adopted by the Most Worshipful Grand Lodge, A.F. & A.M., of the State of Oklahoma shall be adopted by this Grand Chapter in the issuance of Certificates of Good Standing.

b. All forms previously approved by this Grand Chapter pertaining to the issuance of a demit shall be amended by substituting the words "Certificate of Good Standing" for the word "Demit", and such forms shall conform as nearly as possible to that adopted by the M:W: Grand Lodge of the State Oklahoma. Demits shall not hereafter be issued by a constituent Chapter of this jurisdiction. In order that transfer of a member from one Chapter to another may be accomplished without delay the "Certificate of Good Standing" shall become a transfer of membership upon notice to the Chapter of original membership of the election of the member in another Chapter. Certificates of Good Standing shall expire one hundred twenty (120) days from the day of issuance.

**Section 13. Certain Degrees Gratuitous.** Any Royal Arch Mason who has been made such in another Grand jurisdiction in fraternal relationship with the Grand Chapter of Oklahoma which omits conferring the Mark Master or Past Master or Most Excellent Master Degrees may visit an Oklahoma Chapter, provided he is obligated in the degree or degrees omitted or has them conferred upon him without cost. Any Chapter is authorized to confer any or all such degrees on such a Royal Arch Mason as a courtesy and without fee or dues; any such Royal Arch Mason receiving such degrees as a courtesy shall not thereby become a member of such Chapter and shall not be carried on the rolls.

**Section 14. Dues.** The minimum dues for each constituent Chapter shall be the per capita tax of the Grand Chapter Royal Arch Masons of Oklahoma and the General Grand Chapter Royal Arch Masons, International plus any and all assessments of the Grand Chapter of Royal Arch Masons of Oklahoma, plus an additional amount to cover the cost of operating the constituent Chapter.

All dues shall be payable in advance on the first day of January each year and the Secretary shall not issue a dues card until the member shall exhibit documentary evidence showing that he is a member in good standing of a Symbolic Lodge.

Chapters may not remit the dues on more than 10% of its total membership.

A Chapter may also confer at any time "Honorary Membership" on deserving Companions who hold membership in other Chapters and whom the Chapter wishes to honor for some particular reason.

**Section 15. Assessments.** Chapters may for specific purposes levy special assessments against companions which may be collected as dues, provided that such assessments shall apply to all companions alike, who shall be notified at least thirty days in advance of the time when such payments shall become due and with the approval of the Grand High Priest.

**Section 16. Dues Cards.** The dues cards shall be uniform in size and format similar to the dues cards presently issued by the Grand Lodge A.F. & A.M. of the State of Oklahoma. Each card shall bear the printed signature of the Grand Secretary, a facsimile of the Seal of the Grand Chapter, Royal Arch Masons of Oklahoma, and the year of issue. Constituent Chapters may fill in their Chapter name, number and location, or they may have it printed on the card. Dues cards shall be ordered through the Grand Secretary.

**Section 17. Remit Dues.** Chapters shall have the right to remit the dues of deserving companions who, because of misfortune, may be unable to meet the financial obligation of paying dues. When a committee of the Chapter shall have made an investigation and reported such inability, the Grand Chapter dues on such companion shall be remitted. A report of members for whom dues are remitted shall be submitted to the Grand Secretary along with the annual report on a form to be provided by his office.

**Section 18. Honorary Members.** Chapters shall also have the right to bestow Honorary Membership on deserving companions who, because of advanced age or faithful service, are deemed worthy of such honor after such proposal shall have lain over from one Stated Convocation until the next, but the Chapter shall pay Grand Chapter dues on such member. A Chapter may confer at any time "Honorary Membership" on deserving companions who hold membership in other Chapters and who the Chapter wishes to honor for some particular reason.

**Section 19. Suspensions, Restorations and Reinstatements.**

a. No member of a constituent Chapter shall be suspended for non-payment of dues until after due notice has been given to such member of an opportunity to appear at the time it is proposed to act upon the matter and to be heard.

b. If a member is in arrears in dues for a period of six months, he may be summoned to appear at a Stated Convocation to show cause; at which time, whether he appears or not, the Chapter may act at its discretion without further notice to the member.

c. Membership in a Symbolic Lodge being a prerequisite to membership in a Chapter, a companion suspended by his Lodge shall, on due notice, be suspended by his Chapter.

d. When a member has been suspended by his Chapter solely for non-payment of dues, he may be restored to good standing by paying the dues owed at the time of suspension, plus dues for the current year, and without vote of the Chapter, providing such member shall be in good standing in his Lodge, and providing further that such payment is tendered within three (3) years of the date of suspension.

If such payment be tendered at the later date, it shall require a two-thirds (2/3) affirmative vote of the chapter to reinstate.

e. Any payment tendered for reinstatement shall be refunded if reinstatement is refused.

f. No dues shall be charged during suspension.

g. The Chapter may, by majority vote, remit part or all of the dues owed at the time of suspension

h. In order to maintain his standing, a member must be affiliated with and in good standing in a regular Lodge of Master Masons, and suspension or expulsion therein shall carry the same penalty in his Chapter.

**Section 20. Plural Membership.** Plural membership in this Grand Chapter shall be permitted under the procedure as adopted by the Most Worshipful Grand Lodge of Ancient Free and Accepted Masons of the State of Oklahoma; and the form of application and certification of good standing shall be adopted similar in wording to our present form of affiliation and certificate of good standing with the words "Plural Membership" to be added thereto. No companion shall be permitted to hold an elective office in two Chapters within this Grand Chapter at one and the same time. A plural member may withdraw his membership in any Chapter, giving written notice to each Chapter in which he holds plural membership, provided that no charges are pending and that his dues are current in each Chapter. The Secretary shall report all plural members as such, and shall notify the other Chapters and the Grand Secretary of anything affecting the standing of the plural member.

**Section 21. Perpetual Membership.** Perpetual memberships are authorized in constituent Chapters subject to the following terms and conditions.

a. Any member in good standing and possessing a current dues card in a constituent Chapter may become a perpetual member in that Chapter, pursuant to the provisions of this section.

b. The member desiring a perpetual membership shall apply to the Secretary of his Chapter for such a membership on forms prescribed by the Grand Chapter. The Chapter Secretary shall complete his part of the application and shall forward the same, together with the full fee due, to the Grand Secretary. The date of the application shall be the date the Grand Secretary certifies he received the application. The member shall tender with his application a minimum of fifteen (15) times of the annual dues of his Chapter, excluding that portion of the annual dues which is designated for the per capita tax of the General Grand Chapter of Royal Arch Masons, International, as prescribed in Article 11, Section 14. At the time of his application, the member must also demonstrate that he holds or has applied for a perpetual life membership in the General Grand Chapter of Royal Arch Masons, International. If the General Grand Chapter of Royal Masons, International, shall have discontinued offering perpetual life memberships, then the member shall tender with his application a minimum of fifteen (15) times of the annual dues of his Chapter as prescribed in Article 11, Section 14. (Amended 4/24/115)

c. The application shall be signed by the applicant and have the certification of the Chapter Secretary. The application shall not become effective until the applicant's record has been certified by the Grand Secretary. The application shall contain thereon the computations upon which the perpetual membership fee is predicated. If the Grand Secretary determines that the minimum fee tendered by the applicant is in excess of that required, the Grand Secretary shall have the power to correct the application and the Chapter Secretary's computations of the fee, accept the application as corrected and refund any excess fee to the applicant through the constituent Chapter Secretary. If the fee tendered is insufficient, the Grand Secretary shall return the application and fee to the constituent Chapter Secretary for correction and re-submittal.

A copy of the completed and accepted perpetual membership application and a certificate of perpetual membership shall be furnished to the applicant and his Chapter by the Grand Secretary. These provisions shall be construed so as to permit the Grand Secretary to use computerized records.

**d.** After the perpetual membership application and fee have been received and accepted by the Grand Secretary, the perpetual membership fee shall not be refundable except under circumstances determined by the Grand Secretary to be mistakes of fact rendering the applicant ineligible for perpetual membership as of the date of the application.

**e.** After the applicant's perpetual membership has been accepted by the Grand Secretary, the perpetual membership fee shall be paid over to the Grand Treasurer as required by the Constitution and General Laws. The funds shall be placed collectively in restricted perpetual membership accounts. These funds shall be accounted for on an individual chapter basis listing the amount a person paid into the fund for both Chapter dues and Grand Chapter per capita and any assessments in effect. The funds shall be accounted for separately by the Grand Treasurer from all other Grand Chapter funds. The funds shall be audited annually as required in the Constitution and Law.

**f.** A perpetual member shall owe no further dues to the Chapter of which he is a perpetual member. An annual dues card shall be issued by the Chapter Secretary who shall denote perpetual member thereon.

**g.** The perpetual membership fee shall be considered principal and shall never be spent. The total amount of interest and dividends derived there from shall be paid proportionally, annually to each constituent Chapter for each perpetual member at the time of per capita billing.

When a perpetual member dies a new ratio will be arrived at by subtracting the General Grand Chapter per capita tax, the contribution made to Royal Arch Research Assistance, plus any other special assessment.

**h.** The Grand Secretary and Grand Treasurer shall, at the time of the annual interest distribution, defined as interest and dividends, submit a statement to the Chapter for any amount covering the proportionate per capita and assessment in effect at the time the Companion joined the plan. The Chapter shall, during his lifetime thereafter, pay to the Grand Chapter the amount designated by the Grand Secretary's per capita statement.

**i.** The obtaining of a perpetual membership in one Chapter by a dual member shall have no effect on his membership in the other Chapter to which he belongs. Plural perpetual memberships are permitted.

**j.** A perpetual member may affiliate with a constituent Chapter. If the affiliation is within this Grand Jurisdiction the entire perpetual membership fee he originally paid shall be transferred to the account of the Chapter to which he affiliates. If the affiliation is outside this Grand Jurisdiction the entire perpetual membership fee shall remain with the Chapter of which he was a perpetual member.

**k.** Any certificate of good standing issued under the Constitution and General Laws to a perpetual member shall have endorsed thereon the fact that the holder is a perpetual member, and the amount of the perpetual membership fee shall be transferred to the constituent Chapter in Oklahoma with which he affiliates.

**l.** If a perpetual member shall be suspended, expelled, or withdraws and is subsequently restored to good standing, or re-affiliates from out of state, his perpetual membership shall be deemed to be also restored.

**m.** If a Chapter consolidates, surrenders its charter or has its charter arrested, the funds credited to that Chapter in the perpetual membership fund shall follow the Companion according to the relevant sections of the Constitution and General Laws dealing with consolidations, surrendering and arrests of charters.

**(1)** When a member holds perpetual memberships in two Chapters, and these Chapters consolidate, his perpetual membership will be combined in one perpetual membership in the surviving Chapter. The Grand Treasurer will combine the perpetual membership funds transferred in with the original funds and will treat the account the same as if additional funds had been added. The distribution of the dividend and interest earned will be based on the ratio of the surviving Chapter and in accordance with paragraph (e).

**n.** A memorial perpetual membership may be purchased by any person for a deceased Companion of an Oklahoma Chapter by following the same procedures as outlined in this section, using the dues, per capita and any assessments in effect on the date of the Companion's death. The interest derived there from shall be in accordance with subsections "g" and "h".

o. A Companion at any future time may add any amount to his perpetual membership fee through his Chapter Secretary.

p. Applications for perpetual membership shall be on forms prescribed by the Grand Chapter, and the Grand Secretary shall provide all forms required for the implementation of this section.

q. Where perpetual Companions have not been heard from for more than seven years, the High Priest shall direct the Secretary to report the names of such missing Companions to the Grand Chapter on the monthly report form as being deceased. Their names shall then be transferred to the rolls of deceased perpetual membership, but this action shall have no effect on the amount of money paid to the Chapter and Grand Chapter for that perpetual member as set forth in subsections “g” and “h”.

r. There shall be no cost to the constituent Chapter for the administration of this program by the Grand Chapter.

**Section 22. Membership in Lodge.** Membership in any Chapter in this Grand Jurisdiction is dependent upon and co-existent with membership in a Lodge of Master Masons. Receipt of a duly authenticated certificate showing the suspension or expulsion of any member of any Lodge in this Grand Jurisdiction shall operate to suspend or expel said Royal Arch Mason in the Chapter in which his membership is enrolled; provided that receipt of a certificate showing his restoration to such membership shall in the absence of charges in the Chapter operate to restore him to good standing.

**Section 23. Discipline.** Every Chapter shall have the right to exercise Discipline for any Masonic offense over its own members wherever they may reside.

**Section 24. Preferring Charges.** Whenever a Companion within this Grand Jurisdiction shall desire to prefer charges against another Companion he shall submit a copy of such charges with such specifications and the name of witnesses to the High Priest, whereupon all proceedings shall ensue in accordance with the Law and Usage adopted by The Most Worshipful Grand Lodge, Ancient Free and Accepted Masons of the State in Oklahoma so far as they may be applicable.

## ARTICLE 12

### CEREMONIES AND FORMS

**Section 1. Ceremonies.** The form for the ceremonies of Installation of Officers of constituent Chapters is printed in the ritual. Forms for installing Grand Officers, Instituting, and Constituting new Chapters are available either in the ritual or from the Grand Secretary.

**Section 2. Official Forms.** The official form for By-Laws of constituent Chapters is included herewith. All other forms of petitions, applications, reports, etc., as approved by the Grand Chapter, are available from the Grand Secretary.

**Section 3. When General Law is Silent.** Where this General Law is silent upon any question of law or jurisprudence not otherwise specifically covered in the Constitution or Edicts of this Grand Chapter, the Masonic Law and Usage recognized by The Most Worshipful Grand Lodge, Ancient Free & Accepted Masons of the State Oklahoma shall control.

## ARTICLE 13

### AMENDMENTS

**Section 1. Amendments.** Amendments may be made to these General Laws at any stated Convocation of this Grand Chapter by a two-thirds (2/3) vote of members present and voting; provided that all proposed amendments shall have been submitted in writing to the office of the Grand Secretary not later than sixty days prior to the date of an Annual Convocation. Resolutions submitted shall be accompanied by a statement of the reasons for the proposed amendments and such facts as may be in support thereof.

a. The Grand Secretary shall forward copies of such resolutions to each member of the Jurisprudence Committee, the elective officers of the Grand Chapter, and to the chairman of any standing committee which may be affected thereby, not later than thirty days prior to the Annual Convocation.

Resolutions proposed affecting any standing Committees shall also be submitted to the Chairman of such committees not later than thirty days prior to the statutory date of the Annual Convocation. All

such Resolutions when formally presented at the Annual Convocation shall be referred to the Committee on Jurisprudence for report and recommendation.

The Grand Secretary shall forward to the constituent Chapters of this Grand Chapter copies of such Resolutions thirty days prior to the date of the Annual Convocation of the Grand Chapter.

**b.** By unanimous consent the members present at an Annual Convocation of the Grand Chapter may suspend the provisions of this section, providing for prior submission of proposed amendments to these General Laws, except that all Resolutions must be presented on the first day of an Annual Convocation.

**c.** A recommendation made in the address or report of a Grand Officer or in a committee report shall not be accepted as an amendment to these General Laws, except by the regular procedure as outlined in Section 2 of this Article.

## **Section 2. Repeal of Previous Laws.**

These revised General Laws shall supersede the 2006 General Laws, as amended, and shall become effective and be in force upon adoption at the 2011 Grand Convocation.

# **ARTICLE 14**

## **PAST GRAND HIGH PRIEST ASSOCIATION**

**Section 1. Members.** All Past Grand High Priests of this Grand Jurisdiction shall constitute the membership of the Association. The Grand High Priest shall automatically become a member upon his retirement as Grand High Priest.

**Section 2. Duties.** The Association shall have the responsibility of administering the funds formerly known as the "Educational Fund" of the Grand Chapter, but henceforth known as the "Past Grand High Priests Fund". The Association shall have the authority to adopt their own By-Laws. The Association shall meet annually during the Convocation of the Grand Chapter.

### **Section 3. Officers.**

**(a)** At the Convocation of this Grand Chapter, held in even numbered years, the Association shall elect a President, a 1st Vice-President, a 2<sup>nd</sup> Vice-President and a Secretary-Treasurer. Upon election, the 1st and 2<sup>nd</sup> Vice-Presidents may advance in office, but no officer, other than the Secretary-Treasurer, shall be re-elected to the same office, or shall serve more than two years in any office. The Secretary-Treasurer may be re-elected.

**(b)** The officers of the Association shall constitute the Executive Committee of the Association.

**Section 4. Succession.** In the case of inability to serve or permanent removal from the state of the President, the 1st Vice-President shall assume the duties of the President, and the other officers remain in their office until the next Annual Convocation. In the event of a vacancy in the office of Secretary-Treasurer, the 2<sup>nd</sup> Vice-President shall assume the duties of that office until the next Annual Convocation. If two or more vacancies occur, the remaining officers shall appoint replacements, other than Past Officers, until the next Annual Convocation.

**Section 5. Duties of Officers.** The Executive Committee shall administer the general affairs of the Association according to this Article 12 of the General Laws, and as directed by vote of the membership of the Association. Annually the President shall appoint an Audit Committee, and they shall report annually. Biennially, the President shall appoint a Nominating Committee to recommend officers on even-numbered years, or when a vacancy occurs according to Section 4.

**Section 6. Funds. a.** All income from investments shall be transferred to the Association General Fund. Except for administration expense, no funds shall be used except by approval of the Association at its Annual Meeting. No funds shall be used or dispersed, other than for administration and/or charitable purposes, without express consent of the Grand Chapter at its Annual Convocation.

**b.** An amount that approximately equals the interest earned annually on the funds of the Association may be distributed each year as approved by a vote of the Association at its Annual Meeting. Such funds are to be distributed primarily to Masonic Charities in the following order of preference: (1) Royal Arch Masonic Charities, (2) other York Rite Charities, (3) Charities of other Masonic Bodies, and (4) other charities.

**c.** A maximum of One Thousand Dollars (\$1,000.00) may be expended by vote of the Executive Committee for an emergency cause if first approved by a majority vote of the Association as a result of a poll by mail or telephone.

**d.** A report of the finances and distribution of funds of the Association shall be made to the Grand

Chapter at its Annual Convocation, for the acceptance of that Body, and printed in the Proceedings.

**Section 7. Bonds.**

The Secretary-Treasurer shall be bonded for an amount as set by the Executive Committee from time to time. Bonds are to be made payable to the Grand Chapter of Royal Arch Masons of Oklahoma, approved by the Finance Committee of the Grand Chapter and placed in custody of the Grand Secretary. Premiums for such bonds are to be paid from the funds of the Association.

**DECISIONS OF PAST GRAND HIGH PRIESTS**

**CANDIDATES:**

Recommendation approved providing for the use of two substitutes instead of one. Proceedings 1952 Page, 49-50.

A Brother who has lost left hand is eligible to receive Capitular Degrees if infirmity does not amount to inability to comply with rites and ceremonies. MANN 1919, page 11.

Petition of a Brother may be accepted if the petitioner will be able to recognize others and prove himself a Royal Arch Mason in visiting other bodies. Newhouse 1947, Page 19.

It is lawful to receive the petition of a physically handicapped Brother if he can prove himself after receiving the degrees. Larimore 1954, Page 11.

#### **CHAPTERS:**

Officers must be members of Chapter in which they are elected. Tedrowe 1915, Page 17.

Chapter U.D. may receive petitions for membership on demit. Evans 1904, Page 13.

Chapter may not call from Labor to Refreshment and call on again at some future date. Evans 1904, Page 13.

Power to suspend is vested in Chapter (2) Must be separate vote. McMahon 1922, Page 14.

If officer in Chapter is suspended in Masonic Lodge, the office becomes vacant. Tedrowe 1915, Page 17.

Officer of Chapter may hold for one year even if charges are preferred against him in Lodge, unless he be suspended or expelled. Tedrowe 1915, Page 17.

#### **DEGREES:**

Permissible, under certain conditions, to confer the Mark and Past Master Degrees out of Chapter Room. Neely 1959, Page 29.

#### **DISPENSATIONS:**

Dispensation necessary to elect officers after regular time. Coyle 1905, Page 19.

#### **BALLOTING AND CONFERRING DEGREES.**

Must be done in statutory time unless a special dispensation given. Essex 1907, Page.

#### **EXALTATION:**

Exaltation consists of communicating G.R.A.W. and I.N.O.D. (2) Must be communicated by threes only. (3) May be communicated in group. Downing 1921, Page 16.

#### **FEES:**

If petitioner is elected but dies before degree can be conferred, fee should be refunded. Tedrowe 1915, Page 16.

Unearned fees must be returned when all degrees have not been conferred because of objection. Gallup 1924, Page 13.

Fees shall not be returned when legally received for the degrees and the petitioner elected thereto. Boggs 1962, Page 12

#### **FILM:**

Specified film adopted for use in conferring Royal Arch Degree. Proceedings 1948, Page 45.

#### **HONORARY RANK:**

Grand Chapter refused to confer Honorary Rank of Past Grand High Priest. 1916, Page 48.

#### **INFIRMITIES:**

(See under heading of candidates.)

#### **PETITIONER:**

(See candidates)

#### **RELIGIOUS AFFIRMATION DAY:**

Third Sunday in October designated as Religious Affirmation Day in Oklahoma and providing for special committee. Resolution of Grand Chapter 1963, Page 28. Amended in 1964 to provide that committee shall consist of not less than three or more than five Royal Arch Masons. (1964)

**SOUTHWEST CONFERENCE:**

Recommendation approved that this Grand Chapter share in the expense of the Southwest Conference. Wheeler 1960, Page 15 and 57.

**PUBLISHING PROCEEDINGS IN ONE BINDING:**

Resolution adopted to print Grand Chapter and Grand Council Proceedings in one book or binding. Angel 1965, Page 38.

**RESTORATION OF FORMER CHAPTER MEMBER:**

It has been held that restoration by the Grand Lodge of a former member who had been expelled by Grand Lodge would not restore the member in the Chapter until such time as he had successfully affiliated with a Symbolic Lodge. Bullock 1970, Page 97.

**STANDING RESOLUTIONS**

**Resolution No. 6, 1973.** Approving a short form opening.

**Resolution No. 1, 1975.** Tying the formation of Committee on York Rite Coordination to the Grand Council and Grand Commandery committees of similar duties and providing the committees be approved in each of the three Grand Bodies before they become effective and providing for the committee to be dissolved at any Convocation. (Our laws spell out how they may be changed.)

**Resolution No. 6, 1992.** Amendments of the Ritual.

**Mark Master Degree.**

This degree shall proceed as written except that the S.D. addresses the exemplar, in the initial lecture, in a place where the remaining seated candidates may hear what is said. The second section proceeds as normal except the S.D. and exemplar make only one and one-half circumambulations to the J.W's station while all the scripture is given. There are no knocks. The lecture may be omitted up to the language beginning "These incidents and ceremonies" (page 25), then continued to completion. The charge may be omitted to a point beginning "My brother, I take pleasure", and then continuing to completion.

**Past Master Degree.**

This degree should be presented as written except the exemplar should be the only candidate seated in the Oriental Chair. You may eliminate the charge.

**Most Excellent Master Degree.**

The first section is given as printed except there should only be one and one-half circumambulations to the J.W's station, while all the scripture is given. The second section prologue may be postponed until the first section cast has vacated the lodge room and before the first procession enters.

The second section opens with first procession led by the two kings, and carries and places the K\_\_\_\_\_.

**INVESTMENT POLICIES FOR GRAND YORK RITE BODIES**

(Amended April 26, 2013)

The Secretary will transfer all excess funds in the operating account to the Grand Treasurer for deposit in the General Fund Investment Account. All funds received by the Grand Secretary which are designated will be transferred to the Grand Treasurer for deposit into the appropriate investment account. The Grand Treasurer will review the investment accounts monthly.

The Investment Advisory Board shall consist of three members. The Grand High Priest, Grand Illustrious Master, and Grand Commander will each appoint one member to the Investment Advisory Board. At their first meeting, they will select who will serve one, two or three year terms. All following appointments will be for a three year term or to complete a vacated term. Investment Advisory Board members may be reappointed.

The Grand Treasurer shall be responsible for the investments of the Grand York Bodies. He shall seek advice from the Investment Advisory Board as to the placement of the funds. The funds can be mixed to enhance return and a standard fund accounting practice be employed to account for each account's value in the investment mix.

The following policy shall be followed:

1. There shall be an interest bearing account known as the General Fund to invest monies for a short term or until needed by the Grand Secretary for the operation of the Grand Chapter.
2. Investments may include:
  - a. Certificates of Deposit;
  - b. U.S. Treasury Bonds, Bills and Notes;
  - c. Bonds issued by U.S. agencies;
  - d. Corporate Bonds;
  - e. Preferred Stocks of U.S. Corporations.
  - f. Equities of U.S. Corporations.
3. Definitions:
  - a. EQUITY INVESTMENTS: Consist of common stock, mutual funds, convertible preferred stock and convertible debentures of a corporation which are traded on the New York Stock Exchange, American Stock Exchange and NASDAQ.
  - b. FIXED INCOME INVESTMENTS: Fixed Income Investments are securities which yield a fixed rate of interest over the term of the instrument. Examples are bonds, debentures, corporate and government, and other forms of debt obligations.
  - c. SHORT TERM INVESTMENTS: Fixed Income Investments which have a maturity of not more than 90 days.

d. **PORTFOLIO.** All the investments held by The Grand Chapter, RAM of OK. A portfolio may have several accounts, i.e. General Fund, Perpetual Membership Fund, Membership Development Fund, etc., within each portfolio.

4. Guidelines: The asset allocation target of the total portfolio shall be:

	Minimum	Target	Maximum
Equities and ETFs	10%	22%	60%
Corporate, Municipal & Agency Bonds	5%	25%	40%
Mutual Funds	10%	23%	40%
Preferred /Fix Securities	10%	25%	10%
Cash and Equivalents	0%	5%	40%

(Amended 4/26/2013)

a. The equity portfolio shall be invested in companies whose securities have recognized marketability and quality.

b. Investment in any one company shall not exceed 10% of the total market value of the equity portfolio, and investment in any one industry shall not exceed 20% of the total market value of the equity portfolio. If the asset allocation gets more than 5% away from the targets, the Grand Treasurer should consult with the Investment Committee for readjustments.

c. No short sales, options, margin purchases, limited partnerships, commodities or similar purchases shall be made.

d. Investment in foreign stocks is expressly prohibited except for such stocks listed on the New York Stock Exchange, American Stock Exchange and NASDAQ.

e. All bonds shall have a rating of BBB- or better, by Standard & Poor's or Moody's equivalent. If a bond issue drops below "BB" by Standard & Poor's or Moody's equivalent, it shall be reviewed.

f. In the calculations of the total endowed funds within each portfolio, the call or par value of all preferred stocks, government and corporate bonds, may be used.

## **FORM OF BY-LAWS FOR GOVERNMENT OF CONSTITUENT CHAPTERS**

**Section 1. Name.** This Chapter shall be known as \_\_\_\_\_ Chapter No. \_\_\_\_\_, of Royal Arch Masons of \_\_\_\_\_, Oklahoma.

**Section 2. Time and Place of Meeting.** The (**regular**) stated convocations of this Chapter shall be held on the \_\_\_\_\_, \_\_\_\_\_ of each month at \_\_\_\_\_ o'clock \_\_\_ M., in the City of \_\_\_\_\_, Oklahoma.

**Section 3. Officers.** The elective officers shall be chosen annually at the first stated convocation in December and may be installed at this or any subsequent special or stated convocation (**prior to the first State Convocation in January of the following year.**)

**Section 4. Fees and Dues.** The fees for the degrees in the Chapter shall be \_\_\_\_\_ dollars, and payable before the degrees are conferred. The dues in this Chapter shall be \_\_\_\_\_ per annum, payable in advance on the first day of January of each year.

**Section 5. Bonds.** The secretary and treasurer shall be required to furnish a surety bond in such amount as may be fixed by Chapter unless such bond be written by the Grand Chapter.

### **Section 6. Order of Business**

1. Reading and approving minutes
2. Receiving and referring petitions.
3. Receiving reports of committees.
4. Balloting.
5. Sickness or distress.
6. Unfinished business.
7. Miscellaneous.
8. Conferring degrees.

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